



الجمعية الملكية للتوعية الصحية
Royal Health Awareness Society

صحتي قرار
Choose Health

Request for Proposals (RFP)

For

A Conference on

Non-Communicable Diseases and COVID

February 2022

Royal Health Awareness Society

Mohammad Saeed Al Bataineh street, Dabouq

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Project Name	: Partners for Health project
RFP Release Date	: 21/2/2022
Question/Inquiry Submission Deadline	: 28/2/2022
Proposal Submission Deadline	: 15/03/2022
Agency selection	: 30/03/2022
Contact Person for Inquiries/Questions	: Hanan Aranki
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Dear Sir/Madam,

The Royal Health Awareness Society is seeking proposals for organizing and managing the upcoming national conference on Non-Communicable Diseases (NCDs) & COVID, which will be implemented under the Partners for Health Project.

About The Royal Health Awareness Society (RHAS): RHAS was established in 2005 with a mandate to raise health awareness for local communities through designing programs that address national health priorities and meet beneficiaries' emerging needs, while engaging them in the design and implementation of health interventions. RHAS aims at building the capacities of beneficiaries to enable them to adopt healthy and safe lifestyles and works to build beneficiaries' experiences and practical skills so they can be agents of change in their communities. RHAS' awareness programs on public health and safety target different categories of the Jordanian community, including girls and boys school students all over the Kingdom.

About Partners for Health: The Partners for Health Project (Project) is designed to reduce the burden of diabetes and other NCDs in Jordan. The project brings forward this mission by implementing activities in primary care centers and the local community. The Project also works to provide a platform for knowledge-sharing and informing policymaking through conducting conferences to discuss and showcase NCD responses in the form of technical sessions, workshops, policy papers, etc.

Context of NCDs in Jordan. NCDs are the leading cause of morbidity and mortality in Jordan, constituting 78% of the total deaths, according to the Jordan National Stepwise Survey (STEPS) for Noncommunicable Disease Risk Factors 2019. Early on in the pandemic and throughout, it became evident that people living with NCD's are more prone to severe symptoms and complications once they contract COVID. Moreover, as the pandemic and infection control were prioritized, people living with NCD's struggles with access to services and medications among other issues related to their care.

Services

Work with RHAS in planning, organizing and delivering a national 2 day conference on NCD's and COVID, which would include various session methodologies, such as plenary presentations, keynote speeches, debates, seminars and symposia, workshops, and interactive sessions. The speakers will represent government, healthcare professionals, academia, civil society, and health experts on NCD's and COVID, School health as well as other topics. The conference will host 200 participants of a variety of national professionals from different professional backgrounds, representing the public, private and civil society sectors as well as expert individuals.

Scope of Work

1. Website & Registration:

The service provider is expected to set up a website for the conference to provide information about the event, speakers, agenda, registration, and payment. The payment options and discounts should also be included along with bundles for early registration, students, groups, etc. The website should also allow for abstract submissions and management.

2. Sponsorships & Fundraising:

The service provider should design sponsorship packages and benefits in alignment with Project's budget and share them with viable sponsors. The contracts & payments should also be managed by the same provider upon the approval of RHAS.

3. Logistics:

The service provider will compile a list of suggested venues and accommodations for speakers and/or participants as needed.

4. On-Site, Venue and Risk Management:

The service provider will manage and coordinate the event end-to-end and handle the preparation, seating arrangement, exhibition area, and technical setup of the main hall and break-out rooms as applicable. The service provider is also expected to submit their risk management plan and demonstrate expertise in that regard.

5. Conference Program & Products

The service provider will contribute to the planning of the conference program and handle the design and the products of needed printed materials.

6. Post Event Services

The service provider will disseminate thank you emails to the participants and speakers, they

will also conduct the satisfaction survey and produce the final report on the results. This item and the previously mentioned scope include other items as per the agreement between RHAS and the selected bidder

Deliverables

The vendor is expected to deliver the following throughout the project:

#	Deliverable	Examples of details to be used as guidance for the submitted proposal (please include others as per the scope of work proposed)
1	Registration	<ul style="list-style-type: none"> o Website created and published o Online registration and payment systems live and operational o Registration bundles with pricing options & discounts submitted and approved by RHAS o Abstract submission portal created and operational on the website o Online payment solution (Wire / Credit card) created
2	Sponsorship & Fundraising support	<ul style="list-style-type: none"> o Sponsorship packages with pricing created o Mailing lists of candidate sponsors submitted o E-mail and phone campaigns; personal visits and "sales " meetings conducted o Agreements signed with sponsors
3	Logistics support	<ul style="list-style-type: none"> o Conference booklet designed & approved o Regional or international speakers offered booking hotel rooms & touristic site seeing o Venue options presented to RHAS & venue selected and booked o Datasheet with conference participants (Full names, emails, etc.) shared with RHAS

#	Deliverable	Examples of details to be used as guidance for the submitted proposal (please include others as per the scope of work proposed)
4	On-Site and Venue Management Conference Program & Products	<ul style="list-style-type: none"> o All conference halls / rooms; setup (technical: e.g. sound system, lighting), content / presentations / videos, materials, etc o Seating arrangements are prepared o Sponsors and partners exhibition area is organized <ul style="list-style-type: none"> o Conference program design finalized o Conference leaflets, programs, and other needed printed materials are designed, approved, produced, and disseminated.
5	Post Event Services	<ul style="list-style-type: none"> o " Thank-you" emails to participants, speakers, and sponsors sent. o Ensure all outstanding in the account, receivables have been collected o Ensure all outstanding accounts payable are verified and settled o Final report of conference satisfaction survey submitted o Upload multimedia content to the event's various social media channels o Upload all presentations (upon obtaining written consent from owners) to the event's website o Update website into 'post-event' format for future references and download. o Provide RHAS with a drive with all conference relevant content.

Note: all mentioned deliverables, products, and operations need to be cleared and approved by RHAS

Methodology

The above section provides preliminary scoping as how RHAS' management envisions the process would go. If the bidder proposes a different way to approach the services, he/she shall provide the alternative approach in the submitted proposal. However, the bidder is expected to provide a detailed description of the methodology of service provision, whether it is in line with the above approach or a different one.

Timeframe

RHAS is planning to hold the conference in October 2022, and would need to report on a final deliverable by December, 1st, 2022. If the bidder predicts a different time frame based on experience or initial information provided in this ToR, he/she is expected to clarify that in the submitted proposal and to provide an alternative reasonable schedule. However, the bidder is expected to provide a high-level action plan for the service provision with main milestones in the submitted proposal.

Proposal Submission

The interested bidders are required to submit a **technical proposal** and a separate **financial proposal** for the proposed work. The technical and financial proposals should be developed with the following in mind:

- i) **Language:** Proposals submitted must be written in English.
- ii) **Format:** The signed and stamped soft copies of the proposals must be provided in pdf format. Hard copies should also be submitted as per the detail mentioned below in point ix.
- iii) **Validity of Proposal:** All prices quoted shall be valid until the completion of the project and no cost variation will be permitted.
- iv) **Prices and Currency:** All prices shall be quoted including taxes in Jordanian Dinars (JOD). The quotation must include unit prices (where applicable) and total price of services proposed. Any taxes should be clearly indicated in separate lines.
- v) **Organizational Profile:** The technical proposal should contain an organizational profile section that lists: the name and address of the organization, year of establishment, principal nature of activities undertaken, organizational structure (names, titles, responsibilities of key personnel working on this project along with their curriculum vitae), and legal status of the organization (registration details, name of partners, Managing Directors, Chief Executive Officers, etc.)
- vi) **Specialization and Past Experience:** The following must be listed in the technical proposal: area of specialization of the organization, list of relevant conferenced conducted by the organization in the last 5 years with a small excerpt on each conference describing main tasks/achievements.
- vii) **Operational Plan:** The technical proposal should contain a detailed operational and risk management plan for the project, incorporating all requirements listed in this RFP, along with a detailed timeline of the proposed work.

- viii) **Approach/Methodology:** The vendor should provide details of the proposed methodology for implementing the scope of work described above..
- ix) **Submission of Proposal:** The vendor must submit two signed and stamped hard copies of the Technical Proposal in a sealed envelope, and two signed and stamped hard copies of the Financial Proposal in a separate sealed envelope. The documents should be delivered by hand to the following address on or before the proposal submission deadline:

Royal Health Awareness Society (RHAS)
RFP for the Partners for Health project conference
Mohammad Saeed Al Bataineh street, Dabouq

In addition to the above, the vendor is requested to send separate electronic copies (signed and stamped PDF versions) of the Technical Proposal only via a CD enclosed in a sealed envelope.

- x) **Late Bids:** Proposals must be delivered to the office **and** electronically on or before the date and time specified in this RFP. Any proposal received by RHAS after the deadline for submission shall be automatically rejected.

The winning bidder will reimburse RHAS the amount paid for the announcement of this tender. We anticipate that the winning bidder, will be selected in March 2022, and we will inform all participating bidders on the review results.

1. Evaluation of Proposals

Selection of Vendor

Each proposal will be evaluated out of 100 points in terms of its responsiveness to the RFP specifications shown in this document. The total number of points which a vendor may obtain for their Technical and Financial Proposals is 100 points (both Financial and Technical Proposals shall score out of 100) in accordance with the criteria listed in the tables below. The scores will then be weighted 80% for the Technical Proposal and 20% for the Financial Proposal.

Technical Evaluation

The technical evaluation shall be carried out based on the following:

Criteria		Score
1	Organizational Profile Including Name and Address of Organization, Year of Establishment, Principal Nature of Activities Undertaken, Organizational Structure, Legal Status of Organization	10
2	Experience and Area of Specialization Including Area of Specialization, List of relevant conferences in Past 5 Years, Name and Addresses of References	20
3	Proposed Key Staff Details and Team Structure for Implementation	5
4	Operational Plan Including details on the methodology and implementation plan according to the requirements of the RFP	40
5	Appropriateness of Time Schedule	25
Total		100

Financial Evaluation

The financial evaluation will take place based on the financial offer adhering to a budget ceiling of **90,000 JOD** and shall be carried out based on the following:

Criteria	Score
Ratio of proposal's rate to the lowest rate received for this RFP	100
Total	100

RFP Re-Launch

RHAS reserves the right to re-launch the RFP, or part of the RFP, with different requirements should there be an over-estimation or under-estimation in price quotations (relative to the allocated budget for this project). In this case, vendors should send revisions on the Technical and Financial Proposals with the revised requirements.

RHAS shall reserve the right to negotiate with the vendor whose proposal scored the highest on the basis of technical and financial evaluations.

RHAS shall reserve the right to commission only part of the project to a vendor contingent on the budget(s) allocated for this project.

RHAS shall reserve the right to stop and cancel the solicitation of the services anytime during the RFP process.

2. Contact for Further Information

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We thank you for your time, effort, and interest in assisting RHAS in organizing and implementing the NCD's and COVID conference.