

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 Price Offer (RFPO) "Supply of Furniture" Reference Code: APLA/RFPO-2026-05

Issue Date: 28 Sep. 2026

1. Contact Person at APLA

NAME:	Areej Abu Raidah
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2. Background

Established in 1997, **The Association of Palestinian Local Authorities** – APLA is an independent institution that brings together all Local Government Units – LGUs across Palestine. APLA's core mission is to represent the collective interests of LGUs, enhance their capacities through strategic advocacy and lobbying, and promote the exchange of information and best practices. APLA further serves as a channel of dialogue between the central government and LGUs, advocates for the rights of LGUs, and represents them at national, regional, and international levels, with a view to enabling them to improve the quality of services provided to Palestinian citizens.

3. Objective of the RFPO

Main Objective:

To increase APLA's Institutional capacity to implement its goals and duties in an appropriate working environment, and in order to support the working conditions for the staff of APLA, through the supply of the following office furniture items:

No.	Item	Quantity
1	Employee Desk	2
2	Cabinet-Model 1	4
3	Cabinet-Model 2	2
4	Cabinet-Model 3	2
5	Visitor / Reception Chair	8
6	Employee Chair	6

The technical specifications for the requested items in the attached **Annex 1**.





Delivery: The items should be delivered and placement within 1 month from the purchase order.

4. Tender Requirements

4.1 Selection and Awarding Criteria

The selection of the company will be based on financial evaluation only; the bid will be awarded to the lowest responsive price meeting the required technical specifications.

4.2 Tender Instructions

A. Vendor must submit the following documents:

1. The financial offer, including the unit price and total price for each item (using Annex 2).
2. The completed RFPO, including all pages, Annex 1 and Annex 2 must be signed and stamped.
3. Catalogs, photos and specifications of proposed items should be drafted in English.
4. Valid deduct at source certificate.

B. Special Tender Conditions:

1. The offer must be in English language only.
2. The prices should be in EURO Excluding VAT (VAT- Exempted).
3. Compensation will only cover the outlined tasks. The vendor is responsible for any additional costs incurred.
4. Offer shall be submitted by hand to APLA office, 2nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine, no later than 08th Oct.2026 at 3:00 pm, as stated in the tender document.

5. IDENTIFICATION OF THE FIRM/COMPANY

Last name, first name (Authorized Signatories)	
Telephone number	
E- Mail address	
Stamp	



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Vendor Declaration:

By submitting this Price Offer, The Company (Company Name) declares renouncing their own (sales) conditions and commits to performing this order in accordance with the provisions of the requested conditions in RFPO attached, and for the price offered.

Price quotations will be in **EURO Excluding VAT**.

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

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

Date: / /

Financial and Administrative Manager

Reem Jaas

Executive Director

Abdallah Anati





ANNEX 1: Technical Specifications
Supply of Office Furniture
Reference Code: APLA/RFPO-2026-05

#	Item	Specifications	
1	Employee Desk	Size	- Dimensions (160) X (70) cm, and (75cm) height
		Quantity	- 2 Employee Desk
		Extension	- Extension to the main desk, dimensions (150) X (50) cm, and (65cm) height. - 4 drawers' unit (13 X 39.5) cm, Equipped with a central lock. - One locker with Tow sliding door (35 X 51) cm for each door with Inside one shelves and partitions of the same wood. - In the middle of drawers & locker, Empty space (22.5 X 51) cm. - Orientation: Exact orientation (Left/Right-Handed) to be determined after on-site measurement.
		Materials	- Top surface made of (MDF) Wood panels with laminated melamine surface with the light brown color. The edges are covered with smoothly treated plastic (1.5 mm) cover. - Top surface board thickness: Minimum 25 mm to prevent bending. - Surface shall be scratch proof - All corners and edges must be hand-sanded and rounded to remove sharp edges and splinters.
		Legs of the desk	- Wooden of the same quality of the surface (with in the office)
		Other Specifications	- All the desks' components must be raised over the ground with special plastic parts under legs of at least 10mm Hight.





			- Must include cable management grommets on the top surface. - All screws, bolts, pins, and pipe-type handles and Accessories must be made of rust-proof stainless steel. - Minimum one year warranty
2	Cabinets -Model 1	Size	- Dimensions (80) X (40) cm, and (200cm) height
		Quantity	- 4 Cabinets
		Outside Design	- 4 doors - The lower 2 doors are of the same wood (80 X 40) cm, with Inside one shelves and partitions of the same wood with high-quality central locks. - The upper 2 doors are of Glass (39.5 X 112) cm. Glass must be tempered safety glass (minimum 5 mm thickness). Color: Transparent black, with Inside two shelves and partitions of the same wood.
		Materials	- Made of (MDF) Wood panels with laminated Formica surface with light brown color. - Board Thickness: Minimum 18 mm for sides, doors, and internal shelves.
		Other Specifications	- Surface shall be scratch proof - The cabinet must be raised over the ground with special plastic parts (4 Pieces) installed on the lower corners of at least (20-30) mm Hight. - All edges and corners must be smoothly hand-sanded, rounded, and covered with durable edge banding. - Doors must feature soft-close hinges. - All hinges, handles, screws, and accessories must be made of rust-proof stainless steel.





			- Minimum one year warranty
3	Cabinets-Model 2 	Size	- Dimensions (218) X (54) cm, and (90cm) height
		Quantity	- 2 Cabinets
		Outside Design	- 6 doors (76.5 X 35) cm for each door, equipped with 3 central locks (one lock per double-door compartment). - The same wood properties, with three lockers, with Inside one shelves and partitions of the same wood each locker.
		Materials	- Top surface made of (MDF) Wood panels with laminated melamine surface with the required color and a thickness of at least (28 mm). - Sides, doors and internal partitions are made of (MDF) Wood panels with laminated Formica surface with the light brown color. - Inside shelves and partitions of the same wood and over the required design. - Board Thickness: Minimum 18 mm for sides, doors, and internal shelves.
		Other Specifications	- Top surface and doors shall be scratch-proof, stain-resistant, and water-resistant. - The Counter must be raised over the ground with special plastic parts (6 Pieces) installed at the bottom of the cabinet of (20-30) mm Hight. - All edges and corners must be smoothly hand-sanded, rounded, and covered with durable edge banding. - Doors must feature soft-close hinges. - All hinges, handles, screws, and accessories must be made of rust-proof stainless steel. - Minimum one year warranty





4	Cabinet Model 3		Size	- Dimensions: Total Width (106 cm) [106 cm per unit] X Depth (60) cm, and Height (240 cm).
			Quantity	- 2 Cabinets
			Outside Design	- Upper Section: 2 wooden doors in total (2 short doors, 80 cm height). - Lower Section: 2 continuous full-length long wooden doors in total (2 long doors, 160 cm height) extending to the base, perfectly aligned with the upper doors. - Inside layout: Internal shelves spaced every (45-50) cm inside each unit made of the same wood.
			Materials	- Made of (MDF) Wood panels with laminated Formica surface in Light Brown color. - Inside shelves and partitions of the same wood and over the required design. - Board Thickness: Minimum 18 mm for sides, doors, and internal shelves.
			Other Specifications	- Top surface and doors shall be scratch-proof, stain-resistant, and water-resistant. - Cabinet must be raised over the ground with special plastic parts (4 Pieces) installed at the bottom of the cabinet of at least 30 mm Height. - All edges and corners must be smoothly hand-sanded, rounded, and covered with durable edge banding. - Doors must feature soft-close hinges. - All hinges, handles, screws, and accessories must be made of rust-proof stainless steel. - Minimum one year warranty.
			Note	- Supply and install 4 new lower wooden doors (160cm height each)



State of Palestine

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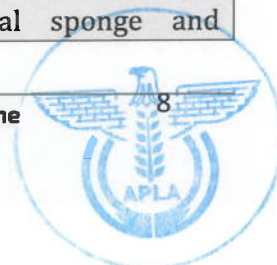


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			for the existing two cabinet units on-site. The color, material (Light Brown Formica MDF), handles, and hinges must match the existing upper doors and frame exactly.
5	Visitor / Reception Chair	Size	- Maximum and minimum Height's are (95 cm and 90 cm respectively), Back Size: 50 cm (W)X 55 cm (H). Seat Size: 50 cm (W) X 50 cm (D)
		Quantity	- 8 Chairs
		Material	- High quality chair that laminated with high pressure special sponge and covered by selected office furniture black leather. - Legs and hands are made of heavy-duty chrome-plated metal. - Upholstery material must be high quality, antibacterial, waterproof, washable, scratch-resistant, and corrosion-resistant.
		Other Specifications	- Cantilever (Sled) base design providing stability without revolving mechanism. - Bottom frame equipped with anti-scratch non-slip plastic/rubber protective glides. - Armrests covered with soft leather-padded arm covers. - All accessories must be made of rust-proof stainless steel. - Minimum one year warranty
6	Employee Chair	Size	- Maximum and minimum Height's are (110 cm and 90 cm respectively), Back Size: 50 cm (W)X 60 cm (H). Seat Size: 50 cm (W) X 55 cm (D)
		Quantity	- 6 Chairs
		Material	- High quality chair that laminated with high pressure special sponge and



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دولة فلسطين

الاتحاد الفلسطيني
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covered by selected office furniture leather OR very high-quality fabric.

- Legs and hands are made of metal painted and covered by plastic covers of same color.
- Heavy-duty inner wooden base for backrest and seat.
- Upholstery material must be high quality, antibacterial, waterproof, washable, scratch-resistant, and corrosion-resistant.

Other Specifications

- Chairs should have a full 360o revolving mechanism with 17 deg. maximum tilt only with a tilt tension adjustment facility.
- 5 rolling wheels of a very high quality.
- 2 gears for easy adjustment front-back and up-down.
- All accessories must be made of rust-proof stainless steel.
- Minimum one year warranty

Notes:

- The supplier must conduct a site visit to APLA office to take all actual on-site measurements for non-standard items prior to manufacturing.
- All supplied items must match the existing furniture color at APLA office. The supplier must submit catalogs, physical material/fabric samples, or wood color swatches for APLA's before starting manufacturing.



**ANNEX 2: FINANCIAL OFFER**
"Supply of Office Furniture"

Reference Code: APLA/RFPO-2026-05

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

No.	Description	Unit	Quantity	Unit Price in EURO	Total Price in EURO
1	Employee Desks	Desk	2		
2	Cabinet-Model 1	Cabinet	4		
3	Cabinet-Model 2	Cabinet	2		
4	Cabinet-Model 3 (Including the Additional Doors)	Cabinet	2		
5	Visitor / Reception Chair	Chair	8		
6	Employee Chair	Chair	6		
GRAND TOTAL (EURO Excluding VAT) in Numbers					
GRAND TOTAL (EURO Excluding VAT) in Words					

Note:

- Prices must include all supplies, submitted samples, raw materials, accessories, transportation, delivery, and full on-site installation in APLA Office.

