



No. L-MRCS (AD) .../(year)

18 November 2020

## NOTIFICATION OF BID CANCELLATION

Dear Sir/Madam,

It is with regret that we must inform you of the cancellation of the following bidding process:

|                                |  |
|--------------------------------|--|
| <b>Bid Number:</b>             |  |
| <b>Subject of Procurement:</b> |  |
| <b>Bid Submission Date:</b>    |  |

The reason for cancellation is that: ***[select one from the following, delete those not applicable]***

- a) insufficient bids were received;
- b) bids received contained unacceptable reservations and conditions;
- c) bids exceeded the budgetary provision;
- d) no suitable bid was identified.

In line with Mekong River Commission policy governing this circumstance we shall: ***[delete those not applicable]***

- a) arrange a refund of any fees paid for the purchase of bidding documents;
- b) return any unopened bids that have already been received;
- c) return any Bid Securities

We apologies for any inconvenience caused by the cancellation of this process.

Yours sincerely,

Name  
Chief Executive Officer  
Mekong River Commission Secretariat

Name:  
Address:  
Tel:  
Fax: