Date: **September 24, 2024**

Reference No.: **Tender Reference No:** **PR no ADD2575**

**Tender Notice**

Mercy Corps is a non-religious, non-profit and non-governmental international humanitarian organization.

Mercy Corps is seeking a firm to provide Insurance service of:

1. **Insurance service for comprehensive accidental/Life and Health for Mercy Corps Staff**

If you are interested in submitting a bid, you should complete an Intent to Bid Form and submit it according to the guidelines below.

1. Suppliers can download the Intent to Bid Form from [**www.mercycorps.org/tenders**](http://www.mercycorps.org/tenders)

 **OR**

1. Intend to Bid Form can be picked up from Mercy Corps Addis Ababa office Yeka Sub-City, Kebele 08, House No. 377; Hayahulet, Tel. 011-1-110777
2. Bidders can send email to **et-tender-questions@mercycorps.org**and request the Intent to bid form.

Completed Intent to Bid Forms must be submitted to Mercy Corps till **7th October 2024 5:00PM** local time in one of the below methods.

1. Email completed Intent to Bid Form to **et-tender-questions@mercycorps.org** with the Tender Reference number in the email subject line.

OR

1. Return the completed Intent to Bid Form in person and put in the Tender Box placed at Mercy Corps Addis Ababa office Yeka Sub-City, Kebele 08, House No. 377; Hayahulet. The Tender Reference number should be written on the envelope **/For International firms but based in Ethiopia/**

After the closing date of this Tender Notice, the Request for Bid will be sent to the suppliers who submitted Intent to Bid Forms. The Request for Bid will be sent according to the preference you have mentioned in the Intent to Bid Form.