



Cover Letter Template SMEs Application

1. Project Proposal Guidelines

General Requirement

- Proposal submission cover letter
- SDGIF Funding Application Form - the applicant should be submitted in typed or eligible handwriting
- Project budget template provided by SDGIF
- Cashflow Forecasts
- Supporting Documentation

Please ensure that the proposal and all attachments are legible. Please note that hard copy submissions are encouraged. Proposals must be submitted with all relevant attachments to:

The Environmental Investment Fund of Namibia
Heinitzbrug Heights
Corner of Heinitzburg and Dr.Theo-Ben Gurirab
Klein Windhoek
Windhoek

Alternatively, submit to the email address undp.sdgif@eif.org.na .The subject line must be clearly marked as “SDG Impact Facility” and MUST also bear the name of the Proposer. The proposer will receive an ‘acknowledgment of receipt’ of the submission via email as proof of receipt of the proposal. Please note that the maximum file size attachable is 10MB.

2. Proposal Submission Cover Letter

[Insert Place, Date]

To:
Facility Manager
The Environmental Investment Fund of Namibia
Heinitzbrug Heights
Corner of Heinitzburg and Dr.Theo-Ben Gurirab
Klein Windhoek
Windhoek

**Re: MSMEs Application to the SDGIF Facility – Window 4 Agriculture,
Manufacturing and Renewable Energy**

Dear Sir/Madam:

We, the undersigned, hereby submit our Proposal in accordance with the business call for proposals dated 15 October 2022.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this Call, the Instruction to Proposers and the General Terms and Conditions of UNDP's call to proposals.

We agree to abide by this Proposal for 120 Days.

We undertake, if our Proposal is accepted, to initiate the services as soon as agreed with UNDP.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation. MSMEs that require assistance can be provided with proposal preparation as part of the pre-granting arrangements.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:
