
REQUEST FOR PROPOSAL (RFP)

RFP Subject: Logistics Expert / Consultancy Assignment – Export Manual Development

RFP#: PTC-014-2026-B

Issue Date: Wednesday, 9th of Sep, 2026

Response Deadline: Wednesday, 23rd of Sep, 2026

Contact Information:

Palestine Trade Center - PalTrade
Mall of Palestine, Entrance B , 5th Floor
P.O. Box 883 Al-Balou, Ramallah, Palestine

Suha Waary

Procurement Officer

procurement@paltrade.org

1. Organization Background

The Palestine Trade Center (PalTrade), established in 1998, is a non-profit, membership-based organization mandated to lead the development and promotion of Palestinian trade as a driver of sustainable economic growth. PalTrade provides export development services, market intelligence, trade promotion, business linkages, and policy advocacy support to Palestinian businesses, with particular focus on small and medium-sized enterprises (SMEs) and export-ready companies.

2. Project Background

The Palestine Trade Center (PalTrade) has signed a three-year project funded by the European Union, titled: “EU4Trade: Unleashing Palestine’s Export Potential to the EU and International Markets.” This initiative forms part of the Team Europe Initiative aimed at supporting private sector development and enhancing trade in Palestine. Through this project, the European Union reaffirms its commitment to advancing economic opportunities, promoting stability, and fostering long-term prosperity in Palestine as a pathway to sustainable economic growth

3. Scope of Work

The EU4Trade project, funded by the EU & implemented by PalTrade, aims to strengthen the export-oriented capacity of Palestinian SMEs. A key deliverable is the development of an Export Training Manual tailored to the Palestinian export context, covering both legal procedures and logistics/technical processes required for accessing international targeted markets: East Asia (Indonesia and Malaysia), EU (Germany, Netherlands, France) and UK

PalTrade is seeking a Logistic expert to develop the logistics and shipping content of the Export Manual, ensuring that Palestinian SMEs and first-time exporters are provided with clear, practical, and realistic guidance on the operational and technical procedures related to exporting from Palestine.

4. Assignment Objectives

The service provider has to achieve the following:

1. Review project documents, existing PalTrade export materials, and available market and logistics information related to the list of target markets.
2. Map the end-to-end export logistics process for Palestinian exporters, from shipment preparation to final delivery.
3. Prepare the logistics content of the Export Manual in a practical, user-friendly, and step-by-step format.
4. Draft content covering, at minimum:
 - shipment planning and export readiness;
 - transport options and route planning;
 - freight forwarding and shipping coordination;
 - packaging, palletization, labeling, storage, and handling requirements;
 - operational export documentation flow;
 - Incoterms from an operational perspective;
 - cargo insurance basics;
 - cost drivers, lead times, and common operational bottlenecks;
 - coordination with logistics service providers;
 - practical risk mitigation measures in transport and shipping
5. Ensure the logistics content reflects the realities of exporting from Palestine, including movement restrictions, handling procedures, delays, and related technical challenges.
6. Prepare practical guidance on shipping options, service-provider selection, and recommended logistics resources.
7. Develop process maps, step-by-step checklists, and operational tools for first-time exporters
8. Coordinate with PalTrade and the Legal Expert to ensure consistency across all sections of the manual.
9. Revise drafts based on PalTrade comments and support finalization of the manual.

5. Deliverables

- An inception notes outlining the proposed methodology and content structure.
- A logistics workflow and technical content framework for the manual.
- A first draft of all logistics sections of the Export Manual.
- A set of practical exporter checklists covering shipment preparation, documentation flow, and logistics planning.
- A service-provider selection and comparison framework for exporters.
- A final revised version of the logistics sections of the Export Manual, incorporating PalTrade feedback.
- A final report (in English) summarizing the complete logistics component of the Export Manual, including methodology, key findings, and recommendations for future updates.

EU Visibility & Disclaimer

All deliverables must display the European Union emblem and include the following disclaimer:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union.”

6. Assignment Timeframe

- Start: Immediately upon contracting.
- All deliverables must be completed within **three to four (3-4) months** from the contract signature date.

7. Technical proposal requirements:

- **RFP Documents signed and stamped.**

Companies/individuals should be able to provide company profile, a valid company registration certificate, VAT official invoices and a valid deduction at source certificate. Individuals' consultants are requested to include their full details, CVs, cover letter, a copy of their ID and deduction at source certification (if available).

- **Proposed Team Qualification:**

At least one (1) team member's CV is required, demonstrating the following minimum qualifications:

- Degree in Logistics, Supply Chain Management, or related field.
- Minimum five (years' experience in international logistics, preferably with SMEs.
- Demonstrated experience in shipping, freight forwarding, customs clearance, and warehouse/cold-chain operations, including familiarity with Palestine's back-to-back transport system and key border crossings (Allenby/King Hussein Bridge, Tarqumiya, Kerem Abu Salem).
- Working knowledge of Incoterms® 2020, cargo insurance, and freight cost structures relevant to Palestinian export corridors.
- Experience with cold-chain logistics and perishable goods handling (fresh produce, processed food) is a strong advantage.
- Previous experience developing logistics training materials, manuals, or practical guidelines for SMEs or first-time exporters.

- **Proof of Previous Relevant Experience:**

Applicants must submit a list of similar experiences completed recently in the same field and be supported by at least 3 references or 3 certificates of accomplishment

8. Financial proposal requirements:

1. Price proposal filled, signed, and stamped in a separated sealed envelope.
2. Prices shall be in **EUROs excluding value added tax (VAT)**.

9. Evaluation Criteria

- Technical quality (70%): relevant experience in export logistics and supply chain management (20%); proposed methodology and content approach (25%); team qualifications and expertise (15%); references and feedback from previous clients (10%).
- Financial offer (30%): cost-effectiveness.

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.

PalTrade will retain all records related to this procurement and the resulting contract for at least five (5) years after final payment and shall make them available to the European Commission, the European Court of Auditors and any authorized auditor upon request

10. General Terms and Conditions

- Assignment is open to national and international firms and consultants
- National service providers must submit their proposals as a signed and stamped hard copy in two separate sealed envelopes labeled **RFP-PTC-014-2026-B Technical proposal / RFP-PTC-014-2026-B Financial Proposal**, accompanied by a scanned, signed, and stamped copy on USB. by **Wednesday, 23rd of Sep, 2026**, no later than 12:00 PM Palestine time. Submissions shall be delivered to PalTrade's offices at Al-Bireh City, Al-Balou Street, Mall of Palestine Building 2, 5th Floor.
- International service providers may submit their offers by e-mail procurement@paltrade.org by indicating **RFP-PTC-014-2026-B** in the subject by **Wednesday, 23rd of Sep, 2026**, no later than 12:00 PM Palestine time.
- Late submissions will not be considered.
- All inquiries shall be addressed, in writing by e-mail to procurement@paltrade.org; the deadline for receiving any inquiries about the scope and contents of this RFP is **Monday, 21st of Sep, 2026** No inquiries shall be received after this date, No inquiries will be taken over the phone.
- The submitted proposals shall be valid for the period of (120) days from the date of submission.
- All proposals shall be submitted in English.
- Submission of a proposal constitutes the proposer's acknowledgment that PalTrade will not be responsible for any costs incurred in preparing or submitting that proposal.
- PalTrade reserves the right, at its sole discretion and without explanation, to cancel, postpone, divide, or extend this RFP in whole or in part. Service providers shall not be entitled to any compensation or price adjustments resulting from such actions.
- PalTrade will award the contract on the basis of the best price-quality ratio (best value for money), in accordance with the EU4Trade project requirements.
- PalTrade reserves the right to keep confidential the identities of all RFP participants and the contents of their proposals.
- PalTrade will execute a service contract with the successful bidder.
- PalTrade shall pay the contracted service provider the approved contracted amount once the work is satisfactorily completed, the final report is submitted and approved, and a valid tax invoice with proof of origin is provided.
- Participation in this tender is open on equal terms to all natural and legal persons effectively established in an EU Member State or in any other eligible country. Tenderers shall state their nationality in their tenders and provide acceptable proof thereof. Where supplies with a unit cost above EUR 5 000 are offered, tenderers shall also state the origin of such supplies and, if awarded the contract, present an official certificate of origin with the first invoice

11. Conflict of Interest

Tenderers must declare that they are not in a situation of conflict of interest with the EU4Trade project. Any potential conflict that arises during the procedure or contract execution shall be notified to PalTrade immediately, which reserves the right to request additional mitigation measures

12. 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 service providers.

13. EU Funding Disclaimer

“This tender is published within the framework of the EU4Trade project, co-funded by the European Union. This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the Palestine Trade Center (PalTrade) and can under no circumstances be regarded as reflecting the position of the European Union.”

14. Compliance with EU Standards and Ethical Requirements

The selected service provider must comply with all applicable **European Union rules and standards** related to externally funded actions. These include, but are not limited to, the following:

- **EU Anti-Fraud and Anti-Corruption Rules:** The consultant shall avoid any form of fraud, corruption, conflict of interest, or irregularity as defined under applicable EU regulations and must fully cooperate in any audits or investigations requested by the contracting authority or the European Commission.
- **Data Protection Requirements:** If handling personal data, the consultant must ensure compliance with EU data protection standards, including lawful processing, confidentiality, and secure storage of personal and business-sensitive information.
- **Environmental and Social Safeguards:** The consultant must integrate environmental sustainability and respect for human rights in all services rendered, aligning with the European Commission’s environmental and social guidelines.
- **Code of Conduct for EU-Funded External Actions:** The consultant must uphold the principles of transparency, non-discrimination, accountability, and respect for diversity and inclusion. They must adhere to the ethical standards outlined in the **Code of Conduct for Contractors** in EU external actions.

Failure to comply with any of the above may lead to the immediate termination of the contract and disqualification from future opportunities under EU4Trade.

-END OF RFP -