REQUEST FOR PROPOSAL (RFP)

RFP Subject: Company Needs Assessment and In-Kind Support Recommendations – West Bank
RFP#: PTC-043-2026

Issue Date: Wednesday 28th of Oct, 2026
Response Deadline: Wednesday 11th of Nov, 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), with support from the Arab Fund, implements the "Initiative to Support Economic Recovery and Strengthen Industrial and Trade Cooperation between the Gaza Strip, Jerusalem and the West Bank." The initiative aims to reach as many people and businesses affected by the war as possible within the available resources, supporting the restoration of productive activities, protection of livelihoods, and creation of income-generating opportunities. It also seeks to strengthen industrial and commercial linkages across the targeted areas and contribute to sustainable economic recovery

3. Scope of Work

PalTrade is requesting a proposal from a specialized consultancy firm/consultant to **c**onduct a comprehensive needs assessment for 30 companies in West Bank under the project and provide evidence-based recommendations for in-kind assistance within the available project resources. The consultant will conduct individual company interviews, verify information where feasible, identify priority needs, and estimate the costs of proposed interventions.

The applying experts should seek to provide an in-depth study to understand the needs of each beneficiary, the needs assessment study will need to contain the following:

- **Inception Report and Work Plan**: An approved methodology, implementation schedule, assessment tools, interview guides, and prioritization criteria.
- **Individual Company Needs Assessment Reports**: Each individual company assessment report must include the company's identification details, location, sector, representative, interview information, current operational status, production capacity, available resources, and key challenges.

- **Prioritized Needs Lists:** An itemized list of each company's needs, classified as urgent, essential, or complementary, with clear technical justifications and expected operational benefits. The report must present a clear description of the company's identified needs, ranked as urgent, essential, or complementary, including technical specifications, required quantities, estimated costs, and availability in local and regional markets. Needs falling outside eligible support categories must be identified separately. Technical specifications must be suitable for inclusion in future tender documents.
- **Recommended Needs:** Each recommended need must be supported by a clear, evidence-based technical justification, outlining its expected benefits, implementation feasibility, potential risks, and the company's capacity to use and maintain the proposed support. The report must distinguish between company-reported information and independently verified findings, including supporting evidence and any verification limitations.
- **Technical Specifications**: Detailed technical descriptions, specifications, and quantities of the recommended equipment, machinery, materials, or other required items, suitable for inclusion in tender documents.
- **Market Availability and Cost Assessment**: Preliminary cost estimates, potential sourcing options in local and regional markets, delivery requirements, estimated lead times, and any relevant logistical constraints.
- **Consolidated Needs Assessment Matrix**: An Excel matrix summarizing all assessed companies, their prioritized needs, technical specifications, estimated costs, market availability, and recommended support packages.
- **Final Assessment Report**: A consolidated report presenting the overall findings, key challenges, recommendations, and proposed priorities, incorporating PalTrade's feedback and approval.

All deliverables must be in Arabic evidence-based, clearly documented, and submitted in editable electronic formats. The consultant must identify any assessment findings that could not be independently verified and explain the relevant limitations

4.Deliverables

- Month 1: Inception report, approved methodology and assessment tools, interview schedule and initial assessments.
- Months 1–2: Documented interviews and feasible verification activities covering all 30 companies, with individual assessment reports and records of any access limitations.
- Month 2: Draft consolidated assessment matrix and final report, findings presentation, incorporation of PalTrade's comments and submission of final files. The consultant shall prepare technical specifications (technical descriptions) of the prioritized needs for each company, written in a clear format suitable for direct use in tender / bidding documents.
- The consultant shall also provide evidence-based technical justifications for each recommended need, documenting the realistic evidence used (observation, records, market conditions, operating constraints) and clearly separating company-reported information from verified findings.

The milestones outlined above represent the proposed implementation work plan. The consultant may either adhere to this work plan or propose an alternative schedule, provided that all activities and deliverables are completed within the specified assignment timeframe.

4. Time Frame

The service provider shall undertake to complete the requested task within a maximum period of Two (2) month from the date of the award, expected to commence on Nov,2026.

5. Location of the Assignment

Palestine, West Bank.

6. 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).

- Detailed Action plan including timeline and milestones

- **Proposed Team Qualification:**
  - Team member's CV/s are requested to complete the necessary work with below minimum skills:
  - A minimum of five (5) years of proven experience in private sector development specially in donor-funded projects, in need assessments studies, research, and consultancy.
  - Language: Fluency in oral and written Arabic and English
  - Experience in deploying internationally recognized assessment tools and developing business plans is highly valued.
  - Strong research skills, with the ability to analyze data to identify gaps and recommend solutions.
  - Industry-Specific Certifications is a plus

- **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 three (3) references or three (3) certificates of accomplishment

- **Financial Proposal:**
  - Detailed **pricing** with budget breakdown of the cost associated with completing the NAS.
  - Price shall be in **USD including value added tax (VAT).**
  - Price should be valid for 120 days

7. Evaluation Criteria

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

Technical Competence Methodology, action plan and timeframe	**50%**
Experience Relevant experience, past performance	**20%**
Cost: value for money and cost-effectiveness	**30%**

- Technical quality (70%): Methodology, action plan and timeframe (50%) experience, past performance (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.

8. Submission Instructions

- Assignment is open to all national individual consultant / consultancy firms.
- **The deadline for submitting your offer** shall be no later than **Wednesday Nov 11th, 2026, 12:00PM Palestine Time**, any offer received after this date and time will be rejected.
- Proposals shall be submitted as signed and stamped hard copies in two separate sealed envelopes (technical proposal and financial proposal) labeled: **RFP-PTC-043-2026** accompanied by a scanned, signed, and stamped copy on USB. Submissions shall be delivered to PalTrade's offices at Al-Bireh City, Al-Balou Street, Mall of Palestine Building 2, 5th Floor
- 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, 9th of Nov,2026** No inquiries shall be received after this date.
- The submitted proposals shall be valid for the period of (120) days from the date of submission.
- Submitted proposals languages 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, divide, or extend this RFP or any part of it without any reasons, and the service provider 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 will prepare a service contract with the winner of this RFP.

9. 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 vendors.

END OF RFP