**MERCY CORPS – INTENT TO BID**

(Please don’t send any bids or proposals with the Intent to Bid Form)

|  |  |
| --- | --- |
| **Country:** | Global |
| **Office:** | Portland, Oregon |
| **Title of Procurement Activity:** | Business Development and Corporate structuring – Enter Energy |
| **Tender Reference Number:** | HQ447 |

We intend to submit a 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 and the alternative if any.** |  |
| **Business Address** | |
| House / Building Number |  |
| Street |  |
| Street (if any) |  |
| City |  |
| Postcode (if any) |  |
| Country – Registration/Incorporation |  |

**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 |

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)*

|  |  |
| --- | --- |
| **Procurement Contact person (Name and Title)** |  |
| **Signature** |  |
| **Date** |  |