

**REQUEST FOR PRICE QUOTATION (RFPQ) – Design & Print Visibility Materials.**

Issue Date: Sep 15, 2021.

1. CONTACT PERSON AT APLA	
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2. OBJECT OF THE REQUEST
<p>The Association of Palestinian Local Authorities (APLA) is a semi-governmental association that forms a comprehensive framework which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally. APLA has developed its Strategic Plan 2019 – 2022 with three main strategic goals to strengthen its institutional and operational capacities, enhance the capacity of LGU's to provide better service to citizens, and lobby and advocate for the interests and needs of LGU's locally and internationally.</p> <p>The GIZ- Local Governance Reform Programme (LGRP) II of the Deutsche Gesellschaft für Internationale Zusammenarbeit) aims to enhance the Local Government Units' (LGU) performance, through capacity development and introduction of new approaches, tools, solutions, and methodologies, that eventually lead to enhanced service delivery of the LGUs.</p> <p>LGRP II is financed by the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ) and Co-financed by the Swiss development Cooperation (SDC).</p> <p>The Main objectives of GIZ-LGRP II are:</p> <ul style="list-style-type: none"> - Improve relations between Citizens and the participation of citizens: including women and youth is enhanced and transparency of local governance is increased. - Improve the planning processes in the LGUs: the inter-institutional and effective integration of local and national level is improved through participatory planning processes. - Improve Cooperation between LGUs and the different tiers of government: the roles and responsibilities of the central and local levels are clarified. - Improve the fiscal capacities of LGUS through improved options for own revenue generation and access to inter-governmental financing mechanisms. <p>For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).</p> <p>Throughout the year, APLA designs, promotes, carry out campaigns and publish materials in regards to its work, achievements, programs, activities, and on-going projects in corporation with its communication department.</p>





The general objective of the Local subsidy is contribute to the institutionalization of the technical hubs into APLA structure (The Technical Support Unit) through the provision of institutional, organizational and operational support to APLA.

To this end, APLA with the support of (GIZ-LGRPII) is keen for contracting a qualified firm who has the needed experience and skills to carry out this assignment.

The Main Objective of The Assignment:

In order to increase APLA's visibility for the members and other stakeholders, and promoting APLA's activities with raising up the awareness, such visibility materials includes **Design and print APLA's visibility materials.**

As for this Assignment (**Design & print APLA's annual report, print APLA's audit report, design & print other printings**), will mainly design and print 2020 APLA's annual report and audit report, with design and print other visibility materials as scheduled within the deliverable table. The firm should support APLA with creative designs that adheres with its mission, vision and activities.

Accordingly, raise up the awareness about APLA's activities, deliver hard copies of both 2020's annual and audit reports to the LGUs, enhance the internal branding of APLA, increase the knowledge about APLA's operating system and financial activities over the last year.

In this regard, APLA- with support of (GIZ- LGRPII) is seeking to recruit a firm to provide the following Services as attached in Term of Reference, Annex (1).

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: WEDNESDAY: 29/09/2021. TILL 12:00 PM
	PLACE:	Safad Building, 2 nd floor Al Masyoun, Jabra Al Anqar street Ramallah, Palestine PRICE OFFERS HAS TO BE SUBMITTED IN SEALED ENVELOPS IN HAND TO APLA's OFFICE AT THE BREVIOUSLY MENTIONED ADDRESS.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED:	- ANNEX (1): signed Term of Reference (ToR). - ANNEX (2): Financial Offer. - FILLED & signed RFPQ (Sign all papers).
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS



**Awarding criteria**

The selection of the firm will be based on the financial evaluation, evaluation scores will be marked according to the lowest price proposed.

A. Financial Evaluation 100%

A.	Financial Evaluation	100%
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The firm has to take the following points in to consideration:

1. Payment: it will be a lump sum payment for the total assignment upon the completion of the work.
2. **Multi cost items were requested to be filled, each item should have a separate price offer.**
3. Filled price offer should be in Local currency (ILS) New Israeli Shekel.
4. Filled prices should be **including Taxes**.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	NAME: Lina Abu Obaid.
المصيون، رام الله- فلسطين 10 شارع جبرا الانقر، بناية صفا/ الطابق الثاني	FUNCTION: Administrative Assistant.
Al Masyoun, Ramallah- Palestine 10 Jabra Al Anqar street, Safad Building/ 2 nd floor.	TEL: 02-2960712.
CONTACT INFORMATION:	MOBILE PHONE: 0594398424.
	E- MAIL: info@apla.ps

5. DELIVERY/ PERFORMANCE DEADLINE

Time Frame: the Assignment timeframe is Expected to be starting in 06th Oct, 2021 till 05th Dec, 2021.	Deadline: 05th Dec, 2021.
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6. IDENTIFICATION OF THE VENDOR/ FIRM/ Consultant

Last name, first name	
Telephone number and Fax number	
Registration number if available	
E- Mail address	
Account number of Payment Attached full Bank Info for ILS Iban Number under the name of:	

By submitting this Price Offer, The firm declares renouncing his own (sales) conditions and commits to performing this order in accordance with the



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للهيئات المحلية

provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in (ILS) Shekels, Price quotations are including Taxes.

In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is Palestinian Law.

Certified true and sincere,
Signature of the Vendor

Date: / 09 /2021.

FAO

Diana Jadallah

EXECUTIVE DIRECTOR

Abdallah Anati



Annex 1: TOR – Design and print visibility materials.

1. Background

The Association of Palestinian Local Authorities (APLA) is a semi-governmental association that forms a comprehensive framework which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally. APLA has developed its Strategic Plan 2019 – 2022 with three main strategic goals to strengthen its institutional and operational capacities, enhance the capacity of LGU's to provide better service to citizens, and lobby and advocate for the interests and needs of LGU's locally and internationally.

The GIZ- Local Governance Reform Programme (LGRP) II of the Deutsche Gesellschaft für Internationale Zusammenarbeit) aims to enhance the Local Government Units' (LGU) performance, through capacity development and introduction of new approaches, tools, solutions, and methodologies, that eventually lead to enhanced service delivery of the LGUs.

LGRP II is financed by the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ) and Co-financed by the Swiss development Cooperation (SDC).

The Main objectives of GIZ-LGRP II are:

1. **Improve relations between Citizens and the participation of citizens:** including women and youth is enhanced and transparency of local governance is increased.
2. **Improve the planning processes in the LGUs:** the inter-institutional and effective integration of local and national level is improved through participatory planning processes.
3. **Improve Cooperation between LGUs and the different tiers of government:** the roles and responsibilities of the central and local levels are clarified.
4. **Improve the fiscal capacities of LGUs** through improved options for own revenue generation and access to inter-governmental financing mechanisms.

For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).





Throughout the year, APLA designs, promotes, carry out campaigns and publish materials in regards to its work, achievements, programs, activities, and on-going projects in corporation with its communication department.

To this end, APLA with the support of (GIZ-LGRP1) is keen for contracting a qualified firm who has proven experience to **design and print APLA's visibility materials.**

2. Objectives

The assignment aims basically to design and implement the following professional items:

1. Design and print 2020 APLA's annual report- Arabic version for 1000 copies.
2. Design and print 2020 APLA's annual report- English version for 100 copies
3. Print 2020 APLA's financial statement & audit report for 1000 copies.
4. Design & print ONE wide roll- up for APLA- 150*200 cm.
5. Design and print (18) PVC printings- 60*60 cm.
6. Print SDG's booklet for 1000 copies.
7. Print LED booklet for 100 copies- 15*25 cm.
8. Print women booklet for 100 copies.

3. Timeframe

The implementation is expected to be started in 01st Oct till end of 30thNov, 2021.

4. Scope of Services

To proceed with the process of mentioned activities, APLA invites you to submit your offer in ILS currency for implementing below tasks:

Tasks	Description
Task One: Design & print 2020 APLA's annual report- Arabic version.	<ul style="list-style-type: none"> ➤ Full design for the 2020 APLA's annual report. ➤ Print 1,000 copies for A4 size. ➤ Internal pages: up to 100 pages (50 papers), weight (140gm), type is matt chromo without Sullivan. ➤ Cover is 300gm, matt chromo with Sullivan, printing inside & outside. ➤ Printing with full colors. ➤ Binding with perfect bound.





	<ul style="list-style-type: none"> ➤ Digital copy for designed annual report.
<p>Task Two:</p> <p>Design & print 2020 APLA's annual report- English version.</p>	<ul style="list-style-type: none"> ➤ Design the English version of 2020 APLA's annual report. ➤ Print 100 copies for A4 size. ➤ Internal pages: up to 100 pages (50 papers), weight (140gm), type is matt chromo without Sullivan, two sides printings. ➤ Cover is 300gm, matt chromo with Sullivan, printing inside & outside. ➤ Printing with full colors. ➤ Binding with plastic binders. ➤ Digital copy for designed annual report.
<p>Task Three:</p> <p>Design & print 2020 APLA's financial statements and audit report.</p>	<ul style="list-style-type: none"> ➤ Cover design for 2020 APLA's audit report. ➤ Print 1,000 copies for A4 size. ➤ Internal pages: 16 pages (16 papers), weight (80gm), creamy color papers for one side printing. ➤ Cover is 300gm, matt chromo without Sullivan. ➤ Binding with plastic binders.
<p>Task Four:</p> <p>Design & print ONE wide roll- up.</p>	<ul style="list-style-type: none"> ➤ Design & print one roll- up. ➤ Size 150*200 cm.
<p>Task Five:</p> <p>Design and print (18) PVC printings.</p>	<ul style="list-style-type: none"> ➤ Design & print 18 PVC material. ➤ Size 60*60 cm. ➤ Type printing UV.
<p>Task Six:</p> <p>Print an A5 SDG's booklet.</p>	<ul style="list-style-type: none"> ➤ Print 1,000 copies for A5 size. ➤ Internal pages: 10 pages (5 papers), weight (135gm), matt chromo without Sullivan, full color, two sides printed. ➤ Cover is 300gm, matt chromo without Sullivan. ➤ Binding with saddle stitching (Pin).



<p>Task Seven:</p> <p>Print LED booklet.</p>	<ul style="list-style-type: none"> ➤ Print 100 copies for 15*25 size. ➤ Internal pages: 8 pages (16 papers), weight (170 gm), matt chromo without Sullivan, full color, two sides printed. ➤ Cover is 300gm, matt chromo with Sullivan. ➤ Binding with saddle stitching (Pin).
<p>Task Eight:</p> <p>Print a women booklet.</p>	<ul style="list-style-type: none"> ➤ Print 100 copies for A5 size. ➤ Internal pages: 12 pages (6 papers) as cover included, weight (170 gm), matt chromo without Sullivan, full color, two sides printed. ➤ Binding with saddle stitching (Pin).

5. Deliverables

Task	Deliverables	Due Date
Task One	<p><u>Deliverables #1: Annual report- Arabic version.</u></p> <ul style="list-style-type: none"> ● 1,000 printed copies. ● Digital copy for the design. 	05 th Dec, 2021
Task Two	<p><u>Deliverable #2: Annual report- English version</u></p> <ul style="list-style-type: none"> ● 100 printed copies. ● Digital copy for the design. 	05 th Dec, 2021
Task Three	<p><u>Deliverable #3: Financial statements and auditor report</u></p> <ul style="list-style-type: none"> ● 1,000 printed copies. 	05 th Dec, 2021
Task Four	<p><u>Deliverable #4: Design & implement ONE wide roll- up.</u></p> <ul style="list-style-type: none"> ● Design and print one wide roll- up for 150*200 cm. 	05 th Dec, 2021
Task Five	<p><u>Deliverable #5: Design and implement (18) PVC printings.</u></p> <ul style="list-style-type: none"> ● Design and print 18 units of PVC printings for 60*60 cm. 	05 th Dec, 2021





Task Six	<u>Deliverable #6: Print SDG's booklets.</u> <ul style="list-style-type: none"> 1,000 printed copies for A5 size. 	05 th Dec, 2021
Task Seven	<u>Deliverable #7: Print LED booklets.</u> <ul style="list-style-type: none"> 100 printed copies for 15*25 cm size. 	05 th Dec, 2021
Task Eight	<u>Deliverable #8: Print women booklets.</u> <ul style="list-style-type: none"> 100 printed copies for A5 size. 	05 th Dec, 2021

6. Other Terms

- The firm will be remunerated after the delivery of all specified deliverables.
- The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
- The firm shall ensure close cooperation and coordination with APLA.
- The firm shall follow the communication guidelines of APLA and ensure visibility of GIZ according to the organizations guidelines.





ANNEX 2: FINANCIAL OFFER

"Please note to fill the unit price, total price and total in words for each requested item":

PRICE(S)- ANNEX (2)- refer to the ToR				
Description/ Activity	Unit	Quantity	Unit Price In ILS	Total Price in ILS
1. Design & print annual report for APLA's 2020, Arabic version	Design & Print	1,000		
Total amount in letters for item (1):				
2. Design & print English version for the annual report for APLA's 2020	Design & Print	100		
Total amount in letters for item (2):				
3. Design & print audit report for APLA's 2020	Design & Print	1,000		
Total amount in letters for item (3):				
4. Design & print one wide roll- up	Design & Print	1		
Total amount in letters for item (4):				
5. Design & print PVC printings	Design & Print	18		
Total amount in letters for item (5):				
6. Print SDG's booklets	Print	1,000		
Total amount in letters for item (6):				
7. Print LED booklets	Print	100		
Total amount in letters for item (7):				



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8. Print Women booklets	Print	100		
Total amount in letters for item (8):				
Total amount in letters for All items:				

Signature of the Vendor

Date: / 09 /2021.

