**Annex 1**

**Cover Letter Format (Submitted on Letterhead)**

To

Digital Information Unit

Asian Productivity Organization

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033

**Subject line: Proposal of Service for Design, Layout, Copyediting, and Proofreading of APO Publications**

Dear Digital Information Unit Officer:

1. We the undersigned, having carefully examined the Request for Proposal (RFP) document for Service for Design, Layout, Copyediting, and Proofreading of APO Publications, propose to provide the required services in full conformity with the RFP document.

2. We have read all the provisions of the RFP document and confirm that they are acceptable to us.

3. We further declare that additional conditions, variations, and/or deviations, if any, found in our proposal shall not be put into effect.

4. We agree to abide by the terms in this proposal, consisting of this letter, the approach and methodology, the financial proposal, and all other documents for submission of proposals as stipulated in the RFP document and modifications resulting from work order negotiations, and it shall remain binding upon us and may be accepted by you at any time within a maximum of 90 days of the date of submission of the proposal.

5. Until the formal final work order is prepared and executed between us, this proposal, together with your written acceptance of it and your notification of awarding the project, shall constitute a binding work order between us.

6. We declare that all the information and statements in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification from consideration.

7. We understand you are not bound to accept any proposal you receive, nor to give a reason for rejection of any proposal, and that you will not bear any expenses incurred by us in preparing and submitting this proposal.

Yours sincerely,

<Signature>

**Name**

**Date:** dd mm 2022

**Designation**

**Annex 2**

**Organizational Details**

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| **Details of the Organization** | |
| Name of Design Agency/Company/Firm |  |
| Date of Incorporation/Establishment |  |
| Date of Commencement of Business |  |
| Address of Registered Office |  |
| Address for Correspondence |  |
| Areas of Expertise Related to This Project |  |
| Name of Contact Person |  |
| Mobile Phone Number of Contact Person |  |
| Email Address of Contact Person |  |

**Annex 3**

**Experience in Similar Projects**

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| **Project Details** | | | | |
| S. No | Project client | Project details | Year project was undertaken | List of supporting documents or samples enclosed |
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