

Instructions for Application

**Japanese Technical Cooperation Project on Institutional Strengthening  
for Industrial Park Development in the West Bank**

1. Deadline and place for submission

The application documents must be received by JICA Project Team in PIEFZA (Ramallah) no later than **12:00 Thu 12<sup>th</sup> May 2011**. Application documents can be sent **only through email to both two addresses** as follows; ([info@piefza.org](mailto:info@piefza.org), [tmatsuzawa@padeco.co.jp](mailto:tmatsuzawa@padeco.co.jp)).

2. Documents for application

Application must be completed as described below. The Terms of Reference are as described in Attachment 1.

(1) Profile of Applicant (Fill out **Form A** and **Form B** (Attachment 2 and 3)

(2) Financial Offer (No Form)

The following data must be indicated in the Quotation sheet(s) to meet minimum requirements:

1) Total price (zero VAT price)

2) Prices of the Quotation should be in US dollars (US\$)

3) Delivery period (after confirmation of order until delivery at the final destination)

4) Period of validity of the Quotation (must be valid for the period of 30 days)

The title of the Project, date of submission and name of the applicant must be type-written on the cover of the application documents.

3. The application documents as specified in Clause 2 above, it must be type-written in English and submitted **as attachment of email to both two addresses** as follows; ([info@piefza.org](mailto:info@piefza.org), [tmatsuzawa@padeco.co.jp](mailto:tmatsuzawa@padeco.co.jp)).

All required documents must be submitted with the cover showing the following information:

**Address to: JICA Project Team Office in PIEFZA**

**Title: Technical Cooperation Project on Institutional Strengthening for Industrial  
Park Development in the West Bank**

**Submitted by:** [Company/Individual Name] [Address]

4. Communications

Any applicant may contact the following contacts for inquiries regarding this Instruction and the

submission of application documents:

JICA Project Team Office in PIEFZA both of ([info@piefza.org](mailto:info@piefza.org), [tmatsuzawa@padeco.co.jp](mailto:tmatsuzawa@padeco.co.jp))

5. Evaluation of the documents and deciding the order of negotiation.

The submitted documents will be evaluated by the following criteria.

- (1) Certified experience and capability of the applicant
- (2) Certified education background
- (3) Price of quotation

6. Invalid applications

Application documents that apply to any of the following will not be considered.

- (1) Submitted after the deadline
- (2) No name on the submitted application documents
- (3) Lacking 2 or more sets of application documents from the same company/person.
- (4) Providing false information.
- (5) Displaying a noncompliance to the Instructions specified on this document, Terms of Reference, and relative contract provisions.
- (6) Changes will not be allowed once it is submitted.

7. Notification of the result

The selection result is notified **only to persons whom are called forth for an interview** (No notification is sent to unqualified applicants). The notification is sent through email.

8. Others

There will be no payment for producing and submitting the documents.

Attachment 1: Terms of Reference

Attachment 2: Form A

Attachment 3: Form B