MERCY CORPS – INTENT TO BID

(Please do not send any bids or proposals with the Intent to Bid Form)

Country:	Mercy Corps - Palestine
Office:	Ramallah
Title of Procurement Activity:	Provision of emergency relief food and non-food items
Tender Reference Number:	RML-MAR19

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:	

For Internal use, only

Official Notes
(only to be completed by the Head of Procurement, Mercy Corps)

Head of Procurement (Name and Title)	(procurement manager)
Signature	
Date	