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United Palestinian Appeal (UPA)

Bid Document

Procurement and Delivery of Ramadan Hot Meals for Displaced Families in the Gaza Strip

Bid No: 2026 – 10183 – 01 – Hot Meals - 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 February 2026

transforming lives, empowering communities

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Invitation to Bid

Procurement and Delivery of Ramadan Hot Meals for Displaced Families in the Gaza Strip

Bid No: 2026 – 10183 – 01 – Hot Meals - Gaza

Date: 11 February 2026

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 Ramadan Hot Meals for Displaced Families in the Gaza Strip**” and would like to invite for a bid from eligible and qualified suppliers who are officially registered locally in the Gaza Strip and have prior experience in the preparation, supply, and delivery of hot meals to displaced families.

The items under this tender will be delivered to targeted locations serving displaced families in Gaza, Khan Younis, and the Middle Area. Accordingly, the supplier shall be fully responsible for all required procedures and costs related to the preparation, supply, delivery, and handover of all procured meals, in accordance with the tender terms and conditions and the Bill of Quantities (BoQs). In addition, the supplier shall be fully responsible for issuing the invoice.

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 the proposed timelines for hot meals preparation and 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 Sunday, 15 February 2026, at 2:00 PM, Palestine time. Note: In any way, late bids will not be accepted.

Means of Submission:

Email ONLY at bids@upaconnect.org with the subject: Bid No: 2026 – 10183 – 01 – Hot Meals – Gaza. No phone calls.

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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 related to the preparation, supply, and delivery of the requested rice meals, as per the Bill of Quantities (BoQs), to the designated distribution location. Prices should **exclude VAT**.
- The prospective vendor will be fully responsible for issuing the 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.
- The subject of the email should be formatted as: **Company Name_ Bid No: 2026 – 10183 – 01 – Hot Meals – Gaza**.
- 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.
- Company Bank Account details (USD).
- Summary of company's performance including a record of previous similar activities.

Bids Validity, Clarifications & Responsibilities:

- The offers submitted should be valid for 90 calendar days from the deadline of bids submission.
- All offered hot meals shall comply with applicable food safety standards and be freshly prepared on the day of delivery .
- 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 (all pages) should be signed and stamped and returned with the bidder 's offer.
- Prices, Signed and Stamped BoQs.
- 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 shall include all costs, duties, preparation, packaging, delivery, inland transportation, and delivery on site within the 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.
- UPA may request food safety and quality assurance documentation from the supplier to ensure that the prepared rice meals comply with applicable health and food safety standards and are approved for delivery.
- All prices shall remain **fixed and firm** during the bidding process and throughout contract implementation and shall not be subject to any changes or adjustments.
- Deliveries shall be made to designated distribution locations serving displaced families in the **Gaza Strip, including Gaza, Khan Younis, and the Middle Area.**

Quantities:

- UPA reserves the right to **increase or decrease the quantities**, or to cancel any or all quantities stated in the Bill of Quantities (BoQs) of this tender.
- UPA is **not obliged** to procure hot meals for all targeted locations or beneficiaries.
- Bidders shall strictly adhere to the **meal specifications, portion size, and packaging requirements** as stated in the attached Bill of Quantities for each item.
- UPA reserves the right to **refuse any delivered quantities** that are not consistent with the tender documents, specifications, and conditions.
- The bidder shall be **fully responsible** for any damaged, spoiled, or non-compliant meals. All supplies will be inspected at the designated delivery or distribution location, and the bidder may be requested to replace the rejected quantities at their own expense within a maximum period agreed with UPA (or as agreed with UPA, considering the nature of the meals).

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 (stamped tax invoice) should be submitted accompanied by the original delivery note signed and stamped by the IDPs 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 comply with the stated terms and conditions of the contract, including, but not limited to, the agreed delivery schedule, quality standards, and distribution requirements.

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 below Bill of Quantities (BoQs) table. After completing the table with the required information, kindly print, sign, stamp, and submit it as part of the tender documents.

No.	Item Description البند	Specifications الصف	Unit الوحدة	Quantity الكمية	Unit Price (USD) سعر الوحدة (\$)	Total Price (USD) السعر الاجمالي (\$)	Supplier Daily Capacity (Meals) الطاقة الإنتاجية اليومية للمورد (وجبات)	Governorate (Gaza / Middle Area / Khan Younis) المحافظة غزة الوسطى اخانيونس
1	Hot Rice Meal with Chicken وجبة أرز ساخن مع الدجاج	<p>Supply of hot yellow rice meal with chicken in accordance with the following specifications:</p> <ul style="list-style-type: none"> • 800 grams of cooked yellow rice (Qidreh-style rice) prepared with garlic, onion, and cooked chickpeas (long-grain basmati rice). • Half cooked chicken with a net weight of 600 grams after cooking, served with the meal. • Fried crushed pistachios to be added on top of the meal. • Price shall include packaging and delivery. <p>Packaging Requirements:</p> <ul style="list-style-type: none"> • Cellophane wrapping or cellophane food containers shall be used for packaging. <p>توريد وجبة أرز ساخن مع الدجاج: - توريد وجبة أرز أصفر ساخن عائلي (تكفي لـ 5 أشخاص) مع دجاج، وفق المواصفات التالية: - 800 غرام من الأرز الأصفر المطبوخ (أرز على طريقة القدر)، محضر بالثوم، البصل، حمص مطبوخ، خضروات، بهارات ومرق (أرز بسمتي طويل الحبة). - نصف دجاجة كاملة مطبوخة بوزن صافي لا يقل عن 600 غرام بعد الطهي، تقدم مع الوجبة. - يضاف فول سوداني مقلي على سطح الوجبة. - يشمل السعر التغليف والتوصيل. متطلبات التغليف: - يجب استخدام غلاف سيلوفان أو أي حاويات بلاستيكية/سيلوفان مناسبة للطعام.</p>	Meal وجبة	70,000				

No.	Item Description البند	Specifications الصف	Unit الوحدة	Quantity الكمية	Unit Price (USD) سعر الوحدة (\$)	Total Price (USD) السعر الاجمالي (\$)	Supplier Daily Capacity (Meals) الطاقة الإنتاجية اليومية للمورد (وجبات)	Governorate (Gaza / Middle Area / Khan Younis) المحافظة غزة الوسطى اخانيونس
2	Hot Rice Meal with Red Meat وجبة أرز ساخن مع اللحم الأحمر	<p>Supply of hot rice and red meat meals in accordance with the following specifications:</p> <ul style="list-style-type: none"> • 800grams of cooked yellow rice (Qidreh-style rice) prepared with garlic, onion, and cooked chickpeas (long-grain basmati rice). • 400 grams of well-cooked red meat (net weight after cooking). • Fried crushed pistachios to be added on top of the meal. • Price shall include packaging and delivery. <p>Packaging Requirements:</p> <ul style="list-style-type: none"> • Cellophane wrapping or cellophane food containers shall be used for packaging. 	Meal وجبة	70,000				

Notes (Mandatory):

- Bidders must specify their **maximum daily production capacity** in the column “**Supplier Daily Capacity (Meals)**”.
- Bidders must clearly indicate the **governorate** to which the offered price applies (**Gaza, Middle Area, or Khan Younis**).
- The **unit price must include packaging and delivery costs**.
- If different prices apply per governorate, bidders must submit **separate pricing entries**.
- All prices must be quoted in **USD**.

ملاحظات (الزامية):

- يجب على مقدمي العطاءات تحديد أقصى طاقة إنتاجية يومية لديهم في خانة "الطاقة الإنتاجية اليومية للمورد (وجبات)".
- يجب على مقدمي العطاءات تحديد المحافظة التي ينطبق عليها السعر المعروض بوضوح (غزة، أو المنطقة الوسطى، أو خان يونس).
- يجب أن يشمل سعر الوحدة تكاليف التعبئة والتغليف والتوصيل.
- في حال اختلاف الأسعار بين المحافظات، يجب على مقدمي العطاءات تقديم عروض أسعار منفصلة.
- يجب أن تكون جميع الأسعار بالدولار الأمريكي .