

# إعلان مناقصة

التاريخ  
21/05/2019



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 51  
gaza city

t +972 8 677 7353  
+972 8 282 0508  
f +972 8 677 7444

www.unrwa.org

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-14-2019	توريد حفاظات للصغار و البالغين	الثلاثاء، 11 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 21 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 عبارته 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 2887303.

م. علاء الكريري

نائب مدير مكتب المشتريات و التوريدات

دائرة الإسناد الإداري  
مكتب إقليم غزة

ص.ب. 51  
مدينة غزة

هاتف: +972 8 677 7353  
+972 8 282 0508  
فاكس: +972 8 677 7444

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## Invitation to Tender No. T22G-14-2019

Dear Sirs,

You are hereby invited to quote for the supply of the items listed on the attached Tender No. T22G-14-2019

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 IV) 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-14-2019 and mailed in a separate quotation envelope sealed and clearly marked "Confidential", Tender No. T22G-014-2019 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 disposable Baby & Adult Diapers**
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: **USD only**
9. Tender Closure: **11/06/2019, 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 III (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

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

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

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

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

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



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هـ +972 8 282 0508  
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United Nations Relief and Works Agency  
for Palestine Refugees in the Near East  
وكالة اﻻونروا لتقديم اﻻغاثة  
والعمل في الشرق الاوسط

department of  
administrative support  
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قيد في غزة  
Gaza Office

+972 8 677 7131  
+972 8 292 0508  
+972 8 677 3444

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وكالة الأمم المتحدة

لإغاثة و تشغيل اللاجئين الفلسطينيين في الشرق الأدنى

ANNEX I

UNRWA Field Office, Gaza-

TENDER NO.:T22G-12-2019

Cables UNRWA- Tel No. 2887303

Closing DATE: 11/06/2019

PAGE:1 of 1

Fax: 08-2887422

REF Supply of disposable Baby & Adult Diapers

To Supplier	Return Quotation To UNRWA, General Warehouse AL Azhar Road P.O.Box 61 Gaza Attn. Field Procurement & Logistics Officer Gaza	Delivery Date:-----  Delivery Terms:-----  Offer Validity: 4 Months
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Item	Description	UM	Qty	U/P USD	T/P USD
1	Disposable baby diapers weight: 3-6 kg proposed number of pieces in each packet is 48 pc ( ± 5% ) size (S)	Pc	1,440,000		
2	Disposable baby diapers weight: 6-11 kg proposed number of pieces in each packet is 44 pc ( ± 5% ) size (M)	Pc	1,320,000		
3	Disposable baby diapers Baby weight: 9-13 kg proposed number of pieces in each packet is 40 Pc ( ± 5% ) Size (L)	Pc	640,000		
4	Disposable baby diapers weight: ≥13 kg proposed number of pieces in each packet is 35 Pc ( ± 5% ) size (XL)	Pc	350,000		
5	Disposable adult diapers L, waist size 120 cm-150 cm proposed number of pieces in each packet is 15 Pc ( ± 5% )	Pc	45,000		
6	Disposable adult diapers XL, waist size 150 cm-175 cm proposed number of pieces in each packet is 15 Pc ( ± 5% )	Pc	105,000		

For more detailed specification refer to attached Annex II.  
Samples are required with the offer

Supplier comments:		Total Amount
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حاضرة الاستيد الإداري  
مكتب إقليمي غزة

فلسطين  
Gaza Office

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+972 8 292 0508  
+972 8 677 3444



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for palestine refugees in the near east | اللاجئين الفلسطينيين في الشرق الأدنى

Tender No.T22G-14-2019

## (Supply of disposable Baby & Adult Diapers)

### Annex II

#### (Detailed specification)

### 1- Disposable baby diapers:

- Light breathable cloth like interior & exterior layers, soft & pleasant to the touch & help prevent irritation
- Allowing free flow of air & helps to protect baby's skin against rashes
- Quickly absorbs the wetness and spreads it evenly across the core, absorb up to 30 times their weight & keep skin always dry
- Leak guard & Leg cuff, to make sure no side leakage from thigh
- Stretchy sides & elastic waistband to adapt to the baby moves for a comfortable fit & leakage prevention
- Sticky tapes & Magic tapes to adjust the tightness of diaper many times
- Stays light even when wet and it doesn't smell

#### **Packaging:**

The diapers should be packed in a suitable waterproof package that should protect them from any form of containment & damage.

The expiry date should be printed on the packet and should be at least four years from delivery date.

Every five packets of diapers should be packed in strong carton.

### 2 - Disposable adult diapers:

- Disposable hygienic pad for adults having capability to absorb urine & prevent stool & fluid from leaking out - the materials used for making diapers should not harm the skin of adult.
- The absorbent filler should be clean & have good ventilated property that keeps the skin dry & comfortable.
- The top sheet should help in absorption & should have no harmful effect. Also should cover the absorbent filler completely & prevent the filler from reaching adult's skin or clothes under normal handling.
- Double liquid trap on each side to prevent leakage, maximum absorbency, super type (four drops).
- Light breathable cloth like interior & exterior layers, soft & pleasant to the touch & help prevent irritation.
- Resalable: a sealing mechanism that is able to be opened & resealed many times.

#### **Packaging:**

The diapers should be packed in a suitable waterproof package that should protect them from any form of containment & damage.

The expiry date should be printed on the packet and should be at least four years from delivery date.

Every three packets of diapers should be packed in strong carton.

#### **General Conditions:**

- Product information including manufacturer name, origin of country and others must be clearly printed on the external package.
- Blank external packets will never be accepted



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**Tender No. T22G-14-2019**  
**Supply of disposable Baby & Adult Diapers**  
**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. Samples are required and they must be submitted to procurement office, Gaza not later than the tender closing date, otherwise the offer will not be considered.
6. Each offered brand to be sampled by one packet only. Bearing in mind sample will not be returned back to the supplier.
7. Contract duration is three years and extendable for another one year subject for mutual agreement between the two parties of contract.
8. 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
9. 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"
10. 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>



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f +972 8 677 7666

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11. Proposed delivery term is DDP, **UNRWA Warehouses, throughout Gaza Strip** upon end user's request during the contract period. **(Delivery period is of the essence)**.
12. A bid bond (Bank Cheque or Bank Guarantee) of US\$ 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"
13. A performance bond of 10% of the contract amount for contracts that over than \$5,000 will be requested in case of awarding.
14. In case a supplier does not deliver on time, UNRWA reserve the right to secure the goods from other sources at supplier's expense.
15. Quantities in the tender are approximate and liable to change and UNRWA is not bound to purchase all quantities stated in the tender
16. UNRWA reserves the right to split contract award among several accepted offers.
17. UNRWA will request quantities as and when needed during the contract period.
18. 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.
19. The closing date of this tender is **Tuesday 11 June 2019 at 12.00** noon, at **Finance Department** Tender Box, Gaza.
20. Bid Format. The format of the Bid shall be in one envelope.
21. For outside Gaza suppliers, copy of Annex I and copy of the required bid bond have to be sent by fax for No. 00972 -828 87422 or via E-Mail [FTOC@UNRWA.org](mailto: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 11 June 2019**, also Suppliers outside Gaza can contact Mr. Thaer Gharabli, <[T.GHARABLI@UNRWA.ORG](mailto:T.GHARABLI@UNRWA.ORG)> on phone No. 00972-542325616 for more information

دائرة الإسناد الإداري  
مكتب إقليم غزة

ص ب ٦١  
غزة

هـ +972 8 677 7333  
و-أ +972 8 282 0508  
ف +972 8 677 7666



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

T22G-14-2019

Supply of disposable Baby & Adult Diapers



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f +972 8 677 7414

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

We, the undersigned, acknowledge receipt of your Tender No: T22G-14-2019 of 21/05/2019 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 11/06/2019 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 09/06/2019**

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

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مكتب إقليم غزة

تلفون  
011 972 8

هـ 177 7333  
و 282 6508  
ف 677 7414

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