

**PETRA DEVELOPMENT AND TOURISM REGION
AUTHORITY
(PDTRA)**



**Consultancy Services for Comprehensive Digital Infrastructure
Strategy and Design Assessment (RFP/PDTRA)**

- **Date:**
- **RFP Ref. G2G/D/1-A/2025**
- **Deadline:**

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1. EXECUTIVE SUMMARY

This Request for Proposal (RFP) is issued by the Petra Development and Tourism Region Authority (PDTRA) to secure expert consulting services for a highly concentrated, 60-day strategic study. The primary goal is to produce a detailed, compliant Digital Transformation Blueprint across six critical domains, from core networking to visitor experience and security. This study is crucial for de-risking subsequent high-value implementation tenders by ensuring all future physical and digital works are strategically planned, cost-effective, and fully aligned with UNESCO preservation standards. The output of this tender will be comprehensive technical documentation, serving as the official Terms of Reference (TOR) for all future implementation projects.

2. Disclaimer Statement

This document is exclusively issued for the purposes of this RFP and is intended solely for authorized recipients. Any reproduction, sharing, or distribution of its contents is strictly prohibited without the prior written consent of PDTRA. The Petra Development and Tourism Region Authority reserves the right, at its sole discretion, to amend, clarify, or cancel this RFP at any stage without prior notice. Additionally, PDTRA holds no liability for costs incurred by participants during the proposal preparation process.

Companies submitting proposals are permitted to form partnerships with freelance consultants or other companies specializing in specific areas to fulfill the requirements of this RFP. All partnerships must be clearly disclosed in the proposal, including the roles and responsibilities of each party. PDTRA reserves the right to evaluate the qualifications and suitability of all proposed team members and partnering entities to ensure compliance with the RFP objectives and standards.

3. Introduction and Background

3.1 Introduction

PDTRA was founded in 2009; Petra Development Tourism Region Authority (PDTRA) is a legal, financial and administrative independent authority that aims to develop the region's tourism, economy, society, culture, and community.

The Authority is managed by a board of commissioners that consists of five members, including the president and vice president, with a member who is authorized to manage the Petra Reserve.

The members are appointed by the Prime Ministry and approved by His Majesty King Abdullah.

Main PDTRA objectives:

- Administrate and supervise the Petra Region.
- Manage and develop the tourism industry in Petra and coordinate with national and international entities that are related to the economic sector.
- Provide a desirable investment environment to engage in various economic activities.
- Contribute to developing comprehensive strategies for protecting, maintaining, and restoring archaeological sites, in coordination with the Department of Antiquities.
- Identify the areas and sites of heritage value in the region which can be used for tourism purposes.
- Enhance the social status of the local committee and private institutions, and provide support to the traditional crafts projects and the tourism industry.
- Protect the environment in the region, including water resources, natural resources and biodiversity, by setting the standards, rules and regulations.
- Develop plans for human resource development.
- For more details about (PDTRA), Please see PDTRA official tourism website: <https://www.pdtra.gov.jo>
- For more details about Petra Archaeological Park (PAP) site Please see PDTRA official tourism website: <https://visitpetra.jo/en>

PDTRA is an autonomous government organization responsible for the development, preservation, and promotion of the Petra region, including the Petra Archeological Park (PAP), a UNESCO World Heritage site and one of Jordan's most significant tourist destinations.

Petra, a UNESCO World Heritage Site, requires advanced, sustainable technological solutions to ensure continued preservation and enhance the visitor experience. PDTRA issues this Request for Proposal (RFP) to secure expert consultancy services for conducting a highly focused multi-case study. The study will serve as the foundation for future implementation by designing and planning advanced, compliant systems.

3.2 Purpose of the RFP

The purpose is to invite qualified consulting firms to conduct a comprehensive multi-case Strategic and Conceptual Design Study. The objective is to de-risk subsequent high-value implementation tenders by producing robust, compliant, and detailed functional blueprints across six domains. The document includes six distinct areas of focus:

Ref	Focus Area	Strategic Goal
1	Wireless (WiFi) and Active Component Deployment	Conduct a comprehensive consultancy study to define the strategy, coverage requirements, and conceptual design needed to ensure reliable site-wide wireless connectivity supported by resilient active network components.
2	Infrastructure Cabling, Fiber, Electricity, UPS, and Power Systems	Conduct a comprehensive consultancy study to develop a robust conceptual framework for cabling routes, fiber-optic network design, and sustainable power solutions, including feasibility analysis, routing strategies, load estimations, and heritage-compliant installation concepts
3	Security and Surveillance Systems	Perform a comprehensive consultancy study to design integrated security systems that protect Petra's sensitive areas using IP-based CCTV and advanced communication technologies.
4	Petra Pass Website Development:	Conduct a full consultancy study to redesign and enhance the Petra Pass website, delivering a seamless user experience with features such as multi-language support, real-time ticketing, and secure system integrations.
5	Barcoding System Implementation	Convert functional requirements into a technical blueprint for a scalable, high-performance barcoding and QR information system.
6	Visitor and Asset Tracking System	Identify and define suitable tracking system concepts to monitor visitors and safeguard assets in real time.

3.3 PDTRA Vision and Strategic Alignment

This consultancy project is central to PDTRA's long-term vision to establish Petra as a globally recognized 'Smart Heritage Site.' The strategic alignment focuses on utilizing technology to: 1) Enhance the visitor experience through digital services; 2) Improve site security and conservation monitoring; and 3) Ensure sustainable, low-impact utility provision compliant with international conservation standards.

4. Definitions and Acronyms

The following terms and acronyms apply throughout this Request for Proposal (RFP):

Acronym	Definition
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RFP	Request for Proposal
PDTRA	Petra Development and Tourism Region Authority (The Client)
UNESCO	United Nations Educational, Scientific and Cultural Organization
API	Application Programming Interface
FRD	Functional Requirements Document
P2P	Point-to-Point (Wireless link)
TOR	Terms of Reference
TRS	Technical Requirements Specification
UPS	Uninterruptible Power Supply
WAP	Wireless Access Point

5. Scope of Work (Study Focus Only)

The entire scope of work is limited to Study, Consultation, Scenario Planning, and Documentation. This RFP is strictly for intellectual services.

5.1 Strict Exclusions

- NO Implementation, Installation, or Physical Site Setup.
- NO Procurement, Supply, or Bidding on any equipment or software.
- NO Development, Coding, Configuration, or Live System Testing/Piloting.

6. General Information, Submission Requirements, and Constraints

6.1 Submission Requirements

Requirement	Detail
Deadline	
Soft Copy Format	One (1) complete electronic copy of the Technical Only Proposal in PDF format.
Hard Copy Format	One (1) bound hard copies of the Technical Proposal (unpriced), one (1) sealed hard copy of the Financial offer, and one (1) sealed hard copy of Bid Security must be delivered to PDTRA offices

Bidders shall provide three (3) separate sealed envelopes clearly labeled as:

- “PDTRA-ERP Technical Proposal.”
- “PDTRA-ERP Financial Proposal.”
- “PDTRA-ERP Bid Security.”

6.2 On-Site Study Requirements and Deadline

- Work Duration: The study must be completed within 60 Calendar Days of the contract’s start date.
- Work Hours: On-site activity will be from 8:00 AM to 3:00 PM, Sunday to Thursday.
- Site Survey: The selected firm must perform a detailed site survey and collaborate with PDTRA departments.

6.3 Risk and Assumptions

Bidders must explicitly acknowledge the following primary risks and assumptions inherent in this study phase:

- **Methodology Toolset Requirement:** The consultant's proposal must specify the use of professional, specialized tools (e.g., GIS, RF planning tools, network mapping software) to validate conceptual designs and strategies.
- **Environmental/Access Risk:** Routing recommendations must be based on conceptual path analysis and visual surveys, assuming future limited excavation access due to archaeological sensitivity.
- **Data Availability Assumption:** The study assumes PDTRA will provide all available existing site maps, facility locations, and initial requirements within the first week of contract commencement.
- **Weather Impact:** The limited 60-day timeline is vulnerable to adverse weather conditions impacting site survey access. This risk must be factored into the proposed work plan.
- **Location Reliance:** The design for security (Case 3) and tracking (Case 6) relies entirely on the accuracy and completeness of the risk/zone locations provided by PDTRA (as per Section 5.4).

6.4 Fairness and Impartiality

To maintain impartiality, the company awarded this study will not be eligible to bid on subsequent tenders for the implementation of infrastructure, security systems, the website, or the barcode system resulting from this study.

6.5 PDTRA Responsibilities (Input & Facilitation)

- **Scope Input:** PDTRA will formally furnish the consultant with all pre-defined security zones and required tracking locations (Cases 3 & 6).
- **Access:** PDTRA will facilitate access to key executives and technical personnel for mandatory consultation sessions.

7. Compliance with UNESCO and Local Historical Area Regulations

Ref	Compliance Area	Requirement
1	UNESCO Regulations	Ensure full compliance with UNESCO standards, prioritizing the preservation of Petra's cultural integrity. Avoid solutions that cause irreversible alterations.
2	التشوه البصري (Visual Pollution Prevention)	All systems must be designed to minimize visual pollution, utilizing materials and designs that blend seamlessly with the natural and historical aesthetic.

3	Local Regulations	Adhere to all local laws governing historical areas in Wadi Musa, Petra, including excavation restrictions.
4	Environmental Sensitivity	All proposed conceptual solutions must account for Petra's unique environment, ensuring sustainable practices and avoiding intrusive excavation.

8. Case Studies

8.1 Case 1: Wireless (WiFi) and Active Component Deployment Study

Project Overview

This study focuses on developing a strategy for robust, high-performance wireless and active network connectivity across Petra (Wadi Musa, Jordan). The design must adhere strictly to historical preservation and UNESCO standards by minimizing visual and physical impact in sensitive heritage zones, and accounting for extreme weather conditions.

8.2 Case 2: Infrastructure Cabling, Fiber, Electricity, UPS, and Power Systems Study

Project Overview

This project focuses on providing essential strategic advice for the development of all physical infrastructure (cabling, fibre, power). All studies must prioritize avoiding sensitive archaeological zones and ensuring full compliance with UNESCO restrictions.

Scope of Work (Minimal Strategic Advisory and Study)

- **Routing and Feasibility:**
 - Conduct a basic feasibility study to validate the necessity of fibre and power expansion.
 - Recommend the most viable, low-impact routing strategies across the site, focusing on conceptual path analysis related to heritage zones.
- **Conceptual Power Load and Backup:**
 - Perform a Conceptual Power Load Estimation (W/kVA) based on industry-standard averages for the functional categories defined in other case studies.
 - Advise on the required UPS capacity and strategic backup duration needed to ensure operational continuity for critical systems.
 - Note: The estimation must explicitly state it is non-binding and based on assumed generic equipment power draw.
- **Fiber Network Recommendation:**
 - Advise on the optimal conceptual fibre-optic network topology (e.g., ring vs. mesh concept) with core redundancy principles.
- **Implementation Guidance:**
 - Provide advisory guidelines for future installation phases, focusing strictly on heritage compliance and necessary preservation measures.

Deliverables

Deliverable Category	Required Output (Documentation Only)	Exclusions (No Deployment)
Study & Recommendation	Strategic Feasibility Report covering routing, power capacity needs, and recommended conceptual topology.	NO Comprehensive CAD drawings or detailed engineering layouts.
Advisory Specifications	Advisory Specification Document detailing estimated power loads and general requirements for future UPS/cabling standards.	NO Physical cabling, fibre installation, or equipment specification/procurement.
Oversight	Advisory Guidelines for future implementation teams regarding heritage compliance.	NO Direct implementation oversight/supervision of physical works.

8.3 Case 3: Security and CCTV Systems Study

Project Overview

This project focuses exclusively on developing a comprehensive consultancy study and design framework for an integrated security and surveillance system. The study must address unique environmental challenges and strict historical preservation/UNESCO restrictions by ensuring minimal physical impact.

Scope of Work (Study and Design Only)

The consultant's work focuses purely on strategic planning and design documentation, utilizing the specialized risk knowledge provided by PDTRA.

- **Reliance on PDTRA Input:** The consultant will accept the pre-defined security zones, critical surveillance points, and designated high-risk areas as provided by PDTRA. The scope does not include conducting independent site mapping or Physical Design Risk Assessment to define threat categories and prioritization of security zones.
- **Functional Design Strategy:** Develop the overall security concept and functional strategy required to effectively secure the client-provided risk zones.
 - This includes defining the integration of CCTV principles, conceptual communication needs, and control room interactions based on the client's known risk profile.
- **Detailed Performance Definition:**
 - Define the precise functional requirements for CCTV systems for each specified zone.
 - These requirements must address expected performance metrics such as resolution ranges, low-light capability, and environmental durability factors, ensuring the solution meets the security objective of that specific zone.
 - Crucially, this must be achieved without specifying any equipment models, brands, or suppliers.
- **Conceptual Design and Architecture:**
 - Prepare detailed conceptual design schematics that illustrate the proposed system architecture and coverage strategy relative to the client's risk map.

- Design conceptual communication pathways and power requirements, ensuring the solution minimizes physical impact in sensitive areas.
- **Compliance and Exclusions:**
 - Ensure all design principles adhere to UNESCO restrictions and historical preservation guidelines.
 - The consultant is strictly prohibited from any form of deployment, installation, equipment procurement, or testing.

Deliverables

Deliverable Category	Required Output (Documentation Only)	Exclusions (No Deployment)
Strategy	Risk assessment and coverage analysis report.	NO Deployment, installation, or physical testing activities.
Design	Conceptual security zone layouts and detailed system conceptual schematics.	NO Specification of brands, models, or equipment procurement details.
BOQ	High-level Bill of Quantities (quantity and category only ; no models, no brands, no part numbers).	NO Commissioning, system validation, or operational training sessions.

8.4 Case 4: Petra Pass Website Development Study

Project Overview

This consultancy project focuses exclusively on studying, analyzing, and designing a comprehensive, user-centric concept for the future Petra Pass website. The objective is to develop a complete technical and functional blueprint that enhances visitor management.

Scope of Work (Consultancy and Study Only)

- **Online Ticketing System Conceptual Design:**
 - Study and define requirements for secure real-time ticketing and payment integration (Visa, Apple Pay, local/international gateways).
 - Define rules for dynamic pricing and the conceptual integration framework with future access control systems.
- **CMS and Scalability Strategy:**
 - Define the functional requirements for an Advanced Content Management System (CMS).
 - Study scalable architecture options, multi-language support needs, and localization guidelines.
- **Integration and Security:**
 - Analyze integration requirements with the existing Petra ticketing backend and define required APIs, data flows, and synchronization logic.
 - Identify required security protocols (SSL/TLS, MFA, RBAC) and study disaster-recovery considerations.

Deliverables

Deliverable Category	Required Output (Documentation Only)	Exclusions (No Deployment)
Requirements	Comprehensive technical and functional requirement definitions.	NO Website development, coding, or configuration.
Architecture	Conceptual system architecture, security framework study, and integration requirements (API definitions).	NO Testing, deployment, or implementation of any system component.
Design	Conceptual guidelines and analytics dashboard concepts.	

8.5 Case 5: Barcoding System Implementation Study

Project Overview

This consultancy focuses on designing a comprehensive strategy and conceptual system for a scalable barcoding and QR-based information system. The primary objective is to translate PDTRA's functional requirements (enhancing navigation, delivering multimedia content) into detailed, measurable technical specifications to inform possible future IT solutions.

Scope of Work (Study and Design Only — Technical Focus)

The consultant will function as the technical requirements engineer, converting conceptual needs into actionable IT specifications.

- **System Requirements and Content Architecture:**
 - Create the conceptual design and technical specification for the scalable QR/barcode information system (e.g., specifying required database performance, API endpoints).
 - Prepare conceptual content templates and define minimum technical requirements for durability, weather resistance, and material (e.g., UV resistance standards, maximum temperature rating).
 - Convert functional multimedia needs (audio, video, information) into technical requirements for hosting, streaming, and caching.
- **Implementation and Content Management Specification:**
 - Prepare a detailed future implementation plan, focusing on technical logistics for marker installation (e.g., necessary network connectivity at marker points).
 - Define technical guidelines for content management processes, specifying required user roles (RBAC) and update workflows from an IT operational perspective.
 - Provide high-level technical recommendations for placement based on connectivity and environmental constraints.
- **Testing and Operational Specification:**
 - Develop a technical testing framework and acceptance criteria (e.g., minimum barcode scanning speed, server response time, data integrity checks) for use during future deployment.
 - Document detailed operational workflows and maintenance guidelines for future IT staff managing the system backend.

Deliverables

Deliverable Category	Required Output (Documentation Only)	Exclusions (No Deployment)
Technical Design	System Architecture Study Document detailing required APIs, data flows, and technical infrastructure capacity.	NO Physical installation or configuration of markers.
Strategy & Requirements	Technical Requirements Specification (TRS): Detailed, IT-focused documentation of all	NO Live testing, commissioning, or real training workshops.

	functional and non-functional requirements for future implementation.	
Documentation	Testing Methodology & QA Strategy Document and detailed Operational Handover Package (conceptual training for IT staff).	NO Procurement or supply of any equipment or software.

8.6 Case 6: Visitor and Asset Tracking System Study

Project Overview

This consultancy focuses on translating PDTRA's strategic and operational goals for visitor management and asset protection into a comprehensive technical design strategy. The study must recommend the best high-performance solution from a technical viewpoint, fully respecting UNESCO preservation guidelines and the site's challenging terrain.

Scope of Work (Study Only: Technical Translation and Recommendation)

1. Requirements Elicitation and Technical Translation

- **Needs Assessment and Technical Definition:** Conduct a detailed needs assessment to convert PDTRA's operational tracking goals (e.g., visitor flow, asset security) into measurable technical requirements (e.g., accuracy tolerance in meters, required data refresh rate in seconds, minimum battery life).
- **Design Scalable Solutions:** Design scalable conceptual solutions for real-time data ingestion, centralized data management, and the required analytical reporting features.
- **Integration Analysis:** Define the conceptual integration points (APIs, data formats) with the proposed new network infrastructure (Case 1) and security systems (Case 3).

2. Technology Recommendation and Evaluation

- **Technology Study:** Explore suitable tracking technology categories (RFID, GPS Wearables, Bluetooth Beacons, IoT Sensors).
- **Feasibility and Recommendation:** Assess the conceptual feasibility, durability, and suitability of each category for Petra's environment based on the defined technical requirements (e.g., signal attenuation due to rock formations, power consumption rates).
- **Technical Recommendation:** Provide a clear recommendation for the optimal technology category, justifying the choice based on technical performance metrics (accuracy, range, power) relevant to the client-defined monitoring zones. (No specific models or brands will be recommended).

3. Implementation and Operational Strategy

- **Implementation Roadmap:** Prepare a detailed implementation roadmap and a future pilot plan describing technical testing locations, performance benchmarks, and validation procedures to be executed by others.
- **Operational Specification:** Define the required data privacy and regulatory compliance protocols and specify conceptual operational workflows and maintenance guidelines for future technical staff.

Deliverable Category	Required Output (Documentation Only)	Exclusions (No Deployment)
Technical Design	Technical Requirements Specification (TRS): Detailed, measurable performance goals and data handling protocols.	NO Installation, testing, or field deployment of tracking devices.

Recommendation	Feasibility Study Report: Includes the technical assessment, recommended optimal technology category, and justification.	NO Equipment selection or procurement activities.
Strategy	Implementation Roadmap & Testing Strategy: plan for future phases, including conceptual schematics and high-level system architecture.	NO Live training sessions or system configuration.

Deliverables

9. Comprehensive Deliverables for Terms of Reference (TOR)

The consultant must produce structured documentation serving as the TOR for subsequent tenders.

Deliverable Category	Case 1: Wireless	Case 2: Infrastructure	Case 3: Security
Strategy Document	Conceptual WAP Coverage Strategy and Feasibility Analysis.	Strategic Feasibility Report (Routing, Power Capacity Needs, Topology).	Functional Security Strategy Report (Analysis for client-provided risk zones).
Technical Specification	Conceptual Network Architecture and Technical Requirements Document.	Advisory Specification Document (Estimated Power Loads, Cabling/UPS Standards).	High-level Bill of Quantities (Category Only) and Technical Performance Definition.
Next Tender Package	TOR for WAP/Active Equipment Procurement.	TOR for Physical Installation and Construction.	TOR for System Procurement and Installation.
Deliverable Category	Case 4: Website	Case 5: Barcoding	Case 6: Tracking System
Strategy Document	Comprehensive Technical and Functional Blueprint (FRD).	System Architecture Study Document & Content Strategy.	Feasibility Study Report (Technical Assessment & Recommendation).
Technical Specification	Integration Requirements (API Definitions) and Conceptual Guidelines.	Technical Requirements Specification (TRS) for CMS and Marker Durability.	Technical Requirements Specification (TRS) for Accuracy, Refresh Rates, and Privacy.
Next Tender Package	TOR for Website Development Tender.	TOR for Marker Supply and System Setup.	TOR for Technology Deployment and Integration.

10. General Requirements and Evaluation Criteria

10.1 Consultant Qualifications

- **Technical Proposal Quality:** Strength and clarity of the consultant's proposed methodology, study approach, analytical framework, and ability to deliver a comprehensive and heritage-compliant study.

- **Team Capability & Presentation:** The consultant’s ability to present a coherent work plan, demonstrate strong technical understanding, and articulate how the team will conduct the study effectively—emphasizing organization, technical depth, and clarity rather than past project experience.

10.2 Evaluation Metrics

The final decision will be based on a combination of Technical and Financial merit. PDTRA reserves the right to evaluate all personnel proposed for the study.

10.3 Key Modifications Highlighted

- **Post-Study Clarification:** The awarded firm must address all clarification points and queries from subsequent implementation tenders related to this study.
- **Transparency:** PDTRA reserves the right to review proposed team qualifications, experience, and professional behaviour.

11.Complete 60-Day Workplan, Methodology & Evaluation Criteria

11.1 Introduction to the Workplan

This section outlines the full execution plan for delivering all six PDTRA Consultancy Case Studies within a 60-day project duration.

The work is divided into phases and parallel workstreams to ensure optimal efficiency, faster delivery, and full compliance with PDTRA’s requirements—especially considering heritage, environmental, and operational constraints.

Each phase includes a timeline, outputs, to demonstrate clear structure and alignment with PDTRA’s technical evaluation model.

Notes:

- Each activities includes specific deliverables that must be completed before moving to the next phase.
- Regular progress meetings will be held at the end of each activity to ensure alignment and address any issues.
- The timeline is subject to adjustments based on PDTRA's specific requirements and project dynamics.

11.2 PHASE 1 — Kickoff & Initial Understanding (Days 1–7)

Days	Activities	Deliverables
1–2	Kickoff meeting, planning, communication setup	Project Charter
3–4	Collect maps, drawings, risk zones	Survey Plan

5-7	Initial site visits for all 6 cases	Site Assessment Report
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11.3 WORKSTREAM A — Networks & Infrastructure (Case 1+ Case 2) (Days 8-35)

1. CASE 1 — WiFi & Active Network

Days	Activities	Output
8-15	WiFi coverage study	Coverage Maps
12-20	P2P feasibility	LOS & P2P Notes
18-30	Conceptual network design	Network Architecture
25-35	UNESCO-compliant installation concepts	Compliance Notes
36-40	TOR preparation	Case TOR

2. CASE 2 — Fiber, Cabling, Power, UPS

Days	Activities	Output
8-18	Fiber routing feasibility	Feasibility Report
15-22	Power load estimation	Load Sheet
20-30	Ring/Mesh concept topology	Topology Draft
28-38	UPS & cabling advisory	Advisory Document
36-40	TOR preparation	Case TOR

11.4 WORKSTREAM B — Security & Tracking (Case 3 + Case 6) — Days 10-48

1. CASE 3 — CCTV / Security System

Days	Activities	Output
10-20	Convert risk zones to technical needs	Requirement Sheet
15-30	CCTV conceptual layouts	CCTV Layouts
30-38	High-level BOQ	BOQ (Quantities Only)
35-45	Network/power alignment	Integration Notes
45-48	TOR preparation	Case TOR

2. CASE 6 — Visitor & Asset Tracking

Days	Activities	Output
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20–28	KPIs (accuracy, refresh rate, battery life)	KPI Table
25–32	Tech comparison (RFID/BLE/GPS/IoT)	Comparison Matrix
32–40	Integration with WiFi/CCTV	Integration Plan
40–45	System architecture + TRS	TRS Document
45–48	TOR preparation	Case TOR

11.5 WORKSTREAM C — Website & QR/Barcoding (Case 4 + Case 5) — Days 20–60

1- CASE 4 — Petra Pass Website

Days	Activities	Output
20–28	Ticketing + payment analysis	Process Flow
25–35	CMS & multilingual design	CMS Specification
34–45	API + security requirements	API Sheet
42–52	FRD + UX	FRD
52–60	TOR preparation	Case TOR

2- CASE 5 — QR/Barcoding System

Days	Activities	Output
28–35	Requirements + content templates	TRS Draft
35–40	Material durability specs	Durability Matrix
40–46	Placement & connectivity study	Recommendations
46–52	Testing & operations	Testing Plan
52–60	TOR preparation	Case TOR

11.6 PHASE 5 — Final Integration & Submission (Days 56–60)

Days	Activities	Output
56–58	Merge all TOR documents	Master TOR
58- 59	Dependency validation	Alignment Matrix
60	Final submission	Complete Package

1.1 High-Level Timeline Summary

Days	Network & Power	Security	Tracking	Website	QR System	Final
1–7	Kickoff	Kickoff	Kickoff	Kickoff	Kickoff	---
8–38	Case 1 + Case 2	---	---	---	---	---
10–45	---	Case 3	Case 6	---	---	---

20–52	---	---	---	Case 4	Case 5	---
56–60	---	---	---	---	---	Final TOR

12. Value-Added Service: Training + 2 Years Project Management Platform License

To support PDTRA in managing the future implementation phase, the Consultant will provide the following added value service:

12.1 Training for 2 PDTRA Staff

A practical 10 hours session for two (2) PDTRA team members on how to manage and follow up future implementation projects using a professional project-management platform.

Training will cover:

- Creating project plans and timelines
- Tracking contractor progress and milestones
- Managing risks, issues, and documentation
- Coordinating work across all implementation areas (WiFi, cabling, CCTV, website, etc.)

12.2 Two Years Platform License (3 Users)

PDTRA will receive a 2 years license for (3) users on a professional project-management tool (e.g., Asana, Jira, Zoho Projects, or equivalent).

The license allows PDTRA to:

- Follow up all future implementation projects
- Monitor tasks, deadlines, and contractor performance
- Store and organize TORs, drawings, and reports
- Generate dashboards and progress updates

13. Payment Terms are scheduled as follows

- 100% to be paid upon the final acceptance of the project and successful passing of the acceptance certificate from the beneficiaries/tests.

14. Detailed Tender Compliance and Evaluation Sheet

PDTRA will evaluate proposals on a 'best value' basis using the following evaluation criteria, which are further described below:

- The technical offers will be opened first and evaluated against the technical requirements as outlined in this RFP.
- Eligibility of bidders will be assessed as part of the technical evaluation. Bidders who do not meet eligibility criteria will lose points in the technical evaluation and can be automatically disqualified.
- Technical Proposal will be allocated 70% of the total score.
- The financial offers will be opened following completion of the technical evaluation. Only financial offers associated with technically qualified proposals will be opened. Financial offers associated with technically unqualified technical proposals will be returned to Bidders unopened.
- Financial Proposal will be allocated 30% of the total score.
- Overall bid score will be equal to the sum of technical and financial score. The contract will be award to the highest bid score.
- In case where the highest bid score for two or more proposals has been equal, preference and award will be made to the bid with the highest technical score.
- The evaluation will consider the following technical and financial criteria each one within its weighted scores:

14.1 Technical Proposal Compliance Scorecard (Weight: 70%)

The Technical Score assesses the quality of the proposed methodology, the company's expertise across the six specific case studies, and its proven ability to handle UNESCO constraints.

Criteria Section	Assessment Focus	Weight (%)	Comply (Yes / No)
A. Technical Proposal Methodology		45%	
Clarity of offer and format.	Clarity, conciseness, and professionalism of the document.		
Overall understanding of the RFP requirements (Study Only, UNESCO).	Demonstrated grasp of the constraints and objectives of the six cases.		
Clear Approach compatible with the needs	Practicality and suitability of the proposed methodology (e.g., rapid analysis, focused consultation).		

Proposed work plan includes schedule and deliverables timeline.	Feasibility and detail of the project schedule and resource allocation.		
Technical Strategy Depth (Persuasive Detail).	Quality of the detailed technical strategy, justification, and proposed solutions.		
Presentation Quality (Clarity and Writing).	Clarity, organization, professional writing quality, and effectiveness in presentation/discussion		
B. Specialized Expertise and Resources		15%	
Tools, resources employed / Proposed Staff Experience.	Relevant individual experience, and specialized analysis tools proposed.		
Certified Staff/Value-Added Certifications.	Vendor-specific certifications (e.g., Wireless, CCTV) for key technical staff.		
Bidder & Staff Past Performance (UNESCO/Heritage Sites)	Verifiable track record of the company and key staff in projects requiring archaeological or UNESCO/environmental compliance.		
C. Project Knowledge & Capacity		10%	
Local Community Engagement & Challenges.	Clarity of the strategy to integrate the local community and identify expected challenges related to application (installation/implementation risks in subsequent phases).		
Breadth of Domain Knowledge.	Demonstrated knowledge and references covering all six case study domains.		
Depth in Modern Enterprise Systems.	Specific depth of knowledge regarding modern enterprise systems and digital ticketing solutions.		
Company Capabilities (Experience in both hardware and software system planning).	Scope of company's technical planning and advisory background.		
Total Technical Offer Score:		70%	

14.2 Financial Offer Evaluation (30%)

The Financial Score evaluates the cost-effectiveness and realism of the bid.

Criteria Section	Assessment Focus	Weight (%)	Comply (Yes / No)
D. Financial Offer Realism & Comparison		30%	
Cost Breakdown and Resource Allocation Realism.	Clarity, justification, and realism of the proposed price per case study and the allocation of expert effort (man-days).	30	
Comparison to Other Bidders Proposals.	Cost Competition: Scores the lowest price bid maximum points, ranking others downward on a percentage basis.		
Total Financial Offer Score:		30%	

14.3 Summary and Final Decision

Metric	Score Achieved	Weight (%)	Weighted Score
Technical Offer Evaluation	/70	70%	
Financial Offer Evaluation	/30	30%	
GRAND TOTAL SCORE		100%	

14.4 Financial proposal cost sheets

Introduction

Bidders are required to submit their financial proposal in a separately bound envelope (sealed envelope). The Bidder will be responsible for delivering the required outputs for the cost quoted. PDTRA will not be responsible for any additional cost due to missing Items from the quote but essential to fulfilling the project requirements. This would result in proposal disqualification and rejection or assumed as Zero cost.

Contents of the Price Proposal

This section outlines required contents of the price proposal of the project. The Bidder may provide a more detailed cost structure than that required below, if they believe that it can clarify their case or justify additional costs, as long as the main required information is provided. The price proposal shall consist of the following:

Cost Summary

This section must provide a comprehensive cost summary including:

Item	Total Cost (JOD) Exclusive of any Taxes
Professional Services Fees for Implementation	
Training	
Travel, lodging and Accommodation	
Any other tasks or item(s) required to completely Provide the quotation for each item in a separate row.	
Total:	
Sales Tax	
Grand Total	

Detailed Cost breakdown – To be provided in Microsoft Excel Sheets Format – Unprotected Documents. The tables shall also be part of the submitted commercial (financial) proposal.

Bid Award Mechanism:

The bid award mechanism includes the following:

- The financial offer of any consultant with a technical score below 70% will be entirely excluded and not opened.
- The scores are distributed as follows:
- Technical offer: according to the technical evaluation model for services/design of the facility (70% of the total score).
- Financial offer: according to the technical evaluation model for services/design of the facility (70% of the total score).
- Final Score = $\frac{70\% \times \text{technical score of the Company}}{\text{Highest technical score}} + \frac{30\% \times \text{lowest financial Value}}{\text{Financial Value of the Company}}$

15. Section II: General Provisions and Conditions for the Contract:

Article (1) – Definitions:

The following words and terms, wherever mentioned in this contract, shall have the meanings assigned to them below. The words referring to individuals or parties shall include companies and other legal entities, unless the context requires otherwise:

- **Government:** The Government of the Hashemite Kingdom of Jordan.
- **Employer:** The party referred to in this contract as the first party, as well as its legal successors, which contracts with the consultant to carry out the services included in the contract, or any other entity authorized by the employer to exercise the powers and responsibilities of the first party, provided that the consultant is notified of this in writing.
- **Employer's Representative:** The person appointed by the employer to follow up on the consultant's work under this contract, who has the powers specified for him by the employer and communicated to the consultant in writing.
- **Consultant:** The office (consulting company) or the consortium referred to in the contract as the second party, which the employer has contracted to perform requested services in accordance with this contract.
- **Services:** Preparation of studies, designs, implementation tender documents, all types of drawings or maps, technical specifications, bill of quantities, general and special conditions as defined in this contract and its appendices.
- **Reference Basis:** The objectives, goals, scope of required tasks, studies, basic data, and information that provide a clear idea about the nature of the required services.
- **Tender Offer:** The offer submitted by the consultant to the employer to carry out the required services under this contract.
- **Acceptance Letter:** The official acceptance from the employer of the tender offer, with any additional conditions agreed upon by both parties before signing the contract, in accordance with the referral decision.
- **Accepted Contract Value:** The total amount mentioned in the acceptance letter for performing the required services according to the contract.
- **Contract Value:** The accepted contract value plus any increases or decreases due to amendments that may occur to the contract.
- **Approval:** Written or verbal approval followed by written confirmation.
- **Contract Duration:** The duration specified in Appendix No. (1/A) of this contract.
- **Work Duration:** The duration specified in the contract for completing the works subject to this contract, including the time required for review and audit by the first party, as well as any justified extensions to the contract duration, measured in calendar days, not working days.
- **Documents:** The documents included in this contract, which are considered part of it.

- **Site:** The lands, places, and areas specified by the employer or designated for carrying out the works subject to this contract, as well as any other places specified in the contract as part of the site.
- **Provisional Sum:** The amount or amounts listed in the summary of fees allocated for spending on any other works or services specified in the contract, with a separate item defined for each in the summary of fees.
- **Others:** Individuals who are not employees.
- **Employee:** An official employee or user, representative, or agent of the employer or any person representing the employer, including those working for government institutions and companies in which the government has a stake.
- **Audit Committee:** A committee composed of specialized employees, or experts assigned from PDTRA, officially appointed by a formal letter from the chief commissioners of PDTRA. Its tasks include auditing studies, designs, and tender documents at all stages, with its meetings held at the PDTRA.

Article (2) – Description of Work within the Contract Scope:

The work includes the provision Comprehensive Digital Infrastructure Assessment Project for the Archaeological City of Petra, according to the Terms of Reference (ToR).

The specified duration for the study is (35) calendar days, including reviews by the employer.

Article (3) – Language and Applicable Law:

- A- Contract will be drafted in both Arabic and English and a dispute arises over interpretation, the Arabic text shall prevail. Project communication and reports can be in English language.
- B- The provisions of the applicable Jordanian laws, regulations, and instructions shall apply to this contract upon its signing, and reference shall be made to them in the implementation of its terms.

Article (4) – Taxes and Fees:

1-The parties to the contract shall be subject to all applicable laws, regulations, and instructions in the Hashemite Kingdom of Jordan concerning taxes and fees unless otherwise stated in the contract.

2-The project subject to this contract is exempt from tax and is included under Development Objective Agreement No. 278-CDCS-JORDAN-FY20-00, dated April 19, 2021, as amended, between the Government of the Hashemite Kingdom of Jordan, acting through the Ministry of Planning and International Cooperation (MOPIC), and the United States of America, acting through the United States Agency for International Development.

3- The bidder must submit their financial offer without the tax percentage, and the tax should be stated separately from the financial offer.

Article (5) – Performance Guarantee:

The consultant, after being notified of the referral decision and before signing the contract, shall provide the employer with a performance guarantee to ensure the provision of required services and the fulfillment of all obligations under the contract for a period exceeding 45 calendar day beyond the contract duration. The guarantee shall be 10% of the accepted contract value, issued by a bank or officially recognized in Jordan financial institution, according to the guarantee form included in Appendix No. (4) of the contract. If an extension of the guarantee is required, the employer has the right to extend it at the consultant's expense for three months, renewable for similar periods based on work requirements. The employer shall release the guarantee after approving the final settlement submitted by the consultant.

Article (6) – Level of Performance:

A- The consultant is committed to exercising due diligence and effort to perform the required duties at the highest professional standards and to employ qualified individuals, each in their area of expertise and experience. The consultant shall inform the employer of the names and experiences of the employees who will provide the required services.

If the employer determines that the professional performance level of the consultant's technical staff does not meet the required standards, the employer must notify the consultant in writing. The consultant must employ new technical staff if necessary to correct the situation and reorganize the working team in accordance with this requirement. The consultant shall consider any comments or requests made by the employer or their representative regarding the provision of the required services subject to this contract.

B- If the consultant fails to provide the technical services at the required level, this shall be considered a deficiency on their part. In this case, the employer has the right to take measures to rectify the deficiency and correct the mistakes after warning the consultant, and these actions shall be carried out in accordance with Article (12) of this contract.

Article (7) – Effectiveness of the Contract, Commencement, Extension of Work Duration, and Delays in Providing Required Services

A-Effectiveness of the Contract: This contract shall become effective upon signature by both parties.

B-Commencement Date: The commencement date shall be determined by a written notice from the employer to the consultant, after the site or parts of the site have been handed over to enable the consultant to begin work. This shall be documented in an official record indicating the readiness of the site and any other obstacles, if present, and shall be signed by the employer or their authorized representative and the consultant.

C- Extension of Work Duration:

1. If the employer requests additional services that justify extending the duration of any phase of the project, or if unforeseen circumstances affect the progress of work, the employer shall discuss the situation with the consultant, and the duration of the contract shall be extended in accordance with these matters.
2. If the employer takes longer than specified in the review schedules mentioned in Article (15) below, the work duration shall be extended accordingly, except for delays resulting from the consultant's failure to perform their duties. The employer shall ensure that review periods are not extended in a manner that adversely affects the consultant; otherwise, the employer shall, upon the consultant's request, assess the damages incurred by the consultant due to the extended review period for compensation purposes.

D- Delays:

3. If the consultant fails to fulfill their obligations to complete all required services under this contract within the specified duration and delays in delivering tender documents, the consultant shall pay a penalty of **(250) two hundred fifty dinars** for each day of unjustified delay. This amount shall be due to the employer, whether or not the employer suffers material damage due to the delay, and the employer has the right to deduct this amount from the consultant's entitlements, guarantees, or withholdings. For the purpose of determining the penalty amount, the total duration of the entire contract and the total delay shall be considered, rather than for each phase individually.
4. The maximum cap for the penalty shall be (15%) of the accepted contract value.

Article (8) – Consultant's Duties:

The consultant shall perform the duties specified in the Terms of Reference outlined in Appendix No. (1) attached to this contract, which is prepared by the employer.

Article (9) – Assignment and Subcontracts:

- A- The consultant shall not assign any part of this contract to a third party or delegate any subcontractor to perform any part of it unless explicitly stated in the contract documents. The

employer has the right to terminate the contract in the event of any such action in accordance with the provisions of Article (12) of this contract.

B- In all cases, the consultant must obtain prior approval from the employer for any subcontractor to perform any work, and must provide the employer with the required information about any proposed subcontractor in terms of qualifications, experience, and competency to carry out such work. The consultant must also present the subcontracting agreement entered into with the subcontractor, and the consultant shall be fully responsible for all services and for any errors or deficiencies resulting from the work of the subcontractor or their employees.

Article (10) – Variations, Adjustments and Additional Works:

A- The employer has the right to request any modifications they deem necessary to the services program, including its type, scope, or amount, or to request additional services. These changes or additions shall not affect the validity of this contract. The fees for additional works resulting from increased project value and the additional time required, as stated in the contract, shall be determined by mutual agreement between the parties in proportion to the nature of the additional works and the fees specified in the contract for different tasks and stages, regardless of the percentage of increase or decrease. If the nature of the works included in these changes and additional tasks requires services that differ from those covered by this contract, then in such cases, the employer and the consultant shall agree on the fees associated with those changes and additional works and the time required.

B- The consultant is obliged to carry out the required modifications after receiving a written order from the employer, and a temporary fee shall be established for the consultant for these modifications until a final agreement on the fees is reached.

Article (11) – Consultant's Default:

(11/A) The consultant is considered to be in default of their duties if any of the following occurs during the execution of this contract:

1. Any unjustified delay in completing the work, duties, and providing the required services.
2. Delivering work that does not meet the standards and practices of the profession or neglecting their duties.
3. Failing to change any of their employees in violation of the instructions specified in Article (6) of this contract.
4. Subcontracting any part of the tasks assigned to them without the employer's approval.
5. Failing to deliver work that meets the project's fundamental requirements.
6. Becoming insolvent or financially incapable, or resorting to a settlement for the benefit of their creditors.

In any of the cases specified in paragraph (11/A) above, the employer has the right to terminate the contract following these procedures:

First: Issue a first warning to the consultant, granting them period of (21) days to rectify the issue.

Second: If the consultant fails to rectify the issue, a second warning shall be issued with an additional (14) days granted to correct the issue.

Third: If the period of the second warning expires without rectification or without serious and convincing actions taken to eliminate the causes of the issue, the employer has the right to terminate the contract and confiscate the performance bond or part of it, and proceed to complete the required services using their own resources or to assign other consultants to perform such services. The consultant will be accounted for the stages approved up to that date, deducted from any differences in fees and costs incurred by the employer to complete the remaining stages, with these differences calculated by the committee.

Article (12) - Termination of the Contract by the Employer:

The employer has the right to terminate the contract at any time for reasons other than those specified in Article (11/A), with payment of the consultant's fees for the completed and approved work of the previous phases in full. The percentage of completed work for the phase during which termination occurs will be assessed, and its value will be paid. The consultant is not entitled to any compensation for the value of the remaining phases that the consultant has not yet started. However, the employer may not terminate the contract under this article to execute the work themselves or through another consultant.

Article (13) - Termination of the Contract by the Consultant:

- A. If the employer does not issue the notice to proceed within (90) days from the date of signing the contract agreement.
- B. If the employer fails to pay the consultant the due instalment after (60) days from its due date.
- C. If the employer becomes insolvent or faces financial difficulties that prevent them from continuing to execute the contract.

In such cases, the consultant must request the employer to issue the notice to proceed or to settle the due instalment within ten days from the expiration of the periods specified in paragraph (A) or (B) above. If the employer fails to issue the notice to proceed or to settle the consultant's due instalment within these ten days, or if the employer becomes insolvent as per paragraph (C) above, the consultant has the right to terminate the contract and seek appropriate compensation resulting

from the employer's breach of the contract. The contract will not be reinstated unless agreed upon by both parties.

Article (14) - Responsibilities of the Employer:

1. Provide the preliminary requirements, information, and documents available to the consultant, including recent land plans and aerial photos. However, the employer is not obligated to provide any plans or documents that the consultant is contracted to obtain, provided that the tender invitation includes a statement of the information and documents available to the employer.
2. Deliver the project site with all its boundaries or in a manner that allows the consultant to begin their tasks for preparing studies and/or designs.
3. Appoint a suitably experienced employee or expert to represent the employer for coordination between them and the consultant, assisting the consultant in obtaining the aforementioned information.
4. Assist the consultant in facilitating their tasks in obtaining entry permits or work and residency permits for any of their employees whose employment requires such contracts.
5. Ensure that the consultant receives the payments due to them on the specified dates according to this contract.

Article (15) - Phases and Durations of Work:

The consultant and the employer, each according to their responsibilities, shall adhere to the timeline specified in Appendix (2/A) of these terms, according to the phases outlined in this schedule for providing services for the works included in this contract. It should be noted that if the consultant delivers work for any phase at an inadequate level and significant modifications and remarks are required, the time needed to address these remarks will be considered part of the period allocated to the consultant according to the timeline, and they must compensate for this in subsequent phases. Additionally, if the employer deems that these remarks do not allow progress to the next phase, they may prevent the consultant from proceeding until these remarks are addressed. The consultant will incur a delay penalty if these remarks are not compensated in the subsequent phases, as stated in Article (7/D). The employer must also specify the duration within which they will review the work of the various phases, after which the work will be considered approved if the consultant is not notified of the employer's remarks.

Article (16) - Consultant Fees:

- A. The consultant shall receive fees for the design and preparation of tender documents for all works included in this contract according to the percentages specified in Appendix (2/B) of these terms.
- B. The employer shall pay the consultant's interim dues within (30) days from the date of submission of the payment certificate, and in the case of the final payment, within (60) days from the date of its submission, based on a payment certificate provided by the consultant to the

employer. If the employer delays the payment of the due instalments within the periods mentioned in this paragraph, the employer shall pay the consultant the legal interest on all unpaid amounts, starting from the expiration of the specified payment deadline.

Article (17) - Dispute Resolution between the Employer and the Consultant:

Any dispute or disagreement arising from this contract shall be resolved in one of the following ways:

(18/1) - Amicable Settlement:

A. If either party issues a notification expressing its desire to settle the dispute amicably, the other party must send a written response to the notifying party within (14) days from the date of receipt of the notification, either accepting or rejecting the invitation for amicable settlement.

B. The procedures for amicable settlement shall commence when the other party agrees to accept the invitation for amicable settlement.

C. If the other party rejects the amicable settlement or fails to send any response within the (14) days specified in paragraph (A) of this section, the request for amicable settlement will be considered as if it never existed, and either party may then initiate arbitration proceedings.

D. The amicable settlement shall be conducted by one or more mediators with experience in the same field of work as this contract, as agreed upon by both parties. If they cannot agree on the name(s) of the mediator(s), they may agree that a person or institution will appoint the mediator(s).

E. At all stages of the amicable settlement, the mediator may request from either party any necessary information, facts, reasons, documents, and any other evidence. The mediator should assist both parties in reaching an amicable resolution in a manner characterized by independence and neutrality, guided by principles of objectivity, integrity, and fairness.

F. Both parties and the mediator must maintain confidentiality regarding the amicable settlement procedures, including the settlement agreement, except where publication is necessary for implementation and enforcement purposes.

G. If the parties reach an agreement to settle the dispute amicably, they shall prepare and sign the agreement, which will become binding upon both parties after signing.

H. The amicable settlement procedures shall terminate upon the signing of the agreement by both parties, or after (30) days from the acceptance by both parties to proceed with amicable settlement procedures without reaching an agreement on the mediator, or after (60) days from the date of agreement on the mediator or from the date of their appointment without reaching a settlement,

or by a written notice issued by the mediator indicating that there are no grounds to continue the amicable settlement efforts, or by a written notice from either party to the other and to the mediator terminating the amicable settlement procedures. In all cases, the mediator shall submit a report detailing all the facts and evidence related to the dispute during their mediation efforts to both parties along with minutes of the mediation sessions.

I. Neither party may initiate any arbitration or judicial proceedings during the amicable settlement procedures.

(18/2) - Arbitration:

In the event that an amicable settlement is not reached in accordance with the provisions of Article (19-1) above, then the dispute shall be resolved through arbitration in accordance with the applicable Jordanian Arbitration Law.

Article (19) - Amendment of Legislation:

A. The consultant shall be compensated for any additional amounts that it is required to pay to the state treasury as a result of amendments to legislation or the imposition of any new fees or taxes after the deadline for submitting bids.

B. If there is an official reduction in any of the fees and taxes mentioned in paragraph (A) above after the deadline for submitting bids, the first party shall have the right to deduct these reductions from the consultant's entitlements.

Article (20) - Judicial Notifications:

There is no need for the exchange of judicial notifications between the two parties to exercise any of their contractual or legal rights. Any registered letter sent by either party to the other at the address specified in this contract shall be considered a judicial notification in all cases.

Article (21) - General Provisions:

A. The consultant must adhere to the program of requirements and the estimated cost when preparing the project documents or requested services.

B. All plans or maps, tender documents, and information related to this project are the property of the employer, and the consultant may not dispose of them in any way without the prior written consent of the employer.

C. If any error or deficiency is discovered in the plans or tender documents, whether during the preparation phase or the actual execution phase of the project, the consultant must correct the error or complete the deficiency promptly and without compensation.

D. The consultant is required to present a general overview of the studies in the first and/or second phases.

F. **Titles:** The titles contained in this contract do not form part of it and shall not be considered when interpreting the terms or content of the contract.

G. **Singular and plural:** The singular form shall apply to the plural and vice versa as dictated by context.

H. The employer shall express approval or disapproval of the different work phases as follows:

1- Approval without any conditions.

2-Conditional approval accompanied by notes allowing the consultant to proceed to the next phase, provided these notes are implemented in the next phase. In this case, a percentage not exceeding 10% of the payment due for this phase shall be withheld until the required notes are completed in the subsequent phase.

3-Disapproval of the phase with sufficient reasons justifying the rejection.

I. Sales Tax: The project subject to this contract is exempt from tax and is included under Development Objective Agreement No. 278-CDCS-JORDAN-FY20-00, dated April 19, 2021, as amended, between the Government of the Hashemite Kingdom of Jordan, acting through the Ministry of Planning and International Cooperation (MOPIC), and the United States of America, acting through the United States Agency for International Development. and the bidders must submit their financial offer without the tax percentage, and the tax should be stated separately from the financial.

J. The local consultant is required to fill in the attached tables (1, 2, 3) related to institutional status, heads of specialties, their assistants, and the extent of commitment. Any consultant failing to complete these tables shall have their submission rejected.

K. The conditions for qualification and technical evaluation specific to this project shall be determined by the special conditions (if requested).

L. The employer has the right to verify, in any manner it deems appropriate, the accuracy and validity of the information and documents provided by the consultant.

M. The consultant shall assist PDTRA in preparing the necessary reports related to the plans derived from these studies and this project.

Article (22) - Acknowledgment of Settlement:

Upon submitting the final payment statement, the consultant must provide the employer with an acknowledgment of settlement confirming that the final payment statement constitutes the full and final settlement of all amounts owed to him under the contract. The acknowledgment of settlement shall not be valid until the consultant has received the amounts owed to him under this payment.

Article (23) - Notifications:

Notifications and correspondence issued by the employer to the consultant, and those communicated by the consultant to the employer in accordance with the provisions of the contract, shall be delivered either by registered mail, deposited at the main office of each party, or sent to any other address designated by each party for this purpose, which is specified as follows:

Employer's Address:

Consultant's Address: