

Supplier Selection Criteria for Tender Opportunities

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are pleased to inform you that your organization has been identified as a potential supplier for our upcoming tender opportunities. To ensure a thorough and transparent selection process, we kindly request you to provide information based on the following selection criteria:

Selection Criteria

- **Experience and Qualifications:** Please outline your company's experience in this field and provide relevant qualifications of your team members.
- **Financial Stability:** Submit your financial statements for the past three years to demonstrate your company's financial health.
- **Quality Assurance:** Provide details of your quality control processes and any certifications you hold.
- **References:** Include at least three references from previous clients who can attest to your performance and reliability.
- **Pricing Structure:** Present your pricing model and any associated costs for the services/products offered.
- **Compliance:** Confirm your compliance with relevant industry standards and regulations.

We appreciate your prompt attention to this matter. Please submit the requested information by [Insert Deadline]. Should you have any questions or need further clarification, do not hesitate to contact us.

Thank you for considering this opportunity. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]