
REQUEST FOR PROPOSAL (RFP)

RFP Subject: Local Logistics Services for the Rotterdam Hub (Origin Leg)

RFP#: PTC-040-2026

Issue Date: Wednesday, 16th of Sep, 2026

Response Deadline: Wednesday, 30th of Sep, 2026

Contact Information:

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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 project "EU4Trade: Unleashing Palestine Export Potential to the EU and International Markets", is funded by the European Union under its External Action programs.

The overall objective is to unlock the full potential of Palestinian exports, driving economic growth job creation, and the foundation for long-term economic sustainability for Palestine.

Specifically, EU4Trade aims to:

- Strengthen the capacity of Palestinian SMEs to access EU and international markets.
- Improve product quality, market readiness, export competitiveness, and business linkages.
- Strengthen PalTrade's strategic transformation through the establishment and operationalization of the Market Intelligence Hub (MIH).
- Promote Palestinian products internationally through participation in trade fairs, exhibitions, and targeted market-entry activities.



The project runs from 18 July 2024 to 18 July 2027 and is implemented by PalTrade with financial support from the European Union.

3. Scope of Work

PalTrade is seeking a qualified and experienced logistics service provider to deliver the origin leg of the Rotterdam Hub export route, moving Palestinian consignments from the exporter's premises to the Port of Ashdod for onward shipment to Rotterdam.

For this agreement, a consignment of 14 pallets or more is a Full Container Load (FCL). A consignment of fewer than 14 pallets is a part load (LCL). PalTrade states the mode in each written call-off.

The selected service provider shall undertake the following integrated activities:

1. Collection of Full Container Load (FCL) Consignments

The service provider shall:

- Issue to each exporter, at booking, a written Cargo Preparation Requirements sheet. The sheet states the pallet standard, carton numbering, pallet numbering, weighing, measuring, labelling, and the documents the exporter must provide and by when: commercial invoice, packing list, certificate of origin, the EUR.1 movement certificate or an invoice origin declaration where preferential origin is claimed, and any product-specific certificate. It applies to FCL and LCL consignments alike.
- Collect full container load consignments from exporters' premises across the West Bank.
- Position the empty container at the collection point and provide the equipment required for each consignment.
- Verify the cargo at collection against the Cargo Preparation Requirements sheet: every carton numbered, every pallet numbered, and the weight and dimensions of every pallet recorded. Sign the collection note. Cargo that does not comply does not move; report it to PalTrade and to the exporter before the truck leaves.
- Secure and seal each container, recording the seal number on the transport documents.
- Maintain goods-in-transit insurance covering each consignment while it is in the service provider's custody.

2. Receipt and Consolidation of Part-Load (LCL) Pallets in Ramallah

The service provider shall:

- Receive part-load pallets from several exporters at a facility in Ramallah.
- Provide covered and secure short-term storage pending consolidation.

- Verify each exporter's pallets on receipt against the Cargo Preparation Requirements sheet — carton numbers, pallet numbers, weight, dimensions and condition — record them separately per exporter, and label them so they remain identifiable inside a shared container. Pallets that do not comply are not consolidated; report them to PalTrade and to the exporter before consolidation.
- Advise PalTrade in writing, before consolidation, which exporters' products may be loaded together in one container and which may not. Consolidate only once PalTrade has confirmed the container plan in writing.
- Consolidate the received pallets into a single container, loaded and secured to withstand sea carriage.
- Issue a consolidation manifest identifying each exporter's goods within the container.
- Report any damage, shortage or discrepancy to PalTrade before the container is consolidated.

3. Delivery to the Port of Ashdod and Handover

The service provider shall:

- Transport the loaded container from the collection point or from the Ramallah facility to the Port of Ashdod.
- Carry out back-to-back transfer at the crossings where this is required, and record the crossing used on the transport documents.
- Deliver within the booking window and in accordance with the delivery instructions issued by PalTrade's destination logistics partner or its nominated agent.
- Complete the gate and delivery formalities required at the terminal.
- Obtain a signed proof of delivery identifying the receiving party, the date and time of delivery, and the container and seal numbers, and provide it to PalTrade.
- Provide the export documentation set required for the consignment to be handed over without query.
- Forward the complete set of commercial and export documents to PalTrade and to PalTrade's destination logistics partner as soon as the exporter provides them, and in every case before the container arrives at the Port of Ashdod, so that export customs clearance can be prepared in advance.
- Be responsible for the two Palestinian-side customs documents for each consignment: the warehouse entry note (ورقة إدخال مخازن) and the preliminary customs export declaration (ورقة بيان تصدير جمركي أولي). Provide a copy of each to PalTrade with the transport documents.

The export declaration to Israeli customs at Ashdod is filed by PalTrade's destination logistics partner, not by the service provider. It is a different document, to a different authority, from the two Palestinian-side documents above.

4. Deliverables

Deliverable	Scope of work
Cargo Preparation Requirements sheet	A written sheet issued to each exporter at booking, stating the pallet standard (European pallets), carton and pallet numbering, weighing, measuring, labelling and the documents the exporter must provide. The service provider verifies the cargo against it at collection and signs the collection note.
Collection and Transport (FCL)	Collection of full container load consignments from exporters' premises across the West Bank, sealed and secured, and transported to the Port of Ashdod.
Receipt and Consolidation (LCL)	Receipt of part-load pallets at a Ramallah facility, segregated recording and labelling per exporter, and consolidation into a single container for export.
Delivery and Handover at Ashdod	Delivery of the loaded container to the Port of Ashdod within the booking window, handover to the nominated agent, and signed proof of delivery returned to PalTrade.
Documentation Set	Collection notes with the signed verification against the Cargo Preparation Requirements sheet, consolidation manifest, seal records, the crossing used, transport documents, the two Palestinian-side customs documents (warehouse entry note — ورقة إدخال مخازن; preliminary customs export declaration — ورقة (بيان تصدير جمركي أولي), the record showing that the commercial and export documents were forwarded before the container arrived at Ashdod, and proof of delivery, issued for every consignment.
Shipment Reporting	A monthly report of all consignments handled, showing collection and delivery dates, waiting time incurred, and any incident or exception, reconciled against the agreed rates.

Detailed Specifications:

Collection coverage: The service provider shall be able to collect from exporters' premises in the northern, central and southern West Bank, and shall state its coverage and any location it is unable to serve.

Consolidation facility: The Ramallah facility shall be covered, secure and suitable for palletised goods, with capacity to hold and consolidate the pallets of several exporters at one time.

Pallet standard: Consignments travel on European pallets (EUR/EPAL, 1200 x 800 mm). Wooden pallets and any other wood packaging shall be heat-treated and marked under ISPM 15, as required for wood packaging material entering the European Union. The exporter supplies the pallets. Where PalTrade asks the service provider to supply or exchange pallets, the service provider prices this

separately in its financial offer. PalTrade states in the written call-off where a consignment travels on a different base, for example goods packed in IBCs, big bags or crates. Every carton shall be numbered. Every pallet shall be numbered, weighed and measured. PalTrade states in each written call-off the maximum pallet height and weight accepted at destination, and the service provider's Cargo Preparation Requirements sheet shall carry them.

The assignment will be considered successfully completed when:

1. Each consignment has been collected, transported and delivered to the Port of Ashdod within the agreed window.
2. All consignments have been delivered intact, with no unresolved damage, shortage or discrepancy.
3. Every consignment was verified against the Cargo Preparation Requirements sheet before it moved, and the signed collection note records that verification.
4. A signed proof of delivery has been provided to PalTrade for every consignment.
5. The complete documentation set has been issued for every consignment and accepted by PalTrade.
6. Monthly shipment reports have been submitted and reconciled against the agreed rates.

5. Location of the Assignment

Collection across the West Bank, Palestine; consolidation in Ramallah; delivery to the Port of Ashdod.

6. Assignment Duration

The agreement is expected to run for approximately twelve (12) months from the date of signature, renewable by agreement in 2027.

Services are called off individually and in writing, and PalTrade does not guarantee any volume under this agreement. The service provider should state its mobilization period and the lead time required between a call-off and collection.

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).

- **Declaration of prior involvement and conflict of interest:**A signed statement that the tenderer is not in a situation of conflict of interest, and either that it has had no prior involvement

in preparing the service specification or the operating procedures behind this RFP, or the particulars of that involvement, as set out under Conflict of Interest below.

- **Proposed Team Qualification:**

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

- Degree in Logistics, Supply Chain Management, Business Administration, or related field.
- Minimum five (5) years' experience in freight forwarding, customs clearance, or international transport operations.
- Demonstrated experience in leading similar export logistics assignments.

- **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

- **Methodology, timeline and workplan:**

A short description of how the service provider will deliver the three scopes of work (collection, consolidation, delivery and handover), the mobilization period, the lead time between a call-off and collection, and the documentation it will issue for each consignment.

- **Crossings and back-to-back transfer:**

The technical proposal shall state, for each collection area (northern, central and southern West Bank): the crossing or crossings the service provider will use for back-to-back transfer; the permits or registrations it holds for that transfer; and what it does when a crossing is closed. This forms part of the methodology, timeline and workplan.

8. Financial proposal requirements:

1. Price proposal filled, signed, and stamped, submitted in a separate sealed envelope or, where a service provider established outside Palestine uses the e-mail route provided in the General Terms and Conditions, as a separate password-protected e-mail.
2. Prices shall be in **EUROS excluding value added tax (VAT)**.

9. General Terms and Conditions

- The assignment is open to eligible firms and individual service providers with demonstrated experience in the required services.
- National service providers must submit their proposals in two separate sealed envelopes labeled **RFP-PTC-040-2026 Technical proposal / RFP-PTC-040-2026 Financial proposal** accompanied by a scanned, signed, and stamped copy on USB, by **Wednesday 30th 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.
- 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 28th of Sep, 2026. No inquiries shall be received after this date. No inquiries will be taken over the phone.
- Submitted proposals shall remain valid for one hundred and twenty (120) days from the submission deadline.
- All offers shall be submitted in English.
- Prices shall be quoted in Euro (EUR) and exclusive of VAT.
- The proposer's acknowledgment that PalTrade will not be responsible for any costs incurred in preparing or submitting the proposal.
- PalTrade reserves the right, at its sole discretion and without incurring liability, to cancel, postpone, divide, or extend this RFP in whole or in part. Service providers shall not be entitled to compensation or price adjustments resulting from such actions.
- PalTrade will award the contract based on the best price-quality ratio (best value for money), in accordance with EU4Trade project requirements.
- PalTrade reserves the right to treat as confidential the identities of all participants and the contents of their proposals.
- PalTrade will enter into a service contract with the successful bidder.
- PalTrade shall pay the contracted service provider the approved contractual amount upon satisfactory completion and acceptance of the final deliverables, submission of any required completion documentation, and receipt of a valid tax invoice and proof of origin, where applicable.
- 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.

10. Evaluation Criteria

- Technical quality (70%): previous relevant experience (30%) methodology, timeline and workplan (20%); references or feedback from previous clients (20%).
- Financial offer (30%): cost-effectiveness and value for money.

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

11. Conflict of Interest

Tenderers must declare that they are not in a situation of conflict of interest with the EU4Trade project, PalTrade, or the exporters whose consignments it would handle under this assignment. Any actual, potential, or perceived conflict of interest that arises during the procurement process or contract implementation must be disclosed to PalTrade immediately. PalTrade reserves the right to request appropriate mitigation measures or to disqualify a tenderer where a conflict of interest cannot be adequately addressed.

Prior involvement. A tenderer that has, directly or through a related party, taken part in preparing, advising on or commenting on the service specification or the operating procedures behind this RFP must declare this in its technical proposal, stating what it contributed and when. Such participation does not by itself exclude a tenderer. PalTrade will assess whether it gives an advantage that the information published in this RFP does not neutralise, and will record the assessment in the procurement file. Where it does, the tenderer is excluded and the reasons are recorded. Failure to declare prior involvement is itself a ground for exclusion. PalTrade has published the full service specification in this RFP so that no material element of the requirement is known only to a party previously involved.

12. Confidentiality

All information provided in this RFP and received through proposals will be treated as confidential and used solely for the purpose of evaluating submissions, selecting a service provider, and administering the resulting contract.

13. EU Funding Disclaimer

“This tender is published within the framework of the EU4Trade project, 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 service provider shall avoid any form of fraud, corruption, conflict of interest, or irregularity as defined under applicable EU regulations and shall fully cooperate with any audits or investigations requested by the contracting authority or the European Commission.



- **Data Protection Requirements:** Where personal data is handled, the service provider shall ensure compliance with applicable EU data protection standards, including lawful processing, confidentiality, and secure storage of personal and business-sensitive information.
- **Environmental and Social Safeguards:** The service provider shall integrate environmental sustainability, respect for human rights, and responsible business conduct in all services rendered, in line with relevant European Commission environmental and social guidelines.
- **Code of Conduct for EU-Funded External Actions:** The service provider shall uphold the principles of transparency, non-discrimination, accountability, and respect for diversity and inclusion, and shall 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 immediate contract termination and disqualification from future opportunities under EU4Trade.

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