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**United Palestinian Appeal (UPA)**

**BID DOCUMENT**

**“Gaza Emergency Response - Milk Formula Project”**  
Procurement and delivery of milk formula in Gaza Strip

**Bid No: 2025 – 10179 – 01 – Milk Formula - Gaza**

**This Tender Document includes the Following:**

Invitation to Bid: Tender Document  
Section A: Instructions for suppliers  
Section B: Terms and Conditions of Supply  
Section C: Bill of Quantities – BoQs

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Registration VAT No: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Name & Signature (Stamp): \_\_\_\_\_

11 December 2025

transforming lives, empowering communities

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## **Invitation to Bid**

### **“Gaza Emergency Response - Milk Formula Project”** Procurement and delivery of milk formula in Gaza Strip

**Bid No: 2025 – 10179 – 01 – Milk Formula - Gaza**

**Date: 11 December 2025**

United Palestinian Appeal, Inc. (UPA), a 501(c) (3) New York-registered non-profit organization, with headquarters in Washington, DC. Established in 1978 by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

UPA is currently implementing the project “Procurement and delivery of milk formula in Gaza Strip” under the Gaza Emergency Response Project and would like to invite for a bid from eligible and qualified suppliers who are officially registered locally in this field and who have prior experience in supplying and delivering the milk formula in Gaza Strip.

The items under this tender will be delivered to PMRS in Gaza Strip. Given that, the supplier is fully responsible for all required procedures and costs to supply, deliver and handover all items procured, and in accordance with the tender terms and conditions, Bill of Quantities (BoQs).

This tender is divisible which means that the bid may be awarded to different vendors. The offers will be evaluated and awarded according to both the lowest responsive prices and early date of delivery. Given that, UPA has the right to increase/decrease the quantities; or drop any or all quantities mentioned in the BoQ in this tender. The BoQ mentioned in this invitation is considered as proxy indication for the final quantities which will be according to the final purchase order.

#### **Deadline for Bids Submission:**

**On or before Wednesday, December 17, 2025, at 12:00 PM, Palestine time. Note: In any way, late bids will not be accepted.**

#### **Means of Submission:**

**Email ONLY at [bids@upaconnect.org](mailto:bids@upaconnect.org) with the subject: **Bid No: 2025 – 10179 – 01 – Milk Formula – Gaza**. No phone calls.**

## Section A: Instruction to Suppliers

### 1. Bids Preparations

#### **Cost of Bidding:**

The bidders should include all the costs of the preparation and submission of their bids in their price offers.

#### **Bid Pricing:**

- Prices should include all costs, fees, and duties relevant to supplying and delivering the requested items as per the BoQs to PMRS.
- Prices should **exclude VAT**. The prospective vendor will be fully responsible for issuing the tax invoice after the full and satisfactory completion of the supplying process and undertaking all relevant procedures to achieve that.
- The bidder should present his offer according to the Bill of Quantities (BoQs) in USD as clarified below. The bidder is reimbursed with the same currency of the contract (in USD).
- Prices should be clearly written in **USD**.

#### **Mandatory Requirements:**

على الشركات المتقدمة تقديم المستندات الإلزامية التالية مع عرض السعر حتى تكون مؤهلة للمنافسة

- The bidders should submit their bids by **email ONLY** to [bids@upaconnect.org](mailto:bids@upaconnect.org).
- The subject of the email should be formatted as: **Company Name\_ Bid No: 2025 – 10179 – 01 – Milk Formula – Gaza**.
- Delivery dates (in calendar days) should be clearly mentioned in the designated place in the table of quantities.
- All documents should be contained in one zipped file.
- The bidders should sign and stamp all tender documents pages, including the Terms and Conditions of Supply and Bill of Quantities (BoQs) document that should be completed and returned as a (pdf file) as well.
- Official Company Registration Documents.
- Copy of invoice.
- Company Bank Account details (USD).

#### **Bids Validity, Clarifications & Responsibilities:**

- The offers submitted should be valid for 90 calendar days from the deadline of bids submission.
- All offered items should have a minimum of **one year expiry date** from date of delivery (if applicable).
- All offered items should be registered in the Palestinian Ministry of Health.
- If the validity of bids is expired due to un-expected circumstances. UPA shall request from the bidder(s) in writing to extend the validity of their bids without changing/modifying their prices. If the bidder(s) request to change the offered prices, UPA reserves their right to cancel the bidder's offer.

- All bidders must assure the completeness of all documents and requirements. The bidder holds responsibility for any missing information in the Bill of Quantities (BoQs) or any other document.

#### **Deadline of Bids Submission:**

- Bids must be received by UPA through email no later than the date and time specified in the Bid Invitation.
- UPA may, at its discretion, extend the deadline for the submission of bids or repeat the bid, any time at its discrete decision.
- Late Bids: UPA shall not consider and will reject any bid that arrives after the deadline of submission of bids (or as extended by UPA to secure sufficient number of offers or any other reason based on UPA sole decision).

## **2. Bids Evaluations**

#### **Confidentiality and Conflict of Interest:**

- No information will be given about prices, items, or bidders responding to this tender.
- Any effort by a Bidder to influence UPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of their Bid.
- The winner of this Bid will be asked to sign UPA's Child Protection Policy.

#### **Bids Clarifications:**

- During the evaluation stage, the evaluation committee may send a request for clarifications in writing to the bidder to clarify their bid to assist in the examination, evaluation, comparison, and post qualification of the bid. If the submitted response by the bidder in respect of their bid is not in response to UPA's request, the bidder offer shall not be considered.
- It is not allowed for the bidder to change any of their offered prices EXCEPT to confirm the correction of errors found by UPA in the evaluation of the bids.

#### **Responsiveness of Bids & Evaluation Factors:**

If any of the following required documents or information are missing, the offer may be rejected based on UPA's sole discretion:

في حال لم تقم الشركة المتقدمة بتقديم المستندات الإلزامية التالية، أو لم تكن تلك المستندات مطابقة لما هو مطلوب، قد يتم استثناء الشركة من المنافسة

- The tender documents including the BoQ section (all pages) should be signed and stamped and returned with the bidder 's offer.
- Official Company Registration Documents.
- All bids will be evaluated in accordance with mandatory requirements including completeness of offers, validity of quotations, experience, delivery period and prices given. The quotation that passes all mandatory requirements and offers the lowest and responsive price will be nominated for award. UPA is not bound to the lowest price or to any offer made because of this tender that is not technically responsive.

### **Correction of Errors:**

Errors will be corrected based on:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price by the quantity, **the unit price shall prevail** and the line-item total shall be corrected, unless in the opinion of UPA there is an obvious misplacement of the decimal point in the unit price or it is clearly and debatably non-logical, in which case the line-item total as quoted shall govern and the unit price shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an error, in which case the amount in figures shall prevail subject to the previous point.
- No scratches, alterations, or any other form of damage to the bid document are permitted. Any bid document found to have scratches or alterations may be considered void and rejected from the bidding process.
- If bidders need to include any notes, comments, or clarifications regarding the BoQs, it is required that these are added in the notes/comment's column in the BoQ section only which is provided specifically for this purpose.
- If the bidder that submitted the lowest price does not accept the correction of errors, then its bid shall be rejected.

### **Cancellation of the bid:**

UPA reserves the right to reject/cancel any bid or reject all bids at any time prior to contract award, without thereby incurring any liability to bidders, or any obligation to inform bidders of the grounds for the UPA decision/action.

## **3. Contract Award**

### **Notification of Award (Letter of Award) :**

- UPA may not notify all bidders on the status of their offers before the expiration of bids validity period.
- UPA will consider a Letter of Award as a binding contract.

### **Signing the Contract:**

The winning bidder will sign the contract within 10 calendar days of receiving the Letter of Award. UPA expects the winning bidder to start working on the contract implementation immediately.

### **Apology Letter:**

UPA will notify in writing all unsuccessful bidders, upon finalizing and signing the contract with the winning bidder.

## Section B: Terms and Conditions of Supply

### 1. Prices and Supply Requirements

#### General Requirements.

- Prices should include all costs, duties, delivery, inland transportation, and delivery on site in Gaza Strip.
- Prices excluding VAT.
- The bidder presents his offer according to the Bill of Quantities (BoQs) in USD as clarified in the rates bill. The bidder is reimbursed with the same currency of the contract (in USD).
- Only prices presented in the (BoQs) will be accepted.
- All offered items should be registered in the Palestinian Authority.
- All prices are during the bidding process and contract implementation. Fixed and firm prices and not subject to any changes/adjustments.
- Delivery timeline and Location: The expected delivery period and timeline is a mandatory requirement. However, the Shortest Delivery Period proposed by the supplier (s) will be considered as a major criterion in evaluating the offers. All factors such as holidays, security situation, etc. should be taken into consideration when giving delivery dates.
- The delivery of items must be coordinated accordingly with UPA.
- The delivery locations will be to PMRS in Gaza Strip.

#### Quantities:

- UPA has the right to increase / decrease the quantities or drop any or all quantities mentioned in the bill of quantities of this tender.
- Bidders should adhere to the package size mentioned in the attached bill of quantities for each item.
- UPA has the right to refuse any supplied quantities that are not consistent with the tender documents and conditions. UPA has no liabilities or responsibilities resulting in refusing any supplied quantities that are not in line with the required specifications.
- The bidder is fully responsible for any damaged items. Supplies will be checked at the partners' warehouse; the bidder will be requested to deliver new items to the assigned party (maximum within 10 calendar days).

### 2. Payment Terms and Conditions:

- 100% of contract amount will be paid within 30 working days of delivering and receiving all required items in the assigned facility and upon submission of the original invoices and original delivery notes, and after official endorsement of the payment sheet and completing all the required documents. Partial payments will not be made. Invoices must be written in English and addressed to UPA.
- Payments will be paid as prescribed in the contract in the form of a bank transfer in the value of the due payment.
- Invoices should be submitted as well as original delivery note signed and stamped by PMRS representative.
- **NOTE: for each bank wire returned to UPA due to incorrect information, UPA will deduct \$100 from the total payment.**

### **3. Contract Termination:**

UPA reserves the right to cancel the contract if the bidder fails to meet the stated terms of the contract, which include but are not limited to the delivery time agreed upon by both parties.

### **4. Penalty:**

Delivery should be on time as stated in the contract. Winning vendors should notify UPA in writing of any expected delays. If the delivery date is not met, there will be a 5% penalty deducted from the total amount of each undelivered item for each week delayed. Only delays due to force majeure will be taken into consideration and are subject to UPA's approval.

### **5. Ineligibility and exclusion criteria:**

UPA shall exclude from participation in the procurement process any candidate/tenderer in case:

- They have suspended business activities.
- They have been convicted of an offence concerning their professional conduct.
- They have been guilty of proven grave professional misconduct.
- They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

UPA strictly enforces a policy of zero tolerance concerning unethical, unprofessional, or fraudulent acts of UPA Suppliers. Accordingly, any registered company that is found to have undertaken unethical, unprofessional, or fraudulent activities will be suspended or forbidden to continue business relations with UPA.

UPA requires that all suppliers observe the highest standard of ethics during procurement and execution of work including measures to protect children and prevention of sexual exploitation and abuse.

Submitting a quotation in response to our tender request will be bound by these tender conditions described herein. If any bidder fails to comply with these conditions their bid will be rejected or considered as invalid.

### **Section C: Bill of Quantities (BoQs)**

Please refer to the table below. After filling the table with the required information, kindly print, sign, stamp and send back as an attachment with the rest of the documents. This sheet should be provided in the zipped folder as well. Any offers submitted without this sheet as an attachment may be rejected.

<b>Instructions to Bidders:</b>
1. Fill all required fields: <b>Brand, Unit Price, Country of Origin, Expiry Date, Delivery Time.</b>
2. Prices must be quoted in <b>USD.</b>
<b>3. Total Price</b> = Unit Price × Required Quantity.
4. Refer to Annex A/B for full composition and specifications.
<b>5.All products must comply with Codex Alimentarius or equivalent standards.</b>
6. Incomplete or late submissions may be rejected.

**Section C: Bill of Quantities (BoQs)**

#	Item	Age	Unit	Package size	country of origin	Brand	Expiry Date	Required Quantity	Unit Price (USD)	Total price (USD)	Delivery Time	composition specifications
1	Baby milk formula stage 2	6-12 months	can	400 gm				2500				See Annex A
2	Baby milk formula stage 2 (Optional)	6-12 months	can	800 gm				1400				See Annex A
3	Baby milk formula stage 3	12-36 months	can	400 gm				1200				See Annex B
4	Baby milk formula stage 3 (Optional)	12-36 months	can	800 gm				800				See Annex B

**Annex A – Stage 2 (6–12 months) Composition / Specifications**

**Protein:** Easily digestible whey/casein, supports growth

**Fats:** DHA & ARA for brain/eye & immune development, healthy fat blend

**Carbohydrates:** Lactose as main energy source, optional prebiotic fiber (GOS/FOS)

**Contains essential vitamins and minerals**

**Other:** Ready-to-use powdered formula, free from harmful additives, sealed packaging, shelf life ≥ 12 months

**Annex B – Stage 3 (12–36 months) Composition / Specifications**

**Protein:** Suitable for toddlers, easy to digest

**Fats:** DHA & ARA for brain/eye & immune development, healthy fat blend

**Carbohydrates:** Lactose, optional prebiotic fiber (GOS/FOS)

**Contains essential vitamins and minerals**

**Other:** Ready-to-use powdered formula, free from harmful additives, sealed packaging, shelf life ≥ 12 months