

Vendor Proposal Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Evaluation of Your Proposal - [Proposal Title]

Dear [Vendor Contact Name],

Thank you for submitting your proposal for [Project/Service Name] on [Submission Date]. We appreciate the time and effort you invested in preparing your submission.

After a thorough evaluation process, we have reviewed your proposal based on our predefined criteria. Below are the key evaluation points:

- **Understanding of Requirements:** [Evaluation Result]
- **Technical Capability:** [Evaluation Result]
- **Cost Effectiveness:** [Evaluation Result]
- **Previous Experience:** [Evaluation Result]
- **Proposed Timeline:** [Evaluation Result]

We are pleased to inform you that your proposal has received a score of [Score]. However, we would like to discuss a few areas that we believe could enhance the overall value of your offer. These areas include:

1. [Area of Improvement 1]
2. [Area of Improvement 2]
3. [Area of Improvement 3]

We would like to schedule a meeting to discuss these points further and explore potential adjustments to your proposal. Please let us know your availability in the upcoming days.

Thank you once again for your submission. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]