[Date]

CGIAR Procurement

[smo-bidding@cgiar.org](mailto:smo-bidding@cgiar.org)

Subject: Intention to Submit Proposal for PPM and HR Policy Development

Dear CGIAR Procurement,

I am writing in response to your Request for Proposal (RFP) dated 04 October, 2024, for Personnel Policy Manual and Human Resources Policy Development. With this letter, I confirm my intention to submit a comprehensive proposal for your consideration.

I understand the importance of confidentiality and non-disclosure terms as outlined in section 7.1 of the RFP document. I hereby agree to abide by these terms. I am committed to maintaining the highest level of discretion and confidentiality with all information CGIAR provides, and I trust and ask hereby kindly that non-public information provided by myself to CGIAR is maintained strictly confidential likewise.

By submitting this letter, I am expressing my serious interest in partnering with CGIAR. I believe that my experience and expertise align well with the requirements and expectations outlined in CGIAR’s RFP.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]