

LETTER OF APPLICATION

[Letterhead paper of the Applicant or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: _____

To: Vancouver Board of Parks and Recreation (“VPB”)

Re: Statement of Qualifications in respect of RFEOI-2023-03

Private and Confidential

1. Being duly authorized to represent and act on behalf of _____ **[Applicants are to insert full corporate name and if they are the lead participant of a joint venture, then state “on behalf of...” and list the full corporate names of the companies forming the joint venture]** (the “Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby submits the attached Statement of Qualifications and supporting materials and hereby applies for prequalification for the opportunity to submit a proposal for the products as described in Schedule 1 - Description of Requirements for **RFEOI-2023-03**.
2. The VPB and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any and experience issues.
3. The VPB and its representatives may contact the following persons for further information:
[Applicants are to Insert name and contact information - e-mail address must be provided.]
4. This application is made with the full understanding that:
 - (a) any information submitted during prequalification may be subject to verification by the VPB during evaluation;
 - (b) the VPB may:
 - (i) amend the scope and description of the services to be procured as described in Schedule 1 - Description of Requirements;
 - (ii) reject or accept any or all Applications;
 - (iii) cancel the prequalification process and reject all Applications;
 - (c) the VPB shall not be liable in any way whatsoever for any actions described under 4(c) of this letter or for any matter whatsoever in relation to this prequalification process.
5. We acknowledge receipt of the following addenda (if applicable);

Addendum No.	Date

6. The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed: _____

Name: _____

For and on behalf of [name of Applicant and companies forming joint venture]