



**Invitation to Tender  
Request For Proposal (RFP)  
“Rehabilitation, furniture, and IT equipment supplies for training rooms for  
Ministry of Public Works and Housing (MPWH)”  
Funded by USAID  
Special Tender No. (6/USAID/HCC/2024)**

Messrs.

Dear Sirs,

The Ministry of Public Works and Housing (MPWH) through the Special Procurement Committee (SPC), invites the contracting companies classified **Second Grade Building Construction (2<sup>nd</sup> Grade – Building Construction) or Third Grade Building Construction (3<sup>rd</sup> Grade – Building Construction)** as per Government Tenders Department (GTD) classification (**valid classification only and not subjected to any sanctions or classification suspension**), to submit their proposals for “Rehabilitation, furniture, and IT equipment supplies for training rooms for Ministry of Public Works and Housing (MPWH)” funded by USAID.

**1) Scope of Work:**

In line with the grant from USAID aimed to boost the efficiency and professional development of the Ministry of Public Works and Housing (MPWH) employees, these facilities are designed to foster creativity, enhance operational efficiency, and improve job performance. This will be achieved by offering advanced educational experiences through state-of-the-art infrastructure and modern technologies.

The establishment of these training rooms aims to optimize their use in achieving the strategic objectives and developing the capabilities of the ministry staff. To support this,



existing rooms on the sixth and ground floors will be rehabilitated to create an improved training environment, ensuring greater comfort and effectiveness for trainees. These rooms will be equipped with high-end technology to meet current standards and accommodate diverse training needs.

The scope of work includes, but is not limited to:

- Rehabilitation of Rooms: This involves civil, mechanical, and electrical works.
- Supply of Furniture and IT Equipment: As specified in the attached detailed Bill of Quantities (BOQ).
- Setup of Training Rooms: This includes the installation and arrangement of all necessary equipment and furnishings to create fully functional training environments.

Recognizing that MPWH serves as the benchmark for all construction tenders in Jordan, this initiative also aims to enhance the ministry's operational efficiency and effectiveness in its roles.

2) Last date for purchasing the Tender Documents is **Wednesday November 27, 2024 at (3:00 pm) (Amman local time)**, for non-refundable fee of (75) Jordanian Dinars.

3) **Pre-bid Conference and Site Visit:** A Pre-Bid Conference, including a Question-and-Answer session, will be held at Ahel-Alazem Hall, Ground Floor, MPWH on **Thursday November 28 ,2024 at 10:00 am (Amman local time)** followed by a site visit (inside the MPWH main building).

4) Clarifications related to the tender document shall be sent to the email ([procuremen.clarifications-itservices@mpwh.gov.jo](mailto:procuremen.clarifications-itservices@mpwh.gov.jo)) no later than **Tuesday December 3, 2024 at (3:00 pm) (Amman local time)**, and please follow up issuance of any addenda related to Tender Documents or responses to clarifications through the mentioned-above email.

5) The Tenderers must provide an unconditional Bid Bond issued by a local bank in **the name of His Excellency the Minister of Public Works and Housing in addition to his post** in amount of **Two Thousand Five Hundred JD (2500 JD) valid for (120) day from the submission date**, the bid guarantee shall comply with requirements stated in the Tender Documents. Any tender that is not accompanied with an enforceable and compliant Tender security shall be rejected as non-responsive, Certified cheques will not be acceptable.

6) The Bidder's name in the Bid Bond shall be according to classification certificate issued by the Government Tenders Department (GTD).

7) **Hard Copy Submission:** You must submit your bid in the form of "Bid bond", "Technical Proposal" and "Financial Proposal" in three separate sealed envelopes at the same time as follows:

**Envelope No 1: Namely "Bid Bond".**

**Envelope No 2: Namely " Technical Proposal " .**

**Envelope No 3: Namely "Financial Proposal".**

Each envelope shall contain one original and one copy of the required respective documents (for the technical proposal and for the financial proposal), each must be identified ("original" or "copy") in accordance with the tender document, in addition to USB flash drive contains the "Technical Proposal" only inside the "Technical Proposal" envelope.

In case of contradiction between the hard copy and the soft copy the priority will be given to the original hard copy.

**Note: Any Tender that includes the Financial Proposal along with the Technical Proposal will be excluded.**

8) The technical proposal envelope shall contain the following:

- The signed and stamped RFP and drawings.
- The signed and stamped IT equipment technical specifications compliance tables (filled).
- Invitation to Tender, evaluation form and all issued Addenda (signed and stamped).
- The technical proposal related to IT equipment's specifications (signed and stamped).
- All Bidder's official and registration documents including valid GTD classification certificate.

The financial proposal envelope shall contain the following:

- The priced Bill of Quantity (priced BOQ).

9) Joint Venture, Consortium or Association is not allowed, if the bidder needs to engage a subcontractor, the subcontractor must be identified in the proposal submission stage, including all required related documents as per the technical evaluation criteria (in the technical proposal envelope).

10) The tender shall be deposited in MPWH building (SPC) hall 6th floor, not later than **Tuesday December 17, 2024 at (12:00 pm) (Amman local time)**, the technical proposals will be publicly opened at 1:00 p.m. the same day.

11) Tenderer must sign all documents by the authorized signatory at the company and stamped with the company's official stamp.

12) The Contractor will be evaluated according to the forms of evaluation in tender documents.



13) H.E the Minister of Public Works and Housing is the authorized Signatory of the Contract.

14) The Special Procurement Committee (SPC), the MPWH or the USAID reserves the right to cancel or re-tender the tender without stating the reasons and without thereby incurring any liability to bidders.

15) The Tender is tax exempted, and will be funded through a grant received from the United States Agency for International Development (USAID), award of any Contract requires compliance with all USAID requirements specified in the Contract Documents and subject to USAID review and approval.

Issuance of this Invitation to Tender does not in any way obligate the Government of Jordan or the US Government to award a contract nor does it commit the Government of Jordan or the U.S Government to pay for the cost incurred in preparation and submission of this Tender.

Sincerely,

Chairman of the Special Procurement Committee  
Secretary General of Ministry of Public  
Works and Housing

Dr. Jamal Saleh Qtaishat

Secretary General  
of Ministry of Public Works and Housing  
Dr. Jamal Saleh Qtaishat

CC: Issam Omar USAID Jordan / Amman / Fax: 5907300

CC: Investment & Projects Delivery Unit.

CC: Secretariat of the STC- Ali Alzabat

**Attachments:** 1) The IFB document.

2) Tender Drawings.

3) IT tables.

4) BOQ

5) Evaluation Form.