



Appendix B.1 Cover Letter for the proposal

Instructions for the Form:

All fields on this form marked in gray must be completed. The declaration must be completed by entering the place and date.

Name and address of the bidder / bidding consortium

Name

Address

To:
Goethe-Institut Kenia
Maendeleo House, Loita-Monrovia Street
Nairobi
Kenya

Subject: Name of the Request for Proposals

Here: Proposal

Dear Sir or Madam,

We hereby submit our bid for the above-mentioned tender and present you with a binding offer.

Our offer includes—taking into account your responses to bidders' questions and your instructions regarding the procedure—all documents and supporting evidence required under the terms of the tender. Our offer and its terms are based on these documents.

We confirm that the information provided by us is true and accurate.

We will treat the information received during the procurement process as confidential and will not disclose it to third parties.

We hereby commit to this bid until **July 4, 2026**.

Sincerely,

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Place, Date