



UNRWA

Invitation to Bid



INVITATION TO BID (ITB)

The Supply and Delivery of PERSONAL PROTECTIVE EQUIPMENT -PPE to UNRWA

ITB Reference No.: **ITB-WB-0045-2025**

UNRWA Field Office: **West Bank**

SECTION 1: LETTER OF INVITATION

United Nations Relief and Works Agency for Palestine Refugees in the Near East, hereinafter referred to as UNRWA, hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Acknowledgement letter
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form G: Technical Bid
- Form H: Price Schedule

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in Section 3: Data Sheet.

Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this ITB.

All UNRWA vendors are required to comply with the [United Nations Supplier Code of Conduct](#). We encourage all bidders to [join the United Nations Global Compact](#) and [support the Women's Empowerment Principles](#) (WEP).



We look forward to receiving your bid.

Name: **MACKLENIN Victor**

Title: **Head of Field Procurement and Logistics Office**

A handwritten signature in blue ink, appearing to read 'Macklenin'.

September 15, 2025



SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL	
1. Scope	<p>Bidders are invited to submit a bid for the requirements specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by UNRWA.</p>
2. Interpretation of the ITB	<p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by UNRWA. UNRWA is under no obligation to award a contract to any bidder as a result of this ITB.</p>
3. Supplier Code of Conduct	<p>All bidders must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labor, human rights, environment and ethical conduct may be found at the UN website.</p> <p>The bidder must acknowledge that UNRWA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices.</p> <p>In pursuance of this policy, UNRWA:</p> <ul style="list-style-type: none"> (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Further to UNRWA's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract with UNRWA or any other entity of the United Nations system of organizations if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNRWA contract. <p>UNRWA has adopted a zero-tolerance policy on gifts and hospitality. In view of this, UNRWA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, stationery, transportation, recreational trips to sporting or cultural events, theme parks or offers of holidays, or and any other forms of benefits. Proposers shall not offer any forms of gifts, hospitality or benefits to UNRWA personnel.</p> <p>Consistent with the United Nations Supplier Code of Conduct, by submitting a Proposal, the Proposer certifies that:</p> <ul style="list-style-type: none"> 1. the prices offered in the Proposal have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Proposer or competitor relating to (a) those prices; (b) the intention to submit a Proposal, and/or (c) the methods or factors used to calculate the prices offered; 2. the prices in the Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before UNRWA issues an award under this solicitation; and 3. no attempt has been made or will be made by the Proposer to induce any other entity to submit or not to submit a Proposal for the purpose of restricting competition. <p>Failure to comply with any of the above provisions shall result in the rejection of the Proposal(s). In addition, UNRWA reserves the right to exercise any other rights and remedies available to it.</p>



4. Eligible bidders	<p>Bidders shall have the legal capacity to enter into a binding contract with UNRWA.</p> <p>Registration with UNGM at Level 1 is strongly encouraged for all vendors wishing to conduct business with UNRWA. Instructions on how to register with UNGM can be found on the UNGM website.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNRWA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.</p> <p>Bidders shall not be eligible to submit a bid if at the time of bid submission:</p> <ul style="list-style-type: none"> • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<p>The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by UNRWA are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of UNRWA. All documents which may form part of the bid will become the property of UNRWA, who will not be required to return them to your firm.</p>
6. Publicity	<p>During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.</p>
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNRWA will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>UNRWA shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNRWA to extend the submission date of the bids, unless UNRWA deems that such an extension is justified and necessary.</p>
8. Amendment of solicitation documents	<p>At any time prior to the deadline of bid submission, UNRWA may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>UNRWA may extend the deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>
PREPARATION OF BIDS	
9. Cost of preparation of bid	<p>The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. UNRWA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>



10. Language	The bid, as well as any related correspondence exchanged by the bidder and UNRWA, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the bidder	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to UNRWA's satisfaction.
12. Technical bid	The bidder is required to submit a technical bid using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
13. Price Schedule	<p>The Price Schedule shall be prepared using the Form provided in Section 7 and taking into consideration the requirements in the ITB.</p> <p>The prices and discounts quoted by the bidder shall conform to the requirements specified below.</p> <ul style="list-style-type: none"> • All items and lots (if applicable) must be listed and priced separately. • The price to be quoted shall be the total price of the bid. • The bidder shall quote any unconditional discounts and indicate the method for their application. • The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination is specified in Section 5: Schedule of Requirements. • Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in Section 3: Data Sheet
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet.</p> <ul style="list-style-type: none"> • For the purposes of comparison of proposals, UNRWA will convert the currency quoted in the proposal into the UNRWA preferred currency, in accordance with the UN Operational Rate of Exchange on the closing date.
15. Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNRWA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All bids shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
16. Bid validity period	<p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by UNRWA and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the bid validity period, UNRWA may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing, and shall be considered integral to the bid.</p> <p>If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid, but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 17 (Bid security) in all respects.</p>



	<p>The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.</p>
17. Bid Security	<p>A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.</p> <p>The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer may be rejected.</p> <p>If the bid security amount or its validity period is found to be less than is required by UNRWA, UNRWA may reject the bid.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible after the expiration of the period of bid validity prescribed by UNRWA pursuant to Article 16 (Bid Validity Period).</p> <p>The bid security may be forfeited by UNRWA, and the bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> • If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or; • In the event the successful bidder fails: <ul style="list-style-type: none"> ○ to sign the Contract after UNRWA has issued an award; or ○ to furnish the Performance Security, insurances, or other documents that UNRWA may require as a condition precedent to the effectivity of the contract that may be awarded to the bidder.
18. Joint Venture, Consortium or Association	<p>If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:</p> <ul style="list-style-type: none"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and • if they are awarded the contract, the contract shall be entered into by and between UNRWA and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNRWA.</p> <p>If a JV, Consortium or Association's bid is the bid selected for award, UNRWA will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Bid) herein in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNRWA.</p>

	<p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
19. Only one bid	<p>The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this ITB; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this ITB process; • they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
20. Alternative bids	<p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNRWA reserves the right to award a contract based on an alternative bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>
21. Pre-bid conference	<p>When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p>

	<p>UNRWA will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 39 (Clarification of Bids).</p> <p>The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by UNRWA in writing.</p> <p>Answers to questions raised during the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.</p>
22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p> <p>Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.</p> <p>Prior to attending a site inspection, bidders may need to execute an indemnity and a waiver releasing UNRWA in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNRWA to the site (if provided) as a result of any accidents or malicious acts by third parties. <p>UNRWA will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNRWA in writing.</p>
23. Errors or omissions	<p>Bidders shall immediately notify UNRWA in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
24. Bidders responsibility to inform themselves	<p>Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they:</p>



	<ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB; • review the ITB to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with UNRWA, its employees or agents; • attend any Pre-bid conference or site inspection if it is mandatory under this ITB; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and • form their own assessment of the nature and extent of the goods, works and/or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid.
25. No material change(s) in circumstances	<p>The bidder shall inform UNRWA of any change(s) of circumstances arising during the ITB process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors; • a change to any information on which UNRWA may rely in assessing bids.
SUBMISSION AND OPENING OF BIDS	
26. Instruction for bid submission	<p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts UNRWA's General Conditions of Contract, which are available on the UNRWA website.</p>
27. Deadline for bid submission	<p>Complete bids must be received by UNRWA in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to the Time and Date website. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time.</p> <p>UNRWA may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNRWA and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of bids	<p>A bidder may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to UNRWA, duly signed by an authorized representative. The corresponding substitution or</p>



	<p>modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids.</p> <p>If submission via mail / courier is acceptable as per Section 3: Data Sheet, proposals must be clearly marked as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION".</p> <p>However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by UNRWA for the entire bid validity period, as may be extended.</p>
29. Storage of bids	Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in Section 3: Data Sheet. No responsibility shall be attached to UNRWA for prematurely opening an improperly addressed and/or identified bid.
30. Bid opening	Bids will be opened by a committee formed by UNRWA consisting of at least three (3) personnel including the chairperson.
31. Late bids	<p>Any bid received by UNRWA after the deadline for submission of bids will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.</p> <p>In exceptional circumstances, late bids may be accepted if it is determined that the submission was sent in ample time prior to the bid closing and the delay could not be reasonably foreseen by the bidder or was due to force majeure or in other cases where UNRWA at its sole discretion determines it is in the interest of the Agency to accept a late bid.</p>
EVALUATION OF BIDS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a bidder or anyone on behalf of the bidder to influence UNRWA in the examination, evaluation and comparison of the bids or contract award decisions may, at UNRWA's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing UNRWA's vendor sanctions procedures.</p>
33. Evaluation of bids	<p>UNRWA shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.</p> <p>UNRWA shall conduct the evaluation solely on the basis of the bids received according to the evaluation criteria in Section 4.</p>
34. Preliminary examination	UNRWA shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. UNRWA reserves the right to reject any bid at this stage.
35. Evaluation of eligibility and qualification	Eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible Bidders).
36. Evaluation of technical bids	Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.



37. Evaluation of prices	The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNRWA.
38. Post-qualification	<p>UNRWA reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or with previous clients, or any other entity that may have done business with the bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder; f) Other means that UNRWA may deem appropriate, at any stage within the selection process, prior to awarding the contract.
39. Clarification of bids	<p>UNRWA may request clarification or further information in writing from the bidders at any time during the evaluation process.</p> <p>UNRWA may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.</p>
40. Responsiveness of bid	<p>UNRWA's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or b) limits in any substantial way, inconsistent with the bidding documents, UNRWA's rights or the bidder's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids. <p>If a bid is not substantially responsive, it shall be rejected by UNRWA and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>
41. Nonconformities, reparable errors and omission	<p>Provided that a bid is substantially responsive, UNRWA may waive any non-conformities or omissions in the bid that, in the opinion of UNRWA, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders.</p> <p>Provided that a bid is substantially responsive UNRWA may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.</p> <p>For bids that have passed the preliminary examination, UNRWA shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit



	<p>price shall prevail and the line item total shall be corrected, unless in the opinion of UNRWA there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.</p>
42. Right to accept any bid and to reject any or all bids	UNRWA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNRWA's action. UNRWA shall not be obliged to award the contract to the lowest priced offer.
43. Samples	<p>Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by UNRWA or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to UNRWA are non-returnable, unless otherwise stated. Samples should be marked with the ITB number.</p> <p>If a bidder fails to provide samples or documents requested by UNRWA in a timely manner, UNRWA may declare the bid unsuccessful.</p>
AWARD OF CONTRACT	
44. Award criteria	In the event of a Contract award, UNRWA shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. UNRWA reserves the right to conduct negotiations with the bidder recommended for award on the content of their bid.
45. Right to vary requirement at time of award	At the time the Contract is awarded, UNRWA reserves the right to increase or decrease the quantity of goods, works and/or services originally specified in Section 5: Schedule of Requirements and without any change in the unit prices or other terms and conditions of the bid and the bidding document.
46. Notification of award	UNRWA will notify the successful bidder in writing by email or post, that its bid has been accepted.
47. Debriefing	In the event that a bidder is unsuccessful, the bidder may request a debriefing from UNRWA. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for UNRWA procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.
48. Publication of Contract Award	UNRWA may publish the contract award on United Nations Global Marketplace , with the ITB reference number, the information of the awarded bidder company name, contract amount or LTA and the date of the contract.
49. Performance security	The successful bidder, if so specified in Section 3: Data Sheet shall furnish a performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from UNRWA. Banks issuing performance securities must be acceptable to UNRWA comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.



	<p>UNRWA shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 17 (Bid Security).</p> <p>Failure of the successful bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event UNRWA may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by UNRWA to be qualified to perform the contract satisfactorily.</p>
50. Bank guarantee for advance payment	<p>Except when the interests of UNRWA so require, it is UNRWA's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the UNRWA comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>
51. Liquidated Damages	<p>If specified in Section 3: Data Sheet, UNRWA shall apply Liquidated Damages for the damages and/or risks caused to UNRWA resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.</p>
52. Bid protest	<p>Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint. The bidder may as a first step protest directly to the relevant Awarding Authority within ten working days of receipt of the notification that the bidder has not been awarded a contract (or publication of award). The Awarding Authority will review the protest and provide a reply to the bidder. The bidder may forego this step and protest directly to the Chief, Central Support Services Division of UNRWA.</p>



SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Invitation to Bid (ITB) is ITB-WB-0045-2025</p> <p>The Supply and Delivery of PERSONAL PROTECTIVE EQUIPMENT -PPE to UNRWA</p> <p>Based on the results of this competitive bidding exercise, UNRWA intends to enter into non-exclusive Long-Term Agreement(s) (LTAs) with the successful bidder(s) for the supply of an indefinite quantity of the specified products in support of UNRWA's operations. In the event of UNRWA signing Long Term Agreement(s), the following shall apply: LONG TERM AGREEMENT</p> <p>The successful bidder shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms, after written consent from UNRWA.</p> <p>The expected duration of the LTA is: LONG TERM AGREEMENT FOR Two (02) years with the possibility of extension for up to One (01) YEAR additional years subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>LTAs are considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>UNRWA reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of UNRWA</p> <p>The award of contract under the LTA will not be subject to secondary competition among the LTA holders.</p>
2.	Eligible bidders	<p>Only proposers from the attached list of eligible countries/territories are eligible to participate in this proposal process [attach list].</p>
3.	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p>Focal Person: E-mail address: FPLO-WB@unrwa.org</p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26). FAILING TO DO SO MAY LEAD TO DISQUALIFICATION OF THE BID.</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>Deadline for submitting requests for clarifications / questions (by bidders): 19 September 2025</p> <p>Deadline for submitting answers for clarifications (by UNRWA): 22 September 2025.</p> <p>Manner of disseminating supplemental information to the ITB and responses / clarifications to queries:</p> <p>Direct communication to prospective bidders by email AND posting on the UNGM website.</p>



4.	Language	All bids, information, documents and correspondence exchanged between UNRWA and the bidders in relation to this bid process shall be in English
5.	Currency	Prices shall be quoted in USD
6.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.



7.	Bid validity period	120 days
8.	Bid security	Not Required
9.	Alternative bids	Shall not be considered.
10.	Pre-bid conference	Choose an item.
11.	Site inspection	
12.	Instruction for bid submission	<p>Proposals must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering (In-Tend): 25 September 2025, at 14:00 pm Jerusalem Local Time.</p> <p>SUBMISSION BY E-TENDERING The bids shall be submitted via the UNRWA e-tendering system (In-Tend) which can be accessed through the United Nations Global Marketplace. This document contains general guidance on how to register with UNGM and make a submission. The UNGM website also contains a help section with further guidance. ATTENTION: Bids which do not comply with these requirements may be rejected.</p>
13.	Deadline for bid submission	<p>Date: 25 September 2025</p> <p>Time: 14:00 Jerusalem Local Time</p> <p>Time zone: Jerusalem</p>
14.	Expected date for commencement of contract	30 October 2025
15.	Contract award to one or more bidders	<p>UNRWA may award a contract to:</p> <p>One or more Bidders, depending on the lowest price technically acceptable offer</p>
16.	Performance security	Not Required
17.	Advance payment	Not Allowed
18.	Liquidated Damages	Will not be imposed

SECTION 4: EVALUATION CRITERIA

4.1 Technical evaluation criteria

Will depend on the samples and the lowest Priced.

4.1.1 Eligibility Criteria:

The bidders should fill the compliance table no.1 below:

Table 1- Eligibility Criteria Table

Item		Compliant Yes/No	Notes
1	Bidders must enclose in their bids the company registration certificate as a proof that the company is legally registered.		
2	Bidders must enclose in their bids valid correlating bank account as per business registration details.		
3	Bidders must enclose in their bids UNRWA General Conditions of Contract for the procurement of goods initialed, signed and stamped by the bidders.		
4	Bidders must confirm that they will register their companies under UNGM at least at Level 1 prior to award.		
5	Bidders must confirm that they are not on any UN Sanction List.		

4.1.2 Mandatory Technical Evaluation Criteria:

4.1.2.1 Bidders should fill in the compliance Table no.2 below:

Table 2 – Compliance Table

Requirement		Compliant Yes/No	Notes
1	The evaluation to be on the Samples and the lowest price		<ul style="list-style-type: none"> - Samples are required before the closing date of the tender. - Delivering the samples to the UNRWA Ramallah Building at Ramallah City- Betounia. - Any Price offer submitted without a sample will not be considered.
2	Delivery Date		Delivery date needs to be realistic, and selection criteria will depend on the delivery duration from the date of accepting the PO to the date of delivery (The ranking of the vendors for these criteria will be based on the delivery date).






4.2 Financial Evaluation





The Commercial Evaluation will be based on lowest priced bid which substantially complies with the requirements, taking into consideration the delivery lead time and the Agency best value for money.




Please fill in your prices in SECTION 7, FORM H: PRICE SCHEDULE: Page 27

SECTION 5: SCHEDULE OF REQUIREMENTS





Printed Forms:






No	Item Description	Unit of Measure	Item photo	Quantity Per 1 Year
	Nitrile Latex Disposable Gloves- powder free	Box/100pc		2988
	Surgical Masks- Disposable 3-Layer Face Masks	Box/50pc		3576
	Hand Sanitizer contains fragrance natural with oils - 100ml - 70% (m/m) alcohol	Bt/100ml		2604
	Tissue paper Roll for Hands - Paper Rolls I Hand Towel 80m x 16 Rolls	EA		6060
	toilet paper 10x14 cm approx weight 140 gm/roll,	RO		16980

<p>Tissue Paper/Personel use - Material Wood Pulp Fiber NOT COTTON, White Facial Paper Tissues, 5-Ply, 200 Sheet per Pack200 Pull Tissues</p>	Pk		4968
<p>Metal Waste Basket - Stainless steel waste bin with 100 liters with foot pedal and with cover</p>	PC		768
<p>Chlorine, multi- purpose floor cleaning liquid , 4-5% concentration Bt= 4 LT</p>	Bt/4 L		4680
<p>white twoel, cotton - N G Products 100% Cotton</p>	EA		1680

<p>Rubber gloves (long rubber water proof 30 cm) - Heavy Duty Rubber Gloves, 18" Long Rubber Gloves, Reusable Waterproof Cleaning Drain Gloves</p>	<p>EA</p>		<p>3480</p>
<p>Hygiene Spray, 500 ml - Antibacterial Cleansing Hygiene Spray 500 ml</p>	<p>Bt/500ml</p>		<p>5232</p>
<p>Hygel personal (Gel Sanitizer) - HiGel- hand sanitizer contains 70% (m/m) alcohol for effective hand sanitizing - 100ml</p>	<p>Bt/100ml</p>		<p>4848</p>

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Spray Pump - High Pressure Spray Pump (2 Liter)	Bt/2L		672
Thermometer Scanner/Forehead IR - Extech IR200 Non-Contact Forehead Infrared Thermometer	PC		948
medical filter mask .PK= 100 - Face Mask N-95 with Filter	Box/100pc		3768
Sodium Hypochlorite 8% concentrated solution	Bt/4L		6480

Eyes protective(goggles)	PC		3660
Protective Gowns - Disposable Medical Gowns	EA		1800
disposable PPE (for chemical use) - Chemical Suit - Disposable Suit With Hood	EA		2424
Dettol Soap-Bar 100 gm	EA		4944
dettol for containers in plastic Bt = 750 ml	Bt/750ml		2880

Anti-septic spray 750 ml , to clean up the shower and toilet	Bt/750ml		1236
Disposable Bed Sheet/ Cover - Disposable Bed Sheet Roll (58X10000cm)	PC		24960
Alco-Gel/ Bottles - 500 ml - 75% Alcohol Hand Sanitiser Gel 500ml Bottle with pumb	Bt/500ml		4644

**** Samples submitted should each be clearly marked with the same item number which is used on the BID Form, samples packages must be clearly marked “SAMPLES” with the ITB number and the Bidder’s name etc...**

****The samples should be sent for each requested items as stated in Bid Form before the ITB closing date to SSO Ramallah Warehouses**

**** Note: Your prices must include delivery**

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS



6.1 General Conditions of Contract

In the event of a Contract, it will be subject to UNRWA's General Conditions of Contract (GCC) which are available on the UNRWA website: <https://www.unrwa.org/procurement/how-we-operate>.

SECTION 7: BIDDING FORMS

Form A: Acknowledgement letter

Form B: Checklist

Form C: Bid Submission

Form D: Bidder Information

Form E: Joint Venture / Consortium / Association Information

Form G: Technical Bid

Form H: Price Schedule



FORM A: ACKNOWLEDGEMENT LETTER

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Click or tap here to enter text.

From: Click or tap here to enter text.

Subject ITB reference **ITB-WB-0045-2025**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a bid.
<input type="checkbox"/>	NO . We are unable to submit a competitive offer for the requested goods/works/services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested goods/services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive offer for the requested products at the moment
<input type="checkbox"/>	The requested products are not available at the moment
<input type="checkbox"/>	We cannot meet the requested specifications
<input type="checkbox"/>	We cannot offer the requested type of packing
<input type="checkbox"/>	We can only offer FCA prices
<input type="checkbox"/>	The information provided for bidding purposes is insufficient
<input type="checkbox"/>	Your ITB is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a bid
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your volume is too small and does not meet our order quantity
<input type="checkbox"/>	Our production capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	We do not sell directly but through distributors
<input type="checkbox"/>	We have no after-sales service available
<input type="checkbox"/>	The person handling the bids is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future ITBs for this type of goods
<input type="checkbox"/>	We don't want to receive ITBs for this type of goods

Questions to the bidder concerning the reasons for NO BID should be addressed to Click or tap here to enter text.
phone Click or tap here to enter number., email Click or tap here to enter text..



FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

This form does not have to be returned and simply serves as a tool for bidders to ensure that they have included all necessary forms.

Technical bid:

Have you duly completed all the returnable bidding forms?	
▪ Form C: Bid Submission	<input type="checkbox"/>
▪ Form D: Bidder Information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification [remove if not required]	<input type="checkbox"/>
▪ Form G: Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form I: Bid Security [remove if not required]	
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Bidder Information?	<input type="checkbox"/>

Price Schedule:

▪ Form H: Price Schedule	<input type="checkbox"/>
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FORM C: BID SUBMISSION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ITB-WB-0045-2025		

We, the undersigned, offer to supply the goods and related services required for Click or tap here to enter text.in accordance with your Invitation to Bid No. **ITB-WB-0045-2025**. We hereby submit our bid, which includesthis Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below is: Insert amount in words and figures, indicating amount(s) and respective currency(ies) (by lots if applicable) .

The discounts offered and the methodology of their application are:

- **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

Bidder Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this bid I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of UNRWA (other than the point of contact) to lobby or solicit information in relation to the ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of UNRWA.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with UNRWA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to UNRWA. I/We have read and will adhere to the United Nations Supplier Code of Conduct and understand that adherence to it is a requirement for participating in any solicitation exercise of UNRWA.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to UNRWA's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any Joint Venture/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by UNRWA or any other entity of the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in



Yes	No	
		his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Bid Validity Period: I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any bid you receive and we certify that the goods offered in our bid are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the bidder]



FORM D: BIDDER INFORMATION

ITB Reference	ITB-WB-0045-2025
Legal name of bidder	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Bidder's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
Organisational type	Choose an item.
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	Click or tap here to enter text.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar supply contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you an UNRWA vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?	Tick all that apply and provide supporting documentation. <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?	Attach a formal statement that outlines your organization's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as: Tick all that are attached: <input type="checkbox"/> Formal statement



<ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<input type="checkbox"/> Sustainability report <input type="checkbox"/> UN Global Compact Communication on Progress <input type="checkbox"/> Member of the Women Empowerment Principles network <input type="checkbox"/> Other, specify Click or tap here to enter text.
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? <i>(If yes, please provide details and documentation)</i></p>	Click or tap here to enter text.
<p>Is your company inclusive of persons with disabilities, i.e. do you hire persons with disabilities, do you have a disability inclusion policy or do you consider accessibility in the design of your products, services or supply chain? <i>(If yes, please provide details and documentation)</i></p>	Click or tap here to enter text.
<p>Is your company a member of the UN Global Compact</p>	<p>Choose an item. If yes, please provide a link to your Global Compact profile: Click or tap here to enter text.</p>
<p>Contact person that UNRWA may contact for requests for clarifications during bid evaluation</p>	<p>Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.</p>



FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ITB-WB-0045-2025		

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (<i>address, telephone numbers, fax numbers, e-mail address</i>)	Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



FORM F: ELIGIBILITY AND QUALIFICATION FORM

This form is not applicable for this specific procurement case.

FORM H: PRICE SCHEDULE:

Kindly fill in your prices:

Currency: _____

No.	Item Description	Unit of Measure	Qty Per 1 Year	Unit Price	Total Price	Delivery Time
1	Nitrile Latex Disposable Gloves- powder free	Box/100pc	2988			
2	Surgical Masks- Disposable 3-Layer Face Masks	Box/50pc	3576			
3	Hand Sanitizer contains fragrance natural with oils - 100ml - 70% (m/m) alcohol	Bt/100ml	2604			
4	Tissue paper Roll for Hands - Paper Rolls I Hand Towel 80m x 16 Rolls	EA	6060			
5	toilet paper 10x14 cm approx weight 140 gm/roll,	RO	16980			
6	Tissue Paper/Personel use - Material Wood Pulp Fiber NOT COTTON, White Facial Paper	Pk	4968			



	Tissues, 5-Ply, 200 Sheet per Pack 200 Pull Tissues					
7	Metal Waste Basket - Stainless steel waste bin with 100 liters with foot pedal and with cover	PC	768			
8	Chlorine, multi-purpose floor cleaning liquid, 4-5% concentration Bt= 4 LT	Bt/4 L	4680			
9	white twoel, cotton - N G Products 100% Cotton	EA	1680			
10	Rubber gloves (long rubber water proff 30 cm) - Heavy Duty Rubber Gloves, 18" Long Rubber Gloves, Reusable Waterproof Cleaning Drain Gloves	EA	3480			
11	Hygiene Spray, 500 ml - Antibacterial Cleansing Hygiene Spray 500 ml	Bt/500ml	5232			
12	Hygel personal (Gel Sanitizer) - HiGel-hand sanitizer contains 70% (m/m) alcohol for effective hand sanitizing - 100ml	Bt/100ml	4848			
13	Liquid Soap-Hand Washing 1LT with pumb	Bt/1L	4380			
14	Shampoo for showers, 600 ml with Pumb	Bt/600ml	360			



15	Black refuse sacks for garbage 50* 45 cm pk=10	PK/10	11868			
16	Black Refuse Sack - Black refuse sacks for garbage 95* 75 cm pk=10	PK	11124			
17	Spray Pump - High Pressure Spray Pump (2 Liter)	Bt/2L	672			
18	Thermometer Scanner/Forehead IR - Extech IR200 Non-Contact Forehead Infrared Thermometer	PC	948			
19	medical filter mask .PK= 100 - Face Mask N-95 with Filter	Box/100pc	3768			
20	Sodium Hypochlorite 8% concentrated solution	Bt/4L	6480			
21	Eyes protective(goggles)	PC	3660			
22	Protective Gowns - Disposable Medical Gowns	EA	1800			
23	disposable PPE (for chemical use) - Chemical Suit - Disposable Suit With Hood	EA	2424			
24	Dettol Soap-Bar 100 gm	EA	4944			
25	dettol for containers in plastic Bt = 750 ml	Bt/750ml	2880			



26	Anti-septic spray 750 ml , to clean up the shower and toilet	Bt/750ml	1236			
27	Disposable Bed Sheet/ Cover - Disposable Bed Sheet Roll (58X10000cm)	PC	24960			
28	Alco-Gel/ Bottles - 500 ml - 75% Alcohol Hand Sanitiser Gel 500ml Bottle with pumb	Bt/500ml	4644			
29	Nitrile Latex Disposable Gloves- powder free	Box/100pc	2988			

**** Samples submitted should each be clearly marked with the same item number which is used on the BID Form, samples packages must be clearly marked "SAMPLES" with the ITB number and the Bidder's name etc...**

****The samples should be sent for each requested items as stated in Bid Form before the ITB closing date to SSO Ramallah Warehouses**

**** Note: Your prices must include delivery**