

**Date:08.09.2014****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 no later than 14.09.2014:

**The purchasing of Procurement programme software and its manual.**

The Procurement software should meet the following specifications:

**Forms requested:**

- Requisition forms include the name of the employee, items requested, quantity, purpose of purchase, cost estimations, notes and approval/reject .
- Tender quotation form includes REFORMS logo, title of the purchase requests, date, sender name, Type of good or service within the tender requisition .
- Offers analysis forms include date, project name, suppliers name, components of analysis, prices, define names of committee members , reasons for approval or reject.
- Purchase order forms include date ,suppliers name , type of purchases,quantity,price,delivery period & fees , announcement fees .
- All Vendor's data bases should be linked in an analysis sheet .

**Identifications:**

- Employee definition in the software should have the following :  
-unlimited number of users( each user with specific limitations), employee code,family name, email , supervisor name , passwords, recall functions(disapprove or approve ) .
- Work flow should include functions for each user , submit /send for approvals icons( the supervisor can approve or reject among the functions menu).
- Purchase requisition should identify purchase method (Direct,request for quotation ,tender ) .

- Each purchase requisition should have 3 options (receiving form,request for quotation,purchase order ).

**Notes :**

1. The Company / individuals should provide a manual to overview software database with contents. The Manual guide should be easy to read with reference to the entire flowchart for the whole procurement process.
2. All information should be linked directly to the email address for each employee and his /her supervisor.
3. The Company/ individuals should also Provide picture samples or templates used in the software database.
- 4.The software must contain stages of procurement preparation and methods of choosing the best product or service .
5. The software must have a data saving function.
6. Software programme should provide automatic approval icons based on different levels of staff authorization .
- 7.Property rights must include passwords and source codes for the software that will be transferred to REFORM after finishing the installation and training .
- 8.Delivery time for the software installation and training should be included in the price offer, please note the training for REFORM's Staff is free of charge.
9. Technical support for one year at least is free of charge and after one year please specify amount .
10. Software content must be in Arabic and in English .
- 11.The offer should be submitted in (ILS) including Vat .
- 12.Please state the validity of your offer.
13. The offer should be drafted in English, signed, stamped in each page and **delivered by hand** to the following address:



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

The Palestinian Association for Empowerment and Local Development- REFORM,  
Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.

For more information , please do not hesitate to contact us on the following contact  
number : 02-2966645 .

Thank you for your kind cooperation,

Sincerely yours,

