



Project Funded by
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Implemented
by UAWC

In Partnership with

Moving herders from aid dependence to self-sustaining growth through livestock husbandry development and market expansion (SULALAH) Project - DCI-FOOD/2013/320-941

LETTER OF INVITATION TO TENDER

19th May 2014
Ramallah

Our ref.: S-10-2014

Dear Sirs,

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF FURNITURE (100 PLASTIC CHAIRS, 20 OFFICE CHAIRS, 10 DESKS, AND 16 SHELVES) to Ramallah, East Bethlehem, and Jericho

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

- SECTION 1: CONTRACT NOTICE
- SECTION 2: INSTRUCTIONS TO TENDERERS
- SECTION 3: TENDER FORM
- SECTION 4: GENERAL CONDITIONS FOR SUPPLY CONTRACTS
- SECTION 5: FORMS:

- General information Form A
- Organisation chartForm B
- Power of attorney.....Form C
- Financial identification form..... Form D
- Administrative compliance grid Form F
- Evaluation grid Form G
- Work Plan Form H
- Legal Entity Form Form I
- Litigation History Form J
- Data on Joint ventures Form K
- Further Information Form L

SECTION 6: SPECIAL CONDITIONS

SECTION 7: TECHNICAL SPECIFICATIONS



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SECTION 8: FINANCIAL OFFER

SECTION 9: CONTRACT FORM

SECTION 10: GROUNDS FOR EXCLUSION

Yours sincerely,

Noura Maslamani

Procurement officer

Union of Agricultural Work Committees

SECTION 1: SUPPLY CONTRACT NOTICE



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< SUPPLY OF FURNITURE (100 PLASTIC CHAIRS, 20 OFFICE CHAIRS, 10 DESKS, AND 16 SHELVES)

<Location: Za'tarah – East Bethlehem & Ramallah & Jericho/ West Bank / Palestine>

1. Publication reference

S-10-2014

2. Procedure

Single Tender

3. Programme

2012 – Food Security Programme in the occupied Palestinian territory Livestock based Livelihood Support Programme – field level component – (LbL-f)

4. Financing

The project is co-financed by the European Union, in accordance with the rules DCI-FOOD/2013/320-941

5. Contracting authority

Union of Agricultural Work Committees,
Al-Masyoun- Al Tarifi Building "5th Floor", Ramallah,
Tel/fax: 02-2980316 / 02-2965545

CONTRACT SPECIFICATIONS

6. Description of the contract

Union of Agricultural Work Committees intends to procure the works for The Supply of furniture (100 plastic chairs, 20 office chairs, 10 desks, and 16 shelves) to Ramallah, East Bethlehem and Jericho. Distribution of numbers over districts is shown in the table below.

Location	No. of plastic chairs	No. of office chairs	No. of desks	No. of shelves
UAWC Office in Ramallah	30	17	7	9
Al-Ta'amreh cooperative for livestock development – East Bethlehem	40	2	2	4
Jericho cooperative association for livestock development - Jericho	30	1	1	3
Total Number	100	20	10	16



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7. Number and titles of lots

The tender is not divided into lots.

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participating companies shall be registered according to Palestinian laws.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide to contracts procedures for EU external actions.

10. Number of tenders

Tenderers may submit only one tender. Tenders for parts will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers **may not** submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

N/A

12. Performance guarantee :

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 7 days after the tenderer receives the award notice by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract may be considered void and a new contract may be drawn up and sent to the tenderer which has submitted the next most technically compliant tender.

13. Information meeting and/or site visit

You can contact: - Union of Agricultural Work Committees, Tel: 02-2980316, Contact person: Mohammed Njoum (059-8919659).

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.



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15. Period of implementation of tasks

The period of implementation is 30 days.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of tenderer. In case of tenderer being a public body, equivalent information should be provided.
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may *not* be considered appropriate by the Contracting Authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

17. Award criteria

The best value for money which is a combination of price (60%), quality/experience (15%) and work plan (25%).

The Contracting Authority has the right to delete or modify any item without any restraint by the tenderer.

The contracting authority will not necessarily choose on the basis of lowest price alone but will choose in accordance with the above-mentioned criteria.



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TENDERING

18. How to obtain the tender dossier

The tender dossier is available at the premises of Union of Agricultural Work Committees – Ramallah office (see item 5) upon payment of **22 euros** or **104 Shekels**. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing (mentioning the publication reference shown in item 1) at least **5 days** before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 3 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be sent to tenderers at least 3 days before the submission deadline.

19. Deadline for submission of tenders

The last date to submit the tenders is June 1, 2014- 12.00 p.m. in closed envelopes to the following address:-

Union of agricultural work committees

Al-Masyoun- Al-Tarifi Building "5th Floor", Ramallah

Tel/fax: 02-2980316/ 02-2965545

Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Any tender received after this deadline will not be considered.

20. Tender opening session

Tender opening session will be held on June 1, 2014 at 2:00 pm local time at UAWC office in Al-Masyoun – Al Tarifi building "5th Floor", Ramallah, and Tel/fax: 02-2980316 /02-2965545.

21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

22. Legal basis

The Project is co-financed by the European Union, in accordance with the rules of 2012 - Food Security Programme in the occupied Palestinian territory.

UAWC is the beneficiary of the grant contract, will act as the Contracting Authority for this tender as per signed contract with European Union no. DCI-FOOD/2013/320-941.



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Note: All tenders must be submitted in 1 original (signed & stamped); all tender documents must be filled and stamped by bidders attached with the following requested documents:

- 1. Country of origin certificate for the supplies:** شهادة منشأ توضح البلد المنتجة للمواد الموردة
- 2. The registration certificate for the company:** شهادة تسجيل الشركة
- 3. Valid deduction from origin:** شهادة خصم من المصدر سارية المفعول
- 4. Company's CV/ Profile:** السيرة الذاتية للشركة
- 5. Company's Financial Statements for the past three years:** القوائم المالية للشركة خلال السنوات الثلاث الماضية

Sincerely,

Noura Maslamani

UAWC Procurement officer

Union of Agricultural Work Committees