

Date: 13.12.2021

Dear Messer's,  
Greetings from REFORM Association

**Subject: Request for Quotation**

**Background:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the fields of empowerment, local development, and social transformation. Seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups, and structural reform. REFORM aims to enhance the social and political participation of marginalized hard- to-reach groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of young and women, and to provide a reliable database for the political and administrative decision makers in Palestine.

REFORM is inviting you to submit offers for the items listed in the Prices Table (in the appendix).

**Notes:**

Interested vendors should submit the Prices Table (in the appendix) in a stamped and/ or signed sealed envelope) latest by **Sunday, 19.12.2021, 10:00 AM** at REFORM's office in Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor, Telephone 022966646.

- Prices must be submitted in ILS (excluding VAT).  
الأسعار يجب أن تكون بالشيكال غير شاملة ضريبة القيمة المضافة
- ZERO VAT invoices must be issued. يجب إصدار فاتورة صفرية.
- A valid deduction at source certificate is required, or else 10% the total payment will be deducted as income tax.  
يجب تقديم شهادة خصم مصدر سارية المفعول أو سيتم خصم 10% من المبلغ وتحويلها للضريبة
- Offers must be valid for at least 1 month. الأسعار يجب أن تكون سارية المفعول لشهر على الأقل.
- REFORM maintains its right to split or cancel the RFQ, and to reject any incompatible offer. يحق للمؤسسة تجزئة أو إلغاء العطاء، ورفض أي عرض لا يلتزم بالشروط المذكورة.
- Delivery should be finished ASAP (As Soon As Possible) and in any place REFORM states within Ramallah Governorate area.  
التسليم بأسرع وقت ممكن وفي المواقع التي تحددها المؤسسة في محيط محافظة رام الله والبيرة

**Evaluation criteria:**

Qualifications	Grade (100%)
▪ <b>Technical offer:</b>	<b>20%</b>
Specifications	10%
Delivery	10%
▪ <b>Financial offer in ILS Excluding VAT</b>	<b>80%</b>

For more information, please do not hesitate to contact us on: Telefax: 02-2966645 or Email: [procurement.reform@gmail.com](mailto:procurement.reform@gmail.com).

Thank you for your kind cooperation,

**Rand Tahboub**

**Procurement coordinator**



**Appendix:**
**Prices Table**

Item	Specifications	Quantity	Vendor's compliance with specifications Please add ✓ to the correct option الرجاء وضع إشارة ✓ عند الخيار المناسب	Price ILS Excluding VAT الأسعار غير شاملة الضريبة
Cordless drill مفرجاه	Sah/ v18	1	<input type="checkbox"/> The offered item has the same specification العرض على صنف بنفس المواصفات المذكورة <input type="checkbox"/> The offered item has different specifications, please specify: العرض بمواصفات أخرى (الرجاء التوضيح) _____ _____ _____	
Electrical jigsaw جيكسون لقص الخشب	Short blade "نصلة قصيرة" Zah/ v20	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____	
Electrical jigsaw جيكسون لقص الخشب	Long blade "نصلة"	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____	

Angle grinder صاروخ كهرباء	950w	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____
Vise ملزمة	Large size (4 inches)	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____
Air compressor كمبريصة هواء	25 liter	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____
Wood cutter Machine ماتور قص حطب	Gasoline fueled "يعمل بالبنزين" 18 inches	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____
Slide compound miter saw منشار قص خشب	منشار قص جيرون - فيه زوايا Has angles	1	<input type="checkbox"/> The offered item has the same specification <input type="checkbox"/> The offered item has different specifications, please specify: _____ _____ _____

\*\* By filling the above table we confirm we have read all the notes and terms above.

Please add ✓ to the correct option:

- ZERO VAT invoice can be issued
- A valid deduction at source certificate is available "شهاد خصم مصدر سارية المفعول"
- Delivery can be finished ASAP (please specify) -----
- The offer is valid for at least 1 month

Name:

Date:

Stamp:

