**Monitoring, Evaluation, and Research Pre-Qualified Pool**

**Submission Checklist**

Use the checklist below to ensure you are submitting all required materials. There is no need to submit this checklist to Mercy Corps; it is for suppliers to use if helpful. Please remember to submit each mock proposal package as one combined PDF (one PDF per category). Forms may be submitted as separate attachments.

Please submit via email at [gsuarez@mercycorps.org](mailto:gsuarez@mercycorps.org) by **Wednesday, 29 November COB PST** with Subject Line as follows: PQ002 MER Statement of Qualification – [FIRM NAME]

**​​  Mock Proposal Package (1 PER Service Category\*):**

​​  Cover Letter

​​  Technical Proposal

​​  Level of Effort (LOE) Proposal

​​  TWO (2) Staff Resumes / CVs

​​ TWO (2) Work Samples

**​​  FORMS:**

**​​**​​  References

**​​**​​  Pricing Sheet

**​​**​​  Self-Certification of Eligibility

**​​**​​  Certificate of Incorporation / Registration & Proof of Tax Compliance

**​​**​​  Supplier Information Form

**​​**​​  Modern Slavery Form (online form submission)

**​​**​​  Service Category Indication Form

**​​**​​  Self-Certification of Supplier Diversity & accompanying documentation (if applicable)

\*Remember that for the Formative Studies Category, there are *three* Mock Scopes of Work for you to *choose from* (GESI Analysis, Market Systems Analysis, Political Economy Analysis). Please only submit *ONE* mock proposal for this category.