

## REQUEST FOR PROPOSAL

**(Contracting with a company or institution to provide hospitality)**

No (5)

**Under**

(Inspiring Girls and Grassroots Networks For Inclusive and and Transformative Education)

**Funded By**

[Rene Moawad Foundation]

[CSOJ-06]

<b>RFP Release Date:</b>	24-9-2025
<b>Performance Period:</b>	During October and November 2025
<b>Proposal Submission Deadline:</b>	30-9-2025
<b>Question/ Inquiry Submission Deadline:</b>	28-9-2025

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## I. INTRODUCTION

### A. COMPANY BACKGROUND

Solidarity Is Global Institute- Jordan is a non-profit organization established in Jordan with the aim of promoting women's rights and gender equality at legal, social, and economic levels. Since its establishment, the Institute has been implementing programs and projects designed to empower women, protect their rights, and support civil society through awareness-raising, training, and legal and social support. Tadamun is also committed to collaborating with national and international institutions to strengthen policies and practices that achieve justice and equality, and provide protection for women and girls across all sectors.

### B. PROGRAM BACKGROUND

Provide direct support to girls and their families to remove individual, familial, and societal barriers to education, and deliver protection services by working directly with schools and other national institutions. The aim is to improve the quality of support for adolescent girls in schools, with a focus on issues affecting them, such as early marriage, domestic violence, and other relevant challenges.

## II. PURPOSE

The purpose of this assignment is to contract a company or institution to provide hospitality services during training sessions and community outreach workshops implemented in Zarqa and Amman. The services will ensure proper catering and coffee break arrangements for all participants and staff during the activities.

### A. SCOPE OF WORK

### Activity 3: Training of Teachers and School Staff

- a. Duration: 12 days (3 consecutive days per round).
- b. Locations:
  - i. 6 days in Zarqa Governorate (Naya Network headquarters).
  - ii. 6 days in Amman Governorate (in coordination with Greater Amman Municipality).
- c. Participants: 30 per day (25 teachers + 5 training/supervision staff).

### Activity 4: Community Outreach Workshops

- d. Duration: 16 days (8 workshops × 2 days each).
- e. Locations:
  - i. 8 days in Zarqa Governorate (Naya Network headquarters).

- ii. 8 days in Amman Governorate (in coordination with Greater Amman Municipality).
- f. Participants: 30 per day (25 from target groups + 5 awareness/supervision staff).

## B. DELIVERABLES

The contracted company/institution will be responsible for:

### III. Catering Services:

- a. Provision of 30 lunch meals per day for all activity days.
- b. Each meal to include: *Mansaf* or *Kabsa* or *Zarb* + yogurt + cola.

### IV. Coffee Break Services:

- a. Provision of coffee break supplies for 30 people per day, including: tea, Nescafé, water, tissues, nuts, and sweets.

### V. Logistics:

- a. Delivery of all meals and coffee break supplies to the designated training/workshop venues in Zarqa and Amman.

## VI. CONTRACT MECHANISM & TERMS OF PAYMENT

Solidarity is Global Institute anticipates issuing a consultancy contract to an offeror for the implementation of community awareness activities targeting women, parents, representatives of local associations, and youth and women leaders in the targeted governorates (Amman/East Amman and Zarqa), under the “Children’s Rights Clubs” project funded by the Rene Moawad Foundation, Lebanon.

**The Contractor shall be compensated for the services provided under this Agreement through payment by cheque. The exact payment schedule, amounts, and conditions shall be clearly specified and agreed upon in the signed contract. Payment shall be made only upon satisfactory completion of the services and submission of any required supporting documentation as outlined in the contract.**

## VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror’s risk. Interested Offerors must provide the following:

#### 1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following: (*Illustrative only; insert detail and page numbers for any item selected [see instructions]*)

- a. Organization Overview
- b. Capabilities Statement
- c. Project Approach
- d. Partner/Subcontractor
- e. Website
- f. Activity (work) Schedule
- g. Monitoring & Evaluation plan

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## 2. PROJECT STAFFING

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page bio sketch for each individual considered essential for the successful implementation of this contract.

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## 3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate, sealed envelope (or separate file, if submitting via email) labeled “Budget Proposal.” The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. (the organization) reserves the right to request any additional information to support detailed cost and price.

*(Insert any options from instructions [non-U.S. solicitations; sample budget format language, budget breakdown])*

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## 4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

## B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

- 1.** The technical and price proposals shall be separately bound and identified as such (or sent via email). Each volume shall be clearly identified with the RFP number and the Offeror’s name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit (insert number) of original and (insert number) copies of the proposal in the following formats *(insert format)* to:

**Solidarity Is Global Institute-Jordan**  
**(Amman / Jordan - Wasfi Al-Tal St. (Gardens) Real Estate Development**  
**Complex No. 145/ 4th floor 408**

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**Attention:** Roa’a Al-Nusairat

**Email:** [info@sigi-jordan.org](mailto:info@sigi-jordan.org)

Faxed offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
<b>Name:</b>	Roa'a Al-Nusairat	Roa'a Al-Nusairat
<b>Email:</b>	info@sigi-jordan.org	info@sigi-jordan.org

3. **Solidarity Is Global Institute** will not compensate Offerors for their preparation of responses to this RFP.

## VIII. CRITERIA FOR EVALUATION

Solidarity Is Global Institute-Jordan will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Total Possible	pts	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Price (local currency)	50%						
Past Performance/ References (at least three references)	10%	pts					
License and registration certificate	20%	pts					
Experience in catering	10%	pts					
Quality	10%	pts					
<b>Total Score</b>	<b>100</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to **Solidarity Is Global Institute-Jordan**

## IX. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at Solidarity Is Global Institute as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

## X. TERMS AND CONDITIONS

### A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to **Solidarity Is Global Institute- Jordan** or its employees/agents, or if it is in the best interest of **Solidarity Is Global Institute-Jordan**

### B. MODIFICATION OF RFP REQUIREMENTS

**Solidarity Is Global Institute-Jordan** retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

### C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

### D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. Solidarity Is Global Institute-Jordan reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

Solidarity Is Global Institute-Jordan may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. Solidarity Is Global Institute-Jordan may reserve the right to waive any minor discrepancies in a proposal.

Solidarity Is Global Institute-Jordan reserves the right to issue an award based on the initial evaluation of proposals without discussion. Solidarity Is Global Institute-Jordan also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

### E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for **60 days** from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

### F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in (*Jordan*), (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)



- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

#### G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Solidarity Is Global Institute-Jordan and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

#### XI. ATTACHMENTS

Appendix A: Sample Budget Format

Appendix B: Technical Proposal Submission Sheet

USE THE FOLLOWING TABLE FOR YOUR FINANCIAL PROPOSAL

TITLE OF THE OFFER AS IN THE PROPOSAL REQUEST:

Name:

Date:

Items	Unit	Description and Specifications	Quantity	Price per unit with tax (Jod)	Total price with tax (Jod)
1	meal	30 lunch meals for 12 days, each meal includes (a dish of Mansaf or Kabsa or Zarb + yogurt + cola)..	360		
2	coffee break	Coffee break supplies for 30 people (tea, Nescafé, water, tissues, nuts, sweets).  Delivery fee to the training venue is also included.	360		

3	task	transportaion to zarqa	6		
4	task	transportaion to Amman	6		
5	meal	<p>30 lunch meals for 16 days, each meal includes (a dish of Mansaf or Kabsa or Zarb + yogurt + cola).</p> <p>Delivery fee to the activity venue is also included.</p> <p>First training venue: 4 workshops in Zarqa at Naya Network headquarters (8 working days).</p> <p>Second training venue: 4 workshops in Amman in coordination with Greater Amman Municipality (8 working days).</p>	480		

6	coffee break/ person	Coffee break supplies for 30 people (tea, Nescafé, water, tissues, nuts, sweets).	480		
7	task	transportation to Zarqa	8		
8	task	transportaion to Amman	8		
Estimated Total Cost					

SIGNATURE AND STAMP



*Title of the proposal:*

*Name:*

*Date:*

*(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)*

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

**The validity period of our proposal is -----days/weeks/months from the time and date of the submission deadline.**

Signature and stamp