**MERCY CORPS – INTENT TO BID**

(Please don’t send any bids or proposals with the Intent to Bid Form)

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| --- | --- |
| **Country:** | Nigeria |
| **Office:** | Yola, Adamawa State |
| **Title of Procurement Activity:** | Provision of Car Hire Services for Mercy Corps Nigeria within Adamawa State. |
| **Tender Reference Number:** | NIG/YOL/TEN 033 |
| **Deadline for Submission:** | 6th September 2023 11: 59 pm |

We intend to submit a bid or proposal in response to this solicitation upon receipt of the Request for Bid or Proposal with full instructions.

We understand that this is an Intent to Bid and in no way obligates this company to participate in this process. Also, this Intent to Bid does not constitute any transactional obligation between Mercy Corps and the intended bidders.

Please find below the relevant information required to receive the Request for Bid /Proposal:

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Contact Person** |  |
| **Main Telephone Number** |  |
| **Alternative Telephone (if any)** |  |
| **Business Email** |  |
| **Business Address** | |
| House / Building Number |  |
| Street |  |
| City |  |
| Country |  |

**Mandatory questions and please indicate your preference (only select one response):**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Questions** | **Answer**  **(Please Circle)** | |
| 1 | We intend to submit our bid or proposal via email.  We request that the Request for Bid or Proposal document be provided via email. | Yes | No |
| 2 | We intend to submit our bid or proposal via Tender Box.  We request that the Request for Bid or Proposal document be provided/collected as hardcopies/printouts. | Yes | No |

We hereby express the organization’s intention of participating in the competitive solicitation process.

|  |  |
| --- | --- |
| **Form completed by (Name and Title)** |  |
| **Telephone Number/s:** |  |
| **Signature (only if submitted in person):** |  |
| **Date:** |  |

**Method of Submission:**

**Completed Intent to Bid Forms must be submitted to Mercy Corps in one of the below methods:**

**A.** Email completed Intent to Bid Form to [ng-tenders@mercycorps.org](mailto:ng-tenders@mercycorps.org) with the Tender Reference number in the email subject line.

**B.** Return the completed Intent to Bid Form in person and place in the tender box at Mercy Corps Abuja office at: **No. K49, Karewa GRA, Jimeta Yola, Adamawa State.**

**For Internal use, only**

**Official Notes**

*(Only to be completed by the Head of Procurement, Mercy Corps)*

|  |  |
| --- | --- |
| **Head of Procurement (Name and Title)** |  |
| **Signature** |  |
| **Date** |  |