

Date: 06.02.2022

Invitation to tender - Extension**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 looking for a centralized stationary supplier. Interested companies shall submit their offers **latest by Wednesday, 09.02.2022 ,4:00 PM.**

Notes:

- Prices must be valid for the year 2022.
- **Winning vendor will cover advertisement fees.**
- The price offer should be submitted on the below prices table (please stamp all pages of the offer).
- Companies must specify **quantity** and **price** per unit for each product. Palestinian products will be given priority.
- The winning vendor must deliver purchased items to REFORM Office in Ramallah and has to cover the delivery fees and provide REFORM with delivery notes.
- All interested companies should confirm their ability to provide ZERO VAT invoices when needed.
سيتم طلب فواتير صفرية لبعض الأصناف، وعليه مطلوب من الشركات المتقدمة تأكيد قدرتها على تزويدنا بفواتير صفرية عند الطلب.
- REFORM maintains it right to split or cancel the tender.
- REFORM is not obliged to contract with the lowest prices.
- REFORM is not obliged to purchase all mentioned items.

If price offer is submitted on the attached request for quotation template (above), then it is to be assumed vendor agrees to all terms and notes.

ملحوظة: اذا تم تقديم عرض السعر من مزود الخدمة على نموذج عرض السعر، سيتم قبوله على اساس الشروط والملاحظات المدرجة في الطلب.

Submission criteria:

- Offers must be submitted in signed / stamped and sealed envelop and delivered by hand to the following address: The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
- Technical offers must include deduction at source certificate and an official letter that states it has previous experience in working with NGOs and provides a list of some of the NGOs it woked with

Revision criteria:

All offers will be reviewed based on the following:

Accept/ reject offer criteria:

All the following must be met in order to accept the offer:

1. The offer is submitted by hand at our office - The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
2. The offer is submitted in stamped/ signed and sealed envelope.
3. The company is registered and has valid deduction at source certificate (the certificate must be included in the offer).
4. **The company states it has the ability to issue ZERO VAT invoices when needed.(please attach an official letter to state your ability to issue ZERO VAT invoices) and the company states it has previous experience in working with NGOs and provides a list of some of the NGOs it worked with.**

Evaluation criteria:

If the offer is accepted, it will be evaluated based on the below table:

Criteria condition	Weights
Overall Items' specifications and quality	20%
Previous experience in working with NGOs	20%
Financial offer	60%
TOTAL	100%

For more information, please do not hesitate to contact us on the following contact details: Telfax: 02-2966645, Email: Info@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Rand Tahboub

Procurement Coordinator

Prices table

#	Item	Unit	specifications	Price (ILS) Excluding VAT	VAT 16%	Total price
1	Black box file (5cm) Plastic English ملفات بلاستيك اسود 5 سم انجليزي	Cartoon 40 boxfiles				
2	Black box file Plastic (8cm) English ملفات اسود بلاستيك 8 سم انجليزي	Cartoon 20 boxfiles				
3	Notebook (A4) Block (40 Sheets) دفتر بلوك قلاب ملاحظات 40 A4 ورقة	Pack 60 notebooks				
4	Notebook (A5) Block (40 Sheets) دفتر بلوك قلاب ملاحظات 40 A5 ورقة	Pack 120 notebooks				
6	Colored papers (A4) (1/500) 80gm أوراق ملونة (A4) 80gm ماعون (500/1)	ream				
7	White papers (A4) (1/500) 80gm ورق تصوير أبيض A4 80gm ماعون 500/1	cartoon 5 reams				
8	Colored Cardboards (A4) (1/60) A4 كرتون ملون (1/60)	ream				
9	Colored Cardboards (A5) (1/60) A5 كرتون ملون (1/60)	ream				
10	Nylon files (Good Quality) 50 mic 1/50 جيب فايل نوعية جيدة 50 ميكرون /1 50	pack				
11	Staples No10 (small) kangaro or equivalent quality kangaro 1/1000 أو جودة مماثلة كباسات حجم صغير	pack				
12	Staples 26/6 1/5000 Kangaro or equivalent quality كباسات حجم وسط 6/26 كنجارو او ما جودة مماثلة	pack				
13	Staples for Books 8/23 1/1000 كباسات كتب 8/23 1000/1	pack				



14	stapler No 10 One plus مكبس صغير نمرة One plus 10 أو جودة مماثلة	stapler				
15	stapler 26/6 One plus مكبس One plus أو جودة مماثلة وسط 6/26	stapler				
16	Stapler For Books (6-13/23) مكبس كتب كبير من 6 الى 13 على 23	stapler				
17	Flip Chart Board لوح فلب شارت	stand				
18	Flip Chart Paper 1/50 100X70 cm ورق لوح فلب شارت 50/1	Roll				
19	Spray for sticky wall رشاش لوح لاصق	Bottle				
20	UHU stick (21 g.) or equivalent quality لاصق UHU أو جودة مماثلة 21 غم	Dozen				
21	UHU stick (40 g.) or equivalent quality لاصق UHU أو جودة مماثلة 40 غم	Dozen				
22	Binder Clips 25mm (1/12) 	box				
23	Binder Clips 32 mm (1/12) 	box				
24	Binder Clips 41 mm (1/12) 	box				
25	Binder Clips 51 mm (1/12) 	box				
26	Paper clip 28mm 	box				
27	Paper clip 50mm 	box				
28	Hole Puncher Small (480) نمرة (480) حجم صغير 	Piece				

29	Hole Puncher medium (600) نمرة (600) حجم وسط خرامة 	Piece				
30	Hole Puncher Large (800) نمرة (800) حجم كبير خرامة 	Piece				
31	Colored schnider Highlighters Pen or equivalent quality أقلام تظليل شنايدر أو جودة مماثلة	Pack				
32	Blue Dry Pen (Radius .7 mm or equivilant quality) أقلام حبر ازرق راديوس أو جودة مماثلة	Cartoon				
33	Liquid pen Pilot Hi TecPoint (1/12) 0.7 or equivilant quality أقلام حبر سائلة بايلوت 7 أو جودة مماثلة	Cartoon				
34	Signature pen Pilot v Ball Grip (1/12) 1.0 or equivilant quality أقلام حبر للتوقيع بايلوت أو جودة مماثلة	pen				
35	Black ink lazerJet Pro MFP M476nw (ORIGINAL) حبر طابعة لون أسود	1				
36	Colored ink lazerJet Pro MFP M476nw (ORIGINAL) حبر طابعة ملون	1				
37	LaserJet Pro 300 color MFP M375nw (ORIGINAL) حبر طابعة ملون	1				
38	LaserJet Pro 300 black MFP M375nw (ORIGINAL) حبر طابعة لون أسود	1				
39	Paper Tray ترية مكتب 3 طبقات معدني	1				
40	Envelope (small) (23X11)cm 1/500	box				
41	Envelope A4 (26X36)cm 1/250 ظرف أبيض A4	box				
42	Transparent scotch tape small لاصق شفاف رفيع	Pack 6 rolls				
43	Scotch Tape Dispenser ماكينة قص لاصق شفاف رفيع	peice				

44	Transparent scotch tape 2" لاصق عريض 2" 120 يارد	roll				
45	Double face 1" لاصق مزدوج	roll				
46	Black scotch tape 1" لاصق أسود رفيع 1"	roll				
47	Black scotch tape 2" لاصق قماش أسود عريض 2"	roll				
48	Battaries AA Duracell or equivilant quality ¼	card				
49	Battaries AAA Duracell or equivilant quality ¼	card				
50	Board (60*90)cm لوح اعلانات	board				
51	Penciles Black Wood 1/12	Dozen				
52	Wireless mouse (High quality)	mouse				
53	Plastick ruler مسطرة بلاستيك	peice				
54	Eraser ممحاة					

Company:

Date:

Stamp: