

Issue Date: **Sunday, 09 August 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:

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| 1. Office Address for Submitting Office furniture proposal: Email Address : | The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2 nd floor in Al Masyoun, Ramallah, Tel: 02-2966645. info@reform.ps |
| 2. Deadline for receiving and submitting all Proposals: | Sunday, August 16, 2015 at 16:00 PM local time, Ramallah |
| 3. Contact Person | Administrative Assistant- Aseel Abu Libdeh- 0592333032- info@reform.ps |
| 4. Requirements for accepting a suitable Vendor | <ul style="list-style-type: none">• A firm/individual specialized in the tender quotation.• Offers should be submitted in closed envelopes.• Registration Certificate along with a valid Deduction at Source.• Technically complete offers. |
| 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, taking into consideration that price offers should be reasonable and justifiable. |

1. Request for Proposal – Service inquires

| | |
|------------------------------------|--|
| 1. General Instructions | <ul style="list-style-type: none">• The firm/individual must commit to the deadline mentioned under section 1, item 2. Late bids will be rejected.• All offers should be delivered by hand to the association’s office, at Al Masyoun, Ramallah. Offers should be drafted in English and submitted in one currency (ILS) including Vat and must state the name of proposed item mentioned in the tender. |
| 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">1. When assessing an offer , the following factors are taken into consideration:2. Ability to comply with the required or proposed delivery time.3. Have a satisfactory past performance record.4. Have a satisfactory record of integrity and business ethics.5. Be qualified and eligible to perform work under the applicable laws and regulations.6. Price. |

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. **REFORM may choose to award this procurement to more than one vendor for items requested in the tender.** Furthermore REFORM may award a purchase order without

discussions. Therefore, initial quotes should contain the Vendors best terms from a price and technical specifications standpoint.

4. **Attachment A-** Scope - Description of items/services with unit cost proposal, and delivery schedule using minimum required specifications
5. **Attachment B-** Quotation Summary Cover Letter (Preferably On Company Letterhead)
6. **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 | Laptop: <ul style="list-style-type: none"> • Core i7-4510U • 4 GB DDR3 RAM • 500 GB HDD • 15.6" HD Monitor • Radeon R5-m230 , 2 GB VGA Card • Webcam • Wireless / Bluetooth • Win 8 pro with an Antivirus • Warranty • Bag and mouse | 8 | 8 | | | | | |

| 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 | | | |
| 2 | <p>Projector:</p> <ul style="list-style-type: none"> Type of Digital Projector: DLP Resolution Type: SVGA (800 x 600) Lamp Features: <ul style="list-style-type: none"> 200 Illumination 2000:1 Contrast Ratio 16:9 ,4:3 Aspect Ratio 80 Uniformity (Percentage) Life of Lamp In Eco Mode (Hours) 30000 Power Requirement: <ul style="list-style-type: none"> Total Power Consumption (Watts): 80 Dimensions: <ul style="list-style-type: none"> Width (mm), 122 Depth (mm), 60 Height (mm), 800g 183Weight | 1 | 1 | | | | | |

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|---------|--|--|-----------|---------------------|----|-----------------|------------------|-----------------|
| | | Deliver and install to Al- Masyoun, Ramallah, Innovation Hub House | | YES | NO | | | |
| 3 | <p>Printer:</p> <ul style="list-style-type: none"> • Print, copy, scan, fax • Wireless, Ethernet, USB and NFC touch-to-print connectivity • Single pass duplex scanning • Print and scan to USB device • Network & USB connectivity • Front-facing USB printing, Wireless direct printing • Duplex printing: Automatic (standard) • Duty cycle (monthly, A4): Up to 40000 pages • Paper trays: 2 • Print colors • Print technology: Laser • Fonts and typefaces: 84 scalable TrueType fonts | 1 | 1 | | | | | |

REFORM reserves the right to award a purchase order to more than one vendor for specific items requested in the Tender # 2/2015.

Unit Cost per unit in ILS includes VAT.

Total Cost = (unit cost X Total Quantity)

Delivery period in calendar days

Notes:

- All offers must include a photo.
- Warranty must be at least 1 year for all items.
- REFORM decides the colors.

Financial information needed for proposal

- Vendor should mention all prices in ILS including VAT
- Company is responsible for covering delivery and installation fees and announcement costs.
- All interested companies have to approve their commitment in paying taxes.
- Winner vendor shall provide original tax invoice after delivery.

Delivery

- Office equipment 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, 2nd Floor

ALMasyoun

Ramallah

Ladies and Gentlemen:

We, the undersigned, provide the **Request for Proposal – [Subject]** in accordance with your Tender Quotation dated Sunday, 09th of August, 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