

COVER LETTER

10 AUG 2026

Dear Sir/Madam,

PROVISION OF JOB ADVISOR MANPOWER SUPPORT SERVICES FOR CAREER CENTRES, OUTREACH & EVENTS (TENTATIVE NOV 2026 – OCT 2028)

(TENDER NO. e2i/CS/2026/004)

- 1 We hereby invite tenderers to bid for the **Provision of Job Advisor Manpower Support Services for Career Centres, Outreach & Events (Tentative Nov 2026 – Oct 2028)** for Employment and Employability Institute Pte Ltd (e2i).
- 2 This Invitation to Tender contains the following:

Part 1	Section A	Instructions to Tenderers
	Section B	Conditions of Contract
Part 2 Requirement Specifications		
Part 3 Evaluation Criteria		
- 3 Your Tender Proposal must be submitted in accordance with the Instructions to Tenderers.
- 4 There will be a mandatory Tender Briefing **on Thursday, 27 AUG 2026, at 03.00 pm at Devan Nair Institute For Employment and Employability**. Attendance is compulsory for all Tenderers intending to submit a Tender. Failure to do so will result in disqualification. Registration prior to the briefing is required. Tenderers are required to submit names and email addresses of their representatives (maximum 3) via online form by **10.00 am on Monday, 24 AUG 2026**.
- 5 All enquiries regarding this Invitation to Tender should be made in writing to the email address specified in the Tender Notice.

Thank you.

Yours sincerely,

Adeline Peh

Senior Manager

Career & Job Centre Operations

Employment and Employability Institute Pte Ltd