**Appendix A. COVER LETTER TEMPLATE**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the supplier:*

Date:

To: Branch Office of “East-West Management Institute” in Kyrgyz Republic

SUBJECT: REQUEST FOR QUOTATIONS (RFQ) No 304-3041-2024-028

IT equipment (complete computer, MFP 3 in 1 (printer, scanner, copier), speakers, tablet, router, hub switch)

We, the undersigned, hereby provide the attached offer to furnish the specified commodities and perform all work required to complete the requirements as described in the above-referenced RFQ. Please find our offer attached which includes all documents as called for in the RFQ.

We are an authorized in-country reseller of this equipment.

We will deliver the specified commodities within the number of calendar days specified in the attached quotation table.

We acknowledge and agree to all the terms, conditions, special provisions and instructions stipulated in the above referenced RFQ. Furthermore, we hereby certify that, to the best of our knowledge and belief:

* Our organization and principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government.
* We have no close, familial, or financial relationships with any staff members of EWMI in the Kyrgyz Republic.
* We understand and agree to EWMI’s prohibitions against fraud, bribery, and kickbacks.
* We have no close, familial, or financial relationships with any other suppliers submitting proposals in response to the above-referenced RFQ.
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other supplier or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation are authentic and accurate.
* The enclosed representations, certifications, and other statements are accurate, current, and complete.

Sincerely,

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Telephone and Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_