

Vendor Bid Evaluation Process

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Bid Evaluation Results

Dear [Vendor Name],

Thank you for submitting your bid for [Project Name/Description]. We appreciate the time and effort you invested in preparing your proposal.

Evaluation Summary:

| Criteria | Score |
|-------------------------------|---------|
| Price | [Score] |
| Technical Compliance | [Score] |
| Delivery Schedule | [Score] |
| Experience and Qualifications | [Score] |
| References | [Score] |

Total Score: [Total Score]

Based on our evaluation, your bid was rated as follows:

[Provide additional details or remarks on the evaluation]

We will be moving forward with the selection process, and you will be informed of the outcome by [Insert Date].

Thank you again for your participation in this process. Should you have any questions or need further clarification, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]