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| Offerors must submit their own independent offer including at least (but not limited to) the documents below as mentioned in tender package: |

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| **Documents supporting the Eligibility Criteria**

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| **Documents** | **Check** |
| A copy of Certificate of Incorporation Issued by Corporate Affairs Commission |  |
| A copy of Tax Identification Number and/or Tax Certification (Clearance) |  |
| A copy of Registration with the National Health Insurance Scheme |  |

**Documents to conduct the Technical Evaluation**

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| **Documents** | **Check** |
|  Certificate of Incorporation Issued by CAC |  |
| Evidence of Registration with NHIS  |  |
| Tax Clearance certificate |  |
| CVs/Profile of the MD/CEO, and the controlling owner  |  |
| Letter of Acceptance on the standard payment terms as mentioned in the Scope of Work  |  |
| Copy of audited Financial Statement for Year 2019  |  |
| Letter indicating acceptance of flexibility of adding or replacing an existing staff with a new staff |  |
| Hospital providers list |  |
| Letter accepting to conduct medical checkup for new staff and quarterly health and wellness workshop for all staff  |  |
| Three reference letters from any reputable international organization serviced by the firm  |  |
| Verifiable evidence of similar service successfully executed in the past from a minimum of five organizations. (E.g. Contracts, Purchase orders, service Level Agreements etc.)  |  |
| Bidder should confirm at least 24 months price validity on the TENDER RESPONSE FORM (bidder’s ability to fix price for 24 months will be an added advantage)  |  |
| List of added Benefits. |  |

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| **Tender package Documents** | **Check** |
| Cover Letter |  |
| Price Offer Sheet signed and stamped |  |
| Supplier Information Form |  |

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| **Instruction**:Mercy Corps encourages offerors to check all the above mentioned documents, and make sure these documents in the package before submitting, MC will not consider this documents as approve of documents availability in the offer |