**Annex 1 Cover Letter**

[Tenderer: Insert date]

[Insert name and contact infomration of point of contact for ITT]

Reference: Invitation to Tender [Insert ITT name and number]

Subject: Declarations

Dear [Insert name of point of contact for ITT]:

[Tenderer: 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 Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxpayer Identification/VAT Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Commercial, Non-profit, Educational, Other*

Small, medium or micro enterprise (SME)?\*\* [ ]  Yes [ ]  No

*\*\*An SME is defined in accordance with the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million.*

As required in the Key Procurement Information, we confirm that our tender, including the commercial proposal will remain valid for [insert number of days] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the ITT:

[Tenderers: It is incumbent on each Tenderer to clearly review the ITT and its requirements. It is each Tenderer's responsibility to identify all required annexes and include them]

Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Tenderer is registered.

* Copy of company tax registration, or equivalent document.
* Copy of trade license, or equivalent document.

As part of our offer [Name of Tenderer] provides the following self-declarations:

* [Name of Tenderer] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments.
* [Name of Tenderer] has adequate financial resources to manage this contract.
* [Name of Tenderer] is up to date with its tax, social and labour obligations.
* [Name of Tenderer] certifies that our organisation currently maintains all insurances required by the governing law applicable to our jurisdiction and appropriate to the services/commodities we will be providing under the prospective contract.
* [Name of Tenderer] certifies that in carrying out the services mentioned below, equipment or services produced by the following companies will not be procured for use by Chemonics:  Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company.
* [Name of Tenderer] [ ]  has [ ]  does not have any close, familial, or financial relationships with Chemonics staff. For example, if a Tenderer’s cousin is employed by Chemonics, the Tenderer must state this.
* [Name of Tenderer] [ ]  has [ ]  does not have any family or financial relationship with other Tenderers submitting proposals. For example, if the Tenderer’s father owns a company that is submitting another proposal, the Tenderer must state this.
* [Name of Tenderer] [ ]  is [ ]  is not aware of any conflict of interest due to the participation in the ITT and prospective contract.
* [Name of Tenderer] certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Tenderer or competitor for the purpose of restricting competition.
* [Name of Tenderer] certifies that all information in the proposal and all supporting documentation are authentic and accurate.
* [Name of Tenderer] certifies understanding and agreement to Chemonics’ prohibitions against fraud, bribery and kickbacks contained on page 2 of this ITT.
* [Name of Tenderer] understands the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with applicable data protection laws (i.e GDPR, DPA 2018) and to ensure the protection of the rights of data subjects.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:

* Participate in a criminal organization [ ]  Yes [ ]  No If yes, provide details.
* Corruption [ ]  Yes [ ]  No If yes, provide details.
* Fraud [ ]  Yes [ ]  No If yes, provide details.
* Terrorist offences or offences linked to terrorist activities [ ]  Yes [ ]  No If yes, provide details.
* Money laundering or terrorist financing [ ]  Yes [ ]  No If yes, provide details.
* Child labour and other forms of human trafficking [ ]  Yes [ ]  No If yes, provide details.

[ ]  I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

[TENDERERS: *Delete this section prior to signature.* This self-declaration is used by Chemonics to assess that Tenderers meet our expectations of our supply partners. If you seriously misrepresent any factual information in this Annex 1, and so induce Chemonics to enter into a contract, you may be excluded from the procurement procedure and from partnering with Chemonics in the future. If a purchase order has been entered into, the contract may be terminated for default].

By submitting this Tender, we explicitly consent to all requirements and conditions stipulated in ITT and declare that we will continue to comply therewith throughout the entirety of the contract period. Furthermore, we confirm that we offer the rates as provided in the attached Tender.

Sincerely yours,

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

Signature

[Tenderer: Insert name of your organization's representative]

[Tenderer: Insert name of your organization]