**Annex 1 – COVER LETTER**

*The below cover letter must be placed on letterhead if applicable and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: Mr Bonkey Ruzirabwoba

Operation Manager-SNV Rwanda country office

Email: [rwandaprocurement@snv.org](mailto:rwandaprocurement@snv.org)

Reference: Solicitation Lot No……… Name and reference number of solicitation ........(*please specify which lot, if you are interested to more than one lot, make separate applications*)

**(Offeror’s Letterhead, like Organization or company’s logo, address, phone and email etc.)**

We, the undersigned, hereby submit our offer to perform all work required to complete the activities and fulfill the requirements described in the above referenced Solicitation. Please find our complete offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the Solicitation. We further certify that our organization, including its principal officers and all services proposed in response to this Solicitation, are eligible to participate in this procurement under the terms of the Solicitation and under all applicable laws and regulations.

We appreciate the opportunity to submit our proposal and look forward to the possibility of working together.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete:

|  |  |  |
| --- | --- | --- |
| **For:** | **Offeror Name:** | *Offerors must provide entity name, if applicable, here* |
| **Submitted By:** | **Name of representative:** | *Offerors must put name of the authorized person who completed this offer here* |
| **Title:** | *Offerors must provide title of the authorized person who completed this offer here* |
| **Signature:** | *Offerors must provide signature of the authorized person who completed this offer here and where applicable stamp offer letter* |
| **Date:** | *Offerors must indicate the date this offer was completed here* |
| **Organization Information:** | **Phone:** | *Offerors must provide phone number for contact if selected for negotiation or award here* |
| **Email:** | *Offerors must provide email for contact if selected for negotiation or award here* |
| **Address:** | *Offerors must provide address for contact if selected for negotiation or award here* |
| **Website:** | *Offerors must provide organization website, if applicable, here* |
| **Country of Nationality:** | *Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here* |
| **Registration or Taxpayer ID Number (TIN):** | *Offerors must provide registration and/or taxpayer ID number here known as TIN number* |