

30.05.2016

Dear Messers,

Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and local Development - **REFORM** would like to ask for your offer regarding the items mentioned below, please submit your offer latest by **Sunday, 05.06.2016**.

“Printing promotional materials”

Specifications:

1) Banner:

a) Size: 2 Meter*1 Meter

b) Size: 3 Meter*1 Meter

The Banner should be a high quality indoor with PVC and rings on frame, black and colored printing using Orange color: pantone 144-c.

2) Roll up Stickers:

Size: 84cm*60cm, black and colored printing using Orange color: pantone 144-c.

3) Roll ups including metal rollers and sticks.

Size: 84cm*2 Meter, The Roll up should be a **high quality indoor photopaper**, black and colored printing using Orange color: pantone 144-c.

Please Specify for each:

- a) Roll ups with stand.
- b) Roll ups without stand.

4) Flyer:

A5, 170 gr., matt, colored, double face, digital printing for 100 or offset printing for 500 or 1000.

A4, 170 gr., matt, colored, double face, digital printing for 100 or offset printing for 500 or 1000.



5) Brochure:

- a) A4: 170 gr, matt, limination matt, occordion, quantity: 500.
- b) A5: 16 pages, colored, 170 gr., matt, limination matt, pin with cut, quantity: 1000.

6) Business Cards:

5*9, double faced colored, Special Paper

7) Stickers.

Sticker paper, colored, with diy cut, size: (A5 and A6) printed together, quantity: 12000 from both sizes A5 and A6.

8) Research papers

Colored pictures and Statistical diagrams, Spiral biding, inside paper 80gr., Cover 220 gr., with transparent plastic, pages (approximety) from 10 to 30.

9) Policy Papers.

Spiral biding, inside paper 80gr.,black and white, Colored Cover 220 gr., with transparent plastic, pages (approximety) from 10 to 30.

10) Colored annual reports:

- Paper type: chromo matte for cover 300gr., chromo matte-inner 170 gr.
- Printing: colored 1 side for the cover, colored both sides for the inner pages, Orange color: pantone 144-c.
- Size: 22*22 cm
- Number of pages: 102 + Cover,
- Quantity: 300 Copies.
- Content of printings in English and in Arabic.
- Limination matt for cover.
- UV Selective
- Biding: Glue



11) Mugs

High Quality, Borsolan, Full Color.

*Please Specify Quantinty for

- I. (30-50)
- II. (100+)

12) Caps, Full Color Printing:

a) Cotton (high Quality).

b) Ployester.

*Please Specify Quantinty for:

- I. (30-50)
- II. (100+)

13) T-shirts:

Cotton (high Quality), Full Color.

a) One face, Please Specify Quantinty for:

- I. (30-50)
- II. (100+)

b) Two faced, Please Specify Quantinty for:

- I. (30-50)
- II. (100+)

14) Bags (per item):

Back Bag. Please Provide Sample. Quantity (30-50).

15) Folders:

A4, Colored printing, 300gr., Matt, limination matt, diy cut.

16) Stationary

A4, 2 color printing, special paper (offwhite color).

17) Envelops (11*23):

2 color printing, special paper (offwhite color).

18) Envelops (24*34):

2 color printing, special paper (offwhite color).

- **Attached is a guiding form.**
- All price offers should be submitted in hand in closed envelopes by **Sunday, 05.06.2016 at 4:00 o'clock after noon.**
- The Price Offer should be submitted in one currency (ILS). All **Taxes** must be included in the final price.
- All vendors (service providers) are kindly requested to state the time of delivery for each item once the PO is made.
- **The price offer should include design, installation and delivery fees.**
- All vendors have to prove their commitment in paying taxes together with their offers (valid deduction on source certificates should be submitted).
- All price offers should state validity duration.
- Advertisement fees for this price quotation request will be paid by the winner; these fees are not refundable if REFORM decides to cancel the contract for objective and/or professional conditions.
- REFORM encourages Palestinian products; this will be considered as an asset in the analysis process.
- REFORM encourages youth and women to apply.
- REFORM encourages both companies and individuals to provide price offers.
- Price Offer should be drafted in **English, signed or stamped in closed envelop** and to be delivered **by hand on the following address:** The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

Notes:

Most of REFORM's publications are in Both Arabic and English.

All vendors are kindly requested to state the contact person, designers' C.V. of and a sample of their designs.

REFORM will negotiate only with suitable vendors after the analysis process.

REFORM has the right to cancel the contract with vendors if any information stated in their price offers was not accurate, delay in delivering the material and/or has communication problem with the liaison after one notification to the contracting counterpart.

REFORM will contract an expert to advice on the analysis process.

Low prices are considerable but not binding.

Any question of clarity should be documented.

REFORM encourages social responsibility; therefore proven social responsibility record is an asset

For more information, please do not hesitate to contact REFORM on the following contact details:



المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

A handwritten signature in blue ink, appearing to read "Nadine", written over a horizontal line.

Financial & Admin Assistant



P.O.Box: 4455

Ramallah, Palestine

Telefax: +970 7 2966645



No	Item	Unit	Quantity	Price per unit	Total	Delivery Date
1	Banners	M2	1			
2	Rollup stickers	Sticker	1			
3	Roll ups with stand	Roll up	1			
4	Roll ups without stand	Roll up	1			
5	Flyer digital printing (A5)	Flyer	100			
6	Flyer offset printing (A5)	Flyer	500			
7	Flyer offset printing (A5)	Flyer	1000			
8	Flyer digital printing (A4)	Flyer	100			
9	Flyer offset printing (A4)	Flyer	500			
10	Flyer offset printing (A4)	Flyer	1000			
11	Brochure (A4)	Brochure	500			
12	Brochure (A5)	Brochure	1000			
13	Business Card	Business card	500			
14	Stickers.	Sticker	12000			
15	Research papers with colored pictures/ statistical diagrams and pictures	page	1			
16	Policy papers with colored covers	page	1			
17	annual report	report	300			
18	Mugs with printing (30-50)	Mug	1			
19	Mugs with printing (100+)	Mug	1			
20	Caps Cotton (30-50)	Cap	1			
21	Caps Cotton (100+)	Cap	1			
22	Caps Polyester (30-50)	Cap	1			
23	Caps Polyester (100+)	Cap	1			
24	T-shirts printing one face (30-50)	T-Shirt	1			
25	T-shirts printing one face (100+)	T-Shirt	1			
26	T-shirts printing two faced(30-50)	T-Shirt	1			
27	T-shirts printing two faced (100+)	T-Shirt	1			
28	Bags	Bag	1			
29	Folders	Folder	1000			
30	Head letter	Paper	1000			
31	Envelops (11*23)	Envelop	500			
31	Envelops (24*34)	Envelop	500			

