Section 6: Proposal Submission Form[[1]](#footnote-1)

*This form must be returned along with the submission signed and stamped by an authorised person.*

To: IRENA, Chief Procurement Officer

International Renewable Energy Agency

IRENA Headquarters, Masdar City, P.O. Box 236

Abu Dhabi, United Arab Emirates

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services as described in your Request for Proposal dated **-----------** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under separate sealed envelopes.

We hereby declare that:

a) All the information and statements made in this Proposal are true and we accept that any misrepresentation may lead to our disqualification.

b) We are currently not on any United Nations sanctions list;

c) We have no outstanding bankruptcy proceedings or pending litigation or legal action that could impair our operation as a going concern;

d) We do not employ or otherwise engage, nor anticipate employing or engaging during the performance of the services required under the RFP any person who is or was recently employed by IRENA.

 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 for Professional Services of IRENA.

We agree to abide by this Proposal for [insert Proposal validity period as indicated in the Data Sheet] days.

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

 Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this with your corporate seal, if available.]*

1. No deletion or modification may be made to this form. Any such deletion or modification may lead to the rejection of the Proposal. [↑](#footnote-ref-1)