

Public Procurement Performance Evaluation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Public Procurement Performance Evaluation

We are writing to provide you with the performance evaluation for the contract [Contract Number] entered into on [Contract Date] between [Your Organization's Name] and [Contractor's Name].

Performance Criteria:

- Quality of Deliverables: [Evaluation]
- Timeliness: [Evaluation]
- Communication: [Evaluation]
- Compliance with Contract Terms: [Evaluation]
- Value for Money: [Evaluation]

Overall Performance Rating: [Rating]

Comments:

[Insert specific feedback, areas of strength, and areas for improvement]

We appreciate your efforts in fulfilling the contract requirements and look forward to your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]