

Vendor Prequalification Requirements Checklist

Dear [Vendor Name],

Thank you for your interest in becoming a vendor for [Company Name]. To facilitate the prequalification process, please review the following checklist and provide the necessary documents:

Prequalification Requirements

- Company Registration Certificate
- Tax Clearance Certificate
- Proof of Insurance Coverage
- List of References
- Financial Statements for the past two years
- Relevant Certifications (if applicable)
- Details of Services/Products Offered

Please ensure that all documents are submitted by [Submission Deadline] to be considered for the prequalification process. If you have any questions, feel free to reach out to us.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]