# **Cover Letter**

Date [*Organization to insert date*]

To: **Atty. Danilo U. Uykieng**

OIC-Director

Mines and Geosciences Bureau

Attn: Mining Technology Division

Dear Atty. Uykieng,

1. Having read the project purpose and concept, we, the undersigned, hereby express our interest, should we be so selected, to execute the project titled “Development of a National Action Plan for the Artisanal and Small-scale Gold Mining (ASGM) Sector in the Philippines” in accordance with your request for proposals dated [*XXXXX*] and our proposal documents.
2. We hereby confirm that we comply with your eligibility and qualification requirements as specified <*If*

*relevant, organization to include “except for the following requirements: (please state)>*.

1. By reference to your brief description of the project purpose and concept, please find attached our proposed execution modality.
2. Please also find attached our input on your institutional assessment form.
3. Please find attached, as requested in your Request for Proposal, all requested documents.
4. In the event we were to be approved by you to become a Project Executing Entity in respect of this project, we agree and acknowledge to abide by the terms and conditions of your <*Project Execution Contract>.*
5. We understand you are not bound to accept any proposal documents that you receive, and that you reserve the right to accept or reject any proposal document and to cancel the process and reject all proposal documents at any time, without thereby incurring any liability whatsoever.

We remain.

Yours sincerely,

Authorized Signature: Name and Title of Signatory: Name of Organization: Address:

# **General Information for the entity submitting the proposal, separate tables will be required for each sub- contractor, member of consortium (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of Organization: |  | | |
| 2. Street Address: | Postal Code: | City: | Country: |
| 3. P.O. Box and Mailing Address: |  | | |
| 4. Telephone Number: |  | | |
| 5. Fax Number: |  | | |
| 6. E-mail Address: |  | | |
| 7. WWW Address: |  | | |
| 8a. Contact Name: |  | | |
| 8b. Contact Title: |  | | |
| 11. Country of Establishment: |  | | |
| 12. Type of Organization: |  | | |
| 13. Year Established: |  | | |
| 14. Number of Staff Employed: |  | | |
| 15. Name of sub-contractor(s) |  | | |
| 16. Percentage of subcontracting/consortium partners |  | | |
| 17. No. of key personnel the bidder/entity submitting a proposal will make available and dedicate to the proposed contract (full time and part time stating % of time i.e. 50%) |  | | |
| 18 Engagement with national/international experts (percentage as well as type of services that will be carried out by national /international staff) |  | | |
|  |  | | |

**Document Confirming Qualifications**

|  |  |
| --- | --- |
| **UNEP Qualification Requirement** | **COMPLY (YES/NO)**  **Please indicate page number in the proposal that contains the required information** |
| a.) An organization may be selected by UNEP and DENR as an Executing Agency and sign an execution contract with UNEP, if such organization meets the following minimum qualification requirements:   * Be registered/recognized as a legal entity; * Be able to receive and report in US dollars; * Have a proven track record in terms of contributing to project/programme country ownership, and improving efficiency and accountability; * Have certified and recognized quality standard(s) as appropriate considering the scope and nature of execution; * Demonstrate sufficient experience and operational capacity considering the scope and nature of execution; * Demonstrate that adequate systems are in place to ensure institutional efficiency as well as to mitigate risk; |  |

b.) An organization under consideration to become an Executing Agency of UNEP shall provide reasonable assurance to UNEP confirming that:

* + It commits to the objectives of the project, and its mandate and operations are not in conflict with UNEP’s project objectives and the fiduciary standards of the funding partner;
  + Where relevant, it possesses sufficient experience, qualifications and capabilities as evidenced by similar activities carried out for other international/national organizations, substantially complying with the due diligence requirements of those organizations;
  + The institutional setup and structure, governance, key personnel, qualifications and capacities, financial strength, etc. are adequate to perform the substantive tasks necessary to augment the efficient and effective delivery of UNEP projects in conformity with UNEP’s requirements and the fiduciary standards of its funding partner;
  + Its governance structure and administrative procedures are in line with fiduciary standards and requirements established by UNEP and its funding partner or with best practice;
  + It has adequate risk management procedures and controls in place;
  + It places priority on the prevention of harmful social and environmental impacts or compensates adverse project impacts and enhances positive impacts through environmental planning and management that includes the proposed mitigation measures, monitoring, institutional capacity development and training measures, an implementation schedule, and cost estimates;
  + It promotes gender equity and mainstream gender in its activities;
  + It satisfies other criteria and requirements, as applicable.

We, stated below, hereby certify to the best of our knowledge that the foregoing statements are true and correct and all available information and data have been provided herein, and that we agree to show you documentary proof thereof upon your request.

(Date) (Signature of Authorized Representative)

(Printed Name of Authorized Representative)

(Position of Authorized Representative)

(if a consortium, authorized representatives from all members of the consortium should sign)

# **Reference Projects**

**Relevant Projects Executed in the Last <*Three (3)>* Years That Best Illustrate Qualifications**

|  |  |  |
| --- | --- | --- |
| Name of Agency: |  | Country/Location: |
| Assignment Name: |  |  |
| Narrative Description of Project: | | |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Assignment (EUR): |
| Name(s) of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | | |
| Profile(s) of Professional Staff Provided by Your Organization: | | |
| Description of Actual Project Execution Services Provided by Your Organization: | | |

We, stated below, hereby certify to the best of our knowledge that the foregoing statements are true and correct and all available information and data have been provided herein, and that we agree to show you documentary proof thereof upon your request.

(Date) (Signature of Authorized Representative)

(Printed Name of Authorized Representative)

(Position of Authorized Representative)

# **Comments and Suggestions on the Project Concept**

***Note to prospective Executing Entities:*** *You are kindly invited to present and justify on this form any modifications or improvements to the Project Concept described herein Such suggested modifications or improvements should aim to augment the efficient and effective execution of the project. Such suggestions should be concise and to the point. Please note that any comments and suggestions made by the prospective Executing Agency may form an important part of the assessment of your proposal documents.*