



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities



REQUEST FOR PRICE QUOTATION (RFPQ)

Services of an individual expert to prepare the Procurement procedures manual for APLA

REFERENCE CODE: APLA/Enabel-2022-05

Issue Date: 8th Nov. 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
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>APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). MAAP is 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. MAAP 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). In addition, Enabel is supporting MAAP under the framework of "Local Government Reform and Development Programme – Phase 2, Addendum PZA 1303311" through the action (Supporting the Localization of SDGs).</p> <p>As part of the action, APLA is keen for contracting a qualified individual expert who has the needed experience and skills to prepare the procurement procedures manual for APLA.</p> <p>General Objective of The Assignment:</p> <p>APLA continues to strengthen its institutional and operational capacities, to better support its members (LGUs) to better serve the citizens, APLA continues to develop, update and upgrade its internal systems and procedures. The main objective of the assignment is to "Develop APLA's procurement procedures manual". Under the guidance and supervision of APLA, and in full cooperation with APLA's top management, the expert is expected to develop a comprehensive manual to manage the procurement processes in APLA.</p>

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Specific Objectives of The Assignment:

- Review and update APLA's Financial and Procurement Policies Manual.
- Develop "Procurement Code of Conduct" for procurement staff.
- Assess and analyze existing national and international procurement procedures in similar fields and organizations.
- Organize and unify the work of APLA staff through the sequence of procedures, tools and forms used.
- Increase the efficiency of the work inside APLA related to procurement.
- Facilitate to the internal auditing and top management to oversee and control APLA's procurement operations.
- Prepare and develop the procurement procedures manual.

Main tasks and responsibilities are as attached in Term of Reference (TOR), Annex (1).

3. INSTRUCTIONS		
RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Tuesday 22 nd Nov. 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(FINANCIAL OFFER AND TECHNICAL REQUESTED DOCUMENTS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPE IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer filled and signed. 3- Filled & Signed RFPQ (Sign all papers). 4- Expert CV highlighting a similar previous experience with other organizations.
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS:
<p><u>Selections and Awarding Criteria</u></p> <p>The Expert has to submit the followings:</p> <ol style="list-style-type: none">1. Personal CV highlighting the qualifications and relevant experience in similar assignments.2. At least 10 years of proven practical experience in procurement, financial procedures, and planning particularly in nonprofit organizations and local government or relevant fields. <p><u>Awarding criteria</u></p> <p>The selection of the Expert will be based on both Technical and financial evaluation:</p> <ol style="list-style-type: none">1. Technical Evaluation 60%2. Financial Evaluation 40%





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

1. Remuneration: The Expert will be remunerated according to the input justified by the time sheet given the total time/effort. Input does not exceed the total specified level Of Effort (LOE) in this TOR, and a filled payment request reflecting working days within the timesheet.
2. Payment: it will be only one payment for the total assignment upon the completion of the work in line with providing all supporting documents
3. The outputs of the assignment will be considered "deliverables" upon the approval of APLA
4. The maximum duration for the assignment is maximum 3 months, starting from 1st dec. 2022 up to 28th Feb. 2023.
5. The estimated Level of Effort for the requested assignment is (12 Working Days)
6. One cost item is requested to be filled, the expert shall fill the price per Level of Effort - LOE (Working Days - WDs), and the total price for the whole WDs of the assignment.
7. Filled price offer should be in EURO currency.
8. Income Tax for Individual Expert: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority according to the applicable laws. The gross amount shall be subject to any further deductions according to Palestinian Law and the Expert hereby irrevocably authorizes APLA to deduct any such taxes and remit same to the relevant authorities.
9. There will be NO extra compensation for any extra efforts than the demanded ones.
10. The Expert should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
11. Any other costs required in implementing the assignment is the responsibility of the winning expert.
12. All submitted documents should be signed by the applicant.

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: Procurement Coordinator
	TEL: 02-2960712.
	MOBILE PHONE: 0595457805
	E- MAIL: info@apla.ps

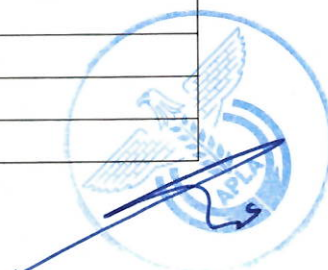
6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission of bids: 3:00 PM., Tuesday, 22nd Nov. 2022

7. IDENTIFICATION OF THE EXPERT

Last name, first name (Signature)	
Telephone number and Fax number	
E- Mail address	
ID number	
Account number of Payment	

Maria Bairat





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PLEASE, attach full Bank Info for Euro IBAN Number under the name of Expert as stated at the Bank:

8. General Requirements (Expectations) for the expert:

The Expert should have the following minimum requirements:

- Possess at least master's degree in either Finance, Economic and accounting, management or related fields.
- Have a minimum of Ten (10) years' experience in similar assignments.
- Have excellent written and spoken knowledge of English and Arabic languages.
- Be results-oriented, creative, confident, and proactive who is able to work independently.
- Have strong organizational, analytical, and planning skills.
- Have good knowledge of the governance and risk management.
- Be experienced in working with Palestinian governments, donors, civil society and semi- governmental organizations.
- Able to team up or involve professionals in the field and tap on their experiences, and.
- Follow through initiatives and meet deadlines.
- Analyze the data. Reach the findings or recommendations through analysis of qualitative or quantitative data.
- Draw conclusions that make sense of the data.
- Summarize findings and produce recommendations. Specific recommendations and findings should be provided in response to specific problems.
- Analyze the options and alternatives according to methodology and assess their feasibility. Illustrate pros and cons. Judge which is feasible. Include the predictable outcomes.
- Suggest next steps and the implications of the findings and recommendations. Address the feasibility of next steps and explore the implications of the analysis.
- The Expert shall ensure close cooperation and coordination with APLA



Expert Declaration:

By submitting this Price Offer, The expert (NAME) 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.

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.

PROCUREMENT COORDINATOR

Maria Bairat



EXECUTIVE DIRECTOR

Abdallah Anati



Annex 1: TOR

Services of an individual expert to prepare the Procurement procedures manual for APLA

REFERENCE CODE: APLA/Enabel-2022-05

1. Background

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2. general Objectives of the assignment:

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3. Specific Objectives of The Assignment:

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- Increase the efficiency of the work inside APLA related to procurement.
- Facilitate to the internal auditing and top management to oversee and control APLA's procurement operations.
- Prepare and develop the procurement procedures manual





4. Language:

All deliverables (Procurement procedures manual) should be submitted in: **English**.

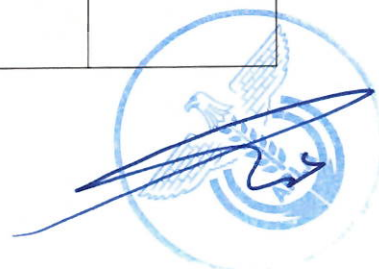
5. Timeframe

APLA will contract an expert to develop the **Procurement procedures manual for APLA** as requested within a period of maximum 3 months starting from 1st Dec. 2022 up to 28th Feb. 2023.

6. Tasks & Deliverables:

Task No.	Task Description	Deliverables	Due Date
Task One:	Inception Phase: <ul style="list-style-type: none">- Initial Consultation with APLA- Revision and update of APLA's Financial and Procurement Policies Manual.- Develop action plan and structure of the procurement procedures manual	Inception Report including: <ul style="list-style-type: none">- Action Plan- Methodology Updated financial and procurement policies manual	15 Dec. 2022
Task Two	Revision and drafting of the Procurement manual: <ul style="list-style-type: none">- Deep revision and analysis of existing APLA manual and relevant manuals in other similar institutions and donors' procurement manuals- Holding Meetings with APLA staff (biweekly) and/or representatives of APLA's Committees- Develop code of conduct for procurement staff- Develop a comprehensive and all-inclusive draft of procurement procedures manual, which must contain but not limited to the following points and sections:<ul style="list-style-type: none">● Definition of contents● Scope of application● Governance of the manual● Definition of responsibilities● Procurement Annual Plan template● Thresholds & correspondent kinds and methods of procurement● Flowchart of actions for each procurement method (detailed description with templates from the Expression of Needs up to Awarding including evaluation, all with templates)	1st Draft of the Procurement procedures manual	31 Jan. 2022

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	<ul style="list-style-type: none">• Contract Agreement types, conditions, attachments, and templates• Contract managing and closing• Payment rationales• Prequalification of vendors and shortlists• Procedures for denying vendors (blacklist)• Filing and archiving of procurement documents.• All other needed templates and forms		
Task Three	Finalization of APLA's procurement procedures manual (Final Draft) <ul style="list-style-type: none">- Presentation and discussion of the draft- Updating the draft based on feedbacks and final requirements- Submission of the final version of the envisaged procurement manual- Training of related staff of APLA	Final Draft of the Procurement procedures manual (in English).	28 Feb. 2023

7. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	3
Task2	6
Task3	3
TOTAL (WDs)	12

8. Preferred Qualifications of the expert:

The expert is preferred to have the following qualifications:

- An experienced financial and procurement expert in researching aspects and manuals development especially in the nonprofit sector
- At least 10 years of professional experience in the field of local planning and manuals related to nonprofit organizations.
- Have an experience in other donors due to the topic of procurement procedures
- Experience in Palestinian context and Palestinian local community
- Have a previous experience in similar assignments and in manuals development in similar fields.

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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”:

Description/ Activity	Unit	Quantity	Unit Price In EURO (Per WD)	Total Price in EURO (For 12 WDs)
1. Efforts of the expert to review, update and develop the procurement procedures manual for APLA due to the needed requirements and stated TORs.	WD	12		
Total amount in letters for item (1):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.

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