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:

This is in response to your Organization’s Invitation to Pre-Qualify to participate in the bidding process for the **Supply and Delivery of IT Equipment and Software for the State Border Guard Service Ukraine (Reference: UA1-2017-099)** which was posted in your Organization’s website on 15 February 2017.

Our company is interested to be prequalified to participate in the bidding process for the following product line(s): *enumerate the product lines you want to be prequalified for, here*.

In line with our company’s application for prequalification, the undersigned hereby submits our company’s Prequalification Application Document package consisting of:

*(List down all the documents included in your bidder prequalification 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 Instruction No. UA1-2017-099 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: