

Vendor Evaluation Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Evaluation of Alternative Sourcing Vendors

Introduction

This report outlines the evaluation process conducted for potential alternative sourcing vendors to assess their suitability for our supply chain needs.

Evaluation Criteria

- Price Competitiveness
- Quality of Products/Services
- Delivery Schedule Compliance
- Customer Service
- Reputation and Reliability

Vendor Overview

Vendor A

Summary of Vendor A's offerings, strengths, and weaknesses.

Vendor B

Summary of Vendor B's offerings, strengths, and weaknesses.

Vendor C

Summary of Vendor C's offerings, strengths, and weaknesses.

Recommendation

Based on the evaluations, we recommend proceeding with [Preferred Vendor] due to [reasoning].

Conclusion

Further steps include communicating with the selected vendor and negotiating terms to ensure a successful partnership.

Thank you for your attention to this evaluation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]