# MERCY CORPS – INTENT TO BID

(please don't send any bids or proposals with the Intent to Bid Form)

| | |
|---|---|
| **Country:** | Palestine |
| **Office:** | Ramallah |
| **Title of Procurement Activity:** | Cleaning services of Mercy Corps Office spaces at Al-Bardauni Commercial Center in Ramallah |
| **Tender Reference Number:** | PS-ST-RFP-XXX |

We intend to submit a bid or proposal in response to this solicitation upon receipt Tender Package 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 MC and the intended offeror.

Please find below the relevant information required to receive the Tender Package.:

| | |
|---|---|
| **Organization Name** | |
| **Contact Person** | |
| **Main Telephone Number** | |
| **Alternative Telephone (if any)** | |
| **Business Email** | |

**Business Address**

| | |
|---|---|
| House / Building Number | |
| Street | |
| Street (if any) | |
| City | |
| Postcode (if any) | |
| Country | |

# Special Notice

Mercy Corps uses the SAP Ariba platform as its source to pay system. Suppliers are encouraged to register on the Ariba Commerce Cloud or log in using their existing Ariba Commerce Cloud account username and password in order to access the RFQ/RFP and submit their proposal/bid. Suppliers who are not able to register or access the system will receive the tender via email or hardcopy and be able to submit via email.

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

| # | Questions | Answer (Please Circle) | |
|---|---|---|---|
| 1 | We are planning to use our existing Ariba Commerce Cloud Account. | Yes | No |
| | If the answer is Yes, please provide your Ariba Supplier Network ID. | | |
| 2 | We are interested to register on the Ariba Commerce Cloud in order to participate in Mercy Corps procurement solicitation. | Yes | No |
| 3 | We intend to submit our bid or proposal via email because we are unable to register on the Ariba Commerce Cloud. We request that the Request for Quotations document or Tender Package be provided via email. | Yes | No |
| 4 | We intend to submit our bid or proposal via Tender Box because we are unable to register on the Ariba Commerce Cloud. We request that the Request for Quotations document or Tender Package be provided 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:** | |