

[Use PDE Letterhead]

Date

[Name and Address of Bidder]

Information given to a bidder seeking an Administrative Review

In accordance with Section 89(2) of the PPDA Act, 2003, this is to provide you with the following information:

Procurement Reference Number	
Subject of Procurement	
Evaluation Method used	
Summary of the Evaluation process and number of Bids that were eliminated at each stage	
Reasons for rejecting the Complainant's bid and the Criteria with which the complainant's bid was non responsive	

Authorised for issue by:

Signature: _____

Name: _____

Position: Accounting Officer

Date: _____