



## REQUEST FOR QUOTATION (RFQ)

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**For Media production & printing and advertising  
material**

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**Community policing for trust building relationships with  
communities in Palestine**

*Funded by*

**GIZ**

**Implemented by**

***Ta'awon For Conflict Resolution***

***08<sup>th</sup> August 2023***

To .....

**REQUEST FOR QUOTATION (RFQ)  
For Media Production Services**

**Issuance Date:** 08<sup>th</sup> August 2023

**Closing Date of RFQ:** 13<sup>th</sup> August 2023

Ta'awon for Conflict Resolution is accepting quotations from service providers for media & printing and advertising material for the project titled: "Community policing for trust building relationship with communities in Palestine" for which this request for quotation (**RFQ**) is issued.

1. Services – Technical and Financial Offer Forms (Annex B and C)

Ta'awon invites service providers to provide technical and financial quotations for the services detailed in the terms of reference (ToR) (Annex A). Evaluation will be completed under a quality- and cost-based selection procedure, which is further described in the ToR.

Quotations need to be submitted in **English language** by using the technical and financial offer forms attached in Annex B and C.

Quotations submitted shall be binding and valid for a period of 120 days from the due date stated herein.

2. Currency

All prices shall be quoted in EURO (Exclude VAT).

3. Mobilization and Duration of Service Provision

Service provision shall commence in the month after contract signature. The exact date of commencement and completion media production services will be agreed upon with the successful bidder.

4. Submission and Due Date

Quotations must be delivered **by hand** to the office of Ta'awon for Conflict Resolution located at:

**Al-Bireh – Al-Madares St. - MBC Building - 1<sup>st</sup> Floor**

**By 3:00 PM on 13<sup>th</sup> August 2023  
(No late submissions shall be accepted)**

Ta'awon reserves the right to accept or reject any quotation and to annul the selection process and reject all quotations prior to award of contract.

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# ***Annex A: Terms of Reference (ToR)***

## **Services to Delivery printing and advertising material**

### **Background Information**

Ta'awon for Conflict Resolution, is a Palestinian independent, national, non-profit organization, Established in 2002. Ta'awon aims to raise awareness and lead interventions in democracy, good governance, and peaceful methods of Conflict Resolution.

Since its establishment, Ta'awon has been working on promoting understanding and peace through the integration of concepts of mediation, negotiation, communication and civic peace education with civil society, educational institutions, and the community. Ta'awon works through a number of interventions in the field to meet its objectives relying on two approaches. The first is alternative conflict resolution methodologies, while the second is community and organizational development in the fields of democracy, good governance, accountability, and civic engagement.

### **Objectives**

The aim of this ToR is to receive quotations from qualified design and printing production firms capable of producing high-quality printing and advertising material products in a timely manner as part of a Community policing for trust building relationship with communities in Palestine during the month of August and September 2023.

### **Timeframe of the Assignment**

The media production services shall be delivered within one month. Completion date is 13<sup>th</sup> August 2023.

### **Requirements for Experience and Qualifications**

- At least 5-7 years of relevant experience in the designing and printing media production.
- A recognized Palestinian company
- It has a commercial register and source discount
- Speed and accuracy in work

### **Documents to be included when submitting the Proposals**

The proposal should provide the following information:

- Technical quotation: outline, methodology, and relevant experience.

- Financial quotation: a detailed offer showing fees in EURO (Excluding VAT).

### **Technical Quotation**

In preparing the technical quotation, the firm shall, in particular, ensure to attach the following:

- i. Company portfolio
- ii. Relevant experience
- iii. Recent curriculum-vitae for proposed research team members
- iv. Detailed methodology and conceptual framework with expected deliverables and timeline

### **Financial Quotation**

In preparing the financial quotation, the firm shall take into account the requirements and conditions outlined in the RFQ.

The financial quotation shall include all costs associated with the assignment. If appropriate, all items and activities described in the technical proposal must be priced separately; activities and items included in the technical proposal, but not priced, shall be assumed to be included in the prices of other activities or items.

The firm shall express the price of their services in *EURO* excluding VAT. The financial quotation shall be valid for *120 calendar days*.

# ***Annex B: Instructions to Service Providers***

## **1. General Information**

- 1.1 Only eligible Service providers may submit a Technical quotation and financial quotation for the services required. The quotation shall be the basis for contract negotiations and ultimately for a signed contract with the selected service provider.
- 1.2 Service providers should familiarize themselves with local conditions and take them into account in preparing the quotation. Service providers are encouraged to visit Ta'awon for Conflict Resolution before submitting a Quotation if they need any addition clarifications.
- 1.3 The Service providers' costs of preparing the quotation and of negotiating the contract, including visit/s to Ta'awon for Conflict Resolution, are not reimbursable as a direct cost of the assignment.
- 1.4 Service providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of Ta'awon for Conflict Resolution.
- 1.5 Ta'awon for Conflict Resolution is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.
- 1.6 Ta'awon For Conflict Resolution shall provide, at no cost to the Service Provider, the necessary inputs and facilities, and assist the consultancy firm in providing all data needed to carry out the services of conducting the central training regarding to the tasks provided in the terms of reference (See ToR attached).

## **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 Ta'awon for Conflict Resolution Policy requires that all Ta'awon Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. Ta'awon shall reject any quotation put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, Ta'awon defines for purposes of this paragraph the terms set forth below as follows:
  - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the

Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;

- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

### **3. Conflict of Interest**

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultancy firm in the preparation of the design or technical specifications of the related services that are subject of the bid.

### **4. Clarifications and Amendments to RFQ Documents**

At any time before the submission of the quotations, Ta'awon may, for any reason, whether at its own initiative or in response to a clarification, amend the RFQ. Any amendment made will be made available to all short-listed Service providers who have acknowledged the Letter of Invitation.

### **5. Preparation of the Quotation**

5.1 A Service provider proposal shall have two (2) components:

- a) The Technical Quotation, and
- b) The Financial Quotation.

5.2 The Quotation, and all related correspondence exchanged by the Service Providers and Ta'awon for Conflict Resolution, shall be in ***English***. All reports prepared by the contracted Service Provider shall be in ***English***.

5.3 The Service providers are expected to examine in detail the documents constituting this Request for quotation (RFQ). Material deficiencies in providing the information requested may result in rejection of a Quotation.



## **5. Submission, Receipt, and Opening of Proposals**

6.1 Service providers may only submit one quotation. If a service provider submits or participates in more than one quotation, such quotation shall be disqualified.

6.2 The original quotation (both Technical and Financial quotations) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service providers themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the quotation.

6.3 Quotations must be received by Ta'awon for Conflict Resolution at the place, date and time indicated in the invitation to submit Quotation or any new place and date established by Ta'awon. Any Proposal submitted after the deadline for receipt of proposals prescribed by Ta'awon shall be declared "Late," and shall not be accepted by the Ta'awon and returned to the firm unopened.

6.4 After the deadline for the submission of quotations, all the Technical quotations shall be opened first by the Procurement Committee of Ta'awon for Conflict Resolution. The Financial quotation shall remain sealed until all submitted Technical quotations are opened and evaluated. The procurement committee has the option to open the proposals publicly or not.

## **7. Evaluation of Proposals**

7.1 After the quotations have been submitted to Ta'awon and during the evaluation period, service providers that have submitted their quotations are prohibited from making any kind of communication with any procurement committee members, as well as its Secretariat regarding matters connected to their quotations. Any effort by the service providers to influence Ta'awon for Conflict Resolution in the examination, evaluation, ranking of quotation, and recommendation for the award of contract may result in the rejection of the Service provider's quotation.

## **8. Technical Evaluation**

8.1 The entire evaluation process, including the submission of the results and approval shall be completed in not more than *(twenty-one (21) calendar day)* after the deadline for receipt of quotations.

8.2 The procurement committee shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference (TOR), compliance to the requirements of the RFQ and by applying evaluation criteria. Each responsive quotation shall be given a technical score (60 points). The quotation with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.

- 8.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 60%.
- 8.4 The technical proposals shall be evaluated based on the following criteria and sub-criteria:

	Points
(i) Experience of service providers relevant to the assignment.	[30]
(ii) Adequacy of the proposed methodology and work plan	
a) Technical approach, methodology, and work plan	[15]
b) Service provider skills and capacity	[15]
Total weight:	[60]

- 8.5 Technical quotation shall not be considered for evaluation in any of the following cases:
- a) Late submission, *i.e.*, after the deadline set
  - b) Failure to submit any of the technical requirements and provisions under the Terms of Reference (ToR);

**9. Financial Evaluation**

- 9.1 After completion of the Technical quotation evaluation, Ta’awon shall notify those Service providers whose quotation did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFQ, indicating that their Financial quotations shall be returned unopened after the completion of the selection process.
- 9.2 Ta’awon shall simultaneously notify the Service Providers that have passed the minimum qualifying score indicating the date and opening of the financial quotation. The procurement committee has the option to open the financial quotations publicly or not.
- 9.3 The procurement committee shall determine the completeness of the financial quotation whether all the Forms are present and the required to be priced are so priced.
- 9.4 The procurement committee will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical quotation but not priced, shall be assumed to be included in the prices of other activities or items.<sup>7</sup>

- 9.5 The Financial quotation of Service providers who passed the qualifying score shall be opened; the lowest Financial Proposal (F1) shall be given a financial score of 40 points, total weight 40%

**10. Award of Contract**

- 10.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the service provider with the Highest Rated Responsive quotation Thereafter, Ta'awon shall promptly notify other Service providers on the shortlist that they were unsuccessful and shall return their unopened financial quotations. Notification will also be sent to those Service providers who did not pass the technical evaluation.
- 10.2 The Service providers are expected to commence the assignment after signing the contract during august, 2023

**11. Confidentiality**

- 11.1 Information relating to the evaluation of quotations and recommendations concerning awards shall not be disclosed to the Service providers who submitted quotations or to other persons not officially concerned with the process. The undue use by any Service providers of confidential information related to the process may result in the rejection of its quotation and may be subject to the provision of Ta'awon's anti-fraud and corruption policy.

# ***Annex C: Technical & Financial Quotation Forms***

## **Technical Quotation Submission Form**

[Location, Date]

To: [ ]

Ladies/Gentlemen:

We, the undersigned, offer to provide a technical quotation for delivering, media production and materials printing services for the project of "Community Policing for Trust Building Relationship with Communities in Palestine" in accordance with your Request for Quotation. We are hereby submitting our quotation, which includes this technical proposal sealed under a separate envelope.", in order in accordance with your Request for Quotation, we are hereby submitting our quotation, which includes this financial quotation sealed under a separate envelope"

We acknowledge and accept Ta'awon For Conflict Resolution's right to inspect and audit all records relating to our quotation irrespective of whether we enter into a contract with Ta'awon as a result of this proposal or not.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## Financial Proposal Submission Form

[Location, Date ]

To: [ ]

Ladies/Gentlemen:

We, the undersigned, offer to provide a technical quotation for delivering, media production and materials printing services for the project of "Community Policing for Trust Building Relationship with Communities in Palestine" in accordance with your Request for Quotation. We are hereby submitting our quotation, which includes this technical proposal sealed under a separate envelope.", in order in accordance with your Request for Quotation, we are hereby submitting our quotation, which includes this financial quotation sealed under a separate envelope.

We acknowledge and accept Ta'awon For Conflict Resolution's right to inspect and audit all records relating to our Quotation irrespective of whether we enter into a contract with Ta'awon as a result of this proposal or not.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### Summary of Costs (in EURO)

<b>Description “Media Productions Services”</b>	<b>Unit Cost</b>	<b>Total Cost</b>
2 infographic collections,		
15 Electronic posters		
2 Short video education		
1 Documentary Film (07-10 MIN)		
9 Roll Up		
Notebook A4, designing and printing (200)		
Folders - 200 - design and printing		
<b>Total Amount of Financial Quotation</b>		

Authorized Signature:  
(Name and Title)

