*[Goods and Services procurement templates - letter - late tenders submission]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

**Request [Number] for** **[Details as per title of Request]**

I regret to inform you that your offer for the above Request has been excluded from consideration.

The Request specified the closing date and time, methods and location for submission of offers. The Request Conditions, at clause 2.1, also specified that any offer not submitted before the closing time, incomplete at the closing time or not submitted in accordance with Request clause 1.2 will be excluded from consideration, unless the respondent can provide conclusive evidence of mishandling of the offer.

As your offer was received [insert reason eg. after the specified closing time, via an incorrect lodgement method, at an incorrect lodgement location, incomplete] and there is no evidence of mishandling, your offer has therefore been excluded from consideration.

The [State Agency name] is committed to ensuring that the tendering process is fair to all parties involved.

Thank you for your interest.

Yours sincerely

#### [Name of Authorised Officer]

[Position]

#### [Day Month Year] *[leave space for day to be written]*