**MERCY CORPS – INTENT TO BID**

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

|  |  |
| --- | --- |
| **Country:** | Syria |
| **Office:** | SY04 |
| **Title of Procurement Activity:** | Supply, Delivery and Handling of Hygiene Kits/Hygiene items in NWS. |
| **Tender Reference Number:** | SY04-RFP-MAR 023 |

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

نعتزم تقديم هذا العطاء أو مقترح إستجابة لهذا الإلتماس عند إستلام حزمة العطاء مع التعليمات كاملة

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.

نحن ندرك أن هذه عباره عن إبداء إهتمام ولا يلزم الشركه بالمشاركه بالعطاء , ولا يشكل أي التزام بالعاملات ما بين ميرسي كورس ومقدم الإهتمام

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

يرجى الإطلاع أدناه على المعلومات ذات الصلة المطلوبه لإستلام حزمه العطاء:

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Contact Person** |  |
| **Main Telephone Number** |  |
| **Alternative Telephone (if any)** |  |
| **Business Email** |  |
| **Business Address** | |
| House / Building Number  المنزل / رقم المبنى |  |
| Street  الشارع |  |
| City  المدينة |  |
| Postcode (if any)  الرمز البريدي (إن وجد) |  |
| Country  البلد |  |

**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)**  **النموذج مكتمل بواسطة (الإسم والمسمى الوظيفي)** |  |
| **Telephone Number/s:**  **رقم الهاتف** |  |
| **Signature:**  **التوقيع** |  |
| **Date:**  **التاريخ** |  |

**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** |  |