

Date: 13.06.2022

Dear Messer's,
Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and Local Development —REFORM, is requesting price quotations for bicycle rental for **100 participants** the event will be between 30/06/2022 and 02/07/2022 **Please submit your offer latest by 16/06/2022 on Thursday**

Specification

REFORM is looking for service with the following Specification:

- 5 years of experience in implementing bicycle tracks.
- Have good knowledge of the tracks and geographical areas.
- Have licensed operator.
- Have safety equipment, such as helmets and knee caps, etc.
- Have a documented experience in guiding participants.
- Have an ability to provide support tools and spare gear and equipment for the bicycles.

Scope of work:

- Provide up to 100 bicycles in excellent condition.
- provide first aid team and first aid kits
- provide a vehicle accompanying the bicycle tracks.
- Provide safety equipment, such as helmets and knee caps, etc.
- Provide guide team consisting of 5 individuals to provide clear instructions and all information needed about the route to the participants prior and during the tracks.
- Ensure that bicycles are delivered to the camp site a day before the activity are well maintained and follow safety procedures.
- Provide support tools and spare gear and equipment for the bicycles.

***NOTE: 1)** There shall be 2 tracks :1) from star mountain Rehabilitation center to the old town of Birzeit 2) from Istiqlal park (Irsal street) to nelson Mandela (Altireh).

2) Route length: 5km -Duration of route: 3 hours.

For those who are interested to apply must provide us with the following:

1. Price offer as per bicycle **must be in EURO excluding VAT.**
2. All vendors have to prove their commitment in paying taxes. Deduction on source certificate should be attached with the price offer.
3. Payment will be made according to the actual number of bicycles used by REFORM.
4. All the vendors should register on E_connect by using this link

[REFORM \(econnect.ps\)](http://REFORM(econnect.ps))

Submission and Evaluation:

Offers will be evaluated based on the following criteria:

Criteria	Weight
Technical Offer	70%
Vendor profile include support team CV's and licensed operator	20%
Provide all the required medical, technical equipment's and facilities	20%
Deduction of source must be included	10%
Ability to provide tax invoice must be mentioned	
Previous experience in implementing bicycle tour and guidance team	20%
Financial Offer	30%
Total	100%

✚ **Offer should be drafted in English, signed, and stamped in a sealed envelope and delivered by hand to the following address:**

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Mayson, Ramallah.

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

Telefax: 02-2966645, Email: Reformprocurement@reform.ps.

Thank you for your kind cooperation,

Sincerely yours,

procurement unit