

REQUEST FOR PROPOSAL (RFP)

RFP Subject: Gulfood 2025 installation service

RFP #: PTC-004-2025

Issue Date: Thursday 23rd of Jan 2025

Response Deadline: Sunday 26th of Jan 2025

Contact Information:

Palestine Trade Center (PalTrade)

Mall of Palestine, 5th Floor

P.O. Box 883 Al-Balou, Ramallah, Palestine

Suha Waary

Procurement Officer

procurement@paltrade.org

1. Introduction

PalTrade is organizing the participation of Palestinian companies under a unified Palestinian pavilion at **Gulfood 2025** in Dubai, UAE between **Feb 17-21, 2025** this activity will be funded by a donor program; Therefore, PalTrade is requesting price offers for the installation of this Palestinian Pavilion, covering an area of **135 sqm. divided into 2 separate pavilions (126 sqm and 9 sqm in Shiekh Maktoum Hall)**

2. Organization Background

PalTrade is a non-profit organization, mandated as the Palestinian National Trade Promotion Organization. PalTrade's mission is to lead the development and sustainable increase of Palestinian exports as a driving force for national economic growth. PalTrade has been instrumental in creating the National Export Strategy and supporting export development, market intelligence, export promotion, and export policy and advocacy.

3. Scope of Work

The vendor must submit offer for installing the Palestinian pavilion per the following conditions:

- The pavilion will be installed over an area of **135 square meters. (126 sqm and 9 sqm in Shiekh Maktoum Hall)**
- The pavilion will be divided among the **19 Palestinian companies (18 booths and 1 separated booth)**
- The requested design of the Pavilion to be implemented by the service provider is attached to this RFP in a separate file.
- The winning company will be responsible for installing the pavilion according to the designs and specifications included in the RFP document. Variations in executing the designs on ground will be not acceptable at any condition without prior approval from Palestine Trade Centre- PalTrade and notification ahead of time at least 2 weeks from executing.

- The winning company should furnish the pavilion with all the furniture and equipment in accordance with specifications listed in the design.
- The winning company will be responsible to adhere and comply with the organizers technical, financial and administrative conditions in general, especially in terms of obtaining working permits, loading and offloading supplies, installation and demolishing rules and conditions etc.
- The winning company is responsible for obtaining all needed permissions to complete the work.
- **The winning company is responsible for all electricity connections, extensions, and related issues.**
- **The cost of electricity fees (consumption) that is paid to the organizers, if any, is also the responsibility of the winning company.**
- The winning company should install, dismantle and vacate the pavilion and leave it clean according to the dates, terms and regulations, following the conclusion of the exhibition.
- The winning company is responsible for implementing all engineering, technical, and financial requirements and all conditions and terms requested by the organizer.
- The winning company is responsible for its employees and workers during the installation and dismantling and is responsible for their insurance against work accidents. PalTrade is not responsible for any of the above neither legally or financially.
- The winning company is responsible for any ruination or breakings in the installation area and is responsible for fixing it as the management of the exhibition deems appropriate.
- For the further details of the exhibition, interested companies are advised to visit the official <https://www.gulfood.com/>

4. Location of the Assignment

Dubai, Gulfood Exhibition, Dubai world trade center, Shiekh Maktoum hall

5. Terms and Conditions:

- Interested companies should be registered in official bodies, either local or international; a copy of the registration should be submitted along with the offer.
- Interested companies should be experienced in exhibitions' installation and decoration. A list of similar previous work along with images and brief of exhibition, year conducted, location and number of participating companies should be submitted along with the offer.
- Interested companies should have the needed expertise and adequate human resources to execute the installation in Dubai, within the given time and according to the designs. The company profile with capacity and resources should be presented along with the offer.
- Interested companies should comply with the technical conditions and the design details.
- Local and international companies should provide a MoU clarifying the partner company executing the installation offer. Unless proof of available staff located in UAE should be provided in the RFP.
- Submitted proposals language shall be **English**.
- In submitting a proposal, the proposer acknowledges that PalTrade is not liable for any costs incurred for the preparation of and/or submission of the proposal.

- PalTrade may cancel, postpone, or extend this RFP or any part of it without any reason, and the vendor does not have the right to ask for any compensation or price differences.
- PalTrade will not be bound to the least price submitted, and without stating any reason for this noting that the evaluation will be technical, and if succeeded, financial.
- PalTrade has the right to withhold the names of the participants in this RFP and their corresponding proposals.
- PalTrade reserves the right to reject any or all proposals, to waive any informality in the RFP process, and to accept the proposal deemed to be in the best interest of our company.

6. Submission Instructions

- Please submit your technical and financial offer in two separated files electronically in PDF format to procurement@paltrade.org indicating as subject **RFP-PTC-004-2025**, by **Sunday 26th Jan, 2025** , no later **14:00 PM Palestine time**. Late submissions will not be considered.
- **The technical proposal should include a work plan, time frame and methodology.**
- The quotations should remain valid for a period of no less than **30 days** after the deadline date specified for submission. The prices quoted should remain fixed for the duration of the contract and should not be subject to adjustment on any account, unless to offer a deduction to the rates, or due to changes in the Scope of work approved by PalTrade.
- Prices should be submitted **in US dollars only Including VAT**. The price offer should include the total price for installation and break down which includes all furniture, electricity work etc. as described in the pavilion design

7. Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact the Procurement Officer, Suha Waary at procurement@paltrade.org indicating as subject **RFP-PTC-004-2025 Saturday 25th of Jan , 2025** no later than **14:00 PM Palestine time**.

8. Terms of Payment:

- Payments are subject to the bank transfer fees of the recipient bank.
- PalTrade will make two payments for the total cost of the installation. The first payment (50%) is upon signing the contract with the winning company and the remaining after the exhibition, when dismantling works are completed and approved by PalTrade.

9. Evaluation Criteria & Weighting

Proposals will be evaluated based on the criteria outlined in the table below:

Experience: Relevant experience and past performance	40%
Technical Competence: Proposed methodology and work plan	20%
Submit supporting documents	10%
Financial proposal	30%



Upon the completion of the technical evaluation, only proposals who were not eliminated during the technical evaluation and have achieved the minimum passing scores of (55%) out of (70%) will be evaluated financially.

The winner of this RFP is the applicant who receives *the highest cumulative overall score* of both technical & financial evaluations.

10. Confidentiality

All information provided in this RFP and received in proposals will be treated as confidential and used solely for the purpose of evaluating potential vendor

-END OF RFP -