



Request for Quotation (RfQ)

Provision of Support for Sustainable Production to CBOs, Youth and Women's Groups in Al-Karak and Madaba Governorates

IUCN-ROWA, AMER project, Water and Climate Change

RfQ Reference: IUCN-25-09- P04385-001

1. REQUIREMENTS

- 1.1. A detailed description of the goods to be supplied can be found in Attachment 1 ToR and Attachment 2 RQ, which includes detailed BOQs and Specifications.

2. CONTACT DETAILS

- 2.1. Please address your proposal and all correspondence and questions to the IUCN Contact:

IUCN Contact: Mr Radwan Al Quda, the IUCN ROWA procurement officer, Procurement.rowa@iucn.org

Deadline for submitting proposal is 7th October 2025

3. COMPLETING AND SUBMITTING A QUOTATION

- 3.1. Eligibility: The bidder must fully comply with the eligibility criteria outlined in the table below.

	Eligibility Criteria
1	Registration: Confirm that the bidder has all the necessary legal registrations to perform the work. Valid company registration documents.
2	Relevant references of clients similar to IUCN / similar work: Three references from clients whose projects were implemented successfully by the bidder with a similar scope. Bidder must provide full contact information for their references, including e-mails, mobile numbers, etc. In addition to a completion/experience certificate, or at least a copy of the contract, or award decision for these projects.
3	National E-Invoicing System and Company tax certificate. The bidder must submit their tax number and prove that all the taxes have been settled with the government. Noting that IUCN will not accept any invoice outside the national E-Invoicing System .

- 3.2. Your Quotation must consist of the following:

- **Compliance Data Sheet:** The bidder must submit a compliance data sheet confirming that all offered items fully meet and comply with the requested specifications, in accordance with Attachment 2.
- **Financial Proposal:** The financial proposal must be prepared in line with Attachment 2 – RQ.
- **Rates and Prices:** Proposal rates and prices shall include the 16% sales tax, as indicated in Attachment 2.
- **Currency:** All prices must be quoted in Jordanian Dinar (**JOD**).
- **Fixed Pricing:** The financial proposal must present a fixed and firm price covering the provision of all goods and/or services specified in the RfP.

- **All-Inclusive Costs:** Prices must be all-inclusive. Submitted rates and prices are deemed to cover all costs, insurances, taxes, fees, expenses, liabilities, obligations, risks, and any other requirements necessary to perform the ToR or Specifications of Requirements. IUCN will not accept any charges beyond those clearly stated in the Financial Proposal, including applicable withholding taxes. It is the bidder's responsibility to determine whether such taxes apply to their organisation and to include them in their offer.
- **Award Criteria:** The winning bidder shall be the one offering the lowest price that fully complies with and meets all specifications outlined in Attachment 2.
- **Declaration of Undertaking:** A duly signed Declaration of Undertaking (see Attachment 3) must be submitted.

Proposals must be prepared in English.

4. CONFIDENTIALITY AND DATA PROTECTION

- 4.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years and make this available to internal and external auditors and donors as and when requested.
- 4.2. In the Declaration of Undertaking (Attachment 3), you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 4.1. Without these permissions, IUCN will not be able to consider your proposal.

5. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, the IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders, including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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6. ATTACHMENTS

Attachment 1 *ToR*

Attachment 2 RFQ (Request for Quotation) including BOQs and Specifications of equipment

Attachment 3 *Declaration of Undertaking*

