



MINISTRY OF DIGITAL ECONOMY AND ENTREPRENEURSHIP

REQUEST FOR PROPOSAL (RFP)

RFP NO

TECHNICAL SUPPORT AND MAINTENANCE FOR JORDAN INTEGRATED AGRICULTURAL  
MANAGEMENT INFORMATION SYSTEM (JIAMIS)

Proposal Deadline: 26/5/2025

RFP NO: 16 eGovt 2025

## Table of Contents

INTRODUCTION.....	5
1.1 OVERVIEW .....	5
1.2 RFP Organization .....	6
2 PROJECT DEFENTION AND DESCRIPTION .....	7
2.1 CURRENT SITUATION .....	7
2.1 PPROJECT DESCRIPTION.....	7
2.1.1 PART ONE : SUPPORT AND MAINTENANCE SERVICES .....	7
Severity Levels .....	8
2.1.2 PART TWO : MODIFICATION .....	10
3 SCOPE OF WORK.....	11
3.1 SUPPORT AND MAINTENANCE.....	11
Compliance Table .....	13
4 ADMINISTRATIVE PROCEDURES AND REQUIREMENTS.....	15
4.1 Bidder Qualifications .....	15
4.2 RESPONSE PROCEDURES .....	15
4.3 RESPONSE FORMAT.....	15
4.4 RESPONSE SUBMISSION .....	17
4.5 RESPONSE EVALUATION.....	18
4.6 FINANCIAL TERMS .....	18
4.7 LEGAL TERMS.....	19
4.8 CONFLICT OF INTEREST .....	26
4.9 SECRECY AND SECURITY .....	26
4.10 DOCUMENT PROPERTY .....	26
4.11 REMOVAL OR/AND REPLACEMENT OF PERSONNEL.....	27
4.12 Other project-related terms .....	27
5 ANNEXES.....	28
ANNEX 1: JIAMIS SYSTEM WORKFLOW AND TECHNICAL SPECIFICATIONS .....	29
ANNEX 2: TECHNICAL AND FINANCIAL PROPOSAL RESPONSE FORMAT (attached) .....	33
ANNEX 3: SAMPLE ARABIC AGREEMENT (attached) .....	37
ANNEX 4: CONFIDENTIALITY AGREEMENT.....	38



DISCLAIMER

THIS DOCUMENT IS A REQUEST FOR PROPOSAL (RFP), AND SHALL NOT BE CONSTRUED IN WHOLE OR PART AS A DIRECT OR INDIRECT ORDER. IT SHALL NOT BE CONSTRUED AS A REQUEST OR AUTHORIZATION TO PERFORM WORK AT THE EXPENSE OF MODEE AND/OR JORDAN EGOVERNMENT PROGRAM. THE INFORMATION IN THIS RFP IS INTENDED TO ENABLE THE CUSTOMER TO FORMULATE A PROPOSAL IN RESPONSE TO THE PROJECT REQUIREMENTS SET FORTH. ALTHOUGH THIS RFP CONTAINS SUCH ENABLING INFORMATION, BIDDERS MUST MAKE THEIR OWN INDEPENDENT ASSESSMENTS AND INVESTIGATIONS REGARDING THE SUBJECT MATTER OF THIS RFP. MODEE DOES NOT GUARANTEE THE ACCURACY, RELIABILITY, CORRECTNESS OR COMPLETENESS OF THE INFORMATION IN THIS RFP. THE BIDDER REMAINS RESPONSIBLE IN RELATION TO IDENTIFYING ANY FURTHER INFORMATION THAT IT REQUIRES TO PREPARE THE PROPOSAL. THIS RFP SHALL CONSTITUTE PART OF THE CONTRACT THAT WILL BE SIGNED BETWEEN MODEE AND THE WINNING BIDDER.

# INTRODUCTION

## 1.1 OVERVIEW

The Ministry of Digital Economy and Entrepreneurship (MoDEE) is soliciting proposals from local qualified software development service providers with experience in designing, developing, and maintaining systems to provide support and maintenance services for the Jordan Integrated Agricultural Management Information System (JIAMIS) for the Ministry of Agriculture (MoA) in addition to providing man-days for any necessary modifications to the system.

MoDEE has compiled this RFP document to define the scope of work for the winning bidder; to provide full understanding of all the needed maintenance and support services.

The winning bidder shall be responsible for providing support and maintenance services as per MoDEE requirements also has to follow upon agreed activities and achieve desired goals and requirements so the project is managed efficiently and effectively, these activities, requirements, and deliverables are described in detail in RFP below.

Responses to this Request for Proposal (RFP) must conform to the procedures, format, and content requirements outlined in this document. The deviation may be grounds for disqualification.

## 1.2 RFP Organization

This RFP provides the information to enable bidders to submit written proposals for the required scope of work and implementation guidelines. The organization of the RFP is as follows:

- **SECTION 1: INTRODUCTION**

This Section outlines the project overall description, and the current situation

- **SECTION 2: PROJECT DEFINITION AND DESCRIPTION**

This section defines the detailed description of the support and maintenance requirements required to accomplish this project

- **SECTION 3: SCOPE OF WORK**

This Section describes the winning bidder activities, technical and financial proposal requirements as well as deliverables for the successful completion of this project

- **SECTION 4: ADMINISTRATIVE PROCEDURES AND REQUIREMENTS**

This Section describes the administrative rules and procedures that guides the received proposals including dates, response formats for the technical and financial proposals, and their relevant legal and financial terms

- **SECTION 5: ANNEXES**

This Section includes all Annexes for the RFP

## 2 PROJECT DEFENTION AND DESCRIPTION

### 2.1 CURRENT SITUATION

The Jordan Integrated Agricultural Management Information System (JIAMIS) was established to meet the Ministry of Agriculture's need for an electronic system to document and manage farmer data and agricultural holdings. The system is designed to identify citizens or entities engaged in agricultural activities and determine the type of activity they conduct. This data serves as a foundation for the Ministry's services, ensuring that support reaches eligible recipients and facilitating integration with services from other government departments.

The system will record data for citizens (Jordanian or non-Jordanian) or establishments (companies or institutions), and their agricultural holding data (plant or animal) in detail, as will be explained later. This data will be the core of the system, with additional details provided in Annex 1.

From a technical perspective, the platform is developed using the ASP.NET Web Forms framework and utilizes Microsoft SQL Server as its backend database.

For detailed information about the Agricultural Holdings Registration System, including technical specifications and specific requirements, refer to Annex 1.

### 2.1 PPROJECT DESCRIPTION

MoA seeks to contract with a well-trained and expert company in similar project to provide the below services and activity for 1 years starting from the commencement date.

- **Part one:** Provide technical support and maintenance for Jordan Integrated Agricultural Management Information System (JIAMIS Whole system and database).
- **Part Two:** pricing Man-Days to provide modifications if needed for the system form MOA.

#### 2.1.1 PART ONE: SUPPORT AND MAINTENANCE SERVICES

Winning Bidder shall provide comprehensive maintenance and support for The Jordan Integrated Agricultural Management Information System (JIAMIS) at the Ministry of Agriculture (MoA).

MODEE seeks a 8 X 5 support, maintenance services for the Jordan Integrated Agricultural Management Information System (JIAMIS) by a team which possesses the proper knowledge and proven experience of the proposed solution.

The winning bidder shall provide performance reports to the MoA on a regular basis to show the performance of the Jordan Integrated Agricultural Management Information System (JIAMIS) and the success of the support and maintenance services.

Winning bidder shall respond to MODEE inquiries according to the required response and resolution matrix (Refer to table 1).

Winning bidders should submit MOA a list of qualified support engineers to be responsible for resolving reported incidents/problems highlighting the staff name with contact details.

### Service Level Requirement

#### Severity Levels

A problem is a critical or serious loss of functionality. Severity level is a mean of assessing and documenting the impact of the loss of functionality to the winning bidder and the impact to the business. The severity level gives restoration or repair priority to problems causing the greatest impact to the business. Below is a description for the various severity levels defined and used at Ministry of Agriculture (MoA) :

#### Severity One (Urgent)

A severity one (1) issue is a catastrophic business impact: complete loss of a core business process which needs immediate attention

#### Severity Two (High)

A severity two (2) issue is critical business impact: significant loss or degradation of services

#### Severity Three (Medium)

A severity three (3) issue is a medium-to-low impact problem which involves partial non-critical functionality loss

#### Severity Four (Low)

A severity four (4) is an important problem but it can wait as there is no loss of functionality or impact on the business.

#### Response and Resolution Matrix

Table below describes the response and resolution time required for the different problems severities at Ministry of Agriculture (MoA):

Severity	Response Time	Resolution Time
1	1 hour	8 working hours.
2	2 hours	2 working day
3	4 hours	3 working days
4	8 hours	5 working days

Table 1 Response and Resolution Matrix

Where:

**\*Response Time:** The time it takes to acknowledge MOA's issue in a non-automated way. It is calculated from the time of sending an email explaining the incident, opening a ticket on bidder

ticketing system, or conducting a phone call with the assigned support engineer until the time that MOA is advised their problem has been received and is being addressed

**Resolution Time:** Is the time taken to resolve the reported incident completely. Resolution Time (Restoration Time) is calculated from the end of the defined response time for each severity level as shown in the above table, it shall include the diagnostic and the fixing time for the reported incident.

\*\* Despite the response and solution schedule above, resolving the issue may require software development. If this is the case, the company and the Ministry of Justice will agree on the time required for this

### ESCALATION PROCEDURES AND PENALTIES

The winning bidder is required to provide the support and maintenance services according to the Response and Resolution Matrix shown in table 1 above. Penalty will be deducted according to table 2 below:

- If the winning bidder passed the Response Time: first level of escalation will be applied by notifying bidder’s Technical Support Manager, and assigned contact person.
- If the winning bidder passed the Resolution Time: MoA is entitled to fix the problem and to apply penalty on the winning bidder in accordance with the following criteria in table 2 below and all costs incurred by MoA for fixing the problem shall be charged to the winning bidder and deducted from his dues or the performance bond.

Severity	Definition	Penalty
1	Must be done, essential to business survival. Business can’t continue	A penalty of 2 J.D. shall be applied for each hour passing the resolution time. This penalty shall continue for the first 24 hours (2x24). If the delay continues, then a penalty of 48 J.D. per day shall be applied until resolving the incident. After 2 days, if the incident not resolved then MOA have the right to called 3rd party to resolve the incident and all cost incurred by MOA for fixing the problem will be charged to winning bidder
2	Should be done, near essential to business survival.	A penalty of 41 J.D. shall be applied for each day pass the resolution time. This penalty will be applied until resolving the incident. After 3 days, if the incident not resolved then MOA have the right to called 3rd party to resolve the incident and all cost incurred by MOA for fixing the problem will be charged to winning bidder.
3	Could be done, high benefit to business if time and resources are available.	A penalty of 31 J.D. shall be applied for each day passing the resolution time. This penalty will be applied until resolving the incident. After 4 days, if the incident not resolved then MoA have the right to called 3rd party to resolve the incident and all cost incurred by MOA for fixing the problem will be charged to winning bidder.
4	Important problem but can wait	A penalty of 22 J.D. shall be applied for each day pass the resolution time. This penalty will be applied until

		<p>resolving the incident. After 5 days, if the incident not resolved then MOA have the right to called 3rd party to resolve the incident and all cost incurred by MOA for fixing the problem will be charged to winning bidder.</p>
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Table 2 Penalties

### 2.1.2 PART TWO : MODIFICATION

The Jordan Integrated Agricultural Management Information System (JIAMIS) may require modifications to meet the evolving needs and requirements set by the Ministry of Agriculture (MoA). The winning bidder will be responsible for implementing the necessary modifications to the system as required.

For the system development or amendment and enhancements, MoA request from the bidder to include in their technical and financial proposal a pricing for **100 Man-Days**, those Man-days ( All or part of it) will be used when needed for any modification needed from MOA to on the system.

All modifications must be in accordance with the requirements of the Ministry of Agriculture, and the winning bidder is obligated to adhere to the following conditions during the maintenance period:

1. The cost of work for these modifications will be calculated based on the man-days required for each modification requested by MOA. The daily rate for each project team member must be specified in the financial proposal.
2. The winning bidder must submit a financial proposal for each modification request to MOA for approval before commencing any required modification process.
3. Upon receiving MOA approval, the winning bidder will initiate the required modification process.
4. Payment will be for the actual used Man-day based on the accepted pricing.
5. The cost for each modification request will be paid after the modification process is completed and approved from the MOA, and shall be uploaded to the real environment when requested by MOA.
6. For any requested system software modifications, the winning bidder must submit the following:
  - An analysis and design document,
  - A time plan,
  - Updating the documentation of the system when adding any modification to the copy of the source code.
  - Any additional documentation required.

### 3 SCOPE OF WORK

- The duration time for this for technical support and maintenance is **12 months (365 calendar days)** as specified below starting from the commencement date
- Bidders can perform a site visit to MoA before submitting their proposal (Bidders have 2 days to perform the site visit & survey if needed and requested form bidders), which allows them to acquaint themselves with the project's environment, scope and collect any supplementary data necessary for their proposal preparations, Modee & MOA will arrange for the site visit if requested form bidders.

#### 3.1 SUPPORT AND MAINTENANCE

##### Winning bidder activities

1. Assign a contact person / account manager to be responsible during the support and maintenance period of this contract.
2. Provide support and maintenance services 8x5 for all severities basis for the implemented solution by a team which possesses the proper knowledge and proven experience of the proposed solution.
3. Ensure the availability of qualified resources at the local partner’s premises to provide on-site support when needed.
4. Provide detailed implementation plan for any pre-planned maintenance operation that may affect MoA services availability, functionality or stability, with necessity to provide roll-back plan before commencing with maintenance operation
5. Issue a service report after each and every site visit registering the reported incident, its root cause and the followed procedures that resulted in the successful resolution including the taken and/or suggested recommendations and measures that shall prevent such incidents / issues from reoccurring in the future.
6. Comply with the service level requirements defined this RFP.
7. Provide a renewal of the software license (if any and requested) to cover the maintenance and support period.
8. Provide communication channels to enable the MoA to report incidents that should be tracked and monitored until final resolution by the winning bidder, and keeping MoA informed about the status for these incidents until the final resolution.
9. Use a ticketing system that records all reported incidents and service request and ensuring MoA have access to report incident the generated incident-reports.
10. Applying the latest fixes, patches and required updates to the installed software during the support and maintenance period (if required) while ensuring system’s integrity, reliability, conformity, and normal operation for all system features including the content
11. Define Escalation Procedure including the levels of escalation and name and contact details for contact person.
12. Implement any required modifications during the project implementation, as requested by the Ministry of Agriculture, ensuring full compliance with their requirements.
13. Update the system documentation to reflect all modifications made to the source code.

**Technical proposal requirements**

The bidder is required to provide the following information in the technical proposal in relation to this component:

- Provide bidder’s methodology of providing
  - Approach and methodology for providing the support and maintenance services described in this RFP, ensuring compliance with the required SLA.
  - Approach and methodology for implementing any modifications requested by MoA in the JIAMS system, as described in Section 2 of this RFP.
- Demonstrate the technical capability of the team responsible for maintaining and supporting the platform. Provide the qualifications and number of team members dedicated to supporting and maintaining the installed platform, including key roles such as the Account Manager and other relevant positions.
- Current client list, highlighting potential conflict of interest
- Proposed Organizational Structure for providing the required level of support
- Provide the appropriate escalation matrix and procedures (with contact details for concerned parties) that guarantees performing corrective measures in case needed and in actions within a guaranteed manner.
- Provide resumes of qualified support engineers who shall be responsible for maintaining and supporting the listed services, demonstrating their technical capacity for the selected products and technology and list the similar projects for each
- Propose the Software Update Management Procedure, i.e. a proven approach for software patches, hot fixes and the update (if the need may be) for the proposed solution.
- Compliance to the service level agreement described in above
- Details of the ticketing system or the communication channel for reporting and monitoring incidents

**Financial proposal requirements**

The bidder is required to provide the following information in the financial proposal in relation to this component:

- List all costs associated with providing the support and maintenance services and provide it in fixed lump sum.
- Man-days pricing for 100 Man-day for the modifications part providing the cost per man-day and the daily work rate for each project team member

**Deliverables**

The winning bidder is required to provide the following:

- Service reports for all reported and resolved incidents signed by a representative from the MoA
- List of all fix’s, patches and upgrades implemented during the support and maintenance period
- Documentation and detailed reports of all system enhancements and modifications including the changes made, time spent (Man-Days), and costs incurred.

**Compliancy Table**

No.	Requirement	Comply (Y/N)	Comment
1	Assign a contact person / account manager to be responsible during the support and maintenance period of this contract.		
2	Provide support and maintenance services 8x5 for all severities basis for the implemented solution by a team which possesses the proper knowledge and proven experience of the proposed solution.		
3	Comply with the service level requirements defined in This RFP		
4	Provide communication channels to enable the entity to report incidents that should be tracked and monitored until final resolution by the winning bidder, and keeping entity informed about the status for these incidents until the final resolution.		
5	Comply with the scope of work		
6	Ensure the availability of educated resources at the local partner to provide on-site support.		
7	Issue a service report after each and every site visit registering the reported incident, its root cause and the followed procedures that resulted in the successful resolution including the taken and/or suggested recommendations and measures that shall prevent such incidents / issues from reoccurring in the future		
8	Use a ticketing system that records all reported incidents and service request and ensuring MOJ have access to report incidents and to the reported incident the generated incident-reports.		
9	Have experience in at lease two similar project in the last 5 years		

10	Provide the appropriate escalation matrix and procedures (with contact details for concerned parties) that guarantees performing corrective measures in case needed and in actions within a guaranteed manner.		
11	Implement any required modifications during the project implementation, as requested by the Ministry of Agriculture as mentioned in this RFP, ensuring full compliance with their requirements		
12	Update the system documentation to reflect all modifications made to the source code.		

## 4 ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

### 4.1 Bidder Qualifications

Bidders responding to this RFP should demonstrate up-to-date capabilities and experience in providing similar services and similar engagements of the same scope, size and nature especially in the public sector.

Bidders should demonstrate the following specific capabilities:

- Proven experience in operations support and maintenance for (minimum 2 project of similar scope in the last 5 years).
- The bidder must demonstrate at least 5 years of experience in software development and IT-related areas .
- The company must have qualified technical staff capable of maintaining the system, including expertise in:
  - ASP.NET Web Forms
  - SQL Server Database Management.

### 4.2 RESPONSE PROCEDURES

All inquiries with respect to this RFP are to be addressed to the Ministry of Digital Economy and Entrepreneurship Tendering Department in writing by mail, e-mail or fax with the subject “**Technical Support And Maintenance Service for Jordan Integrated Agricultural Management Information System (JIAMIS)** “. Inquiries can only be addressed to [eGov\_tenders@modee.gov.jo] by [XXXXXXXXXXXXXXXXXX] or by Fax. Responses will be sent in writing no later than XXXXXXXXXXXXXXXXXXXX. Questions and answers will be shared with all Bidders’ primary contacts

### 4.3 RESPONSE FORMAT

All bidders shall disclose and fill the below information using the following template:

Please note that if any bidder fails to fill the below information or gives incorrect information, it will be disqualified

Required info	Details
The name of the company (as in the registration license)	
The location of the company	
The owners of the company	
The name and owners of the subcontractor company (if any)	
The name of the Joint Venture members and their owners (if any)	

The name and owners of the local partner (in case of international bidder)	
The human recourses working on this tender (names, experience, current employer ...)	
The registration license of the bidder (the subcontractor and the JV member)	Attachment

Bidders responding to this RFP should demonstrate up-to-date capabilities and experiences in providing similar services and similar engagements of the same scope, size and nature especially in the public sector. These services and engagements are expected to be performed by the bidder during the last 5 years

Bidders should demonstrate the following specific capabilities:

**Note:** Where some skills are not available, the bidder is expected to sub-contract with a reputable consulting firm to cover for this specific skill. In case of subcontracting, the subcontractor has to be approved by MOA and the contractor will be liable for all works performed by the sub-contractor.

Bidders’ written response to the RFP must include the following in addition to other technical proposal

**Part I-A: Technical Proposal**

1. Corporate capability statement: Corporate capability statement must include all the following:

- Corporate technical capabilities and experience in implementing similar projects together with detailed description and reference to each component underlined in Section 3
- Detailed proposed Team Resumes (each resume will be subjected to the approval of MOA, in case of replacements the winning bidder has to abide by the MOA requirements for replacements and approvals. In the implementation phase Ministry of agriculture reserves the right to request replacement of any resource that cannot fulfill the job)
- Description and references to similar projects performed in providing technical support and maintenance.
  - Reference to similar work samples ( at least 2 project in the last 5 years)
  - Current client list, highlighting potential conflict of interest
  - Project Organizational Structure.

The technical proposal shall include delivering each of the major components as specified in the technical proposal requirements. In order for the evaluation to progress quickly and effectively, bidders are requested to provide their proposal as per the format described in Annex 2, non-compliance to the specified format may lead to disqualification.

## Part I-B: Financial Proposal

The financial proposal should include a cost summary and a detailed cost analysis Section according to financial proposal template shown in Annex 2, the cost summary must provide a fixed lump sum price in Jordan Dinars for the overall scope of work and deliverables including all fees, taxes including sales tax. The supporting detailed cost analysis should provide a breakdown and details of the pricing should be provided. The day rates and expenses for any consultants should be included separately along with the time for which they will be required. The bidder will provide separately all professional fees and expenses (travel, project equipment, accommodation and subsistence, etc.) for the duration of the project. The pricing should show the proposed linkage between deliverables and payments. Financial proposal should include the Form of Bid ( نموذج المناقصة) and (ملخص بدلات الاتعاب) attached in the Arabic Sample Agreement under ( 3 و2) ملحق رقم duly filled signed and stamped by the bidder. The Financial proposal should be submitted in separation of the Technical proposal. In order for the evaluation to progress quickly and effectively, bidders are requested to provide Part II of their proposal as per the format described in Annex 2

## Part II: Bid Security

This part includes the original Bid Guarantee.

### 4.4 RESPONSE SUBMISSION

Bidders must submit proposals to this RFP to MODEE no later than **12:00 pm on (26/5/2025)**.

(Amman Local Time).

Tender No. 16eGovt2025

Tendering Department – 3rd floor

Ministry of Digital Economy and Entrepreneurship

8th circle

P.O. Box 9903

Amman 11191 Jordan

Tel: 00 962 6 5805642

Fax: 00 962 6 5861059

Proposals should be submitted as two separate parts each part in a separate well-sealed and wrapped envelope clearly marked, respectively, as follows:

- **Part I “Technical Support and Maintenance for Jordan Integrated Agricultural Management Information System (JIAMIS) “. – Technical & Financial Proposal”.** This part (envelop) should contain 1 original hard copies and 1 softcopy (Flash memory) in Microsoft Office or Office compatible formats. It shall be submitted along with the form of bid (ملحق عرض المناقصة) duly filled and signed from authorized signatories.

- **Part II “Technical Support and Maintenance for Jordan Integrated Agricultural Management Information System (JIAMIS) “. — Bid Bond”** This part (envelope) should contain 1 hard copy.

**Note:** Each Flash memory should be enclosed in the relevant envelop. Late submissions will not be accepted nor considered and in case of discrepancy between the original hard copy and other hard copies and/or the soft copy of the proposal, the hard copy marked as original will

prevail and will be considered the official copy. Proposals may be withdrawn or modified and resubmitted in writing any time before the submission date.

Regardless of method of delivery, the proposals must be received by MODEE no later than **12:00 PM 26/5/2025** (Amman Local Time). MODEE will not be responsible for premature opening of proposals not clearly labeled

#### 4.5 RESPONSE EVALUATION

The overall proposal will be evaluated both technically and financially, and will be evaluated and awarded according to the clause number 29 of the Government Procurement instructions of 2022 based on a compliance sheet that should be submitted through the technical bidder proposal.

MoDEE reserves the right not to select any offer. MoDEE also assumes no responsibility for costs of bidders in preparing their submissions.

**The technical and financial proposals will be opened in the same session and should be submitted in one envelope**

#### 4.6 FINANCIAL TERMS

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

- All prices/rates should be quoted in Jordanian Dinars inclusive of all expenses, costs, overheads, governmental fees and taxes, including sales tax. Prices should not be linked to any other currency. Proposals that link the Jordan Dinar to any other currency will be rejected

- على الفريق الثاني ان يشمل سعره الضريبة العامة على المبيعات بنسبة (16 %) الا اذا كانت الشركة خاضعة للضريبة العامة على المبيعات بنسبة (0%) (بموجب كتاب رسمي من هيئة الاستثمار يرفق مع العرض المالي) يتم عكس هذه النسبة على السعر المقدم من قبلها . في حال عدم توضيح الضريبة العامة على المبيعات على السعر المقدم من قبل الشركة يعتبر سعر الشركة شامل للضريبة العامة على المبيعات بنسبة 16 %.

- The type of contract will be a fixed lump sum price contract including costs of all software or/and hardware, licensees, documentation, maintenance, support, knowledge transfer, training, warranty, and professional fees, profits and over heads and all other expenses incurred
- A clear breakdown (table format) of the price should be provided including for example, price for license renewal, maintenance and support, and any other expenses available in the project, etc.
- The bidder shall bear all costs associated with the preparation and submission of its proposal and MODEE will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the proposal process
- The bidders shall furnish detailed information listing all commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and to contract execution if the bidder is awarded the contract. The information to be provided shall list the name and address of any agents, the amount and currency paid and the purpose of the commission or gratuity

- The Bidder shall submit a (Tender Bond) proposal security on a form similar to the attached format in Jordanian Dinars for a flat sum of **(600 JD)** in a separate sealed envelope. The bond will be in the form of a bank guarantee from a registered bank, located in Jordan, selected by the bidder. The bidder shall ensure that the (tender bond) proposal security shall remain valid for a period of 90 days after the bid closing date or 30 days beyond any extension subsequently requested by the Purchase committee, and agreed on by the bidder
- Any proposal not accompanied by an acceptable proposal security (tender bond) shall be rejected by the Purchase committee as being non-responsive pursuant to RFP
- The proposal security of the unsuccessful bidders will be returned not later than 30 days after the expiration of the proposal validity period
- The winning bidder is required to submit a performance bond of 10% of the total value of the contract within 14 days as of the date of award notification letter.
- The proposal security of the winning bidder will be returned when the bidder has signed the contract and has furnished the required performance security
- The proposal security may, in the sole discretion of the Purchase committee, be forfeited:
  - If the bidder withdraws its proposal during the period of proposal validity as set out in the RFP; or
  - in the case of winning bidder, if the bidder fails within the specified time limit to sign the contract in front of a notary public in Amman, Jordan; or furnish the required performance security as set out in the contract
- The winning bidder has to pay the fees of the RFP advertisement issued in the newspapers
- The MODEE is not bound to accept the lowest price bid and will reserve the right to reject any bids without the obligation to give any explanation
- Bidders must take into consideration that payments will be as specified in the tender documents and will be distributed upon the winning submission and acceptance of the scope of work and of the deliverables and milestones of the scope of work defined for the project by the first party.
- The Ministry of Digital Economy and Entrepreneurship takes no responsibility for the costs of preparing any bids and will not reimburse any Bidder for the cost of preparing its bid whether winning or otherwise.

#### 4.7 LEGAL TERMS

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

- The bidders shall not submit alternative proposal. Alternative proposals will be returned unopened or unread. If the bidder submits more than one proposal and it is not obvious, on the sealed envelope(s), which is the alternative proposal, in lieu of returning the alternative proposal, the entire submission will be returned to the bidder and the bidder will be disqualified
- The proposal shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by duly-legalized power of

attorney. All of the pages of the proposal, except un-amended printed literature, shall be initialed by the person or persons signing the proposal

- Any interlineations, erasures or overwriting shall only be valid if they are initialed by the signatory(ies) to the proposal
- The bid shall contain an acknowledgement of receipt of all Addenda to the RFP, the numbers of which must be filled in on the Form of Bid attached to the Arabic Sample Agreement
- The MODEE requires that all parties to the contracting process observe the highest standard of ethics during the procurement and execution process. The Purchase Committee will reject a proposal for award if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question
- All Bidders must register on the national e-invoicing system نظام الفوترة الوطني

**Corrupt Practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution

**Fraudulent Practice** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of MODEE, and includes collusive practice among Bidders (prior to or after proposal submission) designed to establish proposal prices at artificial non-competitive levels and to deprive MODEE of the benefits of free and open competition

- No bidder shall contact MODEE/MOA, its employees or the Purchase Committee or the technical committee members on any matter relating to its proposal to the time the contract is awarded. Any effort by a bidder to influence MODEE/MOA, its employees, the Purchase Committee or the technical committee members in the Purchase committee’s proposal evaluation, proposal comparison, or contract award decision will result in rejection of the bidder’s proposal and forfeiture of the proposal security
- The remuneration of the Winning Bidder stated in the Decision of Award of the bid shall constitute the Winning Bidder sole remuneration in connection with this Project and/or the Services, and the Winning Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Winning Bidder shall use their best efforts to ensure that the Personnel, any Sub-contractors, and agents of either of them similarly shall not receive any such additional remuneration
- A business registration certificate should be provided with the proposal.
- The Bidder accepts to comply with all provisions, whether explicitly stated in this RFP or otherwise, stipulated in the governmental Procurement By-Law No 8 of 2022 and its Instructions, and any other provisions stated in the Standard Contracting sample Arabic Contract Agreement annexed to this RFP including general and special conditions, issued pursuant to said Unified Procurement By-Law w and Tendering Instruction.

- The laws and regulations of The Hashemite Kingdom of Jordan shall apply to awarded contracts
- MODEE/MOA takes no responsibility for the costs of preparing any bids and will not reimburse any bidder for the cost of preparing its bid whether winning or otherwise
- Bidders must review the Sample Arabic Contract Agreement provided with this RFP and that will be the Contract to be signed with the winning bidder. Provisions in this Sample Arabic Contract Agreement are not subject to any changes; except as may be amended by MODEE before tender submission; such amendments are to be issued as an addenda
- Proposals shall remain valid for period of (120) days from the closing date for the receipt of proposals as established by the Purchase Committee
- The Purchase Committee may solicit the bidders' consent to an extension of the proposal validity period. The request and responses thereto shall be made in writing or by fax. If a bidder agrees to prolong the period of validity, the proposal security shall also be suitably extended. A bidder may refuse the request without forfeiting its proposal security; however, in its discretion, the Purchase Committee may cease further review and consideration of such bidder's proposal. A bidder granting the request will not be required nor permitted to modify its proposal, except as provided in this RFP
- The Ministry of Digital Economy and Entrepreneurship reserves the right to accept, annul or cancel the bidding process and reject all proposals at any time without any liability to the bidders or any other party and/withdraw this tender without providing reasons for such action and with no legal or financial implications to the Ministry of Digital Economy and Entrepreneurship
- The Ministry of Digital Economy and Entrepreneurship reserves the right to disregard any bid which is not submitted in writing by the closing date of the tender. An electronic version of the technical proposal will only be accepted if a written version has also been submitted by the closing date
- The Ministry of Digital Economy and Entrepreneurship reserves the right to disregard any bid which does not contain the required number of proposal copies as specified in this RFP. In case of discrepancies between the original hardcopy, the other copies and/or the softcopy of the proposals, the original hardcopy will prevail and will be considered the official copy
- The Ministry of Digital Economy and Entrepreneurship reserves the right to enforce penalties on the winning bidder in case of any delay in delivery defined in accordance with the terms set in the Sample Arabic contract. The value of such penalties will be determined in the Sample Arabic contract for each day of unjustifiable delay
- Bidders may not object to the technical or financial evaluation criteria set forth for this tender
- The winning bidder will be expected to provide a single point of contact to which all issues can be escalated. Ministry of Digital Economy and Entrepreneurship will provide a similar point of contact

- The Ministry of Digital Economy and Entrepreneurship is entitled to meet (in person or via telephone) each member of the proposed team prior to any work, taking place. Where project staff is not felt to be suitable, either before starting or during the execution of the contract, the Ministry of Digital Economy and Entrepreneurship reserves the right to request an alternative staff at no extra cost to Ministry of Digital Economy and Entrepreneurship
- Each bidder will be responsible for providing his own equipment, office space, secretarial and other resources, insurance, medical provisions, visas and travel arrangements. Ministry of Digital Economy and Entrepreneurship will take no responsibility for any non-MODEE resources either within Jordan or during travel to/from Jordan

Any source code, licenses, documentation, hardware, and software procured or developed under **Technical Support and Maintenance for Jordan Integrated Agricultural Management Information System (JIAMIS)** is the property of the Ministry of Interior.

- Written consent of Ministry of Digital Economy and Entrepreneurship must be obtained before sharing any part of this information as reference or otherwise
- Bidders are responsible for the accuracy of information submitted in their proposals
- The Ministry of Digital Economy and Entrepreneurship reserves the right to request original copies of any documents submitted for review and authentication prior to awarding the tender
- The bidder may modify or withdraw its proposal after submission, provided that written notice of the modification or withdrawal is received by the Purchase committee prior to the deadline prescribed for proposal submission. Withdrawal of a proposal after the deadline prescribed for proposal submission or during proposal validity as set in the tender documents will result in the bidder's forfeiture of all of its proposal security (bid bond)
- A bidder wishing to withdraw its proposal shall notify the Purchase Committee in writing prior to the deadline prescribed for proposal submission. A withdrawal notice may also sent by fax, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of proposals

The notice of withdrawal shall be addressed to the Purchase Committee at the address in RFP, and bear the contract name "**Technical Support and Maintenance for Jordan Integrated Agricultural Management Information System (JIAMIS)**" and the words "Withdrawal Notice"

- Proposal withdrawal notices received after the proposal submission deadline will be ignored, and the submitted proposal will be deemed to be a validly submitted proposal
- No proposal may be withdrawn in the interval between the proposal submission deadline and the expiration of the proposal validity period. Withdrawal of a proposal during this interval may result in forfeiture of the bidder's proposal security

- The Bidder accepts to comply with all provisions, that are explicitly stated in this RFP and any other provisions stated in the Standard Sample Arabic Contract Agreement attached hereto and Tendering Instruction and attached hereto
- The winning bidder shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy, in accordance with the highest generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Winning Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to The MoDEE, and shall at all times support and safeguard The MoDEE legitimate interests in any dealings with Sub-contractors or third parties
- If there is any inconsistency between the provisions set forth in the Sample Arabic Contract Agreement attached hereto or this RFP and the proposal of Bidder; the Sample Arabic Contract Agreement and /or the RFP shall prevail
- MoDEE reserves the right to furnish all materials presented by the winning bidder at any stage of the project, such as reports, analyses or any other materials, in whole or part, to any person. This shall include publishing such materials in the press, for the purposes of informing, promotion, advertisement and/or influencing any third party, including the investment community. The MoDEE shall have a perpetual, irrevocable, non-transferable, paid-up right and license to use and copy such materials mentioned above and prepare derivative works based on them
- Bidders are not allowed to submit more than one proposal for this RFP. I. If a partner participate in more than one proposal; such proposals shall not be considered and will be rejected for being none-responsive to this RFP
- **Amendments or reservations on any of the Tender Documents:** Bidders are not allowed to amend or make any reservations on any of the Tender Documents or the Arabic Sample contract agreement attached hereto. In case any bidder does not abide by this statement, his proposal will be rejected for being none-responsive to this RFP. If during the implementation of this project; it is found that the winning bidder has included in his proposal any amendments, reservations on any of the tender documents or the Contract; then such amendments or reservations shall not be considered and the items in the tender documents and the Contract shall prevail and shall be executed without additional cost to MODEE and the winning bidder shall not be entitled to claim for any additional expenses or take any other legal procedures
- Nothing contained herein shall be construed as establishing a relation of principal and agent as between The MODEE and the Winning Bidder. The Winning Bidder has complete charge of Personnel and Sub-contractors, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder
- The Winning Bidder, their Sub-contractors, and the Personnel of either of them shall not, either during the term or after the expiration of the Contract, disclose any proprietary or confidential information relating to the Project, the Services, the Contract, or MOA business or operations without the prior written consent of The Ministry of Agriculture . The Winning Bidder shall sign a Non-Disclosure Agreement with Ministry of Agriculture per the standard form adopted by the

Ministry of Digital Economy and Entrepreneurship/ Ministry of Agriculture. A confidentiality undertaking is included in **Annex 4**

- Sample Arabic Contract Agreement Approval:
  - Bidders must review the Sample Arabic Contract Agreement version provided with the RFP, which shall be binding and shall be signed with winning bidder.
  - Bidders must fill out, stamp and duly sign the Form of Bid (نموذج عرض المناقصة) attached to the Arabic Sample Agreement under (ملحق رقم 2) and enclose it in their financial proposals
  - Bidders must fill out the summary payment schedule form sub (ملحق رقم 3 خلاصة) (بدلات الاتعاب) which is part of the Arabic Sample Agreement provided with the RFP, sign and stamp it, and enclose it with the Financial Proposal
  - Bidders must also fill out and duly sign the Financial Proposal Response Formats under Annex (2) of this RFP and enclose it in the financial proposals
  - Proposals that do not include these signed forms are subject to rejection as being none responsive

- PROHIBITION OF CONFLICTING ACTIVITIES

Neither the Winning Bidder nor their Sub-contractors nor their personnel shall engage, either directly or indirectly, in any of the following activities:

- During the term of the Contract, any business or professional activities in Jordan or abroad which would conflict with the activities assigned to them under this bid; or
- After the termination of this Project, such other activities as may be specified in the Contract.

- INTELLECTUAL PROPERTY RIGHTS PROVISIONS

- Intellectual Property for the purpose of this provision shall mean all copyright and neighboring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, Confidential Information (including trade secrets and know how) and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields
- Contract Material for the purpose of this provision shall mean all material (includes documents, equipment, software, goods, information and data stored by any means):
  - a) Brought into existence for the purpose of performing the Services;
  - b) incorporated in, supplied or required to be supplied along with the Material referred to in paragraph (a); or

c) Copied or derived from Material referred to in paragraphs (a) or (b);

- Intellectual Property in all Contract Material vests or will vest in The MOA. This shall not affect the ownership of Intellectual Property in any material owned by the Winning Bidder, or a Sub-contractor, existing at the effective date of the Contract. However, the Winning Bidder grants to The MOA, or shall procure from a Sub-contractor, on behalf of The MOA, a permanent, irrevocable, royalty-free, worldwide, non-exclusive license (including a right of sub-license) to use, reproduce, adapt and exploit such material as specified in the Contract and all relevant documents
- If requested by The MoDEE to do so, the Winning Bidder shall bring into existence, sign, execute or otherwise deal with any document that may be necessary or desirable to give effect to these provisions
- The Winning Bidder shall at all times indemnify and hold harmless The MoDEE, its officers, employees and agents from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred from any claim, lawsuit, demand, action or proceeding by any person in respect of any infringement of Intellectual Property by the Winning Bidder, its officers, employees, agents or Sub-contractors in connection with the performance of the Services or the use by The MoDEE of the Contract Material. This indemnity shall survive the expiration or termination of the Contract
- The Winning Bidder not to benefit from commissions discounts, etc. The remuneration of the Winning Bidder stated in the Decision of Award of the bid shall constitute the Winning Bidder sole remuneration in connection with this Project and/or the Services, and the Winning Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Winning Bidder shall use their best efforts to ensure that the Personnel, any Sub-contractors, and agents of either of them similarly shall not receive any such additional remuneration

- THIRD PARTY INDEMNITY

Unless specified to the contrary in the Contract, the Winning Bidder will indemnify The MoDEE including its officers, employees and agents against a loss or liability that has been reasonably incurred by The MoDEE as the result of a claim made by a third party:

- Where that loss or liability was caused or contributed to by an unlawful, negligent or willfully wrong act or omission by the Winning Bidder, its Personnel, or sub-contractors; or
- Where and to the extent that loss or liability relates to personal injury, death or property damage.

- LIABILITY

- The liability of either party for breach of the Contract or for any other statutory cause of action arising out of the operation of the Contract will be determined under the relevant

law in Hashemite Kingdom of Jordan as at present in force. This liability will survive the termination or expiry of the Contract. Winning bidder's total liability relating to contract shall in no event exceed the fees Winning bidder receives hereunder, such limitation shall not apply in the following cases (in addition to the case of willful breach of the contract):

- Gross negligence or willful misconduct on the part of the Consultants or on the part of any person or firm acting on behalf of the Consultants in carrying out the Services,
- an indemnity in respect of third party claims for damage to third parties caused by the Consultants or any person or firm acting on behalf of the Consultants in carrying out the Services,
- infringement of Intellectual Property Rights

#### **4.8 CONFLICT OF INTEREST**

- The Winning bidder warrants that to the best of its knowledge after making diligent inquiry, at the date of signing the Contract no conflict of interest exists or is likely to arise in the performance of its obligations under the Contract by itself or by its employees and that based upon reasonable inquiry it has no reason to believe that any sub-contractor has such a conflict
- If during the course of the Contract a conflict or risk of conflict of interest arises, the Winning bidder undertakes to notify in writing The MoDEE immediately that conflict or risk of conflict becomes known
- The Winning bidder shall not, and shall use their best endeavors to ensure that any employee, agent or sub-contractor shall not, during the course of the Contract, engage in any activity or obtain any interest likely to conflict with, or restrict the fair and independent performance of obligations under the Contract and shall immediately disclose to The MoDEE such activity or interest
- If the Winning bidder fails to notify The MoDEE or is unable or unwilling to resolve or deal with the conflict as required, The MoDEE may terminate this Contract in accordance with the provisions of termination set forth in the Contract

#### **4.9 SECRECY AND SECURITY**

The Winning bidder shall comply and shall ensure that any sub-contractor complies, so far as compliance is required, with the secrecy and security requirements of The MoDEE, or notified by The MoDEE to the Winning bidder from time to time

#### **4.10 DOCUMENT PROPERTY**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the winning bidder in accordance with the Contract shall become and remain the property of The MoDEE, and the Winning bidder shall, not later than upon termination or expiration of the Contract,

deliver all such documents and software to The MODEE, together with a detailed inventory thereof. Restrictions about the future use of these documents, if any, shall be specified in the Special Conditions of the Contract

#### **4.11 REMOVAL OR/AND REPLACEMENT OF PERSONNEL**

- Except as The MoDEE may otherwise agree, no changes shall be made in the key Personnel. If, for any reason beyond the reasonable control of the Winning bidder, it becomes necessary to replace any of the key Personnel, the Winning bidder shall provide as a replacement a person of equivalent or better qualifications and upon MoDEE approval
- If The MODEE finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Winning bidder shall, at The MO's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to The MODEE

#### **4.12 Other project-related terms**

- MODEE reserves the right to conduct a technical audit on the project either by MODEE resources or by a third party

## 5 ANNEXES

ANNEX 1: JIAMIS SYSTEM WORKFLOW AND TECHNICAL SPECIFICATION

ANNEX 2: TECHNICAL AND FINANCIAL PROPOSAL RESPONSE FORMAT

ANNEX 3: SAMPLE ARABIC AGREEMENT

ANNEX 4: CONFIDENTIALITY AGREEMENT

# ANNEX 1: JIAMIS SYSTEM WORKFLOW AND TECHNICAL SPECIFICATIONS

## Introduction:

The **Jordan Integrated Agricultural Management Information System (JIAMIS)** was established to meet the Ministry of Agriculture's need for an electronic system to document and manage farmer data and agricultural holdings. The system is designed to identify citizens or entities engaged in agricultural activities and determine the type of activity they conduct. This data serves as a foundation for the Ministry's services, ensuring that support reaches eligible recipients and facilitating integration with services from other government departments.

The system will record data for citizens (Jordanian or non-Jordanian) or establishments (companies or institutions), and their agricultural holding data (plant or animal) in detail, as will be explained later. This data will be the core of the system, with other data to be explained later.

The system is dedicated to Ministry of Agriculture employees, accessible from any location by authorized personnel, and will not be publicly accessible. It will be a documentation platform, not a service-oriented website.

## System Sections:

- **Farmer Management:** Section for farmer data management.
- **Supplier Management:** Section for companies providing agricultural products.
- **Campaigns and Vouchers:** Section for funding entities providing financial support to farmers.
- **Targeting** Section for farmer funding management.
- **Administration:** Section for system administration.
- **Reports:** Section for system-specific reports.

## Farmer Management:

Access to Farmer Management allows for the input, modification, or display of data for any registered farmer. This section contains a display screen for all registered farmers. Authorized personnel can access farmer data to add new data or modify existing data based on assigned permissions.

New farmers are added through Farmer Management, following this process:

- The farmer is added by registering their national ID for Jordanians, residency number for non-Jordanians, or entity national number for companies and institutions.
- Farmer data is retrieved via electronic API integration with the Civil Status and Passports Department, Borders and Residence Department, Ministry of Industry, Trade and supply, or Companies Control Department, depending on the farmer type.

- The data entry adds some data not retrieved via API, such as phone number and residence location.

After adding the farmer, his farm is added according to a specific order or workflow:

- Determine the farm type – plant, animal, or mixed.

For plant farms, the workflow is:

- Retrieve land data via integration with the Land and Survey Department by entering the unique identifier.
- Retrieved data includes plot location, area, and plot owners.
- Data entry enter the cultivated area, crop type, and farm location using GPS coordinates.
- Data entry then proceed to a workflow to complete all farm data:
  - Crops
  - Plant farm activities
  - Farm machinery
  - Farm workers

Each workflow stage has a dedicated screen.

- **Crops:** Adding the crops that are planted, and more than one crop can be added while recording the area and production quantity of each crop.
- **Farm Activities:** Type of agricultural activities performed on the farm, with the ability to add multiple activities.
- **Farm Machinery:** Type and quantity of machinery on the farm, and whether it is owned by the farmer.
- **Farm Workers:** Number of workers on the farm, their nationality (Jordanian or non-Jordanian), and age groups.

For animal farms:

- Land plot data is retrieved via integration with the Land and Survey Department by entering the unique identifier.
- Retrieved data includes plot area, location, and plot owners.
- Land data is optional in some cases where land plot is not required.
- Employee can enter the location data in cases where a land plot is not present.
- The system then proceeds to a workflow to complete farm data:
  - Livestock
  - Aquaculture
  - Poultry
  - Beehives
  - Other farm animals
  - Farm machinery
  - Farm workers
  - Animal farm activities

Employee can navigate between screens without completing all data, focusing on relevant screens. For example, they can complete the livestock screen, specifying livestock type, quantity, age, and sex, then skip other screens. Then they can proceed to machinery, workers, and farm activity screens.

For mixed farms:

- Employee proceed to a combined plant and animal workflow, following the same process as individual plant and animal farms.

After entering farmer and farm data, employee proceed to the livelihood data screen, completing fields such as number of family members, elderly ratio, female ratio, educated individuals, individuals with special needs, unemployed individuals, family income, housing type, and whether the farmer benefit from financial assistance from entities or institutions

A dedicated documents screen allows uploading documents for verification, such as lease agreements, contracts, or any necessary documentation.

After data entry personnel complete farmer and farm data, verification personnel review and activate the farmer, assigning a sequential number and farm holding number. After activation, data entry personnel cannot modify data; modification permissions are granted only to the directorate manager.

### **Supplier Management:**

Suppliers or merchants can be added to the system, with a user account allowing them to add agricultural materials required by farmers. Suppliers can add or modify materials on their personal page.

Campaigns are conducted through the system to sell required materials to farmers, with potential funding from registered entities. The system records the campaign and funding entity, and vouchers are distributed to targeted farmers. Farmers purchase from registered suppliers or merchants relevant to the campaign using the vouchers. Suppliers or merchants complete voucher data in the system to generate an invoice and receive payment for materials during the campaign.

### **Targeting:**

A screen containing specifications or criteria for targeted farmers for funding or support campaigns. The screen includes a filter to search for farmers based on criteria such as governorate, family size, gender, family income, crop type, or livestock type. Point values can be assigned to each search field, resulting in prioritized search results.

### **Reports:**

The system contains various essential reports for the Ministry, assisting in monitoring system operations and conducting agricultural studies in Jordan.

Some reports pertain to system users (personnel) and directorates, displaying reports for each user and their system entries within a specified time period , and similar reports for Ministry of Agriculture directorates. Reports on plant and animal resources can also be generated.

For farmers, reports on their numbers at the district, governorate, and national levels are available. Reports on agricultural holdings, their numbers, and plant or animal classifications are also available.

### **Administration:**

The system administrator can add users to the system; users cannot be added otherwise. The administrator adds users and assigns appropriate roles or permissions, such as data entry, verification, activation, or view-only.

The administrator can add fields to screens or modify them, modify dropdown lists, and modify user entries.

### **Website Tools Description:**

1. Target Framework: .NET Framework 4.6.2 (Web application)
2. Target Framework: .NET Core 2.2 (API application)
3. Target Framework: .NET Core 2.1 (Library application)
4. Reports and Dashboards: DevExpress 20.2.5
5. Target Framework: .NET Core 3.1 (API application for integration)
6. Database: SQL Server 2012

## ANNEX 2: TECHNICAL AND FINANCIAL PROPOSAL RESPONSE FORMAT (attached)

### Technical Proposal Response Format

#### *CVs of Project Staff*

*A summary of proposed team and a description of each project staff role and their relevant experience. Brief resumes of the team who will work on the project (all detailed resumes should be included in an Appendix). The bidder should also indicate the availability of the proposed staff and indicate which phases of the project each team member is participating in, what role they will be playing, and what their utilization rate will be (percentage of their time), below is the required template to be filled for each team member*

<u>Curriculum Vitae</u>	
<b>Proposed Position on the Project:</b>	_____
Name of Firm:	_____
Name of Personnel:	_____
Profession/Position:	_____
Date of Birth	_____
Years with the Company: _____	Nationality: _____
Proposed Duration on Site: _____	
<b>Key Qualifications and Relevant Experience</b>	
_____	
_____	
<b>Expected Role in Proposed MQ Project</b>	
_____	
<b>Education</b>	
_____	
_____	
<b>Employment Record:</b>	

(a)	Employment Record	From date — present	
	Employer	_____	
	Position held	_____	
(b)	Employment record	_____ — _____	
	Employer	_____	
	Position held	_____	
(c)	Employment record	_____ — _____	
	Employer	_____	
	Position held	_____	
<b>Languages:</b>			
	<u>Reading</u>	<u>Speaking</u>	<u>Writing</u>
Language 1			
Language n			
-----		-----	
Signature		Date	

*Other Information*

*Appendices*

## Financial Proposal Response Format

Please indicate the overall estimated cost of your proposed solution.

Cost should be broken down as per the schedules below as well as the detailed scope of work presented in section 3 of this document.

The price quotation should be all-inclusive fixed lump sum price and provided in Jordanian Dinars (JD). All prices are inclusive of all fees and taxes. All prices are for site delivery.

Services	Amount
Support and Maintenance Services	
Additional System Modifications (Man-Days)	
Total	

Total Amount in Words: (Only -----Jordanian Dinars)

### Project Detailed Cost:

#### 1. Support and Maintenance Services

Support and Maintenance Services	Resource	price per month	365 days	Total Cost	Comments
<i>[ List all activities associated with Support and Maintenance Services]</i>	<i>Skill 1</i>				
	<i>Skill 2</i>				
	<i>Skill n</i>				
<b>TOTAL</b>					

Total Amount in Words: (Only -----Jordanian

#### 2. Additional System Modifications (Man-Days)

Enhancement	Resource	Price per Day	Total Cost	Comments
<i>[ List all activities associated with Modification Services]</i>	<i>Skill 1</i>			
	<i>Skill 2</i>			

	<i>Skill n</i>			
TOTAL				

Total Amount in Words: (Only -----Jordanian Dinars)

Other Costs (if any)

Note (1): The Itemized Financial Proposal will be examined prior Contract Award in order to ascertain that the items are correctly calculated. The itemized prices are for reference only and the lump sum price shall constitute all costs ...etc incurred by the bidder for the execution of the project. Should any arithmetical error be found, it will be corrected and the Proposal Value will be amended accordingly. MODEE encourages all bidders to study carefully their prices and to submit their final and lowest prices.

Note (2): The bidder shall also take into account that all the rates quoted in his Price Proposal shall be fixed throughout the Contract duration and that no adjustment to such rates shall be accepted by MODEE, except when otherwise provided for in the Contract.

## ANNEX 3: SAMPLE ARABIC AGREEMENT (attached)

## ANNEX 4: CONFIDENTIALITY AGREEMENT

### Confidentiality Undertaking

This Undertaking is made on [DATE] by [NAME] “[Consultant]” to the benefit of the Jordan Investment Board, “[Principal]” [5th Circle, P.O. Box 893, Amman 11821 Jordan].

**WHEREAS**, MoDEE possesses certain financial, technical, administrative and other valuable Information (referred to hereinafter as Confidential Information)

**WHEREAS**, [Consultant], while performing certain tasks required by the Principal in connection with the ..... (The Project), did access such Confidential Information,

**WHEREAS**, the Principal considers the Confidential Information to be confidential and proprietary.

#### Confidential Information:

As used in this Agreement, the term “Confidential Information” means all information, transmitted by Principal or any of its subsidiaries, affiliates, agents, representatives, offices and their respective personnel, consultants and winning bidders, that is disclosed to the Winning bidder or coming to his knowledge in the course of evaluating and/or implementing the Project and shall include all information in any form whether oral, electronic, written, type written or printed form. Confidential Information shall mean information not generally known outside the Principal, it does not include information that is now in or hereafter enters the public domain without a breach of this Agreement or information or information known to Winning bidder by Third Party who did not acquire this information from Principal”.

The Consultant hereby acknowledges and agrees that;

- (1) The Confidential Information will be retained in the Principal’s premises and will not be moved without the express written consent of the Principal. All Confidential Information shall be and remain the property of the Principal, and such Confidential Information and any copies thereof, as well as any summaries thereof, shall be promptly returned to the Principal upon written request and/or destroyed at the Principal's option without retaining any copies. The Winning bidder shall not use the Confidential Information for any purpose after the Project.
- (2) It will use all reasonable means and effort, not less than that used to protect its own proprietary information, to safeguard the Confidential Information.
- (3) The Winning bidder shall protect Confidential Information from unauthorized use, publication or disclosure.
- (4) It will not, directly or indirectly, show or otherwise disclose , publish, communicate, discuss , announce, make available the contents of the Confidential Information or any part thereof to any other person or entity except as authorized in writing by the Principal.
- (5) It will make no copies or reproduce the Confidential Information, except after the Principal’s written consent.

#### Remedy and damages:

The Winning bidder acknowledges that monetary damages for unauthorized disclosure may not be less than 20% of the Project and that Principal shall be entitled, in addition to monetary damages and without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

**Employee Access and Control of Information**

It is understood that the Winning bidder might need from time to time to discuss the details of confidential Information with other individuals employed within its own or associated companies in order to support, evaluate, and/or advance the interests of the subject business transaction. Any such discussion will be kept to a minimum, and the details disclosed only on a need to know basis. Prior to any such discussion, the Winning bidder shall inform each such individual of the proprietary and confidential nature of the Confidential Information and of the Winning bidder’s obligations under this Agreement. Each such individual shall also be informed that by accepting such access, he thereby agrees to be bound by the provisions of this Agreement. Furthermore, by allowing any such access, the Winning bidder agrees to be and remain jointly and severally liable for any disclosure by any such individual that is not in accordance with this Agreement.

**Miscellaneous**

The obligations and rights of the Parties shall be binding on and inure to the benefit of their respective heirs, successors, assigns, and affiliates. This Agreement may be amended or modified only by a subsequent agreement in writing signed by both parties. Winning bidder may not transfer or assign the Agreement or part thereof. No provision of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of the Principal, its agents or employees, nor shall any waiver of any provision of this Agreement constitute a waiver of any other provision(s) or of the same provision on another occasion. This Agreement shall be construed and enforced according to Jordanian Law. The Winning bidder hereby agrees to the jurisdiction of the Courts of Amman, Jordan and to the jurisdiction of any courts where the Principal deems it appropriate or necessary to enforce its rights under this Agreement.

**Term of Agreement**

The obligations of the parties under this Agreement shall continue and survive the completion of the Project and shall remain binding even if any or all of the parties abandon their efforts to undertake or continue the Project.

IN WITNESS WHEREOF, the Winning bidder hereto has executed this Agreement on the date first written above.

**Consultant:**

By: \_\_\_\_\_

**Authorized Officer**

All bidders shall disclose and fill the below information using the following template:

**Please note that if any bidder fails to fill the below information or gives incorrect information, it will be disqualified**

Required info	Details
<b>The name of the company (as in the registration license)</b>	
<b>The location of the company</b>	
<b>The owners of the company</b>	
<b>The name and owners of the subcontractor company (if any)</b>	
<b>The name of the Joint Venture members and their owners (if any)</b>	
<b>The name and owners of the local partner (in case of international bidder)</b>	
<b>The human resources working on this tender (names, experience, current employer...)</b>	

<b>The registration license of the bidder (the subcontractor and the JV member)</b>	Attachment

## Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework<sup>1</sup>

Date: \_\_\_\_\_

Invitation of Bids/Proposals No. \_\_\_\_\_

To:

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We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines<sup>2</sup> in connection with the procurement and execution of the contract (in case of award), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement. Further, we are not ineligible under the laws or official regulations of *[Insert name of Employer as per bidding document]* or pursuant to a decision of the United Nations Security Council.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include the following:

- a. rejection of our Proposal/Bid for award of contract;

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<sup>1</sup>[Drafting note: This document shall be signed by bidders/proposers/consultants and submitted as part of their bids/proposals. In addition, this document shall be signed by the winning bidder/consultant and incorporated as part of the contract.]

<sup>2</sup>*Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction and Development Loans and the International Development Agency Credits and Grants*, dated October 15, 2006, and revised in January 2011 and July 2016, as they may be revised from time to time.

- b. in the case of award, termination of the contract, without prejudice to any other remedy for breach of contract; and
- c. Sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>3</sup> (ii) to be a nominated<sup>4</sup> sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. Completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. Cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. The application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. Temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.

For avoidance of doubt, the foregoing effects of ineligibility do not extend to a sanctioned firm's or individual's execution of its ongoing Bank-financed contracts (or its ongoing sub-agreements under such contracts) that are not the subject of a material modification, as determined by the Bank.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect<sup>5</sup> all accounts, records, and other documents relating to the procurement process and/or

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<sup>3</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification or initial selection), expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>4</sup>A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the bidding document) is one which has been: (i) included by the bidder in its pre-qualification or initial selection application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>5</sup>Inspections in this context are usually investigative (i.e., forensic) in nature: they involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms.

contract execution (in the case of award), and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the contract.

Name of the Bidder/Proposer/Consultant: \_\_\_\_\_

Name of the person duly authorized to sign the Bid/Proposal on behalf of the Bidder/Proposer/Consultant: \_\_\_\_\_

Title of the person signing the Letter: \_\_\_\_\_

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Such activity includes but is not limited to accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data, and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third-party verification of information.