



Date: 9th April 2026

Tender Notice

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

Mercy Corps is powered by the belief that a better world is possible. Across the more than 40 countries in which we operate, we are working to address root causes of poverty head-on and help those caught in crisis not only meet their immediate needs but build a brighter future.

Mercy Corps Kenya invites applications from qualified interested bidders for the services below:

No	Tender Reference Number	Category	Deadline of Submission
1.	MCK-MSA-HOT-006-026	Accommodation and Conference Services in Nairobi, Isiolo, Marsabit, and Samburu.	17 th April 2026, 1700Hrs
2.	MCK-MSA-TAXI-007-026	Taxi and Car hire services in Nairobi, Isiolo, Marsabit and Samburu.	17 th April 2026, 1700Hrs
3.	MCK-MSA-ATTS-008-026	Air Travel & Ticketing Services.	17 th April 2026, 1700Hrs
4.	MCK-MSA-VRMS-009-026	Vehicle Repair & Maintenance Services in Nairobi, Isiolo, Marsabit and Samburu.	17 th April 2026, 1700Hrs
5.	MCK-MSA-IMS-010-026	Immigration services.	17 th April 2026, 1700Hrs
6.	MCK-MSA-FUEL-011-026	Supply of Fuel services.	17 th April 2026, 1700Hrs
7.	MCK-MSA-CLN-012-026	Office Cleaning Services in Nairobi, Isiolo and Marsabit.	17 th April 2026, 1700Hrs
8.	MCK-MSA-OSGS-013-026	Office Security and Guarding Services in Isiolo and Marsabit.	17 th April 2026, 1700Hrs

If you are interested in submitting a bid, you will need to complete an **Intent to Bid Form (ITB) and Supplier Information Form (SIF)** and submit them according to the guidelines below:

- Suppliers can download the Intent to Bid Form and Supplier information forms at <https://www.mercycorps.org /tenders>

Completed Intent to Bid Forms and supplier information form must be submitted to Mercy Corps by **17th April 2026, 1700Hrs** according to the guidelines below:

- Email completed ITB form and SIF form to tenders.mck@mercy corps.org with the respective Tender Reference number in the subject line of the email. Complete Tender Package will be shared, later, with those who submit completed ITB and SIF as specified below - before the deadline.

1. Signed and stamped ITB (Intent to Bid) indicating the specific tender number(s) and tender name(s).

N/B: Applicants are required to complete a separate ITB for each category they are interested in and submit through the above email, with the relevant tender reference number in the subject line.

2. Signed and stamped Supplier Information Forms (SIF)

N/B: Please DO NOT submit any bids or proposals together with the Intent to Bid Form.

After the closing date of this Tender Notice, the **Request for Bid/Request for Proposal** will be sent only to the suppliers who submitted ITB and SIF Forms; and in accordance with the category / categories indicated in the Intent to Bid Form.