

## Instructions for Bidders

**Tender announcement is aimed only to receive your express of interest in participating in this tender. Please note that you are NOT REQUIRED to submit your offer at this stage.**

Initially, all interested bidders are encouraged to send the filled and signed ITB-Intent to Bid and SIF-Supplier Information Forms and email them to [jo-itb@mercycorps.org](mailto:jo-itb@mercycorps.org) by the deadline mentioned in the advertisement. *ITBs received to any other email will be disregarded.*

Downloadable documents at this link:

- Instruction for Bidders (this document)
- ITB - Intent to Bid (Attachment 1)
- SIF -Supplier Information Form (Attachment 2)
- Tender Description (Attachment 3)

- Intent to Bid will be available from **Tuesday, December 13, 2022.**

- Last date and time for submission is on **Tuesday, December 20, 2022, till 03:00 pm (Amman Time).**

**Complete Tender Package will be shared within one week after the closing date of the tender announcement ONLY with those who submitted signed and stamped ITB (Intent to Bid) and SIF (Supplier Information Form) in a timely manner and correctly.**

For any inquiries contact Mercy Corps – tendering department at [jo-tenders@mercycorps.org](mailto:jo-tenders@mercycorps.org) indicating the tender number in the subject line.

### **Notes:**

- 1- The ITBs and SIFs must be sent to [jo-itb@mercycorps.org](mailto:jo-itb@mercycorps.org), any documents sent to any other email address will be disregarded.
- 2- The potential bidder won't receive the tender package if any of the documents (ITBs or SIFs) were missing.
- 3- Mercy Corps reserves the right to accept or reject any late submissions.
- 4- Offers will be received based on the submission method specified in the completed Intent to Bid Form. Offers submitted outside of the submission methods established in the Intent to Bid Form might be rejected by Mercy Corps.