**Procurement Act 2023   
Template Assessment Summary**

This document is a basic template for an Assessment Summary under [section 50](https://www.legislation.gov.uk/ukpga/2023/54/section/54/enacted) of the Procurement Act 2023. Please note that it **is only applicable for procurements that are commenced on or after 24 February 2025**; for procurements commenced **before 24 February 2025**, the Public Contracts Regulations 2015 will instead apply.

An Assessment Summary must be provided to tenderers prior to publication of a Contract Award Notice and the commencement of the standstill period.

This template is intended for information only and is not a substitute for legal advice in relation to the drafting of the assessment summaries on a specific procurement.

The Cabinet Office has provided guidance on Assessment Summaries under the Procurement Act 2023 [here](https://assets.publishing.service.gov.uk/media/66aa2b50ce1fd0da7b5930c9/Guidance_-_Assessment_Summaries_FINAL.pdf).

A ship with a globe and a plane flying above it

Description automatically generated

[Insert name]

[Insert address]

[Insert address]

[Insert address]

[Insert supplier unique identifier]

By [ ] e-Tendering Portal

Attn: [Insert name]

  Date: [Insert date]

Procurement Unique Identifier ref: [Insert ref:]

Dear [Insert name]

**Re: Contract for the provision of [Insert name of Procurement] – Unique Identifier [Insert FTS Unique Identifier]**

This is an assessment summary under section 50 of the Procurement Act 2023 (the “**Act**”).

[Insert authority name] (the **“Authority”**) would like to take this opportunity to thank you for the effort and cooperation demonstrated during this procurement.

Unfortunately, I must inform you that following considered assessment and moderation, in this instance your Tender was not the most advantageous tender. The most advantageous tender was submitted by [Insert name of successful Tenderer].

The assessment of Tenders was conducted against the criteria, sub-criteria and weightings and using the scoring methodology detailed in the Invitation to Tender.

Please find enclosed an assessment summary at Annex A which sets out the scores awarded to your Tender against the assessment criteria, and the reasons for those scores.

Please also find enclosed an assessment summary at Annex B which sets out the scores awarded to the most advantageous tender against the assessment criteria, and the reasons for those scores.

The Authority will shortly publish a Contract Award Notice under section 50 of the Act. Upon its publication, a standstill period of eight working days will commence.

We appreciate that this outcome is very disappointing, and we hope this does not deter you from applying for opportunities with us in the future.

Yours sincerely,

**[Insert name]**

**[Insert job title]**

**Annex A  
Assessment Summary in relation to your Tender**

| **Level One**  **Criteria** | **Level One Weighting** | **Level Two Sub-Criteria** | | **Level Two Weighting / Maximum Available Weighted Score** | **[Name of Tenderer] Weighted Score** | **Assessment methodology and reasons for scores** |
| --- | --- | --- | --- | --- | --- | --- |
| **Question No.** | **Question** |
| Quality (Technical) | [XX%] | 1 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [***Drafting Note to be deleted: You must specify reasons why a score was provided. The supplier should be given sufficient information to understand the scores awarded without the contracting authority needing to reference sensitive details of the supplier’s solution. This information should be specific to the supplier and not repeat the scoring criteria.***] |
| 2 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 3 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 4 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 5 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 6 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 7 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 8 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 9 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 10 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
|  | ***[DN: Delete rows / add additional rows as required]*** |  |  |  |
| **Sub-Total Quality (Technical)** | | | | **[XX%]** | **[XX%]** |  |
| Social Value | [XX%] | [XX] | [Effective stewardship of the environment] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| [XX] | [Tackle workforce inequality] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
|  | ***[DN: Delete rows / add additional rows as required]*** |  |  |  |
| **Sub-Total Social Value** | | | | **[XX%]** | **[XX%]** |  |
| Price (Commercial) | [XX%] |  | | | [XX%] |  |
| **Sub-Total Price** | | | | | **[XX%]** |  |
| **Final Assessment Score** | | | | | **[XX%]** |  |

**Annex B  
Assessment Summary in relation to the Most Advantageous Tender**

| **Level One**  **Criteria** | **Level One Weighting** | **Level Two Sub-Criteria** | | **Level Two Weighting / Maximum Available Weighted Score** | **[Name of Tenderer] Weighted Score** | **Assessment methodology and reasons for scores** |
| --- | --- | --- | --- | --- | --- | --- |
| **Question No.** | **Question** |
| Quality (Technical) | [XX%] | 1 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 2 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 3 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 4 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 5 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 6 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 7 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 8 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 9 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| 10 | [Insert question title] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
|  | ***[DN: Delete rows / add additional rows as required]*** |  |  |  |
| **Sub-Total Quality (Technical)** | | | | **[XX%]** | **[XX%]** |  |
| Social Value | [XX%] | [XX] | [Effective stewardship of the environment] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
| [XX] | [Tackle workforce inequality] | [XX%] | [XX%] | Awarded score: [X]  [Insert assessment methodology and reasons] |
|  | ***[DN: Delete rows / add additional rows as required]*** |  |  |  |
| **Sub-Total Social Value** | | | | **[XX%]** | **[XX%]** |  |
| Price (Commercial) | [XX%] |  | | | [XX%] |  |
| **Sub-Total Price** | | | | | **[XX%]** |  |
| **Final Assessment Score** | | | | | **[XX%]** |  |