

RFP10112017 - Event Management for Jordan Food Week

Questions and Answers

19 October 2017

**Question 1:** Can you provide us with the logo (in AI format) to be used for the event designs?

**Answer 1:** It is provided as a separate attachment, please check the posting for this RFP under the Solicitations page on the USAID LENS website.

**Question 2:** In regard to the kitchen equipment, what are the quantities needed (floor plan if available) and do you want us to suggest celebrity chefs for the cooking shows?

**Answer 2:** Maximum 20% of the exhibitors will be demonstrating live cooking, please segregate your cost per station. Celebrity chefs are not required, but suggestions are welcome.

**Question 3:** Are the vendors allowed to have live cooking to sell their products or should it be pre-made or bottled ahead of time?

**Answer 3:** There will be specific areas designated for live cooking, and we anticipate around 20% of vendors may have live cooking to sell their products; however, the rest will have regular booths to sell pre-made bottled or packaged foods.

**Question 4:** Do you have a preliminary event program for the JFW?

**Answer 4:** Creative suggestions will be considered.

**Question 5:** Have USAID-LENS already decided or booked a venue for the event or should the contractor recommend one?

**Answer 5:** The venue is not decided yet, as an example: The Boulevard is a potential venue. Other similar suggestions to The Boulevard setup will be considered.

**Question 6:** Does the provided cost in the RFP covers the venue or is it a separate budget?

**Answer 6:** Management of the venue is the responsibility of the contractor, however; venue booking fees will be covered by USAID LENS directly

**Question 7:** Regarding transportation, what is the expected number of participants from each Governorate and how many trips to each one?

**Answer 7:**

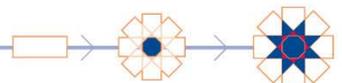
- 2 trips per day for each governorate mentioned in the RFP.
- Please refer to Section 4.3 in the RFP under vi.
- The expected No. of participant is 2-3 per exhibitor.

**Question 8:** For Hotels reservations should we consider three or four stars Hotels?

**Answer 8:** hotels that satisfy cost reasonability, security measures, proximity to central Amman should be considered

**Question 9:** We need to know the selected venue

**Answer 9:** Please refer to answer to question number 5 above.



**Question 10:** Are we responsible for water & power supply?

**Answer 10:** Yes, once a selection of the venue is finalized, the events company will be required to run an assessment of water and power requirements and needs, and what is supplied by the venue, and provide accordingly.

**Question 11:** In case the venue is outdoor, do we need to include tent in our proposal?

**Answer 11:** Please refer to section 4.2 in the RFP part I.

**Question 12:** Expected working hours of the event

**Answer 12:** USAID LENS expects the event to be around 8 hours per day however this may change according to the final plan.

**Question 13:** Are we allowed to use oven with Gaz supply or only electrical ovens?

**Answer 13:** Both are allowed.

**Question 14:** Suggested stage size

**Answer 14:** USAID LENS is open for appropriate suggestions.

**Question 15:** How many screens you need at the event?

**Answer 15:** One big screen will be needed.

**Question 16:** You have mentioned that the venue is TBC but that would be needed for the creative design & layout as it would affect the budget. Is there any way to find out early on?

**Answer 16:** Please refer to answer to question number 5 above.

**Question 17:** Any estimated budget for this project?

**Answer 17:** The USAID LENS Project anticipates awarding a fixed price award for the implementation of this activity with an estimated cost not exceeding 170,000 JOD (US\$ 240,000). 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

**Question 18:** Can we list a suggestion of venues for this event? Also, would the cost of rental be included in our budget?

**Answer 18:**

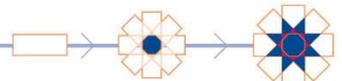
- Please refer to answer to question number 5 above
- Rental fees are not included in this budget.

**Question 19:** Do we come up with the creative concept for branding or does this come from the marketing contractor?

**Answer 19:** The creative concept for the branding will come from the marketing contractor.

**Question 20:** As for the vendors (Food Business Owners), you have mentioned that you will have your own list, but did you also want from us a potential list?

**Answer 20:** Yes, all suggestions are welcome and will be considered. Please refer to section 4.1 in the RFP part i.



**Question 21:** Is it possible to bid for the marketing contractor? If yes, how can we go about it?

**Answer 21:** The deadline for submission for the marketing RFP which was publicly issued in Al Rai newspaper was on October 4<sup>th</sup>, 2017.

