**Specific Procurement Notice (SPN)**

**Procurement Name:** Request for Consultants’ Qualifications to Provide MCA-Jordan with Integrated Communications Services

**Project Name:** Consulting Services to Provide MCA-Jordan with Integrated Communications Services.

**Type of Notice**: Request for Consultants’ Qualifications and Experience.

**General Information:**

Country: **Jordan**

City/Locality: **Amman**

Notice/Contract Number: **CQS:** **Central Tender No. (21/2016)-MCC**

Publication Date: **February 01, 2016**

Deadline: **March 01, 2016**

Funding Agency: **Millennium Challenge Corporation (MCC)**

Buyer: **Millennium Challenge Account-Jordan (MCA-Jordan)**

**Eligibility of Bidders:**

The Invitation to Submit Statements of Qualification and Experience is open to all Public Relations (PR) and Communications Firms who wish to respond. PR and Communications Firms may associate, either in the form of a Joint Venture or in the form of Consultant – Sub-consultant association, to enhance their qualifications to successfully carry out the assignment and so long as any association is otherwise formed in accordance with the terms of the Request for Consultants’ Qualification and Experience Document.

**Contact Information:**

The Chairman of Central Tenders Committee

Director General

Address: **Government Tenders Directorate**

**Ministry of Public Works and Housings**

**King Abdullah II Circle (8th Circle), King Abdullah II Street**

City: **Amman.**

Country: **Jordan.**

P.O. Box: 1220 Amman 11118 Jordan

Telephone number: 00 962 6 585 8 / 311, 312, 313, or 314.

Fax number: 00 962 6 585 7 / 583 or 639.

Email: **nadia.alahmad@gtd.gov.jo**

Type of Procurement: **Consultancy Services**

**Main Text:**

**CQS: Central Tender No. (21/2016)-MCC**

**Invitation to Submit Statements of Qualification and Experience from Public Relations (PR) and Communications Firms to Provide MCA-Jordan with Integrated Communications Services**

1. The Millennium Challenge Corporation (“MCC”) and the Government of Jordan (the “Government” or “GoJ”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Jordan (the “Compact”) in the amount of approximately 275.1 MUSD (“MCC Funding”). The Government, acting through Millennium Challenge Account- Jordan (“MCA-Jordan” serving as the “MCA Entity”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Invitation to Submit Statements of Qualification and Experience of Public Relations (PR) and Communications Firm to Provide MCA-Jordan with Integrated Communications Services is issued. Any payments made under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use of MCC funding and conditions to the disbursements of MCC funding. No party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding.
2. The Compact program includes several water and wastewater projects in Zarqa Governorate, which have been identified by the Government of Jordan as priority projects that can effectively contribute to poverty alleviation in Jordan. The technical, social and environmental feasibility studies for the identified projects, which are fully funded by MCC through grant agreement (609g) signed between the Government of Jordan and MCC in June 2009, were started in late 2009 and were executed in early 2012. Subsequently, the program entered into its implementation phase on 13th December, 2011 for a period of 5 years.
3. MCA-Jordan through its Procurement Agent (PA) the Government Tenders Directorate (GTD) is inviting statements of qualification and experience from a reliable and experienced PR and communications firms.
4. The PR and communications firm with the most appropriate qualifications and references will be selected under the Consultants’ Qualifications (“CQS”) method, the selected firm shall be asked to submit a combined technical and financial proposal and then be invited to negotiate the contract.
5. The services of the PR and communications firm shall be covering, but not limited to, the following:
	* + Development of a holistic, annual PR and communications strategy and plan.
		+ Providing consistent strategic counsel and guidance.
		+ Strengthening and maintaining strong ties with the media.
		+ Development of editorial content.
		+ Developing and designing concepts and campaigns.
		+ Managing and interacting with social media networks.
		+ Conducting media monitoring.
		+ Development of corporate video material.
		+ Identifying different speaking opportunities, and industry exhibitions and conferences.
		+ Managing corporate events.
6. Interested PR and communications firms may associate, either in the form of a Joint Venture or in the form of Consultant - Sub-consultant association, to enhance their qualifications.
7. Interested PR and communications firms must clearly indicate the structure of their association, clearly define their respective roles, present a letter signed by each partner of the association indicating their willingness to participate as a partner in this association and the lead firm must be identified in their Statement of Qualifications submitted in reply to this Invitation.
8. Interested PR and communications firms must provide information indicating that they are qualified to perform the services which shall include the following:
	* + Company brochures;
		+ Ownership and organizational structure of the company;
		+ Description of recent assignments similar in size and scope. Description should include a summary of scope, location, value, length of time, percentage of participation and client contact information (telephone, fax, and e-mail);
		+ Availability of appropriate skills among company's professional personnel;
9. The evaluation procedure for Statements of Qualifications submitted by interested PR and communications firms shall be evaluated as described in section III. Evaluation Criteria of the Request For Consultants’ Qualifications Document in accordance with MCC Program Procurement Guidelines, which are provided on the MCC website www.mcc.gov.
10. A pre-submission meeting will be conducted at **9:00 AM** **Jordan local** **time** on **February 08, 2016** at the Ministry of Public Works and Housing Main Hall, Ground Floor, King Abdallah II Circle (8th Circle)/King Abdallah Street. Attendance is strongly advised for all prospective PR and communications firms or their representatives but is not mandatory.
11. Inquiries regarding this invitation can be addressed not later than **February 15, 2016** to:

Eng. Nadia Al Ahmad

Government Tenders Directorate (Procurement Agent)

Email: nadia.alahmad@gtd.gov.jo

Response to inquiries will be published at the Government Tenders Directorate (Procurement Agent) official website [www.gtd.gov.jo](http://www.gtd.gov.jo) not later than **February 22, 2016**.

1. Statement of Qualification and Experience must be in English and shall be submitted in sealed envelope marked "STATEMENTS OF QUALIFICATION AND EXPERIENCE TO PROVIDE MCA-JORDAN WITH INTEGRATED COMMUNICATIONS SERVICES" containing a hardcopy (one original and three copies) together with one soft copy to the following address:

Government Tenders Directorate (Procurement Agent)

Ministry of Public Works and Housing, 2nd Floor, Room 201

King Abdallah II Circle (8th Circle)/ King Abdallah II Street

Telephone number: 00 962 6 585 8311, 312, 313, or 314.

Fax number: 00 962 6 585 7583 or 00 962 585 7639.

P. O. Box: 1220 Amman 11118 Jordan

Email: nadia.alahmad@gtd.gov.jo

1. The deadline for submission of the Statement of Qualification and Experience is **12:00 hours Jordan local time** on **March 01, 2016**, late submissions will not be accepted.
2. The Statement of Qualification and Experience will be publicly opened at **13:00 hours Jordan local time** on **March 01, 2016**, in which the names of the PR and communications firms who submitted Statement of Qualification and Experience will be announced.
3. PR and communications firms representatives can attend the opening session or follow up the opening session directly transmitted audio video at the Government Tenders Directorate (Procurement Agent) official website mentioned above.

**Eng. Huda Shishani**

**Director General and Chairman of Central Tenders Committee**

**Government Tenders Department (Procurement Agent)**

**Ministry of Public Works and Housing**