

State of Palestine

Association of Palestinian  
Local Authorities



الاتحاد الفلسطيني للهيئات المحلية  
Association of Palestinian Local Authorities

دولة فلسطين

الاتحاد الفلسطيني  
للهيئات المحلية

## Request for Expression of Interest (EOI)

### For a framework agreement for Office Supplies (Consumables)

#### APLA's background:

**The Association of Palestinian Local Authorities (APLA)** founded in 1997. APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as a vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit 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.

#### The scope of work:

1. Supplier credentialing for one year for APLA's Office Supplies (Consumables).
2. Support APLA's office with a proper requested office supplies when requested as retail purchases in one year.
3. The Office Supplies (Consumables) includes, but not limited to, the list in the attached Annex. The short-listed bidders will be invited to submit their request for price quotation to APLA through a tender process (RFPQ).

#### Qualification Criteria for the applicants:

To become eligible, each applicant must satisfy the following:

No	Criteria	Specific Requirements	Documents required
1	Applicant Entity	Legal entities duly registered	Firm Profile, licenses, and certificate incorporation
2	General Requirements	Stock available to be delivered upon requested.	Letter of commitment
3	Experience	5 years previous experience (similar assignments)	
4	Taxation	Zero vat will be applied to each invoice.	Valid source of deduction
5	Currency	Accepted currency for prices and payments is EURO.	
6	Financial Regulations	The provisions of the Financial & Procurement Policies Manual of APLA (may be reviewed on <a href="http://www.apla.ps">www.apla.ps</a> )	



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**How to apply for Expression of Interest:**

Interested suppliers who meet the pre - qualification criteria, may submit their letter "Expression of Interest" no later than 03:00 pm on Tuesday, 26th Apr, 2022, with all necessary requested documents signed by authorized signatory, providing supplier address, contact person, telephone/fax and e-mail to the following address:

The Association of Palestinian Local Authorities - APLA  
2<sup>nd</sup> floor, Safad Building,  
Al Masyoun, Jabra Al Anqar Street  
Ramallah, Palestine,

**Requested Documents:**

- Firm Profile, licenses, and certificate incorporation,
- Letter of commitment (Confirmation of the applicant's commitment to provide the requested elements within 3 days),
- Updated source of deduction.

Abdallah Anati  
Executive Director  
Association of Palestinian Local Authorities



Attachment: Annex #1: List of expected items for the office supplies (Consumables).

**Annex #1: List of expected items for the office supplies (Consumables)**

قائمة المواد المتوقع شراؤها ضمن اتفاقية تزويد احتياجات المكتب (المستهلكة)

Hospitality Office Supplies		
#	البند	Item
1	مشروبات اعشاب بمختلف النواع	Herbal drink
2	قهوة عربية	coffee
3	نسكافية ومبيض قهوة	Nescafe
4	سكر وملح	Sugar and salt
5	صحون بلاستيك بكافة الأحجام	Plastic Plate
6	كاسات كرتون بكافة الأحجام	Cardboard cups
7	شوك وملاعق وسكاكين بلاستيك مختلف الأحجام	Plastic forks and spoons

Cleaning Office Supplies		
#	البند	Item
1	ورق تواليت ومحارم ناعمة ومبللة	Toilet paper
2	ورق تنشيف يدين- مقطع- تاس راس 4000	Tissue paper for hands
3	صابون سائل لليدين	liquid hand soap
4	مواد تنظيف المختلفة (كلور، جل الأرض، ديتول، معطرات، سائل جلي، ملمع زجاج، معقم، وغيرها)	Cleaning materials
5	اكياس نايلون بمختلف الأحجام والأنواع	Garbage Bags
6	كفوف تنظيف- disposable gloves	disposable gloves
7	قطع مسح غبرة ومماسح أرض وليف جلي	Towels
8	نابكنز- ورق تقديم مقطع	Shattered napkins

