

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.

The Palestinian Association for Empowerment and local Development -**REFORM** is looking for a centralized refreshments and cleaning materials supplier. Interested companies shall submit their offers latest by **Thursday March 17th ,4:00 PM.**

Notes:

- Prices must be valid for the year 2022 with the ability to extend for one year .
- **Winning vendor will cover advertisement fees.**
- The offer should be submitted in one currency (**ILS**) **on the attached prices table. All prices table pages must be stamped** الرجاء ختم جميع صفحات جدول الأسعار
- **Quantity** and **price** per unit for each product must be specified. Palestinian products will be given priority. **No Israeli products are allowed.**
- High quality products are requested.
- Purchased items must be delivered to REFORM's Office or Innovation Hub in Ramallah with no extra delivery fees. (Delivery fees must be included in the price offer)
- All interested companies should confirm their ability to provide ZERO VAT invoices when needed. قد يتم طلب فواتير صفرية لبعض الأصناف، وعليه مطلوب من الشركات المتقدمة تأكيد قدرتها على تزويدنا بفواتير صفرية عند الطلب.
- REFORM maintains it's right to split or cancel the tender.
- Items must be delivered to office along with delivery notes.
- REFORM is not obliged to contract with lowest prices.
- REFORM is not obliged to purchase all mentioned items.
- Samples of mreked items (**) must be submitted with the offer. يجب أن ترفق عينات الأصناف المعلمة ب (**) مع العرض
- **Offers must be submitted in signed and/or stamped 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.
يسلم عرض السعر باليد في ظرف مغلق ومختوم إلى العنوان التالي: عمارة الطيرايوي، ط2، الماصيون، رام الله.

Tender entry prerequisites:

- Valid deduction at source certificate must be enclosed with the offer
يجب إرفاق صورة عن شهادة خصم المصدر سارية المفعول مع العرض
- Confirmation of the vendor's ability to issue ZERO VAT invoices is needed
يجب تأكيد قدرة المورد على إصدار فواتير صفرية عند الضرورة وذلك بكتاب خطي مرفق مع العرض

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)**

Evaluation criteria:

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

Criterial condition	Grade (100%)
Quality of offered items	20%
Financial offer in ILS	80%

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,

Prices table

#	Item	Quantity	Brand	Specifications وصف المنتج	Price (ILS) Excluding VAT	VAT 16%	Price (ILS) Including VAT
	Example مثال tea	1 pack	X tea	1 pack, 100 tea bags, flavors: rose, mango, ... علبة، 100 كيس شاي، نكهات: ورد، مانجا	10	.16	11.6
1	Tea Different flavors شاي نكهات مختلفة	1 pack					
2	Green Tea شاي أخضر	1 pack					
3	Anise يانسون	1 pack					
4	Chamomile بابونج	1 pack					
5	Mint نعنع	1 pack					
6	Mixed herbs زهورات	1 pack					
7	Ginger زنجبيل	1 pack					
8	Ginger with honey زنجبيل بالعسل	1 pack					
9	Sage ميريمية	1 pack					
10	Nescafe	1					
11	Coffee mate	1					
12	American filter coffee قهوة فلتر أمريكية	1					
13	Filter papers for American coffee ورق فلتر القهوة	1 pack					
14	Sugar	1					



	سكر						
15	Salt ملح	1					
16	330 ml Juice different flavors عصير 330 ملم نكهات مختلفة	1 pack					
17	Dish soap 1 liter سائل جلي 1 لتر	1					
18	Hand liquid soap pack of 3 صابون يدين مجموعة من 3	1					
19	Chlorine 3 liter كلور 3 لتر	1					
20	Floor freshner معطر بلاط	1					
21	Air Freshener معطر جو	1					
22	Dish washing sponge ليف جلي	1 pack					
23	Cleaining towels pack of 3 فوط غبرة	1 pack					
24	Glass cleaner ملمع زجاج	1					
25	Wood cleaner ملمع خشب	1					
26	**Trash black nylon bags 90*75 أكياس نفايات أسود 75*90	1 pack					
27	**Trash transparent nylon bags 50*75 أكياس نفايات شفاف	1 pack					



28	**Tissues / high quality محارم ناعمة جودة عالية	1 pack					
29	**Toilet paper محارم تواليت	1 pack					
30	**Paper towels /split sheets محارم تنشيف مقطع	1 cartoon					
31	Disposale gloves/ High quality كفوف يدين جودة عالية	1 pack					
32	Face masks High quality كمامات جودة عالية	1 pack					
33	Alaminum foil ورق قصدير	1					
34	Nylon wrap نايلون تغليف طعام	1					
35	**Plastic cups High quality 180 ml كاسات بلاستيك 180 مل جودة عالية	1 pack					
36	**Cartoon cups 7 Oz High quality كاسات كرتون / 7 أوز جودة عالية	1 pack					
37	**Large plastic plates صحون بلاستيك حجم كبير	1 pack					
38	**Small plastic plates صحون بلاستيك حجم صغير	1 pack					
39	**Plastic table spoons ملاعق بلاستيك حجم كبير	1 pack					
40	**Plastic tea spoons ملاعق بلاستيك حجم صغير	1 pack					
41	**Plastic forks ملاعق بلاستيك حجم كبير	1 pack					

42	Floor mop ممسحة بلاط	1					
43	Floor broom with stick مكنسة مع عصا	1					
44	Floor scrapper with stick قشاةة مع عصا	1					
45	Hand Sanitizer 1 liter معقم يدين 1 لتر	1					
46	Toilet seat paper ورق لمقعد الحمام	1 pack					
47	Toilet cleaner منظف مراحيض	1					
48	330 ml water bottels قناني ماء 330 مل	1 pack					
49	Surface cleaner معقم أسطح	1					

By submitting your offer on the above prices table, you agree to all terms and notes.

ملحوظة: تقديم العرض باستخدام الجدول أعلاه يعني موافقتكم على كافة الشروط في دعوة دخول العطاء.

Date:

Company:

Stamp: