

# Construction Procurement Request for Competitive Bidding

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

We are seeking bids for the construction project [Project Name] located at [Project Location]. We invite your company to submit a competitive bid in accordance with our procurement guidelines.

## **Project Overview:**

- Project Description: [Describe the project]
- Estimated Budget: [Insert Budget]
- Timeline: [Project Timeline]

## **Bid Requirements:**

- Detailed proposal including pricing breakdown
- Company profile and relevant experience
- Proposed timeline for project completion
- References from previous projects

**Submission Deadline:** [Insert Deadline]

We look forward to receiving your bid and appreciate your interest in this project.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]