

Issue Date: **Monday, June 23, 2014**

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 Desktop and digital camera proposal	The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2 <sup>nd</sup> floor in Al Masyoun, Ramallah, Tel: 02-2966645.
Email Address :	<a href="mailto:info@reform-association.ps">info@reform-association.ps</a>
2. Deadline for receiving and submitting all Proposals:	Thursday, July 3, 2014 at 15:00 PM local time, Ramallah
3. Contact Person	Financial & Admin Officer- Dina Shawa- 0592333231- <a href="mailto:info@reform-association.ps">info@reform-association.ps</a>
4. Requirements for accepting a suitable Vendor	The specific terms and conditions are as follows:  REFORM is looking for a firm/individual to provide Desktop and digital camera as per mentioned in the tender quotation taking into consideration: unit cost, delivery time scheduled within 15 days only from purchase order.

5. Basic Terms 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.
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**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 received one electronically copy (via email) in pdf format to the following e-mail address: <a href="mailto:info@reform-association.ps">info@reform-association.ps</a> and one copy to be delivered by hand to the association’s office, at Al Masyoun, Ramallah. Offers should be drafted in English and submitted in one currency (EUR) including Vat, and must state the name of proposed item mentioned in the tender.</li> </ul>
2. Price Summary and payments	1. Price must be in (EUR) including VAT, the winning vender shall receive a cheque within 30 days after receiving Tax invoice and all financial papers related to the tender.
3. Determination of Responsibility	<p>When assessing an offer, the following factors are taken into consideration:</p> <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> </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 .

(E) The Warranty should last for at least one year for the mentioned items.

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 specific 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

**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			Deliver and install to Nablus	Deliver and install to Ramallah	TOTAL QTY	Meet Specifications		UNIT COST (EURO )	TOTAL COST (EURO)	Delivery Period
		Deliver and install to Bethlehem	Deliver and install to Hebron	Deliver and install to Ramallah				YES	NO			

Ref No.	ITEM DESCRIPTION	REQUESTED QTY and Location			Deliver and install to Nablus	Deliver and install to Ramallah	TOTAL QTY	Meet Specificati ons		UNIT COST (EURO )	TOTAL COST (EURO)	Deliver y Period
		Deliver and install to Bethlehem	Deliver and install to Hebron	Deliver and install to Ramallah				YES	NO			
1.	<b>Digital Camera</b> 1. 18 Megapixel APS-C CMOS sensor 2. DIGIC 4 processor with ISO 100-6400 (Expansion to 12800) 3. Continuous shooting at 3.7fps 4. Full HD movie recording with manual control and selectable frame rates 5. 7.7cm (3.0”) 3:2 Clear View LCD with 1,040k dots 6. iFCL metering System with 63-zone Dual-layer Metering Sensor 7. Quick Control screen to change shooting settings 8. Exposure compensation +/-5 stops. 9. Select maximum value for Auto ISO - External Microphone socket 10. Movie crop function 11. Eye-Fi connected functions compatibility		1	1			2					

Ref No.	ITEM DESCRIPTION	REQUESTED QTY and Location					TOTAL QTY	Meet Specificati ons		UNIT COST (EURO )	TOTAL COST (EURO)	Deliver y Period
		Deliver and install to Bethlehem	Deliver and install to Hebron	Deliver and install to Ramallah	Deliver and install to Nablus	Deliver and install to Ramallah		YES	NO			
2.	<b>Laptop</b> <ul style="list-style-type: none"> <li>- 4th Gen Intel(R) Core(TM) i7-4600U Processor (2.1 GHz, 4M Cache)</li> <li>- 8GB (2x4GB) 1600MHz DDR3L Memory</li> <li>- 256GB Full Mini-Card Mobility Solid State Drive</li> <li>- 12.5" HD (1366x768) LED-backlit LCD</li> <li>- Light Sensitive Webcam and Noise Cancelling Digital Array Mic</li> <li>- Intel® Integrated HD Graphics 4400</li> <li>- Intel Dual Band Wireless-AC 7260 802.11ac/a/b/g/n 2x2</li> <li>- Bluetooth 4.0 LE Half</li> <li>- Windows 8 Pro (64Bit) English</li> <li>- 4-cell (45Wh) Battery</li> </ul> <ul style="list-style-type: none"> <li>- 3Y Parts &amp; Labor Warranty ( one year for the battery )</li> </ul>					<b>1</b>	<b>1</b>					

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		Deliver and install to Bethlehem	Deliver and install to Hebron	Deliver and install to Ramallah	Deliver and install to Nablus	Deliver and install to Ramallah		YES	NO			
3.	<b>Desktop I Mac</b> 2.16GHz Intel Core 2 Duo 1GB 667 DDR2 SDRAM - 2x512 250GB Serial ATA Drive NVIDIA GeForce 7300 GT 128MB SDRAM SuperDrive 8X (DVD+R DL/DVD±RW/CD-RW) Apple Keyboard & Mighty Mouse + Mac OS X (US English) 24-inch widescreen LCD AirPort Extreme Bluetooth 2.0 + EDR					1	1					
4.	<b>Desktop</b> Processor: Intel® Core™ i5-2400 with Intel HD Graphics 2000 (3.10 GHz, 6 MB cache, 4 cores) Operating	2	1	1	1		5					

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		Deliver and install to Bethlehem	Deliver and install to Hebron	Deliver and install to Ramallah				YES	NO			
5.	<b>Digital camera</b> MP APS-C CMOS sensor 18 frames per second continuous shooting 1080p HD video recording with manual controls 3.0 inch Clear View II LCD screen with 920,000 dots (point AF system (all cross-type) 19x magnification and 100% coverage viewfinder Wireless flash control Environmental sealing					<b>1</b>	<b>1</b>					

**REFORM reserves the right to award a purchase order to more than one vendor for specific items requested in the Tender # 2/2014.**

**Unit Cost** per unit in EOR include 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 .
- All offers must include copy of registration certificate along with a valid Deduction at Source (شهادة تسجيل و شهادة خصم مصدر)
- An original copy of Windows
- An original copy of Anti- Virus

**Financial information needed for proposal**

- Vendor should mention all prices in EOR 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 Income tax after delivery.

**Delivery**

- Desktop and digital camera should be delivered and installed at Ramallah, Nablus, Hebron, Bethlehem



P.O.Box: 4455  
Ramallah, Palestine  
Telefax: +970 2 2966645  
[www.reform-association.ps](http://www.reform-association.ps)  
[info@reform-association.ps](mailto:info@reform-association.ps)

