

Cover Letter Format (Submitted on Letterhead)

To
Knowledge Creation and Innovation Department
Asian Productivity Organization
1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

Subject line: Proposal for Conducting Research on the *APO Productivity Databook* and Database 2027

Dear Program Officer:

1. We the undersigned, having carefully examined the Request for Proposal (RFP) document for Conducting Research on the *APO Productivity Databook* and Database 2027, propose providing 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 that 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 2026

Designation:

Organizational Details

Details of the Organization	
Name of Organization	
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**

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