



الاتحاد الفلسطيني للهيئات المحلية  
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

## REQUEST FOR PRICE QUOTATION (RFPQ)

To Conduct Midterm Evaluation for MAAP Project

REFERENCE CODE: APLA/EU-MAAP/2023-10

Issue Date: 12/11/2023

| 1. CONTACT PERSON AT APLA |  |
|---------------------------|--|
| NAME:                     | Reem Jaas  |
| FUNCTION:                 | Financial and Administrative Manager   |
| ADDRESS:                  | 2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine |
| TEL. & FAX.:              | +972 2 2960712 & +972 2 2960713  |
| Mobile:                   | +972 593171903, +972 599 55 29 15  |
| E-MAIL:                   | r.jaas@apla.ps   |

| 2. OBJECTIVE OF THE REQUEST   |
|---|
| <p><b>APLA's background:</b></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><b>Project Brief:</b></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> |





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### Main Objective of the Assignment:

Under the guidance and supervision of APLA, and in full cooperation with APLA's top management, APLA is seeking to get the services from a Firm/Company to conduct a **Midterm Evaluation of MAAP Project for the 1<sup>st</sup> twenty-two months of the project duration.**

### Specific Tasks of The Assignment and Deliverable:

1. Review the project documents.
2. Review the implementation plan.
3. Review the relevance to the project output and log frame.
4. Review the project activities progress and the effectiveness.
5. Review the Efficiency of resources used.
6. Measuring the project impact.
7. Insure the project sustainability.
8. Lessons learned and success stories.
9. Weaknesses and strength points during the project implementation.
10. Recommendations.

**Main Deliverable: Midterm Evaluation Report.**

| 1. INSTRUCTIONS           |   |   |
|---------------------------|---|---|
| RECEPTION OF PRICE OFFERS | DATE:   | DEADLINE: 3:00 PM,<br>Sunday November 26. 2023.   |
|                           | PLACE:  | 2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str.,<br>Al Masyoun, Ramallah, Palestine.  |
|                           | DOCUMENTS AND ANNEXES TO BE SUBMITTED:<br><i>(FINANCIAL OFFER AND TRCHNICAL OFFER SEPARATELY) WITH OTHER REQUESTED DOCUMENTS, HAVE TO BE SUBMITTED IN TWO SEALED ENVELOPES BY HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i> | 1- ANNEX (1): Financial Offer (filled and signed) in separate sealed envelope.<br>2- Filled & Signed RFPQ (Sign all papers).<br>3- Team CVs, including experiences and similar previous assignments.<br>4- Technical Offer including Methodology & Workplan.<br>5- A company profile, including the experience in relevant field, a valid deduct at source certificate, |





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|                                     |  |  |
|-------------------------------------|--|--|
|                                     |  | Registration Certificates, clearance certificate from MoF.<br>6- Bank Guarantee of 5% of the total amount of the offer, or certified bank check should be submitted with the full offer valid for 90 days. |
| VALIDITY PERIOD OF THE PRICE OFFER: |  | 40 days after the submission date of the price offer.  |

## 2. TECHNICAL REQUIREMENTS:

### Selections and Awarding Criteria

The Company has to submit the followings:

1. Company Profile, including the experience in relevant field, registration certificate, and other financial documents and legal status for the company as mentioned above.
2. Personal CV for the team highlighting the qualifications, relevant experience in similar assignments.
3. Technical offer including Methodology and workplan for the assignment.

Minimum Requirements:

1. At least **10 years of proven practical experience** in relevant fields for the company.
2. The team leader should have a certificate degree in relevant field, **and 7 years' experience in similar assignment field.**

## 3. AWARDING CRITERIA:

### Selections and Awarding Criteria

The selection of the Company, will be based on both technical and financial evaluation:

- Technical Evaluation 60%.
- Financial Evaluation 40%

## 4. DELIVERY/ PERFORMANCE ADDRESS

|                      |   |
|----------------------|---|
| ADDRESS:             | 2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine<br>الطابق الثاني - بناية صفد - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين |
| CONTACT INFORMATION: | NAME: Rasha Sarhan  |
|                      | FUNCTION: Administrative Assistant  |
|                      | TEL: 02-2960712.  |
|                      | MOBILE PHONE: 0594685145  |
|                      | E- MAIL: <a href="mailto:info@apla.ps">info@apla.ps</a>   |





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**5. PRICE OFFERS SUBMISSION DEADLINE**

**DEADLINE for submission the bids: 3:00 PM, Sunday. Dec.26. 2023.**

**6. IDENTIFICATION OF THE FIRM / COMPANY**

Last name, first name (Authorized Signatories)

Telephone number and Fax number

Registration number

E- Mail address

**7. OTHER TERMS / CONDITIONS (Please, Read Carefully)**

- Filled price offer should be in EURO currency and excluding VAT since the project is VAT exempted (zero VAT Invoice will be requested).
- There will be NO extra compensation for any extra efforts than the demanded ones.
- All submitted documents should be signed by the applicant.
- The maximum duration for the assignment is maximum 4 months, starting from 01/12/2023 up to 31/03/2024.
- The gross amount shall be subject to any further deductions according to Palestinian Law and the company hereby irrevocably authorizes APLA to deduct any such taxes and remit same to the relevant authorities.
- All deliverable (**The Project Midterm Evaluation**) should be submitted in two languages: **English and Arabic.**
- The cost of Advertising shall be paid by the winner.
- 5% bank guarantee, or certified bank check should be submitted with the full offer valid for 90 days.
- Financial Offer and Technical offer including the methodology and the workplan shall be submitted in sealed envelopes separately, (one for Financial Offer and the other for Technical Offer.)





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### Declaration:

By submitting this Price Offer, The Firm/Company ..... declares renouncing his/her own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions of APLA.

Price quotations will be in EURO and excluding VAT.

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: / /2023.

**Finance and Admin Manager**

**Reem Ja'as**



**Executive Director**

**Abdallah Anati**



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**Annex 1: FINANCIAL OFFER**

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

| Description/ Activity                     | Unit | Quantity | Unit Price<br>in EURO | Total Price of<br>the<br>Assignment |
|---|------|----------|-----------------------|-------------------------------------|
| 1- Conducting PROJECT MIDTERM EVALUATION, | LS   | 1        |                       |                                     |
| GRAND TOTAL (EURO) in Numbers             |      |          |                       |                                     |
| GRAND TOTAL (EURO) in Words               |      |          |                       |                                     |

**Signature/Stamp of the Vendor**

\_\_\_\_\_

Date: / /2023.

