

# Supplier Pre-Qualification Requirements

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are pleased to inform you that [Your Company Name] is currently in the process of selecting suppliers for the upcoming project, [Project Name]. As part of our supplier pre-qualification process, we require certain documentation and information to evaluate your company's suitability for this project.

## Pre-Qualification Requirements:

- Company Profile including ownership structure and organizational chart
- Financial statements for the past three years
- Relevant company certifications and licenses
- List of completed projects in the last five years
- References from at least three current or previous clients
- Details of workforce qualifications and experience
- Health and Safety Policy documentation
- Quality Assurance and Control processes

Please submit the required documents by [Submission Deadline]. Incomplete submissions may result in disqualification from the selection process.

If you have any questions regarding this pre-qualification process, feel free to reach out to us at [Your Contact Information]. We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]