



**Regarding the Palestinian Youth Projects Incubator in the fields  
of Digitization and Innovation.**

**BMAQ Innovation Hub – DIN-HUB**

**Request for Proposal Number: BMAQ-C/Pro-DDP/0001**

**Date: 20-03-2024**

**References Terms**

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## **Article 1. References:**

Based on the provisions of Article (4) of the second chapter of the Agency's Financial Statutes related to the general provisions and in accordance with:

- Article (31) of the fifth chapter relating to budget execution;
- Article (42) of the seventh chapter related to expenditure rules;
- And in implementation of the measures and procedures taken to improve the management performance at its headquarters in Rabat, the Kingdom of Morocco as well as in its representations and affiliated offices;
- And in the interest of enhancing the management system according to ISO 9001 :2015 quality standards in managing financial and administrative affairs of the Agency;
- And considering the provisions of Decision No. 263/2023 dated December 29, 2023, regarding contracts and consultations;
- And Regulatory Decision No. 57/2024 dated February 29, 2024, regarding the youth project incubator in Jerusalem.

## **Article 2. Project Reference**

Project Ref: BMAQ -DDP1- 24

## **Article 3. Request for Proposal Objective**

The objective of this Request for Proposal (RFP) is to establish the organizational framework for implementing the Youth Projects Incubator project in Jerusalem in the fields of digitalization and innovation.

## **Article 4. General Context of the Request**

The aim of the Bayt Mal Al-Quds Asharif Agency, as a social and humanitarian institution affiliated with the Al-Quds Committee under the chairmanship of His Majesty King Mohammed VI, may God preserve him, is to protect the Holy City of Jerusalem and preserve its religious, cultural, Arab, and Islamic heritage, support its Palestinian inhabitants, and provide them with dignified living, based on the resources available to it.

Among the support programs aimed at youth in the Holy City are entrepreneurship initiatives designed to encourage young individuals to establish projects that provide them and their families with a steady and decent income. These programs operate year-round and encompass initiatives in human development, training, vocational qualification, as well as innovation, rejuvenation, and digitalization projects, which are favored by the current generation.

## Article 5. Scope of the Request

This Request is divided into two parts:

1. Managing the Youth Projects Incubator through an annual program consisting of two cycles (each lasting 5 months).
2. The Entrepreneurship Program is divided into two cohorts.

The project's programming must adhere to recognized quality standards regarding content, training, support, session organization, and facilitation, involving experts for a sufficient duration. Special consideration should be given to the specificity of Jerusalem and the challenges related to movement and transportation within and to the City.

1.Part One	Contents
<ul style="list-style-type: none"> <li>- Management of the Projects Incubator</li> </ul>	<ul style="list-style-type: none"> <li>- Preparing ,equipping and furnishing the spaces designated for the Projects Incubator at the Agency's headquarters in Casablanca (Moulay Youssef Street).</li> <li>- Procuring a management system for the Projects Incubator.</li> <li>- Securing qualified human resources to manage the Projects Incubator.</li> </ul>
<p><b>The targeted projects in digitization and innovation include:</b></p> <ul style="list-style-type: none"> <li>- Projects in the health and prevention sector.</li> <li>- Projects in the field of agriculture and guidance.</li> <li>- Projects in the tourism and promotion sector.</li> </ul>	<p><b>The number of beneficiaries in each cycle:</b></p> <ul style="list-style-type: none"> <li>- 5 young entrepreneurs from Jerusalem (an average of 2 from each enterprise).</li> <li>- 5 local young entrepreneurs from Morocco.</li> </ul>
Part 2	Program Content
<ul style="list-style-type: none"> <li>- The Contracting Program :</li> </ul>	<ul style="list-style-type: none"> <li>- Qualification, training, and integration.</li> <li>- Participation in international events (openness - experience - training - advocacy).</li> <li>- Monitoring and evaluation after the incubation period.</li> <li>- Program closing ceremony.</li> <li>- Financial grant for startups.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Eligibility Criteria:</b></li> <li>- Young startups operating in the fields of digitization and innovation.</li> <li>- Good entrepreneurial, networking, and communication skills.</li> <li>- Focused ambition, forward-thinking vision, and a desire to achieve goals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Number of beneficiaries:</b> 20 individuals per group</li> <li>• <b>Program Schedule:</b></li> <li>- First cycle: April 15th to August 15th, 2024</li> <li>- Second cycle: August 15th, 2024 to February 15th, 2025</li> </ul>

## **Article 6. Duration of Operations**

The operations covered by this Request are distributed over a period of time, according to the nature of each operation, as follows:

The Request is announced through the Agency's platform for announcements [announcements.bmaq.org](https://announcements.bmaq.org) via the Agency's website: [www.bmaq.org](https://www.bmaq.org) for the first year of the program, for **a duration of ten days from March 20th to March 29th, 2024.**

- A selection committee will hold a meeting to decide on the bids on 1 April 2024, and the winning bid will be announced on the same day through a certified report, with all the relevant information.
- An agreement shall be signed with the winning bidder, and they shall be authorised to commence their work in accordance with the schedule specified in Article (4).

## **Article 7. Request documents**

In addition to the terms and conditions document delivered by the administration with this Request, the selection committee will draw up its reasoned and substantiated report, and forward it to the central administration in Rabat, through the established channels of communication.

Furthermore, the administrative and financial files of the bidders are transmitted to the administration, which will deal with the accepted files - according to the reports - to manage the subsequent financial transactions that will result from the deals.

The contracts signed with the winning contractor will be included in the transaction files.

The deals will be closed after the completion of the contractual conditions and on the basis of the final handover and receipt reports approved by the administration.

## **Article 8. Payment Methods**

The Administration shall settle the amounts due to suppliers and service providers within the framework of this Request for the first cycle as follows :

- %50 upfront after signing and approving the contract documents.
- 25% on May 1st, 2024
- 25% on August 1st, 2024.

Payment for the second cycle follows the same method:

- %50 upfront 10 days before the start of the cycle.
- 25% October 1st, 2024
- 25% on January 1st, 2025.

Payment is made after submitting regular and original invoices in (2) copies bearing the signature of the winning contractor.

Invoices must be issued in both numerical and written forms, signed by their owners, with the correct bank account number stated at the bottom.

## **Article 9: Coordination and Monitoring**

The Agency shall establish a committee to supervise and monitor the project progress to ensure the integrity of the obligations stipulated in the contract are concluded with the winning contractor, according to the terms and standards specified in this Request.

The contractor shall maintain continuous coordination with the supervisory management team to overcome any obstacles that may hinder the work.

## **Article 10: Professional Standards**

The contractor shall take into account that the Bayt Mal Al-Quds Asharif Agency is a non-profit institution, based on the values of social assistance. Therefore, it is incumbent upon everyone to respect the quality of the tasks required of them, while adhering to the ethical standards mandated by the social and humanitarian work aimed at achieving the desired objectives.

## **Article 11: Duty of Confidentiality**

During the period of execution of the services required under this Request, and the resulting deals, suppliers, providers, and service providers shall maintain the confidentiality of the contracts during the contract period and for the two subsequent calendar years after the contract expires. They shall not disclose any information or documents related to the services they provide to the Bayt Mal Al-Quds without prior written permission from the Agency.

## **Article 12: Dispute Settlement**

Disputes or disagreements that may arise between the BMAQ Agency and the contractors performing tasks or services under this Request, as well as the resulting contracts, shall be settled amicably by mutual agreement or through arbitration if necessary, in accordance with local practices and laws currently in effect.

## **Article 13: RFP System and Submission of Applicants' Files**

### **13.1 Eligible Individuals and Institutions:**

The applicant is an individual or legal entity (an individual or an institution/organization/company) that possesses legal and intellectual eligibility, and has the capabilities to execute the required tasks in accordance with the requirements, standards, and conditions of this Request.

### **13.2 Tender Submission File:**

The tender file must be submitted through the platform dedicated to announcements: **[announcements.bmaq.org](http://announcements.bmaq.org)** via the Agency's website: **[www.bmaq.org](http://www.bmaq.org)**, and must include:

#### **1. Administrative File :**

It must include the following:

-Terms and conditions card for the Request, signed and stamped with a note "**reviewed and agreed**".

-Documents and certificates consistent with the original that can enhance the applicant's position, including information on previous experiences, projects executed of the same nature and type required in this Request, as well as the amounts of completed work, duration of completion, and other relevant information that can consolidate the applicant's position.

**2. Technical Request for Proposal:**

- It must include a card including information about the work methodology (nature of training/ duration of training/ trainers' experiences/ a list of potential partners /funders for startups /markets etc.)

**3. Financial Cost of Service.**

- It includes specifically a detailed table of amounts, prepared according to the "pricing model" for this Request (**Article 15**).
- The total amount and detailed amounts must be written in figures, in the local currency or its equivalent in US dollars, according to the exchange rates approved at the time of submitting the proposal.

**Article 14: Criteria for Selecting Proposals**

Offers are studied by a selection committee formed at the level of the Agency's Programs and Projects Coordination Office in Jerusalem, consisting of a representative from the administration and two (2) experienced and specialized members, according to the following stages:

**1. Initial analysis of offers:**

During this stage, It must be ensured that the applicant files meet the competitive standards and conditions. Subsequently, the committee proceeds to accept the eligible files.

**2. Technical analysis and comparison of offers:** This stage only includes offers that meet the competition conditions. They are then ranked according to the following criteria:

- 40 points for the quality of the proposal and its contents;
- 40 points for the plan, methodology, and delivery schedule;
- 20 points for proposals/incentive initiatives related to some additions and improvements that enhance the quality of the required service.

<b>Technical Evaluation Grid.</b>	<b>Scoring</b>
<b>Competitor's Experience and their Financial and Human Resources Capabilities.</b>	
<b>Competitor's Experience (Point out of 10)</b>	
- Competitor's Specialization and Market Position	<b>05</b>
- Experience in the Field of Digitization and Innovation	<b>05</b>
<b>Capabilities (Point out of 20)</b>	
- Experts	<b>05</b>
- Competitor's Proposed Partners	<b>05</b>
- Logistical Capabilities	<b>10</b>

<b>Work Methodology (Point out of 50)</b>	
- Compliance with Required Terms and Standards	<b>40</b>
- Delivery Deadlines	<b>10</b>
<b>Work Plan and Duration of Completion (Points out of 20)</b>	
<b>Overall Score</b>	<b>100</b>

**Only the bidding files that score equal to or above 70 out of the total overall score are accepted.**

**3. Comparative Financial Analysis:** Financial evaluation is conducted for the bids whose technical Requests have been accepted after the technical evaluation stage (Stage 2).

The successful bidder is the one with the best evaluation and the lowest cost.

Final acceptance of the proposal is based on the legal file, the technical proposal, and the capabilities presented for the execution of the required work in the best possible manner.

**Article 15: Price Schedule - Estimated Details**

Appointment	Components	Price
Management	- Preparing and equipping the spaces for the project incubator at the agency's headquarters in Casablanca (Moulay Youssef Street).	
	- Procuring a project incubator management system.	
	- Securing the qualified human resources needed to manage the project incubator.	
Contracting program	- Qualification, training, and integration.	
	- Participation in international events (openness - experience - training – advocacy.)	
	- Follow-up and evaluation after the incubation period.	
	- Program closing ceremony.	
	- Financial grant for the entrepreneur.	
<b>Amount excluding Tax</b>		
<b>Tax Amount</b>		
<b>Total Amount</b>		

**The estimated price in this proposal is determined at an amount of ..... inclusive of taxes.**