



ITB No. T22B-001-2019
Supply of Food parcels of Ramadan's Sohor
Special Conditions
Annex III

1. Prices should 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. Proposed delivery term is DDP UNRWA new Rafah warehouses. Delivery period should be indicated in the offer for each item.
6. 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.
7. 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 cp1d@unrwa.org within three days from Tender Closing Date"
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. A bid bond (bank cheque or bank guarantee) of USD 5,000 with a validity of 120 days must be provided with the tender; otherwise the offer will be considered. **“Stamp should be added at the back of the cheque”**
10. A performance bond of 10% of the contract amount for contracts that over than USD 5,000 will be requested in case of awarding
11. Quantities in the tender are approximate and liable to change and UNRWA is not bound to purchase all quantities stated in the tender.
12. Sampling:
 - 12.1. Samples are required and the submitted sample must be typically represent the required items in term of both type and quantities.
 - 12.2. Samples are irreversible at all.
 - 12.3. Samples must be free of charge.
 - 12.4. Samples items must represent one brand only. Mixtures of more than one brand will be rejected.
 - 12.5. Any sample does not comply with any listed above notes in para 12 (sampling) will be rejected.
 - 12.6. Samples are required and they must be submitted not later than the tender closing date, otherwise the offer may not be considered.
 - 12.7. Samples could be submitted either to Gaza Procurement Office or UNRWA Jerusalem warehouse.
13. Offers must be valid for 120 days.
14. UNRWA will request quantities as and when needed during the contract period.
15. Any commitment of purchase the goods will be only when UNRWA issue purchase order under the terms this tender.
16. The awarding might be as per item.
17. In case of awarding UNRWA will provide the contracted supplier with labels and he will be responsible to stick a label on each box.
18. In case a supplier does not deliver on time, UNRWA reserve the right to secure the goods from other sources at supplier’s expense.
19. UNRWA reserves the right to split contract award among several accepted offers.
20. UNRWA General Conditions of Contract for the Provision of Goods (Annex IV) are integral to and binding on any contractual agreement related to this ITB.
21. **Pre-bid meeting will be conducted on Monday 04 February, 2019 at 10:00 am at UNRWA Gaza Logistics Office meeting room** .Suppliers outside Gaza can send their representative to join the meeting.
22. The closing date of this tender is 12 noon on **Tuesday 12 February 2019, at Finance Office Tender Box. Gaza**
23. For outside Gaza suppliers, copy of bid bond & Annex I 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 including the required bid bond, the samples have to be submitted to UNRWA Jerusalem office before 12:00 noon on 12/02/2019 also. Suppliers outside Gaza can contact Mr. Thaer Gharabli on phone No. 00972 542325616 for more information.