



INTERNATIONAL RESCUE COMMITTEE (IRC)

Request for Proposals

Master Purchase Agreement

Stationery in Gaza Strip, oPT

IRC Reference# : IRC/RFP/OPT/2026_014

The International Rescue Committee (IRC) is an international, nonsectarian, voluntary organization providing relief and protection for refugees and victims of oppression or violent conflict. IRC responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster.

The IRC operates in Occupied Palestinian Territory and has a requirement to establish a tender bid to provide **Purchase Stationery in Gaza Strip, oPT**

Kindly note that detailed list of requirements is included in the full tender documents available for download at after filling out the form on the following link:

[/IRC/RFP/Opt/Stationery MPA](#)

In case the supplier is unable to provide a deduction at source certificate (for the withholding tax), the tax will be deducted in accordance with Palestinian law and paid on behalf of the supplier to the Ministry of Finance in Ramallah according to the law No. (8) of 2012 concerning tax deduction at source, issued by the Minister of Finance. And note that payment will only be made to the bank account matching the company's trade registration documents.

Interested and suitably qualified suppliers may submit the required documents.:

- Financial proposal (price) document (1 Excel/PDF file) to be filled, stamped and signed.
- Actual photos of samples for all the items listed in the Bill of Quantities (BoQ).
- Delivery Lead Time Form document (1 Excel/PDF file) to be filled, stamped and signed, indicating the delivery lead time in calendar days from the date of Purchase Order issuance until final delivery.
- Reference Form document (1 Excel/PDF file) to be filled, stamped and signed, providing a minimum of three (3) references from international or local NGOs, UN agencies, or other relevant organizations with which the bidder has previously supplied stationery items.
- provide supporting documentation demonstrating their previous supply of similar items, including but not limited to Delivery Reports, Goods Received Notes (GRNs), or other relevant delivery documentation.

- The supplier Conflict of Interest and vendor Code of Conduct (Word file) - to be filled, stamped and signed.
- The Vendor Information Form (Word file) to be filled, stamped and signed.
- Vendor Registration Certificate
- Certificate of Bank Account Number

For inquiries, please send them to the following email:

Gaza.Procurement@rescue.org

Complete tender documents should be submitted through the email provided below:

IRC-oPt-tenders@rescue.org

Bid submission due date: Sunday 23RD AUG 2026 - (16:00 GMT+3)