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## REQUEST FOR PROPOSAL

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### RFP # PTC-025-2022 CONSTRUCTION SERVICES

#### PALESTINIAN PAVILION IN MIHAS-MALAYSIA 2022 EXHIBITION SEP 7-10 , 2022

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## 1. BACKGROUND

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### 1.1 PALESTINE TRADE CENTER (PALTRADE)

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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.

## 2. OBJECTIVE

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The Palestine Trade Center- PalTrade is organizing, for the 14<sup>th</sup> consecutive year, the participation of Palestinian pavilion in **MIHAS Exhibition 2022 in Kuala Lumpur between Sep. 7-10/2022**

Therefore, PalTrade is willing to receive price offers for constructing The Palestinian Pavilion over **90 sqm** . Please respond to this RFP in **two (technical offer and financial offer each in separated envelope)** sealed envelopes to PalTrade offices (for local Palestinian companies) and via email (for international companies) submitted by e-mail to [procurement@Paltrade.org](mailto:procurement@Paltrade.org) no later than **Tuesday 9<sup>th</sup> of Aug, 2022 before 12:00 PM** Jerusalem local time addressed to procurement and Compliance officer.

## 3. SCOPE OF WORK

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

1. The pavilion will be constructed over **90 square meters**.
2. The pavilion will be distributed between 10 Palestinian companies in different spaces
3. **The designs are included in separate file or can be downloaded through our website: [www.paltrade.org](http://www.paltrade.org)**
4. The winning company will be responsible for constructing the pavilion according to the designs and specifications included in RFP. 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 with the 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.
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.mihis.com>

#### 4. TECHNICAL AND COST PROPOSALS

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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 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 offer.
- 3- Interested companies should have the needed expertise and enough human resources to execute the construction in Malaysia, within the given time and according to the designs. The company profile with capacity and resources should be presented along with the 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 Malaysia should be provided in the RFP.
- 6- The quotations should remain valid for a period no less than 90 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.
- 7- **Prices should be submitted in US dollars only Including VAT** The price offer should include the total price for construction and dismantling which includes all furniture, electricity work etc. as described .
- 8- **Payments are subject to bank transfer fees of the recipient bank.**
- 9- **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.**
- 10- For more inquiries contact us at [procurement@paltrade.org](mailto:procurement@paltrade.org) No inquiries will be taken over the phone.
- 11- PalTrade has the right to cancel or reissue the RFP for unforeseen circumstances.
- 12- **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 Malaysia.

**List of financial requirements in price Offer:**

- 1- Price of constructing and dismantling the pavilion according to the plans.

Proposals meeting the mandatory requirements will be then evaluated for technical merit based on criteria in the below chart. Those proposals scoring 55 points or higher (out of 70 points) will be considered for cost effectiveness.

The Cost Evaluation, worth 30 points, will include a cost comparison to other Bidders, cost reasonableness

No	Evaluation Criteria	Max (points)
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1	Relevant experience for the assignment	40
2	Technical approach and methodology	30
<b>Total</b>		<b>70</b>

Kind regards,

Suha Waary

Procurement and Compliance Officer.