

**Proposal Submission Form8<sup>1</sup>**

Location: \_\_\_\_\_

Date: \_\_\_\_\_

**REF: E8-TA-01-2016**

To: **The Director  
E8 Secretariat  
Channel Life Towers, First Floor  
39 Post Mall Street  
Windhoek, Namibia**

Dear Madam:

We, the undersigned, hereby offer to provide Travel Management Services in accordance with 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 envelopes/ in separate emails.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the Global Fund, United Nations agencies, SADC Secretariat or other such lists of other similar organisations, nor are we associated with, any company or individual appearing on the World Bank’s Listings of Ineligible Firm and Individuals or World Bank’s Corporate Procurement Listing of Non-Responsible Vendors or in a “UN Ineligibility List” or declared as ineligible by other international donor organisations;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the E8 Secretariat.
- (e) We understand that any resulting contract will be a framework contract, with estimated quantities, and that you will not be bound to request any services , with the exception of any guaranteed minimum value;

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 of E8 Secretariat’s Framework Contract for Travel Management Services.

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

We agree to abide by this Proposal for **ninety (90)** days.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that the E8 Secretariat is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that the E8 Secretariat will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

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]*