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| Offerors must submit their own independent offer including at least (but not limited to) the documents below as mentioned in tender package: |

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| **Documents supporting the Eligibility Criteria**   |  |  | | --- | --- | | **Documents** | **Check** | | Legal Business Registration- A valid copy of Legal Business Registration or CAC Copy. |  | | A valid copy of company’s Tax Identification Number (TIN) with evidence of registration with FIRS attached |  | | Filled, stamped, and Signed supplier’s information document/form. |  |   **Documents to conduct the Technical Evaluation**   |  |  | | --- | --- | | **Documents** | **Check** | | Years of relevant experience in field since inception of business operations |  | | Attach List of Complimentary services rendered in the Companies profile |  | | Attach 3 Copies of Contracts or Purchase Orders from 3 different Organizations) 10 Marks per Purchase Order/Contract Per organization |  | | Letter of Acceptance of Payment Terms after service delivery |  | | List of Capacities of Conference Hall |  | |
| |  |  | | --- | --- | | **Tender package Documents** | **Check** | | Cover Letter |  | | Price Offer Sheet signed and stamped |  | | Supplier Information Form |  | |

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| **Instruction**:    Mercy Corps encourages offeror to check all the above mentioned documents, and make sure these documents in the package before submitting, MC will not consider this documents as approve of documents availability in the offer |