**MERCY CORPS – INTENT TO BID**

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

|  |  |
| --- | --- |
| **Country:** | Afghanistan |
| **Office:** | Kabul, |
| **Title of Procurement Activity:** | Master Service Agreement to Travel Agency for Flight booking. |
| **Tender Reference Number:** | RFP-KBL-00-05 |

We intend to submit a bid in response to this solicitation upon receipt of the Request for Bid 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 Proposal:

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Contact Person** |  |
| **Main Telephone Number** |  |
| **Alternative Telephone (if any)** |  |
| **Business Email** |  |
| **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**  **(Please Circle)** | |
| 1 | We intend to submit our bid via email.  We request that the Request for Proposal document be provided via email. | Yes | No |
| 2 | We intend to submit our bid via Tender Box.  We request that the Request for Proposal document be provided/collected 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)** |  |
| **Telephone Number/s:** |  |
| **Signature (only if submitted in person):** |  |
| **Date:** |  |

**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** |  |