

## ANNEX 2 Format for the proposal cover letter

(TO BE PRINTED ON ORGANISATIONAL LETTER HEAD)

City,

Country

Address

<date>

To: Mott Macdonald Procurement Team

Dear Sir/Madam:

We, the undersigned, offer to undertake the “**REQUEST FOR PROPOSALS FOR THE RE-PACKING AND DISTRIBUTION OF THE 2022/23 Expanded Pilot MATERIAL Term 2 & Term 3 (RFP No. MMB/18/11/2022)**”, for you National Numeracy Programm, following your Request for Proposals dated [XXXX] and our Technical and Cost/Business Proposal submitted herein.

Our organisation's details are as follows:

- a. Company's Name
- b. Company's Address
- c. Name of Company's authorised representative
- d. Telephone number and Email address
- e. Validity Period of Proposal
- f. Valid Business License

Our proposal shall be binding up to the expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organisation:

- a. has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- b. can comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- c. has a satisfactory performance record;
- d. has a satisfactory record of integrity and business ethics;
- e. has read RFP and the proposal complies with all the requirements in the RFP;
- f. has the necessary technical capacity, equipment, and facilities, or the ability to obtain them; and
- g. is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorised Signature:

Name and Title of Signatory:

Date: