



MERCY CORPS – INTENT TO BID

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

Country:	Nigeria
Office:	Maiduguri
Title of Procurement Activity:	Hotel Accommodation, Hall Hire and Catering Services in Maiduguri, Borno State
Tender Reference Number:	NIG/MDG/TEN079
Deadline for Submission:	13 th March 2024; 5:00pm

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

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:

Email completed Intent to Bid Form to ng-tenders@mercy Corps.org with the Tender Reference number in the email subject line.

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	