Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**…………….… Work Tender Summary and Recommendation**

The invitation letters have been issued to qualified bidders to participate ………..……….. work tender process for the ..................................... project. The Following are …….. bidders who have confirmed their participation :

1. ……………………. (Company)
2. ……………………. (Company)
3. ……………………. (Company)
4. ……………………. (Company)
5. ……………………. (Company)

After receiving above bidder’s latest proposals. We have conducted a detailed tender evaluation and comparison then summarized the final evaluation results following criteria of pricing, time, Technical, Environment/Health/Safety (EH&S) and other relevant qualifications with a summary of the evaluation scores provided in the table below (Please see detail in Attachment no. 1).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Items | Bidder | | | | | **Remark** (Please see evaluation detail as per document below.) |
| 1. Company | 2. Company | 3. Company | 4. Company | 5. Company |
| 1 | Pricing |  |  |  |  |  | Summary of the tender evaluation results for pricing |
| 2 | Time |  |  |  |  |  | Summary of the tender evaluation results for time |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Items | Bidder | | | | | **Remark** (Please see evaluation detail as per document below.) |
| 1. Company | 2. Company | 3. Company | 4. Company | 5. Company |
| 3 | Technical |  |  |  |  |  | Summary of the tender evaluation results for technical |
| 4 | Safety |  |  |  |  |  | Summary of the tender evaluation results for EH&S |
| 5 | **Other** **Relevant Q****ualifications** |  |  |  |  |  | Summary of the tender evaluation results for other relevant qualifications |

According to the above final evaluation summary, ………………….……(Company) obtained the highest cumulative score, with the other bidders ranked sequentially lower as presented in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Bidder | Total Score (max.10 points) | Score Ranking |
| 1 | Company |  |  |
| 2 | Company |  |  |
| 3 | Company |  |  |
| 4 | Company |  |  |
| 5 | Company |  |  |

We then recommend………………..……..(Company) to be awarded for……..………..work for the project for your further consideration and proceed.

Sincerely yours,

For and on behalf of PACNS Company Limited

(Name)

(Position)

Reference: 1. Summary of the bidders for …………work submitted to ……….…… date…..…….

2. Comparative summary table of tender costs and conditions for…………work no. 1,

submitted to ……….…… date…..…….

3. Comparative summary table of tender costs and conditions for…………work no. 2,

submitted to ……….…… date…..……

4. Final round condition of all bidders for…………work.

Attachment: 1. Summary Table of Tender Evaluation Scores for…………work date…..…….,

total…….pages