

Supplier Long-Term Contract Evaluation Criteria

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Evaluation Criteria for Long-Term Contract

Dear [Supplier's Name],

As part of our ongoing efforts to establish long-term contracts with our suppliers, we have developed a set of evaluation criteria to ensure that our partnerships are mutually beneficial. Below are the criteria we will use to assess your proposal:

1. Quality of Product/Service

- Adherence to specifications
- Consistency in quality
- Certification and compliance

2. Pricing

- Competitiveness of pricing
- Flexible payment terms
- Discounts for long-term engagement

3. Delivery and Lead Times

- Reliability of delivery schedules
- Ability to meet urgent requests
- Logistics management

4. Customer Service

- Responsiveness to inquiries
- Problem resolution capabilities
- Account management availability

5. Financial Stability

- Review of financial statements
- Creditworthiness
- Long-term sustainability of the business

6. Innovation and Technology

- Use of advanced technology in production
- Ability to innovate and improve
- Research and development efforts

Please ensure that your proposal addresses each of these criteria. We appreciate your effort and look forward to reviewing your submission.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]