

This document is part of a series of Fit To Bid® guidelines, providing invaluable information to help SMEs improve their tender responses and increase their chances of success. Can also be used as a reference during the tender preparation process and as a learning resource for SMEs who are new to tendering.

Template for writing an effective Expression of Interest (EOI)

[Your Company Logo]

Expression of Interest (EOI)

[Date]

To Named Person / Whom It May Concern at [Buyer's Company Name],

Introduction We at [Your Company Name] are excited to present our Expression of Interest to collaborate with [Buyer's Company Name] as a trusted supplier. Our commitment to excellence and innovation positions us as an ideal partner for your business needs.

Company Overview [Provide a brief introduction to your company, its mission, and the values that drive your business. Mention the number of years in operation and any significant achievements.]

Product/Service Offering [Detail the products & services you wish to offer, focusing on how they align with the buyer's requirements. Highlight any unique features or competitive advantages, and how the service will enhance the social, economic, and environmental well-being of the community]

Capability and Experience [Outline your company's experience in delivering similar products & services. Include key clients, projects, case studies that demonstrate your track record of success.]

Capacity to Deliver [Explain your operational capabilities, including production capacity, staffing, and logistics. Assure the buyer of your ability to fulfil orders and meet deadlines.]

Quality and Compliance [Describe your quality assurance processes and compliance with relevant industry standards. List any certifications that attest to the quality of your products or services.]

Financial Stability [Provide a brief overview of your financial stability, emphasising your company's reliability as a long-term partner.]

Closing Statement We believe that [Your Company Name] and [Buyer's Company Name] share a common vision of quality and customer satisfaction. We are keen to explore how our offerings can contribute to the success of your operations.

We look forward to the opportunity to discuss this Expression of Interest in further detail.

Yours sincerely,

Contact Information [name, position, phone number, and email address of primary contact person.]

Remember to customise this template with your company's specific details and the buyer's information. Keep it professional, concise, and focused on how your offer can directly meet the buyer's needs. Good luck with your submission!