

Procurement Proposal for Supplier Selection

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to invite you to submit a proposal for [brief description of the goods/services required] that our organization is seeking to procure. Our goal is to establish a robust partnership with a supplier who can fulfill our needs with quality products and services.

Project Overview

[Provide a brief overview of the project, including objectives and scope]

Requirements

A detailed outline of our requirements is provided below:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Proposal Submission Guidelines

We kindly ask you to submit your proposal by [submission deadline]. Please include the following:

- Company profile
- Detailed pricing information
- Delivery timelines
- References from previous clients

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost

- Quality of products/services
- Delivery time
- Supplier reputation

Thank you for considering this opportunity. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]