



مؤسسة نهر الأردن
Jordan River Foundation

REQUEST FOR PROPOSAL

Event Management Services

RFP #: JRF-P-2020-001

Issue Date: January 22, 2020

This is the official document of Jordan River Foundation providing a Request for Proposal (RFP) to procure the services of an event management company to plan, manage, and implement its 2020 Ramadan fundraising event.

Issuance of this RFP in no way obligates Jordan River Foundation to award a contract, or commit it to pay for costs incurred in the preparation and submission of the proposal. Furthermore, Jordan River Foundation reserves the right to reject any and all offers or to cancel the solicitation without prior notice, if such an action is considered to be in the best interest of the Foundation.

The timeline for the activities under this RFP is:

Description	Date
Distribute documents to offeror(s)	January 22, 2020
Deadline for offeror(s) to submit proposals	February 06, 2020 @ 14:00



Confidentiality

All material and information submitted by Jordan River Foundation must be treated as confidential and not used for any other purpose than the response to this RFP. Information submitted by any supplier will be considered and treated as confidential by Jordan River Foundation and any consultants acting on behalf of Jordan River Foundation.

JRF will sign a Non-Disclosure Agreement with interested bidders upon the submission of their proposals as needed.

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1. INTRODUCTION

Jordan River Foundation (hereinafter referred to as “JRF”) is seeking for proposals from specialized service providers for the purpose of Managing and Planning an upcoming event for JRF.

The selection of the service provider will be based on factors such as: previous working experience and history in executing high-end events, experience of performing the aforementioned service, comprehensiveness of the proposal, proposed fees, As well the work plan.

The service provider must be free from actual conflicts of interest not only at the time of selection, but throughout the term of the contract as well.

2. BACKGROUND

The Jordan River Foundation (JRF) is a Jordanian non-profit, non-governmental organization established in 1995 and Chaired by Her Majesty Queen Rania Al Abdullah. JRF works in communities adopting a multi-stakeholder approach that encourages community ownership and proactive involvement of all stakeholders; be it community members, Community Based Organizations (CBOs), local government, youth and women, striving to explore solutions to create sustainable and resilient communities.

JRF celebrates its 25th anniversary this year, marking over two decades of social, economic and cultural interventions that have enhanced the lives of hundreds of thousands throughout the Kingdom. JRF has two main programs - Community Empowerment (CEP) and Child Safety (CSP) programs; in addition to an established Training & Consultancy Division that transfers all the tested models and best practices from both programs and the Handicrafts Design Project, JRF’s leading women empowerment project. JRF operates across Jordan (North, Middle, and South), through 8 JRF centers, offices, and showrooms. JRF employs 309 qualified staff with the expertise to successfully manage its operations. JRF is governed by a Board of Trustees that is chaired by Her Majesty Queen Rania Al Abdullah.

Our Vision

A Jordan where solutions are home-grown, where the opportunity to prosper is for all, and where the well-being of our children shapes our future.

Our Mission

To engage Jordanians to realize their full economic potential and overcome social challenges especially child abuse.



Our Approach

Since inception, the Foundation has initiated numerous socio-economic projects for women, children and people who are in need of help which aim to provide employment opportunities that in turn enhance their livelihoods. In tandem, these projects also work towards to enhancing the targeted population knowledge and skills in the production of traditional handicrafts, and in entrepreneurial skills.

By integrating and serving community development needs, the Foundation is now recognized nationally, regionally and internationally as an agent for positive change.

3. ELIGIBILITY

The requested services shall be provided by a professional provider, hereinafter referred to as “offeror” or ‘service provider”. “Offer” and/or “Proposal” means the package of documents the offeror submits in response to this RFP.

4. SCOPE OF WORK

Under the Patronage of her Majesty Queen Rania Al-Abdullah, JRF will host a high-level fundraising Ramadan event to raise funds supporting JRF’s different programs that have transformed the lives of children, women and families across Jordan over the past 25 years.

The event will be attended by over **500** donors and supporters.

- When: 1st Week of May 2020
- Where: Four Seasons Hotel Amman- Grand Ballroom
- Brief Description of Duties:

The event management company will be responsible for planning and implementing all arrangements related to hosting a successful Ramadan event. Working closely with JRF’s fundraising and communications teams, the company will identify suitable service providers, as needed, and liaise with these service providers regarding: set up, material production, design, technical (sound and light/VE/ Photography/Videography...) equipment, entertainment, logistics, ushers and other related arrangements. The company will oversee the successful implementation and management of this event.

The event management company shall present options of all below deliverables and obtain JRF’s prior approval on all aspects related to the planning and implementation of the event. The event management company is also expected to sign a Non-Disclosure Agreement.

I. Essential Duties & Responsibilities:

- Pre-event planning and preparation
- Develop event concept and theme



- Develop event decor, signage, backdrop, stage, floor plan and setup (including centerpieces, sound & light, photography, & special effects)
- Event venue arrangement according to specifications.
- Develop 3D Mapping concept for the event to cover most parts of the venue or one part on a big screen behind the stage.
- Ensure all required audio-visual equipment is available/acquired in the event as required (including VE, screens and others)
- Arrange and manage pre-event reception area (including set up, design and material needed).
- Develop event program details
- Develop a running sheet
- Recruit ushers
- Manage agreed upon entertainment (including technical rider, stage requirements, live feed, sound and light)
- Provide videography and photography for the event
- Provide DJ and ensure all technical requirements are met
- Provide and suggest MC for the event
- Develop event invitation card and envelope design, podium design, menu, name tags and table numbers, plus any other printable material needed.
- Arrange the reception area for assigned seating and tables
- Storyboard development and production

II. Implementation and compliance to program and requirements

- Manage entertainment rehearsals, program, and all event components (running sheet)
- Manage the smooth implementation of the program on event day
- Manage event decor setups, signage, backdrops, stage, floor plan and setup (including centerpieces)
- Manage pre-event area (including set up, design and material needed).
- Manage ushers and an online platform for invitee registry and attendance
- Entertainment management (including technical requirements)
- Manage the reception area for assigned seating and tables
- Manage videography, VE, photography, DJ, MC, sound & light, & special effects



- Manage program implementation and running sheet

III. Post event

- Produce and provide a list of event attendees
- Provide copies of video, footage and photos for setup and event.
- Provide copies of all visuals and 3D designs

IV. Required competencies and qualifications

- Documentation showing proven management track record of at least 3 highly visible events.
- Experience in 3D design and production
- Must be a fully registered company and must be willing to show documentation.
- Over 5 years of experience in conducting major social events and fundraisers
- A strong understanding of communication campaign development and implementation
- Should demonstrate strong financial record (audited accounts...etc)
- A proven track record of having handled high level delegates, government officials and protocol decorum entailed

5. TECHNICAL PROPOSAL

The offeror's technical proposal must include a comprehensive work plan and details covering all the aspects mentioned in the scope of work above.

6. COST PROPOSAL (Must be submitted separate from technical proposal).

6.1 Cost Overview

- 6.1.1. The offeror is requested to detail how rates are applied.
- 6.1.2. Additional costs that the offeror relies on that are not supplied at this time will not be met, and any items not included in the schedule of rates or skills matrix but forming part of the service for the satisfactory completion of the project, shall be deemed to be free issue to Jordan River Foundation.
- 6.1.3. Offeror's proposal should be valid for a 90-day period from the response deadline date. Prices must therefore anticipate and include any price adjustments, which may be in the pipeline quoted for.



- 6.1.4. The offeror shall clearly state any assumptions made which have a material effect on the prices submitted.

7. RESPONSE PROCEDURES

7.1 General observations and conditions of RFP

The offeror should be aware of the following points when submitting their response to this RFP:

- 7.1.1. It is the offeror's responsibility to ensure that all the information necessary to permit the preparation of the response has been provided in sufficient detail and in sufficient time.
- 7.1.2. No claims as to lack of clarity of information concerning the services within the RFP documentation shall be accepted. It is the responsibility of the offeror to seek such clarity if it is required.
- 7.1.3. The offeror must ensure that they are fully aware of all information required in order to provide a complete response with accurate costs. It is the responsibility of the offeror to ensure that the requirements comprised within the RFP are clearly understood prior to the submission of their response.
- 7.1.4. The requirements and specification detail within are not to be altered in anyway by the offeror. If the offeror wishes to propose modifications (which the offeror may consider to provide a better way to achieve the proposal objectives) these will be considered as an alternative offer. The offeror must make alternative offers in a separate letter to accompany the response. Jordan River Foundation is under no obligation to accept alternative offers.
- 7.1.5. The offeror's response document must address in full all of the requirements for all services that will be provided during the term of the contract.
- 7.1.6. The offeror will accept full responsibility for actions arising from information misinterpreted or misunderstood by the offeror or for any errors or omissions thus caused.
- 7.1.7. A response may be rejected if the offeror does not furnish all the information required in this RFP.
- 7.1.8. The offeror is advised that nothing in this RFP or in any other communication made between Jordan River Foundation and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Jordan River Foundation and any other party (unless a formal award of contract is made by Jordan River Foundation).



7.1.9. Jordan River Foundation does not accept any responsibility for any pre-contract representations made by it or on its behalf, or for any estimates by the offeror of resources to be employed in meeting Jordan River Foundation's requirements or for any other assumption the offeror may be drawn or will draw from any pre-contract discussions.

7.1.10. Jordan River Foundation accepts no liability to pay for any proposal or other preparatory work undertaken in connection with this RFP.

7.1.11. All offerors are advised that Jordan River Foundation is not committed to any course of action as a result of issuing this RFP and/or receiving responses from the offerors in respect of the RFP. In particular, it should be noted that Jordan River Foundation may reject any response, which does not conform to any instruction or specification in this RFP. It should also be noted that Jordan River Foundation will not accept responses after the closing date without prior formal agreement or may not accept any or all proposals if Jordan River Foundation so decides. Jordan River Foundation reserves the right to discuss or clarify the offer with the offeror at a later date. Jordan River Foundation also does not commit to accepting the lowest price of any response.

7.1.12. The proposal supplied by the offeror shall include all costs involved in the provision of the service specified in this RFP and the offeror may add no other costs after the response has been submitted.

7.2 Evaluation criteria

Jordan River Foundation is interested in obtaining a complete service to the requirements contained in the RFP. Proposals that meet the RFP instructions and requirements will be given a thorough and objective review.

Jordan River Foundation will evaluate proposals according to the following criteria:

Evaluation Criteria	Score
Quality of proposed plan, details & Creativity of implementation	50%
Compliance to requirements of the RFP	10%
Previous Work Experience	10%
Cost Reasonableness and Competitiveness	30%
Total	100%



Only proposals that have passed the technical evaluation with a minimum technical score of 50 out of 70 will be carried forward to the cost evaluation.

These will be the main award criteria; however, this will not preclude the offeror from placing emphasis on other subjects that they also deem to be important.

7.3 RFP responses

- 7.3.1. Offerors must confirm receipt of this document within 48 hours by email to Procurement@jrf.org.jo.
- 7.3.2. Should the offeror wish to respond to this RFP, they are required to formally acknowledge receipt of this RFP document and also acknowledge acceptance of the conditions specified herein.
- 7.3.3. The response to this RFP must include:
 - A completed pricing table.
 - A clear statement as to whether the services referenced or offered within the response document are currently available.
- 7.3.4. Proposals, all documents and all correspondence relating to this RFP must be written in English.
- 7.3.5. Submissions should be delivered in the formats and to the address detailed below by no later than **14:00 on February 06, 2020**. Receipts will be provided on request.
- 7.3.6. Responses to the RFP document must be supplied electronically in the original format provided. Electronic versions may be supplied via e-mail and emailed to Procurement@jrf.org.jo.
- 7.3.7. The responses to the RFP document **MUST** additionally be supplied **in paper form (BY HAND)**. Delivery details can be found below.

Paper submissions must be delivered through same form of registered service (courier is recommended) within sealed envelope(s) addressed to:

Wisam Quteishat

Procurement & Logistics Manager



مؤسسة نهر الأردن
Jordan River Foundation

Jordan River Foundation

Masoud Bin Sa'ad Street

Al Rawnaq Area

Amman, Jordan

Tel: +962 6 593 3211

7.3.8. On the front of the envelope(s) below the address also write: "Request for Proposal, Response to RFP # JRF-P-2020-001, to be opened by addressee only"

7.3.9. Offeror must ensure that the courier service obtain signature for receipt of delivery.

END OF DOCUMENT