



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

REQUEST FOR PRICE QUOTATION (RFPQ)

Establishment of the “Palestinian SDG’s Web Platform”

REFERENCE CODE: APLA/EU-MAAP/2022-12

Issue Date: 23rd June 2022.

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
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2. OBJECTIVE OF THE REQUEST
<p>APLA’s background:</p> <p>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 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.</p> <p>Project Brief:</p> <p>APLA is implementing the project (APLA’s Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 “support productive investment in Palestine” which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA’s Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA’s strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA.</p> <p>The Main Objective of The Assignment:</p> <p>To Establish the Palestinian SDGs web platform: including the required showcase website and a data management system (DMS) in order to achieve the following general outputs and targets among many others:</p> <ul style="list-style-type: none">- Maintain local actors’ actions to take measures towards achieving sustainable development goals - SDGs





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- Reflect the actions and activities which take place locally and the contributions towards achieving the SDGs as it will be a reference for public visitors to view the public allowed data that must be shared among, and a local web community platform that will manage the local SDGs practices along with their key performance indicators and statistics.
- Identify appropriate indicators including collecting, evaluating, and indicators selection criteria for the sub-goals and intermediate goals of the 17 SDGs that are relevant at the municipal level in Palestine. This should result in the creation of a set of indicators for mapping all SDGs at the municipal level in Palestine and provide information about the LGUs contribution based on an advanced reporting system.

The general requirements, technical specifications and needed services are included in this quotation and can be found in detail in the attached **(Annex 1)**.

In this regard, APLA intends to hire a firm to supply services of **Establishment of the "Palestinian SDG's Platform"**, based on needed requirements, specifications, and attached TORs.

The supplier (firm) should support APLA with proven experience in such fields highlighted in their offer through submitting the company/firm profile with relevant work experience and highlighting similar previous work.

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Thursday, 7 th July 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(ORIGINAL TECHNICAL OFFER & THE FINANCIAL OFFER WITH A FINANCIAL BREAKDOWN FROM THE COMPANY/FIRM TO BE SUBMITTED IN ONE SEALED ENVELOPE WITH OTHER REQUESTED DOCUMENTS IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer with a detailed cost breakdown attached 3- Filled & Signed RFPQ (Sign all papers). 4- Company profile highlighting the qualifications and relevant experience and links to similar previous work, and CVs of the team. 5- Valid source of deduction. 6- Proposed methodology and work plan to develop the platform. 7- Bid entry warranty (1000 ER). 8- Bank deposit receipt of a non-refundable fee of (100 USD) (For buying bidding documents)
VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.	





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4. TECHNICAL SPECIFICATIONS

Selections and Awarding Criteria

The firm has to submit the followings:

1. Company profile highlighting the qualifications and relevant experience and links to similar previous work
 - Minimum 10 years of practical experience in relevant field.

Awarding criteria

The selection of the firm will be based on both Technical and financial evaluation:

- A. Technical Evaluation 60%
- B. Financial Evaluation 40%

Please, see the evaluation criteria in the attached TOR - (Annex 1)

The firm has to take the following points in to consideration:

1. The financial offer submitted by the company/firm shall include a total cost (Annex 2), and a separate financial offer including cost breakdown, this breakdown shall include at minimum the cost per each following point:
 - a- Design of the platform (showcase website and DMS)
 - b- Development of the platform (showcase and DMS)
 - c- Annual Hosting and domain registration
 - d- Annual technical support with a detailed items included in the ongoing technical support (The company/firm shall provide a financial offer for annual technical support including any further development for the requested functions in the platform).
 - Any further breakdown is up to the company/firm
2. The price offer should be in Euro currency (Euro) and there will be **NO compensation** for any currency exchange price.
3. The prices should be excluding vat (VAT- Exempted).
4. **A zero-vat invoice** will be requested to process the payment.

5. DELIVERY/ PERFORMANCE ADDRESS

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

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission bids: 3:00 PM., THURSDAY. 7th July 2022





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7. IDENTIFICATION OF THE FIRM / COMPANY	
Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
Registration number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for EURO Iban Number under the name of Company as stated at the Bank:	





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Firm / Company Declaration:

By submitting this Price Offer, The firm/company declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in EURO, Price quotations are excluding VAT (VAT-Exempted).

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

**Certified true and sincere,
Signature of the Vendor**

Date: / /2022.

FAO

EXECUTIVE DIRECTOR

Diana Jadallah

Abdallah Anati





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Annex 1: TOR

Establishment of the "Palestinian SDG's Web Platform"

Reference Code: APLA/EU-MAAP/2022-12

1. 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 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.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904) This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine.

2. Objective of the assignment:

The assignment aims basically to purchase the following supplies and related services' items:

1. **Design, Development, hosting, and technical support of the Palestinian SDGs web platform**

3. General Requirements and Technical Specifications:

Please: See the detailed TORs in the (Annex 1) attached to this RFPQ.

4. Scope of Services:

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

Tasks	Description
Task One: Inception phase (road map) for the design of the Palestinian SDGs web platform	Desk review, Development updated version of workplan, Design of the platform: (Initiation of the first design of the Palestinian SDGs web platform, showcase website design and data management system DMS , final work plan, system architecture, milestones, revisions, modifications up to the final approval by APLA based on required specifications and the attached TOR)





<p>Task Two: Development of the Palestinian SDGs web platform (Showcase and DMS) first version</p>	<p>Development of the Palestinian SDGs web platform based on required specifications and the attached TORs and specifications. APLA will test the developed platform, provide the company/firm with the feedback for adjustments and development up to reach the final working system as requested in TORs.</p>
<p>Task Three: Functional DMS as a web platform for all stakeholders and putting the platform into work and process (System Launching)</p>	<ul style="list-style-type: none"> - Putting the final and modified version of the Palestinian SDGs web platform in work, experienced, and activated. - Development of the platform online and final testing. - Uploading the content of the platform. - Final deployment and launching the platform.
<p>Task Four: Annual Technical Support to the Palestinian SDGs web platform</p>	<p>Annual technical support, updates, problem solving, capacity building sessions to relevant staff, appropriate use of the system, providing with a user manual, in addition to:</p> <ul style="list-style-type: none"> • Monitor and maintain website system, software, and networks. • Fixing system and troubleshoot problems. • Providing intermediate support by using remote desktop connections. • Improving site navigation and required support to manage the web platform annually. • Development of new features/modules based on any new requirement.

5. Deliverables

Task	Deliverables	Due Date
Task One	<p>Deliverables #1: Approved methodology and work plan for the Design of the Palestinian SDGs web platform</p>	1 Month from the Purchase Order or signed agreement date
Task Two	<p>Deliverable #2: First Version of the Palestinian SDGs web platform (tested and approved)</p>	4 Months
Task Three	<p>Deliverable #3: Fully operation and launched showcase and DMS as a web platform and working of the Palestinian SDGs web platform.</p>	1 Month
Task Four	<p>Deliverable #4: Annual Technical Support to the Palestinian SDGs web platform</p>	Annually from the date of completion of the assignment (putting the platform into work)





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6. Payments:

The company/firm will be remunerated upon the approved steps and deliverables in the following manor:

No. of Payment	Target	Percent of total assignment cost (Excluding annual tech. support cost)
Payment 1	Inception, work plan and Platform Design approved	30 %
Payment 2	Platform final Development and online deployment	50 %
Payment 3	Final approval on the platform and Functional DMS as a web platform for all stakeholders and putting the platform into work and process	20 %
Payment 4	Annual Technical Support cost (on yearly basis)	Fixed amount (Annually)

7. Other Terms / Conditions (Please, Read Carefully)

- The firm / company will be remunerated depending on the delivery of all specified deliverables and due to payments schedule as referred to in sec. 6.
- The offer must include a **(bid entry warranty)** (كفالة دخول عطاء) with an amount of (1000 EURO) through a bank warranty or a certified bank check in the name of (الاتحاد الفلسطيني للهيئات المحلية). The warranty must be valid for (90 days) from the last day of bids submission. Any bid that not including this warranty is considered not illegible and will be rejected.
- The winning firm/company must submit a **(performance warranty)** (كفالة حسن تنفيذ) with an amount (not less than 10% of the total signed contract price) through a bank warranty in the name of (الاتحاد الفلسطيني للهيئات المحلية) as a condition for signing the contract. The warranty must be valid for a period of 12 months from the date of signing the contract.
- The final remuneration for the firm / company will be following its submitted financial offer concerning each item, all required targets and specifications should be met on time, otherwise APLA will consider the firm / company failed in executing the action.
- The annual technical support will be based on a separate agreement starting after the launching the platform. This separate agreement will be subject to APLA approval and needs.
- There will be **NO** extra compensation for any extra specifications than the demanded ones.
- The firm / company should submit a separate individual price breakdown with all needed details in the sealed offer envelope with the bidding documents.
- The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
- The firm / company shall ensure close cooperation and coordination with APLA
- Any other costs required in implementing the assignment is the responsibility of the tender winner.
- All submitted papers should be signed and stamped too.
- All prices will be in EURO currency, and there will be **NO compensation** for any currency exchange rate.





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Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer with a detailed cost breakdown
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Company profile highlining similar previous woks and CVs of the team.
- 5- Valid source of deduction.
- 6- Proposed work plan and methodology to develop the platform.
- 7- Bid entry warranty (1000 EURO)
- 8- Bank deposit receipt of a non-refundable fee of (100 USD) (For buying bidding documents). The offers without the bank deposit receipt will not be considered.





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ANNEX 2: FINANCIAL OFFER

“Please note:

- To fill the unit price, total price, and total in words for each requested item”
- A detailed cost breakdown must be attached to this financial offer by the firm/company through a separate document

Description/ Activity	Unit	Quantity	Unit Price In EURO	Total Price in EURO
1- Palestinian SDGs web platform (Design, hosting, deployment, training, and launching) according to the attached TORs and including all requested specifications and requirements upon the approval of APLA.	SDGs web platform	1		
Total amount in letters for item (1):				
2- Annual Technical Support for the SDGs web platform starting from the date of launching the platform.	One year tech. support	1		
Total amount in letters for item (2):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.

