Contract Procedures Manual (SM021) Part A – Appendix XVI

Non-conformity rejection

**Reference:**

Date

Name

Company

Postal address 1

Postal address 2

Postal address 3

Dear Sir/Madam

**Rejection notice on basis of non-conformity for contract (contract number)**

On behalf of New Zealand Transport Agency Waka Kotahi (NZTA), I wish to inform you that your tender to undertake the works described above is rejected on the basis that it was a non-conforming tender as defined in NZTA's *Procurement manual*.

In the evaluation it was determined that the tender was not consistent with the requirements of the RFT in that there was [provide reasoning eg no information relating to the Methodology Attribute provided]. This was contrary to the requirements of clause [insert clause number] of the RFT.

Your tender was graded less than 35 on [insert attribute] at which point it became a non-conforming tender. You are referred to the non-price attribute evaluation section in NZTA’s *Contract procedures manual* (SM021) and clause [insert number] of the RFT which requires that a tender that is graded 35 or less on any non-price attribute must be excluded from further consideration.

The successful tenderer was [insert name of successful tenderer] at a tendered price of [insert amount $] excluding GST.

If you would like to receive a tender debrief, please contact the Tender Secretary.

Yours sincerely

**Tender Secretary**

for <appropriate> Manager