



ORGANIZATION OF ALL LOGISTICS RELATED TO THE ARRANGEMENT AND EXECUTION OF COMMERCIALIZATION MOBILITY VOUCHERS TO QUALIFIED PARTICIPANTS

Reference number: JO/07/2023

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: JO/07/2023

–BACKGROUND INFORMATION

– **Project Description:** The Technology Transfer and Capitalization of Water Energy Food NEXUS (WEF-CAP) project aims to support commercializing and deploying innovations in water, energy and food (WEF-NEXUS) which would allow improving resilience and efficiency in the use of these critical resources. Considering joint challenges at regional and cross-border levels and the fragmented business ecosystem lacking a cross-Mediterranean coherent framework, WEF-CAP will combine the capitalisation and expansion of tools and methodologies used for innovation commercialisation with the capitalization of WEF innovations in efficient practices for replication across the Mediterranean area. This will be done through the support of sustainable and resilient agri-food sector production, thus improving energy and water efficiency: renewables, wastewater treatment, water harvesting and reuse, etc. WEF - CAP will apply past and ongoing WEF efficient practices and policies for replication under the framework of a meta cluster, reinforcing networks while mainstreaming gathered territorial evidence for effective capitalisation. A successful implementation will enhance the regional SMEs' competitiveness and job creation, generating spillover effects in knowledge, resource efficiency, and quality of life.

– **Event Objective:**

To efficiently organize and manage all logistical aspects associated with the distribution and utilization of commercialization mobility vouchers for qualified participants and ensure their active engagement and participation.

Activity Description:

The activity aims to support the successful commercialization of technologies and startups by awarding vouchers to qualified beneficiaries. A total of 12 vouchers will be granted to individuals or organizations that have successfully completed the bootcamp program. These vouchers will enable the recipients to directly engage in commercialization tactics, thereby facilitating access to new capital, markets, and strategic partners. In addition, qualified



participants will have the opportunity to attend the final conference in Jordan This activity aims to foster the direct capitalization of supported technologies and startups.

Scope of Work:

The selected contractor will be responsible for the following tasks:

1. Develop a comprehensive logistics plan for the distribution and redemption of commercialization mobility vouchers.
2. Coordinate with relevant stakeholders to identify the eligibility of participants and ensure timely communication regarding the voucher program.
3. Arrange travel, accommodation, and other necessary logistics for participants undertaking mobility activities as part of the voucher program.
4. Establish a system for tracking and monitoring the utilization of vouchers, ensuring compliance with program guidelines.
5. Provide ongoing support and assistance to participants throughout their mobility activities, addressing any logistical issues that may arise

The selected contractor will be responsible for the organization of all logistics related to the arrangement and execution of commercialization mobility vouchers to qualified participants and eligible beneficiaries. The vouchers should allow the recipients to access specific resources, services, or opportunities that will enhance their commercialization efforts, and to attend the final conference in Jordan. The contractor should also provide necessary guidance and support to the beneficiaries in utilizing the vouchers effectively to achieve their commercialization goals.

Eligibility Criteria:

Interested contractors are required to meet the following eligibility criteria:

1. Demonstrated experience in organizing logistics for mobility programs, preferably in the context of commercialization or entrepreneurship support initiatives.
2. Strong understanding of the requirements and considerations involved in coordinating travel, accommodation, and related logistics.
3. Proven track record in successfully managing and executing similar projects, with an emphasis on efficiency and participant satisfaction.
4. Adequate resources, expertise, and capacity to fulfill the requirements of this project.

Proposal Submission:

Interested contractors are requested to submit their proposals in accordance with the guidelines outlined in the tender document. The proposal should include a detailed description of the



approach, methodology, timeline, and budget for providing the vouchers and associated support services.

Contact Information:

For any inquiries or clarifications related to this tender, please contact: n.akileh@ipark.jo

Note: The project reserves the right to accept or reject any proposal received, and to cancel or modify the tender process at any stage without providing any reasons.

– Subcontracting

- Subcontracting is prohibited given the type of service being awarded.
- The selected external contractor may not transfer or assign to third parties the contract or part of it, nor the commitments or obligations arising from it.

– Contractual expenses

- The conclusion of the contract will take place by private writing. All eventual expenses and taxes inherent in the stipulation of the contract and any of the contract and its possible registration, will be borne by the contractor.
- The successful bidder is committed to the stipulation of the contract from the moment of submission of the bid, while the Contracting Project Partner remains committed from the moment of approval of the final award.
- The Service Provider is required to exercise fairness and confidentiality through the entire management process, with approval from the Contracting Project Partner Management Office

– Contracting authority Management

– Responsible body

The implementation of the contract will be under the WEF-CAP Project by the contracting project partner

– Reporting

The services provider will submit to Contracting Project Partner, a final report that includes all carried out activities by the end of the implementation period.

– Start date & Period of implementation of tasks



Foreseen start date: with an implementation period from day of award up to October 2023.

Also, the Contracting partner reserves the right to request an extension of the contract subject to the needs of the activities.

– Award Criteria

Best price-quality ratio (80/20)

– Personal DATA

1. Any personal data included in the contract shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The data shall be processed solely for the purposes of the performance, management and monitoring of the contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with monitoring or inspection in application of EU law. The Contractor shall have the right to access his/her personal data and to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the Contracting Authority. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.
2. Where the contract requires processing personal data, the Contractor may act only under the supervision of the data controller, in particular with regard to the purposes of processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.
3. The data shall be confidential within the meaning of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. The Contractor shall limit access to the data to staff strictly needed to perform, manage and monitor the contract.
4. The Contractor undertakes to adopt technical and organisational security measures to address the risks inherent in processing and in the nature of the personal data concerned in order to: prevent any unauthorised person from having access to computer systems processing personal data, and especially:

– 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. Application period **18th June to July 18th, 2023 16:00 CET** to the following address:

- by email to n.akileh@ipark.jo submitted by any other means will not be considered. Offers received after the deadline will be automatically excluded from further evaluation.

The Offer must include a technical offer and a financial offer.

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;
- 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
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:

total budget is € 30,000.00

–Period during which offers are binding

Applicants are bound by their offers for 90 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.

–documents to submit

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



c) 3: Financial identification form