

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Advisory Regarding Competitive Bidding Process for [Project Name/Reference Number]

Dear [Recipient Name],

This letter serves as formal advisory regarding the upcoming competitive bidding process for [Project Name]. Our objective is to ensure a transparent, fair, and efficient procurement procedure.

Please find the key details and requirements for this process below:

- **Timeline:** Bids must be submitted no later than [Time] on [Date].
- **Submission Method:** Proposals should be delivered via [Email Address/Physical Address/Online Portal].
- **Documentation:** All bidders are required to complete the attached Request for Proposal (RFP) package, including the [List specific forms, e.g., Pricing Schedule, Technical Specifications].
- **Evaluation Criteria:** Submissions will be assessed based on [Price, Technical Capability, Past Performance, Timeline, etc.].

To maintain the integrity of the bidding process, all communication regarding this project must be directed solely to [Name of Contact Person] at [Email/Phone Number]. Any attempt to contact other members of the evaluation committee may result in disqualification.

A pre-bid meeting is scheduled for [Date] at [Time] via [Location/Link] to address any technical queries. Please confirm your intent to participate by [Date].

We look forward to receiving your proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]