



Ramallah Office

United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Request for offers

Offer title: Carpentry, flooring, painting and electrical work

Date: 05 Aug 2019

Ref.: RAM/2019/ADM/NA/406

Offers received between (Dates):

6 to 20 Aug 2019

Offers received between (Hours):

8:30am – 4:00pm

Price offer Validity period:

Until 31 December 2019

Period when work is to be done:

25 Aug to 30 September 2019



UNESCO Ramallah office requires the services of one or several registered companies or individuals to provide the following services:

#	Description of service	Security Booth In ILS	Building A In ILS	Building B In ILS	Meeting Room	Total Price in ILS excluding VAT	Comments on type of paint proposed, brand name, recommended actions etc.
1	Scraping of water damaged ceiling or wall surfaces, *removal and treatment for any mold, re-plastering to make surfaces smooth before any painting	X	X	X	X		
2	Interior Painting with a reputable brand name, cleanable, quality PVA interior and wall texturing/smoothing with stain and water resistant materials, Gloss paint for the wooden doors and prima paint for the metal door.	X	X	X	X		
3	Removal of old broken tiles, installing quality matching tiles, large, porcelain type (All debris to be removed after)	X	N/A	N/A	N/A		
4	Design new functional, easy care, space efficient reception desk and area. Must have adequate shelving, drawers and storage cabinet with locks. To accommodate 1 receptionist, 1 or 2 guards and visitors seating area (triple chair available) Includes removal of installed ceiling, design and installation of new one. Fix and supply basis.	X	N/A	N/A	N/A		

X: means place your bid for the designated area

N/A: No need to bid on this item

This price offer is valid until _____

Date, stamp & Signature _____

TERMS AND CONDITIONS:

1. All bidding companies are required to make an **appointment** for a **site assessment** of the work to be done before submitting a quote
2. All waste matter must be removed on completion of work
3. All work must be on a fix, supply and make good basis including any cleaning afterwards. All paint splashes must be removed from floors, skirting boards, windows, furniture etc. with UNESCO assets protected at all times.
4. This contract may be awarded to one or several suppliers.
5. Bidding companies may send a quotation for all or some of the services requested.
6. *All original proposals for the offer are to be dated, stamped on each page of this document and delivered by mail to:*

The Finance and Administrative Officer, UNESCO Ramallah

35 Al – Ahliya College Street Ramallah, Palestine

or via email to: Ramallah@unesco.org

and received at UNESCO office, by the deadline date and time. They MUST include the following:

1. Formal offer proposal on company letterhead with clearly indicated cost excluding VAT.
2. Price should be zero Vat, a Vat exemption will be processed for all registered companies by the Ministry Of Finance.
3. Indicate the validity period for each price offered
4. **The offer should be in New Israeli Shekels (ILS)**
5. Each proposal can be filled in on this sheet and must be dated, signed and stamped, or on letterhead and attached to a copy of this offer (which must also have the stamp and signature of the supplier on each page as acknowledgement of the terms of offer).
6. All offers must include the following certification -
"All the goods requested under the terms of this offer are available and the company holds a bank account in the same name as indicated on the letterhead".
7. Any additional remarks, recommendations on alternate models offered and if there are discounts should be clearly indicated clearly.
8. All work, equipment's, products, items should have a warranty for one year at least
9. Reputable quality **brand names and material must be specified in the bid** and should be clearly defined in the offer comments column. Alternate costs effective brands may also be included for consideration. Kindly copy form and indicated 2 or 3 price options where available.
10. References from previous similar work done should be attached to the offer.
11. This contract may be awarded to one or several suppliers.
12. Vendors may send offers to all or part of the services requested.

Name of bidding company, date, stamp & Signature: