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Standard Procurement Documents

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Notice of Intent  
to Award

1st Edition

December 2020

*This notice of intent to award (NOITA) shall be sent to each bidder that submitted a bid and shall be addressed to the authorized representative as stated in the bidder information form.*

*Delete all paragraphs written in red font and/or insert the relevant information.*

*Insert the date the NOITA is transmitted to bidders. The NOITA must be sent to all bidders simultaneously. This means on the same date and as close to the same time as possible.*

*Insert project logo (if existing)*

Notice of Intent to Award[[1]](#footnote-1)

For the attention of the bidder’s authorized representative

Name: *[insert authorized representative’s name]*

Address: *[insert authorized representative’s address]*

Telephone/Fax numbers: *[insert authorized representative’s telephone/fax numbers]*

Email Address: *[insert authorized representative’s email address]*

**DATE OF TRANSMISSION**: *[insert date]*

**Procuring entity:** *[insert the name of the procuring entity]*

**Procurement title:** *[insert]*

**Ref no:** *[insert]*

This notice of intent to award (NOITA) notifies you of our decision to award the above contract to *[insert the successful bidder].*

Please note that this notice does not constitute any contract between the procuring entity and the bidder and neither establishes any legal rights or obligations for the procuring entity or bidder.

***[IMPORTANT: provide the results of the evaluation and the prices of each bidder [if applicable] in this NOITA].***

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder | Points scored | Bid price | Evaluated bid price  *(if applicable)* |
| *[insert name]* | *[insert points]* | *[insert bid price]* | *[insert evaluated price]* |
| *[insert name]* | *[insert points]* | *[insert bid price]* | *[insert evaluated price]* |
| *[insert name]* | *[insert points]* | *[insert bid price]* | *[insert evaluated price]* |
| *[insert name]* | *[insert points]* | *[insert bid price]* | *[insert evaluated price]* |
| *[insert name]* | *[insert points]* | *[insert bid price]* | *[insert evaluated price]* |

If your bid has not been successful, you may request a debriefing in relation to the results of the evaluation of your bid. If you decide to request a debriefing, your written request must be made within *[insert number of stated in the bidding document and see the module M1 on debriefs in the IFAD Procurement Handbook for more information]* business days of receipt of this NOITA.

If your request for a debriefing is received within the deadline above, we will provide the debriefing within *[insert number stated in the bidding document and see the module M1 on debriefs in the IFAD Procurement Handbook for more information]* business days of receipt of your request.

The debriefing may be in writing, by video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

The period within which you can protest the procurement proceedings lasts *[insert number stated in the bidding document and see the module M2 on protests in the IFAD Procurement Handbook for more information]* business days after the date of transmission of this NOITA.

Yours sincerely,

Authorised Official

1. This notice is based on the 1st edition of the standard procurement document for the notice of intent to award issued by IFAD on [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) for use in projects financed by IFAD. IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document. [↑](#footnote-ref-1)