



Sixfold International Ltd
Maypole Airfield Business Park
Maypole Road
Maypole
Canterbury
Kent
CT3 4LN

Date

Head of Department (or FOI Officer)
Organisation's address

Dear XXX

Request for Information

I would be grateful if you would send me the following information:

- All documents received from suppliers in the XXX contract competition
- The scoring and the notes made by the evaluators in the evaluation of the XXX contract competition
- The financial model used to evaluate the competing tenders in the XXX contract competition
- Etc.

Please send me the information by email (or as hard copy in the post to my address above). (Or, I would like to inspect the documents on-site. Please let me know when it would be suitable for me to visit).

If any element of this request can be made available more quickly than others, please send me that information first followed by the remaining data. If you need further information about my request, please contact me by (insert the contact method, i.e. phone, email, post).

Should you consider withholding this information, then please advise me under what part of the Freedom of Information Act you are claiming exemption immediately. If you are relying on section 41 (the exemption for legal breach of confidence) then I would like copies of the following:

- Details of when and under what circumstances the confidentiality agreements were agreed.
- The precise wording of the confidentiality agreements and the authority of the signatories.
- All correspondence, including emails, in which these confidentiality agreements were discussed.



If you are considering exemption under section 43 of the Act, please provide full details of how and why it is in the public's interest that the information should be denied to us.

Our position is that the public have a vested interest in knowing the detail of contracts awarded by public authorities, whether or not public money changes hands. If you consider it reasonable that any of this information should be withheld, then we need sufficient information to counter our expectations. As such, we will always seek to challenge any attempt to withhold this information if our concerns are not completely satisfied.

I understand that I am entitled to a response within 20 working days. I would be grateful if you could provide written confirmation that you have received this request.

Yours sincerely,

XXXX

for Sixfold International Ltd