How to complete these notification letters.Please insert information between the <> brackets as indicated for each tender procedure. Square brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable, but should only be modified in exceptional cases, dictated by the requirements of a specific call for tenders. All other parts of these standard instructions must be left unchanged. In the final version of letter, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**Notification Letter**

**< Letterhead of Contracting Authority >**

< Date >

< Official name of tenderer / candidate /contractor>

<Address of tenderer / candidate / contractor >

Our ref: < Publication reference >

Dear < Contact name >,

**< Contract title >, < Location >**

The above contract may be awarded to you subject to the eligibility of the proofs when requested, related to the exclusion situations and selection criteria mentioned below, for the amount mentioned in your tender [<…>] and on the basis of the conditions stipulated in the tender dossier. The contract value is [EUR] [<national currency>] <amount>.

Please complete a new financial identification form if your bank account details have changed since those submitted with your tender.

[Where applicable depending on the amount of the contract: To facilitate the contract preparation, could you please confirm that you will request the pre-financing of < amount of pre-financing >.]

[Where evidence documents for exclusion criteria shall be submitted (for contracts with a value of less than the international thresholds works < €5.000.000 there is no obligation to submit the above mentioned documents):

Please submit admissible proof or statement usual under the law of the country in which [you] [your firm] [each consortium member][each capacity-providing entity] [each subcontractor providing more than 10% of the works] is established that [you] [your firm] [each of the consortium members] [each capacity-providing entity] [each subcontractor providing more than 10% of the works] does not fall into any of the exclusion situations listed in the Tender Dossier, in accordance with the undertaking in the tenderer's declaration[s] included in your tender. The date on the evidence or documents provided must be no earlier than 1 year before the date of submission of the tender. [You] [Your firm] [each consortium member] [each capacity-providing entity] [each subcontractor providing more than 10% of the works] must, in addition, provide a statement that the situation has not been altered in the period that has elapsed since the evidence in question was drawn up. ]

[For contracts with a value of less than the international thresholds (works <EUR 5.000.000) the Contracting Authority may, depending on its assessment of the risks, decide not to require proofs for selection criteria, but then no pre-financing shall be made.

Evidence of financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the procurement notice is not obligatory to submit but then no pre-financing shall be made.]

The documentary evidences may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request.

Please use a reliable courier service or registered mail to avoid any delays or loss of the documents. Please submit the requested information within below specified deadline to the following address:

<Name and address of the Contracting Authority, for the attention of <address of unit/section>>

The contract will be sent to you for signature if you provide the above requested evidence documents within 15 calendar days following receipt of this notification of award. Note that the Contracting Authority may not be in a position to honour the contract if the required documents/information is not submitted within the above time limit or if they do not meet the requirements set out above.

Yours sincerely,

< Name **>**