

# Request for Proposal for Service

## TERMS OF REFERENCE FOR LONG TERM ARRANGEMENT

<b>Assignment</b>	<i>LONG TERM ARRANGEMENT (LTA) For Road Transportation from different cross points to different destinations</i>	
<b>Location</b>	State of Palestine	
<b>Duration</b>	24 Months (contract may be extended for further one year with same terms and conditions based on satisfactory performance)	
<b>Reporting to</b>	Supply Manager	
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<b>Approved by:</b>	Mark Okingo Supply and Logistics Manager	
<b>Date:</b>	20 May 2024	

## 1.

### BACKGROUND INFORMATION & OBJECTIVE

The United Nations Children's Fund (UNICEF) is a United Nations Agency headquartered in New York having a representative office in Jerusalem provides long-term humanitarian and developmental assistance to children and mothers in Palestine residing in West Bank and Gaza. UNICEF implements its programme through Governmental institutes such as ministries and agencies as well as civil society and non-governmental organizations.

As part of its humanitarian and developmental assistance, UNICEF procures supplies from offshore or local market. Offshore procured supplies come through Ashdod and Haifa Sea ports, Ben Gurion airport or Allenby bridge and locally procured supplies are from local commercial companies operating in West Bank, Gaza, Jerusalem and in different parts of Israel.

UNICEF has a commitment in handling the In-country logistics operation to deliver the required supplies to the final beneficiaries through its implementing partners. Considering this, UNICEF wishes to enter into non-exclusive long-Term Arrangement (LTA) with potential service provider(s) for provision of transportation service and warehousing.

**SUSTAINABLE PROCUREMENT:** UNICEF has committed to a policy of sustainable procurement, as such, careful consideration for protecting the environment has been put in place. Part of the requirement of this LTA will be for the awarded vendor or vendors to have installed and fully operating in their premises in a period not longer than 6 months, ISO certified CO2 emissions testing equipment for their trucks used for the transport of UNICEF and other agency goods under this LTA. As such, UNICEF will not process any invoices from vendors after the period of six months unless a certified monitoring report on the truck used for the transport of UNICEF or other UN agencies using this LTA is also presented with the invoice. UNICEF or any other UN agency using the LTA will also do spot checks at vendor premises to assure compliance. Vendors who do not have the equipment in place in the period of 6 months as stipulated in the LTA will risk the cancelation of their contract.

## 2. SCOPE OF WORK

The services to be performed includes transportation, delivery of supplies procured by UNICEF from offshore as well as from the local market as indicated below.

The Road Transport Services

- Transportation and delivery service are required for supplies procured by UNICEF to final destinations and/or different entry points into Gaza.  
The source of supplies includes but not limited to:
  - 1- Supplies procured and imported by UNICEF via different entry points to the final destination into the West Bank and/ or different entry points into Gaza.
  - 2- Supplies procured from local based commercial companies for delivery to the final destinations in the West Bank and/ or different entry points into Gaza.
  - 3- Supplies stored for emergency warehouse (rub halls) in UNICEF warehouse in different locations to be delivered to the final destination in the West Bank and/ or different entry points into Gaza.

## 3. TYPES & CATEGORIES OF SUPPLIES

- A. Regular Supplies: Regular supplies are supplies procured by UNICEF from offshore or local market through UNICEF programme budget as part of UNICEF humanitarian and developmental assistance to the Palestinian authority.
- B. Cold chain supplies: Cold chain supplies are supplies procured by UNICEF which require temperature regulated packaging and storage during clearance as well as transportation. These includes vaccines and other easily perishable pharmaceuticals.

These supplies shall be imported or exported free of import/ export tax.

- C. Procurement service supplies: Procurement services supplies are supplies procured on behalf of ministries and departments of the Palestinian Authority or Non-Governmental Organization through UNICEF procurement channels with the institutions' own funding.

For the above **categories** of supplies, the main commodities to be transported includes but not limited to the following:

- Pharmaceuticals, medical devices, and consumables.
- Vaccines and immunization devices, e.g., safety boxes, syringes, cold boxes...etc. Educational supplies and kits, e.g., stationery kits, school aid kits...etc.
- Recreation kits
- Emergency shelter items, e.g., blankets, plastics sheeting, tents...etc. Therapeutic food
- Water and sanitation supplies and equipment e.g., **Hygiene** kits, generators, pumps, water tanks...etc. IT and communication equipment, e.g., computers, printers, VHF radios...etc.

#### 4. STATEMENT OF WORKS:

Service Provider to provide suitable commercial road vehicles to transport cargo different entry points to final destinations in the West Bank and/ or different entry points into Gaza.

The following are highlights on the processes involved for the provision of transport service:

- Provide refrigerated vehicles to transport vaccines and other temperature sensitive cargo as required.
- Provide flatbed truck to transport general cargo as required.
- Ensure vehicles are road worthy, certified for usage and have valid road insurance as per local government rules and regulations.
- Transporter should provide evidence of comprehensive insurance coverage for UNICEF's cargo at all times.
- When UNICEF requires transport, it will issue a Work Order to the Service Provider to formalize the transport agreement.
- Upon receipt of the Work Order, the Service Provider must position trucks at pick up location specified in the work order within 24 hours.
- The Service Provider shall issue one waybill per truck for supplies loaded and must ensure it is duly signed by the consignee as proof of delivery.
- UNICEF facilitates permits (truck coordination) with relevant authorities and advise the transporter.
- UNICEF will share along with the Work Order all necessary documents for the type of service.
- Transporter shall check consignments and verify completeness and conformity with the details provided on the supporting documents with regard to number of packing units, packaging, marking, documentation, labels... etc.
- Transporter assigns appropriate transportation vehicle and collect supplies from the agreed collection point and deliver supplies to the final destination as indicated on the work order.
- Transporter facilitates and handle the required processes at crossing check points whenever required.
- Transporter obtains signed waybill as a proof of delivery to the final destination / recipient  
Transporter submits of delivery to UNICEF.

Transporter will submit weekly reports in the format requested by UNICEF.

Please note that these processes could be modified or altered due to the change in external factors or internal procedures and practices.

#### Temperature controlled storage

- If requested, ability to provide temperature-controlled storage facilities in Ashdod area on a square metre on monthly rate for imported vaccine and pharmaceutical items and have staff trained on cold chain management. Storage temperatures range from +2°C to +8°C and -25°C to -18°C.
- Some pharmaceuticals items could be stored at +25°C
- Service Provider to manage UNICEF cargo in warehouse using modern inventory management software. This software must be able to note all cargo details including material item number, material description, Sales Order number, Purchase Order number, Delivery number, quantity and unit.
- Weekly inventory reports to be provided to UNICEF.

#### General requirements

- All losses, shortages and/or damages that occur due to poor storage and handling will be reimbursed by the Service Provider to UNICEF based on UNICEF item price.
- Service Provider should be able to mobilize staff within 24 hours' notice.
- The contractor shall, unless otherwise agreed, invoice UNICEF separately for each work order and clearly indicate work order reference numbers.
- Detail breakdown of services provided should be indicated on the invoices.
- All invoices should be accompanied with supporting documents.
- Invoice shall be submitted immediately or preferably within 30 days after the service rendered and the currency on the invoices shall be in New Israeli Shekels (NIS)
- UNICEF shall, on fulfilment of the delivery terms, make payment within thirty (30) days of receipt of the Contractor's invoice for the services rendered.

### **5. DURATIONS & CONDITIONS OF WORK**

The LTA will be for an initial period of 24 months with a possible extension of additional 12 month based on satisfactory performance.

The LTA will be non-exclusive, and UNICEF reserves the right to contract other parties as and when it deems appropriate.

The contractor shall provide services to UNICEF on a priority basis throughout the duration of the arrangement. Detail conditions of service shall be provided on the long-term arrangement document to be and signed between UNICEF and the contractor.

### **6. REQUIREMENTS**

- Minimum of 10 years' experience in the provision of transportation and delivery service as well as warehousing services.
- Extensive experience and knowledge in handling United Nations shipments as well as that of international humanitarian NGOs,
- Locally registered business company with valid and renewed business license
- Valid and renewed VAT registration
- A company able to provide appropriate transport vehicles for dry cargo, pharmaceuticals as well

- as temperature monitored cold chain trucks or delivery vans for vaccine shipments.
- Able to provide recommendations on performance of service delivery.

A Long-Term Arrangement (LTA) will be awarded to the best technical and financial offer, based on highest weighted score,

Attached as annexes to this Request for Proposal are price proposals for each Lot that must be completed and submitted.

## **7. Contents of the Proposals**

The following are highlights on what should be included/ indicated in the technical as well as financial proposals at the minimum. However, it should be noted that companies who wish to participate and respond to this RFPS may include additional information/ supporting documents to substantiate their proposals.

### **A. Technical Proposal:**

The proposer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this Request for Proposal and render the services stated on the statement of work. The technical proposal shall include:

- Company Profile
- Description of the service offers, as per the services requested in the Statement of Work" including a description of each service proposed (divided by lot);
- Information on the expertise and capabilities of the organization.
- Proposed methodology to provide the service(s),
- Organization of the team (Human resources), expertise and experience of the proposed personnel including CVs of the proposed personnel.
- List of current clients with particular emphasis on International and Humanitarian organization.
- Complete Annexes with Technical and Financial questions on both soft and hard version
- A copy of latest audited financial statement, and if applicable, outline of a financial plan to ensure viability of the company.
- Copies of:
  - Valid business license from government authority to operate as a freight transporter.
  - Certificate of incorporation.
  - VAT registration certificate.
  - Registration books for trucks (including cold chain trucks) and cargo handling equipment like forklifts, cranes owned by the company.
  - Description, quantity/ size and capacity, ownership or co-ownership of resources, assets to be utilized to render the proposed service. (Warehouse facilities, trucks, (including cold chain trucks) forklifts...etc.)
- Compliance with UNICEF General Terms and Conditions (signed proposal form)
- Any other additional information/ supporting documents relevant to support the proposal

### **B. Financial Proposal**

- The Proposer must submit rates for the services listed in the 'Schedule for quotation' Sub Annexes 1 to 3 Proposed pricing arrangement shall be according to the 'schedule of quotation.'
- The currency of the proposal shall be in New Israeli Shekel.
- The price validity should be at least for 12 months but preferably for the duration of the LTA
- The proposed price offer shall be net of taxes and VAT as UNICEF is exempted from payment of taxes and VAT. Rates/prices offered shall be all inclusive and shall remain fixed for the duration

of the contract. Potential changes in prices shall be subject to notifying UNICEF in writing 90 days in advance.

- UNICEF shall be entitled to either accept the price decrease/increase or to cancel the LTA and shall notify the successful Proposer in writing of its decision. Request for price increase must be justified and accompanied with documentary evidence.

### **C. Evaluation of the proposals**

Following closure of the RFPS UNICEF will set up an evaluation team composed of technical and contracting professionals to assess the merits of each proposal. The evaluation will be restricted to the contents of the Proposals and the reference checks. Responses must contain the complete documentation required for UNICEF to comprehensively evaluate the offers made in the proposals. Failure to comply with any of the terms and conditions contained in this RFPS, including the provision of all required information, may result in disqualification from further consideration.

**First**, the Technical Proposals will be evaluated. The Technical Proposal is allocated a total possible value of 60 points. Technical Proposals receiving 42 points or higher, will be considered technically acceptable and the Price Proposal will be opened. Proposals which are considered not technically compliant and unacceptable will not be given further consideration.

**Second**, the Financial Proposal will be evaluated. The total number of points allocated for the Financial Proposal is 40. The maximum number of points will be allocated to the lowest price proposal that is opened and compared among those bidders which obtain the threshold points in the evaluation of the Technical Proposals. All other Price Proposals shall receive points in inverse proportion to the lowest price. The most-favored proposal shall be selected on the basis of the best overall value to UNICEF in terms of technical score / merit and price.

Bidders are to include the following in their bids:-

- information as noted in the Technical Evaluation Criteria for country of operation Completed UNICEF price proposal depending on the lot chosen
- Business Registration Certificate(s) Company Profile
- Certificates demonstrating that the Bidder operates at FIATA or greater standards.
- CV's for key account manager

**Financial Proposal**      Total weight for financial proposal is 40 points.

The price should be broken down for each component of the proposed work, as per the attached price proposal templates (Sub Annexes 1-3) The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Score for "Price proposal X"} = \frac{40 * \text{Price of lowest priced proposal}}{\text{"Price of proposal X"}}$$

Total Points for both Technical and Financial Proposal      100

#### **D. CONDITIONS**

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. The contractor's fee shall be inclusive of all office administrative costs.
- Please also see UNICEF's Standard Terms and Conditions attached.

## ANNEX1-1- EVALUATION CRITERIA

### Evaluation Criteria

The proposals will be evaluated against the following criteria and scoring. proposal is 60 points.

Tedmical Criteria	Technical Sub-Criteria	Max. Points Obtainable
<b>Experience and Expertise</b>	Professional expertise and experience as well as number of years in the business <u>Key for scoring</u> <ul style="list-style-type: none"> <li>- 10 years and above (10)</li> <li>- 4 -9 years {8}</li> <li>- 1-3 y e a r s (4)</li> <li>- Below one year (0)</li> </ul>	10
	Experience in providing similar service to other United Nation agencies, International humanitarian organization or NGOs as well as Government ministries and departments <u>Key for scoring</u> <ul style="list-style-type: none"> <li>- Providing service to 3 or &gt;3 categories (5)</li> <li>- Providing service to 2 categories {3}</li> <li>- Providing service to 1 category {1}</li> </ul>	5
	Clientele base <u>Key for scoring</u> <ul style="list-style-type: none"> <li>- Having number of clients: 10 or &gt;10 (5)</li> <li>- Having number of clients: 5 - 9 {3}</li> <li>- Having number of clients:&lt; 5 (1)</li> </ul>	5
	<b>Maximum point I Total score</b>	20
Technical and financial capacity	Adequate number of technical staff <u>Key for scoring</u> (i) - Having 8 or >8 number of focal /technical staff for customs clearance (sea, air and land...etc.) (5) <ul style="list-style-type: none"> <li>- Having 6-7 number of focal /technical staff for customs clearance (sea, air and land...etc.) (4)</li> <li>- Having 3-5 number of focal /technical staff for customs clearance (sea, air and land...etc.) (3)</li> <li>- Having &lt;3 number of focal /technical staff for customs clearance (sea, air and land...etc.) {2}</li> </ul> (ii) - Having 3 or >3 focal /technical staff for transport service (5) <ul style="list-style-type: none"> <li>- Having 2 focal /technical staff for transport service (3)</li> <li>- Having 1 focal /technical staff for transport service (1)</li> </ul> {Cumulative average of the scores shall be considered if the company provides both services)	5
	Key personnel relevant experience and qualifications <u>Key for scoring</u> <ul style="list-style-type: none"> <li>- 50% of key personnel with 10 years and above (5)</li> <li>- 50% of key personnel with 4 - 9 years (4)</li> <li>- 50% of key personnel with 1 - 3 years (2)</li> </ul>	5



	(Cumulative average shall be considered to compute the years of experience for multiple personnel)	
	: Financial capacity of the company and ability to pre-finance activities - Up to which value in NIS	7
	: Relevant machinery and equipment to render services. # of trucks the company owns and types	8
	<i>Maximum point / Total score</i>	25
<b>Proposed Team</b> structure to render the service	: Clarity on the duties and responsibilities	3
	: Composition of proposed team with relevant experience	2
	<i>Maximum point / Total score</i>	5
Overall Response	: Completeness of response	2
	: Overall concord between RFP requirements and proposal	3
	<i>Maximum point / Total score</i>	5
Total Technical Scores		60

## Annex 1: Price offer - Transportation service for regular supplies

Destination	1-2 Pallet (NIS)	3-6 Pallet (NIS)	7-16 Pallets (NIS)	7-15 Pallets (NIS)	16-24 Pallets (NIS)	25-32 Pallets (NIS)	Time frame / Duration of delivery
From Ashdod to							
Jerusalem							
Ramallah							
Nablus							
Hebron							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Ben Gurion to							
Jerusalem							
Ramallah							
Nablus							
Hebron							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Haifa port to							
Jerusalem							
Ramallah							
Nablus							
Hebron							
Ashdod							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Allenby Bridge to							
Ramallah							
Nablus							
Hebron							
Jenin							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Nablus to							
Qalqilia							
Jenin							
Tulkarem							
Salfit							
Ramallah							
Jericho							
Jerusalem							
Bethlehem							

Hebron							
Ashdod							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Ramallah to							
Qalqilia							
Jenin							
Tulkarem							
Nablus							
Salfit							
Jericho							
Jerusalem							
Bethlehem							
Hebron							
Ashdod							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							
From Jerusalem to							
Qalqilia							
Jenin							
Tulkarem							
Nablus							
Salfit							
Ramallah							
Jericho							
Bethlehem							
Hebron							
Ashdod							
Ben Gurion Airport							
Gaza - Kerem Shalom							
Gaza - Zikim							
Gaza - Erez							

\* The price should include crossing fees.

\* Please quote the transportation charge in New Israeli Shekels.

\* Please indicate the time frame/duration of the delivery.

### Handling fees applicable as required:

Description	Fee
Truck detention charge/day	
cancellation of transport request	
emergency transit warehousing facilities / m3/day	
Provision of warehousing per pallet / day	
loading / Offloading	
USING OF LABOR	
Palletization and plastic wrapping / pallet	

### Forwarding fees applicable as required:

Description	20 Foot Fees (NIS)	40 Foot Fees (NIS)	Time Frame / Duration for delivery
Transportation of Container from Ashdod Port to West Bank			
Transportation of Container from Ashdod Port to Jerusalem			
Transportation of Container from Haifa Port to West Bank			
Transportation of container from Haifa Port to Jerusalem			

\* Please indicate the time frame/ duration of the delivery

\* Cancellation due to unforeseen reason / event

## Annex 2: Price offer - Transport services for Cold Chain shipment

Destination	1-2 Pallet (NIS)	3-6 Pallets (NIS)	7-15 Pallets (NIS)	More than 15 Pallets (NIS)	Time frame / Duration of delivery
from Ben Gurion to					
Ramallah					
Nablus					
Hebron					
Jenin					
Gaza					

\* The price should include crossing fees

\* Please quote the transportation charge in New Israeli Shekel

\* Please indicate the time frame/ duration of the delivery

## Annex 3

### Container Terminal and Warehouse Charges and Fees

Please quote all charges and fees foreseen during the Container Terminal Storage and for Warehouse storage in the space provided below. Price offers should be in New Israeli Shekel excluding VAT.

#### 1. Container Terminal Storage - Ashdod

Description	Qty	Unit	Charge in NIS
Free Storage days - 20' container		Days	
Free Storage days - 40' container		Days	
Storage cost after free days - 20' container	1	PU	
Storage cost after free days - 40' container	1	PU	
Transport cost from the port to the Terminal - 20'	1	PU	
Transport cost from the port to the Terminal - 40'	1	PU	
Shifting cost - 20' (Please specify the cases when shifting will be charged)	1	PU	
Shifting cost - 40' (Please specify the cases when shifting will be charged)	1	PU	
Transport cost from the Terminal to the X-Ray Facility and Back (Including waiting time at the X-Ray Facility) - 20'	1	PU	
Transport cost from the Terminal to the X-Ray Facility and Back (Including waiting time at the X-Ray Facility) - 20'	1	PU	
Other fees (Please specify)	1	PU	
	1	PU	

#### 2. Warehousing services - Ashdod or surrounding area

Description	Qty	Unit	Charge in NIS
One-month rent of 200 sqm of dedicated space including weekly cleaning, all municipal charges and utilities		Month	
Moving the 20' from the terminal area to the Fee warehouse area		PU	
Moving the 40' from the terminal area to the Fee warehouse area	1	PU	
Destuffing and offloading one 20' of palletized cargo to the free warehouse area by forklift	1	PU	

Destuffing and offloading one 40' of palletized cargo to the free warehouse area by forklift	1	PU	
Destuffing and offloading and palletizing one 20' of lose cargo to the free warehouse area using workers and forklift	1	PU	
Destuffing and offloading and palletizing one 40' of lose cargo to the free warehouse area using workers and forklift	1	PU	
Storage of one pallet (120x80 or 110X120) for one month in a shred warehouse	1	PU	
Storage of one pallet (120x80 or 110X120) for one month in the temperature-controlled warehouse	1	PU	
Loading of one pallet on truck	1	PU	
unloading of one pallet from truck	1	PU	
Return of Empty container to the shipping line yard - 20'	1	PU	
Return of Empty container to the shipping line yard - 40'	1	PU	
Other fees	1	PU	
	1	PU	