

# Procurement Proposal for Vendor Evaluation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

## **Subject: Procurement Proposal for Vendor Evaluation**

Dear [Vendor's Name],

We are pleased to invite you to participate in our vendor evaluation process for the procurement of [insert product/service]. Your organization has been identified as a potential supplier based on your expertise and reputation in the industry.

As part of this evaluation, we kindly request you to submit a detailed proposal outlining the following:

- Company Background
- Product/Service Specifications
- Pricing Structure
- Delivery and Support Capabilities
- References from Previous Clients

The submission deadline for proposals is [insert deadline]. Please send your proposal to [insert contact person's email] or by mail to [insert mailing address].

Should you have any questions or require further clarification, feel free to reach out to me at [insert your contact number] or [insert your email]. We appreciate your interest in collaborating with us and look forward to your proposal.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]