

# [Name of direct procurement]

Dear XXX,

We would like to thank you for your interest and your tender in our direct procurement regarding *[State item of procurement]*. We have received a total of *X* tenders. We have chosen to proceed with another supplier.

## Our assessment

*Below, you are to state why you have selected the supplier you have chosen. Below are some examples that you can choose from. However, they must be adapted according to your invitation to tender and the criteria on which you have chosen to base your assessment.*

*Example 1:
We have chosen* *[State the name of the selected supplier], as they have offered the lowest price for the requested product/service/equipment.*

*Example 2:
We have chosen [State the name of the selected supplier], after having made a balanced assessment of the total price, quality and delivery.*

Best regards,

*First name Surname
Position
Division/Department/Faculty*
Lund University