



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

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REQUEST FOR PRICE QUOTATION (RFPQ)

Supply of "Design and Printings"

REFERENCE CODE: APLA/EU-MAAP/2023-04

Issue Date: 06 June 2023.

1. CONTACT PERSON AT APLA	
NAME:	Maria Bairat
FUNCTION:	Procurement and Accounting Coordinator
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
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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.

The Main Objective of The Assignment:

- To increase APLA's Institutional capacity to implement its goals and duties in a high scale of transparency;
- To meet APLA's Communication and Visibility Plan (CVP) which covers a concrete component of the MAAP project; and
- To raise awareness materials, particularly in:





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- Providing a public disclosure of APLA's operating and financial activities over the past year, which increase the overall knowledge & awareness about APLA activities;
- Allocating of hard copies of Annual and Financial Reports for LGUs;
- Raising of the visibility of APLA to different stakeholders;
- Improving of APLA's internal branding;

The general requirements, technical specifications and needed services are included in this quotation. The supplier (firm) should support APLA with proven experience in such fields attached to their offer.

In this regard, APLA intends to hire a firm to supply services of "Supply of Design and Printings" items as attached in Term of Reference, Annex (1).

- Annual Report (Arabic + English) - Design and Print (Quantity 1000 Arabic ,200 English)
- Financial Statement and Auditor's Report (Arabic + English) in one volume - Print (Quantity 1000)

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, TUESDAY. 20 th Jun 2023.
	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 ONE 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- Filled & Signed RFPQ (Sign all papers). 4- Company profile. 5- Samples of previous similar work. 6- Valid source of deduction.
VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.	

4. TECHNICAL SPECIFICATIONS

Selections and Awarding Criteria

The firm has to submit the followings:

1. Samples of previous work similar to the requested items.
2. Company profile highlighting the qualifications and relevant experience in similar service.
 - At least 5 years of practical experience in relevant field.
 - Knowledge about public and / or Local Government sector will be an asset.

Awarding criteria

The selection of the firm will be based on both Technical and financial evaluation:





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- A. Technical Evaluation 60%
- B. Financial Evaluation 40%

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

1. Payment: it will be a lump sum payment for the total assignment upon the completion of the work.
2. **Three cost items were requested to be filled; each item should have a separate price offer.**
3. Filled price offer should be in Euro currency (Euro).
4. Filled prices should be excluding vat (VAT- Exempted).
5. **A zero-vat invoice** will be requested to process the payment.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفا - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Rasha Sarhan
	FUNCTION: Administrative & HR Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
E- MAIL: info@apla.ps	

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission bids: 3:00 PM., TUESDAY. 20th Jun 2023

7. IDENTIFICATION OF THE FIRM / 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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Firm / Company 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: / 06/2023.

FAO

Reem Jaas

EXECUTIVE DIRECTOR

Abdallah Anati





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Annex 1: TOR

Supply of Design and Printings

Reference Code: APLA/EU-MAAP/2023-04

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 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 supplies and related services' items:

- Annual Report (Arabic + English)- Design and Print (Quantity 1000 Arabic,200 English)
- Financial Statement and Auditor's Report (Arabic + English) **in one volume** - Print (Quantity 1000)

3. General Requirements and Technical Specifications:

3.1 General Requirements:

- All tendered items MUST comply with the required specifications.
- The tendering firm / company MUST attach Samples for a similar previous work.
- All supplies and related services should be according to approved samples before starting the execution of the action.
- Price should exclude VAT (VAT Exempted)

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. Followings are the main required technical specifications for the needed items:

3.2.1 Annual Report (Arabic + English):

- Size: A4
- Internal Pages:
 - Up to 140 Pages (70 Papers)





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- Weight: 140 gr
- Type: Matt Chromo without Sullivan
- Two Sides Printing
- Printing: Full Colors
- Binding: Perfect bound
- Cover:
 - 350 gr.
 - Matt chromo
 - UV Selective printing
 - With Sullivan Printing inside & Outside cover
- QR - Code on the cover page connected to the Report link to automatically open online when scanned

3.2.2 Financial Statement and Auditor's Report (Arabic + English) in one volume:

- Size: A4
- Internal Pages:
 - 20 Pages (10 Papers)
 - Weight: 80 gr
 - Type: Creamy Color Papers
 - Two Sides Printing
- Binding: stitch binding
- Cover:
 - 300 gr.
 - Matt chromo
 - Without Sullivan

The implementation period is expected to be 45 days from the Purchase Order date.

4. 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 Annual Report (Arabic) - Design and Printing (Quantity 1000)	Deliver at APLA's premises (1000) Annual Report (Arabic) - Design and Printing as specified in article 3.2 (Technical Specifications)
Task Two: Purchase of Annual Report (English) - Design and Printing (Quantity 200)	Deliver at APLA's premises (200) Annual Report (English) - Design and Printing as specified in article 3.2 (Technical Specifications)





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Task Three: Purchase of Financial Statement and Auditor's Report (Arabic + English) **in one volume** - Printing (Quantity 1000)

Deliver at APLA's premises (1000) Financial Statement and Auditor's Report (Arabic+English) **in one volume** - Printing as specified in article 3.2 (Technical Specifications)

5. Deliverables

Task	Deliverables	Due Date
Task One	Deliverables #1: 1000 Annual Report (Arabic)- Design and Printing	45 days from the Purchase Order date
Task Two	Deliverables #2: 200 Annual Report (English)- Design and Printing	45 days from the Purchase Order date
Task Three	Deliverable #3: 1000 Financial Statement and Auditor's Report (Arabic + English) in one volume - Printing	45 days from the Purchase Order date

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

- The firm / company will be remunerated after the delivery of all specified deliverables.
- The final remuneration for the firm / company will be following its submitted financial offer concerning each item, all quantities should be purchased on time, otherwise APLA will consider the firm / company failed in executing the action.
- There will be **NO** extra compensation for any extra specifications than the demanded ones.
- The firm / 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 firm / 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**
- All submitted papers should be signed and stamped too.

Documents 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- Company profile.
- 5- Samples of previous similar work.
- 6- Valid source of deduction.





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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- Annual Report (Arabic) - Design and Print	copy	1000		
Total amount in letters for item (1):				
2- Annual Report (English) - Design and Print	copy	200		
Total amount in letters for item (2):				
3- Financial Statement and Auditor's Report (Arabic + English) - Print	copy	1000		
Total amount in letters for item (3):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / 06/2023.

