



**The American Chamber of Commerce in Jordan
(AmCham – Jordan)
REQUEST FOR QUOTATION (RFQ)
For AmCham-Jordan Matchmaking and Linkages Event Venue
Within the scope of
The USAID Informal Livelihood Advancement Activity (Iqlaa)**

RFP #	004/2024
Name:	Request for Quotation for AmCham-Jordan Matchmaking & Linkages Event
RFP Date of Issuance:	May 30th 2024
Q&A Session:	June 3rd 2024
Closing Date for Submitting Proposals:	Thursday June 6th 2024 at 4:00 PM Amman Time.
Proposals Submission Method:	To be sent by email to: amcham@amcham.jo with subject line: Matchmaking and Linkages Event Venue , no later than June 6th 2024
Date for Opening Proposals Session:	June 6th, 2024 <i>AmCham-Jordan will conduct a tender opening session at AmCham-Jordan Offices to ensure the transparency of the selection process.</i>
Anticipated Date for final selection:	June 12th 2024

I. INTRODUCTION:

The American Chamber of Commerce in Jordan (AmCham-Jordan) is a voluntary not-for-profit member-based organization established in 1999. With over 250 member 90% of which are SMEs. For more than 20 years AmCham-Jordan has been contributing to Jordan's sustainable economic development through support to business growth and enhancement of Jordanian – American business relations. AmCham-Jordan is directly affiliated with the United States Chamber of Commerce in Washington D.C. and is member of the AmCham MENA Regional Council.

USAID Informal Livelihood Advancement Activity (Iqlaa) is a five-year USAID funded program that started in 2022 and aims to support Jordan's home-based businesses (HBBs) and micro and small enterprises (MSEs) to grow, transform, and become resilient to future challenges. Iqlaa's approach explores new ways of doing business and improving access to finance, markets, and services. The program focuses on four sectors: agriculture, hospitality and tourism, manufacturing, and services, with a special focus on technology development and



implementation. Iqlaa infuses a gender, youth, and social inclusion lens throughout all interventions.

Through research and adaptive collaborative learning, Iqlaa will identify opportunities, incentives, and market constraints that facilitate or restrict formalization and growth. Based on the findings, Iqlaa will implement best practices in enterprise strengthening, inclusive job creation, and financial sector development within a market systems development (MSD) framework. Iqlaa will also leverage innovative behavioral change methodologies to facilitate long-term, sustainable changes in the MSEs ecosystem in Jordan.

Implementing Organizations: Mercy Corps (Lead Implementer), Andersen for Legal and Tax Consultancy, Dalberg Design, Expectation State, Middle East Investment Initiative (MEII), Migrate-Jordan, Q-Perspective, and American Chamber of Commerce in Jordan (AmCham-Jordan).

AmCham-Jordan is an implementation partner in Iqlaa and seeks to contribute to achieving Iqlaa's goals by enhancing synergies between various local economic actors by empowering MSEs and supporting them to grow locally and internationally. AmCham-Jordan's interventions are to; (i) Develop an Aggregator Accelerator ; a program designed and implemented by AmCham-Jordan to help micro and small enterprises (MSEs) aggregators to speed up and enhance their working relations with MSEs and HBBs to accelerate their collaborations and ensure that they can grow and expand their business successfully through providing the necessary training, coaching, mentoring and technical assistance to entrepreneurs/MSEs or cooperatives who wish to adopt and develop the aggregator business model in a specific field/sector, and to (ii) Leverage AmCham-Jordan's Local Market Knowledge by creating linkages between MSEs and AmCham-Jordan's membership base to encourage local sourcing and sales transactions.

Accordingly, AmCham-Jordan under Iqlaa will implement one local linkages & matchmaking event (2-days) in Amman bringing together at least 50 MSEs/HBBs with Large-SMEs (traders and manufacturers or service providers) from all over the Kingdom. This event will be repeated annually.

II. OBJECTIVES & OVERVIEW OF THE EVENT:

Objectives:

- Foster economic growth and enhance synergies within the local market.
- Empower micro and small enterprises (MSEs) through strategic partnerships.
- Facilitate connections with established traders, manufacturers, service providers, and AmCham-Jordan's membership base.
- Catalyze collaborative efforts to expand market reach domestically and internationally.



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- Promote local sourcing and sales transactions to strengthen MSEs' resilience and competitiveness.
- Contribute to the broader goals of the Iqlaa initiative and sustainable economic development in Jordan.

Event Overview:

The event itself will consist of a dynamic two-day matchmaking expo held in Amman, where MSEs will showcase their diverse range of products and services. Large-SMEs, large enterprises – small and medium enterprises (Large-SMEs) including traders, manufacturers, and service providers from across the Kingdom, will have the opportunity to explore these offerings and establish mutually beneficial partnerships. Each exhibiting company will have a booth to showcase their products or services providing the invited enterprises with the opportunity for matchmaking, through face-to-face interactions and business meetings, MSEs will have the chance to highlight their capabilities and discuss potential collaborations with potential buyers and partners.

The event aims to generate business deal opportunities through networking and meetings, facilitating transactions, encouraging local sourcing, and driving economic growth within the Jordanian market, as well as creating tangible business outcomes by providing a space for MSEs and Large-SMEs to engage in meaningful discussions and negotiations, ultimately leading to potential business deals and partnerships.

III. Duration: 2 days.

IV. Date: July 23rd and July 24th 2024.



V. **Time:** All day.

VI. **EVENT REQUIREMENTS:**

- **Space:** Indoor adequate space to accommodate a minimum of 50 MSEs/HBBs and Large-SMEs for networking and matchmaking sessions.

Each booth should include:

- Exhibition space for showcasing products or displaying promotional materials, space for each company: 3X3 meters.
- Sufficient chairs (2 chairs per booth) for representatives to engage in discussions with potential partners.
- Trash can in each booth.
- Signages for individual booths including company name and booth number.
- Adequate lighting to enhance visibility of showcased products and materials.
- Access to power outlets for electronic devices, if needed.
- Meeting Area for B2B, which will include suitable seating and space for one-on-one business meetings.
- Cleaning service to be provided.
- Serviced cafeteria to provide refreshments and snacks for participants.
- **Internet Access:** Reliable Wi-Fi connectivity for attendees and event staff.
- **Parking:** Sufficient parking space for attendees.
- **Accessibility:** Wheelchair accessible venue with facilities for individuals with disabilities.
- **Additional Amenities:** Restrooms and other amenities.
- **Security:** Adequate security personnel and measures to ensure the safety of attendees and equipment.

VII. Deliverables:

- Signages Design for the event.
- 3D models of booths, including dimensions and artwork.
- Provide Event Plan with a floor map showing the expo layout.

VIII. LOCATION PREFERENCES: Amman – Jordan.

IX. SELECTION & EVALUATION CRITERIA:

The selection process will be evaluated according to the following criteria:

Criteria	Weight
<i>Cost-effectiveness of the quotation.</i>	30%
<i>Suitability of the venue for the event requirements and availability of requested amenities and services.</i>	20%
<i>Reliability of the vendor and Flexibility in accommodating any specific event needs.</i>	20%
<i>Vendor's past experience in organizing similar events and exhibitions.</i>	30%

X. GENERAL TERMS AND CONDITIONS:

Interested candidates should take into consideration the following general and financial terms and conditions when preparing and submitting their proposals:

- All prices should be quoted in Jordanian Dinars inclusive of all expenses with clear breakdown (table format) of the rates.
- The supplier's proposal must include the company profile covering a summary of company experience and background in addition to examples of work done by the company in the past.
- This proposal will be tax exempted under (USAID Informal Livelihood Advancement Activity (Iqlaa)), The tax exemption letter will be provided after issuing the PO from our side.
- The supplier's Company registration letter should be provided with the proposal.
- The supplier's Tax registration letter should be provided with the proposal.
- The proposal must include all the above requirements in addition to the signed conflict of interest letter provided with this RFP.



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- Interested vendors are requested to submit their quotations by **June 6th 2024**.
- Quotations should be detailed and include all costs associated with venue rental, including any additional services requested.
- Vendors should specify any terms and conditions, cancellation policies, and payment schedules.
- Quotations should be sent to amcham@amcham.jo