



*REQUEST FOR PREPOSAL*  
**E-Commerce Training**  
**RFP #PTC-038-2022**

PalTrade was established in 1998 as a non-profit, membership-based organization to “Lead the development of Palestinian export as a driving force for sustainable national economic growth”.

The “Support for Movement and Trade Related Activity 2022-2023” is a project that comes as a part of an implementation collaboration between the State of Palestine’s Prime Minister’s Office (PMO) and Palestine Trade Center – PalTrade, made possible by funding from the Representative Office of Japan to Palestine (RoJ).

PalTrade is seeking candidates to conduct 2 days training session that will be given online through Zoom Paltform, trainees must learn how to create a digital presence and display their services/products in a clear and attractive manner to encourage trade-related activities. Furthermore, they must be able to utilize programs, strategies, and tactics pertaining to e-commerce in order to increase their online reach .

Interested companies / individuals that wish to receive the tender documents, shall take notice to the following dates and deadline:

- The deadline for receiving RFP documents by email shall be no later than **Tuesday Dec 20<sup>h</sup>, 2022 until 12:00PM**. The service provider shall send an email to [procurement@PalTrade.org](mailto:procurement@PalTrade.org) showing their interest in participation to receive the documents; indicating as subject **RFP-PTC-038-2022**
- All inquiries shall be addressed, in writing by e-mail to [procurement@PalTrade.org](mailto:procurement@PalTrade.org), the deadline for receiving any inquiries about the scope and this RFP contents is **Thursday, Dec 22<sup>th</sup> , 2022 until 12:00PM**. No inquiries shall be received after this date ; indicating as subject **RFP-PTC-038-2022**
- The deadline for submitting the offers shall be no later than **Monday, Dec 26<sup>th</sup> , 2022 until 12:00PM**
- The winner company will bear the cost Jobs.ps