

Questions & Answers: for RFQ no. 01142018 - HBB Enabling Environment

Q. Scope of Work, point C:

Is there a certain profile for the trainers delivering the sessions to HBB?

A. Trainers can be key staff or lawyers with qualifications and past relevant experience of a minimum 3 years to be able to create awareness, mentor and advice business wishing to formalize on the HBB bylaws and instructions

Q. What is the expected number of beneficiaries in total to attend the training sessions?

A. The RFQ mentions a minimum of 50 per offer.

Q. The logistics and facilities cost will be endured by which party?

A. The vendor is to carry all Logistics and facilities costs and it should be included in the financial proposal.

Q. Scope of Work, point D & E:

It's mentioned that the contractor should assist in the business registration and licensing process, can you define the form of required assistance? should we accompany them or remotely follow up on the process?

Either case, can you define a contact person in the targeted departments at MOITS and its governorates to facilitate the process? And in related municipalities?

A. The contractor should be able to assist in the formalization of businesses expected to accompany their beneficiaries and to ensure the deliverable of resignation and licensing certificates.

The BSP is responsible of identifying key contact persons at MOITS directorates and governorates and municipalities in their targeted geographical location.

Q. Point 2 of deliverables 3rd page:

Should we budget the mentioned "Other Costs" as lump sum or you would pay actuals upon receipts? If it's a lump sum bases, what's the expected cost for the mentioned items? Also, what is the expected cost of registration and licensing that would be paid by the subject HBB?

A. The expected cost for registration and licensing of every HBB can range between 100-300 JOD according to category of the business wishing to formalize (Food processing at highest).

As for the "other costs", you should specify what will you be charging for and include it in the template. Cause the template is adjustable, so you can add lines if there is more than 1 lines item.

Q. Reference is made to items (D) and (E) under the Scope of Work subheading (in the publication referred to above), which involves the registration and collection and/or production of documents for home-based businesses.

Our Firm would like to inquire (bearing in mind that it does provide the services described under items (D) and (E) professionally) whether or not we are eligible to provide you with our proposals in accordance with the terms stipulated under the publication titled Home-Based Businesses Enabling Environment.

Yes, you are eligible to apply for the RFQ, however the registration and licensing process and certificates the contractor is held accountable for should occur after being awarded.