# MC Logo Vertical.jpgAddendum to Tender No.

#### HQ PREQ 01-2022

|  |  |
| --- | --- |
| **Tender No:** HQ PREQ 001-2022 | **Addendum No:** 1 |
| **Tender Name:** CREATIVE SERVICES PREQUALIFICATION | **Date Issued:** 5TH MAY 2022 |

This provides answers to queries raised from bidders by 28th April 2022 which was the deadline for receiving queries. The responses are posted on the website for the benefit of all prospective bidders and does not include the source.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Response** |
| 1 | For tax compliance, can you describe what sort of documents you would need, is an EIN sufficient?  Question 4 asks for "Evidence of fully complying with taxation requirements in the country where  registered/incorporated." Can you please expand on what kind of evidence you'd like to see? Would an e-file  acknowledgement of tax return acceptance for 2021 suffice? | Since different countries have different documents indicating Tax compliance, kindly attach evidence that is relevant to the country where the firm is incorporated. |
| 2 | In the Service Information section, there is a request for Basis for pricing. Are you looking for a general range of pricing on items such as brochures, fliers, posters, online ads, etc...? | For pricing, check the Prequalification document section **2 - Applications Instructions**. We do not need a basis for pricing. |
| 3 | I would like to apply for consideration and have prepared an application to submit before the deadline. However, I am an independent contract, rather than a business. Am I still eligible? | Independent contractors are limited to the USA and UK, as we do not have resources to confirm Tax compliance for independent contractors from other locations. |
| 4 | Whether companies from Outside USA can apply for this? (like,from India or Canada) | This is an open tender and firms from outside USA are free to apply. |
| 5 | Whether we need to come over there for meetings? | No, In person meetings are not expected or anticipated at this time. All meetings can be done virtually. |
| 6 | Can we perform the tasks (related to RFP) outside USA? | See #4 responses. |
| 7 | Can we submit the proposals via email? | **All application instructions are the Prequalification document.**  **Due Date:** Wednesday, May 11th 5pm PT  **Email for Submission:** tenders@mercycorps.org  **Email subject:** TENDER NUMBER + Description ( **HQ PREQ 001-2022 PREQUALIFICATION OF CREATIVE SERVICE PROVIDERS)**  **Important:** No formal offers or prices are requested in this phase. Please include all supporting documentation |
| 8 | Once Mercy Corp reaches out for work, per the specifications, how quickly is an estimate required? | Estimates are usually requested within 3-7 business days. |
| 9 | Does Mercy Corps provide translation services or will that be expected of us? | Mercy Corps also has a preferred list for translation vendors. Mercy Corps team members are encouraged to use those vendors for their translation needs. There is no expectation that creative service vendors/freelancers provide translation resources. However, working with other languages may be included in a project scope. For example, there may be a request to design a report layout in English, French, Spanish and Arabic. The Mercy Corps team would supply the translated copy, the creative vendor/freelancer would create the documents. |
| 10 | How much is Mercy Corps leadership (from headquarters) involved, in terms of approvals, in regionally based work? | This varies project by project. However, the brand team is always available to consult on any creative project. And we encourage the agency/freelancer to reach out to the brand team as a consultative resource as they are getting to know the brand. However, there is no formal HQ approval process for country or program based work. |

#### All other terms and conditions in the tender remain unchanged.