

Procurement Job Specification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

To: [Vendor/Contractor Name]

[Vendor/Contractor Address]

[City, State, ZIP Code]

Dear [Vendor/Contractor Name],

Subject: Job Specification for Procurement

We are pleased to provide you with the job specifications for our upcoming procurement project, as detailed below:

Project Title: [Project Title]

Scope of Work:

[Detailed description of the work required, including specific tasks, deliverables, and timelines.]

Qualifications:

[List of qualifications required from bidders, including experience, certifications, etc.]

Proposal Submission:

All proposals must be submitted by [Submission Deadline]. Please send your complete proposal to [Email Address] or to the address listed above.

Contact Information:

If you have any questions, please contact [Your Name] at [Your Phone Number] or [Your Email Address].

We appreciate your interest in this procurement opportunity and look forward to your proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]