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| **Annex 1 Cover Letter**[Offeror: Insert date]Abdul Wasi Qani, Grants Management Lead, Capacity Building Activity (CBA),Chemonics Afghanistan Limited Management and Implementation ServicesBaron Camp, Hawa Shenasi Road, Hamid Karzai (Khwaja Rawash) International Airport, Kabul-Afghanistan Reference: Request for Proposals **“Customization, improvement and deployment of Education Management Information System (EMIS) in Ministry of Education (MoE), Government of Afghanistan”**, **RFP # CBA-2018-004.**Subject: [Offeror: Insert name of your organization]’s technical and cost proposalsDear Mr. Abdul Wasi Qani:[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above- referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:Name of Organization’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Offeror \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Taxpayer Identification Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DUNS Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for **90** calendar days after the proposal deadline.We are further pleased to provide the following annexes containing the information requested in the RFP.[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]1. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
2. Copy of company tax registration, or equivalent document.
3. Copy of trade license, or equivalent document.
4. Evidence of Responsibility Statement.

Furthermore, we hereby certify that, to the best of our knowledge and belief:* We have no close, familial, or financial relationships with any Chemonics or USAID Capcity Building Activity (CBA) project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.
* We understand that all documents provided, including a business license are authentic and that Chemonics may conduct verification at its own discretion
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| We hereby certify that we have read Chemonics ethical and business conduct requirements included on the first page of this RFQ and in the annex and that the enclosed representations, certifications, and other statements are accurate, current, and complete. Furthermore, we understand that failure to comply with the above will lead to disqualification of the quote, possible disbarment from future opportunities or immediate termination of the contract if awarded. |
| Sincerely yours,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SignatureName and Title of Signatory:                                                                           Date:                                                                                   Company Name:                                                                                 Company Address:                                                                              Company Telephone and Website:                                                                             Company Registration or Taxpayer ID Number:                                                                         |