

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, Small Renewable Energy Mini-grid Systems Requiring Co-funding –
PEP RFP-2024-01

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
- ☐ Proof of legal registration in Papua New Guinea
- ☐ IRC Certificate (TIN)
- ☐ Current Insurance Coverage (CIC)
- ☐ 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]