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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. |  | | Latest Tax Clearance Certificate – (2020) |  | | Evidence of Partnership with Official Equipment Manufacturer |  |   **Documents to conduct the Technical Evaluation**   |  |  | | --- | --- | | **Documents** | **Check** | | * Filled, signed and stamped Supplier Information Form |  | | * Provision of Minimum of 1 year OEM Nigerian Warranty to be indicated on company’s Letter Head |  | | * Submission of Detailed Specification of the product offered |  | | * Document certifying supplier’s agreement to accept payment after delivery.(Indicate on Company’s Letter Head) |  | | * Proof of Minimum of 3 Years’ Experience in IT Equipment’s Supply |  | | * Maximum Delivery Time of 30 Calendar Days |  | | * Minimum of 3 Purchase Orders / Contracts as evidence of previous supply of Laptops or desktops especially with an INGO |  | | * Payment to vendor will be upon the receipt, inspection and acceptance of laptops |  | |
| |  |  | | --- | --- | | **Tender package Documents** | **Check** | | Cover Letter |  | | Price Offer Sheet signed and stamped |  | | Supplier Information Form |  | | Eligibility Documents |  | |

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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 |