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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 Clearance Certificate Issued by Federal Inland Revenue Service |  |
| A copy of Evidence of Experience in Agro Equipment’s Supply (PO/Contract) |  |

**Documents to conduct the Technical Evaluation**

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| **Documents** | **Check** |
| Company Profile (Max 5 pages) |  |
| Evidence of at least 3 Years of Experience with INGO’s |  |
| Document certifying supplier’s agreement to accept 100% payment after delivery (To be indicated on the company’s letter head) |  |
| Validity of offer (90 Calendar Days Minimum to be indicated on a letter head) |  |
| Document Certifying Supplier’s Agreement to a Maximum of 14 Calendar days Delivery time (To be indicated on the company’s letter head) |  |
| Minimum of 3 Relevant High Value Purchase orders or Contracts with INGO’s as evidence of experience In High Value Supply (62,000,000 and above) |  |
| Products Warranty of a Minimum of 12 Months to be indicated on the company’s Letter |  |

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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 |