

إعلان مناقصة

التاريخ
18/08/2020

يعلن مكتب المشتريات بوكالة غوث و تشغيل اللاجئين الفلسطينيين UNRWA – مكتب غزة الإقليمي - عن طرح المناقصة التالية:

رقم المناقصة	اسم المناقصة	موعد و مكان التسليم
R22G-012-2020	توريد وتركيب ماكينات سحب و ماكينات تصوير	الثلاثاء، 08 سبتمبر 2020 الساعة 12:00 ظهراً في صندوق المناقصات بمكتب المالية - غزة



United Nations Relief and Works Agency
for Palestine Refugees in the Near East
وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق الأدنى

department of
administrative support
gaza field office

القسم الإداري
مكتب غزة

☎ +972 8 672 7333
☎ +972 8 282 0508
☎ +972 8 672 7444

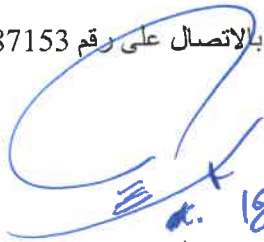
www.unrwa.org

فعلى الراغبين بالمشاركة في هذه المناقصة التوجه إلى مكتب المشتريات في مكتب غزة الإقليمي للحصول على ملف المناقصة او زيارة موقع بوابة معلومات الاونروا (portal.unrwa.ps) ابتداءً من يوم الثلاثاء الموافق 2020 / 8 / 18 .

ملاحظات هامة

- 1- لن يُقبل أي عرض يتم تسليمه بعد الموعد المحدد أعلاه لإستلام المظاريف.
- 2- يجب التأكد من إرفاق كفالة دخول العطاء مع عرض السعر ~~و~~ عبارة عن شيك بنكي أو كفالة بنكية بقيمة 5,000 دولار أمريكي (عدم إرفاق الكفالة يلغي عرض السعر المقدم)

لمزيد من المعلومات، يرجى التواصل مع مكتب المشتريات – البضائع بالاتصال على رقم 08-2887153.


18.8.2020
م. علاء الكرييري

نائب مدير دائرة المشتريات والتوريدات

دائرة الإسناد الإداري
مكتب إقليم غزة

تحت إشراف
مكتب غزة

☎ +972 8 672 7333
☎ +972 8 282 0508
☎ +972 8 672 7444

www.unrwa.org

Invitation to Tender No. R22G-012-2020

Dear Sirs,

You are hereby invited to quote for the supply of the items listed on the attached Tender No R22G-012-2020 Which form an integral part of this tender and are based on good faith estimates of UNRWA's needs. UNRWA makes, however, no commitment to either meet or exceed these quantities during the long term agreement (LTA) period, which intended to be three years contract (LTA) extendable for another one year subject for mutual agreement between the two Parties.

Any contract resulting from this Tender will be subject to the attached Purchasing Agreement (Annex I) and to UNRWA standard "General Conditions of Contract for the Provision of Goods "Annex III" and the tender documents.

In the event a contract is awarded, the price specified in the contract shall, unless otherwise indicated by the vendor, remain fixed and unchanged for the duration of the LTA and any extension.

This tender does not commit UNRWA to receive or consider any bid or to award contract(s) or to pay any costs incurred in submitting bids, or in making necessary studies for the preparation thereof, or in procuring of contracting services or supplies necessary in order to complete the bid. UNRWA reserves the right to reject any or all offers received in response to the Tender and to negotiate with any of the vendors or other vendors in any manner, which UNRWA deems to be in its best interest.

This tender contains no contractual offer of any kind. Any bid submitted will be regarded as an offer by the bidder and not as an acceptance by the bidder of an offer made by UNRWA. No contractual relationship will exist except pursuant to a written contract signed by UNRWA and the chosen bidder(s). UNRWA has the right to cancel any resulting contract upon reasonable advance notice.

Tender must be submitted on the attached Tender form No. R22G-012-2020 "Annex I" and mailed in a separate quotation envelope sealed and clearly marked "Confidential", Tender No R22G-012-2020 mailing address for quotations listed hereunder. Tender documents must be received before the indicated time and date of tender closure at the specified mailing address for Tender designated below.

1. Item(s): **Supply & install of digital duplicator & multifunction printers**
2. Tender catalogues : **Required**
3. Required validity of offer: **4 months**
4. Proposed delivery date: **Upon end user's request during the contract period**
5. Proposed delivery term: **DDP UNRWA Gaza warehouse**
6. **UNRWA has the right to split the award in accordance with the lowest bid against each line item. Any bidder that does not accept award in accordance with this condition must state "ALL OR NONE" on the bid.**
7. Payment terms: **Within 10 days from receipt of goods and invoice.**
8. Proposed Currency: **USD**
9. Tender Closure: **08/09/2020, at 12:00 hrs, Gaza time**
10. Mailing address:

UNRWA
Chairman, Field Tender Opening Committee
(For Finance Department)
P.O. Box 61, Gaza or P.O Box: 18100, 91180Jerusalem, Israel

For the purpose of hand delivery, the address is Thalathini Street, Gaza.

Please quote prices for each item without VAT and other Taxes. Refer to paragraphs 2, 3 & 4 of Annex III

Please also note that conditional offers will not be accepted.

Responses sent by fax are acceptable and should only be sent to fax No. **08-2887422** in order to safeguard the confidentiality of your response. This is only acceptable provided that your faxed response is supported by hard copies of the bid to be mailed separately to the address above clearly showing official postal date stamp prior to the closing date & time of the tender as set out above. Please also include in this mailed submission a copy of your fax message confirmation note from your fax machine showing that the faxed reply actually was sent to the correct fax No. of UNRWA and including No. of pages sent as well as the result code for the transmission.

Thank you.

Yours sincerely,

John Loeber
HFPLO, Gaza

دائرة الإسناد الإداري
مكتب إقليم غزة

ص.ب. 61
مخيم غزة

هـ 4972 8 677 7333
ف 4972 8 282 4508
ف 4972 8 677 7444

Supplier's Name: _____
Signature: _____
Tel No.: _____
Fax No.: _____

Date: _____



وكالة الأمم المتحدة لإغاثة و تشغيل اللاجئين الفلسطينيين في الشرق الأدنى

ANNEX I

Cables UNRWA- Tel No. 2887153

UNRWA Field Office, Gaza

Invitation to Bid No.: R22G-012-2020
Supply & install of digital duplicator and multifunction printers

Fax: 08-2887422

To Supplier:	Return Quotation To UNRWA, General Warehouse AL Azhar Road P.O.Box 61 Gaza Attn. H/Field Procurement & Logistics Office	Tender issuance : <u>18.08.2020</u> Tender clouure : <u>08.09.2020</u> Delivery Terms:-----
Fax:		

No.	Description	UM	Qty	Unit Price USD	T/Price USD
1	Digital Duplicator - copy printer (ماكينة سحب A4) copying speed (copies / minute): 60CPM - 130 CPM copy size : B4	EA	100		
2	Digital Duplicator - copy printer (ماكينة سحب A3) copying speed (copies / minute): 60CPM - 130 CPM copy size : A3	EA	10		
3	Multifunction Printers copying speed (copies / minute) 40-45 CPM	EA	15		
	Finisher unit with specifying the type code (you can offer more than option)	EA	15		
4	Multifunction Printers copying speed (copies / minute) 35-39 CPM	EA	150		
	Finisher unit with specifying the type code (you can offer more than option)	EA	150		
5	Multifunction Printers copying speed (copies / minute) 90-110 CPM	EA	5		
	Finisher unit with specifying the type code (you can offer more than option)	EA	5		
6	Colored Multifunction Printers copying speed (copies / minute) color 45- 55 CPM	EA	20		
	Finisher unit with specifying the type code (you can offer more than option)	EA	20		

NB: Detailed specifications for each item are in attached Annex II

Annex II
Detailed specifications

Item # 1 (Digital Duplicator) ماكينة سحب (A4)

No	Description	Std. Value
1	Printed speed (Print / minute)	60-130 CPM
2	original type	sheets , book
3	Scanner area max	297mm*432mm
4	Image mode	line , phot , duo , pencil
5	Resolution	300- 600 DPI
6	Original sizes	from 50-90mm to 310-432mm
7	Printing size	B4 (250-355mm)
8	Paper Feed (in sheets)	1000
9	continuous printing up to	9999
10	reproduction ratio	3 enlargement, +3 reduction
11	Zoom Range %	50% to 200% 1% step
12	Cover	Original
13	Language	English
14	ink and master	one ink + one master) inclusive
15	Duty cycle	at least 300K per month
16	Power source	Ac 220 to 240 V , 50-60 HZ
17	stand	original stand
18	installation	Required
19	Warranty From receipt and Acceptance	12 months or 100,000 printer

Annex II
Detailed specifications

Item # 2 (Digital Duplicator) **ماكينة سحب (A3)**

No	Description	Std.Value
1	Printed speed (Print / minute)	60-130 CPM
2	original type	sheets, book
3	Image mode	line, phot, duo, pencil
4	Resolution	300- 600 DPI
5	Original sizes	from 50-90mm to 310-432mm
6	Printing size	A3 (297-420mm)
7	Paper Feed (in sheets)	1000
8	continuous printing up to	9999
9	reproduction ratio	3 enlargement, +3 reduction
10	Zoom Range %	50% to 200% 1% step
11	Cover	Original
12	Language	English
13	ink and master	one ink + one master) inclusive
14	Duty cycle	at least 600K per month
15	Power source	Ac 220 to 240 V , 50-60 HZ
16	stand	original stand
17	installation	Required
18	Warranty From receipt and Acceptance	12 months or 100,000 copier

Annex II
Detailed specifications

Item # 3 (Multifunction Printer)

No	Description	Std. Value
1	Copy Speed (A4 Crosswise) (copier / minute)	40-45 CPM
2	type	Desktop Copier/ printer/scan
3	original type	sheets, book, objects
4	Image mode	line , phot, duo , pencil
5	Resolution	at least 600 DPI
6	copy memory	2GB at least
7	original size	A3
8	copy size (min/max)	A5/A3
9	Paper Capacity(80g/m ²)	1000 at least
10	continuous copying up to	1 to 9999 sheets
11	Dual Scan Document Feeder	Yes
12	reproduction ratio	3 enlargement, +3 reduction
13	Zoom Range %	25% to 400% 1% step lengthwise crosswise individual setting
14	By pass capacity (sheets)	at least 50 sheets
15	Language	English
16	toner	(one toner & one developer) + 5 toner original
17	toner life	20K pages at least
18	Duty cycle	at least 100K per month
19	Power source	Ac 220 to 240 V , 50-60 HZ
20	stand	original stand
21	installation	Required
22	Warranty From receipt and Acceptance	12 months or 10,000 copier

Annex II
Detailed specifications

Item # 4 (Multifunction Printer)

No	Description	Std. Value
1	Copy Speed (A4 Crosswise) (copier / minute)	35-39 CPM
2	type	Desktop Copier/ printer/ scan
3	original type	sheets ; book , objects
4	Image mode	line , phot , duo , pencil
5	Resolution	at least 600 DPI
6	copy memory stander	2GB at least
7	original size	A3
8	copy size (min/max)	A5/A3
9	Paper Capacity(80g/m ²)	1000 at least
10	continuous copying up to	1 to 9999 sheets
11	Dual Scan Document Feeder	Yes
12	reproduction ratio	3 enlargement, +3 reduction
13	Zoom Range %	25% to 400% 1% step lengthwise crosswise individual setting
14	By pass capacity (sheets)	at least 50 sheets
15	Language	English
16	toner	(one toner & one developer) + 5 toner original
17	toner life	20K pages at least
18	Duty cycle	at least 20K per month
19	Power source	Ac 220 to 240 V , 50-60 HZ
20	stand	original stand
21	installation	Required
22	Warranty From receipt and Acceptance	12 months or 10,000 copier

Annex II
Detailed specifications

Item # 5 (Multifunction Printer)

No	Description	Std. Value
1	Copy Speed (A4 Crosswise) (copier / minute)	90-110 CPM
2	type	console, (Copier/ printer/scan)
3	original type	sheets, book, objects
4	Image mode	line, phot, duo , pencil
5	Resolution	at least 600 DPI
6	copy memory stander	8GB dimm, 500 GB HDD at least
7	original size	A3
8	copy size (min/max)	A5/A3
9	Paper Capacity(80g/m ²)	3000 sheets at least
10	continuous copying up to	1 to 9999 sheets
11	Dual Scan Document Feeder	Yes, Single pass simultaneous duplex system
12	reproduction ratio	3 enlargement, +3 reduction
13	Zoom Range %	25% to 400% 1% step
14	By pass capacity (sheets)	at least 100 sheets
15	Auto Duplex	Yes
16	Finisher	Yes
17	Language	English
18	toner	(one toner & one developer) + 5 toner original
19	toner life	120K pages at least
20	Duty cycle	at least 1000K per month
21	installation	Required
22	Power source	Ac 220 to 240 V , 50-60 HZ
23	Warranty From receipt and Acceptance	12 months or 100,000 copier

**Annex II
Detailed specifications**

Item # 6 (Multifunction Printer)

No	Description	Std.Value
1	Copy Speed (A4 Crosswise) (copier / minute)	color 45-55 CPM
2	type	console Copier/ printer/scan
3	original type	sheets, book, objects
4	Image mode	line, phot, duo , pencil
5	Resolution	at least 600 DPI
6	copy memory stander	2GB at least
7	original size	A3
8	copy size (min/max)	A5/A3
9	Paper Capacity(80g/m ²)	3000 at least
10	continuous copying up to	1 to 9999 sheets
11	Dual Scan Document Feeder	Yes :
12	reproduction ratio	3 enlargement, +3 reduction
13	Zoom Range %	25% to 400% 1% step lengthwise crosswise individual setting
14	By pass capacity (sheets)	at least 100 sheets
15	Staples (No.of Boxes)	5
16	windows environments	at least windows 7
17	Printer language	PLC5 ,PLC6 ,PDF,XPS, PostScript
18	interface	wireless lan , Bluetooth , USB at least
19	Language	English
20	toner	(one black, one blue, one red , one yellow)
21	toner life	10K pages at least
22	Duty cycle	at least 120K per month
23	Power source	Ac 220 to 240 V , 50-60 HZ
24	installation	Required
25	Warranty From receipt and Acceptance	12 month or 10,000 copier



united nations relief and works agency
for palestine refugees in the near east

وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق الأدنى

Tender No. R22G-012-2020
Supply & install of digital duplicator & multifunction printers
Special Conditions
Annex III

1. Prices might be in **USD**
2. The supply of goods, services and works to UNRWA in Gaza and West Bank (WB) is VAT exempt. In the event that this is not the case, Paragraph 19 of the General Conditions of Contract for the Provision of Goods and / or Services will apply. Without prejudice to the applicability of all the terms and conditions of the contract under which the tender is implemented, bidders are reminded that price(s) quoted by them as the Total Price shall be deemed to include all their obligations under the contract and for all other matters and things necessary for their delivery of the goods and / or services, including all charges, overheads, and other costs of whatsoever nature.
3. Supplier must provide a valid VAT clearance letter in case of awarding with a minimum validity of 30 days. Failure to do so will result in the offer not being considered.
4. Supplier must provide VAT exempt invoices.
5. A bid bond (Bank Cheque or Bank Guarantee) of **USD 5,000** with a validity of 4 months must be provided with the tender; otherwise the offer will not be considered. "Stamp should be added at the back of the provided bank cheque"
6. A performance bond of 10% of the contract amount for contracts that over than \$5,000 will be requested in case of awarding.
7. Catalogues are required for each quoted item and the catalogues must be provided with the offer inside the technical envelope not later than the tender closure date, otherwise the offer will not be considered.
8. Contract duration is **three years** and extendable for another one-year subject for mutual agreement between the two parties of contract.
9. Where the contract provides for payment in whole or in part to be made to the contractor in foreign currency or currencies, such payment shall not be subject to variations in the rate or rated of exchange between such specified foreign currency or currencies and the currency of the country in which the works are to be executed. The bidder/the contractor bear the risk of any currency exchange changes
10. For contracts for goods and/or services, the contractor would represent and warrant that "it shall ensure that the procurement of goods and/or services under this Contract shall be in accordance with international law, United Nations Security Council and General Assembly resolutions, and the rules, regulations, and policies promulgated by UN principal organs, and consistent with the United Nations Guiding Principles on Business and Human Rights."
11. For partnerships, the Partner would undertake to UNRWA that "it conducts itself in accordance with international law, United Nations Security Council and General Assembly resolutions, and the rules, regulations, and policies promulgated by UN principal organs, and consistent with the United Nations Guiding Principles on Business and Human Rights." If you have any concerns about Paras 10 & 11, please inform UNRWA via e-mail to N.El-Absi@unrwa.org, three days before Tender Closing Date.
12. Important Note to bidder in case of contract award: Further to UNRWA's contractual commitments to donors, the Agency will publish the following information online with regards to the procurement contract awarded to you:
 - Title of the contract/project,
 - Nature and purpose of the contract/project,

- Your name and address and amount of the contract/project. If you have any concerns about publication of this information, please inform UNRWA via e-mail to CSSD@unrwa.org within three days from Tender Closing Date"
13. All bidders must visit the below links in UNRWA's website in relation to the below issues:
- UNRWA Procurement Policy:
<https://www.unrwa.org/procurement/policy>
- UN Suppliers Code of Conduct:
<https://www.unrwa.org/procurement/suppliers>
- Message on UNRWA's right to publish awarded contract details online:
<https://www.unrwa.org/procurement/tenders>
14. Proposed delivery term is DDP, UNRWA warehouses throughout Gaza Strip and within **4-6 weeks** from receiving the Purchase Order. Any supplier who offers different delivery terms than the proposed one in the solicitation documents should mention this clearly in his offer.
15. **(Delivery period is of the essence).**
16. Poor performance may result in suspension of supplier's future partake in UNRWA tendering process and/or debarment of awarding for certain period. For more information about the Vendor performance evaluation, please contact the Contract Management Unit via *e-mail*: s.el-kahlout@unrwa.org
17. In case a supplier does not deliver on time, UNRWA reserves the right to secure the goods from another sources at supplier's expense as per UNRWA's General conditions clauses. (Annex IV).
18. Supplier who is willing to participate in this tender should submit certified copy of his registration in the Ministry of National Economy and certification of valid professions practicing license authorized from a concerned entity along with his offer.
19. It is the responsibility of the supplier who has a license of authorization / distribution and also sole authorized for any item to provide all relevant documents along with the offer.
20. Quantities in the tender are approximate and liable to change and UNRWA is not bound to purchase all quantities stated in the tender. UNRWA has right to purchase partial quantities from more than one supplier if needed.
21. UNRWA reserves the right to split contract award among several accepted offers.
22. UNRWA will request quantities as and when needed during the contract period.
23. UNRWA General Conditions of Contract for the Provision of Goods & Services (Annex IV) are integral to and binding on any contractual agreement related to this tender.
24. The closing date of this tender is **Tuesday 08 September 2020 at 12:00** noon, at **Finance Department** Tender Box, Gaza.
25. Bid Format. The format of the Bid shall be in two Parts/envelopes.

Part I: The Technical envelope:

Should be submitted in a separate sealed envelope clearly marked" tender No. R22G-012-2020 Part I: The Technical Part should contain the required bid bond and catalogues.

الرجاء التأكد من ارفاق الكفالة البنكية و الكتالوجات في المظروف الفني

Part II: The Financial envelope:

Should be submitted in a separate sealed envelope clearly marked "tender No. R22G-012-2020 Part II: The Financial Part" which should contain all other documents, including Annex 1. The two sealed envelopes should then be put in one sealed envelope.

26. For outside Gaza suppliers, copy of Annex I , copy of the required bid bond and copy of the required catalogues have to be sent by fax for No. 00972 -828 87422 or via E-Mail FTOC@UNRWA.org before the tender closing date. The original offer has to be submitted to UNRWA Jerusalem office before 12:00 noon on **Tuesday 08 September 2020**, also Suppliers outside Gaza can contact Mr. Thaer Gharabli, <T.GHARABLI@UNRWA.ORG> on phone No. 00972-542325616 for more information.



**UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
ACKNOWLEDGMENT**

Dear Sir, _____.

We, the undersigned, acknowledge receipt of your Tender No: R22G-012-2020 of 18/08/2020 and hereby confirms that:

We intend ()
We do not intend ()

If not, please state the reasons in writing

.....
.....
.....
.....

To submit a bid to UNRWA by the deadline date **08/09/2020 at 12:00 hrs** local Gaza time.

Yours sincerely,

Signature:

Name:

Name and Address of Company:

Telephone No: Facsimile No.....

NOTE:

If you do not reply to invitation for three times, your standing with UNRWA will be affected.

Return this Annex only via Facsimile to: 2887339 latest by 01/09/2020

Attn. Head Field Procurement & Logistics Office, Gaza
Gaza Field Office, P.O. Box 61.