**Date: 01/05/2021**

***Subject:* Price offer for transcription and Qualitative Analysis**

## ***Request for Quotations No.: RFQ#04/2021***

***RFQ#10/2020***

The Guidance and Training Center for the Child and Family (GTC) was founded in Bethlehem in 1994 as a non-governmental, non-profit organization. The GTC’s vision comprises two main parts: First, GTC aims of providing high quality mental health and social services that are accessible to all Palestinians. The focus of this aim is predominantly on children and adolescents. The GTC also works closely with families and the society as a whole. Second, the GTC strives to contribute to international research in the field of psychology through various projects and studies, aimed at addressing the mental health needs of the local Palestinian community. This includes training the next generation of mental health professionals and researchers.

*Our mission* is to provide preventive and therapeutic services in the field of mental health, particularly for the child and family and the local community as a whole, and work on building the capacity of mental health practitioners in Palestine. We believe that contributing to research and studies in mental health, will enhance the development of mental health in Palestine.

*We envision* that all Palestinians will be able to access high quality mental health services and that Palestinian mental health professionals will contribute to national and international psychology research.

As part of GTC’s activities, we would like to request a price quotation for transcription and qualitative analysis as listed in the attached request for quotation.

The bidder will receive an average of 16 recording hours till 30/06/2021. The bidder will also receive an average of 720 questionnaires till 30/06/2021.

Interested and qualified bidders are kindly requested to submit their offers for supplying services in the attached request for quotation **RFQ#10/2020** and in accordance with the specifications and conditions clarified therein.

The offer shall be submitted to GTC by email to [rula.sh@gtc.ps](mailto:rula.sh@gtc.ps).

The deadline for submission is 12:00 PM on Saturday 17/10/2020.

***Best regards,***

The Guidance and Training Center for the Child and Family

## **Bid Form**

***Transcription and Qualitative Analysis***

**To:** The Guidance and Training Center for the Child and Family

**Address:** Bethlehem – Manger Street, 153

#### Kindly find below our bid in response to Request for Quotations No. RFQ#04/2021

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **ITEM** | **Quantity** | **PRICE (NIS)** |
| 1 | **Partial provision of qualitative data analysis; including the following:**   * Transcription of data. * Organization of data. * Coding of data, using different coding methods.   **The bidder should be familiar with qualitative analysis methods, and have very good command of both Arabic and English languages.** | 1 recording hour  **Or**  1 questionnaire  (2-4 pages) |  |
| 2 | Attach your C.V. to the financial offer; showing relative  previous experience in this area. | | |
|  | ***Total in NIS*** | |  |

1. Prices are quoted in **Shekel Including VAT.**
2. For payment: an invoice including VAT
3. Prices should be valid for 30 days after the reception of the offer.
4. The offer shall be signed by the supplier or a person or persons duly authorized to bind the supplier to the contract.
5. The deadline for submission is 12:00 P.M on Monday 31/05/2021
6. Quotations shall be submitted to GTC by email to Rula.sh@gtc.ps
7. No phone inquiries are accepted.

**Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**