



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities



This Project is Funded by



EUROPEAN UNION

REQUEST FOR PRICE QUOTATION (RFPQ)

Supply of IT Equipment

REFERENCE CODE: **APLA/EU-MAAP/2022-04**

Issue Date: 9th Mar 2022.

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
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2. OBJECTIVE 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.



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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 **IT Equipment**. The general requirements, technical 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 **IT Equipment** items as attached in Term of Reference, Annex (1).

- Laptops (Quantity 6)
- Printers (Quantity 2)
- Telephones (Quantity 4)

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 02:30 PM, Sun. 20 th Mar 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: (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)	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer. 3- Filled & Signed RFPQ (Sign all papers). 4- Catalogs and photos.
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
- B. Financial Evaluation

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. Five 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)



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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: 02:30 PM., 20 th Mar. 2022

7. IDENTIFICATION OF THE VENDOR/ 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



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Annex 1: TOR - Supply of IT Equipment

APLA/EU-MAAP/2022-04

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 a 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 the following IT equipment items:

- Laptops (Quantity 6)
- Printers (Quantity 2)
- Telephones (Quantity 4 = 3 Land phones + 1 Cordless phone)

3. General Requirements and Technical Specifications:

3.1 General Requirements:

- All tendered equipment MUST comply with the required specifications.
- All tendered equipment MUST be of Brand Name.
- The Tenderer MUST attach catalogs, photos, or any other specifications of the items with the offer.



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- The awarded firm/company MUST give at least the indicated warranties for all purchased elements.
- In his tender, the Tenderer Must include and confirm a statement certifying that he undertakes to: Maintaining and repairing the supplies (except consumables like ink, batteries, .. etc) during the warranty period on his expenses, either by his own services or through subcontractors.
- The price of supplies should include all accessories, workmanship, transportation, and distribution of all equipment in the indicated spaces.
- All supplies should be according to approved samples.
- The description of items in the Financial Offer is not subject to be separated or decreased, but any enhancement or additions needed to complete works should be included without any additional costs.

3.2 Technical Specifications:

The 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 Laptop equipment items:

3.2.1 Laptop:

- Power supply: 220 - 240 VAC, 50 Hz
- Operating System: Windows 10 professional
- Processor: Core i7 with intel UHD
- Memory: 32 GB DDR4- 2400 SDR RAM
- Internal Storage: 512 GB PCIe NVME SELF ENCRYPTED OPALS three
- Display: 15 Inch with HD web cam
- IR slim touch screen
- Wireless technology and Bluetooth.
- Network 10/100/1000 with wireless technology plus Bluetooth
- Expansion slots: 1 smart card reader
- Fingerprint Sensor
- Keyboard spill resistant with drain pointing device
- Battery: 3 cell 56 WHR long life
- Wireless Mouse.
- Headset.
- High quality carrying case.
- Warranty: Three-years

3.2.2 Printer:

3.2.2.1 Inkjet A3-Printer:

- Power supply: 220 - 240 VAC, 50 Hz
- All-in-One Printer; Ink Cartridges; Power cord; Phone Cord; CD-ROM
- Ports: 1 Host USB; 1 Ethernet; 1 Wireless modem port
- Direct print supported: Wireless direct printing; USB printing
- Copier settings: No. of Copies; Quality; Tray Selection; Lighter/Darker; Paper size; Resize; One and Two-sided; binding Margin; Crop; Copy preview



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- Colored copy
- Copy reduce / enlarge: down to 25% - up to 400%
- Copy speed: not less than 30 per minute
- Copy resolution: not less than 480 dpi
- Fax: Yes, colored, auto Reduction; auto redial, not less than 240 dpi, memory not less than 100 pages, transmission speed not more than 4 sec/page
- Memory
- Mobile printing
- Input paper capacity not less than 200 normal sheets, 44 card sheet, 30 envelopes
- Paper size: at least A5, A4, A3
- Duplex printing
- Print speed not less than 30 ppm
- Print cartridges 4
- Warranty: One-year or 200,000 copies

3.2.2.2 Monochrome Printer:

- Multi-function Printer: Print, scan, copy
- Technology: Laser.
- Standard connectivity: support two-way connection Ethernet Network & wireless printing.
- Support cloud printing.
- Instant ink: High black yield ink.
- Print speed ISO: Up to 24 ppm black or higher.
- Fast print, save time with Smart Tasks shortcuts
- Paper size: at least A4
- Two- sided printing: Automatic
- Auto document feeder up to 35ps or higher.
- Additional 250 sheets input tray.
- At least one-year warranty.

3.2.3 Telephone:

3.2.3.1 Land Phone:

- Power supply: 220 - 240 VAC, 50 Hz
- HD IP phone
- Standards: SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP/RARP, ICMP, DNS (A record, SRV, NAPTR), DHCP, PPPoE, SSH, TFTP, NTP, STUN, SIMPLE, LLDPMED, LDAP, TR-069, 802.1x, TLS, SRTP.
- Network Interfaces: Dual switched auto-sensing 10/100 Mbps Ethernet ports.
- Graphic display: Clear backlit graphical LCD display.
- HD audio on speakerphone and handset.
- Full duplex speaker
- SIP accounts and programmable context keys.
- Other features: hold, transfer, forward (unconditional/no-answer/busy), 3-way conferencing call park/pickup, shared-call appearance (SCA), Downloadable phonebook, call waiting, call history, off-hook auto dial, auto answer, click-to-dial, flexible dial plan.
- Base Stand, Headset jack, 2 angled positions, wall mountable



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- Warranty: One-year

3.2.3.2 Cordless Phone:

- Power supply: 220 - 240 VAC, 50 Hz
- Standards SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP/RARP, ICMP, DNS (A record, SRV, NAPTR), DHCP, PPPoE, SSH, TFTP, NTP, STUN, SIMPLE, LLDP-MED, LDAP, TR-069, 802.1x, TLS, SRTP.
- Range: 300 m outdoors and 50 m indoors. Air Interface: DECT Frequency bands 1800 - 1900 MHz
- Number of Channels: Not less than 3
- Other Features: Hold, transfer, forward (unconditional/no-answer/busy), 3-way conferencing, downloadable phonebook, call waiting, call history, auto answer, flexible dial plan, music on hold, server redundancy and fail-over
- Warranty: One-year

3.3 Remark:

- The company should provide a detailed description of each item to be purchased (Brand, operation and settings manual, size, color, warranty).
- Price should exclude VAT (VAT Exempted)

4. Timeframe

Delivery of all the items shall be within 30 days from the Purchase Order date

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 of (6) Laptops	Deliver, place, connect, test and operate at APLA's premises (6) Laptops as specified in article 3.2 (Technical Specifications)
Task Two: Purchase of (2) Printers	Deliver, place, connect, test and operate at APLA's premises (2) Printers: (One Inkjet A3-Printer and One Monochrome Printer), as specified in article 3.2 (Technical Specifications)
Task Three: Purchase of (4) Telephones (3 Land phones + 1 Cordless phone)	Deliver, place, connect, test and operate at APLA's premises (4) Phones: (3 Land phones and 1 Cordless phone), as specified in article 3.2 (Technical Specifications)



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6. Deliverables

Task	Deliverables	Due Date
Task One	<u>Deliverables #1:</u> Six Laptops	10 days from PO
Task Two	<u>Deliverables #2:</u> Two Printers (One Inkjet A3-Printer and One Monochrome Printer)	10 days from PO
Task Three	<u>Deliverable #3:</u> Four Phones (Three Land phones and One Cordless phone)	10 days from PO

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 specifications than the demanded ones.
- The 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 company shall ensure close cooperation and coordination with APLA
- 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, specifications, 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- Laptop	laptop	6		
Total amount in letters for item (1):				
2- Inkjet A3-Printer	printer	1		
Total amount in letters for item (2):				
3- Monochrome Printer	printer	1		
Total amount in letters for item (2):				
4- Land Phone	phone	3		
Total amount in letters for item (3):				
5- Cordless Phone	phone	1		
Total amount in letters for item (4):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / 03 /2022.

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