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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 and Evidence of Tax clearance Certificate – year 2019 |  | | Filled, stamped and Signed supplier’s information document/form. |  |   **Documents to conduct the Technical Evaluation**   |  |  | | --- | --- | | **Documents** | **Check** | | Letter of Acceptance of payment after service delivery **5%** |  | | Complimentary card/company profile showing verifiable business location should be submitted (Offices must be located in Yobe State) **5%** |  | | Attach 3 Copies of Contracts or Purchase Orders from 3 different Organizations) 10 Marks per Purchase Order/Contract **30 %** |  | | Letter stating at least 12months price validity **10%** |  | | Evidence of four Proof of ownership/lease of vehicles with valid Vehicle particulars in companies name or One of the Directors – 5 Marks per proof of ownership/Lease of vehicles – **20 %** |  | | list of vehicle’s Make and Model (Models must be from year 2006 and above) -10 points for newer models **10 %** |  | | Physical Vehicle Inspection report/Facility Visit (Seat belt, Jumper cable, A/C, Neatness, First Aid Box Spare tyres, driver’s license, towing rope, tyre conditions, Engine condition, fire extinguishers etc) **20%** |  | |
| |  |  | | --- | --- | | **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 |