**REQUEST FOR PROPOSALS**

**USAID JORDAN LOCAL ENTERPRISE SUPPORT PROJECT (LENS)**

**Animated Video Production of Business Registration Process and Promotion**

|  |  |
| --- | --- |
| **RFP Date of Issuance:** | **May 29, 2017** |
| **Due Date for Questions:** | **June 11, 2017**   * Submission of questions or requests for clarification in writing via email to [**RFP@jordanlens.org**](mailto:RFP@jordanlens.org)by **15:00 Hours local time in Jordan** * Please note that inquiries and answers to inquiries will be shared with all registered Offerors. * Please do not contact any USAID Jordan LENS or NMB employees regarding this RFP. **Contacting individual employees shall be cause for disqualification.** * **NO TELEPHONE INQUIRIES WILL BE ANSWERED.** |
| **Deadline for Proposals:** | **July 2, 2017**  Proposals (including technical proposal and budget) are due by **15:00 Hours local time in Jordan** via email to[**RFP@jordanlens.org**](mailto:RFP@jordanlens.org). Emailed submissions must contain the subject: “USAID LENS – Animated Video Production of Business Registration Process Promotion |
| **Anticipated Start Date:** | August, 2017 |

# PURPOSE STATEMENT

The purpose of this Request for Proposal (RFP) is to solicit proposals from media companies and/or freelancers specializing in animated video production, describing their ability to produce short 1-3 minute animated videos (4 short animated videos) of business registration process, part of USAID LENS’ work in Micro Small Enterprise (MSE) Enabling Environment and extension to USAID Startup Guide production. This RFP is issued as a public notice to ensure all interested, qualified, and eligible companies legally registered in Jordan have a fair opportunity to submit proposals.

The company/freelancer will be commissioned to produce (4) animated short videos, of different company types and individual establishment process to startup a business. The animated video should clearly demonstrate steps required from entrepreneurs willing to register and formalize their businesses (including those that are thinking of starting a business or those that are already running their businesses informally). The animated videos will be used as a tool to ease and clarify registration process and reflect some of the Startup Guide content in visual manner, making sure they are promoted in local media offline and online channels.

The USAID LENS Project anticipates awarding a fixed price contract for the implementation of this activity with an estimated cost not exceeding JD 25,000. 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.

# PROGRAM BACKGROUND

The USAID Jordan Local Enterprise Support Project (USAID LENS) is a five-year project funded by the United States Agency for International Development (USAID), Award No. AID-278-LA-14-00001, to encourage the long-term economic growth and development potential of underserved Jordanian communities. The project helps empower local communities to design and implement collaborative local economic development (LED) initiatives and supports the vitality and competitiveness of micro and small enterprises (MSEs) that are often at the heart of individual, family and community livelihood within vulnerable populations.

USAID Jordan LENS is collaborating with the Ministry of Industry, Trade and Supply (MoITS) - Central Trade & Industrial Registration Directorate (CRD) and the Companies Control Department (CCD) to improve the efficiency of the business registration process for MSEs.

Together, the above organizations developed an easy-to-follow, reader-friendly “Startup Guide” that clearly and comprehensively outlines the business registration and licensing process in Jordan, which was launched in May 2016. This is the first time such a guide has been developed in Jordan. The guide explains the different legal business structures for small businesses and provides a brief, two-page “quiz” to help entrepreneurs determine the most appropriate business structure. The guide will appeal to any Jordanian interested in starting a small business, especially a micro or small enterprise. The guide is now available in hard copy at MOITS and CCD premises in all governorates and available online at [www.startupguidejo.com](http://www.startupguidejo.com)

The Startup Guide Awareness Campaign was initially designed to run from June 2016 till October 2016, and included online advertisement on the social media channels of the Ministry of Industry Trade and Supply (MOITS), the Companies Control Department (CCD) and the USAID Jordan Local Enterprise Support Project. The initial campaign included printed advertisements in AlRai and Al-Ghad newspapers, as well as radio advertisements. The campaign comprised activities and workshops designed for MSEs owners including women and youth in Irbid, Zarqa, Amman, Karak and Tafileh.

USAID LENS is seeking to institutionalize the Startup Guide and to find a mechanism to make it more accessible and available nationwide. The content of the Startup Guide will be offered in an animated video which is an engaging, simple, friendly, relevant and easy to access form for all segments of the population including women and youth MSEs, startups, and informal businesses who are encouraged to register.

# SCOPE OF WORK/TASKS/ACTIVITIES

The Offeror is expected to produce (4) animated videos:

|  |  |  |
| --- | --- | --- |
| # | Animated Video Type | Description |
| 1 | Business Registration of Individual Establishments | Animated video showing steps, required documents, fees and time to register an Individual Establishment |
| 2 | Business Registration of Private Partnerships Company | Animated video showing steps, required documents, fees and time to register a Private Partnerships Company |
| 3 | Business Registration of Limited Liability Company | Animated video showing steps, required documents, fees and time to register a Limited Liability Company |
| 4 | Overall Business Registration and Licensing Process | Animated video showing the steps needed and different location and entities a business willing to formalize should go through |

Generally, the animated video and narrative will be created from the perspective and experience of Startups (female and male), within Jordan’s business context and legal framework. In the first three videos, three different entrepreneurs from different segments (age, gender, and location) are going through different steps of business registration that normally Jordanian investors or startups go through. The videos must demonstrate clearly the steps and make viewers feel as if they are facing the same experience.

The final animated video is to include glimpse of the overall business registration and licensing process and requirements and include the role and involvement of the relevant governmental bodies. (mentioned above).

The animated video is expected to a minimum of 10,000 micro and small enterprises, including informal or unofficial, with increased awareness and knowledge of the registration and licensing process. 30% of these are expected to be women-owned businesses.

**The offeror is responsible to achieve the following tasks or activities:**

1. **Concept**

The Offeror is expected to develop a thematic concept relevant to the theme of the existing Startup Guide for the animated videos. Although each animated video will be including different content and procedure, the video elements used should be consistent (example: time lapses, text in video, subtitles, voiceover, graphics etc.) and thus the concept should reflect all the mentioned elements which will be used.

1. *Users & Target Audience:*

* The beneficiaries of the animated videos will be either businesses willing to register but have not taken any steps to visit any of the bodies relevant to start the process or businesses visiting MOITS and CCD to register; the animated video will be available at MOITS and CCD premises in different locations/governates. The videos will be also utilized as an available tool for MOITS and CCD employees to use for orientation and discussion purposes to facilitate the registration process.
* In addition, the videos will be made available online and on social media channels of MoITS, CCD and USAID LENS, to build awareness of business registration among the general Jordanian public.

b*. Look & feel of the animation:*

* The images and narrative of this animation should demonstrate creativity – it should be engaging, dynamic, fast-paced and riveting.
* The pace and the language of the animation must be approachable, friendly, and diversified to appeal to Jordanian men and women of all backgrounds.
* Very formal Arabic is discouraged, and a more conversational style is preferred.
* Images used should equally portray men and women, promote the diverse roles and abilities, skills and interests of both men and women in their different capacities and should challenge gender stereotypes. For example, the videos may portray a woman in a non-traditional occupation, such as mechanics or plumbing.

1. *Duration:*

* Each animated video will be approximately 2 to 3 minutes’ in length, and the Offeror is encouraged to justify the length of the video through a narrative or concept.

1. **Storyboard and script**

The offeror must learn about the overall benefits of registering, along with the business registration and licensing process and specifically the required steps to register Individual Establishments, Private Partnership Company and Limited Liability Company and the target audience to determine the most effective communication techniques and concepts for startups. The offeror is expected to conduct some research on business registration, companies law, and use the Startup Guide as a main reference.

* Coordinate with MOITS and CCD to receive feedback and to provide the exact process
* The offeror will communicate with MOITS and CCD staff to compile research. USAID LENS will be responsible to share contact of the project’s focal points at MOITS and CCD.

The offeror will provide the script for each video for approval to USAID LENS. The script should include notations about what will appear on screen. The script must be presented by the offeror in person and via email. In coordination with USAID LENS, MOITS and CCD staff, the Offeror will also develop a storyboard comprised of steps for each business type and the fourth video of the overall registration and licensing process must be consistent to the content of the Startup Guide. Moreover, the Offeror must demonstrate a solid understanding about the different types of business, steps, required documents and time startup face. USAID LENS along with MOITS and CCD will provide the Offeror with profiles and information of all the process, and the Offeror will present the storyboard. The storyboard should cover the following sequential scenes:

Animated Videos (#1-3) registration process for Individual Establishments, Private Partnerships Companies, and Limited Liability Companies

* Where to go when registering a business
* Process to register
* Required documents
* Fees
* Time needed

Animated video (#4) Overall business registration and licensing process; please refer to the Startup Guide to have an overview on the concept.

* Differences between company types
* Where to go when registering and licensing a business

The offeror must review/test the produced videos with actual MSEs (through a few focus groups). USAID LENS must give final approval on the storyboard before filming commences.

1. **Animated video production**

The Offeror will be directly responsible for the filming the experiences. USAID LENS expects each of the following will be a part of the video production process:

* The offeror is expected to develop animated videos around the following scenarios. The below are illustrative ideas, the offeror is encouraged to propose a variety of themes/profiles
  + Jordanian, male registering an individual establishment
  + A Jordanian female registering a Limited Liability Company (LLC)
  + Two or more Jordanians from the same family registering a General Partnership Company. At least one must be female.

1. **Editing and post production**

The Offeror will edit and produce the animated videos taking into consideration the following:

* Use of royalty free music, or music which the firm has a commercial license to use
* Use of subtitles (English) throughout the entirety of the video: the Offeror must acquire the services of a professional translator and consult with USAID LENS during the production of the subtitles to ensure use of correct language and terms
* Use of voiceover: The Offeror must propose several Arabic voiceover samples (male and female) and USAID LENS will make the final choice.
* Branding: The Offeror must abide by USAID branding in the production of the video, including showing the USAID logo at the end of the video in addition to showing a disclaimer which will be provided by USAID LENS.
* Four animated videos: each short video duration is not to exceed 3 minutes, but no less than 2 minutes.

The Offeror must put forth in their proposal the names and CVs of the crew that will work on the production of this animated video and provide evidence of their past work. In addition, the Offeror must specify the specifications and type of equipment and software they will use during production, in addition to any software licenses they will use relating to post-production

1. **Delivery**

The Offeror must deliver the animated videos in a high-resolution, digital (compressed for internet purposes) and hard copy, high resolution (DVD) format upon completion.

USAID LENS will have ownership rights to all the animated videos produced.

# DELIVERABLES

The table below is a list of deliverables will require approval from USAID LENS:

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables** | **Tentative Due date** |
| 0 | Award | July 2017 |
| 1 | Delivery of full detailed creative concept, implementation strategy with exact timeline. The Offeror is expected to research the registration process in Jordan for different types of businesses, using Startup Guide as a main reference, and include the research in their creative concept. | Two weeks from award date |
| 2 | Submission of draft script for all four films | Three weeks from award date |
| 3 | Submit final script for all four films | Four weeks from award date |
| 4 | Submission of draft storyboard for all four films | Six weeks from award date |
| 5 | Submit final storyboard for all four films | Seven weeks from award date |
| 6 | Submit translated script (subtitles) and voiceover samples for all four films | Eight weeks from award date |
| 7 | Submission of first draft of all four films | Twelve weeks from award date |
| 8 | Submission of final draft of all four films in high-res and compressed formats | Fourteen weeks from award date |

# SUBMISSION INSTRUCTIONS

This section contains general and specific requirements for submitting the technical and cost proposals. Please ensure the following forms are completed and submitted with your proposal:

* **Evidence of Responsibility and Independent Price Determination (Attachment A)**
* **Copy of your legal registration.**

Failure to submit these forms will result in disqualification from consideration.

1. This RFP is open to all qualified, interested firms and organizations registered in Jordan. The lead staff involved in this activity and those communicating with USAID LENS must be fluent in both English and Arabic. Jordanian firms or international firms registered in Jordan are encouraged to apply. If the Offeror includes a group of firms and/or subcontractors, one lead organization or firm must be clearly identified and is responsible for handling all reporting and coordination with USAID Jordan LENS. The Offeror must also propose a Project Manager that serves as the primary Point of Contact (POC) for USAID LENS.
2. The Offeror is requested to submit a proposal directly responsive to the tasks, terms, and conditions of this RFP. The overall proposal shall consist of two (2) physically separated parts: Technical Proposal and Cost Proposal. Technical Proposals shall not refer to cost or pricing details.

### Alternative proposals will not be considered. Proposals not conforming to this solicitation may be categorized as unacceptable and eliminated from further consideration.

### Offerors are allowed to submit one proposal. If an Offeror participates in more than one proposal, all proposals involving the Offeror will be rejected.

### Proposals shall be written in English. Cost proposals shall be presented in Jordanian Dinar.

### Proposals must remain valid for a minimum of **sixty (60) days**. The Offeror may submit its proposal by the following means:

* Electronically - Internet email with up to two (2) attachments per email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

[RFP@jordanLENS.org](mailto:RFP@jordanLENS.org).

1. The person signing the Offeror’s proposal must have the authority to commit the Offeror to all the provisions of the Offeror’s proposal.
2. The Offeror shall submit its best proposal initially as FHI 360 intends to evaluate proposals and make an award without discussions. However, FHI 360 reserves the right to conduct discussions should FHI 360 deem it necessary.
3. Proposals must be clearly and concisely written and must describe and define the Offeror’s understanding and compliance with the requirements contained in the STATEMENT OF WORK/TASKS/ACTIVITIES. All pages must be sequentially numbered and identified with the name of the Offeror and the RFP number.

**PART A: TECHNICAL PROPOSAL**

The Technical Proposal shall be straightforward and concise describing how the Offeror intends to carry out and satisfy the TASKS/ACTIVITIES described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals are limited to 12 pages in total, **not including** the Organizational Information, CVs of proposed personnel and annexes. Pages in the Technical Proposal more than 12 pages will not be read or evaluated.

***ANNEX: Offerors are encouraged to send a DVD compilation of previous similar work. They may also send a write-up of links to previous work that are available on any online, accessible media sharing platform, such as Youtube, Vimeo, including a brief description of each video and when/where it was filmed.***

The technical proposal shall be formatted using the following sections:

1. **Organizational Information (not part of page limit):**

* Organization’s legal name
* Contact name and position or title
* Organization’s e-mail address, physical address and telephone number
* Evidence of Responsibility and Independent Price Certification Form (includes confirmation that firm is a USAID-designated Geo Code 937 country – meaning Jordan, the US, and other developing countries)
* Copy of legal registration authorizing organization to do business in Jordan

1. **Technical Approach – narrative not to exceed four (8) pages.**

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the RFP, in a structure addressing the following:

**2.1 Creative approach and understanding of the work required – narrative not to exceed (4) pages**

The Offeror shall demonstrate its understanding of the work required by suggesting creative concepts for the videos. Narrative or illustrations or illustrated storyboards are all acceptable, the demonstrated efforts should convey the realm of business registration and the process required to attain it showcasing the effort, time and steps to be undertaken.,

**2.2 Approach to conducting the work – narrative not to exceed two (2) pages**

The Offeror shall outline the approach to conduct the work required, having considered the required deliverables, the locations and the expected delivery of videos. This section should include a timeline or a Gantt chart reflecting the execution of the work, along with a narrative description on how the work will be done. It is crucial to refer to Attachment D to come up with an effective approach. Creative approaches that can save time and cost are appreciated if the quality of the videos is not compromised.

**2.3 Specific work undertaken by Offeror – narrative not to exceed one (2) pages**

The Offeror shall indicate what activities will be done directly by the Offeror, and what activities will be out-sourced, by identifying specific vendors for production and post-production services if needed.

The Offeror shall clearly explain how it proposes to structure, design, manage and execute the work required. The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this event. In addition, the Offeror must also identify specific vendors for production and post-production services if needed.

1. **Capability Statement -** **narrative not to exceed two (2) pages.**

The Offeror shall demonstrate its specialized competence with regards to the requirements of the tasks/activities. The Offeror shall demonstrate it has the necessary organizational systems, vendors, and personnel to successfully comply with the contract requirements and accomplish the deliverables. Do not reference past performance examples (the following section is designated for examples). Instead provide an overview of the firm’s experience in similar work from a capability and competence angle.

1. **Past Performance – Narrative not to exceed three (3) pages.**

The Offeror shall provide at least three (3) examples of past performance of organizing similar production in Jordan or the region as being requested in this RFP, through links to videos. The past performance examples must be within the last three (3) years and shall be similar to what is being requested in this RFP. The Offeror must provide references for each example, including the name, title, phone number and email address of specific clients for whom the videos belong to. The Offeror must provide references through the attached Past Performance Report (PPR) sheets in Attachment - E, which are separate from the narrative and not included in the page limit.

1. **Personnel/Staffing – narrative not to exceed three (3) pages.**

A summary describing the proposed staff for project including up to three team leaders. The summary shall include names, relevant qualifications of similar experience and the proposed role for each individual. A Project Manager must be identified with a minimum of five years’ experience in film production.

The Offeror must also include the CVs of key staff members involved in the Project, including the Project Manager and up to 3 Team Leaders. Each CV should not exceed three (3) pages. Note: Again, CVs do not count towards the proposal page limitation.

**PART B: COST PROPOSAL**

The Offeror shall propose realistic and reasonable costs for this work in accordance with the Offeror’s technical approach. The Offeror shall provide a complete budget based on cost elements described below using (***Attachment B) - Budget Template***. Offerors can make necessary changes to the attached Budget Template.

The detailed cost proposal for implementing the work is broken down by task area and the Offeror shall include all costs necessary to implement the work. A concise description and justifications for each line item must be included in the Budget Narrative (Attachment E). The budget narrative shall be presented in such a way to succinctly and sufficiently explain each cost from the proposed budget so FHI 360 may review the proposed budget for reasonableness, allocability and allowability. (***Please use Attachment E – Budget Narrative Template.)***

The Offeror must include the following in their cost proposal:

* 1. Proposed unloaded staff, rates, number of days needed to accomplish the work.
  2. Fringe rates for which the organization or firm has an established, written policy.
  3. Costs of local travel, detailed with # of trips, estimated mileage.
  4. If per diem is budgeted, it shall be based on the organization’s internal written policy and in compliance with USAID and USG Per Diem policy.
  5. Cost of supplies and other direct costs not captured above.
  6. Costs of management and set up
  7. Vendors and costs for equipment and supplies
  8. **No Indirect Costs will be accepted**

**Please note that no international travel will be funded through this award so all Offerors must propose staff based in Jordan.**

Biodata forms (use Attachment C) must be completed for proposed personnel.

All projected costs must be in accordance with the organization’s standard practices and policies.

Offers including budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project or based on a methodology that is not adequately supported, may be deemed unacceptable.

**Additional Guidelines:**

1. Cost proposals shall be presented in Jordanian Dinar.
2. Offer must indicate the inclusion/exclusion of any applicable taxes such as VAT.
3. Staff rates should be based on hourly or daily rates
4. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred as aligned to the categories noted above.
5. Cost proposal must be exclusive of any taxes

# EVALUATION CRITERIA

This solicitation is open to Jordanian firms and international firms registered in Jordan specializing in film production. Proposed key staff, including the Project Manager, must be fluent in English and Arabic. The selected Offeror will be responsible for designing and executing all activities outlined in this Request for Proposal in cooperation with USAID Jordan LENS.

Proposals will be evaluated based on a Trade-Off Methodology assessing non-cost and cost factors. For proposals to be evaluated for technical merit, proposals must meet the mandatory requirements as follows:

* Be legally registered to do business in Jordan; Offeror must provide a copy of registration document
* Submitted the Evidence of Responsibility and Independent Price Determination
* Nationality of Offeror meets USAID Geographical Code 937 requirement.
* Technical proposal is within the page limit established

Proposals meeting the mandatory requirements will be then evaluated for technical merit based on criteria in the below chart. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost effectiveness.

The Cost Evaluation, worth 20 points, will include a cost comparison to other offerors, cost reasonableness (noting that low offers may be deemed unrealistic or unreasonable to accomplish the intended results of this RFP), and sufficient explanation of budget items and notes.

|  |  |  |
| --- | --- | --- |
| Section | Description | Maximum Points |
| Technical Approach | * The applicant proposes creative concepts and ideas that demonstrate a good understanding of the subject matter. *Please note points will be deducted from the evaluations of Offerors that copy and paste text from this RFP into their bids.* * The applicant demonstrates a good understanding of how to address the needs and interest of target audience. * List of main filming equipment/software that will be used, with their specifications * Identify specific vendors for production and post-production services that the Offeror may use for this video, including voiceovers, animation and music. * Timeline or Gantt chart of the activities required to execute the event | 30 |
| Capability Statement | - Demonstration of the necessary organizational systems, vendors, and personnel to successfully comply with the contract requirements and accomplish the expected results. (15 points) | 15 |
| Past Performance | - Inclusion of at least 3 relevant past performance examples of similar events in Jordan or the region. (10 points)  - References provided by past clients for these examples and their evaluation of the Offeror’s ability to deliver on time and within quality and budget expectations. (10 points) | 20 |
| Personnel/Staffing | - Qualifications and past relevant experience of the Project Manager and up to 3 team leaders proposed to perform the requirements of this scope of work. (15 points) | 15 |
| Technical Evaluation Threshold | ***Only offers that receive a technical evaluation score above 65 points (out of 80) will be considered for cost evaluation.*** | 80 |
| Cost Evaluation | - Details and clarity of the actual costs proposed. (5 points)  - Comparison of the Offeror’s cost to other Offerors for Cost Evaluation. (5 points)  - Cost Realism to consider whether the proposed costs and human and other resources are sufficient to effectively carry out the stated tasks. (10 points)  Please use the attached Cost Template to prepare the budget. | 20 |
|  | | |
| Total Points |  | 100 |

**COMPETITIVE RANGE** – If FHI 360 determines that discussions are necessary, FHI 360 may establish a Competitive Range composed of only the most highly rated proposals. FHI 360 may exclude an offer from the competitive range if it is so deficient that it does not meet the requirements of this RFP, and/or if the price is so unreasonable that the Offeror would not be able to complete the work for that price. FHI 360 may exclude an offer that would require extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

**Oral presentations:**

Following the technical and cost evaluation, the selection committee reserves the right to require shortlisted applicants to present key parts of their submitted applications to the committee. Based on those presentations, the selection committee will make the final decision.

The Offer that scores the highest will be determined the most responsive to the RFP and the

Project’s needs.

FHI 360 reserves the right to award one or more contracts under this RFP on the basis of initial offers without discussions or without establishing a competitive range.

***NOTE:*** *FHI 360 will not compensate the company for its presentation of response to this RFP nor is the issuing of this RFP a guarantee that FHI 360 will award a subcontract.*

# GENERAL TERMS AND CONDITIONS

1. Any proposal received in response to this solicitation will be reviewed **strictly** as submitted and in accordance with Section VI, Evaluation Criteria.
2. EXECUTIVE ORDER 13224 ON TERRORIST FINANCING

Offerors are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

Firms or individuals that are included on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov/)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

1. CONTRACT MECHANISM

FHI 360 anticipates to award a fixed price contract to the Offeror whose proposal will be evaluated based on the evaluation criteria described previously.

1. WITHDRAWALS OF PROPOSALS

Offerors may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by an Offeror or his/her authorized representative if the representative’s identity is made known and if the representative signs a receipt for the proposal before award.

1. RIGHT TO SELECT/REJECT

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

1. DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, but with respect to price, costs and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

1. REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 60 (sixty) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

1. OFFER VERIFICATION

FHI 360 may contact Offerors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

11. FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

1. CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of Jordan. Failure to provide full and open disclosure may result in FHI 360 having to reevaluate selection of a potential Offeror.

1. RESERVED RIGHTS

All RFP responses become the property of FHI 360, and FHI 360 reserves the right in its sole discretion to:

* To disqualify any offer based on offeror failure to follow solicitation instructions.
* FHI 360 reserves the right to waive any deviations by Offerors from the requirements of this solicitation that in FHI 360’s opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
* Extend the time for submission of all RFP responses after notification to all Offerors.
* Terminate or modify the RFP process at any time and reissue the RFP to whomever FHI 360 deems appropriate.
* FHI 360 reserves the right to issue an award based on the initial evaluation of offerors without discussion.
* FHI 360 reserves the right to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
* FHI 360 will not compensate offerors for preparation of their response to this RFP.
* Issuing this RFP is not a guarantee that FHI 360 will award a subcontract.
* FHI 360 may choose to award a subcontract to more than one offeror for specific parts of the activities in the RFP.

# ATTACHMENTS

* Attachment A: Evidence of Responsibility and Independent Price Determination Form
* Attachment B: Budget Template
* Attachment C: Biodata Form
* Attachment D: Budget Narrative
* Attachment E: Past Performance Reference PPR

**[END OF RFP]**