Annex 1 – Application Cover Letter Template

[Location, Date]

**Chairperson**

Bids Evaluation and Awards Committee

International Organization for Migration Mission in Ukraine

8 Mykhailivska Street, 01001, Kyiv, Ukraine

Dear Mr. Chairperson:

In response to your Organization’s Invitation to Pre-Qualify to participate in the bidding process for the **Supply and Delivery of Hitachi Data Systems Equipment for the State Migration Service of Ukraine (Reference: UA1-2017-301)** which was posted in your Organization website on 27 April 2017, the undersigned hereby submit our company’s prequalification application. Our company’s Prequalification Application Document package consists of:

*(list down all the documents included in your application submission here)*

We acknowledge and accept IOM’s right to inspect, verify and validate all documents we submit with our application and all information contained in them. We have fully read and understood the Bidder Prequalification Instructions and its annexes. We certify that our application is made in full consideration and understanding of the aforesaid prequalification instructions.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annex 2 – Bidder Prequalification Forms

*Refer to the Excel File with File Name: UA1-2017-301 Annex 2 – Bidder Prequalification form*

Annex 3 – List of Similar Projects Implemented

*Refer to the Excel File with File Name: UA1-2017-301 Annex 3 - List of Similar Projects Implemented*

Annex 4 – List of Technical Trainings Availed of by Technical Staff

*Refer to the Excel File with File Name: UA1-2017-301 Annex 4 - List of Technical Trainings*

Annex 5 – Vendor Information Sheet

*Refer to the Excel File with File Name: UA1-2017-301 Annex 5 - Vendor Information Sheet*