[insert: *Location*]

*[insert: Date*]

To the attention of the United Nations Capital Development Fund

With this letter I, [name and surname], in my capacity as legal representative of [legal name of the organization], with [Registration number], legally registered at [address of the company registration] hereby would like to submit our application to the Request for Application “Inclusive Innovations for driving financial inclusion and Digital Financial Services (DFS) in the East Sepik and Sandaun Provinces of Papua New Guinea”.

In so doing, we hereby declare as follows:

1. all the information and statements made in this concept note are true and we accept that any misrepresentation contained in it may lead to our disqualification.
2. we have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern.
3. we are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
4. we are not involved in any type of manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons.
5. we are not involved in any manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment.
6. we are not involved in the replica weapons marketed to children.
7. we are not involved in the manufacture, sale or distribution of tobacco or tobacco products.
8. we are not involved in the manufacture, sale and distribution of pornography.
9. we are not involved in the manufacture, sale or distribution of substances subject to international bans or phase-outs, and wildlife or products regulated under the CITES.
10. we are not involved in gambling including casinos, betting etc. (excluding lotteries with charitable objectives).
11. we are not involved in any violation of human rights or complicity in human rights violations.
12. we do not use or tolerate any type of forced or compulsory labour or any type of child labour.

Additionally, we confirm that we meet the **eligibility criteria** outlined in the main RFA document as follows and have the documents available to confirm our eligibility. We will submit any of these documents to UNCDF upon request.

* Applicant(s) shall be duly incorporated and registered according to the rules of Papua New Guinea;
* Applicant(s) should be operating in for at least 1 year;
* Applicant(s) should have audited financial statements for at least 1 year;

We confirm that we have read, understood and hereby accept the duties and responsibilities required of us in this RFA, and the standard language of UNCDF’s legal agreements (Performance Based Agreement, PBA), including the requirements regarding the public good nature of the outputs to be produced. Therefore, if our application is accepted, we will be ready to sign and accept the legal language, without modification of the UNCDF Performance Based Agreement.

We confirm that if our submission were to be selected, we are ready to share the following information during the due diligence stage. The information required includes:

1. Outline of governance and executive management structure and members.
2. Relevant documentary evidence and support on the business model/policy and mandate of our company/entity including among others certificate of registration, audited financial statements, certificate of compliance with the tax authorities and any other documentary evidence that might be requested by UNCDF.
3. Relevant and prompt inputs to the preparation of the full documentation for submission to the Investment Committee, and Technical Assistance Agreement.

Should we be selected as a partner, we commit to endeavor towards successful outcomes of the project upholding the integrity of the proposed idea and desired impact, and at a minimum commit the following:

1. Allocating staff time to assure implementation, oversight, supervision of the project.
2. Allocating the required operational costs associated with the implementation of the project.
3. Assuring participation to regular progress meeting with UNCDF.

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

Checklist of submitted documents:

* This submission letter
* Annex 1 Submission form
* Annex 2 Workplan and Budget
* Certificate of registration of the candidate
* Most recent audited financial statements of the candidate
* Power point deck that visually outlines the project (optional)

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]*