

Date: [Insert Date]

To:

[Bidder's Name]
[Company Name]
[Address]
[City, State, ZIP]

Subject: Bid Proposal Rejection and Recommendations for Revision

Dear [Bidder's Name],

We thank you for submitting your proposal in response to our [Project Name/Scope] request for bids. We appreciate the time and effort your team invested in crafting your submission.

After thorough review and consideration, we regret to inform you that your bid was not selected for this project. While your proposal demonstrated several strengths, it did not fully meet certain requirements outlined in our request. We value your interest in collaborating with us, and in the spirit of continuous improvement, we wish to provide you with detailed feedback and constructive suggestions for future submissions:

- Pricing:** Your submitted cost estimates were above the allocated budget. We recommend reviewing your pricing structure and exploring opportunities for cost optimization, such as alternative materials or streamlined processes.
- Technical Specifications:** Some technical details did not align with our project parameters. Please ensure that technical components and methodologies directly address each requirement as specified in our bid documentation.
- Compliance and Documentation:** A number of mandatory documents, including [list missing/compliant documents], were either incomplete or missing. Double-check the submission checklist to guarantee full compliance in the future.
- Experience and References:** While your company has demonstrated relevant experience, additional details and recent references specific to projects of similar scale would help strengthen your proposal.
- Clarity and Presentation:** Certain sections of your proposal lacked clarity or were difficult to interpret. Structured formatting and concise explanations can enhance your proposal's readability and professionalism.

We encourage you to consider these suggestions and revise your proposal for future opportunities. If desired, our team would gladly provide further clarification regarding our evaluation or expectations. Please do not hesitate to reach out to us at [Contact Information].

Thank you again for your interest in working with [Your Organization]. We hope to receive an improved submission from you in the future and look forward to potential collaboration.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]