

[date]

[name of vendor]
[vendor's address]

[Salutation],

[insert buyer's name] is seeking the services of a qualified vendor to support our REACH compliance efforts and we are hereby extending this invitation to you to submit a bid according to the enclosed technical and bid specifications documents.

Bids must be received on or before [insert date] at the following address in order to be considered:

[insert name and address to submit proposals]

A pre-bid meeting [or conference call] will be held [insert place and/or date and time]. You are [not] required to participate in order to be considered for this work. Questions regarding this solicitation may be asked at that time. Should you have any questions after the pre-bid meeting, please follow the instructions in Chapter 6 of the bid specifications document.

SAMPLE

Register at <http://respondingtoeach.com/pmt/register.php>
to obtain the full document with read-write access.

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