

Terms of Reference – system development to get SEDEX certificates

RFQ#PTC-013-02-2021

Tender for System development (SEDEX ethical program)for dates exporting company

AN OVERVIEW

THE PALESTINE TRADE CENTER- PALTRADE

The Palestine Trade Centre - PalTrade is a non-profit, membership-based organization with a national mandate to lead the development of exports as a driving force for sustainable economic growth. The centre advocates a competitive, enabling business environment and is dedicated to improving trade competitiveness. PalTrade provides a wide range of export support services in the areas of export development and market intelligence, export promotion, and export policy and advocacy.

PROJECT BACKGROUND

PalTrade has received a grant from the EU to implement a project titled “Creating a Business Enabling Environment for a Green Economy in Palestine” as part of European Union (EU), represented by the European Commission (EC), Support to Civil Society Organizations in Palestine – Economic Development and Local Authorities, To ensure that actions which are funded by the European Union (EU) incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in Palestine concerned, as well as the results and the impact of this support , PalTrade will undertake a series of activities to ensure the visibility of the project

PalTrade has set two specific objectives for this project:

- Objective 1: To create a national policy that would foster a green enabling environment for Palestinian economic enterprises;
- Objective 2: To build up enterprises’ green capacity to penetrate global markets.

Targeted Beneficiaries Background & Information:

HASAD Company was established in 2010 by a group of Palestinian investors to take the responsibility of number of dates production and processing assets including an organic dates farm, data processing factory in Jeftlick and date paste factory in Tubas. HASAD headquarters office is located in Tubas, Palestine. HASAD products portfolio consists of wide range high quality whole dates (Palestine grown), date-based products (date paste). HASAD is the leading exporter of Palestinian Medjool dates to several countries including Turkey, Malaysia, UK, Europe, Canada and other countries worldwide

Scope of Work Content development:

Sedex is one of the world's leading ethical trade membership organization, working with businesses to improve working conditions in global supply chains, Using Sedex enables businesses to work together to better manage their social and environmental performance and improve working conditions throughout the supply chain.

Over 60,000 member organizations from over 180 countries use the Sedex platform to exchange data, manage business risk, meet compliance and drive positive impact on people.

Service provider is expected to provide the following tasks :

1. Register hasad company in sedex organization and pay fees.
2. Analysis the hasad system according sedex requirements, and prepare reports.
3. Develop the system and policy according the sedex parts, the consultant should determine the SOP's which develop through the technical offers.
4. Develop HR policies which meet sedex requirement and labour law, and approved from labor ministry.
5. Supervise on system implementation, and take corrective actions.
6. Train hasad workers and employees on sedex, and retraining to verify understanding.

DURATION OF THE CONTRACT

The total duration of the contract will take no longer than one month and is anticipated to start as of February 28 .2021

Qualifications & Skills:

The group of Persons or company must have the qualifications, capacities and experiences to conduct the above activities; they must have the following minimum requirement:

- Proven experience in system development , especially in social accountability along the dates value chain.

General Terms and conditions

A. Financial Proposal:

- Prices are valid for 30 days.
- The submitted offers should be in EURO and excluding Vat
- Financial proposal to be clearly reflecting the deliverables mentioned above.
- Prices include all types of expenses such as transportations, communication, etc.

B. Specific terms and conditions:

- Bidding is open only for groups of consultants or companies with proven experience in relevant assignments.

- The service provider must submit two separate sealed envelopes. The first envelop is a Technical Offer and the second one is Financial offer.
- The interested service provider must provide all administrative documents (profile, contact details, technical experience, samples of produced documents and CVs).
- The technical offer must include;
 - 1) An elaborated methodology to perform the required tasks.
 - 2) Samples of previous relevant work for each consultant engaged in the offer.
 - 3) The CVs of the group of consultants or companies clarifying related experience.

Language requirement:

- Excellent written and verbal communication skills in English;
- Working knowledge of Arabic will be an added advantage

Application process

Send a cover letter responding to the Terms of Reference that includes a technical proposal including CVs of the working teams, a sample of related previous works, financial proposal and work plan

Your proposals should be addressed and submitted to Palestine Trade Canter – Al Balou Street, Mall of Palestine Bldg. 5th floor, in 2 separated financial and technical sealed envelopes no later than Wednesday, February 25th, 2021 at 12:00 PM, with subject RFQ # PTC-013-02-2021.

For more inquiries contact us in written email at procurement@paltrade.org and by replying to the invitation email you will receive from this email, no inquiries will be taken over the phone.

The evaluation criteria are the following

No	Evaluation Criteria	Max (points)
1	Technical Weight	70%
1.1	Working Methodology	20
1.2	Understanding of the Assignment	5
1.3	Relevant/ previous experience	20
1.4	Company – consultants ,profile & C.V. of the auditors	20
1.5	PalTrade member	5
2	Financial Weight	30%
Total		100%

Evaluation passing scores

Evaluation will be based first on technical evaluation; the companies should pass the technical offer first, with at least passing scores of (55/70), then the companies will be eligible to open their financial offers.

Financial Offer:

#	Description	Unit	Cost/Unit EURO	Total
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		1		
1	Hasad company video content development	1		
Grand Total				

Total costs in Numbers EUROS

Total costs in word EUROS

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The financial offer must be filled after stamping and signing all pages and placing this form in a sealed envelope and separate from the technical offer.

Service provider signature and stamp

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Legal company name	
Name of authorized signatory	
ID of the authorized signatory	
Licensed Operator	
Nationality	
Company Address	
Phone number	
And fax number	

Responsible person

Name	
Address	
Mobile number	



This Project is Funded by



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