

# Supplier Evaluation Criteria

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Evaluation Criteria

Dear [Supplier Name],

As part of our ongoing commitment to quality and excellence, we have established the following criteria for evaluating our suppliers. We request your cooperation in providing the necessary information to complete this evaluation.

## Evaluation Criteria

1. **Quality of Products/Services:** Consistency, compliance with specifications, and defect rates.
2. **Delivery Performance:** Timeliness, accuracy of orders, and responsiveness to urgent requests.
3. **Pricing:** Competitiveness of pricing, transparency of costs, and value offered.
4. **Financial Stability:** Assessment of financial health and ability to sustain operations.
5. **Customer Service:** Communication efficiency, problem resolution, and support responsiveness.
6. **Compliance:** Adherence to industry standards, regulations, and sustainability practices.

We kindly ask you to provide documentation or evidence supporting your capabilities as per the above criteria. This will help us in making informed decisions and fostering a mutually beneficial relationship.

Please submit your responses by [Insert Deadline]. If you have any questions or need further clarification, do not hesitate to reach out to us.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]