*Sample Regret Letter*

*Date*

*Supplier Name*

*Address*

Dear *xxxxxx*

**Reference:  Solicitation No.** *xxxxxxxxxxxxx*

Thank you for your *proposal/submission/bid - use wording used in your solicitation document* submitted in response to the above-noted solicitation. This letter is to inform you that a *contract/agreement* - *use wording used in your solicitation document* will not be *[insert "awarded" or "issued"]* to you for this requirement. A *contract/agreement - use wording used in your solicitation document* has been *[insert "awarded" or "issued"]* to the successful *proposal/submission/bid* *- use wording used in your solicitation document* submitted by *(insert name of successful bidder/offeror/supplier)* in response to the above-noted solicitation. The price of the awarded *contract/agreement* - *use wording used in your solicitation document* is *$*\_\_\_\_\_\_\_\_\_ *(insert value of awarded contract/agreement)*

*If the proposal/submission/bid did not meet a mandatory requirement or threshold in the technical rated requirement insert the following paragraph.*

As indicated in the solicitation, a *proposal/submission/bid - use wording used in your solicitation document* was required to meet each and every mandatory requirement. Unfortunately, the evaluating team determined that your *proposal/submission/bid* *- use wording used in your solicitation document* did not comply with all the mandatory requirements of the solicitation, including the following:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert description of non-compliance)*

*If the proposal/submission/bid met the mandatory requirements and was not the highest ranked, insert the following paragraph.*

Although your *proposal/submission/bid- use wording used in your solicitation document* was found to be responsive to the mandatory requirements of the solicitation, it did not achieve the highest-ranking under the evaluation methodology described in the solicitation.

I would like to thank you for submitting your *proposal/submission/bid* *- use wording used in your solicitation document* and your interest in being a supplier to the Cayman Islands Government (CIG). Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by CIG.

Should you require further feedback on your submission, please send your request in writing to the email address noted below.

Yours truly,

*Signature block*