

Date: 06.04.2022


Dear Messers,

Greetings from REFORM Association

Request for Quotation- printing services.

The Palestinian Association for Empowerment and local Development – REFORM, would like to invite companies for a RFQ for **printing services.**

+ Items description:

NO.	Item	Specification	Note
1.	Magnetic pictures	<ul style="list-style-type: none"> Weight 250g Size 14.8cm*10.6cm Private photos for each person Sticks easily on metal surfaces. 	
2.	Mobile sticker	<ul style="list-style-type: none"> Weight 170g Size 14.8cm*10.6cm Sticks easily on metal surfaces. 	
3.	Lap top sticker	<ul style="list-style-type: none"> Weight 170g Size 9cm*5cm Sticks easily on metal surfaces. Flexibility and acceptance of modifications. 	
4.	Photo Booth	<ul style="list-style-type: none"> Provide 2 photo booth with stand for street campaign in four different locations. Size 2*2 meter Flexibility and acceptance of modifications. 	

+ Scoop of work:

- Provide REFORM team with the design and proceed with printing after having their approval.
- Provide Reform with at least 2 persons to take the photos, and cut the pics.
- Increase feasibility for street campaign
- Enhancing the association branding and marketing.
- To take photos inside it
- To cut and print out the pics
- Special design with the project and Reform logos

+ Notes

- The implementation period is expected to be from 20th to 30th of Ramdan.
- The campaign will be implemented in 4 different locations (Hebron, Ramallah, Bethlehem and Qalqilya) in 2 different days, 2 governorates in each day.
- The designed frame for the photos, stickers and booth should have the project and reform logos + the campaign slogan (امرأة حرة + وطن حر)
- REFORM could change the quantities according to the price offers we got.
- Submission is only for licensed companies.
- Prices must include delivery fees and design fees.
- ZERO VAT invoices must be issued when needed.
- Previous experience with local and/or international NGOs is required.
- Delivering period must not exceed 7 working days after confirmation of the final draft.
- REFORM has the right to make changes on the design as needed.

+ Submission criteria

- The price must be in EUR currency and excluding VAT.
- The price should include providing all the equipment needed to implement the activity (computer, printer, magnate papers, internet, instant camera, electric power, wires, flash light. etc)
- Companies must submit their offers **latest by Monday 11.04.2022, 02:00 PM.**
- Offers must be **submitted in a sealed and / or stamped envelope at our office - The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor, Al Masyoun, Ramallah.**

+ Evaluation Criteria

Offers will be evaluated depending on the following criteria:

Criteria condition	Weight
Submission in a sealed and/or stamped envelope	5%
Valid deduction at source certificate	5%
Previous experience with local and/or international NGOs	10%
Samples	10%
Financial offer (REFORM is not obliged to contract with the lowest prices)	70%
TOTAL	100%

For more information, please do not hesitate to contact REFORM on the following contact details:

Telfax: 02-2966645, Email: Info@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit

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