

Section 4: Proposal Submission Form⁵

[insert:Location]

[insert: Date]

To: *[insert: Name and Address of NAC Procurement Chairman]*

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for **[insert: title of services]** in accordance with your Request for Proposal dated **[insert: Date]** We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;)
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of NAC's Contract for Professional Services.

We agree to abide by this Proposal for **[insert: period of validity as indicated in Data Sheet]**.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that NAC is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that NAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain, Yours sincerely,

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Authorized Signature [*In full and initials*]: Name and Title of Signatory: _____

Name of Organisation: _____

Contact Details: _____
