

Offer Form Checklist



Offerors must submit their own independent offer including at least (but not limited to) the documents below as mentioned in tender package / 4. offer form:

Documents supporting the Eligibility Criteria	Check
Company Legal Registration Documents (including Establishment Contract) شهادة تأسيس الشركة	<input type="checkbox"/>
Company Establishment Certificate/Agreement (including Ownership List) عقد او بيان أو قرار تأسيس الشركة	<input type="checkbox"/>
Valid Tax Certificate (Clearance) for Kurdistan or Federal Iraq (issued in the current Estimation Year) "كتاب عدم ممانعة لسنة التقديرية الحالية"	<input type="checkbox"/>
Recognized (Company) Business Bank Account in the name of the company (Mercy Corps will make all payments through bank transfers)	<input type="checkbox"/>

Documents to conduct the Technical Evaluation

Documents	Check
Company Profile (2-3 Pages Maximum)	<input type="checkbox"/>
'Proof of a similar works with (NGOs or development sector) implemented in Iraq on vocational/organizational development/capacity building (copy of contract, award notice, appreciation letter, sample report)''	<input type="checkbox"/>
1-2 pages of concept note illustrating understanding of the project objective and how to achieve these objectives through BDS services (must detail methodology/approach to be used).	<input type="checkbox"/>
Full financial proposal including full budget to include all expenses associated with the proposed project	<input type="checkbox"/>
Technical Proposal: 5-8 pages' maximum of narrative proposal.	
Proposed Team: Submit Team organizational structure and CVs of team members	<input type="checkbox"/>

Tender package Documents	Check
Cover Letter	<input type="checkbox"/>
Price Offer Sheet	<input type="checkbox"/>
Supplier Information Form	<input type="checkbox"/>

Instruction:

MercyCorps encourages offeror to check all the above mentioned documents, and make sure these documents in the package before submitting, MC will not consider this documents as approve of documents availability in the offer