**MERCY CORPS – INTENT TO BID**

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

|  |  |
| --- | --- |
| **Country:** | Nigeria |
| **Office:** | Bama, Ngala, Damboa, Dikwa, Gwoza, Konduga, Marte, Maiduguri; Borno State |
| **Title of Procurement Activity:** | Supply of Shelter NFI Materials for Program Activities in Northeast, Borno State |
| **Tender Reference Number:** | NIG/MDG/TEN092 |
| **Deadline for Submission:** | 27th October 2024; 11:59pm |

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 |  |
| City |  |
| 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. | Yes | No |
| 2 | We intend to submit our bid or proposal via SAP Ariba | 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:** |  |

**Method of Submission:**

Interested Companies must submit the information below:

* Company Business Registration – Corporate Affairs Corporation (CAC)
* Company Tax Clearance Certificate
* Completed Intent to Bid Form and supplier information form

**Download Supplier Information Form -** [**https://mcnigeria.com/forms/siform.docx**](https://mcnigeria.com/forms/siform.docx)

Send the above document in one pdf file to [ng-tenders@mercycorps.org](mailto:ng-tenders@mercycorps.org) with the Tender Reference number – **NIG/MDG/TEN092** as subject line of email.

**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** |  |