


Ministry of <u>Digital Economy and</u> <u>Entrepreneurship</u>		 وزارة الاقتصاد الرقمي والريادة
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Request for Proposal Form

**Tender Name: AI Raising Awareness for Public
Employees and capacity building.**

Tender Number: 11/eGovt/2024

Proposal Deadline: 6/3/2024

MINISTRY OF DIGITAL ECONOMY & ENTREPRENEURSHIP

P.O.BOX 9903 AMMAN 11191 JORDAN

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1. Introduction

1.1 Introduction:

Ministry of Digital Economy and Entrepreneurship (MODEE) is soliciting proposals from local qualified bidders to offer comprehensive services aimed at raising awareness of artificial intelligence (AI) among government employees. This initiative seeks to provide essential knowledge and insights to public sector personnel, enabling them to understand the transformative potential of AI in addressing various challenges and promoting national economic growth.

Through a series of workshops and educational sessions, MODEE aims to equip government employees with the necessary foundational understanding of AI concepts, its applications across different sectors.

The time for completing this contract shall be from the date of the Order to Proceed and end before December 2024.

MoDEE has launched the Jordanian Artificial Intelligence Strategy and its implementation plan (2023-2027) (approved by the Cabinet in Oct. 2022) to promote the adoption of Artificial Intelligence in Jordan and strengthen the role of the public sector in the use of AI.

The strategy includes a 5-year implementation plan consisting of 68 projects. The implementation plan is divided into two objectives:

- The first objective focuses on building the AI ecosystem in Jordan.
- The second objective is a group of practical, applied projects focusing on the development of AI in the public and priority sectors.

The Jordanian AI strategy evolves around five strategic objectives. The first objective is **“Building capability and developing Jordanian skills and expertise in the field of artificial intelligence”**

This objective encompasses a many of initiatives and projects designed to build and develop capabilities, invest in the Jordanian human resources, enhance skills, and raise the awareness in the field of artificial intelligence and It focuses on raising awareness and upskilling public sector employees in the field of AI, highlighting its potential to address challenges and boost the national economy.

This will be achieved through a series of impactful workshops and trainings specially crafted for public sector employees. These sessions will introduce the concept of artificial intelligence, emphasizing its profound potential in addressing complex challenges. Above all, these initiatives underline the government's unwavering

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commitment to leveraging AI as a catalyst for economic growth and national prosperity."

The winning bidder will be responsible for implement the requirements of the Ministry of Digital Economy and Entrepreneurship [MODEE] for **AI Raising Awareness for Public Employees and Capacity Building Tender** during series of impactful workshops and training sessions in the field of AI.

The winning bidder will be responsible for successful delivery of the project within specified timeframe. The winning bidder has to follow agreed tasks and achieve desired goals and requirements so the project is managed efficiently and effectively.

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

2. Project Requirements and Scope

There are certain deliverables to be provided by the winning bidder during execution of the Project. More detailed information on each of them is given in the next paragraphs.

The winning bidder shall provide such deliverables, including any requirements or actions those needed for the proper completion outlined in the following listing, and the cost of these requirements or activities should be included in the fixed lump sum prices submitted by the bidder. Note that the bidders should detail in their proposals all recommended mechanisms and methodologies through which its services and deliverables will be accomplished.

2.1 Project definition

Artificial intelligence technology is one of the most significant modern developments impacting our lives and economy. That is why this project focuses on the importance of raising awareness about this technology among public sector employees. Understanding and enhancing their skills in this field is a crucial step towards promoting digital transformation and fostering innovation in society.

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The project (Raising Awareness of the Government Employee) aimed to increase awareness and societal culture in Jordan to move forward towards eradicating illiteracy in the field of artificial intelligence by introducing artificial intelligence and data in a simplified way and raising awareness of the importance and advantages of artificial intelligence and data technologies and their economic and social impact.

The main key objectives of project:

1. Enhance government employees' understanding of the fundamental concepts of artificial intelligence and its applications in the public sector context.
2. Capacity building and Provide opportunities for employees to develop their skills in using artificial intelligence tools and techniques to enhance their job performance.
3. Boost employees' ability to apply artificial intelligence in problem-solving and generating new ideas within the public sector.
4. Guide employees on how to use artificial intelligence to improve government administration and achieve sustainable development.
5. Encourage communication and interaction among government employees to share knowledge and experiences in the field of artificial intelligence and promote collaboration in future projects.

2.2 Scope of work:

Bidders must comply with the following minimal technical specifications and requirements (mentioned in the scope of work); therefore, bidders are required to comply in full with these technical specifications and requirements, and any proposal that does not comply with these technical specifications and requirements shall be rejected.

(Please fill out the compliance sheet included with the RFP documents and provide your evidence).

- The winning Bidder will be required to develop the components outlined below. The goal of the Project to raise awareness of AI among Public

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Employees during series of impactful workshops and training sessions in the field of AI.

- The Winning bidder must provide the requirements of the project before December 2024
- The winning Bidder will be required to raise awareness of AI among Public Employees **by providing AI awareness workshops for government employees, targeting at least 3,000 public employees before December 2024.**
- **Not less than 30 government entities will participate in this project, the entities will be determined in collaboration with MoDEE.**
- In addition to providing **technical training in the field of AI, this training will provide in-depth technical information in the field of AI and target 20 government employees, this aims to develop a pool of experts within the government, including data scientists, AI specialists, and individuals proficient in handling governmental data. These experts will be equipped with the skills to provide insights and build AI models.**

Task-1: Inception Report:

- Prepare and submit an inception report that outlines the project's methodologies, the action plan, and timelines (full schedule)

Task-2: Development of Workshop Materials

1. Conduct an extensive review of existing Jordanian legislation and Policies in field of AI (the link will be provided by MoDEE)

- a. **Jordan's Artificial Intelligence Strategy and Implementation Plan 2023-2027**
- b. **The National Artificial Intelligence Code of Ethics**

2. Prepare the workshop materials

a. Nature of Workshop Material:

- The workshop material should be designed with interactive elements, practical examples, and explanatory visuals to enhance understanding and engagement.
- The material should be customized for each sector (if applicable).
- Material content must align with the Jordanian AI strategy, sector priorities, and adhere to the ethical guidelines outlined in the National AI Code of Ethics.
- Regular updates to the material are essential to ensure alignment with the evolving landscape of artificial intelligence.
- The Material should be in Arabic language including English terms.
- **General Key Content Areas:**

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1. Introduction to AI: A foundational overview of Artificial Intelligence includes the definition of AI, types of AI and types of ML
2. Introduction to Emerging Technologies: Understanding the latest technological advancements.
3. Data: The Difference between Traditional and Big data, The difference between structured data and unstructured data, Labeled and unlabeled data.
4. Data Significance: Exploring the critical role of data in AI.
5. Responsible AI Use: Guidelines for the ethical and safe use of AI.
6. AI Ethics: Discussions on the moral implications of AI.
7. AI Use Cases: Practical examples of AI applications across various sectors. (if applicable)
8. AI's advantages and disadvantages.
9. AI-Related Risks: Identifying potential risks associated with AI.
10. Generative AI: Introduction to ChatGPT, GPT – 4, GPT -3.5, Prompt Design and Prompt Engineering
11. Other related topics.

b. The Material will be divided in to three sections:

1) Strategic Leadership (Leaders Workshop) (Leaders)

2) (Duration: 2 hours)

-Target Audience: Public sector leadership and decision-makers. **(30 Leaders Workshops for 30 governmental entities)**


-Specific Course Content:

- o High-level overview of AI technologies, their strategic implications, and their potential impact on the public sector.
- o AI in Business
- o An introduction to data science
- o Generative AI
- o Ethical considerations in AI.
- o Risks and Challenges
- o Case Studies and Best Practices
- o Q&A and Discussion

3) AI Raising Awareness Sessions (Duration: 1- 2 Days)

-Target Audience: Public sector employees. (Not less than 3000 employees from not less than 30 governmental Entities)

(The number of participants from each entity will vary depending on the government entities' size and requirements.)

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-Specific Course Content:

- Introduction to AI: A foundational overview of Artificial Intelligence includes the definition of AI, types of AI and types of ML
- Introduction to Emerging Technologies: Understanding the latest technological advancements.
- Introduction to Data Science
- Data: The Difference between Traditional and Big data, The difference between structured data and unstructured data, Labeled and unlabeled data.
- Data Significance: Exploring the critical role of data in AI.
- Responsible AI Use: Guidelines for the ethical and safe use of AI.
- Ethical considerations in AI.
- AI Use Cases: Practical examples of AI applications across various sectors. (if applicable)
- AI's advantages and disadvantages.
- AI-Related Risks: Identifying potential risks associated with AI.
- Generative AI: Introduction to ChatGPT, GPT – 4, GPT -3.5, Prompt Design and Prompt Engineering
- Other proposed topics.
- Q&A and Discussion.
- Hands-on exercises and case studies.

4) Technical AI Training (Duration: not less than 1 Month (20 working days) not less than 100 hours of training)

-Target Audience: Not less than 20 employees from different entities (Will be determined in collaboration with MoDEE)

-Specific Course Content:

- Introduction to AI and Data Science
- Programming using Python
- Data using SQL
- Data engineering for AI/ Data preprocessing
- Business modeling
- Data mining and analysis
- Machine learning algorithms. (Supervised and unsupervised learning.)
- Deep learning concepts.
- Data Visualization
- Implementing simple AI use cases specific to the trained sector
- Business intelligence

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- o Big data.
- o Cloud Computing.
- o Hands-on exercises and case studies.
- o And related advanced topics.
- o Q&A and Discussion.

- **Prerequisites:** selected Participants should have a technical background

Task-3: Workshop organization and logistics:

- 1. Organize a series of interactive workshops tailored to government employees.**
- 2. These workshops will be categorized into three main types:**
 - a. **Leadership Workshops (Leaders Workshop):** These sessions will be designed exclusively for higher management personnel within the government entities. (strategic level)
 - b. **AI Raising Awareness Workshops:** These workshops are intended for government employees at various levels
 - c. **Technical AI Training:** This session will provide in-depth technical insights in AI and is designed specifically for technical staff. The training will run for at least one month, and participation not less than of 20 employees.
- 3. Provide at least three highly skilled professional trainers for the whole project with the ability to conduct multiple workshops simultaneously.**
- 4. Provide a project coordinator responsible for overseeing all logistical coordination, including:**
 - a. Workshop organization arranging workshop, coordinating schedules, and ensuring the smooth flow of activities during workshops
 - b. The logistical aspects of the project, including Stakeholder Engagement: Effective communication with government entities.
 - c. Administrative procedures related to workshop registration (Provide the registration link), participant communications, and documentation.
 - d. Technical Setup For online workshops, ensuring that the required technical support and links are provided.
 - e. Attendance Management, tracking attendee lists, ensuring that the minimum attendance are met for each workshop.
- 5. Workshop Location:**
 - a. The winning bidder is responsible for providing the workshop location for the awareness and technical workshops (unless the entity requests to hold them at their premises), and for the leader workshops, they may be held within their institutions.

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- b. The Winning bidder will be responsible for reserving and arranging the workshops
 - c. The location should be equipped with adequate seating and necessary facilities.
 - d. The location should include a well-functioning air conditioner and heater.
 - e. Provide at least one snack break during full-day sessions.
- 6. The Number of Workshops:**
- a. For Leaders Workshops: You should conduct 20 leader workshops (one for each government entity).
 - b. For awareness workshops: You should cover at least 3,000 employees in not less than 20 workshops (i.e., a maximum of 150 employees in each workshop). However, the actual number of attendees in each workshop varies depending on the government entities' size and requirements, in addition to the possibility of more than one government institution participating in each workshop.
 - c. For Technical AI training: You should train at least 20 employees from different government entities. (at least one technical AI training)
- 7. All workshops should be done physically, but if that is not possible based on the entities situations , online workshops are permitted at a rate not exceeding 15% for awareness workshops only**
- 8. Have the capability to share training materials to participants.**

Task-4: Assessment and Certifications:

(Will be done for AI Raising Awareness workshops and Technical workshop)

- 1. Assessments will include pre and post-assessment forms.**
 - a. Pre-assessment:** this assessment will be done at the beginning of each workshop and aimed to assist the level of knowledge in field of AI for government employees
 - b. Post-assessment:** this assessment will be at the end of each workshop and aimed to measure the percentage of raising awareness of AI in public sectors.
- 2. The questions will be general, short, and varied in difficulty.**
- 3. The assessment should be done online**
- 4. Provide Certificates of completion for the attendee; the certificate will be generated digitally and sent automatically after passing the two assessments, a special certificate will be provided for the Technical workshop**

Task-5: Reporting and Documentation:

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1. **Progress report:** A report describe of project status and updated plan, this report will be provided after each workshop, and includes the percentage of AI awareness raised, the number of attendees.
2. **Final report:** A final report will be submitted at the end of the project, summarizing total awareness and participant percentages and key discussion topics all workshops.
3. **Dashboard:** A dashboard to present the progress of the project and final results of the project and categorized by sectors and organizations.

Project Deliverables

Deliverables shall be submitted by email in softcopy and hardcopy with cover document(s) outlining, upon the request of MoDEE, Contents and Organization including document version control. Unless otherwise specified, the deliverables shall be submitted in English and Arabic. The winning Bidder must complete and submit the following deliverables.

MoDEE must approve each deliverable

- **Inception report:** Comprehensive document outlining the project's objectives, scope, methodology, timeline, and key responsibilities, serving as a roadmap for the project execution and the training plan.
- **Initial workshop materials:** Include interactive graphs, inclusive, practical examples), should be customized for each sectors (if applicable) and Regularly updated to ensure alignment with the continuous development of artificial intelligence
- **Assessment questionnaires for the pre assessment and post-assessment**
- **Certificates of completion**
- **Progress report:** A report describe of project status and updated plan, this report will be provided after each workshop, and includes the percentage of AI awareness raised, the number of attendees, and their details
- **Workshop schedules and locations.**
- **Registration links for each workshop.**
- **Zoom links for online workshops.**
- **Final report:** A report describing the final project results and summarizing Total Awareness Gained from Three Workshops, categorized by Sectors, Organizations, and Participant Percentages, and including Key Discussion Topics

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- **Dashboard:** A dashboard to present the progress of the project and final results of the project and categorized by sectors and organizations, and should be submitted at the beginning of the project.

3. Client's Input and Counterpart Personnel

3.1 Services, facilities and property to be made available to the Consultant

- **Access to document and facilitation:** Grant the consultant access to relevant documentation, including AI Strategy and implementation plan, in addition to the national AI codes of ethics
- **Stakeholder Engagement Support:** Assist the consultant in engaging with relevant stakeholders, including government entities by facilitating introductions and providing necessary contact information only, but the arrangements for the workshops and the participation will be the responsibility of the winning bidder

3.2 Professional and support counterpart personnel to be assigned by the Client to the Consultant's team

- **Point of Contact:** Point of contact from the MoDEE's team who will be responsible for coordinating with the bidder providing necessary information, addressing queries, and ensuring smooth communication throughout the project.

4. Technical Specifications and Details

Bidders must comply with the following minimal technical specifications and requirements, therefore bidders are required to comply in full with these technical specifications and requirements and any proposal that does not comply with these technical specifications and requirements shall be rejected.

4.1 Firm area of expertise and Team Composition and Qualification Requirements of the Key Experts

Firm area of expertise and Team Composition:

- The bidder must have a minimum of 3 years of experience in training. **(Submit your evidence)**
- The bidder must have a minimum of 1 years of experience in training in field related to AI/ Data Science / Machine Learning/ Deep learning/ Neural Networks/ CNN...etc. **(Submit your evidence)**

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- The bidder must provide evidence of at least one successful technical training project (preferably not less than 60 hours) in a field related to (AI/ Data science/ Machine Learning/ Deep learning/ Neural Networks/ CNN...etc) to demonstrate his ability to conduct the **Technical AI Training**, preferably in Jordan or the Middle East region. **(Please provide evidence of the project name, the number of participants, the project date, and the length of the course, the beneficiary entity, and the main topics covered.)**
- The Technical Assistance Team of the bidder will be composed of 4 individuals at a minimum: at least 3 professional AI specialist trainers and one project coordinator. **(Please provide the CVs for the Technical Assistance Team: 3 CVs for AI trainers and one CV for project coordinator)**
-

4.2 List key professional positions whose CVs and experience would be evaluated

1. AI specialist trainers (2 CVs at least)

- At least 3 years' experience in the training or teaching
- At least 1 years' experience in the field of AI/ Data science/ Machine Learning/ Deep learning/ Neural Networks/ CNN...etc.
- A degree (e.g., Bachelor's or Master's, PhD's) in AI, Computer Science, Engineering, or a related field with a focus on AI.
- Acquired a certification in the field of training (ToT) or expert in field of education or training.

2. AI specialist trainers (1 CVs at least) (3rd Trainers)

- At least 1 years' experience in the training or teaching
- At least 1 years' experience in the field of AI/ Data science/ Machine Learning/ Deep learning/ Neural Networks/ CNN...etc.
- A degree (e.g., Bachelor's or Master's, PhD's) in AI, Computer Science, Engineering, or a related field with a focus on AI.

3. Project Coordinator

- At least 1 years' experience in project coordination and management.
- A bachelor's degree in a relevant field such as Project Management, Business Administration, telecommunications, IT or others
- Excellent written and verbal communication skills to interact with stakeholders, team members, and external partners.
- Strong organizational abilities to manage multiple tasks, prioritize work, and meet deadlines.
- Have experience in work with government entities (will be additional.)

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5. General Terms and Conditions:

The Bidder accepts to comply with all provisions, whether explicitly stated in this RFP or otherwise, stipulated in the Governmental Procurement By-Law No8 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 No8 of 2022 and its Instructions

Special Terms and Conditions:

5.1 Guarantees:

- Bid Security (Tender Bond):** Bidders shall submit a bid Security (Tender Bond) on a form similar to the attached format in Jordanian Dinars (500) – Annex\3. The bond will be in the form of a certified cheque or bank guarantee from a reputable registered bank, located in Jordan, selected by the bidder. The bidder shall ensure that the (tender bond)/ bid security shall remain valid for a period of 90 days after the bid closing date.
- Performance Bond:** The winning bidder is required to submit a performance bond of (10%) of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase_Order (Contract) on a form similar to the attached format to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order's (contract's) technical specifications and requirements – **Annex\5 (the duration of this guarantee must fit with the implementation of the purchase order (contract))**. This guarantee shall be released after final hand over and official acceptance of MODEE of all works done by the winning bidder and submission of the maintenance and support and warranty guarantees.

5.2: Financial Terms:

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

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- All prices should be quoted in Jordanian Dinars including all costs, expenses, profits, governmental fees and taxes, in addition to sales tax for the bidders registered in the general sales tax, and others.
- The type of contract will be a fixed lump sum price contract including all costs, professional fees, over heads, profits, and expensesetc.
- 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. Any proposal not accompanied by an acceptable proposal security (tender bond) shall be rejected by the tendering committee as being non-responsive pursuant to RFP.
- The performance guarantee shall be released after final hand over and official acceptance of MODEE of all works done by the winning bidder and submission of the maintenance and support and warranty guarantees.
- Bidders must take into consideration that payments will be as specified in the tender documents under annex (1) and shall be paid after the successful fulfillment and acceptance of the scope of work defined for the services by MODEE.
- The MODEE takes no responsibility for the costs of preparing any bids and will not reimburse any Bidder for the cost of preparing its bid whether successful or otherwise.
- General Sales Tax must be specified in the offer for the bidders registered in the general sales tax or it will be assumed as part of the total value of the bid submitted by the bidder.
- The Tendering committee is entitled to award from any proposal one or more items of the offered items or any parts thereof as it sees fit

5.3: Legal Terms:

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

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- The bidders shall not submit alternative proposal. Alternative proposals will be returned unopened or unread.
- 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 and a certified copy of this authorization is to be attached to technical proposal. All of the pages of the proposal, except un-amended printed literature, shall be initialed by the person or persons signing the proposal.
- The Ministry requires that all parties to the contracting process observe the highest standard of ethics during the procurement and execution process. Ministry 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.

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 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 government of Jordan, and includes collusive practice among Bidders (prior to or after proposal submission) designed to establish proposal prices at artificial or non-competitive levels and to deprive government of Jordan of the benefit of free and open competition.

- Bidder shall not contact MODEE, or its employees, members of the tendering or the technical committees on any matter relating to its proposal to the time the contract is awarded. Any effort by a bidder to influence MODEE, its employees, members of the tendering or the technical committees or the tendering committee in the tendering 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.
- A business registration certificate should be provided with the proposal.
- The laws and regulations of The Hashemite Kingdom of Jordan shall apply to awarded contracts.

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- Proposals shall remain valid for period of (90) days from the closing date for the receipt of proposals as established by the Purchasing Committee.

- The Purchasing 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 tendering 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.

- MODEE 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 Government of Jordan.

- MODEE reserves the right to disregard any bid which is not submitted in writing by the closing date of the tender.

- MODEE reserves the right to enforce penalties on the winning bidder in case of any delay in delivery as defined in accordance with the terms set in The governmental Procurement By-Law No8 of 2022 and its Instructions

- If the second party does not implement its obligations to complete the work required in the agreement within the period of work specified in the agreement and delays in implementing the bid, the second party must pay a delay penalty of **(10)** Jordanian dinars for each unjustified delay day.

- The maximum limit for the above penalties are 15% of the agreement's value.

- All prices should be listed in **the Bidder's financial proposal**.

- Bidders must fill out, stamp and duly sign form of bid attached to this RFP under (Annex 2) and enclose it in their proposals. Proposals that do not include this signed format are subject to rejection as being none responsive.

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- The winning bidder will be expected to provide a single point of contact to which all issues can be escalated. MODEE will provide a similar point of contact.
- 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 will result in forfeiture of the bidder's proposal security.
- The Tendering committee is entitled to award from any proposal one or more items of the offered items or any parts thereof as it sees fit.

5.4: Warranty and Performance:

- **Bid Security (Tender Bond): Bidders** shall submit a bid Security (Tender Bond) on a form similar to the attached format in Jordanian Dinars (500) – Annex\3. The bond will be in the form of a certified cheque or bank guarantee from a reputable registered bank, located in Jordan, selected by the bidder. The bidder shall ensure that the (tender bond)/ bid security shall remain valid for a period of 90 days after the bid closing date.

- **Performance :**

The winning bidder is required to submit **a performance bond** of (10%) of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase_Order (Contract) on a form similar to the attached format to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order (contract) requirements.

5.5: Tender value:

Bidders should fill and sign the following table:

Item	Quantity/ number of participants	Unit Rate(JD)	Total(JD)
Strategic Leadership (Leaders workshops) in the field of AI for public sector leaderships and decision-makers within the 30 government entities			

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Awareness Workshop in field of AI for Public employees for not less than 30 governmental entities and not less than 3000 public employees			
Technical AI Training for at least 20 government employees from different entities (Duration: minimum 1 month (20 working days) not less than 100 hours of training)			
Total in figures			
Total in words			

*The prices should cover all project tasks and responsibilities, as well as all deliverables outlined in this document.

* The price should include clear details about the number of proposed workshops. The duration of each work, the number of attendees for each workshop, and the proposed topics to be covered during each workshop, and all works include this stage.

* Price should include all costs, Overheads, profits, fees and taxes including sales tax. For the bidders registered in the general sales tax, etc.

*** The proposal must be presented in two hard copies and one soft copy (soft copy is mandatory), and should not exceed 35 pages.**

5.6: Administrative procedures and requirements:

5.6.1: Response procedures:

All inquiries with respect to this RFP are to be addressed to the Ministry of Digital Economy and Entrepreneurship local tenders committee in writing by mail, e-mail, fax, or handed to the secretary of tenders committee with the subject **AI Raising the Awareness for Public Employees and Capacity Building...** All inquiries can be addressed to the EGov_tenders@modee.gov.jo by 21/2/2024. (Responses will be sent in writing no later than 28/2/2024 days Questions and answers will be shared with all Bidders' primary contacts.

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(A): The Technical Proposal

The Technical proposal should include:

- The Detailed description must be mentioned clearly
- A compliance letter stating that the technical specification of the supplies proposed by the bidder comply 100% as a minimum with the specifications shown in this RFP, in addition to compliance with the activities mentioned in section 2: Scope of work

(B): The Financial proposal:

- The financial proposal should include a cost summary. The cost summary must provide a fixed price for the required supplies in Jordan Dinars for the overall scope of work including all expenses, overheads, profits, fees and taxes including sales tax ...etc... The bidder should submit the "Form of Bid" Annex.2 Annexed to this RFP duly filled and signed by the bidder.
- The financial proposal should include supplies value attached to this RFP duly filled and signed by the bidder's authorized representative.

5.6.3: Response Submission:

- Bidders must submit their proposals to this RFP to the secretary of local or procurement tenders committee\ Tendering & procurements Department at the Ministry of Digital Economy and Entrepreneurship no later than **12:00 pm of 6/3/2024**

Tendering Department – 3rd floor

Ministry of Digital Economy and Entrepreneurship

8th circle

P.O. Box 9903

Amman 11191 Jordan

Tel: 00 962 6 5805641

Fax: 00 962 6 5861059

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- Proposals should be submitted in a well-sealed and wrapped envelope clearly marked, as follows:

“Raising the Awareness of AI for Public Employees. Procurement (11/eGovt/2024) — Technical Proposal,” Financial Proposal

- **Part I “Raising the Awareness of AI for Public Employees - Technical and Financial Proposal”.** This part (envelope) should contain 1 original hard copies and 1 softcopy (CD) [in Microsoft Office 2010 or Office 2010 compatible formats].
- **Part II “Raising the Awareness of AI for Public Employees - Bid Bond”:** This part (envelope) should contain 1 hard copy. This part should not contain any reference to cost or price.


The hard copy marked as original will be considered the official copy and in case of contradiction between the original and the copy, the original copy shall prevail. 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 the MODEE no later than **12:00 pm of 6/3/2024** late submissions will not be accepted,

-MODEE will not be responsible for premature opening of proposals not clearly labeled.

5.6.4: 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 Ministry of Digital Economy and Entrepreneurship reserves the right not to select any offer. The Ministry of Digital Economy and Entrepreneurship also assumes no responsibility for costs of bidders in preparing their submissions.

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6. Section D: Annexes

Annex No. (1)

الدفعات*

يدفع الفريق الأول (وزارة الاقتصاد الرقمي والريادة) الدفعات المستحقة للفريق الثاني (المتعهد) كامل قيمة اللوازم الواردة في أمر الشراء (الاتفاقية) بعد انجاز كامل الاعمال المشمولة به والمطلوبة في وثائق العطاء RFP / حسب ما هو موضح أدناه وآخر دفعة بعد استلام اعمال العطاء استلاماً نهائياً حسب الأصول.

- يدفع الفريق الأول للفريق الثاني 5% من قيمة الاتفاقية عند تقديم وثائق التقرير الأولي الذي يشمل منهجية المشروع وخطة التنفيذ والجدول الزمني واللوحة التفاعلية (Dashboard) وبعد موافقة الفريق الأول عليها.
- يدفع الفريق الأول للفريق الثاني 20% من قيمة الاتفاقية عند اثبات وصول عدد المتدربين الكلي الى 1000 موظف حكومي في ورش العمل التوعوية وبعد موافقة الفريق الأول عليها
- يدفع الفريق الأول للفريق الثاني 20% من قيمة الاتفاقية عند اثبات وصول عدد المتدربين الكلي الى 2000 موظف حكومي في ورش العمل التوعوية وبعد موافقة الفريق الأول عليها
- يدفع الفريق الأول للفريق الثاني 20% من قيمة الاتفاقية عند الانتهاء من جميع الدورات (الإدارية والتوعوية) في 15 مؤسسة حكومية واثبات وصول عدد المتدربين الكلي الى ما لا يقل عن 3000 موظف حكومي في ورش العمل التوعوية وبعد موافقة الفريق الأول عليها
- يدفع الفريق الأول للفريق الثاني 20% من قيمة الاتفاقية عند الانتهاء من الدورات التقنية والفنية المتقدمة واثبات تدريب ما لا يقل عن 15 موظف حكومي وبعد موافقة الفريق الأول عليها
- يدفع الفريق الأول للفريق الثاني 15% من قيمة الاتفاقية عند الانتهاء من كامل أعمال المشروع وتسليم التقرير النهائي للمشروع وبعد موافقة الفريق الأول عليه

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Annex No. (2)

نموذج تقديم عرض العطاء (المناقصة)

معالي وزير الاقتصاد الرقمي والريادة

(1) بناء على دعوة العطاء رقم (20 /) ووفقاً للتعليمات والشروط العامة والخاصة والمواصفات المرفقة بها وجميع الوثائق الخاصة بالعطاء. فإنني أقدم عرضي وأوافق على أن أقوم بتقديم كل أو بعض اللوازم (خدمات أو مواد) المعروضة بالأسعار والشروط والمواصفات المبينة في هذا العرض وإتمامها وصيانتها وضمناً عيوب التصنيع فيها وفقاً لشروط ومواصفات العطاء. وإنني ألتزم بأن يظل هذا العرض قائماً لمدة (90) يوماً اعتباراً من تاريخ إيداع العروض وأفوض السيد () بتمثيل مؤسستنا / شركتنا في كافة الإجراءات والتبليغات المتعلقة بهذا العرض لدى دائرتكم.

رقم السجل التجاري:.....
الاسم التجاري:.....
اسم صاحب الشركة:.....
الغرض حسب السجل التجاري:.....
العنوان:.....
البريد الإلكتروني:.....
ص.ب:.....
الرمز البريدي:.....
هاتف:.....
فاكس:.....
الخلوي :
الختم والتوقيع

المرفقات (أبين فيما يلي جميع المرفقات التي يتكون منها عرضي):-

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Annex No. (3)

سند كفالة دخول عطاء

البنك

سند كفالة دخول عطاء

السادة: وزارة الاقتصاد الرقمي والريادة

التاريخ : / / 20م

تاريخ الاستحقاق :

رقم الكفالة :

تحية وبعد،

يكفل البنك

السادة / المناقص

بمبلغ () دينار فقط

سارية المفعول لغاية

وذلك لدخول العطاء رقم (/ 200)


الخاص بشراء

ويتعهد البنك بتمديد سريان الكفالة لتغطي مدة سريان العرض وبدفع قيمة الكفالة إليكم أو أي جزء منها عند أول مطالبة خطية منكم، وذلك خلال فترة سريانها، علماً بأن أي مطالبة ترد إلى البنك يجب أن تكون في أو قبل موعد استحقاقها، وتصبح الكفالة ملغاة بعد انتهاء مدتها.

توقيع الكفيل / مصرف

المفوض بالتوقيع

التاريخ

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Annex No. (4)

البنك

سند كفالة حسن تنفيذ

السادة : وزارة الاقتصاد الرقمي والريادة

التاريخ : / / 20م

رقم الكفالة :

تحية وبعد،

يكفل البنك

السادة / المتعهد

وذلك ضماناً لحسن تنفيذ قرار الإحالة رقم (/ 200) الخاص بالعطاء رقم (/ 200) بمبلغ () دينار فقط

هذه الكفالة غير مشروطة وغير قابلة للنقض وسارية المفعول لغاية

يتعهد البنك بدفع قيمة هذه الكفالة بمجرد ورود أول طلب منك وبغض النظر عن معارضة المتعهد أو الغير ودون اجراء أي تقاص ودون اشتراط تقديم أي شهادات أو الحصول على حكم قضائي أو أي شرط اخر.

يتعهد البنك بتمديد سريان هذه الكفالة أو دفع قيمتها إليكم أو أي جزء منها عند أول مطالبة خطية منكم بالتمديد أو الدفع، وذلك خلال فترة سريانها، ولا تلغى هذه الكفالة خلال فترة سريانها إلا بكتاب رسمي من وزارة الاقتصاد الرقمي والريادة.


وفي حالة تخلف البنك عن دفع قيمة هذه الكفالة أو أي جزء منها لوزارة الاقتصاد الرقمي والريادة لدى طلبها فإن البنك يفوض معالي محافظ البنك المركزي بناءً على طلب معالي وزير الاقتصاد الرقمي والريادة بقيدها على حسابه الجاري لدى البنك المركزي ولحساب الخزينة.

توقيع الكفيل/مصرف :

المفوض بالتوقيع :

بحضور وشهادة :

التاريخ:

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Annex No. (5)

الاتفاقية / أمر شراء

رقم ()

السادة :..... المحترمين

ص.ب () اسم المدينة () المنطقة ()

هاتف () فاكس () الرمز البريدي ()

بناءً على قرار لجنة الشراء الرئيسية رقم (/ 200) المرفق طياً بصورة عنه والخاص بدعوة العطاء رقم (/ 200) أرجو

توريد وتسليم أو تقديم الخدمات المطلوبة () المحالة عليكم والمبينة تفصيلاتها وأثمانها على جدول

المواد المرفق بقرار الإحالة وبالبلغة قيمتها الإجمالية (...) فقط (....) إلى

واقبلوا الاحترام ،،،

التاريخ: / / 20م

أمين عام وزارة الاقتصاد الرقمي والريادة

اسم المفوض بالتوقيع :

السادة وزارة الاقتصاد الرقمي والريادة :

أنعهد بتوريد اللوازم المحالة علينا وفقاً لمواصفات وشروط قرار الإحالة المشار إليه أعلاه والوثائق المعتمدة المتعلقة به وهي (دعوة العطاء، ووثائق العطاء، الملاحق، عرض المناقصة، عرض المتعهد، الكتالوجات، المراسلات، والتعليمات للمشاركين في

المناقصة)، والالتزام بأحكام نظام المشتريات الحكومية رقم 8 لسنة 2022 والتعليمات الصادرة بموجبه

تعتبر هذه الاتفاقية (أمر الشراء) وقرار الإحالة وكتاب القبول والوثائق المعتمدة المتعلقة بهم وهي (دعوة العطاء، ووثائق

العطاء، الملاحق، عرض المناقصة، عرض المتعهد، الكتالوجات، المراسلات الموافق عليها، والتعليمات للمشاركين في

المناقصة) المذكورة عقداً ملزماً للطرفين.

اسم المتعهد :

اسم المفوض بالتوقيع :

التوقيع والخاتم :

التاريخ :

نسخة / وحدة العطاءات والمشتريات/ أمين سر لجنة الشراء المحلية

نسخة / الدائرة ذات الشأن (مديرية الخدمات الالكترونية و العمليات)

نسخة / الضريبة العامة على المبيعات / الرقم الضريبي ()

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Compliance Sheet

Item	Comply (Yes/ No)	Notes
The Bidders must comply with the following minimal tender requirements (mentioned in the scope of work and in the Technical Specifications and Details)		
Task-1: Inception Report: Comprehensive document outlining the project's objectives, scope, methodology, timeline, and key responsibilities, serving as a roadmap for the project execution and the training plan. (full schedule)		
Task-2: Development of Workshop Materials To develop the material that covers all the subtasks in mentioned in task number two and categorized to into three types (Leadership workshop, AI Raising Awareness workshop, and technical AI Training)		
Task-3: Workshop organization and logistics This includes all associated sub-tasks, such as the workshop location, number of attendees, conducting interactive workshops; designate a project coordinator, and addressing all sub-points falling under this task.		
Task-4: Assessment and Certifications This includes all associated sub-tasks, pre-assessment, post assessment and Certifications, and addressing all sub-points falling under this task.		
Task-5: Reporting and Documentation: 1. Progress report: A report describe of project status and updated plan, this report will be provided after each workshop, and includes the percentage of AI awareness raised, the number of attendees. 2. Final report: A final report will be submitted at the end of the project, summarizing total awareness and participant percentages and key discussion topics all workshops. 3. Dashboard: A dashboard to present the progress of the project and final results of		

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the project and categorized by sectors and organizations.		
Firm area of expertise		
The bidder must have a minimum of 3 years of experience in training. (Submit your evidence)		
The bidder must have a minimum of 1 years of experience in training in field related to AI/ Data Science/ Machine Learning/ Deep learning/ Neural Networks/ CNN...etc. (Submit your evidence)		
The bidder must provide evidence of at least one successful training project in a field related to (AI/ Data science/ Machine learning/ Deep learning/ Neural Networks/ CNN...etc.) to demonstrate his ability to conduct the Technical AI Training, preferably in Jordan or the Middle East region. (Please provide evidence of the project name, the number of participants, the project date, the length of the course, the beneficiary entity, and the main topics covered.)		
The Technical Assistance Team of the bidder will be composed of 4 individuals at a minimum: at least 3 professional AI specialist trainers and one project coordinator. (Please provide the CVs for the Technical Assistance Team: 3 CVs for AI trainers and one CV for project coordinator)		
<u>Team Composition and Qualification Requirements of the Key Experts</u>		
AI specialist trainer-1		
At least 3 years' experience in the training or teaching		
At least 1 years' experience in the field of AI/ Data science/ Machine learning/ Deep learning/ Neural Networks/ CNN...etc.		
A degree (e.g. Bachelor's or Master's or PhD's) in AI, Computer Science, Engineering, or a related field with a focus on AI.		

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Acquired a certification in the field of training (ToT) or expert in field of education or training.		
AI specialist trainer-2		
At least 3 years' experience in the training or teaching		
At least 1 years' experience in the field of AI/ Data science/ Machine learning/ Deep learning/ Neural Networks/ CNN...etc.		
A degree (e.g. Bachelor's or Master's or PhD's) in AI, Computer Science, Engineering, or a related field with a focus on AI.		
Acquired a certification in the field of training (ToT) or expert in field of education or training.		
AI specialist trainer-3		
At least 1 years' experience in the training or teaching		
At least 1 years' experience in the field of AI/ Data science/ Machine learning/ Deep learning/ Neural Networks/ CNN...etc.		
A degree (e.g. Bachelor's or Master's or PhD's) in AI, Computer Science, Engineering, or a related field with a focus on AI.		
Project Coordinator		
At least 1 years' experience in project coordination and management.		
A bachelor's degree in a relevant field such as Project Management, Business Administration, telecommunications, IT or others		
Excellent written and verbal communication skills to interact with stakeholders, team members, and external partners.		
Strong organizational abilities to manage multiple tasks, prioritize work, and meet deadlines.		
Have experience in work with government entities will be additional.		