

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 technical and financial offer at this stage.

If any offers (whether technical or financial) were submitted along with the ITB documents, the bidder/company will be directly disqualified and will not receive the package and the rest of the documents for this tender.

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 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)
- Tender Notice (Attachment 4)

- Intent to Bid will be available from **Monday, October 2, 2023.**

- Last date and time for submission is on **Thursday, October 12, 2023, till 03:00 pm (Amman Time).**

Complete Tender Package will be shared after within two weeks 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 indicating the tender number in the subject line.

Notes:

- 1- The ITBs and SIFs must be sent to 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.