**ATTACHMENT IV**

**FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD**

City, Country

<Date>

To: Creative Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the **[Insert RFP No]**, **[Insert project title]**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Cost/Business Proposal submitted herein.

Our organization’s details are as follows:

1. Company’s Name
2. Company’s Address
3. Name of Company’s authorized representative:
4. Telephone #/Cellular Phone #, Email address:
5. Validity Period of Proposal
6. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

1. has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
2. is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
3. has a satisfactory performance record;
4. has a satisfactory record of integrity and business ethics;
5. has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
6. is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Date: