**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]