

Request for Quotations (RFQ)

RFQ Number: RFQ# 71

Issuance Date: July 18, 2017

Deadline for Offers: July 23, 2017

Description: RFQ for Supply of Management Support for News Travel Awards

For: USAID Building Economic Sustainability through Tourism Project (BEST)

Funded By: United States Agency for International Development (USAID),
Contract No. AID-278-C-15-00010

Implemented By: Chemonics International Inc.

Point of Contact: Procurements Department (procurements@siyaha.org)

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Chief of Party, with any questions or concerns regarding Ethical and Business Conduct Requirements or to report any potential violations. Potential violations may also be reported directly to Chemonics' U.S. office by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The USAID Building Economic Sustainability through Tourism Project is a USAID program implemented by Chemonics International in Jordan. The goal of the BEST Project is to improve Jordan's economic sustainability through tourism. As part of project activities, the BEST Project plans to support the JTB in their efforts to host a four-day conference (New UK Travel Awards) in Jordan from September 19 – 23, 2017 for approximately 120 – 150 outbound tour operators from the UK, as well as news corporation, airlines and tourist boards. The program will include site visits, special functions and themed activities. Accordingly, BEST is seeking quotations from inbound tour operators in Jordan, who are currently members of JTB, for management support services to assist JTB in managing a series of activities and tasks related to this conference.

The successful offeror will be paid under a grant agreement between JTB and USAID BEST Project.

Offerors are responsible for ensuring that their offers are received by BEST in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **2:00PM** local Jordan time on **July 23, 2017** by fax (fax no. 06-5200556) or email or by hard copy delivery to the BEST Project office. Any emailed offers must be emailed to procurements@siyaha.org. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the BEST Project. Office located at Wadi Saqra, Arrar St, Reem Center no. 244.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of BEST.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **2:00PM** local Jordan time on **July 19, 2017** by email to procurements@siyaha.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that BEST believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by BEST will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of BEST or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the required items.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Costs provided must be itemized. Pricing must be presented in Jordan Dinars. Offers must remain valid for not less than thirty (60) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible; offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

6. **Delivery:** The delivery location for the items described in this RFQ is Dead Sea, Petra and Aqaba – Jordan.
7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the U.S. Code of Federal Regulations (CFR), [22 CFR §228](#) (Annex I). The cooperating country for this RFQ is Jordan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

8. **Warranty:** Winning bidder is committed to providing successful delivery of the services required, and will be paid accordingly.
9. **Taxes and VAT:**
The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ, including those of the 3rd party service providers.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. BEST will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. Only offers from inbound tour operators who are current members of JTB will be considered.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and demonstrates responsiveness to the following criteria:

- **Corporate Credentials** **40 points**
 - *Demonstrated experience in international event organization. This includes proof of active membership of company and/or full-time team members in international incentive/event/conference associations such as ICCA, SITE, EUROMIC, or similar relevant organizations*
 - *Demonstrated past experience in successfully organizing incentive and/or corporate functions for international business groups. Evidence of examples need to be provided.*
 - *At least ten examples since 2015 should be provided for hosted events of no less than 125 pax. Details on the examples should include:*
 - *Name of event*
 - *Date*
 - *Number of Pax*
 - *Duration*
 - *Major activities during their stay*
 - *Source country*
 - *Sample photos/videos from each example*

- **Technical** **30 points**
 - *Responsiveness to the technical specifications and requirements*
- **Price – The overall cost presented in the offer.** **30 points**

While the RFQ is capped at JOD 2,500, best value will be used in the evaluation of all offers. Price will play an important factor in the selection process. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, BEST reserves the right to conduct any of the following:

- BEST may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, BEST may issue a partial award or split the award among various suppliers, if in the best interest of the BEST Project.
- BEST may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the BEST Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the BEST Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to BESTs’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Official quotation, including specifications of offered equipment (see Section 3 for example format)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the services. Offerors are requested to provide quotations containing the information and details below (including itemized additional costs, pictures and additional suggestions) on official letterhead or official proposal/quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

The Jordan Tourism Board (JTB) is hosting a four-day conference in Jordan from September 19 – 23, 2017 for approximately 120 – 150 outbound tour operators from the UK. The program will include site visits, special functions and themed activities. The successful offeror will be required to assign one, qualified and experienced staff member to liaise between JTB and the participating outbound tour operators in order to successfully implement the below required services.

The staff will: 1) be part of site inspection team finalizing the program details, 2) work closely with the JTB team to coordinate and oversee successful implementation of activities below; and 3) be part of the advance team accompanying the conference during their program.

JTB will book and pay for accommodation, F&B and transportation needed for the successful offeror's support staff member.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price JOD	Total Price JOD
1	Oversee arrivals/departures	1	Develop, update and upkeep schedule of arrivals and departures and implementation plan for the participant outbound tour operators as per the final program that will be shared by JTB. Note: JTB will book/pay flights for around 120 – 150 pax arriving at different times. JTB will also handle Meet & Assist.		
2	Oversee transportation requirements	1	Develop, update and upkeep transportation schedule, and detailed implementation plan, and coordinate with transportation service provider, as per the final program that will be shared by JTB. Note: JTB will book/pay transportation for around 120 – 150 pax arriving at different times.		
4	Oversee F&B activities	1	Based on arrival times and final program, develop, update and upkeep F&B services implementation plan, as well as coordinate with relevant restaurants. This task shall include confirming the menu, reporting any dietary restrictions/considerations, and ensuring appropriate table and seating set up. Note: JTB will book/pay Food & Beverage.		
5	Oversee special functions/activities	1	Based on arrival times and final program, develop a full detailed implementation plan and coordinate		

			with service providers. Note: JTB will book/pay special functions and events.		
	Oversee evaluation and reporting		Develop and implement a monitoring and evaluation plan to measure the performance of the different service providers and coordinate with JTB to report on the level of satisfaction of the guests.		
Subtotal:					
Other Costs (Describe: _____) :					
GRAND TOTAL Jordan Dinars:					

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Building Economic Sustainability through Tourism Project
Wadi Saqra, Arrar St, Reem Center no. 244
Amman, Jordan

Reference: RFQ No. BEST-71

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or Building Economic Sustainability through Tourism Project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Annex I

The offeror must demonstrate that the firm is legally organized under the laws of the United States or Jordan or any one of the developing countries listed below. The offeror must also demonstrate that the firm is more than 50% owned by Jordanian or U.S. citizens or legal residents, or citizens or legal residents of any of the developing countries listed in ANNEX I, or any combination thereof; if applicable.

List of Eligible “Developing Countries”

Afghanistan	Congo, Rep.	India	Mozambique	Tajikistan
Angola	Côte d’Ivoire	Indonesia	Nepal	Tanzania
Armenia	Djibouti	Iraq	Nicaragua	Timor-Leste
Bangladesh	Egypt, Arab Rep.	Kenya	Niger	Togo
Belize	El Salvador	Kiribati	Nigeria	Tonga
Benin	Eritrea	Kosovo	Pakistan	Turkmenistan
Bhutan	Ethiopia	Kyrgyz Republic	Papua New Guinea	Tuvalu
Bolivia	Fiji	Lao PDR	Paraguay	Uganda
Burkina Faso	Gambia, The	Lesotho	Philippines	Ukraine
Burundi	Georgia	Liberia	Rwanda	Uzbekistan
Cambodia	Ghana	Madagascar	Samoa	Vanuatu
Cameroon	Guatemala	Malawi	Sao Tome and Principe	Vietnam
Cape Verde	Guinea	Mali	Senegal	West Bank/Gaza
Central African Republic	Guinea-Bissau	Marshall Islands	Sierra Leone	Yemen, Rep.
Chad	Guyana	Mauritania	Solomon Islands	Zambia
Comoros	Haiti	Micronesia, Fed. Sts.	Somalia	Zimbabwe
Congo, Dem. Rep.	Honduras	Moldova	South Sudan	
		Mongolia	Sri Lanka	
		Morocco	Swaziland	

No items, items with components from, or related services may be offered from the following countries: Cuba, Iran, Syria, North Korea, Myanmar (Burma), and North Sudan. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting subcontract (including transportation, fuel, lodging, meals, and communications expenses).