**Letter of invitation to tender**

8 February 2015

Ramallah

**Our ref.: 5-2015**

Dear Sirs,

**SUBJECT: INVITATION TO TENDER FOR Supply of food processing tools and EQUIPMENT TO Cooperatives and CBO’s IN Tulkarem (bal’a & kufr zeibad) and salfit (marda)**

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

Organization chart Form B

Power of attorney Form C

Financial identification form Form D

Administrative compliance grid …………………………………………… Form E

Evaluation grid …………………………………………………………………….. Form F

Installation Plan ………………………………………………………………..…. Form G

Legal Entity Form …………………………………………………………………. Form H

Litigation History ………………………………………………………….……... Form I

Data on Joint ventures ……..…………..……………………..……………. Form J

Further Information ……………………………..………………………………. Form K

SECTION 6: SPECIAL CONDITIONS

SECTION 7: TECHNICAL SPECIFICATIONS

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**

**<** **SUPPLY OF FOOD PROCESSING AND EQUIPMENT TO COOPERATIVES AND CBO’S IN TULKAREM (BAL’A & KUFR ZEIBAD) AND SALFIT (MARDA) >**

**<Bal’a & Kufr Zeibad– Tulkarem governorate, West Bank/ Palestine>**

**<Marda – Salfit governorate, West Bank/ Palestine>**

1. **Publication reference**

5-2015

1. **Procedure**

Negotiated procedure

1. **Programme**

2011 – Food Security Programme in the occupied Palestinian territory

1. **Financing**

The project is co-financed by the European Union, in accordance with the rules DCI-FOOD/2012/308-535

1. **Contracting authority**

Union of Agricultural Work Committees,

Al-Masyoun- Al Tarifi Building “5th Floor”, Ramallah,

Tel/fax: 02-2980316 / 02-2965545

**CONTRACT SPECIFICATIONS**

1. **Description of the contract**

Union of Agricultural Work Committees intends to procure the supplies of food processing tools and equipment to Salfit and Tulkarem Districts. Quantities and distribution are shown in the table below:

|  |  |
| --- | --- |
| **Item** | **Quantity**  |
| Plastic container 18 litres | 200 |
| Plastic container 10 litres | 600 |
| Stainless Table 304 L | 6 |
| Spoon | 12 |
| Dustpan | 12 |
| Jars (glass);660 – 720 ml | 2000 |
| Wooden grinder  | 10 |
| Stainless steel pots | 8 |
| Knives | 10 |
| Jars (glass);330 – 360 ml | 4000 |

 **\* Quantities per each location will be designated by UAWC later.**

**\* The Contracting Authority reserves the right to vary the quantities in the table above according to work progress.**

1. **Number and titles of lots**

This tender is **not** divided into lots.

**TERMS OF PARTICIPATION**

1. **Eligibility and rules of origin**

Participating companies shall be registered according to Palestinian laws.

1. **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.

1. **Number of tenders**

Tenderers may submit only one tender for all lots. 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. Tenderers **may not** submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

1. **Tender guarantee**

**No tender guarantee is required.**

1. **Performance guarantee**

**No performance guarantee is required.**

1. **Information meeting and/or site visit**

 You can contact: - Union of Agricultural Work Committees, Tel: 02-2980316, Contact person: Majed Nasser (059-9251726).

1. **Tender validity**

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

1. **Period of delivery of tasks**

The period of delivery of the food processing tools to Tulkarem & Salfit district is **20 days** from the receipt of the starting order. Upon signing the contract and receiving the administrative order the contractor shall start supply works immediately.

**SELECTION AND AWARD CRITERIA**

1. **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 tender rely in majority on the capacities of other entities or when they rely on key criteria. If the tender 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.

1. **Award criteria**

The best value for money which is a combination of price (80%) and experience (20%).

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

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

**TENDERING**

1. **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 **27 euros or 118 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 day** 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.

1. **Deadline for submission of tenders**

The last date to submit the tenders is February 12, 2015- 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.

1. **Tender opening session**

Tender opening session will be held on February 12, 2015 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.

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English (If written communications was in Arabic then it shall be translated into English).

1. **Legal basis**

The Project is co-financed by the European Union, in accordance with the rules of 2011 - Food Security Programme in the occupied Palestinian territory

UAWC is the beneficiary of the gran contract, will act as the Contracting Authority for this tender as per signed contract with European Union no. DCI-FOOD/2012/308-535.

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

**1. The registration certificate for the company: شهادة تسجيل الشركة**

**2. Valid deduction from origin:سارية المفعول شهادة خصم من المصدر**

**3. Company’s CV/ Profile: السيرة الذاتية للشركة**

**Sincerely,**

**Noura Maslamani**

**UAWC Procurement officer**

**Union of Agricultural Work Committees**