**CONTRACT PROCEDURES MANUAL (SM021) – PART A – APPENDIX XI**

Decline notice for PS contract

**Reference:**

[date]

Name

Company

Postal address 1

Postal address 2

Postal address 3

Dear Sir/Madam

**Decline notice for professional services contract [insert contract number]**

On behalf of NZ Transport Agency Waka Kotahi (NZTA), I thank you for your tender to undertake the above contract work and advise that it is hereby declined.

The successful tenderer is [insert name of successful tenderer] at a tendered sum of [insert amount $] excluding GST and with an SQP of [insert amount $].

NZTA received <no> conforming tenders. The range of prices of conforming tenders are from [insert amount $] to [insert amount $] excluding GST. *<<Note: only include range information for price where three or more conforming tenders are evaluated>>.*

The range of non-price attribute grades and supplier quality premiums, and your own grade and supplier quality premium, are as follows: *<<Note: only include range information for non-price attributes and supplier quality premiums where three or more conforming tenders are evaluated. >>*

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Range of grades or premiums** | **Own grade or premium** |
| Relevant experience |  |  |
| Track record |  |  |
| Relevant skills |  |  |
| Methodology |  |  |
| Supplier quality premium |  |  |

Yours sincerely

**Tender Secretary**

for <appropriate> Manager