**Attachment C: Cover Letter Template**

[Bidder: Insert date]

Procurement Department

USAID-Papua New Guinea Electrification Partnership (USAID-PEP) Activity, RTI International

Port Moresby, Papua New Guinea

Reference: Request for Proposals – Marketing and/or events company to support Trupela Sola Consumer

Awareness Campaign Roadshow: Momase and Highlands

Subject: [Bidder: Insert name of your organization]’s Eligibility Documents and Technical and Financial

Proposals

Dear USAID-PEP Procurement Department:

[Bidder: Insert name of your organization] is pleased to submit its proposal in regard to the above referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

|  |  |
| --- | --- |
| Name of the company or organization: |  |
| Address: |  |
| Telephone: |  |
| E-mail address: |  |
| Taxpayer Identification Number: |  |
| Unique Entity Identifier (UEI) if available: |  |
| Name of company/organization authorized representative: |  |
| Nationality of authorized representative: |  |
| Address of authorized representative: |  |
| Telephone of authorized representative: |  |
| E-mail address of authorized representative: |  |

We are further pleased to provide the following items containing the required documents requested in the RFP:

Note: It is incumbent on each bidder to clearly review the RFP and its requirements. It is each bidder's responsibility to identify all required documents and include them in their proposal.

Cover Letter, signed by an authorized representative of the bidder (this document)

Proof of legal registration in Papua New Guinea

IRC Certificate (TIN)

Technical Proposal (including the Bidder Information and Technical Proposal Form)

Financial Proposal

We confirm that our proposal, including the financial proposal, will remain valid for \_\_\_\_\_ calendar days after the proposal deadline.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Bidder: Insert name of your organization's representative]