Date: 23rd May 2025

Reference: **MC-AG/TN 19 /2025**

**Tender Notice**

Mercy Corps is a non-religious, non-profit and non-governmental international humanitarian organisation.

Mercy Corps AgriFin (MCA) is seeking to contract a firm to provide Event Management Services for the 9th Annual Learning Event to be held on October 15th and 16th 2025.

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 this link

[**www.mercycorpsafa.org**](http://www.mercycorpsafa.org) **or request for the Intend to Bid Form through this email address:****agrifinprocurement@mercycorps.org**

1. Intend to Bid Form can be picked up at Mercy Corps AgriFin office

located **in Nairobi, Kenya at ABC Place, Waiyaki Way, Block A, 3rd Floor.**

Completed Intent to Bid Forms must be submitted to Mercy Corps by Friday 30th May 2025 at 5.00P.M EAT in one of the below methods.

1. Email the completed Intent to Bid Form to **tendersmca@mercycorps.org** with the Tender Notice Reference number **MC-AG/TN 19 /2025** in the email subject line.
2. Return the completed Intent to Bid Form in person and put it in the Tender Box placed at the Mercy Corps Agrifin **office at ABC Place, Waiyaki Way, Block A, 3rd Floor at the reception area**. The Tender Reference number **MC-AG/TN 19 /2025** should be written on the envelope.

After the closing date of this Tender Notice, the Request for Proposal will be sent to the suppliers who submitted Intent to Bid Forms. The Request for Proposal will be sent according to the preference you have mentioned in the Intent to Bid Form.