



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities



Request for Price Quotation (RFPQ)
“Design and Print Commemorative Plaques”
Reference Code: APLA/EU-MAAP-RFPQ-02-2024

Issue Date: 17 July. 2024.

1. Contact Person at APLA	
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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.

APLA is implementing its **Multiannual Action Plan (MAAP) for 2021-2025**, a project substantially funded by the **European Union**. This project is designed to foster cooperation among Local Government Units (LGUs) by enhancing service delivery and promoting local participatory development. Focused particularly on the so-called Area “C”, MAAP aims to enhance territorial integration and aligns closely with APLA's strategic objectives. These objectives include reinforcing APLA's role as a representative and dialogue partner for LGUs with the Palestinian Authority, and supporting the LGUs' contributions to the foundational processes of the future State of Palestine. By doing so, MAAP strives to bolster the institutional and operational capacities of APLA and its member LGUs, ensuring a coordinated and robust approach to local and national development.

3. Objective of the RFPQ

Main Objective of the Assignment:
To significantly boost the visibility and communication efforts of the Association of Palestinian Local Authorities (APLA) under the MAAP project. This involves ensuring a consistent and professional presentation of APLA's initiatives, events, and campaigns, thereby effectively supporting its advocacy and outreach goals. All deliverables must align with APLA's branding book and guidelines, as well as its overarching communication objectives.





Specific Objectives of the Assignment:

Design and print the following Items:

No.	Item	Quantity
1	Design Commemorative Plaques	1
2	Print and Deliver Commemorative Plaques	26

The Technical Specifications for the items are attached in Annex 1.

Delivery: Items should be delivered within 9 months from the date of purchase order.

4. Tender Requirements

5.1 Vendor Qualifications

1. The company shall demonstrate their proven 5 years-experience in similar works.
2. The company shall meet the following criteria:
 - Experience in graphic design; including experience with designing and producing customized items such as commemorative plaques with specific material and design requirements.
 - Innovation and Creativity; ability to bring innovative and creative ideas to the project, enhancing the overall quality and impact of the materials produced.
 - Capability to provide the highest standards of quality in brand content, structure and security.

5.2 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.

5.3 Tender Instructions

A. Vendor must submit the following documents:

1. Company profile highlighting the qualifications and relevant experience and links to similar previous work, and team's CV's.
2. The completed RFPQ, including all pages and Annex 1, must be signed and stamped.
3. The financial offer, including the unit price and total price for each item.
4. Valid deduct at source certificate to issue a zero VAT invoice (Project is VAT Exempted).

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 24 July 2024 at 3:00 pm, as stated in the tender document.





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5. IDENTIFICATION OF THE FIRM/COMPANY

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



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 RFPQ attached, and for the price offered.

Price quotations will be in **EURO**.

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





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Annex 1: Technical Specifications
“Design and Print Commemorative Plaques”
Reference Code: APLA/EU-MAAP-RFPQ-02-2024

#	Item	Specifications
1	Design Commemorative Plaques	<ul style="list-style-type: none">▪ Size: 80*60▪ Quantity: 1
2	Print and Deliver Commemorative Plaques	<ul style="list-style-type: none">▪ Material: marble (Natural Italian Karrara),▪ Colour: colour degree chosen by the APLA,▪ Quality: free from defects and cracks, Beveled edges with rounded corners to avoid sharp edges▪ Dimensions: 80 * 60 * 4cm with internal groove to be inset 2 cm from the edge of the plaque, creating a framed effect, dimension of groove: half circle 1 cm diameter.▪ Surface polished for a glossy and attractive appearance.▪ treat the plaque with at least two layers of Protective Lacquer for weather protection.▪ four openings for the site of fixing screws with a diameter of 1.2 cm.▪ Providing of 4 stainless steel mounting jumbo bolts of 1 cm diameter, with decorative caps to conceal the bolts.▪ Laser engraved texting on the marble, engraving depth 1-2 mm.▪ Weather resistant ink used to fill the engravings to highlight text▪ Quantity: 26





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Annex 2: Financial Offer
“Design and Print Commemorative Plaques”
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#	Item /Unit	Quantity	Type	Price per Unit in Euro	Total Price in Euro
1	Commemorative Plaques	1	Design		
		26	Print		
Grand Total (EURO) in Numbers					
Grand Total (EURO) in Words					

