

COVER LETTER

4th September 2026

Dear Sir/Madam,

GRANT MANAGEMENT SYSTEM REFRESH FOR EMPLOYMENT AND EMPLOYABILITY INSTITUTE PTE LTD

(TENDER NO. e2i/GS/2026/003)

- 1 We hereby invite tenderers to bid for the Grant Management System Refresh 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 Friday, 18th September 2026, 03:00 PM at Devan Nair Institute for Employment and Employability (NTUC e2i Office)**. 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 2) via MS Form link in Tender Notice by **Thursday, 10th September 2026, 2359 hrs**.
- 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,

Herry Suyanto
Lead Project Manager