



MERCY CORPS – INTENT TO BID

Country:	Ethiopia
Office:	Addis Ababa
Title of Procurement Activity:	Procurement of: 17 pcs Dell Desktop Intel Core i5 Gen 10, 4GB RAM, 1TB HDD, FHD Monitor 1920X1080 resolution. 12 pcs HP LaserJet Pro 404 dn printer.
Tender Reference Number:	GAM 102/2023

We intend to submit a bid or proposal in response to this solicitation upon receipt of the Request for Bid or Proposal with full instructions.

We understand that this is an Intent to Bid and in no way obligates this company to participate in this process. Also, this Intent to Bid does not constitute any transactional obligation between Mercy Corps and the intended bidders.

Please find below the relevant information required to receive the Request for Bid /Proposal:

Organization Name	
Contact Person	
Main Telephone Number	
Alternative Telephone (if any)	
Business Email	

Business Address

House / Building Number	
Street	
Street (if any)	
City	
Postcode (if any)	
Country	



Mandatory questions and please indicate your preference (only select one response):

#	Questions	Answer (Please Circle)	
1	We intend to submit our bid or proposal via email. We request that the Request for Bid or Proposal document be provided via email.	Yes	No
2	We intend to submit our bid or proposal via Tender Box. We request that the Request for Bid or Proposal document be provided/collected as hardcopies/printouts.	Yes	No

We hereby express the organization's intention of participating in the competitive solicitation process.

Form completed by (Name and Title)	
Telephone Number/s:	
Signature (only if submitted in person):	
Date:	

For Internal use, only

Official Notes

(Only to be completed by the Head of Procurement, Mercy Corps)

Head of Procurement (Name and Title)	
Signature	
Date	

