*(This should be written in the Letterhead of the Bidder)*

Insert: Location

Insert: Date

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for (*insert*: *title of services required as per EOI*).

We hereby declare that:

**We are currently not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

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