

[Letterhead of the undersigned, if any]

**Permanent Secretariat of the Transport Community**  
**Call for tenders Ref. PS/SRV/KPI/006/2023**

**Invitation to tender** [*insert identification data of the invitation for tenders by number and short title or subject matter*]

**Attn:** [*insert the name and role of the contact person or the person responsible with this procurement procedure*]

[*Insert date*]

Cover Letter

Having read the tender documents, we are pleased to submit a tender for the above-mentioned tender procedure PS/SRV/KPI/006/2023.

We [*the name / identification of the tenderer*] we submit you the following:

1. [*Scanned*] documents containing:

- a) offer;
- b) the documents accompanying the offer.

We hope that our offer will meet your requirements.