Elrha

1 St John’s Lane

London

EC1M 4AR

#

[DATE]

**Subject: Call for Proposals – [Contract title] – Proposal Submission Letter**

Dear sir/madam,

Having carefully examined and considered without limitation the Call for Proposals for the [Contract title], particularly the Services described in Part I, the Requirements stated in Part II and the Instructions for submitting a Proposal indicated in Part III, as well as the Terms and Conditions attached to the Call for Proposals and other documents issued in relation to this procurement procedure, we [ORGANISATION NAME] offer to provide the Services, as per the terms and conditions described in the submitted Technical Proposal, for the price specified in the Cost Structure Proposal, both attached to this submission proposal together with all other requested documents.

We further confirm that we are able to provide the Services as required in the Call for Proposals.

We confirm that, if our Proposal is accepted, we will upon demand:

* Produce written evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force and will remain in force for the duration of the intended Contract; and
* Execute and deliver the necessary contract documents to Elrha.

We agree that this Proposal shall constitute an irrevocable, unconditional offer, which may not be withdrawn for a period of six (6) months from the date of this letter.

We agree that Elrha’s Letter of Acceptance and our acknowledgement shall constitute a binding contract between us and Elrha. We further acknowledge Elrha require us to enter into an agreement in a form prepared by Elrha.

We understand that Elrha is not bound to accept any Proposal that it receives.

Signed for the Bidder:

*(signature)*

Name:

Title:

Organisation:

Date: