



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

وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق الأدنى

PLD/PROC/610/2

21 August 2020

Dear Bidder,
INVITATION TO BID for;

Supply and Install CCTV System at Jenin Boys School No.2
Ref#: CPC/WB/ICIP/0019/0/20.

To whom it may concern,

Please find enclosed the necessary documents that you will need to refer to and complete when developing your quote. Your response should be sent back via secure email: WB-PLD-TENDER@UNRWA.ORG no later than: **03 September 2020 at 11:00AM.** (Please indicate the tender number on the email subject line.)

Original bank guarantee should be submitted to UNRWA Finance offices at UNRWA Field Administration Office, West Bank Field Office or/at UNRWA Area Offices at Nablus, or/at UNRWA Area Offices at Ramallah, or/at UNRWA Area Offices at Hebron.

- **Scope of work:** Supply and Install of CCTV System at Jenin Boys School No.2
- **Contractors are requested to submit:**
 1. Scanned copies stamped and signed of the:
 - a. Priced Bill of Quantity,
 - b. Complete and signed pages no.TF/1 and TF/2 from the contract.
 2. Soft copy of the priced bill of quantity copied in the original excel format and PDF format.
 3. The contractor should submit a copy of his valid classification certificate from the National Committee of Contractors' Classification. (وزارة الأشغال العامة والإسكان- لجنة التصنيف الوطني).
 4. The contractor should submit an irrevocable and unconditional bank guarantee for the amount of **USD700.00 (Seven hundred USD)**, as security deposit valid for **sixty (60) calendar days** from the date of the last day of submission of tenders. Please note that the original bank guarantee must be submitted to UNRWA Finance office as mentioned above and a scanned copy must submitted with the offer via email.
 5. Contractors should provide references of three similar projects done in the past that clearly demonstrate the quality of work conducted.
- Any failure to submit any of the above mentioned requirements may result in disqualification of the offer. Specific attention will be paid to the bid bond, failure to submit a bid bond will result in disqualification of the offer. سوف يتم استثناء أي عرض سعر في المراحل الأولية للتقييم في حال لم يكن العرض مرفق مع كفالة دخول العطاء
- **Contractors should note:**
 1. All prices should be in US\$ only.
 2. Offers may be rejected if the total priced bill of quantity of the PDF format did not match the total priced bill of quantity of the Excel file.
 3. All contract awards at \$100,000 or above shall be displayed on the UNRWA website.
 4. They can 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>.

UNRWA is generally exempt VAT payments to Israel and Palestine and therefore intends to apply to the Palestine Authority for a VAT Waiver for this particular contract. Subject to the Waiver being approved, the winning bidder will be required to accept this Term and Condition, and provide nil VAT invoices to UNRWA for settlement.

We look forward to receiving your bid.



Nabil Turujman
OiC, Procurement & Logistics Office
Jerusalem

Annexes:

- A. Tender Documents for completion.
- B. Form of Bid Bond.
- C. Contract Award Acknowledgement Certificate.

Step – By – Step Guide for Bill of Quantity (BOQ) Response

1. Open the files for relevant project you are bidding for;
2. Open BOQ excel file;
3. Save BOQ file on separate file and name it as the same name UNRWA gave it;
4. Enter prices into your newly saved file. Note calculations will be done automatically; do not include fractions in your prices, use integer numbers **(for unit rates)**
5. Save document.
6. Print document, check, and stamp with official company stamp;
7. Submit a PDF and Excel format for BOQ, Scanned copy of stamped document, and pages TF1-TF3 from the tender, classification certificate, bid bond, acknowledgement certificate;

For any information please contact; contract office at the Procurement & Logistics Office - UNRWA Jerusalem by email fplo-wb@unrwa.org.