**ANNEX 1: SUBMISSION LETTER**

To the attention of the United Nations Capital Development Fund

Dear UNCDF,

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: “Debt Funding to strengthen the clean off-grid energy sector in Zambia”

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 confirm the following eligibility criteria

* The applicant must be an entity duly registered and incorporated in Zambia.
* Applicants must be involved in the business of clean off-grid energy sector.
* Applicant shall have fulfilled all the obligations relating to the payment of social security contributions or obligations relating to the payment of taxes in accordance with legal provisions in force in Zambia.
* Applicants shall hold relevant and valid licenses required for their line of business.
* Applicants must have at least two years of demonstrable active operations in Zambia.
* The applicant must have audited financial statements/ financial report for at least the past two years (2019, 2018)
* Unaudited financial statements / management accounts for the year 2020.
* Financial forecasts.

We confirm that if our submission were to be preselected, we are ready to share additional information if requested by 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 documents submitted with this letter:

* Certificate of incorporation.
* Document certifying that we have fulfilled all obligations relating to the payment of social security contributions or obligations relating to the payment of taxes per the legal provisions in Zambia.
* Detailed statement of the intended use of funds, including a Workplan and budget, and expected outcomes/impact of the proposed project.
* Audited financial statements for at least two years.
* Latest available unaudited financial statements and/or management accounts.
* Financial forecasts and a business plan supporting the forecasts
* Corporate information including CVs of the employees / team involved in the project, statement of mission, vision and mandate, governance structure, organization structure etc.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details: