

Supplier Assessment Criteria

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Supplier Assessment Criteria for Bidding Invitation

Dear [Supplier Name],

We appreciate your interest in participating in our upcoming bidding process. To ensure a fair and thorough evaluation of all suppliers, we have established the following assessment criteria:

1. Company Profile

Overview of your organization, including history, mission, and vision.

2. Financial Stability

Provide financial statements for the last three years and any relevant credit ratings.

3. Experience and References

Detail your experience in similar projects and provide at least three client references.

4. Quality Assurance

Description of quality control measures and certifications held.

5. Compliance

Evidence of compliance with local regulations and industry standards.

6. Pricing Structure

A detailed pricing proposal aligned with our project requirements.

7. Delivery and Turnaround Time

Outline your delivery capabilities and estimated turnaround times for the project.

Please submit your assessment documents and proposal by [Insert Deadline]. We look forward to your submission.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]