



## MERCY CORPS – INTENT TO BID

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

<b>Country:</b>	Mercy Corps Europe
<b>Office:</b>	Gedaref
<b>Title of Procurement Activity:</b>	A qualified translator to translate the life skills curriculum from English to Arabic. The curriculum will be used by the mentors in the safe space centers during the safe space sessions
<b>Tender Reference Number:</b>	PR147924

We intend to submit a bid or proposal in response to this solicitation upon receipt Request for Bids 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:

<b>Organization Name</b>	
<b>Contact Person</b>	
<b>Main Telephone Number</b>	
<b>Alternative Telephone (if any)</b>	
<b>Business Email</b>	

### 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.

<b>Form completed by (Name and Title)</b>	
<b>Telephone Number/s:</b>	
<b>Signature (only if submitted in person):</b>	

Date:	
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If you are interested in submitting a bid, you will need to complete an Intent to bid form and submit it according to the guidelines below.

1. The suppliers can download the Intent to Bid Form on the **Sudanbid website**
2. Intent to Bid Form can be picked up at Mercy Corps office **[Gaderef Algobarab East – Alwali Street]**

Completed Intent to Bid Forms must be submitted to Mercy Corps by **[14-04-2025]** in one of the below methods.

1. Email completed Intent to Bid Form to **sd-quotes@mercy Corps.org** with the Bidding Reference number in the email subject line.  
**Reference Number:147924**

Return completed Intent to Bid Form in person and put in the Tender Box placed at Mercy Corps office **[Gaderef Algobarab East – Alwali Street]** . The Bid Reference number should be written on the envelope.

**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	