

Ministry of Digital Economy and Entrepreneurship	
Template	
RFP Form	

Request for Proposal Form

For Tenders Subject To the Government Procurement Regulation no. (8) For the year 2022, and the instructions issued pursuant to it and their amendments

Tender Name: Supply, installation, operation, and maintenance of AI laptops for the Ministry of Digital Economy and Entrepreneurship.

Tender Number: 69/MPC/2026.

Proposal Deadline:



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1. Introduction:

Ministry of Digital Economy and Entrepreneurship (MODEE) is soliciting proposals from qualified bidders to supply the following [*devices*]:

Number	Item	QTY
1	AI laptops	5

Responses to this request for proposal (RFP) must conform to the procedures, format and content requirements outlined in this document.

Deviation from procedures, format and content requirements will be considered grounds for disqualification.

2. Scope of work:

2.1: The scope of work of this tender includes delivering, installing, configuring, maintaining, , providing support and warranty for (5) AI labtops.

All *devices* must meet MODEE technical specifications defined in this RFP.

2.2: The Winning bidder must deliver the required [*devices*] within [(8 weeks...)] as of the date of signing the purchase order (contract) and the delivery will be at [*the Ministry of Digital Economy and Entrepreneurship (MODEE) warehouses*].

3. Technical Specifications and Details:

Bidders must comply with the following minimal technical specifications and requirements for (AI laptops), therefore bidders are required to comply in full with these technical specifications and requirements and any proposal that does not comply with these technical specifications and requirements shall be rejected for being none responsive. Bidders must be specifying the manufacturer and the origin of countries of the submitted [*devices*].

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- AI labtops :

Item	Description	QTY
Series	Business series	5
Processor	14 th Generation Intel core i9 processor (E-cores up to 4 GHz , P-cores up to 5.5 GHz)	
Chipset	Mobile Intel Chipset or equivalent	
Memory	32 GB DDR5 upgradeable to 64 GB	
GPU	NVIDIA® RTX™ 2000 Ada Generation Laptop GPU 8GB GDDR6	
Storage	1TB NVMe SSD	
Display	16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 100% _s RGB	
Ports	USB-C / Thunderbolt 4 , HDMI 2.1 , USB-A ports	
Connectivity	Wireless 802.11ac/a/b/g/n Bluetooth 4.2 or above 10/100/1000 Gigabit Ethernet	
Battery	Li-Polymer 90Wh	
Cooling	Advanced (vapor chamber or multi-fans)	
Charger	AC power Adapter 300 watt	
Operating System	Pre-installed Windows 11 Pro, recovered by a tool and/or factory reset from Manufacture.	
Wireless Mouse	Wireless mouse from the same laptop brand name should be provided	
Audio	High definition , integrated sound system	

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Touch pad	Yes	
Security	Discrete TPM 2.0 or above	
Key Board	Arabic English Keyboard	
Case	Backpack Original Carrying Case (same as brand name)	
Warranty	3 years on site	

4. General Terms and Conditions:

This RFP is subject to the Government Procurement Regulation no. (8) For the year 2022, and the instructions issued pursuant to it and their amendments.

5. Special Terms and Conditions:

(These terms can be amendment to plus or minus depending on the nature of the tender or any other new laws and regulations)

5.1: Guarantees:

- **Bid Security (Tender Bond) :** The Bidder shall submit a (Tender Bond) proposal security on a form similar to the attached format in Jordanian Dinars for a flat sum of (**300 J.D**) (in a separate sealed envelope)). The bond will be in the form of certified cheque or bank guarantee from a licensed bank, located in Jordan, selected by the bidder. The bidder shall ensure that the (tender bond) proposal security shall remain valid for a

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period of 90 days after the bid closing date or 30 days beyond any extension subsequently requested by the Purchase committee, and agreed to by the bidder.

- Performance Bond:** The winning bidder is required to submit a performance bond of (10%) of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase Order (Contract) on a form similar to the attached format to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order's (contract's) technical specifications and requirements – **Annex\4 (the duration of this guarantee must fit with the implementation of the purchase order (contract))** . This guarantee shall be released after final hand over and official acceptance of MODEE of all works done by the winning bidder and submission of the maintenance and support and warranty guarantees.
- Maintenance and Support Bond:** The winning bidder is required to submit a maintenance and support bank guarantee to guarantee that the bidder shall perform all maintenance and support works needed. This guarantee shall be (5%) of the total value of supplies provided by him on a form similar to the attached format and for duration of (3) three years as of the date of final handing over and official acceptance by MODEE – **Annex\5**. This guarantee shall be released after its expiry and after the winning bidder provided all required support and maintenance and acceptance of MODEE.
- Manufacturing Defects Liability Warranty :** The winning bidder should provide a manufacturing defects liability warranty on a form similar to the attached format duly endorsed and signed by a notary public for a duration of (3) years as of the date of final hand over- **Annex\6**. The manufacturing defects liability warranty shall be released after its expiry and after the winning bidder provided all required warranty works if required and acceptance of MODEE.
- Advance Payment Guarantee:**
 (This warranty is provided if required depending the nature of the tender)

The winning bidder shall submit an advanced payment guarantee in a form similar to the attached format in Jordanian Dinars.

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- The Bidder guarantees that all provided supplies are 100% brand new free of any manufacturing defects or in material and of a modern style and its production did not stop and that the year of manufacture should be the same as the year of proposal submittal.

5.2: Financial Terms:

Bidders should take into consideration the following general financial terms when submitting their proposals

- All prices should be quoted in Jordanian Dinars including all costs, expenses, profits, governmental fees and taxes, in addition to sales tax for the bidders registered in the general sales tax , and others. Prices should be specified for each item.
- The type of contract will be a fixed lump sum price contract including all costs, professional fees, over heads, profits, and expensesetc.
- The bidder shall bear all costs associated with the preparation and submission of its proposal and MODEE will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the proposal process.
- The bidders shall furnish detailed information listing all commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and to contract execution if the bidder is awarded the contract. The information to be provided shall list the name and address of any agents, the amount and currency paid and the purpose of the commission or gratuity. Any proposal not accompanied by an acceptable proposal security (tender bond) shall be rejected by the tendering committee as being non-responsive pursuant to RFP.

The proposal security of the successful bidder will be returned after signing the Purchase Order (Contract) and furnishing the required performance security.

The proposal security may, in the sole discretion of the tendering committee, be forfeited:

- If the bidder withdraws its proposal during the period of proposal validity as set out in the RFP; or
- In the case of successful bidder, if the bidder fails within the specified time limit to sign the Purchase Order (contract); or furnish the required performance security as set out above.



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- the performance guarantee shall be released after final hand over and official acceptance of MODEE of all works done by the winning bidder and submission of the maintenance and support and warranty guarantees.
- The maintenance and support guarantee shall be released after its expiry and after the winning bidder provided all required support and maintenance and acceptance of MODEE.
- **The manufacturing defects liability warranty** shall be released after its expiry and after the winning bidder provided all required warranty works and acceptance of MODEE.
- The winning bidder has to pay the fees of the RFP advertisement issued in the newspapers.
- The MODEE is not bound to accept the lowest bid and will reserve the right to reject any bids without the obligation to give any explanation.
- Bidders must take into consideration that payments will be as specified in the tender documents under annex (1) and shall be paid after the successful fulfillment and acceptance of the scope of work defined for the services by MODEE.
- The MODEE takes no responsibility for the costs of preparing any bids and will not reimburse any Bidder for the cost of preparing its bid whether successful or otherwise.
- General Sales Tax must be specified in the offer for the bidders registered in the general sales tax or it will be assumed as part of the total value of the bid submitted by the bidder.

5.3: Legal Terms:

Bidders should take into consideration the following general legal terms when preparing their proposals:

- The bidders shall not submit alternative proposal. Alternative proposals will be returned unopened or unread.
- The proposal shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by duly-legalized power of attorney and a certified copy of this authorization is to be attached to technical proposal. All of the pages of the proposal, except un-amended printed literature, shall be initialed by the person or persons signing the proposal.

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- The Ministry requires that all parties to the contracting process observe the highest standard of ethics during the procurement and execution process. Ministry will reject a proposal for award if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.

Corrupt Practice Means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in procurement process or in contract execution.

Fraudulent Practice Means a misrepresentation of facts in order to influence procurement process or the execution of a contract to detriment of government of Jordan, and includes collusion practice among Bidders (prior to or after proposal submission) designed to establish proposal prices at artificial non-competitive levels and to deprive government of Jordan of the benefits of free and open competition.

- Bidder shall not contact MODEE, or its employees, members of the tendering or the technical committees on any matter relating to its proposal to the time the contract is awarded. Any effort by a bidder to influence MODEE, its employees, members of the tendering or the technical committees or the tendering committee in the tendering committee's proposal evaluation, proposal comparison, or contract award decision will result in rejection of the bidder's proposal and forfeiture of the proposal security.
- A business registration certificate should be provided with the proposal.
- The laws and regulations of The Hashemite Kingdom of Jordan shall apply to awarded contracts.
- Proposals shall remain valid for period of **(30)** days from the closing date for the receipt of proposals as established by the Tendering Committee.

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- The Tendering Committee may solicit the bidders' consent to an extension of the proposal validity period. The request and responses thereto shall be made in writing or by fax. If a bidder agrees to prolong the period of validity, the proposal security shall also be suitably extended. A bidder may refuse the request without forfeiting its proposal security; however, in its discretion, the tendering committee may cease further review and consideration of such bidder's proposal. A bidder granting the request will not be required nor permitted to modify its proposal, except as provided in this RFP.
- MODEE reserves the right to accept, annul or cancel the bidding process and reject all proposals at any time without any liability to the bidders or any other party and/withdraw this tender without providing reasons for such action and with no legal or financial implications to the Government of Jordan.
- MODEE reserves the right to disregard any bid which is not submitted in writing by the closing date of the tender.
- MODEE reserves the right to enforce penalties on the winning bidder in case of any delay in delivery as defined in accordance with the terms set in the Government Procurement Regulation no. (8) For the year 2022, and the instructions issued pursuant to it and their amendments
- All prices should be listed in **the Bidder's financial proposal**.

Bidders must fill out, stamp and duly sign form of bid attached to this RFP under (Annex 2) and enclose it in their proposals. Proposals that do not include this signed format are subject to rejection as being none responsive.

- The winning bidder will be expected to provide a single point of contact to which all issues can be escalated. MODEE will provide a similar point of contact.
- No proposal may be withdrawn in the interval between the proposal submission deadline and the expiration of the proposal validity period. Withdrawal of a proposal during this interval will result in forfeiture of the bidder's proposal security.

5.4: Support and Maintenance, Warranty and Performance:

- **Support and Maintenance:**

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All devices, hardware, software and any other components installed by the bidder must be supported and maintained for a duration of (3) three years starting from the date of final handing over and acceptance.

• **Bidders Should provide in their proposals the following:**

A . Bidders shall furnish with their proposals a separate list of the needed spare parts which the manufacturing company recommends to use under normal conditions for a duration of (3) years. The list should show the part number as issued by the manufacturing company, the quantity, the unit price and the total price; these prices shall be binding to the bidder for the duration mentioned above. The first party has the full right to request these spare parts within this duration for the prices mentioned in the aforementioned list and the spare parts must be 100% new and original (brand new).

B . Bidders must provide maintenance workshops and the needed spare parts for the supplies for a duration of at least 8 years or for the acknowledged working lifetime unless a different provision is included in the tender invitation. Bidders should provide with their proposals conditions of spare parts prices adjustment (Escalation Clause) as is in the country of origin, after expiry of the duration mentioned under item (A) of this clause.

• **Warranty:**

All devices, hardware, software and any other components installed by the bidder must be warranted for a duration of (3) three years starting from the date of final handing over and acceptance.

• **performance :**

(This item for the bids that do not need warranties maintenance and insurance in the manufacturing defects, the performance bond is used as individual collateral depending on the time required for implementation)

The winning bidder is required to submit **a performance bond** of (10%) of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase Order (Contract) on a form similar to the attached format to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order (contract) requirements.

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5.5: Tenders value:

Bidders should fill and sign the following table:

Descriptions	Quantity	Unite Rate *	Total
AI laptop computers	5		
Total in figures			
Total in words			

* price should include all costs, Overheads, profits, fees and taxes including sales tax. for the bidders registered in the general sales tax, ...etc.

5.6: Bidders qualifications (Determined Upon Request):

5.7: Administrative procedures and requirements:

5.7.1: Response procedures:

All inquiries with respect to this RFP are to JONEPS in writing by mail (LPC_tenders@modee.gov.jo) with the subject “Supply, installation, operation, and maintenance of Apple MAC books for the Ministry of Digital Economy and Entrepreneurship.” “Inquiries can only be addressed to by (JONEPS). Responses will be sent in writing Shared on JONEPS.

5.7.2: Response Format: Bidder’s written response to the RFP must include:

(a) : The Technical Proposal

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The Technical proposal should include:

- The Detailed description, technical Specifications, catalogues; Brand and the Model of the offered supplies [products/services] must be mentioned clearly with the origin datasheet.
- A compliance letter stating that the technical specification of the supplies proposed by the bidder comply 100% as a minimum with the specifications shown in this RFP.

(b) : The Financial proposal:

- The financial proposal should include a cost summary. The cost summary must provide a fixed price for the required supplies in Jordan Dinars for the overall scope of work including all expenses, overheads, profits, fees and taxes including sales tax ...etc... The bidder should submit the “Form of Bid” Annex.3 Annexed to this RFP duly filled and signed by the bidder.
- The financial proposal should include supplies value attached to this RFP duly filled and signed by the bidder’s authorized representative.

(c): Bid Security: as Annex.3.

5.7.3: Response Submission:

- Bidders must submit their proposals to this RFP to the JONEPS no later than 12:00 pm of (.....).

Tendering Department – 3rd floor

Ministry of Digital Economy and Entrepreneurship

8th circle

P.O. Box 9903

Amman 11191 Jordan

Tel: 00 962 6 5805741

Fax: 00 962 6 5861059

Proposals should be submitted as 2 separate parts as follows:



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- Part I “Technical and Financial Proposal for Supply, installation, operation, and maintenance of laptops for the Ministry of Digital Economy and Entrepreneurship”.

ON JONEPS.

- **Part II: Bid Security**
- *This part includes the original Bid Guarantee.*

Note: Proposals may be withdrawn or modified and resubmitted in writing any time before the submission date.

The proposals must be received by the JONEPS no later than 12:00 pm of-Late submissions will not be accepted.

-MODEE will not be responsible for premature opening of proposals not clearly labeled.

5.7.4: Response Evaluation:

The overall proposal will be evaluated both technically and financially, and will be evaluated and awarded according to the clause number 29 of the Government Procurement instructions of 2022 based on a compliance sheet that should be submitted through the technical bidder proposal. MoDEE reserves the right not to select any offer. MoDEE also assumes no responsibility for costs of bidders in preparing their submissions.

Note: Technical and Financial proposals will be opened at the same time for all bidders.

The Ministry of Digital Economy and Entrepreneurship reserves the right not to select any offer. The Ministry of Digital Economy and Entrepreneurship also assumes no responsibility for costs of bidders in preparing their submissions.

**** الإحالة لجميع المواد المطلوبة في الوثيقة العطاء ستكون بشكل كامل على مناقص واحد فقط (لن تكون جزئية).**

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Annex No. (1)

الدفعات *

يدفع الطرف الأول (وزارة الاقتصاد الرقمي والريادة) الدفعات المستحقة للطرف الثاني (المتعهد) كامل قيمة اللوازم الواردة في أمر الشراء (الاتفاقية) بعد انجاز كامل الاعمال المشمولة به، والمطلوبة في وثائق العطاء / RFP واستلام كافة المواد المطلوبة في العقد وبعد تركيبها وتشغيلها والموافقة عليها من قبل الفريق الاول بموجب محضر استلام أولي.



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Annex No. (2)

نموذج تقديم عرض العطاء (المناقصة)

نموذج تقديم عرض العطاء (المناقصة)

معالي وزير الاقتصاد الرقمي والريادة

(1) بناء على دعوة العطاء رقم (/ 200) ووفقاً للتعليمات والشروط العامة والخاصة والمواصفات المرفقة بها وجميع الوثائق الخاصة بالعطاء. فإنني أقدم عرضي وأوافق على أن أقوم بتقديم كل أو بعض اللوازم (خدمات أو مواد) المعروضة بالأسعار والشروط والمواصفات المبينة في هذا العرض وإتمامها وصيانتها وضمان عيوب التصنيع فيها وفقاً لشروط ومواصفات العطاء. وإنني ألتزم بأن يظل هذا العرض قائماً لمدة (90) يوماً اعتباراً من تاريخ إيداع العروض وأفوض السيد () بتمثيل مؤسستنا / شركتنا في كافة الإجراءات والتبليغات المتعلقة بهذا العرض لدى دائرتكم.

رقم السجل التجاري:.....
الرقم الضريبي:.....
الاسم التجاري:.....
اسم صاحب الشركة:.....
الغرض حسب السجل التجاري:.....
العنوان:.....
البريد الالكتروني:.....
ص.ب:.....
الرمز البريدي:.....

هاتف:.....

فاكس:.....

الخلوي :

الختم والتوقيع

المرفقات (أبين فيما يلي جميع المرفقات التي يتكون منها عرضي):-



Annex No. (3)

سند كفالة دخول عطاء

البنك

سند كفالة دخول عطاء

السادة : وزارة الاقتصاد الرقمي والريادة

التاريخ : / / 20م

تاريخ الاستحقاق :

رقم الكفالة :

تحية وبعد،

يكفل البنك فرع

السادة / المناقص

بمبلغ (دينار فقط)

سارية المفعول لغاية

وذلك لدخول العطاء رقم (/ 200)

الخاص بشراء

ويتعهد البنك بتمديد سريان الكفالة لتغطي مدة سريان العرض وبدفع قيمة الكفالة إليكم أو أي جزء منها عند أول مطالبة خطية منكم، وذلك خلال فترة سريانها، علماً بأن أي مطالبة ترد إلى البنك يجب أن تكون في أو قبل موعد استحقاقها، وتصبح الكفالة ملغاة بعد انتهاء مدتها.

الكفيل / مصرف

المفوض بالتوقيع

التاريخ

Annex No. (4)

سند كفالة حسن تنفيذ

إلى السادة :

يسرنا إعلامكم بأن مصرفنا(.....) قد كفل بكفالة مالية الفريق الثاني(.....) بخصوص
العطاء رقم(.....) المتعلق(.....) بمبلغ (.....) دينار أردني .

وذلك مقابل كفالة حسن الأداء لضمان التزام الفريق الثاني بتقديم الخدمات الفنية ووفقا لشروط
الاتفاقية الخاصة بالعطاء أعلاه .

وإننا نتعهد أن ندفع لكم المبلغ المذكور لدى أول طلب من قبلكم بلا إنذار أو تحفظ أو أي شرط
آخر، وبغض النظر عن أي معارضة من جانب الفريق الثاني .

وتبقى هذه الكفالة سارية المفعول من تاريخ إصدارها ولمدة الاتفاقية وتحدد مبدئياً:

بتاريخ (.....) شهر (.....) من عام (.....) وتجدد تلقائياً الى ان يتم الافراج
عنها من قبل صاحب العمل.

توقيع الكفيل/مصرف: (.....)

المفوض بالتوقيع: (.....)

بحضور وشهادة: (.....)

التاريخ: (.....)



Annex No. (5)

سند كفالة صيانة

البنك
سند كفالة صيانة
السادة : وزارة الاقتصاد الرقمي والريادة
التاريخ : / / 20م
رقم الكفالة :
تحية وبعد،
يكفل البنك فرع
السادة / المتعهد
بمبلغ () دينار فقط
سارية المفعول لغاية
وذلك ضماناً لصيانة اللوازم المحالة على المتعهد المذكور بموجب قرار الإحالة رقم (/ 200) المتعلق بتوريد
هذه الكفالة غير مشروطة وغير قابلة للنقض وتجدد تلقائياً ولا تلغى إلا بكتاب رسمي من وزارة الاقتصاد الرقمي والريادة.
ويتعهد البنك بدفع قيمة الكفالة إليكم أو أي جزء منها عند أول مطالبة خطية منكم، رغم أي معارضة من قبل المتعهد أو الغير ودون اجراء أي تقاص ودون اشتراط تقديم أي شهادات أو الحصول على حكم قضائي أو أي شرط اخر.
توقيع الكفيل / مصرف
المفوض بالتوقيع
التاريخ

Annex No. (6)

تعهد شخصي

تعهد شخصي / ضمان العيوب المصنعية

نتعهد نحن المتعهد /

بضمان المواد ذوات الأرقام ()
الإحالة رقم () / 200 تاريخ / / 20م
(المحالة علينا بموجب قرار

بحيث يكون هذا الضمان ساري المفعول لمدة ثلاث سنوات من تاريخ الاستلام النهائي ويشمل ضمان كافة
المواد المذكورة من أي عيب مصنعي مضافاً إليها نسبة (15%) خمسة عشر بالمائة من القيمة ووفقاً للشروط
المذكورة في تعليمات العطاءات وتعديلاتها.

ونتعهد باستبدال اللوازم المعيبة، وفي حالة عدم قيامنا باستبدال هذه اللوازم بأخرى جديدة خلال المدة المقررة
نتعهد بدفع كامل قيمة المواد التي ثبت سوء مصنعتها ولم نستطيع استبدالها مضافاً إليها (15%) خمسة عشر
بالمائة من قيمتها خلال أسبوع من تاريخ الإخطار بالدفع وبلا تعلل وبدون حاجة محكمة أو حكم إلى محكمة وفي
حالة التأخر عن الدفع نكون مسؤولين عن العطل والضرر والمصاريف القانونية، وعليه أوقع وبحضور الشاهدين
الموقعين بذيله.

شاهد

شاهد

المتعهد

مصدق كاتب العدل

ملحق رقم 7

الاتفاقية / أمر شراء

رقم ()

السادة :..... المحترمين

ص.ب () اسم المدينة () المنطقة ()

هاتف () فاكس () الرمز البريدي ()

بناءً على قرار لجنة الشراء المختصة رقم (/ 200) المرفق طياً صورة عنه والخاص بدعوة العطاء رقم (/ 200) أرجو توريد وتسليم أو تقديم الخدمات المطلوبة () المحالة عليكم والمبينة تفصيلاتها وأثمانها على جدول المواد المرفق بقرار الإحالة والبالغة قيمتها الإجمالية (....) فقط (....) إلى
واقبلوا الاحترام ،،،

التاريخ: / / 20م

أمين عام وزارة الاقتصاد الرقمي والريادة

اسم المفوض بالتوقيع :

السادة وزارة الاقتصاد الرقمي والريادة:-

أتعهد بتوريد اللوازم المحالة علينا وفقاً لمواصفات وشروط قرار الإحالة المشار إليه أعلاه والوثائق المعتمدة المتعلقة به وهي (دعوة العطاء، وثائق العطاء، الملاحق، عرض المناقصة، عرض المتعهد، الكتالوجات، المراسلات، والتعليمات للمشاركين في المناقصة)، والالتزام بأحكام نظام المشتريات الحكومية رقم (28) لسنة 2019م وتعديلاته والتعليمات الصادرة بموجبه.

تعتبر هذه الاتفاقية (أمر الشراء) وقرار الإحالة وكتاب القبول والوثائق المعتمدة المتعلقة بهم وهي (دعوة العطاء، وثائق العطاء، الملاحق، عرض المناقصة، عرض المتعهد، الكتالوجات، المراسلات الموافق عليها، والتعليمات للمشاركين في المناقصة) المذكورة عقداً ملزماً للطرفين.

اسم المتعهد :

اسم المفوض بالتوقيع :

التوقيع والخاتم :

التاريخ :

Ministry of Digital Economy and Entrepreneurship	 وزارة الاقتصاد الرقمي والريادة
Template	
RFP Form	

نسخة / وحدة العطاءات والمشتريات/ ضابط العطاءات والمشتريات أو سكرتير اللجنة المعنية
نسخة / الدائرة ذات الشأن (الجهة الطالبة للشراء)
نسخة / الضريبة العامة على المبيعات / الرقم الضريبي ()

