



## REQUEST FOR SERVICE RELATED TO THE WEF-NEXUS MULTISTAKEHOLDER INNOVATION CONFERENCE, EXHIBITION AND INVESTMENT MEETING ORGANIZATION IN AQABA, JORDAN

**Reference number: RSS/NEXLABS/XXX/2023**

This request for quotation does not commit the Contracting Authority to award the contract. In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the closing of this request without awarding the contract or implementing the activities.

–REFERENCE NUMBER: RSS/NEXLABS/099/2023

### –BACKGROUND INFORMATION

– **Project Description:** NEX-LABS targeted territories, characterized by water scarcity and both an irregular rainfall and population distribution, reflect agriculture as largest user of water (70-90%) while future global warming projections ( $\approx 2^{\circ}\text{C}$ ) are expected to cause a decrease in summer precipitation (-10/-30%), threatening water availability (-2/-15%) and agricultural productivity (-12/-40%). The latent conflict between energy efficiency ( $\approx 60\%$ ) and water production is also increasing energy footprint/m<sup>3</sup> of water used to produce food. The predicted shortfalls in Water/Energy/Food (WEF) require a NEXUS approach, which means an integrated management and governance of these natural resources. In this context, the NEX-LABS project aims to support the implementation of clean technologies for sustainable and resilient growth of agri-food sector production based on a more efficient use of energy (renewable/solar solutions) and water (wastewater treatment, water harvesting or reuse solutions) in Mediterranean Partner Countries region thanks to the contribution of ICT such as blockchain technology, Internet of Things (IoT), Artificial Intelligence (AI), Machine Learning and Big Data.

– **Project Objective:** To contribute to the creation of a sustainable and resilient agro-food sector based on NEXUS driven Open Living Labs (NDOLL) approach, thus strengthening technology transfer, cooperation between industry-academia, increasing commercialization opportunities and innovation-driven growth.

### –Purpose of the contract:

Organization of WEF-NEXUS multistakeholder innovation conference, exhibition and investment meeting organization in Aqaba.



## **Activities under this ToR**

### **Events' organization**

#### **1.1 Discription of the 2 day conference 1-2/11/2023**

To be held at a suitable venue in Aqaba 9 am to 6 pm including:

- Green/environmental theme throughout
- Registration station with badge printing
- Ushers
- up to 200 persons capacity
- panel discussion stage
- speakers
- translation
- audiovisual support and branding
- lunch, coffee and logistics with networking opportunities
- suitable room setup
- livestreaming capabilities
- 8 rooms booked for logistical and support team
- Media support including a press conference setting and participation of local news outlets
- Capturing and sharing all ppt presentations and promptly sharing with team
- Special networking dinner on 1/11 (optional)
- Side room with up to 50 people capacity (2 pm to 6 pm). 1/11 setup for a meeting with suitable logistics, 2/11 setup with at least 15 small tables for separate meetings.
- Amman-Aqaba 5 pm 31/11 and Aqaba Amman-6 pm 2/11 transportation via comfort busses (min 50 passengers).
- For November 2<sup>nd</sup> only: Exhibition for up to 30 companies with suitable booths each including a suitable flat-screen display (09:00 to 18:00)
- For November 1<sup>st</sup> only: networking space with up to 10 tables (3 pm to 5 pm)
- For October 31<sup>st</sup> only: preparatory meeting 9 am to 5 pm in a private meeting with capacity of up to 25 people with all suitable logistics including recording and online participation throughout
- Networking and advocacy dinner 1/11

#### **1.2 Photo-Video recording**

- Professional photo and video recording throughout
- Further recording of the iPARK facility in Aqaba with testimonials
- Sharing at least two 30 second event video briefs for social media use, shared by 6 pm each day
- One 5 min video brief of the event with shared by November 6<sup>th</sup> 2023.



- Media wall for interviews

### 1.3 Main foreseen activities of service provider

#### Overall organization of the conference and specific events including:

1. Pre-conference planning: A dedicated NEX-LABS team will work with service provider in pre-conference planning and partnership formation with various actors to maximize the impact of the conference and the specific events.
2. Coordinating logistics: The service provider team will be responsible for organizing the conference, including selecting the venue, coordinating with speakers and attendees, transportation, accommodation, catering, and AV equipment. This team will also be tasked with promoting the event to ensure maximum stakeholder participation.
3. Developing and managing the budget for the event, including negotiating contracts with vendors, tracking expenses, and preparing financial reports.
4. Prepare testimonials, documentary video and press release of the event.
5. Printing of relevant materials and working closely with the project manager to ensure meeting visibility guidelines and overall organization.

### 1.4 APPLICATION (HOW TO APPLY)

You will be kindly requested to submit your offer in line with the templates which provided in the invitation/email published no later than **October 25<sup>th</sup>, 2023 16:00 Jordan Time** to all of the following addresses:

[ahmed.Abughoush@rss.jo](mailto:ahmed.Abughoush@rss.jo), [m.aljafari@ipark.jo](mailto:m.aljafari@ipark.jo), [rss.procurement@rss.jo](mailto:rss.procurement@rss.jo), and [s.azzam@iPARK.jo](mailto:s.azzam@iPARK.jo)

Offers received after the deadline will be automatically excluded from further evaluation.

The Offers must include separate technical and financial offers.

The pages of the technical and financial offers must be numbered.

#### -Technical offer:

The technical offer must include the following:

- a. “Technical offer” A brief (max two pages) outlines the applicant’s reflections on the TOR of the RFQ (not simply repeating the TOR), including initial thoughts on process and potential challenges according to the template for technical offer format, implementation methodology and timeline, and a



complete profile including but limited to the organization of similar events, testimonials and team qualifications;

- b. Completed, signed and stamped: “**Completed financial identification form**” to indicate the bank account into which payments should be made if the tender is successful;
- c. Completed, signed and stamped: “**Completed Legal entity file**”

–Financial offer

- a. Financial offer signed and dated according to the financial offer template
- b. Tenderers are reminded that the maximum budget available for this contract shall not exceed the budget indicated below. Payments under this contract will be made in EUR currency.

–The budget allocated:

- Conference: EUR 57,146.00
- Video for project outputs and events promotion: EUR 4,500.00

Kindly present the financial offer as two separate lines corresponding to these two allocations.

–Period during which offers are binding

Applicants are bound by their offers for 60 days after the deadline for submitting offers or until they have been notified of non-award.

The selected applicant must maintain its offer for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

The contracting authority may increase or decrease the scope and corresponding cost of the event by up to 25% up until 31/10/2025

List of annexes:

–documents to submit

- a) 1: Technical offer;
- b) 2: Financial offer



c) 3: Financial identification form