**Food Processing Home-based Businesses Sustainability**

**RFP#11022018**

**Solicitation Workshop Minutes of Meeting/Points of Discussion**

The workshop took place at USAID LENS office- Zahran Gate on 26 February 2018, the workshop included (9) attendees from (7) different firms, in addition to two USIAD LENS staff; Wisam Quteishat, Sr. Procurement Officer & Zain Diranieh, Economic Specialist.

1. Introduction to USAID LENS Project:

 The workshop started with an introductory session to the USAID LENS project, this included main areas of focus, definition of MSEs (Micro & Small Enterprises), the main activities of the project and the geographic areas in which the project operates. (more info. can be found in the presentation).

1. Objectives and description of the RFP:

The main objective of this RFP is to:

1. create sustainable support services to food processing home-based businesses (HBBs) in Jordan.
2. To sustain the works and achievement of USAID LENS in the HBBs works.
3. Identify an entity that has the current capacity to succeed USAID LENS in providing continued on-going support to home-based businesses (HBBs) in the food processing sector.
4. Who Can Apply?

The workshop included a clarification on who can apply to this RFP; Jordanian and

non-Jordanian firms, business associations, organizations or coalitions.

1. Funding Ceiling for this RFP:

the funding ceiling of this RFP is JOD 350,000, and revealing the estimated cost ceiling does not mean Offeror should strive to meet this maximum amount. Offerors must propose costs they believe are realistic and reasonable for the work, backed up by supporting documents that are deemed necessary for verifying the reasonability of the costs proposed.

1. Scope of Work:

The workshop included a brief explanation of the Scope of this RFP and the main activities held by USAID LENS that are related to the RFP. ***an important thing for the bidders to know is that the Jordan Food Week mentioned in the RFP will shifted to July-2018 and not April as mentioned in the RFP.*** ***a modification to the RFP will be issued to address this change.***

(more about SOW can be found within the presentation)

1. Proposal Submission:

The proposals submitted by bidders must be divided into two parts; the technical proposal, including technical and sustainable approach and cost proposal.

Important requirement that bidders shall be aware of:

* Technical approach narrative not to exceed (17) pages.
* Sustainable approach narrative not to exceed (20) pages.
* Cost proposal narrative not to exceed (17) pages.

(please read article # 8 of the RFP ‘’submission requirements’’ for further information).

1. Deliverables:

The workshop included a brief clarification of the deliverables schedule stipulated in the RFP.

***Important note: the deliverables schedule is subject to change to best serve the interests of this project, the USIAD LENS project and its beneficiaries.***

***The span of the deliverables schedule will extend over a (7) months period and not (9) months as mentioned in the RFP. a modification to the RFP will be issued to address this change.***

(more about deliverables can be found within the presentation).

1. Evaluation Criteria:

The workshop included clarification on the evaluation criteria fixed in the RFP, a breakdown of the elements in which the bidders will be evaluated on. 80% will be assigned to the technical proposal and 20% on cost proposal; Technical Evaluation will represent 80 points of the total available, including (1) the Technical Approach (55 points); Past Performance (10 points); and the Personnel who will be leading the work (15 points). Only Technical Proposals that obtain scores at least 65 of the 80 points possible for technical evaluation will be considered for cost evaluation. The cost evaluation will be 20 points.

***Important note: evaluation will not be based on the number of HBBs selected by the bidder in the pilot phase.***

1. General comments:
* Bidders can propose approaches to sustainability.
* Bidders must propose an overall and comprehensive project.
* Bidders must demonstrate ability of host entities for the HBBs.
* Previous experience to be provided by bidders should be relevant to this project.
* If bidders submit the proposal via a coalition of firm/entities, they must provide a detailed narrative on how the bidder will make use of subcontractors and must demonstrate reasonability of all proposed tasks and costs.
* CVs and bio data sheets of key staff, consultants and all personnel must be provided and their roles and level of effort must be reflected consistently in the cost proposal, budget and budget narrative.

XII. Questions & Answers:

1. Can implementation be a mix between pilot HBBs and other HBBs?

Yes.

1. Can bidders submit proposals for only a segment or one activity of the RFP, such as to apply for the marketing only?

The proposal can focus on certain segment or activity but the proposals are preferred to be comprehensive and holistic to include all necessary activities of this RFP.

1. How will the Jordan Food Week be fit in the deliverables schedule?

This is up to the bidders to include a concept of this in their proposals and approach or not to.

1. If USAID LENS gets an extension, will there be still a need for the continuation of this project?

Yes.

1. Can costs of tasks/activities be proposed in the budget to cover future expenses that will occur beyond the period of performance of this project?

No.

1. Is the deadline for submitting proposals fixed?

Yes, unless bidders are advised otherwise via a modification to the RFP.

1. How many proposals can win this bid?

Only one entity or coalition