

Date: 10.03.2024

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Invitation to Tender - Emergency Kits**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. It seeks to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized hard-to-reach groups and community activism. It seeks to promote equal access to public utilities by empowering young men and women while establishing a dependable database for political and administrative decision-makers in Palestine.

“**The Palestine Emergency Early Response**” (PEER) project is driven by the urgent need to provide immediate and comprehensive support to Palestinians affected by the current crisis in Gaza. The project specifically focuses on delivering three areas that require extensive attention to ensure the life-saving protection of and assistance to people and communities. By (1) providing conflict preparedness and prevention (CPP) and Explosive Ordnance Risk Education (EORE) trainings and awareness raising for at-risk communities, (2) delivering targeted cash assistance to support direct humanitarian needs of vulnerable groups for food security and livelihood (FSL) and (3) strengthening assistance for mental health and psychosocial support (MHPSS) and prevention of sexual and gender-based violence (SGBV) with support for survivors.

The war on Gaza has brought dire humanitarian consequences to Palestinians. In the rest of Palestine, at-risk conflict-affected communities and vulnerable groups face profound challenges. The project applies the Leave No One Behind (LNOB) principle to ensure Palestinians, especially women and children, in the West Bank targeted locations are also supported to be better prepared and more resilient in the face of armed violence. The project will work on reducing harm to civilians through the three targeted interventions: CPP, FSL and SGBV.

Objective:

The Palestinian Association for Empowerment and Local Development—REFORM aims to train trainers in the field of early preparedness and emergency response. REFORM is seeking a supplier(s) for emergency kits tailored to the targeted beneficiaries within the specified purposes and specifications outlined in the tender.

Deadline: Thursday 14.03.2024 until 02:00 PM.

Specifications:

- **Fabric:** Durable (red or white color) fabric bag with the Association's logo.
- **Design:** Backpack style with a secure tie in the middle for ease of carrying.
- **Functionality:** Equipped with attached first aid supplies.
- **Zipper:** High-quality iron zipper capable of accommodating a load of up to 12 kilograms.
- **Internal Division:** Internally divided with a transparent cloth to allow visibility of pocket contents; includes fasteners at the bottom to secure the sleeping bag.
- **Compliance:** Manufactured according to the provided sample.
- **Documentation:** Each bag must include a list of contents placed inside for reference.

Purpose:

- Provide a robust emergency backpack designed for convenient back carriage.
- Ensure the bag's durability to withstand additional items without tearing.
- Include a reusable water bottle in the bag.
- Equip the bag with a dust mask for respiratory protection.
- Stock the bag with essential first aid supplies, including bandages, sterile gauze, antibiotic cream, wipes, medical adhesive tape, antibacterial soap, splint, iodine, and hi-gel.
- Include primary medications like Paracetamol and Aspirin or suitable medical alternatives.
- Include a notebook and pen for documentation purposes.
- Provide a handheld, medium-sized flashlight with an extra battery.
- Include a sports referee whistle for signaling and alerting.
- Supply toothpaste and a toothbrush in the bag.
- Include medical gloves and heavy work gloves for a variety of needs.
- Integrate a battery-operated headlamp for hands-free illumination.

Items of the kit:

- **Antiseptic solution**
- **Antiseptic ointment**
- **Latex gloves non sterile**
- **Paracetamol 500 mg**
- **Scissors with plastic handles**
- **Burn cream 50mg tube**
- **Gauze pad sterile 10*10**
- **Gauze pad 7.5*7.5**
- **Gauze pad 10*10**

- Crepe bandage (5 cm)
- Triangular bandage
- Eye pads
- Adhesive tape (2.5 cm)
- Micro pore (5 cm)
- Cold packs (small size)
- Alcohol swaps
- Pain relief spray
- cervical collar (medium Size)
- Head Torch
- Pen and notebook
- Splint
- Whistle
- Protective helmet
- Water Bottle cover
- Plastic rope
- Mask
- Compass
- Heavy duty gloves
- Needles and medical threads
- Luminous and rechargeable flashlight torch

General Terms:

- **Location:** Al-Masyoon, Ramallah (REFORM's Office)
- The supplier should have the capacity to provide a total of 75 units. Payment will be based on the actual quantity purchased.
- The supplier should have the capability to deliver to the Gaza Strip and West bank.
- In cases where materials are not available from a single provider, it is permissible to consider purchasing from multiple service providers.
- The logos that will be printed (orange, black, green) should be on a white background.
- For sizes and quantities, **please see the attached table and fill out the prices in ILS including VAT for each item for the Gaza Strip and West Bank.**

Submission Criteria:

- Suppliers who meet the needed specifications and are interested, kindly see the below mentioned requirements for applying.

Criteria	Weight
Technical Offer	70%
Providing all items and types	15%
Sample kit	15%
Delivery period (the shorter the better)	25%
Company experience in the field profile	15%
Financial Offer	30%
Total	100%

- The financial offer should be drafted in English and submitted in **ILS** including VAT. All taxes must be included in the final price.
- The financial and technical offers must be submitted in English and signed/or stamped, **in 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.*
- ✚ Registration on the Association's electronic procurement system through the link: (www.econnect.ps)

Those wishing to apply and who meet the above conditions should submit their financial and technical offers in separate sealed envelopes to The Palestinian Association for Empowerment and Local Development—REFORM, located in Al-Masyoun, Ramallah, Al-Tirawi Building, second floor **no later than Thursday 14.03.2024 until 02:00 PM**, taking into account the following:

- REFORM is not obliged to choose the lowest price.
- Suppliers can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.
- Advertisement fees will be deducted from the winning bid.

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,

Procurement Unit

Mona Morrar

