**[Your Company Letterhead]**  
**Date:** [Insert Date]

**To:** [Vendor Name]  
**Address:** [Vendor Address]

**Subject:** Request for Quotation (RFQ) – Robotic Process Automation (RPA) Services

Dear [Vendor Contact Name],

[Your Company Name] is seeking quotations from qualified vendors for the provision of **Robotic Process Automation (RPA) solutions and services**. We invite you to submit a detailed proposal in response to this RFQ.

**1. Scope of Work:**  
The RPA solution should include, but is not limited to:

* Assessment of existing business processes suitable for automation.
* Design, development, and deployment of RPA bots for selected processes.
* Integration with existing IT systems (ERP, CRM, databases, etc.).
* Monitoring, maintenance, and support of deployed bots.
* Knowledge transfer and training for internal staff on RPA management.

**2. Requirements:**

* Experience in delivering RPA projects (provide references and case studies).
* Expertise in leading RPA platforms (e.g., UiPath, Automation Anywhere, Blue Prism).
* Ability to implement secure, scalable, and compliant automation solutions.
* Proposal should include cost breakdown, implementation timeline, and post-deployment support.

**3. Submission Guidelines:**

* RFQ responses must be submitted by [Submission Deadline].
* Submit your quotation via email to [Your Email] with the subject: “RFQ – RPA Services”.
* Include all relevant documentation, technical specifications, and terms & conditions.

**4. Evaluation Criteria:**  
Quotations will be evaluated based on:

* Compliance with scope and requirements
* Vendor experience and references
* Cost and value proposition
* Timeline for delivery and implementation

**5. Terms & Conditions:**

* [Include any contractual, confidentiality, or compliance requirements specific to your organization.]

We look forward to receiving your quotation and working together to implement innovative automation solutions.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]