**Subject:** Supplier Recommendation for RP-23062501 – Request for Approval

Dear Allen,

I hope this message finds you well.

Following the completion of our RFP evaluation process, I am writing to share our recommendation for the preferred supplier for the **RP-23062501: Procurement of IT Hardware and Technical Support**. Based on a thorough analysis of technical capabilities, commercial competitiveness, and overall proposal strength, **HP** has emerged as the most suitable partner.

**Summary of Evaluation:**

* **Technical Score:** [**4.37**/5.00] – HP’s proposal matches the technical requirements of Rich Products and provides operational efficiency with respect to the processor.
* **Commercial Score:** [**5.00**/5.00] – Offers competitive pricing with the lowest bid among the suppliers participated.
* **Total Weighted Score:** [**3.31**/5.00] – e.g., outperformed peers in both value and capability]

We have attached the full evaluation file including:

* Technical, commercial, and proposal scorecards
* Cost analysis comparison
* Detailed responses and justification from all suppliers

**Recommendation:**

We recommend proceeding with **HP** as the selected vendor for this engagement.

Kindly review the attached evaluation report and let us know your comments or if you require any additional clarifications. Upon your approval, we will proceed with the final negotiation and onboarding process.  
Looking forward to your feedback.

Best regards,  
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