

Reference	Title	Issued	Revision
FO-PRS-EMP-150	<b>RFI Unsuccessful Applicant Letter Template</b>	September 2018	1.1

**SAMPLE ONLY**

**APPLICANT DE-SELECTED AT RFI STAGE (FOR USE IN REGULATED TENDERS)**

**[RFx Ref]: Supplier Selection Decision**

I refer to the pre-qualification exercise for the above RFI.

The RFI responses have now been evaluated and I regret to inform you that on this occasion you have not been selected to be invited to tender as [delete as appropriate] your score was lower than the selected Suppliers [OR] you did not achieve the minimum score.

Your Quality Score was [XX]/100 and the question and section scores are shown below:

Questionnaire	Question	Supplier Organization	Score	Reasons for Score
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I would like to take this opportunity to thank you for your interest and wish you every success in the future. If you have any questions in this regard, please contact the RFI Lead.