

Date: 08.02.2022

Invitation to tender

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 restaurants and meal providers to a centralized tender for meals for the year 2022. Offers must be submitted in signed/ stamped and sealed envelopes no later than Sunday 13.02.2022, 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 attached prices table (please stamp all pages of the offer).
- 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.
- Delivery fees must be included in the price regardless of the ordered quantity.
- 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 its 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.
- Payments will be based on actual received meals/sandwiches.
- Winning vendor must have the ability to provide the association with meals all weekdays including **weekends** or holidays and at any time of the day.
- Interested vendors can apply to all sections or select sections to apply for.
- Location: Ramallah.

Submission criteria:

- Offers must be submitted in signed / stamped and sealed envelopes 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 declaration of the ability to issue ZERO VAT invoices
يجب إرفاق صورة عن شهادة خصم المصدر سارية المفعول وإقرار خطي بالقدرة على إصدار فواتير صفرية

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. Reviews on the vendor's work place cleanness and commitment to health related instructions. (This will be based on social media customer reviews and / or actual visits and previous interactions)
4. The vendor is registered and has valid deduction at source certificate
5. **The vendor states his/her ability to issue ZERO VAT invoices when needed.(please attach an official letter to state your ability to issue ZERO VAT invoices)**

Evaluation criteria:

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

Critical condition	Weights
Ability to provide the association with meals all weekdays including weekends or holidays and at any time of the day.	20%
Delivery fees included in the price regardless of the ordered quantity	20%
Financial offer	60%
TOTAL	100%

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

Thank you for your kind cooperation,

Sincerely yours,

Rand Tahboub

Procurement Coordinator

Prices table

Section 1

Item	Description	Price in ILS excluding VAT	Price in ILS including VAT
Sandwich	Boneless chicken sandwich (ساندويش مسحب)		
Sandwich	Fillet Steak sandwich (ساندويش ستيك لحمة)		
Sandwich with soft drink and French Fries. (ساندويش مع بطاطا مقلية ومشروب غازي)	Boneless chicken sandwich (ساندويش مسحب)		
	Fillet Steak sandwich (ساندويش ستيك لحمة)		
Meal should include chicken (1/4), rice, yoghurt and soft drink. (وجبة تقدم مع 1/4 قطعة دجاج، أرز، لبن، ومشروب غازي)	Ouzie (أوزي)		
	Kabseh (كبسة)		

Section 2

Item	Type	Serving size	Price in ILS excluding VAT	Price in ILS including VAT
Pizza	Vegetarian pizza بيتزا خضار	Small (صغير)		
		Medium (وسط)		
		Large (كبير)		
	Pepperoni pizza بيتزا سلامة	Small (صغير)		
		Medium (وسط)		
		Large (كبير)		
	BBQ Chicken pizza بيتزا دجاج بالباربيكيو	Small (صغير)		
		Medium (وسط)		
		Large (كبير)		

Section 3

Item	Description	Price in ILS excluding VAT	Price in ILS including VAT
Pastries	Sfeeha صفيحة Jibneh جبنة Jibneh w za'tar جبنة وزعتر Pizza بيتزا Please add other types you have:		
Sweet pastries	Please add the types you have:		
Salad	Greek salad سلطة يونانية Caser salad سلطة سيزر Rocca salad سلطة جرجير		
Soft drink 330 ml	Cola Juice		
Soft drink 1 liter	Cola Juice		

By submitting your offer on the prices table, you agree to all terms and notes in this invitation to tender.

بتقديمكم العرض على جدول الأسعار، تقررون بموافقتكم على كافة الشروط والملاحظات في دعوة دخول العطاء.

Please confirm the below:

- The ability to provide the association with meals all weekdays including **weekends** or holidays and at any time of the day.
- Delivery fees included in the price regardless of the ordered quantity

Company stamp and date: