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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. |  | | Tax Clearance Certificate |  | | A filled, stamped, and signed supplier’s information document/form. |  |   **Documents to conduct the Technical Evaluation**   |  |  | | --- | --- | | **Documents** | **Check** | | 3 Years of relevant experience in the field of hotels services since inception of business operations/ for new hotels, staff that have up to 3 years’ experience**- 10%** |  | | Attach List of Complimentary services rendered in the Companies profile **40%** |  | | Attach 3 Copies of Contracts or Purchase Orders from 3 different Organizations– **30%** |  | | Letter of Acceptance of 100% Payment Terms after service delivery – **10%** |  | | List of Capacities of Conference Hall with covid-19 sitting arrangement**– 10%** |  | |
| |  |  | | --- | --- | | **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. |