



REQUEST FOR PRICE QUOTATION (RFPQ)

Supply of SDGs Welcoming Packages

REFERENCE CODE: APLA/EU-MAAP/2022-13

Issue Date: 26th Sep. 2022

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
Mobile:	+972 597315171
E-MAIL:	m.musleh@apla.ps

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>As an important part of the MAAP project, and in compliance and coherence with MAAP Communication & Visibility Plan (CVP), APLA will execute a program of awareness raising and support in the topic of Sustainable Development Goals (SDGs) localization for the Local government units (LGUs).</p>

Musleh

Mohammed Musleh





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

APLA will conduct awareness raising campaigns to mobilize its members to recognize their role in the achievement of the SDGs and to present the EU funding as well. The awareness campaigns will seek to increase the knowledge and ownership of the SDGs and will be underpinned by workshops to address specific needs and assist the LGUs in the integration of the SDGs into their development plans, service delivery and stakeholder engagements. Local SDG champions among the LGUs will share best-practices through the Technical Exchange Hubs and other networks.

In this context, APLA would like to prepare some selected gift items (**Welcoming Packages**) and a well-designed colored **notebook** to be presented to the attendees from the LGUs and other partners for the SDGs localization workshops. These welcoming packages are supposed to include **advertising and gift items** as raising awareness products or media materials to focus the light on the importance of the SDGs and to get the attention to this important issue.

Hence, Under the guidance and supervision of APLA, and in full cooperation with APLA's Communication Coordinator and Project Officer, the envisaged company/Firm will assist APLA in:

- The designs of the selected advertising and gift items that included in the welcoming packages upon APLA request as well as the notebook
- The preparation of the selected welcoming packages and the notebook with the needed quantities upon the specified specifications and requirements after the approval of APLA on the designed samples

In this regard, APLA intends to hire a company or a firm to supply the required gift items that consist of the "SDGs Welcoming Packages" and the hard cover colorful notebooks.

All other requirements and specifications could be found in ANNEX 1 – TOR.

The general requirements, technical specifications and needed services are included in this quotation. The supplier (firm) should support APLA with proven experience and samples in such fields attached to their offer.

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Thursday. 6 th Oct. 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 & FINANCIAL OFFERS HAVE 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. 3- Filled & Signed RFPQ (Sign all papers). 4- Company profile, highlighting similar previous works (samples) 5- Valid source of deduction.
VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.	

Handwritten signature in blue ink.

Handwritten signature in blue ink.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

4. TECHNICAL SPECIFICATIONS

Selections and Awarding Criteria

The firm/company has to submit the following documents as part of Technical Offer:

1. Company profile highlighting the qualifications and relevant experience in similar works.
 - At least 5 years of practical experience in relevant field.
 - Samples of similar works (advertising items packages) with other firms or institutions

Awarding criteria

The selection of the firm/company will be based on both Technical and financial evaluation, evaluation scores will be distributed as follows:

- A. Technical Evaluation Criteria 50%
- B. Financial Evaluation 50%

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

1. Payment: it will be only one payment for the total assignment upon the completion of the requested work.
2. Technical Offer and company profile should be drafted in English.
3. **Tow cost items are requested to be filled in the financial offer**
4. Filled prices should be in Euro currency and excluding vat (VAT- Exempted).
5. 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: Maria Bairat
	FUNCTION: Accounting coordinator
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424
	E- MAIL: info@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission bids: 3:00 PM., Thursday 6th Oct, 2022

7. IDENTIFICATION OF THE FIRM / COMPANY

Last name, first name (Authorized Signatories)	
Telephone number and Fax number	



Handwritten signature in blue ink.

Handwritten signature in blue ink.



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

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:	

8. Other Terms / Conditions

(Please, Read Carefully)

- The firm / company will be remunerated after the delivery of all specified deliverables
- There will be **NO** extra compensation for any extra specifications than the approved and demanded ones.
- The firm / company should submit Annex 2 of this document (filled, signed and stamped) 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.
- **Tender advertisement fees are the responsibility of the tender winner.**

Handwritten signature in blue ink.

Handwritten signature in blue ink.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

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.

Accounting Coordinator

Maria Bairat

EXECUTIVE DIRECTOR

Abdallah Anati





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

Annex 1: TOR

Supply of SDGs Welcoming Packages

Reference Code: APLA/EU-MAAP/2022-13

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 (300) welcoming packages (gifts) according to the required items with needed specifications and selected items to be presented to the representatives of the LGUs and APLA partners in the workshops concerning the subject of SDGs and its localization plan, in addition to (1000) hard cover advertising notebooks based on required design needed printings and colors.

The proposed package Must take into consideration the following purposes:

- **Raise the awareness about the SDGs and APLA**
- **Ensure the visibility of APLA, EU and the SDGs as well through all the suggested items in the proposed package.**
- **Ensure to get an attractive package shape in design, color, size, and a good quality material**

Mark

Handwritten signature in blue ink.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

3. Technical Specifications:

3.1 General Required specifications:

(Please, Read the specifications carefully)

- All needed elements MUST comply with the required dimensions, colors and specifications
- preferred color is (Black) either for the backage case or for the notebook outer cover (with color printing as required)
- The company MUST attach photos, catalogs or any other specifications of the items with their offer
- The company MUST take the actual measurements for each of the gift items in consideration and in the suggested design of the backage.
- All supplied items shall be according to approved samples. The description of items in the financial offer are not able to be separated or decreased, but any enhancement or additions needed to complete works will be accepted without any additional costs.
- The attached guiding photos of the suggested items of the welcoming backage and the gift items is only for indication and illustration to guide the supplier in pricing and in giving his offer.

3.2 Special Required specifications:

The special required technical specifications for each item in this RFPQ concerning each gift items in the welcoming backage must include the main points that each item must meet to be within the accepted ones. Following are the main required technical specifications for each required gift item:

3.2.1 The Notebook:

- **Size:** 17cm X 23.5cm (the outer dimensions of the hard cover)
- **Number of papers:** 170 internal colored printed papers (90 gm), each 10 papers with different color and printings (the 17 SDGs colors to be used in sequency), in addition to 2 papers in the front and 2 papers in the back (200 gm) with selected colored printings text and logos Matt chromo without Sullivan.
- **Cover:** black leather, (300 gm), color printing, high quality, and smooth surface
- **Binding:** Artistic Binding with stitches and a ribbon. تجليد فني مع خياطة وشبرة
- **Design:** (Required)

Explanatory guiding photos for Notebook
(ONLY for clarification)





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

3.2.2 The Power-Bank:

- Size: 11cm X 7cm X 1cm (Approximately)
- Capacity: 4000 mah (Min)
- Connection cable
- Color: Black with selected printings



Explanatory guiding photos for Power-Bank (ONLY for clarification)

3.2.3 Pocket-Wallet:

- Size: 11cm X 8cm (Approximately)
- Material: Leather or heavy cloth
- Color: Black with selected printings



Explanatory guiding photos for pocket-wallet (ONLY for clarification)

3.2.4 Metallic Pen:

- Size: Standard
- Material: metal-galvanized and plastic high quality
- Color: Black with selected printings
- Head cover with a hanging clip



Explanatory guiding photos for pocket-wallet (ONLY for clarification)

3.2.5 Thea backage Case:

- Size: Approximate (30cm X 35 cm X 7cm) (depends on final design)
- Material: Cardboard (300 gm) covered surface
- Color: Black with selected colored printing for branding
- Inside: Cartoon shaping for all items (black)
- Design: The case will have spaces for:
(Notebook, Power bank, Pocket wallet, and the Pen)
- Shape: box shape with an opening cover from same material.
(Final shape and arrangement of the backage case must be approved by APLA)



Explanatory guiding photos for pocket-wallet (ONLY for clarification)

Handwritten signature in blue ink.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

4. Timeframe

APLA shall contract the company/ firm to implement the supply of the required gift items "SDGs welcoming packages". The implementation is expected to be due to the following dates:

1. The company/firm must submit to APLA the designed sample of the SDGs welcoming package and the notebook in a period not exceeding 10 days from the date of publishing the purchase order (P.O.) from APLA. this sample will be subjected to APLA approval and open for all modifications or redesigning.
2. The company/firm must submit to APLA the whole amount of the approved SDGs welcoming packages and note books in a period not exceeding 20 days from the date of APLA approval on the submitted sample.

5. Scope of Services (Tasks):

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

Tasks	Description	Due Date
Task One: Design and submission of a suggested sample of the SDGs welcoming package and the notebook	<p>➤ The firm/company should propose and submit to APLA a sample package to be presented in the SDGs workshops (to be discussed, modified and approved by APLA)</p> <p>The SDGs welcoming Package items and designs should take the following characteristics and specifications into consideration:</p> <p>➤ The sample must consist of (the backage case, notebook, pen, pocket wallet and the power bank)</p> <p>➤ Good variety of advertising items</p> <p>➤ Visibility of APLA, EU, and SDGs on all items</p> <p>➤ High quality materials and printings</p> <p>➤ Attractive output of the package in shape, size, color and material.</p> <p>➤ Awareness about the SDGs</p>	10 days from the date of the PO
Task Two: Purchase of the whole quantity of the requested SDGs welcoming packages (300 Packages) and (1000) hard cover colorful notebooks	<ul style="list-style-type: none">• After the approval of APLA on the proposed sample, the company/firm should purchase the whole requested quantity of the SDGs welcoming packages depending on the requested characteristics and specifications.• The total number of the requested SDGs welcoming packages will be 300 packages• The number of the requested colored papers notebooks is (1000) notebooks	20 days from the approval date for the submitted sample

Naris

Handwritten signature in blue ink





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

6. Deliverables

Task	Deliverables	Due Date
Task One	<u>Deliverables #1:</u> <ul style="list-style-type: none">• Suggested sample of the SDGs welcoming package	10 days from the purchase order (P.O.)
Task Two	<u>Deliverable #2:</u> <ul style="list-style-type: none">• 300 SDGs welcoming packages & 1000 notebooks	20 days from APLA approval on the suggested sample

Handwritten signature in blue ink.

Handwritten signature in blue ink.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

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 EURO	Total Price in EURO
1. Supply of SDGs Welcoming Packages based on the required specifications in the TOR and upon the approval of APLA on the suggested sample. (The price includes (The backage case, the power bank, the pocket wallet, and the Pen) only.	SDGs Welcoming Package	300		
Total amount in letters for item (1):				
2. Supply of Notebooks (based on the required specifications in the TOR and upon the approval of APLA on the suggested sample	Notebook	1000		
Total amount in letters for item (2):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.

Maar

Handwritten signature in blue ink.

