

TENDER DOCUMENT

The MAIA-TAQA Innovation One-Stop-Shop (IOSS), JORDAN.

TENDER NO: 3/2022

The Jordan Chamber of Commerce (JOCC), address (P.O. Box: 7029 Amman 11118 Jordan. JOCC is undertaking a project implemented in the framework of the European project: Mobilizing new Areas of Investments and Together Aiming to increase Quality of life for All - MAIA-TAQA, which is funded by the EU under the ENI CBC Med Program.

To this purpose three “Innovation One Stop Shop” (IOSS) are being implemented and developed in each of the three pilot countries. In the Jordanian market, it will focus on renewable energy community, to design and implement a successful IOSS structure (supporting the vouchers programme) aligned with the regional strategies and resources.

From a strategical point of view, this IOSS will support entrepreneurs, researchers, academic institutions, students, faculty members, research centers, SMEs, Startups, enterprises, EPC companies, and single professionals operating in the utilities /building sectors services to commercialize their innovative ideas and research outputs, it will also link academic institutions, entrepreneurs, SMEs, Startups, enterprises and researchers with the businesses and funding agencies.

Moreover, it will provide capacity building activities to students, faculty members, entrepreneurs, researchers, academic institutions and enterprises on intellectual property, technology transfer, commercialization, and innovation management. It will also provide technical support to local entrepreneurs, researchers, academic institutions, SMEs, startups and enterprises. The IOSS will screen, orient, support, manage, promote, and support innovation.



By this project JOCC needs to achieve strategical definition of IOSS mission (what will do) and vision (what wants to become in the mid-long term), also describe the services offered, target audiences, resources needed, and Activities supported as well as to support the process of selection of the eligible beneficiaries of the voucher system. Therefore, JOCC is seeking Bidders for running the IOSS one stop shop. Works should be in line with the local and international applicable laws, regulations and codes.

JOCC is seeking Bidders / suppliers specialized in the Intellectual property innovation, entrepreneurship, and R&D that can operate the IOSS. When bidding, please ensure to carefully review the project relevant documents before completing your financial bid.

A lump sum price contract will be used. Evaluation and payment of works will be done based on the milestones of the project. The business strategy behind the one-stop-shop is to provide convenience and efficiency to clients, gaining loyalty as well as revenue. There are obvious advantages of a one-stop shop for both consumers and the entities/businesses operating them. Due to the full knowledge of the client that the IOSS entity acquires by performing a range of services, the quality, rigor and agility are substantially improved. **JCC Roles and Responsibilities:**

- JCC will support in providing available information and statistics needed.
- JCC will support and facilitate access to its member companies to participate in the meetings and other relevant activities.
- JCC will facilitate cooperation through direct links, capacity building, cultivation of culture of “continuous innovation” and growth, efficient research mapping and status control.

JOCC will monitor the functioning of the IOSS giving advice and orientation so that its operational activities are aligned with the goals of the project and contribute to achieve the expected outputs by the IOSS and the Voucher system in Jordan.

DESIGN PHASE

Value proposition/ Key activities:

- Mainly, technology transfer; innovation and awareness of innovation issues
- Valuable proposition: to address the many deficiencies existing in this field; train students; surmount the lack of skills and structure potential answers; give visibility to innovation studies and provide networking events

Regarding key activities (among others):

- Training;
- Business consultancy (1 consultant + rest under projects);
- hire 1 expert to build up a database (there will not be permanent employees unless the manager).
- To introduce any kind of services (technical, business trainings, cooperation) as they will build a data base of consultants to be contacted depending on the necessities.

Area: regional /on-line to provide at national and international level

Sectors: General/ more specialized to contact experts and specialized consultants (some sectors on mind: health, heritage, innovation, tourism)

Key partners: Academic institutions; experts; SMEs; students, local communities...

Key resources: they can provide the physical structure and the facilities of the University for the IOSS



Key partners: NERC; Ministry entrepreneurship; UNIMED, national and international /local gov. And non gov. agencies

IMPLEMENTATION PHASE

Customer relationships: an idea to make focus groups among entrepreneurs (surveys to know problems and how to support them better)

Channels communication: use the social media channels so it could have more visibility (on social media as well as a space in website).

Financial Bid:

The total amount for running the (IOSS) will be:

- € 9,000.00 Organization and launch one-stop-shop** is for the organization of the launch of the IOSS event, such as: hiring an event management company to organize the event, marketing and promotion of IOSS launching.
- € 24,999.97 Assistance in promotion** refers to the external assistance that required to run the IOSS, this for external consultancy for running the IOSS.

Please be aware of the following when submitting a bid:

- All bids must be submitted in the English language.
- Bids should be delivered to JOCC Jordan office or via email (the full address is below) by (25/12/2022 the closing date) Failure to meet the closing date will result in the bid being rejected.
- JOCC is under no obligation to award the contract or to award it to the lowest bidder.
- The bidder shall bear all costs incurred in the preparation and submission of tenders.
- As part of this tender process, please be advised that JOCC or their representative may conduct visits to the Contractor's offices and other facilities.
- All prices shall be quoted by the Bidder in EURO. Similarly, all payments will be made in EURO.

Calendar of Events – Tender Process

Subject	Target Dates
Upload to tender link and post the tender	Thursday 29/12/2022
Closing date	Wednesday 18//1/2023
Tender opening	Sunday 22/1/2023

Address: Jordan Chamber of Commerce

P.O. Box: 7029 Amman 11118 Jordan

Tel: +962 6 5902040

Fax: +962 6 5902051

E-mail: info@jocc.org.jo

http:www.jocc.org.jo

Abdoun Area- Princess Basma Street, building #218

Amman-Jordan



Award Criteria

A- Essential criteria

Bidders must meet the following criteria in order for their bids to be considered:

- copy of their business license.
- a copy of their tax registration.
- a copy of the Commercial Record Certificate

B- Process

The following process will then be applied in order to short list and select the final bidder:

Evaluation Step 1:

Technical Evaluation - Shortlisting (50% of overall score)

A Technical Evaluation of all bids received will be conducted to shortlisted bidders.

In this step, compliance with the terms, conditions and requirements set out in the bid documents will be evaluated first in order to short list the bidders. The main criteria that will be used to evaluate and score the bids received are as follows:

- 1- Experience and performance of undertaking similar one stop shop in the past three years (5%)
- 2- Available resources to undertake the project including staff Team qualification/ project manager experience (30%)
- 3- Time of completion for project (15%)

Only bidders passing the technical evaluation will go through to the financial evaluation.

Evaluation Step 2:

Financial Evaluation (50% of overall score)

Financial bids received from the shortlisted bidders who passed the Technical Evaluation will then be evaluated.

Conditions

1. Definitions

- Bidder- a company or EST. who bids for the Tender
- Contractor - the bidder whose awarded the contract.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the JOCC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Obtaining and completing Bidding Documents

- 3.1. Bidders who did not obtain the Bidding Document directly through the JOCC will be rejected during evaluation. Where a Bidding Document is obtained from the JOCC on a Bidder's behalf, the Bidder's name must be registered with the JOCC at the time of issue.



- 3.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

4. Documents Comprising the Bid

The bid submitted by the Bidder shall comprise of **Technical & Financial Bid**.

5. Evaluation of Bids

- 5.1 JOCC shall examine all documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the defined criteria for this tender;
- 5.2 JOCC reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.
- 5.3 EVALUATION CRITERIA :The attached criteria with corresponding scoring and weightings which will be utilized for evaluating the bids forms the Technical Evaluation Section. Those bids which score above 50% for the Technical Evaluation will be considered for further evaluation, and their financial proposals will be opened. The Financial Evaluation has a weighting of 50% on the overall Value for Money Score (Technical is 50%).

6. Notification of Award

- 6.1 The email from JOCC to the Bidder(s) alerting them of the fact that they have been successful will state the sum that the JOCC will pay the Contractor in consideration of the provision of goods and/or services as prescribed in the Invitation to Tender and in accordance with their bid.
- 6.2 The Bidder is thereafter required to reply to the email, confirming their wish to proceed with a contract.

7. Signing of Contract

- 7.1 The JOCC shall call the successful Bidder to sign the Contract once finalized
- 7.2 the successful Bidder shall sign and return the Contract within maximum one month starting from the date of the official notification of awarding the tender.