

# إعلان مناقصة

التاريخ  
27/05/2019


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
T22G-016/2019	توريد قرطاسية	الثلاثاء 18 يونيو 2019 الساعة 12:00 ظهراً في صندوق المناقصات بمكتب المالية- غزة

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](http://portal.unrwa.ps)) ابتداءً من يوم الثلاثاء الموافق 28 مايو 2019 .

## ملاحظات هامة

- 1- لن يُقبل أي عرض يتم تسليمه بعد الموعد المحدد أعلاه لاستلام المظاريف.
  - 2- يجب التأكد من إرفاق كفالة دخول العطاء مع عرض السعر و هي 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.

  
م. علاء الكريرى  
نائب مدير مكتب المشتريات و الإمدادات

## Invitation to Tender No. T22G-16-2019

Dear Sirs,

You are hereby invited to quote for the supply of the items listed on the attached Tender No. T22G-16-2019

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 contract period, which intended to be for 3 years contract (LTA) extendable for another one year if mutually agreed.

Any contract resulting from this Tender will be subject to the attached quotation sheet (Annex I) and to UNRWA standard "General Conditions of contract for procurement 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 contract 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.T22G-16-2019 and mailed in a separate quotation envelope sealed and clearly marked "Confidential", Tender No. T22G-016-2019 mailing address for quotations listed hereunder. Tender 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 of stationery**
2. Tender Samples: **Samples are required**
3. Required minimum validity of offer: **4 months**
4. Proposed delivery date: **Upon end user's request during the contract period**
5. Proposed delivery term: **DDP UNRWA Warehouses, throughout Gaza Strip**
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 45 days from receipt of goods and invoice.
8. Currency: **NIS only**
9. Tender Closure: **18/06/2019, 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: 338, 78100 Ashqelon, 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 paragraph 2 of Annex II (special conditions)**

Please also note that conditional and alternative 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,

**Alaa' El-Karriri**  
D/HFPLO, G  
UNRWA – Gaza

27.5.2019.

دائرة الإسناد الإداري  
مكتب إقليم غزة

ص.ب. 61  
مدينة غزة

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Supplier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_



united nations relief and works agency  
for palestinian refugees in the near east  
وكالة الأمم المتحدة لإغاثة وتشغيل  
اللاجئين الفلسطينيين في الشرق الأوسط

department of  
administrative support  
gaza field office

po box 61  
gaza city

t +972 8 677 7333

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www.unrwa.org

**Annex I - Quotation sheet**  
**Tender No. T22G-016/2019**  
**Supply of stationery**

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
1	Blackboard cleaner felt measurement 150 L x 45 W x 40mm H, easy wiping, chalk absorption and comfortable hand feeling. use on all kinds of Blackboard surfaces	PC	100,000		
2	Whiteboard cleaner, wooden or plastic 150 L x 45 W x 40mm H. Dry erasers for quick cleaning of boards, comfortable hand feeling	EA	1,500		
3	Violet Ink for ink pads , bottle of approx. 28gm, easy to use	BT	1,200		
4	Pad stamp inking violet, for rubber stamping, 11x7cm, excellent ink transfer	PC	1,200		
5	Box files Lever arch, heavy duty plastic 32x28x4cm, steel protected angles	PC	15,000		
6	Box files Lever arch, heavy duty plastic 32x28x8cm, steel protected angles	PC	20,000		
7	Calculating machine, electronic heavy duty High Resolution with larg Display, Solar Powered with Battery Backup	EA	40		
8	Calculator machine of medium size High Resolution with larg Display, Solar Powered with Battery Backup.	EA	600		
9	Calculator machine scientific, High Resolution with larg Display, Solar Powered with Battery Backup	EA	600		
10	Calculator small , hand operated.	EA	100		
11	Cardboard Bristol 100*70cm. , different colors , 180 gr.	SH	40,000		
12	Cardboard Bristol 100*70cm. , different colors , 200 gr.	SH	40,000		
13	Cardboard Bristol 100*70cm. , different colors, 240 gr.	SH	20,000		
14	CD's, recordable media (DVD) with plastic cover	EA	500		
15	CD's, Empty with nylon cover for each CD	EA	2,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
16	Copyholder for typewriters A4 size, steel., Multiple sheets document holder for A4 size, Removable clip and line guide, Adjustable.	EA	150		
17	Correcting fluid Pen, white., High Quality, dries quickly, Nontoxic, Can be written over once dry, correcting all kind of ink and markers	EA	10,000		
18	Correcting fluid bottle white, 20ml/BT EA = BT, High Quality, dries quickly, Nontoxic, Can be written over once dry, correcting all kind of ink and markers	BT	10,000		
19	Thinner for correcting fluid bottle of 20 ml	BT	3,000		
20	Drawing boards A3, complete with drawing rule, protractor and accessories,	PC	200		
21	Eraser white rubber, Good quality, Size long 4cm * wide 2 cm* high1cm. smudge-resistant	PC	6,000		
22	Erasers Soft pencil, engineer's, 6 x 2.5cm similar to rotring	PC	1,000		
23	Files Cartoon shannon type Mnilla different colors with steel clips	EA	3,000		
24	Files, plastic with steel clips, one side is transparent and the other is coloured.	EA	6,000		
25	Flipchart paper 100X70 CM .	SH	100,000		
26	Folder, file, plain ,250gm/m2 cardboard, different colors, hanging double sided A4	PC	2,000		
27	Gelatine for Student ID cards double sided 6.5 * 9.5 cm in packets of 100 Pcs.	PK	2,000		
28	Glues non toxic 50ml per bottle for office use	BT	30,000		
29	Plastic cutter knife ( Manashter), large size	EA	3,000		
30	Ledger book without alphabetical index contain (100 Pages)	EA	2,500		
31	Markers permanent .(Red,Blue,Green,Black), Quick-drying, waterproof ink smear proof and fade resistant, Works on almost any surface.	PC	70,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
32	Markers, for Whiteboards chisel medium tip, (black , Blue, Green, Red), erases cleanly, Won't dry out if left uncapped	PC	30,000		
33	Markers, hi-light assorted colors	PC	14,000		
34	Notepads wood free writing paper, A5, Ruled with spirals of 40 sheets with hard cover	PD	15,000		
35	Notepads (writing) A5 white plain paper, lines of 60 sheets with hard cover	PD	10,000		
36	Notepads (writing) A4 white plain paper, lines pad of 100 sheets with hard cover	PD	11,000		
37	Notepads, A4, Pad of 100 sheets, Ruled with Spirals with hard cover	PD	6,000		
38	A5 2 subject hard cover notebook college ruled with spiral,pad of 100 sheets	EA	10,000		
39	A4 2 subject hardcover notebook college ruled with spiral,pad of 100 sheets	EA	10,000		
40	Nylon file, transparent nylon, perforated from one side, PK of 100 pc's.	PK	4,000		
41	Paper Clips Large, length 50 mm, Box of 100 PCs	BX	7,000		
42	Paper Clips Medium, length 33 mm, Box of 100 PCs	BX	7,000		
43	Paper clips small, length 27mm, Box of 100 PCs	BX	7,000		
44	Paper for plain paper copiers. RE of 500 paper {Green,Red,Blue colors A4 - 210 x 297 mm. Weight 80gm/m2.}	RE	6,000		
45	Paper for scribbling colored 9X9cm	PC	3,000		
46	Paper for writing A3, glazed, white, woodfree, Lines EA=Reem of 200 sheets	EA	3,000		
47	Paper for writing A4, White, Woodfree, glazed, lines EA=Reemof 400 sheets	EA	3,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
48	Paper, carbon Blue for A4, paket of 100 sheets	PK	20		
49	Paper, gummed or adhesive, in yellow strips small size	PC	3,000		
50	Paper, gummed or adhesive, in yellow strips medium size	PC	3,000		
51	Paper, gummed or adhesive, in yellow strips large size	PC	3,000		
52	Paper-tape dispenser medium size .	EA	100		
53	Pencil sharpeners, heavy duty, metal body, steel teeth, portable a sturdy metal body, Once the pencil is sharp will not allow it to over sharpen a pencil, cutting blade can be easily removed for cleaning or replacement.	PC	1,500		
54	Pencil sharpeners, hand, ordinary, metal or plastic	PC	5,000		
55	Pencil with eraser (Dozen of 12 PCs) in plastic or colored heavy carton • Good Quality HB easy to sharpen, with hexagonal or triangle body, eraser erases well and not consumed quickly (last for along).	DZ	30,000		
56	Pencil without eraser (Dozen of 12 PCs) in plastic or colored heavy carton • Good Quality HB easy to sharpen, with hexagonal or triangle body.	DZ	15,000		
57	Pens, ball point (Black, Blue, Green, Red)	PC	950,000		
58	Perforators, office metal, 8 cm between centers, metal	PC	5,000		
59	Perforators, office metal, Large heavy duty for at least 150 papers	PC	1,000		
60	Pens color 0.5 (Black, Blue, Green, Red)	PC	20,000		
61	Pens color 0.7 ( Black, Blue, Green, Red)	PC	20,000		
62	Roll transparent adhesive tape 1.5 cm.	EA	7,000		
63	Roll transparent adhesive tape 5 cm.	EA	8,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
64	Rope and cord for packing .Length of 1000 meter.	EA	100		
65	Rubber bands Assorted gauges up to 1/4" PK = 100 gram	PK	4,000		
66	Ruler, 30 cm, Plastic, Non-recycled materials, min weight is 25 gm	PC	2,000		
67	Scissors office Nickel plated, steel pointed standard 15 cm long	PC	3,000		
68	Stamps, date adjustable for day/month/year (English)	PC	200		
69	Staples removers. Small	PC	3,000		
70	Stapler size 24/6 or 26/6.	PC	10,000		
71	Stapler Heavy Duty to be used by staples size 23/10 to 23/24	PC	600		
72	Staples heavy duty 23/10, box of 1000	BX	2,000		
73	Staples, heavy duty size 23/13 Box of 1000	BX	2,000		
74	Staples No. 26/6. Box of 1000	BX	5,000		
75	Staples . no. 24/6 box of 1000	BX	35,000		
76	Staples, size 23/17 box of 1000	BX	2,000		
77	Staples, size 23/24, box of 1000	BX	7,000		
78	USB Flash (16 GB), easily attaches to devices, easy transportability, Supports Windows OS.	EA	3,000		
79	USB Flash (32 GB),easily attaches to devices, easy transportability, Supports Windows OS.	EA	3,000		
80	Pins, drawing office thin, polished steel, 2.5cm, 50gm / PK of 50pcs	PK	24,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
81	Pencils 6B dozen of 12 pcs for drawing use.	DZ	20,000		
82	Eraser artist for drawing use good quality.	EA	20,000		
83	Charocoal soft pencils dozen of 25 pcs	DZ	4,000		
84	Pens flomaster assorted colored in box of 12 pcs.	BX	50,000		
85	Clear book of 60 ones / A4 size	EA	4,000		
86	Glues for school use . PVC white glue, bottle of 1/2 Lt.	bottle	7,000		
87	Staples TR-13/6, 13/8, 13/10 (5000 pcs per box)	BX	2,000		
88	Color magic art markers, set of 12, , for students use in drawing and coloring - PK of 12	PK	6,000		
89	Plastic bag A4 size, suitable for training use to include A4 Notepad (Plastic document bag double layer with button A4 size)	PC	30,000		
90	wooden pencil-colors,colour rich, Packet size 20*13cm, 12 colours in each. PK = 12 colours	PK	40,000		
91	Clays, modeling clay can be made into different shapes, each box contains 10 sticks (220 g ) of different colors. Non-toxic	BX	5,000		
92	Balloons of different colours, packet of 50, size 10-15 cm long	PK	7,000		
93	Cardboard paper, A4 size, colored, Aged, for certificates, without arts, Suitable for Inkjet, Laser and Copier (light clolours)	RE	2,000		
94	Drawing books 24.5*34.5cm 10 sheets Notebooks, drawing , size 24.5*35.5 cm, Duplex colored printed cover, 230 gm, 10 inner white sheets, wood free paper 56 gm. Cover should have pictures or coloures	EA	4,000		
95	Linear Cloth Different colours , 2 cm wide with plastic/metal clip, pk= 100 pcs.	EA	2,000		



SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
96	Ruler, 30 cm, Metal, for trade courses	PC	300		
97	Staples, heavy duty size 23/15 Box of 1000	BX	500		
98	Flipchart & Board Stand 90x70cm approx., 4 wheels with brakes	EA	1,200		
99	Cardboard black manila A4 size; 240 gm/m2 to be provided in A4 size (Reem =100 Sheets)	Reem	8,000		
100	Newsprint paper white color, size 70 x 100cm, machine glazed, 50-55gm/m2, ream of 500 sheets. N.B. Acceptable tolerance for paper plus or minus 5%	Reem	700		
101	Pastel drawing paper Drawing paper 17.5*25 cm ; white; 240 gm	Sh	12,000		
102	Crepe paper, 50cm width minimum 100% stretch, roll of 2.5 m (colours to be stated by user), N.B. acceptable tolerance for paper plus or minus 5%	Roll	90,000		
103	Crayons wax in box tall (drawing), 24 colors in each box. non-toxic assorted box	BX	170,000		
104	Crayons wax in box tall (drawing), 12 colors in each box. non-toxic assorted box	BX	1,000		
105	Crayons wax in box tall (drawing), 6 colors in each box. non- toxic assorted box	BX	1,000		
106	Paint Guache assorted colours each bottle = 500 gm (each=box of 12 bottles)	BX	10,000		
107	Colored paper Paper A4 170gr/sheet, Reem of 100 sheet, six different colors.	EA	300		
108	Cardboard Colored Carton, 70x100 cm 220g Carton for models 100x70cm x2.5 gray colour.	EA	700		
109	Cardboard Colored Carton, 70x100 cm 220g Carton for models 100x70cm x2.5 beige colour.	EA	700		
110	Cardboard Colored Carton, 70x100 cm 220g White Brestol cartons for drawing 100x70x.50cm.	EA	700		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
111	Acrylic paint Artist quality acrylic assorted colors set of 13 bottles each one weight 500 gm and consist of : 1-lemon yellow 2-Brillant yellow 3-Brillant orange 4-Brillant Green 5-Brillant Red 6-Purple	PC	300		
112	Bulldog clips small size, 12 PC in Box. BX = Box of 12 PCs	BX	1,000		
113	Bulldog clips medium size, 12 PC in Box. BX = Box of 12 PCs	BX	1,000		
114	Bulldog clips large size, 12 PC in Box. BX = Box of 12 PCs	BX	1,000		
115	Brush artist for oil colors size in the 6 kit	EA	3,000		
116	Brush artist for water colors size in the 6 kit	EA	3,000		
117	Poster color in tubes color: burnt-sienna. tube of 10 ml	EA	40,000		
118	Oil color box assorted with 12 tube in the box (size of tube 75 ml)	EA	3,000		
119	Notebooks Arabic , , Arabic Lines (Arabic 100 PD) " Stapled book. " 14.8*19.8 cm, 50 sheets (100 pages). " Cover: 250gm, White board, one side 4 colored printing " Inner paper: 56 gm, writing paper, A grade, white " Arabic Line: Straight horizontal lines for writing. Space between lines is 0.8 cm. " Inner papers must be frame shape " Unit of measurement is 1 PC.	EA	12,000		
120	Glues non toxic stick type for office use, Dries clear and quickly	EA	5,000		
121	Separators, Plain cardboard or plastic different colors. EA = PK os 12 PCs (type : without numbers)	EA	2,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
122	World Political Map• Showing colors based on elevation. • Physical features • Capital cities • Size 100 x 140 cm • Printed in multicolor on 80 grm map lithic paper • Laminated with hot seal polyester film on both sides • Fitted with first quality plastic rollers at top and bottom. • Available in arabic language	EA	3,000		
123	Natural Arab world Showing colors based on elevation. • Physical features • Size 100 x 140 cm • Printed in multicolor on 80 grm map lithic paper • Laminated with hot seal polyester film on both sides • Fitted with first quality plastic rollers at top and bottom. • Available in Arabic language	EA	3,000		
124	large -triangle 30/60 :transparent made from strengthen plastic or PVC used by teachers to draw different geometric shapes	EA	4,000		
125	Triangle 90/45: transparent made from strengthen plastic or PVC used by teachers to draw different geometric shapes	EA	4,000		
126	Ruler long 100cm: with handle made from strengthen plastic or PVC scaled from 0-100cm	EA	4,000		
127	Large compass: made from plastic or PVC composed of tow arm one arm is ended with scot for putting chalk and other arm end with sharpened metal the tow arm connected with flexible screw. the length of the compass 40cm and the width of each arm 3cm	EA	4,000		
128	LARGE protractor: made from strengthen plastic or PVC have tow opposite scale from 0-180 , diameter50cm	EA	4,000		
129	Calcal sheets (EA=SH) Edge thickness 2 cm size(120cm * 50cm)	EA	500		
130	Roll electric wire cable of 2.5 mm 3 lines 50 meters	EA	200		
131	Roll electric wire cable of 1.5 mm 3 lines 50 meters	EA	200		
132	Carton board A0 =70cm×100cm- thick 3-4 mm	EA	2,000		
133	Carton board A0 =70cm×100cm- thick 2-3 mm	EA	3,000		
134	Adehensive Transparency Gelateen A0 =70cm×100cm	EA	2,000		
135	Beech Wood Wipe length 1 m Width 2.5 cm thickness 0.6 - 0.5cm	EA	4,000		

SN	Item Description	U/M	Qty	U/P NIS	T/P NIS
136	Foam plates 50 cm in 70 cm different colors	EA	2,000		
137	The thermal wax gun that works on electricity	EA	150		
138	Cardboard Black Manila A4 size; 240 gm / m2 to be provided in A4 size (100 SH = 1 RM)	EA	7,000		
139	Drawing paper 17.5x25 size white 240 gm; (200 SH per reem)	Reem	5,000		
140	Crayons Pastel in box tall (drawing), 12 colors in each box. non-toxix assorted box	EA	20,000		
141	Sack cloth ,Hessian colours width 100 cm.	EA	5,000		
142	Fabrics, cotton, for bed sheets, curtains, pillowcases, bleached (per MT)	EA	4,000		
143	Plywood, softwood veneer 3-ply 244x122 cm x 4mm	EA	500		
144	White wood 4 meters ( 2cm x 4cm )	EA	5,000		
146	Yarn colors (Violet - Blue - Green - Yellow - Red - Snow white ) Ball of 100gm	EA	7,000		
147	Lables 5*2 cm packet of 25 pcs	EA	10,000		
148	Heavy duty stapler Gun type	EA	1,200		
149	staples TR 13/16 ,13/8 , 13/10 (5000 pcs per box)	EA	1,300		
150	Glaze paper assorted color A4 size ( 100 SH/reem)	EA	3,000		
151	Pristol Paper size 50*70cm 240gm ( 100 SH/reem ) colors yellow-bule-white-green,pink ,orange (20 Reem of each color )	EA	1,000		



united nations relief and works agency | وكالة الأمم المتحدة لإغاثة وتشغيل  
for palestine refugees in the near east | اللاجئين الفلسطينيين في الشرق الأدنى

**T22G-016/2019**  
**Supply of stationery**  
**Special Conditions**  
**Annex II**

1. Prices should be in NIS
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 may not being considered.
4. Supplier must provide VAT exempt invoices.
5. **Samples are required (to be delivered at UNRWA - procurement office - Gaza) or UNRWA Jerusalem warehouse not later than the tender closing date, otherwise the offer will not be considered. Each sample must be numbered & the supplier will be responsible to put all samples in one box. The supplier name should not be placed at any sample**
6. Contract duration is three years and extendable for another one year subject to mutual agreement between the two parties of the contract.
7. 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
8. 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>

9. Proposed delivery term is DDP, UNRWA warehouses through Gaza strip. Delivery period should be indicated in the offer for each item
10. **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](mailto:cssd@unrwa.org) within three days from Tender Closing Date"
11. Proposed delivery term is **DDP, UNRWA Warehouses, throughout Gaza Strip** upon end user`s request during the contract period
  12. A bid bond (Bank Check or Bank Guarantee) of USD 5,000 with a validity of 4 months must be provided with the offer, otherwise the offer will not be considered. "Stamp should be added at the back of the provided bank cheque"
  13. A performance bond of the 10% of the contract amount for contracts that over than \$10,000 will be requested in case of awarding
  14. Quantities in the tender are approximate and subject to change and UNRWA is not bound to purchase all quantities stated in the tender
  15. UNRWA will request quantities as and when needed during the contract period.
  16. In case a supplier does not deliver on time, UNRWA reserve the right to secure the goods from other sources at supplier`s expense
  17. UNRWA General Conditions of Contract for the Provision of Goods (Annex III) are integral to and binding on any contractual agreement related to this tender.
  18. UNRWA reserves the right to split contract award among several accepted offers.
  19. Tender Condition
    - 16.1 The closing date of this tender is **12 am on Tuesday 18 June 2019**, at **Finance Office Tender Box, Gaza**
    - 16.2. Bid Format. The format of the Bid shall be in one envelope that includes the required bid bond and the financial offer with all other documents.
  20. For outside Gaza suppliers, copy Annex I and copy of bid bond have to be sent by fax for No. 00972 -828 87422 or via email [FTOC@UNRWA.ORG](mailto:FTOC@UNRWA.ORG) before the tender closing date. The original offer with the original bid bond have to be submitted to UNRWA Jerusalem office before 12:00 noon on 18/06/2019 also.
  21. Suppliers outside Gaza can contact Mr. Thaer Gharabli on phone No. 00972 542325616 for more information



united nations relief and works agency  
for palestinian refugees in the near east  
وكالة الأمم المتحدة لإغاثة وتشغيل  
اللاجئين الفلسطينيين في الشرق الأوسط

department of  
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gaza field office

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gaza city

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[www.unrwa.org](http://www.unrwa.org)

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

**T22G-16-2019  
Supply stationery**

Dear Sir, \_\_\_\_\_

We, the undersigned, acknowledge receipt of your Tender No: **T22G-16-2019** of 27/05/2019 and hereby confirm 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 of **18/06/2019 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 16/06/2019**

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

دائرة الإسناد الإداري  
مكتب إقليمي غزة

ص.ب. 61  
مدينة غزة

هــ 972 8 282 0508  
فـ 972 8 677 7444