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**Section 6: Proposal Submission Form<sup>1</sup>**

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

To: IRENA, Chief Procurement Officer  
[Insert IRENA address as indicated in the Data Sheet]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services as described in your Request for Proposal dated [10/01/2022] 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 [90] 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.]

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<sup>1</sup> No deletion or modification may be made to this form. Any such deletion or modification may lead to the rejection of the Proposal.

## Section 7: Documents Establishing the Eligibility and Qualifications of the Proposer

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### Proposer Information Form<sup>2</sup>

Date: [insert date (as day, month and year) of Proposal Submission]

RFP no.: [insert number]

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1. Proposer's legal name: [insert Proposer's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of registration/operation: [insert actual or intended Country of registration]		
4. Year of registration: [insert Proposer's year of registration]		
5. Countries of operation:	6. No. of staff in each Country:	7. Years of operation in each Country:
8. Legal address/es in Country/ies of registration/operation: [insert Proposer's legal address in country of registration]		
9. Value and description of top three (3) biggest contracts for the past five (5) years:		
10. Latest credit rating (if any):		
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:		
12. Proposer's authorised representative information  Name: [insert authorised representative's name] Address: [insert authorised representative's name] Telephone/Fax numbers: [insert authorised representative's name] Email address: [insert authorised representative's name]		
13. Attached are copies of original documents of:  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

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<sup>2</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if registered)<sup>3</sup>

Date: [insert date (as day, month and year) of Proposal Submission]

RFP No.: [insert number]

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's legal name: [insert Proposer's legal name]		
2. JV's party legal name: [insert JV's Party legal name]		
3. JV's party Country of registration: [insert JV's Party country of registration]		
4. Year of registration: [insert Party's year of registration]		
5. Countries of operation:	6. No. of staff in each Country:	7. Years of operation in each Country:
8. Legal address/es in Country/ies of registration/operation: [insert Party's legal address in country of registration]		
9. Value and description of top three (3) biggest contracts for the past five (5) years:		
10. Latest credit rating (if any):		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:		
13. JV's party authorised representative information  Name: [insert name of JV's party authorised representative] Address: [insert address of JV's party authorised representative] Telephone/fax numbers: [insert telephone/fax numbers of JV's Party authorised representative] Email Address: [insert email address of JV's Party authorised representative]		
14. Attached are copies of original documents of: [check the box(es) of the attached original documents]  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

<sup>3</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

