REQUEST FOR QUOTATION

RFQ # PTC-101-10-2018
CONSTRUCTION SERVICES
PALESTINIAN PAVILION IN SIAL PARIS 2018
EXHIBITION OCTOBER 21-25, 2018

1. BACKGROUND

1.1 PALESTINE TRADE CENTER (PALTRADE)

PalTrade was established in 1998, as a non-profit development organization, which was mandated as the Palestinian National Trade Promotion Organization. Recently, PalTrade has evolved into an export development organization with a mission to lead the development and sustainable increase of Palestinian exports as a driving force for sustainable national economic growth; and has been instrumental in leading the way to establish a National Export Strategy. PalTrade provides a wide range of support in the areas of export development and market intelligence, export promotion, and export policy and advocacy.

1.2 PROJECT BACKGROUND

The Sida project titled “Developing Equitable Agricultural Production and Market Systems for Resilient Economic Development in the occupied Palestinian Territory”. The overall objective of this program is to contribute to resilient and equitable agricultural growth from which small scale women and men producers will benefit in the oPt. The specific objective is to increase the wellbeing and income of women and men engaged in small-scale agriculture in vulnerable communities through improved agricultural and market systems in the West Bank, including East Jerusalem, and the Gaza Strip.

2. TERMS AND CONDITIONS:

The Palestine Trade Center- PalTrade is organizing the participation of Palestinian pavilion in Sial Paris 2018, Paris, France between October 21-25/2018

Therefore, PalTrade is willing to receive price offers for constructing The Palestinian Pavilion over 84 sqm (46.2 square meters only will be distributed between 5 companies under OXFAM-SIDA project). Your price offers should be provided in the price schedule - Annex I included in page 3 per the requirements and specifications indicated in page 2. Please respond to this RFQ in two (technical offer and financial offer) to PalTrade offices (for
local Palestinian companies) and via email – procurement@paltrade.org (for international companies) no later than Thursday, October 4th, 2018 at 12:00 pm Jerusalem local time addressed to procurement and Compliance officer.

The quotation that passes all mandatory requirements. In conducting its evaluation, PalTrade may seek information from any source it deems appropriate to obtain or validate information regarding the Supplier’s quotation.

Sign and stamp all RFQ documents
Completeness of offer
Adherence to Technical Specifications & Requirements
CV of Construction Company

<table>
<thead>
<tr>
<th>No</th>
<th>Pre-Evaluation Criteria</th>
<th>Max (points)</th>
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<tbody>
<tr>
<td>1</td>
<td>Relevant experience for the assignment</td>
<td>30</td>
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<tr>
<td>2</td>
<td>Technical approach and methodology</td>
<td>70</td>
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<tr>
<td>Total</td>
<td>100</td>
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3. SCOPE OF WORK

Provide a price offer for constructing the Palestinian pavilion per the following conditions:

1. The pavilion will be constructed over 84 square meters.
   Note: 46.2 square meters only will be distributed between 5 companies under OXFAM-SIDA project

2. The pavilion will be distributed between 9 Palestinian companies.


4. The winning company will be responsible for constructing the pavilion according to the designs and specifications included in annex I of this RFQ. Variations in executing the designs on ground will be not acceptable at any condition without prior approval from Palestine Trade Centre- PalTrade and notification ahead of time at least (3) working days from executing.

5. The winning company should provide the pavilion with all furniture and equipment in accordance to design

6. The winning company will be responsible to adhere and comply with the organizers technical, financial and administrative conditions in general, especially in terms of obtaining working permits, loading and offloading supplies, construction and demolishing rules and conditions etc. All conditions are available in annex ii.
7. The winning company is responsible for getting all needed permissions to complete the work; moreover, it is required to apply for extra working hours permissions.

8. Electricity connections, extensions and its related issues are of the winning company’s responsibilities.

9. Cost of electricity fees (consumption) that is paid to the organizers, if any, is also the responsibility of the winning company.

10. The winning company should construct, dismantle and vacate the pavilion and leave it clean according to the dates, terms and regulations.

11. The winning company is responsible for implementing all engineering, technical, and financial requirements and all conditions requested by the organizer.

12. The winning company is responsible for its employees and workers during the construction and dismantling, and is responsible for their insurance against work accidents. PalTrade is not responsible for any of the above neither legally or financially.

13. The winning company is responsible for any ruination or breakings in the construction area and is responsible for fixing it as the management of the exhibition deems appropriate.

14. For the further details of the exhibition the interested companies are advised to visit the official https://www.sialparis.com/

4. TERMS AND CONDITIONS

Interested construction companies are requested to adhere to the following terms and conditions:

1- Interested companies should be registered in official bodies either local or international; a copy of the registration should be submitted along with the price offer.

2- Interested companies should be experienced in exhibitions’ construction and decoration. A list of previous similar work along with images and brief of exhibition, year conducted, location and number of participating companies should be submitted along with the price offer.

3- Interested companies should have the needed expertise and enough human resources to execute the construction in Paris, within the given time and according to the designs. The company profile with capacity and resources should be presented along with the Price offer.

4- Interested companies should comply with the technical conditions and the design details.

5- Local and international companies should provide a MoU clarifying the partner company executing the construction offer. Unless a proof of available staff located in Paris should be provided in the RFQ.

6- Price quotations for the construction services should be received from international companies via email scanned signed and stamped titled with RFQ # PTC-101-10-2018 before 12:00 PM Jerusalem time on Thursday October 4th, 2018 sent to procurement@paltrade.org

7- Price quotations for the construction services should be received from Local Palestinian companies in two sealed envelopes (technical and financial) signed and stamped titled with RFQ # RFQ # PTC-101-10-2018 before, 12:00 Jerusalem time on Thursday October 4th, 2018

8- The quotations should remain valid for a period no less than 30 days after the deadline date specified for submission. The prices quoted should remain fixed for the duration of
the contract and should not be subject to adjustment on any account, unless to offer a deduction to the rates, or due to changes in the Scope of work approved by PalTrade.

9- **Prices should be submitted in US dollars and show clearly the VAT** The price offer should include the total price for construction and dismantling which includes all furniture, electricity work etc. as described in Annex I.

10- **Payments are subject to bank transfer fees of the recipient bank.**

11- **PalTrade will conduct two payments for the total cost of the construction the first payment (50%) is upon signing the contract with the winning company and the remaining after the exhibition, when dismantling works are completed and submission of the final report.**

12- The invoice should be separated into two based on some of the participants companies are under OXFAM project and OXFAM are VAT Exempt project.

13- PalTrade will award the contract to the bidder whose quotation will be most responsive to requests; the evaluation will be based on both technical and financial criteria. Technical criteria will be based on previous experience proved by samples submitted in the price quotation along with contacts of at least 3 references of previous experience, feedback from references.

14- PalTrade has the right to divide the work to more than one company as it deems appropriate.

15- For more inquiries contact us at procurement@paltrade.org inquiries will be taken over the phone. Deadline for receiving inquires is **October 3rd, 2018 at 12:00 Jerusalem time.**

16- PalTrade has the right to cancel or reissue the RFQ for unforeseen circumstances.

17- The winner company (Local or international) will bear the cost for the local newspaper ad.

**List of technical requirements in technical Offer:**
1- Company Brief, human capacity, history and experience and company registration
2- List of exhibitions constructed during the past 5 years, with images of pavilions, works, Exhibition details and location.
3- Details and contacts of at least 3 relevant references.
4- Memorandum of Understanding between interested company and implementing company in Paris.

**List of financial requirements in price Offer:**
1- Price of constructing and dismantling the pavilion according to the plans in Annex I.

Kind regards,

Wafa' Abu Al Rub
Procurement and Compliance Officer.