**Subject:** Invitation to Participate in Rich Products Corporation's IT Hardware RFP

Dear [Supplier Name],

I hope this message finds you well.

My name is Aaditya Siddharth M, and I am leading the sourcing effort for an upcoming IT hardware procurement initiative at Rich Products Corporation. As part of our broader digital modernization strategy, we are inviting select organizations to participate in a competitive Request for Proposal (RFP) focused on the supply and installation of laptops, desktops, and workstations across our North American operations.

**Project Overview**

Rich Products is undertaking a strategic refresh of its workplace hardware infrastructure. Our goal is to streamline device standards, enhance performance, and optimize lifecycle costs. We are seeking partnerships with OEMs or certified resellers capable of delivering high-quality hardware, scalable warranty support, and timely fulfillment.

This engagement presents an opportunity to work with a globally recognized organization and potentially establish a recurring relationship for future procurement cycles.

**Expectations:**Qualified suppliers will be evaluated based on:

* Alignment with our technical specifications
* Competitive and transparent pricing structures
* Scalable support and warranty programs
* Adherence to delivery timelines and fixed-rate commitments

All relevant details are included in the attached RFP Cover Document and RFP Response Document (Contains sheets for filling your response).

**Key Dates**

* Confirm participation by replying to this email by June 26, 2025
* Submit clarification questions via the Q&A Tracker by June 28, 2025
* Final proposals due no later than July 4, 2025

We appreciate your consideration and look forward to reviewing your proposal. Given your proven experience in delivering IT hardware solutions at scale, we believe your organization is well-positioned to contribute meaningfully to this initiative. Should you have any questions or require further clarification, please don’t hesitate to get in touch.

Warm regards,  
Aaditya Siddharth M  
Sourcing Analyst (on behalf of Rich Products Corporation)  
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