



## MERCY CORPS – INTENT TO BID

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

|                                       |  |
|---------------------------------------|--|
| <b>Country:</b>                       | Sudan  |
| <b>Office:</b>                        | Port Sudan   |
| <b>Title of Procurement Activity:</b> | Translation service provider for text translation (English/Arabic and Arabic/English) for the CCS in Sudan |
| <b>Tender Reference Number:</b>       | PSD/0248/9/2024  |

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:

|                                       |  |
|---------------------------------------|--|
| <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                 |  |



**Mandatory questions and please indicate your preference (only select one response):**

| # | Questions  | Answer<br>(Please Circle) |    |
|---|--|---------------------------|----|
| 1 | We intend to submit our bid or proposal via email.<br><br>We request that the Request for Bid or Proposal document be provided via email.                              | Yes                       | No |
| 2 | We intend to submit our bid or proposal via Tender Box.<br><br>We request that the Request for Bid or Proposal document be provided/collected 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> |  |
| <b>Date:</b>                                    |  |

**For Internal use, only**

**Official Notes**

*(Only to be completed by the Head of Procurement, Mercy Corps)*

|   |  |
|---|--|
| <b>Head of Procurement (Name and Title)</b> |  |
| <b>Signature</b>                            |  |
| <b>Date</b>                                 |  |