

Issue Date: **Wednesday, 24 June 2015**

Dear Respected Vendor:

REFORM, The Palestinian Association for Empowerment and Local Development, invites qualified vendors to submit proposals/bids to provide as per the specifications in the tender attachment, and delivery schedule using minimum required specifications.

Synopsis:

1. Office Address for Submitting Office furniture proposal:  Email Address :	The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2 <sup>nd</sup> floor in Al Masyoun, Ramallah, Tel: 02-2966645.  info@reform.ps
2. Deadline for receiving and submitting all Proposals:	Monday, June 29, 2015 at 15:00 PM local time, Ramallah
3. Contact Person	Administrative Assistant- Aseel Abu Libdeh- 0592333032- <a href="mailto:info@reform.ps">info@reform.ps</a>
4. Requirements for accepting a suitable Vendor	<ul style="list-style-type: none"><li>• A firm/individual specialized in the tender quotation.</li><li>• Offers should be submitted in closed envelopes.</li><li>• Registration Certificate along with a valid Deduction at Source.</li><li>• Technically complete offers.</li><li>• Evidence of vendor's experience in the mentioned quotation.</li></ul>
5. Border for acceptance	The best offer shall cover all costs and meet all requirements mentioned in the tender quotation including quality, cost and delivery time.

## 1. Request for Proposal – Service inquires


1. General Instructions	<ul style="list-style-type: none"><li>• The firm/individual must commit to the deadline mentioned under section 1, item 2. Late bids will be rejected.</li><li>• All offers should be delivered by hand to the association’s office, at Al Masyoun, Ramallah. Offers should be submitted in one currency (ILS) including Vat and must state the name of proposed item mentioned in the tender.</li></ul>
2. Price Summary and payments	Suppliers, who win the tender, will receive all their dues within 20 days from the date of the last provided note regarding the procurement, with offering receipts and invoices in a timely manner, REFORM will issue payment order to the company or person providing the offer.
3. Determination of Responsibility	When assessing an offer , the following factors are taken into consideration: <ol style="list-style-type: none"><li>1. Ability to comply with the required or proposed delivery time.</li><li>2. Have a satisfactory past performance record.</li><li>3. Have a satisfactory record of integrity and business ethics.</li><li>4. Be qualified and eligible to perform work under the applicable laws and regulations.</li><li>5. Local products are granted additional values in the analysis.</li><li>6. Price.</li></ol>


### REQUIREMENTS FOR QUOTES TO BE DETERMINED AS RESPONSIVE


1. REFORM will evaluate and compare the quotations and determine those that are substantially responsive to the below notes:
  - (a) Proposal should be signed and stamped.
  - (b) Conform to the specifications mentioned in the tender.
  - (c) Ability to pay all costs within terms mentioned in this Request for Quotation.
  - (d) Ability to commit in delivering all required services or equipment within the time validity term of this quotation, no change in unit price may be made by the vendor.
2. Negotiations: **Best-offer quotations are requested.** It is anticipated that awards will be made solely on the basis of these original quotations; however, REFORM reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
3. **Attachment A-** Scope - Description of items/services with unit cost proposal, and delivery schedule using minimum required specifications.


4. **Attachment B-** Quotation Summary Cover Letter (Preferably On Company Letterhead)
5. **Attachment C-** REFORM Quotation checklist.


**Attachment A - Scope of Description of equipment/services with unit cost proposal, and delivery schedule using minimum required specifications**

Ref No.	ITEM DESCRIPTION	REQUESTED QTY and Location	TOTAL QTY	Meet Specifications		UNIT COST (ILS)	TOTAL COST (ILS)	Delivery Period
		Deliver and install to Al- Masyoun, Ramallah, Innovation Hub House		YES	NO			
1	<p><b>Removable Meeting Table</b> (4 rectangular pieces 160*80 cm) Size 200W*75H</p> <p>1. Metal leg surface: Stainless Steel with wheels                      2. Wood type: MDF with melamine cover                      3. Color: Dark brown (it is obligatory to request a sample of the color must be requested from REFOM)</p> 	1	1					

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		Deliver and install to Al- Masyoun, Ramallah, Innovation Hub House		YES	NO			
2	<p><b>Round Table</b></p> <ol style="list-style-type: none"> <li>1. Size 150D*75H, surface thickness: 6cm.</li> <li>2. Metal leg</li> <li>3. Wood type: MDF with melamine cover</li> <li>4. Color: dark brown (it is obligatory to request a sample of the color must be requested from REFOM)</li> </ol> 	1	1					

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		Deliver and install to Al- Masyoun, Ramallah, Innovation Hub House		YES	NO			
3	<p><b>Glass desk (4 wood bases with 1cmW glass):</b></p> <ol style="list-style-type: none"> <li>1. Size 70H*70W*150L.</li> <li>2. Wood: beech or oak, with Silver metallic casing at the end of each leg, no more than 3 cm in height.</li> <li>3. Legs' size (10*10).</li> <li>4. Without painting.</li> </ol> 	9	9					

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		Deliver and install to Al- Masyoun, Ramallah, Innovation Hub House		YES	NO			
4	<p><b>Meeting table chairs</b></p> <ol style="list-style-type: none"> <li>1. size: 95H*44W*50D</li> <li>2. Made of epoxy silver coated steel</li> <li>3. back and seat: dark colored heavy duty cloth</li> <li>4. metal legs: stainless steel with wheels</li> </ol> 	9	9					

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**REFORM reserves the right to award a purchase order to more than one vendor for specific items requested in the Tender # 1/2015.**

**Unit Cost** per unit in ILS includes VAT.

**Total Cost** = (unit cost X Total Quantity)

**Delivery period** in calendar days

**Notes:**

- **Pictures and designs included in this offer are not owned by REFORM.**
- All offers must include a photo.
- Warranty must be at least 1 year for all items.
- REFORM decides the colors.
- The measurements above are estimated and may vary  $\pm 10\%$ .
- The cost of this tender is part of the total cost, and therefore winner vendor bears the cost of advertising.

**Financial information needed for proposal**

- Vendor should mention all prices in ILS including VAT
- Company is responsible for covering delivery fees and announcement costs.
- All interested companies have to approve their commitment in paying taxes.
- Winner vendor shall provide original tax invoice after delivery.
- REFORM has the right to solicit bids, or cancel this offer if not consistent with the estimated budget; in this case REFORM will send a message to all vendors.
- Suppliers can share this tender, depending on the materials used in manufacturing (wood, plastic).

**Delivery**

- Office Furniture should be delivered and installed at specified location at Al- Masyoun, Ramallah.

**Attachment B: Quotation Cover Letter (Preferably On Company Letterhead)**

<Insert date>

TO:

REFORM

Tirawi Building, 2<sup>nd</sup> Floor

ALMasyoun

Ramallah

We, the undersigned, provide the **Request for Proposal – [Subject]** in accordance with your Tender Quotation dated Wednesday, 24<sup>th</sup> of June, 2015. Our attached quotation is for the total price <Sum in Words (LIS 0.00 Sum in Figures) > including VAT.

By signing this letter we confirm that we are not aware of anything that may prevent us from passing vetting for your mentioned requirements .

We certify a validity period of \_\_\_\_\_ **days** for the price above. Our proposal shall be binding upon modifications resulting from any upcoming discussions.

We understand that REFORM is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm/Individual:

Address:

Telephone:

Email:

Company Seal/Stamp:

## Attachment C: REFORM QUOTATION CHECKLIST

### Request for Quotation – [Subject]

Vendor: \_\_\_\_\_

#### Does your proposal include the following?

- Attachment A- Properly filled out.
- Attachment B- Cover Letter, completed & signed (use template)
- Copy of Registration Certificate along with a valid Deduction at Source ( شهادة تسجيل و شهادة خصم ( مصدر )
- Company Profile / Brochure