
THE PETRA DEVELOPMENT AND TOURISM REGION AUTHORITY (PDTRA)



سلطة اقليم البترا التنموي السياحي

Petra Development & Tourism Region Authority

Request for Proposal

Development of the Petra Region Investment Map

RFP No:14 /2014

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1. Introduction

1.1. Preamble

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 main objectives of PDTRA are:

1. Administrate and supervise the Petra Region.
2. Manage and develop the tourism industry in Petra and coordinate with national and international entities that are related to the economic sector.
3. Provide a desirable investment environment to engage in various economic activities.
4. Contribute to the development of comprehensive strategies for the protection, maintenance and restoration of archaeological sites, in coordination with the Department of Antiquities.
5. Identify the areas and sites of heritage value in the region, which can be used for tourism purposes.
6. Enhance the social status for the local committee and private institutions, and provide support to the traditional crafts projects and the tourism industry.
7. Protect the environment in the region, including water resources, natural resources and biodiversity, by setting the standards, rules and regulations.
8. Develop plans for human resource development

PDTRA hereby invites qualified bidders to submit a proposal for the provision of services in accordance with the instructions, terms and conditions described herein and defined in this Request for Proposals for the "**Development of the Petra Region Investment Map**" assignment. Participating bidders should have in-depth knowledge and documented experience of conducting similar evaluations and pre-feasibility studies and a good understanding of the key issues in relevance. Proposals should be comprehensive, and detailed. PDTRA is seeking capabilities which will ensure that the objectives of the assignment are achieved effectively.

1.2. RFP Information

This Request for Proposal is being issued by PDTRA, soliciting the services described herein. Please read through this entire document carefully as it contains important information on how to submit your bid. Any questions pertaining to the RFP should be submitted **via email: Hassan Mohammed Al lawama Director Of Investment in PDTRA Email: hlawama@pra.gov.jo Tel:0096232157093 extension 159**

Submission of Proposal

Proposals must be prepared and submitted to PDTRA according to the guidelines set forth in this document including:

Two copies of the completed Technical and Financial Proposals shall be delivered to the PDTRA Offices, Attention:

Contact Name Att.: Mr. Nahar Rawadiah

The Petra Development and Tourism Region Authority

Head of tender & Procurement Division

Wadi Mousa, Jordan

Fax: +962 (3) 2154137

Tel: +962 (3) 2157093

E-mail: n.erawadieh@pra.gov.jo

- The Technical Proposal should be provided in both hard (paper) and soft (electronic) versions.
- Proposal Should be provided both English and Arabic language

Schedule of Events:

Event	Date	Time
RFP Release Date	Sunday , 21 September 2014	
Deadline to receive written inquiries	Sunday 28 September 2014	12:00 PM
Deadline to answer written inquiries	Monday , 29, September 2014	03:00 PM
Deadline for submitting proposal	Wednesday , 1 st of October 2014	12:00 PM
Tender opening session	Wednesday , 1 st of October 2014	01:00PM
Awarding	Wednesday 15 October 2014	03:00 PM

Type of Contract

The contract of this RFP will be in the form of a Fixed Price Contract, based on the unit price calculation

Currency

Offers must be presented in JODs "Jordanian Dinars".

SHOULD ANY CHANGES IN THIS SCHEDULE OCCUR, ALL BIDDERS WILL BE NOTIFIED.

2. The Assignment

2.1. Background

PDTRA believes that the population the Petra Region may generally benefit from growth-enhancing instruments, specifically distributed investments through which new assets are created and distributed among all the Region.

From a national perspective, The National Agenda through its Investment Development Theme aims to improve the investment environment in Jordan and to increase the participation of the SME's (small and medium enterprises) within the economy hence absorbing the human capital available throughout the kingdom. In addition, PDTRA is inspired by His Majesty King Abdullah II vision towards achieving an even sustainable development in all Jordanian governorates which is translated into consecutive and regular visits to different Regions in the Kingdom.

At this stage, PDTRA is looking to create investment opportunities with emphasis on promoting SME's in the Petra Region to address the needs of the local environment in the Region.

This RFP is for creating an investment map for the Petra Region.

PDTRA recognized the need for identifying and creating prime and economically feasible projects in the Petra Region to provide potential small to medium investors with a guided head-start for investment to mutually benefit investors

PDTRA is therefore seeking the services of professional firms for the establishment of "Development of the Petra Region Investment Map" to help in promoting the targeted Region to the local and international market, providing investors with exceptional ideas, comprehensive studies and solid facts presented as business opportunities to enable the targeted Region to progress and transform into business attracting Region. The opportunities are to be presented as economically feasible projects based on pre-feasibility studies .

The suggested size of investment size per project (to be proposed by the winning bidder) will range from 50,000 to 5,000,000 JOD. In addition, the project will follow a bottom-up approach rather than top-down approach by focusing on engaging local communities and stakeholders in the Region in the ideation and development of investment opportunities.

2.2. Objectives

Establishment of **the Petra Region Investment Map** as a means for creating and attracting small to medium investments to the region in order to contribute to their local socio-economic development through:

- Conducting a comprehensive Region-wide analysis “**Petra Region Profile**” covering the sectors in which Petra maintains a competitive and comparative advantage and represents an attractive and reliable reference for small to medium investors.
- Ideation of prime unique projects and exploring their potential through, **Pre-Feasibility Studies**, to be used in attracting and guiding small to medium investments, benefiting the targeted investors. The final list of proposed studies needs to include economically feasible opportunities.

3. Description of Services

3.1. Scope

A comprehensive and thorough analysis of the Petra region covering economic, political, environmental and demographical aspects; identifying relevant statistics and examining current and recent events, in addition to mapping tables of key economic indicators.

An analysis of Petra’s business environment is also required to determine the market’s general characteristics and highlight strategic sectors and their dynamic potentials, current status, and future trends.

Growth opportunities are to be translated into feasible projects through preparing **15 pre-feasibility studies**. The suggested investment size for each project will range from 50,000 5,000,000 JOD each.

The bidder is required to prepare a shortlist of at **25** potential project opportunities. The bidder must establish clear criteria for evaluating each potential project opportunity (such as demand for the product/service, competition, labor availability, training requirements, use of locally sourced inputs, exportability of product and other criteria). The criteria will be used to select the projects which will be further studied and converted into feasible investment opportunities through the preparation of pre-feasibility studies. PDTRA will work jointly with the bidder to approve the criteria and the shortlist of opportunities.

Each pre-feasibility study will include: a summary of the study, introduction of PDTRA, Jordan’s economy, Petra Region Profile, project description, market study, technical study, financial study, regulatory aspects, and detailing the expected benefits to the investors and beneficiaries within the project’s lifetime, and the contribution of these options to the socio-economic development of the region.

3.2. Anticipated Approach

It is expected of the bidder undertaking this assignment to follow a methodology incorporating the following:

- Thoroughly reviewing the economic activity and investments in the targeted region; this entails a study of the types and sizes of businesses, sources of financing, types of jobs, etc.
- Conducting comprehensive **Regional Profile** utilizing multi-source information and covering the different industries and sectors. The analysis should entail conducting **field surveys** and in-depth **desk research** to gather as much primary and secondary source data as possible in addition to studying and reviewing available reports and studies to identify market trends and developments in the targeted region.
- Holding **focus group sessions** with local stakeholders (municipalities, chambers, local investors, and other related organization) in the region along with the PDTRA management team for the purpose of evaluating and selecting of projects ideas the best suit the local needs. The bidder is expected to prepare minutes of meeting and share all notes or materials produced or gained through these meetings with PDTRA.
- Studying the extent to which the proposed projects are coherent with the region's economic and social environments and addresses the economic and/or social demands. Furthermore, where possible, proposed projects should build upon the governorates/region's development program (prepared by the Ministry of Planning and International Cooperation) in addition to the Regional Master Plan prepared by PDTRA.
- Bidder is expected to create clear and logical criteria to evaluate proposed projects against. The criteria and the proposed projects must be approved by PDTRA.

3.3. Deliverables

Based on the identified scope, and to meet the set objective of this assignment, the following key deliverables are to be submitted to the management of PDTRA consecutively during the phases of the assignment and as per the submitted work plan:

1. **Petra Region Profile**, illustrating the detailed results of the analysis conducted including all data and indicators related to the socio-economic environment (such as population, income, and education) and infrastructure, along with the utilized methodologies and tools. Methods of analysis should include SWOT and PESTLE on a sectoral level; and Porter's Five Forces and Supply Chain/Value Chain Analysis on an industry level. The analysis needs to provide trends on development and growth, in addition to providing insight to the future direction which is envisioned based on the analysis, and how investors can capitalize on such trends. A local market scan is essential, describing the number, types, and sizes of companies in each sector, as well as a list of the major market players, in addition to labor force analysis. This detailed analysis will be the basis on which the deliverables below will be built upon.
2. **Potential Projects Ideas**: identifying at least 25 potential projects to be classified per sector and size, which aim at generating mutual benefit for the investor and the Region. These projects should make use of existing Petra Region strengths; such as specialized labor, educated human capital, infrastructure, industry linkages, proximity to borders, etc.; and present a unique and unexploited opportunity to the investor. These briefs will be included in promotional material.

The bidder is required to confirm the choice of projects with PDTRA before moving forward.. The ideas need to be creative and novel in order to generate interest and spur investment.

3. **Pre-Feasibility Studies**: preparing comprehensive and economically feasible pre-feasibility studies for 15 most attractive projects identified in deliverable (2) above. A sample of suggested contents follows:
 - Project Summary
 - Investment Climate
 - i. Economic Performance
 - ii. Business Conditions
 - iii. Medium to Long – Term perspective
 - Market Opportunity
 - i. Product/Service Offering
 - ii. Market Demand
 - iii. Market Supply
 - iv. Business Model / Concept
 - v. Marketing Strategy
 - vi. Sales Forecast

- Resources
 - i. Project Size
 - ii. Human Resources
 - iii. Raw Materials and Production Requirements
- Project Profitability
 - i. Investment Cost
 - ii. Project Profitability
- Financial analysis
 - i. Projected Net Income statement
 - ii. Projected Corporate Cash Flow
 - iii. Work Excel Sheet including financial model
- Risk Assessment
 - i. Sensitivity Analysis
 - ii. Risk review

The bidder is invited to add or change the above items in order to improve the substance and quality of the study. **The bidder is required to provide PDTRA with the financial model used for each study in a formula-linked spreadsheet.**

4. Designed and printed brochures that **include** Petra Region Profile prepared in deliverable this brochure will serve as a promotional tool which will be shared with potential investors to highlight the strengths of Petra Region and list the potential project opportunities identified in deliverable the design of the brochure must be first approved by PDTRA. The bidder will provide PDTRA with **2000 printed copies** as well as the electronic version of the brochure in **PDF and All format.**
5. All outputs should also be submitted in electronic form (**CD's**) as well.
6. All deliverables are to be prepared in the (**English and Arabic language**).

3.4 Schedule

The duration of the whole Development of the Petra Region Investment Map should **NOT** exceed **5 months** from the date of signing the contract.

All deliverables must be delivered to **PDTRA** based on the below schedule:

Development of the Petra Region Investment Map (weeks 1 – 20)

- Proposed work plan by bidder for the roles, activities and deadlines by the end of the 1st. The work plan will also include PDTRA's role in reviewing each deliverable.
- The first draft of Petra Region profile to be completed by the 4th week.
- Project ideas to be completed by the 5th week.
- First draft of the pre-feasibility studies to be completed by the 14th week, with studies being reviewed as soon as they are completed throughout the period.
- Completed design and print sample of the Petra Region Profile Brochure by the end of the 15th week.
- Delivery of the 2000 printed brochures by the end of the 17th week.
- Delivery of the final pre-feasibility studies by the end of the 18th week.

4. Format of Proposal

4.1. General

4.1.1. Proposals must be submitted in Arabic and English language.

4.1.2. All resumes and past project experience shall be included in an attached appendix.

4.1.3. Any information additional to the primary requirements of this RFP and considered necessary shall be provided in a SEPARATE section of the proposal with appropriate referencing. The Technical and Financial Proposals are to be submitted in the format outlined below.

4.2. Technical Proposal

4.2.1. Table of Contents

There must be a table of contents outlining the sections and sub-sections in the proposal including supporting documents and literature.

4.2.2. Cover Letter

The cover letter must include the following:

- Company name, address, telephone number, fax number and e-mail address.
- Name of person(s) who will be the principle contact authorized to make commitments for the bidders.
- Statement declaring the accuracy and completeness of ALL information provided in the RFP including commitments and compliance of conditions and terms by the bidders.

4.2.3. Executive Summary

A summary of the proposal with emphasis on the following:

- Summary of company profile.
- Summary of the proposed solution and its key features.

4.2.4. Detail Technical Proposal Outline

The Technical Proposal shall be organized according to the following outline:

- **Introduction**
- **Approach:** The bidders are requested to restate their understanding of the assignment scope and the design philosophy and the approach that they will adopt to meet the PDTRA assignment needs. A detailed outline of the anticipated scope of services, methodology, deliverables and implementation timeframe should be included. Proposed services, technology choices and recommendations should be made and illustrated in this section too, as appropriate, as well as highlighting other tasks the bidders deem necessary to guarantee successful implementation of the assignment.
- **Proposed project management methodology:** the bidder shall describe the project management methodology to be undertaken in the project in order to meet the schedule as well as the quality requirements of the assignment. The project management methodology shall include but not limited to a chart of the team structure of the proposed team highlighting the name of each member, the general role of each member, resumes (representing the specializations and experiences and period of experience is mandatory) of each member of the project team, including subcontractors.
- **Project Plan:** the bidder must prepare a Project Plan describing, among other things, the methods and human and material resources that the bidder proposes to employ in the design, management, coordination, and execution of all its responsibilities as well as the estimated duration and completion date for each major activity starting from the WORK start date, up to the final project completion. The project plan must also address the project milestones and the type of documentation/reports.
- **Deliverables:** list, major components and schedule showing specific dates of delivery.

4.3. Financial Proposal

PDTRA holds the right to break up the implementation of the project, subject to the availability of funds. The financial proposal should be organized according to the following elements.

4.3.1. Cover Letter

The cover letter must include the following:

- Company name, address, telephone number, fax number and e-mail address.
- Name of person(s) who will be the principle contact authorized to make commitments for the bidder.
- Statement declaring the accuracy and completeness of ALL information provided in the RFP including commitments and compliance of conditions and terms by the bidder.

4.3.2. Format of Financial Proposal

The financial proposal should clearly state all costs chargeable, **including all professional fees, taxes, and estimated expenses.** The costs should also be broken down into fixed and variable (time and material) portions, if applicable. It should also include a billings schedule according to the key milestones of the assignment.

4.3.3. Terms and Conditions

The bidders are required to state whether its terms and conditions are in accordance with those stated in this RFP, which has financial implications. Should deviations arise, the bidders should state the differences and provide explanations. The bidders are also encouraged to provide any additional information that may make its Financial Proposal more favorable.

4.4. Capability Statement

4.4.1. Background, History and Profile

Bidders are required to supply the PDTRA with a brief history of their organization and its profile. This should include its size, areas of expertise, and any other pertinent information, marketing tools, brochures and others.

4.4.2. Track Record

Bidders are required to include their track record of undertaking similar projects both in size and nature, and references of suitable clients with contacts expressing their solid experience in the relevant areas. Bidders must submit at least **THREE work samples in Arabic** for previous prefeasibility studies conducted within the last three years and are encouraged to submit at **least one economic report** (Arabic or English) which demonstrates their ability to survey, gather, analyze and present economic data.

4.4.3. Bidders' Capacity

Bidders should provide a description of the professional staff (consultants) available for the assignment (free and stationed or can be mobilized to Amman immediately) highlighting numbers, seniority levels, and a brief description of each member capabilities and relevant experience (all detailed CV's should be included in an Appendix). This also applies for sub-contractor team.

5. Implementation Requirements

5.1. Point of Contact

The bidder shall nominate an executive from within its organization, who shall be a full-time employee of the organization and not from within any subcontracted entities (if exist), to be the project manager. This appointment shall be the single formal point of contact between the bidder and PDTRA.

5.2. Monitoring and Reporting

Throughout the duration of the assignment, the bidder shall prepare and submit the following documents that will enable PDTRA to monitor work progress and mitigate any risks or issues.

5.2.1. Bi-Monthly Status Report

Report outlines progress made against scheduled objectives and documents significant events that occur. Topics covered shall include, but shall not be limited to quality of deliverables, recommended improvements, other assignment activities, meetings

attended, obstacles encountered, milestones reached with a brief synopsis of the items covered at each meeting and other significant events.

The bidder shall propose the appropriate format for the bi-monthly status report.

5.2.2. Minutes of Meetings

Minutes of meetings shall document relevant information from every assignment-related meeting concentrating on decisions taken and actions recommended.

The bidders shall submit a draft of meeting minutes and update the agreed amendments. After the minutes have been agreed upon and signed by parties concerned, decisions recorded therein shall be binding on parties concerned. At a minimum, the meeting minutes shall include the meeting subject, a list of attendees and organizations represented, items discussed, agreements reached and actions to be taken.

These minutes are to be submitted to PDTRA within two working days of the meeting.

The bidder shall propose the format for the meeting minutes.

5.2.3. Management Reports

Management Reports may be requested as and when required. PDTRA and the bidder will jointly decide the format.

6. Evaluation

All responses to this RFP will be evaluated technically and financially and the winning proposal will be selected on the basis of “best value” in terms of technical superiority as well as cost effectiveness. Technical and Financial Proposals shall be reviewed by a selection committee from PDTRA and evaluated in accordance with the following procedure:

The bidders' proposals shall be thoroughly evaluated according to the following evaluation elements in addition to the scoring system, which will identify point-based evaluation of bidder. The overall evaluation conclusions are based on the following elements illustrated in the table below:

Bidder's Experience and Record of Past Performance in Delivering Similar Services	20
Organizational structure and capability	8
Experience in similar work	6
Previous experience working with the government	3
Extent to which work would be subcontracted	3
Bidder's Proposed Solution and Ability to Deliver the Indicated Service in Accordance with the Specifications in the RFP	35
Degree which bidder understands the task and the complexity involved	5
Have the important aspects of the project been addressed in sufficient detail	6
Is the framework adopted appropriate for the task (type of analysis, statistical methods, etc.)	6
Is the scope of work well defined and corresponds to the TOR	5
Is the presentation clear and the sequence of activities and the planning logical, realistic and efficient for implementing this project	6
Is the pre-feasibility study suggested content and methodology thorough, robust, and professional	7
Proposed Personnel Qualifications and Experience	15
Relevant previous experience	7
Availability of sufficient high quality consulting personnel	4
Education	2
Professional Training	2
Cost Reasonableness and Competitiveness	30
Bidder's acceptance of PDTRA's contractual terms and conditions	Compulsory

Total achieved score for the overall evaluation is 100, which shall be utilized to identify the awarded bidder; nevertheless, the two separate sealed Technical and Financial Proposals will be opened separately.

The Technical Proposal shall be evaluated first. The maximum attainable technical score is 70 points. The minimum score for technical qualification is 50/70 points. Only those bidders with qualifying Technical Proposals will have their financial offers opened. Financial offers of disqualified bidders will not be opened and will be returned.

The final score will be calculated according to the following equation:

Final score = 70% * (technical score of the bidder) / (the highest technical score between all bidders) + 30 * % (lowest financial offer between all bidders) / (financial offer of bidder)

Where 70% represents the weight given to the technical proposal and 30% represents the weight of the financial proposal. (70% + 30% = 100%).

7. Terms and Conditions

7.1. General Terms & Conditions

The following terms and conditions are not negotiable and all bidders shall comply by them.

7.1.1. The bidders are required to comply with all the instructions, procedures, terms and conditions described in this document. Failure to do so may cause the proposal to be disqualified and rejected.

7.1.2. Bidders must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Answers shall be provided to specific questions in a clear and precise manner and must refer, where appropriate, to the page or paragraph number in supporting manuals, documentation or brochures. Any proposal, which does not fully and comprehensively address this RFP, may be rejected. However, unnecessary elaborate brochures or other presentations beyond that deemed sufficient to present complete and effective Proposals are not encouraged.

7.1.3. Where the bidders are unwilling to accept certain conditions of the RFP Specifications, this non-acceptance must be clearly stated in the proposal.

7.1.4. This is a RFP document only, and in no way obligates PDTRA to award any contract. This solicitation is subject to the detailed Terms of Contract and the resultant award will be governed by these specific Terms of Contract detailed hereto.

7.1.5. PDTRA reserves the right to amend or delete any part of this RFP or any document forming part of this RFP at any time without prior notice in order to give effect to any change in policy or to correct any error, omission, ambiguity or inconsistency that may arise after the issuance of this RFP. In the event of any amendments to this RFP document, all bidders will be notified accordingly.

7.1.6. PDTRA reserves the right to approve each member of the project team and the right to approve the replacement of any project team member (including subcontractors).

7.1.7. Following submission of the proposals and their final evaluation, PDTRA reserves the right to retain unsuccessful proposals and all related attachments. It is the responsibility of the bidders to identify any information of a confidential or proprietary nature contained in its proposal so that it may be handled accordingly.

7.1.8. Bidders must adhere strictly to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirement stipulated in this Request for proposals document will be accepted unless approved in writing by the PDTRA.

7.1.9. This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the bidders and not as an acceptance by the bidders of any proposal by the PDTRA. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the PDTRA and by the successful bidders chosen by the PDTRA.

7.1.10. At the completion of the assignment, bidders shall provide PDTRA with four hard copies and one soft copy of each of the completed deliverables. Deliverables shall be submitted in English and Arabic languages; where soft copies are to be submitted in word format, integrating -where needed- both excel sheets and graphs.

7.2. Financial Terms

Bidders should take into consideration the following general financial terms when submitting their proposals:

7.2.1. All prices should be quoted in Jordanian Dinar.

7.2.2. The price quotes shall be free of any tax (such as sales tax/VAT tax), duty and any other Governmental taxes. **Such taxes should be itemized separately and included in the financial offer.**

7.2.3. Upon the selection of the bidders, a fixed price contract consistent with the proposal submitted and this RFP will be established.

7.2.4. Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations.

7.2.5. Price quotes shall include any necessary service to be provided by the selected bidders (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfillment of the contract, as well as any other expenses incurred by the selected bidders, e.g. travel, accommodation, daily subsistence, telecommunication, postal charges.

7.2.6. The proposal shall be signed by the bidders (a person or persons) duly authorized to bind the bidders to the contract. The latter authorization shall be indicated by dully-legalized power of attorney. All of the pages of the proposal, except to unamended printed literature, shall be initialed by the person or persons signing the proposal.

7.2.7. In no case may the selected bidders invoke a hiatus or an oversight in the description of the work components in the tender documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

7.3. Legal Terms

Bidders should take into consideration the following general legal terms when preparing their proposals:

7.3.1. All aspects of this RFP through and including any contracts that may result shall be governed by the laws of the Hashemite Kingdom of Jordan (HKJ).

7.3.2. Bidders shall not submit alternative proposal(s). Alternative proposals will be returned unopened or unread. If the bidders submit more than one proposal with no clear identification on the sealed envelope(s), the entire submission will be returned to the bidder and the bidder will be disqualified.

7.3.3. PDTRA will reject a proposal for award if it determines that the bidders have engaged in corrupt or fraudulent practices in competing for the contract in question.

7.3.4. The proposal shall remain open and valid for a period of at least 90 days from the designated closing date indicated for receipt of proposals in the RFP. It must be stated in submitted proposal that it will remain valid for this period. Once a proposal is accepted during this period, the price quoted in the proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

7.3.5. PDTRA may solicit bidders' consent to an extension of the proposal validity period. The request and responses therefore shall be made in writing or by fax. If bidders agree to prolong the period of validity, the proposal validity shall also be suitably extended.

7.3.6. PDTRA reserves the right to cancel/withdraw this RFP without providing reasons and with no legal or financial implications to PDTRA.

7.3.7. PDTRA reserves the right to disregard any proposal which is not submitted in writing by the closing date of the RFP. An electronic version of the Technical Proposal will only be accepted if a written version has also been submitted by the closing date.

7.3.8. PDTRA reserves the right to disregard any proposal which does not contain the required number of proposal copies as specified in this RFP.

7.3.9. In case of discrepancies between the hardcopy and the softcopy of the proposals, the hardcopy will be considered the official copy.

7.3.10. PDTRA reserves the right to enforce penalties on the winning bidders in case of any delay in delivery defined in accordance with the terms set in the signed contract.

7.3.11. PDTRA takes no responsibility for the costs of preparing any proposals and will not reimburse any bidders for the cost of preparing their proposal whether successful or otherwise.

7.3.12. Bidders are responsible for the accuracy of information submitted in their proposals. PDTRA reserves the right to request additional original copies of any relevant documents submitted for review and authentication prior to awarding the contract.

7.3.13. The bidders may modify or withdraw its proposal after submission, provided that written notice of the modification or withdrawal is received by PDTRA prior to the deadline prescribed for proposal submission.

7.3.14. A withdrawal notice may also be sent by fax, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of proposals.

7.3.15. The notice of withdrawal shall be addressed to PDTRA at the address in this RFP, and bear the contract reference.

7.3.16. No bidders shall contact PDTRA or their employees on any matter relating to this proposal after the official closing date and to the time the contract is awarded. Any effort by bidders to influence PDTRA and its employees, in the proposal evaluation, proposal comparison, or contract award decision will result in rejection of the bidders' proposal.

7.3.17. If at any point of time within the duration of the assignment, the bidders fail to meet the requirements of this RFP, PDTRA has the right to withdraw the assignment and all related payments as well as penalize the bidders for such contract requirements breaches by as much as PDTRA sees appropriate.

7.3.18. PDTRA reserves the right to the full use of the project's deliverables which are therefore considered copyrighted and PDTRA's intellectual property.

7.3.19. This Request for Proposals shall be incorporated in any contract resulting from it and shall form a part of the contract document.

8. Negotiations

8.1. Prior to the expiration of the validity of the proposal, PDTRA shall notify the successful company that submitted the highest scoring proposal in writing and will invite for contract negotiations. PDTRA reserves the right to invite the second ranking company for parallel negotiations.

8.2. Negotiations will normally take from three to five days. The aim is to reach agreement on all points as defined in this document and to finalize a draft contract by the conclusion of negotiations to be reviewed and signed by both parties. Upon failure to reach agreement on the contents of the contract as stipulated in this document, PDTRA has the right to terminate the negotiations and invite the next best rated company for negotiations.

Appendix to Tender

Project:

Tender No: -----

Item	Clause No.	Data
The Employer's Name: Address:	1/1/2/2 and 1/3	PDTRA
The Contractor's Name: Address:	1/1/2/3 and 1/3	
Tender Guarantee	Instructions	(5%) Jordanian Dinars
Time for Completion of the Works	1/1/3/3	(150) Calendar Days from the date of Signing the contract
Governing Law	1/4	Jordanian Laws in effect
Ruling Language	1/4	The Arabic Language
Language for Communications	1/4	The Arabic Language
Time for access to the Site	2/1	(7) Days after Commencement Date
Amount of Performance Guarantee	2/4	(10%) of the Accepted Contract Amount
Quality Assurance System	4/9	Not Required Required
Time for Commencement of Works after Commencement Date	8/1	(15) Days, this period is considered included in the Time for Completion
Amount of Delay Damages	8/7	(100) JD per each delay day
Maximum amount of Delay Damages	8/7	(15%) of the Accepted Contract Amount
Bonus for Early Completion	8/13	(-----) JD per each early day