**Request for Proposals**

**USAID Jordan Local Enterprise Support Project (LENS)**

**Zarqa Plumbers Business Development and Skills Upgrade**

|  |  |
| --- | --- |
| **RFP #** | **01252018** |
| **RFP Date of Issuance:**  | **25 January 2018** |
| **Due Date for Questions:** | * Submission of questions or requests for clarification in writing via email to **RFP@jordanlens.org**by January 29, 2018, **15:00 Hours local time in Jordan**
* Answers to inquiries will be shared on the projects website on January 31, 2018.
* Please note that inquiries and answers to inquiries will be shared with all registered Offerors on the project’s website; jordanlens.org.
* 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:** | Proposals (including technical proposal and budget) are due by February 08, 2018, **15:00 Hours local time in Jordan** via email to**RFP@jordanlens.org**. Emailed submissions must contain the subject: “Zarqa Plumbers Business Development” |
| **Anticipated Start Date:** | **April 1, 2018** |
| **Period of Performance:** | **April 1 – August 31, 2018** |
| **List of Acronyms** | **RFP Request for Proposals****LENS Local Enterprise Support Project****FHI360 Family Health International** **CAQA Center of Accreditation and Quality Control** **SYB Start your Business****MSE Micro and Small Enterprise****ICT Information and Communication Technology****GDP Gross Domestic Product** |

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. The project brings local governments, business owners, and key community groups together to collaborate on initiatives that will boost economic development and create jobs in their communities. Project initiatives are focused on helping micro and small enterprises (MSEs) grow and are inclusive of women, youth and the underprivileged.

Within the above scope, USAID LENS is mandated to support the economic empowerment of Jordanian women, whose economic disenfranchisement has direct and adverse impacts on the country’s economic prosperity and development at the national, regional and community levels. Through its work, USAID LENS seeks to support women to access economic resources both directly by supporting women’s entrepreneurship, employment and access to finance, and indirectly by creating a more enabling environment for women.

As with employment, women’s participation in the MSE segment of Jordan’s economy, is predominantly restricted to ownership in those sectors that strongly correlate to women’s social role as caretakers of the family: food production, child care and education, retail, clothing and handicrafts manufacture, and personal grooming and hygiene. Women’s economic horizons are further constrained by the gendered nature of Jordan’s economy, where a raft of gender norms produce barriers to market entry for women seeking a foothold in new sectors, whether as business owners or as employees. Through technical activities and through the USAID LENS grants program, the project seeks to expand the economic opportunities available to women by supporting women to establish or strengthen ownership and/or work in non-traditional sectors. In particular, USAID LENS has identified a market opportunity to support women in the household and building maintenance trades.

1. PURPOSE STATEMENT

The purpose of this Request for Proposal (RFP) is to solicit proposals from prospective subcontractors, describing their ability to provide a range of technical assistance and capacity-building services to 13 micro and small businesses in the plumbing sector in Zarqa. These trainings will address needs identified through LENS engagement with the group during the implementation of technical activities intended to support these businesses to start up. These trainings should result in new market opportunities and enhanced sustainability of these businesses.

. This solicitation is open to all registered and qualified firms, business associations, organizations or coalitions of these entities, and independent contractors.

USAID LENS anticipates awarding a fixed price contract for the implementation of this activity with an estimated cost not exceeding JOD 30,000. 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. ACTIVITY OVERVIEW

Micro and small enterprises contribute to approximately 40% percent of Jordan’s GDP, provide 71% of private sector jobs and represent around 90% of all businesses. However, as in other aspects of the country’s economy, women are vastly under-represented in this segment, with only 9% percent of MSEs in Jordan owned by women. Along with recent findings that some 57% of working-age women are economically inactive, this statistic is an additional indicator of Jordanian women’s economic marginalization.

Moreover, USAID LENS findings show that women’s entrepreneurship, like employment, occurs mainly in sectors that strongly correlate to women’s social role as caretakers of the family: food production, child care and education, retail, clothing and handicrafts manufacture, and personal grooming and well-being.

The concentration of businesses owned by women into these few traditional sectors – notably low-earning and low-growth – may partially explain why MSEs owned by women report lower earnings than those owned by men. This phenomenon may also contribute to limiting women’s employment opportunities, due to the strong preference among many Jordanians to interact and work with members of the same sex. Evidence of this trend was apparent in the USAID LENS Survey of Micro and Small Enterprises, which showed that MSEs owned by women are 9 times more likely to hire women than male-owned MSEs, while male-owned businesses are twice as likely as female-owned businesses to hire other males. In other words, the more prevalent women’s ownership in a sector is, the more likely women employees are to migrate to that sector for employment, and the more other sectors remain closed to women. This perpetuation of the gendered differences in the rate and nature of economic participation limits women’s economic horizons and hinders opportunities for economic growth at all levels of the economy.

These gendered differences also reflect gender norms that ultimately produce barriers to market entry for women. These include challenges in access to or control over productive resources, services, networks and markets; these challenges become more acute as women seek to establish ownership in sectors not typically associated with their social roles.

Supporting women to overcome these barriers and to establish and sustain businesses in new, non-traditional sectors – especially those requiring higher levels of education or specialization – can increase women’s income through self-employment in more profitable sectors, but could also enhance the employment opportunities of other women and help Jordan towards it 2025 goal of 27% participation in the workforce.

Therefore, in 2016, USAID LENS responded to a request from members of the international donor community, made on behalf of 19 women in the governorate of Zarqa with basic plumbing vocational certifications, to support these women to start their own businesses, with a view to helping them claim a segment of the plumbing market in their communities. Over the past year, USAID LENS has provided technical assistance in the form of business start-up training to the group. This training is being supplemented by grants support to support several women within the group with the material support necessary to startup small plumbing enterprises. This support has mostly been in the form of tools and equipment. USAID LENS is now focusing its efforts on developing the competitiveness and sustainability of these businesses through investments in advanced vocational skills training and additional business capacity building and mentoring.

1. SCOPE OF WORK

The contractor is expected to develop and implement a capacity-building program in the service areas listed below, noting that: 1) the plumbing businesses are already identified; 2) all are registered or in the process of registering; 3) participants have a mixed educational background with approximately half having completed higher education and all participants possessing at least a CAQA-certified minimal vocational certification (basic plumbing); 4) the below service areas are a general reflection of needs, both expressed and apparent, during LENS’ engagement with the group of participants over the past year; 5) all participants require a combination of capacity building and mentoring.

**TASKS**

The successful offeror will work directly with the selected businesses to provide:

1. **Performance assessment:** The contractor will conduct a performance assessment to assess the performance of each business since the conclusion of the USAID LENS SYB training in July 2017. The performance assessment will be conducted twice. Once at the beginning of the activity and again at the conclusion. Findings will be reported to USAID LENS.
2. **Mentoring:** Based on the performance assessment, the contractor will develop a unique mentoring agenda for each participant that targets those areas of performance that require strengthening, and implement this agenda in collaboration with each participant on a twice-monthly basis throughout the activity.Mentoring should also support each participant in applying the lessons and principles imparted in the required training in items 3 and 4 below. Each participant will be provided with a minimum of 1.5 hours and a maximum of 3 hours mentoring per month, for a maximum total of 39 hours per month. The contractor will agree with participants on the location and schedule for the mentoring and provide these to USAID LENS.
3. **Build linkages:** The selected Contractor is required to support the selected plumbing businesses, located throughout the Zarqa governorate, to build market linkages through the following:
4. By identifying relevant market opportunities for the selected plumbing businesses, to assist them in the design of service offerings and packages that meet market needs and to facilitate the establishment of new, formal market linkages. For example: a plumbing business wins a municipal contract to install new water tanks on city offices and provide maintenance for two years; or a plumbing business, based on market knowledge, designs and sells a semi-annual solar water heater maintenance package to 30 households.
5. By introducing the selected businesses to relevant organizations and institutions that can be a source of information and opportunity and establishing a relationship between them. For example, a selected business is included in the database of a trade guild and receives a regular newsletter about industry trends, solicitations and trade shows; or participants become a member of an association or guild that provides relevant services.

In the Technical Proposal, the Offeror should state an approach to identifying new market linkages and opportunities.

1. **Training:** The contractor will provide additional training in the following core areas:
2. **Accounting, financial management, cost control and sound record keeping practices:** Participants have limited financial management capacity. In the Technical Proposal, the Offeror should propose a financial management training outline that imparts financial management skills encourages the development of sound financial management habits and practices by providing participants with basic tools that facilitate sound financial management, stock management and record keeping.
3. **Bidding, contracting and subcontracting:** In the Technical Proposal, the Offeror should outline a training segment that supports these businesses’ ability to bid for and negotiate contracts. This segment should also address the role of subcontracting in the maintenance sector, support these businesses to explore subcontracting as a means to expand their business opportunities and provide training that supports their ability to subcontract.
4. **Communication and Negotiation:** In the Technical Proposal, the Offeror should outline a training segment in negotiation that will support participants’ ability to achieve fair and equal compensation in contracting and transacting with clients and/or suppliers and retailers. The outline should demonstrate an awareness of and approach to the root causes of the gender gaps in negotiation and communication that lead to gendered economic outcomes.
5. **Marketing:** In the Technical Proposal, the Offeror should outline a marketing training segment. Marketing training should support participants to identify potential customers and clients develop and implement a marketing plan. This training should also expose participants to accessible marketing tools. It should also include a practical component that helps participants link to organizations, events and/or solicitations for different services.
6. **Customer service:** In the Technical Proposal, the Offeror should outline a customer service training segment, with an emphasis on those areas of customer service relevant to the maintenance sector.
7. **Training in the use of ICT as a business enabler:** As with most MSEs, the target group has minimal exposure to technologies and applications that can enhance business efficiency and communication, and often view the use of these as an unnecessary cost. In the Technical Proposal, the Offeror should state an innovative approach to encouraging the use of ICT with respect to some or all of the above technical capacities; and to identify and suggest relevant tools and applications and provide training in their use. This can be a stand-alone training component or integrated into other components above. Note that training in the use of social media as a marketing tool will not be considered sufficient to satisfy the ICT training requirement. Note also that all participants use smart phones, but none use computers or tablets. Depending on the Offeror’s approach to ICT training, the Cost Proposal should indicate any procurements that will be required to support ICT training and use.

**5) Reporting**

The Contractor will provide a monthly report describing activities conducted, results/achievements, lessons learned, challenges and remedial actions. On the conclusion of the program, the Contractor and a close-out report, the components of which will be agreed with USAID LENS. All reporting will be submitted in English.

**NOTE: The Offeror will be expected to provide the necessary training facilities, make arrangements for transportation and manage other logistics associated with training and/or mentoring sessions in accordance with USAID LENS regulations and standards. This may require that the Offeror secure bids through a competitive process for venues and other training needs. This should be addressed in the Offeror’s proposal (see Submission Requirements).**

1. OBJECTIVES AND ANTICIPATED RESULTS

The overall objective of this assignment is to strengthen the market position and sustainability of these nascent businesses. The activity is expected to result in increased revenue and new market linkages for all program participants.

1. DELIVERABLES

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverable** | **Due after signing** |
| 1 | Submission of pre-training participant performance assessment template for approval | 1 week |
| 2 | Submission of monthly mentoring reporting template for approval | 1 week |
| 3 | Submission of pre-training participant performance assessments and summary of key observations/factors relevant to the development of training material. | 2 weeks |
| 4 | Monitoring and evaluation plan to capture participant performance over the period of performance | 2 weeks |
| 5 | Training schedule | 3 weeks |
| 6 | Submission of financial management training agenda and material for approval | 4 weeks |
| 7 | Submission of ICT training agenda and material (if relevant) | 4 weeks |
| 8 | Monthly progress report | 5 weeks |
| 9 | Submission of bidding, contracting and subcontracting training agenda and material for approval | 6 weeks |
| 10 | Submission of potential market linkages and opportunities for participating businesses, proposed approach to establishing/realizing new linkages/opportunities and workplan for implementation.  | 6 weeks |
| 11 | Submission of customer service training and material | 8 weeks |
| 12 | Submission of negotiation training agenda and material for approval | 8 weeks |
| 13 | Monthly progress report | 9 weeks |
| 14 | Submission of marketing training agenda and material for approval | 10 weeks |
| 15 | Monthly progress report | 13 weeks |
| 16 | Monthly progress report | 17 weeks |
| 17 | Post-training performance assessment template | 17 weeks |
| 18 | Close-out report | 21 weeks |

1. SUBMISSION REQUIREMENTS

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**
* **Copy of your legal registration.**

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

1. This solicitation is open to all registered and qualified firms, business associations, organizations or coalitions of these entities, and independent contractors. The lead staff involved in this activity and those communicating with USAID LENS must be fluent in both English and Arabic. 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 make reference 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 Jordan Dinar.

### Proposals must remain valid for a minimum of Ninety (90) days. The Offeror may submit its proposal by the following means:

* Electronically - Internet email with attachments compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

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.

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.

The Technical Proposal shall be straightforward and concise describing how the Offeror intends to carry out and satisfy the TASKS/ACTIVITIES described above. It should provide a general outline for the training components that demonstrates an understanding of the unique nature of this task. It should describe an approach to identifying relevant market linkages and opportunities and how the Offeror intends to facilitate the building of such linkages. The Technical Proposals should explicitly address its approach to introducing ICT and state the tools and applications it intends to integrate into the training agenda. Note that training in the use of social media as a marketing tool will not be considered sufficient to satisfy the ICT training requirement. No cost or pricing information is to be included in the technical proposal.

*Technical proposals are* ***limited to 15 pages*** *in total,* ***not including:*** *the Organizational Information, CVs of proposed personnel, and portfolio of examples of previous work to be included in an Annex described in the paragraph below.* ***Pages in the Technical Proposal in excess of 15 pages will not be read or evaluated.***

Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation. Key personnel resumes, dividers, and past performance report forms are not included in the page limitation. ***Offerors are encouraged to provide an Annex, or “portfolio” of samples demonstrating past experience performing similar activities. This Annex can include copies of photographs, other visual representations, and media/social media clippings. This Annex should not exceed 10 pages.***

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)-Attachment C
* Copy of legal registration authorizing organization to do business in Jordan
1. **Technical Approach– Narrative not to exceed five (5) pages.**

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the Scope of Work/Tasks/Activities. The Offeror shall clearly explain how it proposes to structure, design, manage and execute the work required, as well as demonstrate its ability to facilitate 13 businesses in becoming more sustainable, identifying and establishing new market linkages and in increasing revenue through the activity.

1. **Capability Statement -** N**arrative – 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, marketing, design, and personnel to successfully comply with the contract requirements and accomplish the deliverables. Do not reference past performance examples. Instead provide an overview of the firm’s capabilities to perform this work.

1. **Past Performance – Narrative not to exceed five (5) pages.**

The Offeror shall provide at least three (3) examples of past performance. These examples must be within the last three (3) years. Please use the Past Performance Reference Form Template (Attachment E).

1. **Personnel/Staffing – A 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 relevant capacity.

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 15-page proposal 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 using ***Attachment A - Budget Template***.

The detailed cost proposal for implementing the work shall include the following:

* 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 (Attachment – B)
	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. Vendors and costs for equipment and supplies

A concise description and justification for each line item must be included in the Budget Narrative (Attachment -B)

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

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 B – Budget Narrative Template.)***

Biodata forms (use **Attachment D**) 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 Jordan Dinar.
2. Offer must indicate the inclusion/exclusion of any applicable taxes such as VAT. Please note that USAID LENS is exempt from VAT.
3. Staff rates should be in 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. EVALUATION CRITERIA

Bids will be evaluated using the trade-off methodology with an award being made to the Offeror that provides the most responsive and therefore, the best value, according to the evaluation criteria below.

The maximum evaluation score is 100; 80 points of which are based on the Technical Evaluation and 20 points on the cost evaluation, which will include details provided and clarity of the actual costs proposed and has identified all costs in the attached budget template, with notes justifying these costs, evaluation of the total cost in comparison to costs provided by other Offerors and that the proposed costs and human or other resources are sufficient to produce the quality of work required for this task.

Bids must first meet the mandatory requirements before their technical and cost proposals will be reviewed. Those bids not meeting the mandatory requirements may be disqualified from evaluation.

Bids satisfying the mandatory requirements will be evaluated for technical strengths and cost. Only those bids that score above 65 points in the technical evaluation will be considered for cost.

The technical evaluation will represent 80 points of the total available, including: 1) Technical Approach (40 points); 2) Past Performance (25 points); 3) Personnel assigned to the work (15 points). Only Technical Proposals that obtain scores above 65 points out of the 80 possible points will be considered for cost evaluation. Cost evaluation will be 20 points.

The following is a breakdown of the evaluation criteria and sub-criteria as established by FHI360 for the purposes of this program:

|  |  |  |
| --- | --- | --- |
| **Section** | **Description** | **Maximum Points** |
| **Technical Approach** | * Technical and practical approach, implementation plans and methodology of implementation. (10 points)
* Demonstrated creativity, innovation and value added proposal. (10 points)
* Gender awareness (10 points)
* Ability to lead to sustainable outcomes for concerned MSEs (10 points)
 | **40** |
| **Past Performance** | * Demonstrated track record in conducting work similar in complexity, scope, depth and in possession of the required qualifications and accreditations to implement the work required.
 | **25** |
| **Staff Qualifications** | * The Offeror’s description of staff indicates the role and function of each team member throughout the implementation period and indicates their competence to conduct the work.
 | **15** |
| ***Technical Cut-off Range: bids must score above 65 technical points to be considered technically qualified and to have their cost proposals scored*** |
| **Cost** | * The Offeror has provided details and clarity of the actual costs proposed and has identified all costs in the attached budget template, with notes justifying these costs (5 points)
* Evaluation of the total cost in comparison to costs provided by other Offerors (5 points)
* The proposed costs and human or other resources are sufficient to produce the quality of work required for this task. (10 points)
 | **20** |
|  |
| **Total Points** |  | 100 |

***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.*

**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 as to essentially require a new technical proposal. FHI 360 may exclude an offer from the competitive range if it so unreasonably priced, in relation to more competitive offers, as to appear that there will be little or no chance of becoming competitive. 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 bidders to present key parts of their submitted proposals 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 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.

1. GENERAL TERMS & CONDITIONS

Any proposal received in response to this solicitation will be reviewed **strictly** as submitted and in accordance with Section VI, Evaluation Criteria.

1. 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 awarding 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 Ninety (90) 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 is 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: Budget Template
* Attachment B: Budget Narrative Template
* Attachment C: Evidence of Responsibility and Independent Price Determination Form
* Attachment D: Biodata Form
* Attachment E: Past Performance Reference Form template

[END OF RFP]

1. Offerors refer to either companies or freelancers, and will be used throughout this document. [↑](#footnote-ref-1)