



**ИНСТИТУТ ЗА НИЗИЈСКО ШУМАРСТВО И ЖИВОТНУ СРЕДИНУ**  
**INSTITUT ZA NIZIJSKO ŠUMARSTVO I ŽIVOTNU SREDINU**  
UNIVERSITY OF NOVI SAD INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT - ILFE,  
SERBIA

< Date >

< Address of tenderer >

Our ref: HUSRB/1602/31/0075-4/IT equipment 6.1.1/< Letter number >

Dear <Contact name>

**Supply of IT equipment for the project AREeCcDev, Novi Sad**

Thank you for participating in the above-mentioned tender procedure. I regret to inform you, however, that your tender was not [admissible]/[successful] for the following reason[s]:

**Delete rows not applicable**

- [your tender did not relate to the subject matter of the contract]
- [your tender did not arrive before the deadline]
- [your tender was not administratively regular for the following reason(s): < specify >]
- [your tender was not properly sealed]
- [the declarations required with your tender form for a supply contract were altered or were missing]
- [your tender included a firm whose nationality is not that of one of the EU Member States or the countries and territories of the regions covered and/or authorised by the Regulation or other specific instruments applicable to the programme under which the contract is to be financed]
- [no tender guarantee was provided with your tender]
- [your [consortium's] economic and financial standing was not considered to satisfy criterion <a/b/...> specified in the tender dossier]
- [your [consortium's] professional capacity was not considered to satisfy criterion <a/b/...> specified in the tender dossier]
- [your [consortium's] technical capacity was not considered to satisfy criterion <a/b/...> specified in the tender dossier]
- [your technical offer was not considered to respect the rules of origin specified in the tender dossier]

- [your technical offer was not considered compliant on the following aspects of the technical specifications: <explain which aspects>]
- [your financial offer exceeded the maximum budget available for the contract]
- [your tender was not the least expensive of those tenders which were technically compliant]
- [your tender did not offer the best price-quality ratio among those tenders which were technically compliant]
- [to be specified]

For your information, the contract has been awarded to <name of successful tenderer> for an amount of <amount> **RSD**.

We draw your attention to the legal remedies available to you to contest this decision, explained in the point 15 of the Instructions to Tenderers.

Although we have not been able to make use of your services on this occasion, I trust that you will continue to take an active interest in our initiatives.

Yours sincerely,

**Prof. dr Saša Orlović, Director**