**Request for Proposal (RFP)**

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

**Event Management for Jordan Food Week**

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| **RFP #**  | 10112017 |
| **Issue Date:** | 11 October 2017 |
| **Questions Deadline:** | **17 October 2017*** Submission of questions or requests for clarification in writing via email to **RFP@jordanlens.org****,** subject line: “RFP#10112017 – Event Management for Jordan Food Week”,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 employees regarding this RFP. **Contacting individual employees shall be cause for disqualification.**
* **NO TELEPHONE INQUIRIES WILL BE ANSWERED.**
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| **Answers to be shared:** | **19 October 2017**Questions received and Answers will be published on the project website, under the solicitation link:<http://jordanlens.org/work-with-us/solicitations>  |
| **Offer Submission Deadline:**  | **2 November 2017**Proposals (including technical proposal and budget) are due by **15:00 Hours local time in Jordan** via email to**RFP@jordanlens.org**. Emailed submissions must contain the subject line: “RFP#10112017 – Event Management for Jordan Food Week “Proposals received after the deadline will not be considered. |
| **Award Type:** | Anticipated Fixed Price Award |
| **Expected Award:**  | November 2017 |
| **Expected Delivery:** | November 2017 – April 2018 |

1. **PURPOSE STATEMENT**

**FHI 360, on behalf of USAID LENS, is seeking proposals from event management companies describing their ability to design, plan and execute the Jordan Food Week event in April 2018.**

Through comprehensive research and analysis, USAID LENS ascertained that significant economic opportunity for local economic development and MSE growth exists in the food-processing sector and through tourism services offered at the local community level. At a product-level, USAID LENS works towards strengthening local competitiveness of food products in Jordan, achieving economic growth by improving the quality, accessibility, and productivity of the food processing industry, and increasing demand for locally sourced and processed goods. In to the tourism area, the project supports the development of adventure and experiential tourism services at a farm, village and home-based business level. Following research conducted by USAID LENS, the local economic development impact of increasing the volume and value of transactions within the food processing industry will have significant impact on the local economy. Therefore, by elevating demand and both national and international recognition of the quality of food in Jordan, sales in the food processing and broader value chain will increase, creating new jobs and economic opportunities for stakeholders in the industry.

To reinforce these efforts, USAID LENS has also been working at the policy level to support the formalization of Home Based Businesses (HBBs) that comprise an important part of the food processing sector.

As a result of these initiatives, and to further promote the importance of Jordanian-made products, and food in particular, USAID LENS is planning to launch a major event called Jordan Food Week; a week-long national celebration of local cuisine, culinary tradition, fresh produce and gastronomic experiences.

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[[1]](#footnote-1) should strive to meet this maximum amount. Offerors must propose costs they believe are realistic and reasonable for the work.

1. **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 sustainable economic growth of underserved Jordanian communities.

1. **EVENT BACKGROUND**

Jordan Food Week, scheduled for April 18-25, 2018, represents the largest convention of farmers, artisanal food producers, restaurants, hotels and other businesses in the food industry of its kind in Jordan’s history, bringing together more than 200 exhibitors. The event will explore the diversity of Jordanian cuisine, the quality, character and traditions that have shaped the culture of Jordan’s gastronomy.

Through this event, the project’s home-based business beneficiaries will have the chance to showcase and sell their products.

Jordan Food Week will showcase the very best of Jordanian food. From Makmoura to Rashoof, Cha’acheel and Akkoub, participants in Jordan Food Week will have the opportunity to learn about the diverse range of traditional recipes passed down through generations. They will also discover rare and forgotten recipes, still preserved by Jordanians living in the most remote and rural villages. Gastronomic experiences that showcase innovative twists to Jordanian food will also be a part of Jordan Food Week. From creating special inserts in menus, to competitions in innovating Jordanian cuisine and ushering in a new era of Jordanian cooking, to hosting artisanal food producers, Jordan Food Week will be a unique and unforgettable experience.

The main event held during Jordan Food Week will be the Jordan Food Week Exhibition. Here, USAID LENS will provide local food businesses and artisanal producers to sell and market their products to visitors. USAID LENS is currently working on securing a venue for the Exhibition and this will be revealed to the Contractor upon signing the contract.

Please refer to attachment F for more information on the concept of Jordan Food Week.

1. **SCOPE OF WORK/TASKS/ACTIVITIES**

The Contractor will be fully responsible for the planning, set-up, implementation and execution of the Jordan Food Week Exhibition.

The Contractor will not handle any marketing or promotion activities for the Jordan Food Week. This will be managed by another company (a marketing contractor). Throughout the process, they will however coordinate closely with USAID LENS Project Management Team and the Marketing Contractor.

Specific responsibilities are outlined in four (4) main phases below:

**4.1Exhibitor Identification and Documentation Phase**

USAID LENS seeks to showcase the products of food-producing home-based businesses from around Jordan at the Jordan Food Week Exhibition. The Contractor will to identify, shortlist and confirm the participation of home-based businesses at the Exhibition. Many of these businesses are already receiving support and technical assistance from USAID LENS to upgrade their product quality, improve their marketing and acquire the necessary food safety certifications.

Other small businesses are also welcome to exhibit their products but USAID LENS is primarily searching for small-scale producers that make artisanal foods. The Contractor will control this process and finalize the number of exhibitors for the Jordan Food Week Exhibition.

USAID LENS will provide booths free-of-charge to exhibitors.

As part of USAID LENS requirements as well as potential JFW Exhibition venue requirements, all exhibitors must be registered and licensed as businesses in order to exhibit and sell their products at Jordan Food Week[[2]](#footnote-2).

 During this phase, the Contractor will need to carry out the following tasks:

1. Identify existing food producers/home-based businesses (HBBs) to participate in the Jordan Food Week Exhibition and ensure there will be a large variety of different foods that will be sold at the Exhibition. USAID LENS will have final approval of exhibitors.
2. Develop an application form (online and offline) for interested exhibitors to participate in Jordan Food Week.
3. Develop a system for signing up interested exhibitors and determining application deadlines, or cut-off date. For example, will it be on a first-come, first-served basis or unique, best quality products
4. Coordinate with interested exhibitors who are not registered to obtain a Registration Certificate and vocational license relevant to their legal operating status (this will be done with the support of the USAID LENS Policy Advisor). For this step, the Contractor will only be responsible for ensuring that they collect the registration and licensing documentation from each potential exhibitor and keeping it on file. The Contractor will follow up with interested exhibitors to ensure that they have collected all the necessary documentation.
5. Collect and storing all relevant documentation in accordance with the demands of event venue’s requirements for food exhibitors.
6. Develop a monitoring and evaluation (M&E) plan. The Contractor will track data such as revenues generated Jordan Food Week exhibitors, number of attendees, and others. The M&E plan will be developed in coordination with the USAID LENS M&E team to set minimum targets.

This phase is expected to start by November 2017.

**4.2 Exhibition Preparation Phase:**

1. Design event structure and develop event plan
	* Design the event layout, set-up and structure that will include a layout for the booth, tents or marquees, location of cooking stations or other temporary structures, a seating plan, a stage or platforms.
	* Develop, manage and execute a master event logistical plan in accordance with agreed-upon timeline.
	* Develop a risk management plan including contingency plans for possible event emergency scenarios.
	* Develop a security plan to ensure food, fire and crowd safety.
2. Booth production, management and set-up:

Two hundred (200) booths will need to be set up in the exhibition space. The estimated standard size is 2X2m although the sizes can vary based on the proposed design of the Contractor. Each booth is to be marked with the branding to be provided by the entity represented. Interior space of each individual booth to be large enough for two people to stand (or sit) behind it. The Contractor and proposed booth supplier will need to submit booth design ideas to USAID for approval. The selected company will also need to provide an exact timeline for booth design, production and set-up.

1. Equipment installation:

The Contractor will be required to provide the following equipment and to propose other necessary equipment related to execution of the event:

* + Booth tables (2 for each booth)
	+ Booth chairs (2 for each booth)
	+ Stage
	+ Projector & screen
	+ Lights: rigs, strobes, spotlights,
	+ AV Equipment (sound & system) microphones, speakers etc.,
	+ High-speed Internet (wifi)
	+ Kitchen Equipment: Metal Tables, Pans, Ovens (for demonstration kitchens at the event)
	+ Benches for public (at least 10 benches)
	+ Waste bins (at least 225 waste bins- 200 small and 25 large), fire extinguishers, and other items as determined by the Contractor to be necessary for the event
1. Other logistics:
	* Manage design, production and installation of booths, equipment, furniture, signage and other items

This phase is expected to start by November 2017.

**4.3 Event implementation Phase:**

1. Event-specific logistics
	* Ensure that branding materials, booths, AV equipment, and all other event-related equipment are established in advance of the opening and fully functioning and in line with international health and safety standards;
	* Ensure that the venue is fully prepared and ready;
	* Create a theme for each day of the event and organize activities for the suggested theme;
	* Ensure proper queue management to prevent crowding, submitting a full plan on how to maintain crowd size and the continual flow of groups; and
	* Arrange, train and conduct all necessary actions relating to the management and procurement of ushers for the event.
2. Other logistics
	* Arrange transportation for Jordan Food Week exhibitors who reside outside of Amman. USAID LENS anticipates that there will be around 100 exhibitors from areas in Irbid, Zarqa, Karak and Tafilah.
	* Arrange accommodation for Jordan Food Week exhibitors who live too far from Amman (for example, those that are from Aqaba)- USAID LENS anticipates there will be about 25 people who may need accommodation.

This phase is expected to start by February 2017.

**4.4 Event Close-Out Phase:**

The Contractor will undertake the following activities to mark the close-out of the event:

1. Disassemble all Jordan Food Week exhibition set up, booths and installations and arrange clean-up of venue.
2. Hand-over all original designs and final plans produced to USAID LENS on hard disk or USB flash drive maximum two weeks after completion of event. The Contractor must submit the final designs and content to USAID LENS, including all high-resolution files (outlined and non-outlined to allow for future amendments to the designs).
3. Turn over any materials, booths, installations, equipment procured or produced under this award to USAID LENS.
4. Produce a close-out report no more than one month after the end of Jordan Food Week. The Contractor shall submit a final report that details how the event was designed and implemented, in addition to showing the results, including event attendance, number of businesses licensed, number and type of businesses that participated and testimonials from exhibitors and target audiences. This shall include a lessons-learned section that identifies challenges encountered in implementation, corrective actions taken, and how to structure future events to better reach the target audience[[3]](#footnote-3).

**Other issues to take into consideration:**

* Logistics and transportation of any marketing material must be managed by the Contractor.

Note that USAID LENS approvals of design and production materials require at least one working week turn-around time.

1. **DELIVERABLES**

The Contractor shall be responsible for preparing and submitting the following deliverables during their contracting period:

1. Develop application form, instructions and online system for accepting applications from interested exhibitors with a deadline for application submission
2. Develop review and evaluation system of applications (all exhibitor approvals must be finalized through USAID LENS)
3. Develop M&E Plan
4. Submit final list of licensed exhibitors that will be participating in Jordan Food Week
5. Event layout, structure and set up plan (including final booth designs)
6. Event themes and activities timeline for each day of Jordan Food Week Exhibition
7. Event logistics timeline
8. Risk management plan
9. Security plan
10. Queue management plan including registration setup and process
11. Production of booths and event set up
12. Handover of all final design, plans and work products, including all materials and supplies, after event completion for USAID LENS to ensure event sustainability
13. Close-out report after event completion for USAID LENS

(Exact dates of deliverables can be negotiated with the awarded Contractor)

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| **No.** | **Deliverables** | **Due date** |
| 0 | Award | November 2017 |
| 1  | M&E Plan | 2 weeks from Award Date |
| 2 | Application form and online system for signing up interested exhibitors | 3 weeks from Award Date |
| 3 | Event logistics timeline | 4 weeks from Award Date |
| 4 | Risk management plan | 5 weeks from Award Date |
| 5 | Security plan | 5 weeks from Award Date |
| 6 | Event layout, structure and setup plan (including final booth designs) | 7 January 2018 |
| 7 | Event themes and activities timeline | 24 January 2018 |
| 8 | Final list of exhibitors | 31 January 2018 |
| 9 | Queue/crowd management plan | 1 March 2018 |
| 10 | Production of booths and event set up | 16 April 2018  |
| 11 | Handover of all original designs and final plans | 10 May 2018 |
| 12 | Close out report | 27 May 2018 |

# 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 business legal registration**

Failure to submit these forms will result in disqualification.

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 JLENS. The Offeror must also propose a Project Manager that serves as the primary Point of Contact (POC) for USAID LENS.
2. The Offeror shall 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 make reference to cost or pricing details.
3. Alternative proposals will not be considered. Proposals not conforming to this solicitation may be categorized as unacceptable and eliminated from further consideration.
4. Offerors are allowed to submit one proposal. If an Offeror participates in more than one proposal, all proposals involving the Offeror will be rejected.
5. Proposals shall be written in English. Cost proposals shall be presented in Jordanian Dinar.
6. Proposals must remain valid for a minimum of **sixty (60) days**. The Offeror shall submit its proposal:
	* Electronically - Internet email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to: RFP@jordanLENS.org.
7. The person signing the Offeror’s proposal must have the authority to commit the Offeror to all the provisions of the Offeror’s proposal.
8. 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.
9. Proposals must be clearly and concisely written and must describe and define the Offeror’s understanding and compliance with the requirements contained in the PURPOSE STATEMENT/DELIVERABLES/STATEMENT OF WORK. 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 14 pages in total, not includingthe Organizational Information, CVs of proposed personnel and required annexes. Pages in the Technical Proposal in excess of 14 pages will not be read or evaluated. Annexes, other than those required, will not be considered if it is determined their enclosure is to circumvent page limitations.

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 eight (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 Understanding of the work required – narrative not to exceed five (5) pages*

The Offeror shall demonstrate its understanding of the work required by suggesting creative ideas for the event set-up, themes and activities for Jordan Food Week.

The Offeror proposes a comprehensive approach to organizing the event with suggestions for pre-event, during event and post-event plans and strategies.

The applicant demonstrates a good understanding of licensing requirements for food exhibitors and offers effective solutions for managing the application, evaluation and selection process of exhibitors.

*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. 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.

Creative approaches that can save time and cost are appreciated as long as the quality of the event is not compromised.

*2.3 Specific work undertaken by Offeror – narrative not to exceed one (1) page*

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

The Offeror shall clearly explain how it proposes to structure, design, manage and execute the work required in the Technical Approach.

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 award requirements and accomplish the deliverables. Do not reference past performance examples (the Past Performance 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 events in Jordan or the region. Examples must be within the last five (5) 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 event belongs to – using **(Attachment E)- PPR template**

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 marketing. 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 are allowed to 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 D). 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 D – 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 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 all 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 marketing. 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. In order 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.

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.

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| 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 proposes a comprehensive approach to organizing the event with suggestions for pre-event, during event and post-event plans and strategies.
* The applicant demonstrates a good understanding of licensing requirements for food exhibitors and offers effective solutions for managing exhibitors.
* Identification of specific vendors the Offeror may use.
* Timeline or Gantt chart of the activities required to execute the event
 | 40 |
| Capability Statement | * Demonstration of specialized competence with regards to the requirements of the tasks/activities, necessary organizational systems, vendors, and personnel to successfully comply with the contract requirements and accomplish the deliverables.
 | 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. (5 points)
 | 15 |
| 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. (10 points)
 | 10 |
| 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 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.

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 the 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 award 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.

1. 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: PPR template
* Attachment F: Jordan Food Week brochure

**[END OF RFP]**

1. [↑](#footnote-ref-1)
2. The legal instructions concerning the licensing and regulation of home-based businesses(HBBs), were published in the Official Gazette on the 1st of August. **The legal framework is now in place so businesses, including food-processing businesses, can legally be licensed to operate from home in all municipalities around Jordan.** The following link includes the Ministry of Municipal Affairs Instructions published in the [Official Gazette](https://doc.pm.gov.jo/DocuWare/PlatformRO/FileCabinets/7e6f119f-71f4-4ed3-8023-b6a6db8bcb15/Documents/46385/FileDownload?_auth=94E8727DFEE7F3C15E48793A19CA3FFFABEDEA25CC9A18C758D1C3C15DB15EAD46BAAD611ACD9914BBE793F438B4634857873BA2F3BD21A13688088FEC5E382B4AFB4DCE539B17FED588A0CBCEFCADF67F0FB525307DFF7825C2E5B896660ED7503744013A1C9526EAE60E8F6E88D57D2447F103951C9B28D22FA23B6F3E680C58D88DC17516F83099A3AC34C51B402945F6A751022039CBEBAAF8CFA5E6F581D841BA6FF31382F76539A87EE8434D07CBECC2DA7034F4C70AD30293BC7758F8CF7CE60C33B487DF2EF5AAB22C426346B2F5F6BDAB2275EEDD1B6D97E41CDF1A&targetFileType=PDF&keepAnnotations=true&downloadFile=false&autoPrint=true&layers=1%2C2%2C3%2C4%2C5). The Greater Amman Municipality instructions on HBBs were approved by the GAM Council and were subsequently sent to the Prime Ministry for publication. We expect those to be issued soon as well. [↑](#footnote-ref-2)
3. Final reports that only include pictures and screenshots with minimal analysis will not be accepted. [↑](#footnote-ref-3)