



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

REQUEST FOR PRICE QUOTATION (RFPQ) - EXTENSION OF SUBMISSION DATE

Supply of Office Furniture

REFERENCE CODE: APLA/EU-MAAP/2022-02

ADDENDUM No. 1 EXTENSION OF RFPQ SUBMISSION DATE

This addendum follows the Request for Price Quotations for the above title that appeared on JOBS on 17 Feb 2022 and on the APLA's Internet Website on the same date.

Issue Date: Feb. 17, 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:	+972 2 2960712
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E-MAIL:	m.musleh@apla.ps

2. OBJECT OF THE REQUEST

APLA's 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.

Project Brief:

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.

The Main Objective of The Assignment:

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 and to meet the upscale of APLA's organizational structure as per the MAAP project, APLA intends to purchase selected **Office Furniture**. The general specifications and needed quantities are included in this quotation. The supplier (company) should support APLA with catalogs, photos, specifications, and quality assurance for each item attached to their offer.

In this regard, APLA is seeking for a supplier to supply and install the following **Office Furniture** items as attached in Term of Reference, Annex (1).

- Workstation (Quantity 5 separate desks)
- Employee desks (Quantity 4)
- Revolving office chairs (Quantity 5)
- Wooden Cabinets of different sizes and designs (Quantity 12)

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: Sunday, 06/03/2022. TILL 12:00 PM
	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 SEALED ENVELOPES 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- Catalogs and photos 4- Filled & Signed RFPQ (Sign all papers).
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. Awarding criteria

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

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

#	Item	Score
A	Technical evaluation - Quality of suggested items	50%
B	Financial Evaluation	50%



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The company must take the following points in to consideration:

1. Payment: it will be only one payment for the total assignment over the completion of the work in line with providing all supporting documents.
2. Catalogs, photos and specifications of proposed items should be drafted in English.
3. Nine cost items are requested to be filled; each item should have a separate price offer.
4. Filled price offer should be in Euro currency.
5. Filled prices should be Excluding vat (VAT- Exempted)

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: Sunday 6th Mar. 2022.

7. IDENTIFICATION OF THE VENDOR/ COMPANY/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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Vendor 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: / 03 /2022.

FAO

Diana Jadallah

EXECUTIVE DIRECTOR

Abdallah Anati



Annex 1: TOR - Supply of Office Furniture

[APLA/EU-MAAP/2022-02](#)

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.

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2. Objective of the assignment:

The assignment aims basically to implement the shopping of the following office furniture items:

- Workstation (Quantity 5 separate desks)
- Employee desks (Quantity 4)
- Revolving office chairs (Quantity 5)
- Wooden Cabinets of different sizes and designs (Quantity 12)



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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 Hazel based color, and the color of the delivered items should comply with the existing furniture of APLA office. (The company may visit APLA office to check the color before design or delivery)
- The company MUST attach photos, catalogs or any other specifications of the items with their offer
- The company MUST take the actual measurements for the non-standard required elements by visiting APLA office before they start the manufacturing process and through the supervision of APLA management.
- The company MUST give at least one-year warranty for all purchased elements.
- In his tender, the tenderer will include a statement certifying that he undertakes to: Maintaining and repairing the supply during a 1-year period and through a separate contract, either by his own services or through subcontractors.
- The price of furniture includes Supplies, Submitted Samples, Raw Materials, Accessories, Workmanship, transportation and distribution of furniture in the spaces
- All supplied furniture 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.
- All Screws, bolts, nails, pins, parts, and accessories should be stainless steel and unable to rust.
- All textile, fabric, and leathers shall be used in upholstery must be high quality, antibacterial, waterproof, washable, and unable to scratches and corrosion. The contractor should submit samples for approval before manufacturing and assembling.
- All corners and edges of all parts shall be carefully hand sanded and rounded to remove sharp corners and splinters and shall be smooth to the touch edge banding and rubber moldings.
- Drawer sliding rail should be multi rollers/ Spinners type, and stainless-steel handle should be pipes type.
- All desks, cupboards, cabinets, counters, and shelves offered must be in the same color in same site. Similarly, all chairs must be in the same color and paint saturation degree. All custom-made furniture works to be approved before painting.
- Delivered furniture should be submitted item by item, piece by piece to supervision and should be similar to approved sample or approved catalogue.
- Delivered furniture should be distributed according to furnishing plan with same quantity.
- The keys, spare parts and accessories should be submitted to the owner/beneficiary.
- The drawing of ready-made furnishing items is only for indication and illustration



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3.2 Special Required specifications:

The special required technical specifications for each item in this RFPQ include the main points that each item must hit to be within the accepted ones. Following are the main required technical specifications for the needed furniture items:

3.2.1 Workstation (Consists of 5 separate Employee Desks):

- Size: Main surface dimensions (150) X (60) cm, and (75cm) height
- Minor attached (separate unit) to form (L) shape to the main office with dimensions of (50x70) cm and must be on same height of the main.
- Minor attached (separate unit) 3-drawers unit, (60 cm) Hight, on wheels, with one locker.
- Material: Top surface made of (MDF) Wood panels with laminated melamine surface with the required color. The edges are covered with smoothly treated plastic (1.5 mm) cover.
- Legs of the desk and Minor attach L shaped unit: either wooden of same quality of the surface, or metal elements with galvanized oven-painted and highly treated surface against different circumstances.
- Surface shall be scratch proof
- All the desks' components must be raised over the ground with special plastic parts under legs of at least 10mm Hight.
- All accessories and parts must be of good quality
- Minimum one year warranty



Explanatory guiding photos for Desks (ONLY for clarification)

3.2.2 Employee Desks (Quantity 4 desks):

- Same specifications as the previous workstation separate desks colors, types and dimensions, REF. (3.2.1) specifications.

3.2.3 Revolving Office chairs (Quantity 5)

- Size: Maximum and minimum Hight'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)



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- Material: Wooden back and seat that laminated with high pressure special sponge and 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.
- Chairs should have a full 360° 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 and parts must be of good quality
- Minimum one year warranty



Explanatory guiding photos for the Revolving chairs. (ONLY for clarification)

3.2.4 Wooden Cabinets

3.2.4.1 (Model 1) Cabinet (Quantity 7)

- Size: Standard files cabinet dimensions (80) X (40) cm, and (200cm) height
- Material: made of (MDF) Wood panels with laminated Formica surface with the required color.
- Doors: 4 doors, the lower 2 doors are of the same wood, and the upper 2 doors are of Glass.
- 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 accessories and parts must be of good quality
- Minimum one year warranty



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Explanatory guiding photos for (Model 1 Cabinet). (ONLY for clarification)

3.2.4.2 (Model 2) Cabinet (Quantity 1)

- Size: Dimensions (180) X (40) cm, and (250cm) height
- Material: made of (MDF) Wood panels with laminated Formica surface with the required color.
- Doors: 8 doors of the same wood properties, 4 upper doors with tow lockers, and 4 lower doors with two lockers.
- Surface shall be scratch proof
- The cabinet must be raised over the ground with special plastic parts (6 Pieces) installed at the bottom of the cabinet of at least (20-30) mm Hight.
- Inside shelves and partitions (each 35-40) cm of the same wood and over the required design by APLA.
- All accessories and parts must be of good quality
- Minimum one year warranty



Explanatory photo for (Model 2 Cabinet). (ONLY for clarification)



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3.2.4.3 (Model 3) Cabinet (Quantity 1)

- Size: Dimensions (160) X (57) cm, and (90cm) height
- Material: 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 required color.
- Doors: 4 doors of the same wood properties, with tow lockers.
- Surface shall be scratch proof
- 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.
- Inside shelves and partitions (each 30 cm) are of the same wood and over the required design by APLA.
- All accessories and parts must be of good quality
- Minimum one year warranty



Explanatory guiding photo for (Model 3 Cabinet). (ONLY for clarification)

3.2.4.4 (Model 4) Cabinet (Quantity 1)

- Size: Dimensions (220) X (57) cm, and (90cm) height
- Material: 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 required color.
- Doors: 5 doors of the same wood properties, with three lockers.
- Surface shall be scratch proof
- 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.
- Inside shelves and partitions of the same wood and over the required design by APLA.
- All accessories and parts must be of good quality
- Minimum one year warranty



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Explanatory guiding photo for (Model 4 Cabinet). (ONLY for clarification)

3.2.4.5 (Model 5) Cabinet (Quantity 1)

- Size: Dimensions (200) X (30) cm, and (150 cm) height
- Material: made of (MDF) Wood panels with laminated Formica surface with the required color for the back and boundary.
- Doors: 5 doors of 50 cm height of the same wood properties, with three lockers (the lower part of the cabinet).
- Well-designed shelves (each 20-30 cm) with a suitable slope for presenting publications, booklets and reports. Glass shelves are preferred.
- The showcase must be raised over the ground with special plastic parts (6 Pieces) installed at the bottom of the case of (20-30) mm height.
- All accessories and parts must be of good quality
- Minimum one year warranty



Explanatory guiding photo for (Model 5 Cabinet). (ONLY for clarification - The requested one is grounded)



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3.2.4.6 (Model 6) Cabinet (Quantity 1)

- Size: (The unit consist of 2 identical units), dimensions of each: (115) X (45) cm, and (270cm) height
- Material: made of (MDF) Wood panels with laminated Formica surface for boundary, doors and shelves with the required color.
- Doors: 2 upper doors with a height of (80 cm) of the same wood properties, with one locker (for each unit)
- Each (35-40) cm shelves inside each unit.
- Surface shall be scratch proof
- Each 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 Hight.
- All accessories and parts must be of good quality
- Minimum one year warranty



Explanatory photo for (Model 6 Cabinet). (ONLY for clarification - Note that doors are upper, and shelves are lower)

Remark:

- The company should provide a detailed description of each item to be purchased (size, color, warranty), and must contact APLA to insure the exact dimensions and quality of the specified items according to the technical specifications.

4. Timeframe

Delivery of all the items shall be within 30 days from the purchase order



5. Scope of Services

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

Tasks	Description
Task One: Purchase a total of (Workstation) consists of (5) Employee desks	Deliver and place at APLA's premises 5 employee desks of (150) X (60) cm, and (75cm) height, with minor attached separate unit (50x70) cm to form (L) shape to the main office, and separate unit of 3-drawers unit, (60 cm) height with one locker, as specified in article 3.2 (Special Required specifications)
Task Two: Purchase of (4) employee desks	Deliver and place at APLA's premises 4 employee desks of same specifications as the previous description of task one (Identical units), as specified in article 3.2 (Special Required specifications)
Task Three: Purchase of 5 revolving office chairs	Deliver and place at APLA's premises 5 revolving office chairs employee desks of height (90 - 110 cm), back size (50x60 cm), and seat size 50x55 cm), as specified in article 3.2 (Special Required specifications)
Task Four: Purchase a total of (12) Wooden Cabinets	Deliver and install at APLA's premises: <ul style="list-style-type: none"> - 7 Cabinets of model (1) of (80x40) cm, and (200cm) height - 1 Cabinet of model (2) of (180x40) cm, and (250cm) height - 1 Cabinet of model (3) of (160x57) cm, and (90cm) height, - 1 Cabinet of model (4) of (220x57) cm, and (90cm) height, - 1 Cabinet of model (5) of (200x30) cm, and (150cm) height, - 1 Cabinet of model (6) consisting of 2 identical units each of (115x45) cm, and (270cm) height, All as specified in article 3.2 (Special Required specifications)

6. Deliverables

Task	Deliverables	Due Date
Task One	<u>Deliverables #1:</u> Workstation consists of (5) Employee desks	30 days from PO
Task Two	<u>Deliverables #2:</u> 4 Employee desks	30 days from PO
Task Three	<u>Deliverable #3:</u> 5 Revolving chairs	30 days from PO
Task Four	<u>Deliverable #4:</u> 12 Wooden cabinets	30 days from PO



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

- The company will be remunerated after the delivery of all specified deliverables.
- The final remuneration for the company will be following the financial offer submitted by the company concerning each item, all quantities should be purchased on time, otherwise APLA will consider the company failed in executing the action.
- There will be **NO** extra compensation for any extra executed quantities than the demanded target, Extra measurements for any of the items doesn't mean extra compensation.
- The company should submit a signed financial offer in the sealed offer envelope with the bidding documents.
- The 'outputs' of the assignment will be considered as "deliverables" over the approval by APLA.
- The company shall ensure close cooperation and coordination with APLA
- The offer must include a **bid entry warranty** (كفالة دخول عطاء) with an amount of **(300 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 excepted.
- The fees of buying the tender is (100 NIS) / nonrefundable, and should be paid in APLA Bank Account:
Name of the Bank: The National Bank – Al-Masyoun Branch
Account Number: 10082774
Name: Association of Palestinian Local Authorities
IBAN (ILS): PS78TNBC00000000001006087996
- any other costs required in implementing the assignment is the responsibility of the tender winner.
- Tender advertisement fees are the responsibility of the tender winner.
- APLA is not committed to the lowest price offer, but to the best evaluated offer, (Financially and technically).
- all submitted papers should be signed and stamped too.

Document to be submitted (One envelope):

- 1- ANNEX (1): signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer.
- 3- FILLED & signed RFPQ (Sign all papers).
- 4- Catalogs and photos.



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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	Total Price in EURO
1- Workstation desks	Disk	5		
Total amount in letters for item (1):				
2- Employee Desks	Disk	4		
Total amount in letters for item (2):				
3- Revolving chairs	Chair	5		
Total amount in letters for item (3):				
4- Wooden Cabinets				
4.1- (Model 1) Cabinet	Cabinet	7		
4.2- (Model 2) Cabinet	Cabinet	1		
4.3- (Model 3) Cabinet	Cabinet	1		
4.4- (Model 4) Cabinet	Cabinet	1		
4.5- (Model 5) Cabinet	Cabinet	1		
4.6- (Model 6) Cabinet	Cabinet	1 (2-identical units)		
Total amount in Numbers for item (4):				
.....				



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Total amount in letters for item (4):

.....

GRAND TOTAL (EURO) in
Numbers

GRAND TOTAL (EURO) in Words

Signature of the Vendor

Date: / 03 /2022.