



JORDAN SERVICES MODERNISATION PROGRAMME



Contracting Authority: Jordan Enterprise Development Corporation

Jordan Services Modernisation Programme – JSMP

Local Restricted Call for Proposal

SCHEME 5 Services enterprises start-ups and reinforcements

Reference: **JE/JSMP/Sch5/1-2010/JO**

Questions & Answers

No.	Question	Contracting Authority's answer
1	A start-up company needs to buy a car. Under which part of Annex B will it be? Supplies or others?	Vehicles are considered as part of supplies & equipments and should be identified under budget line no. 3 (supplies & equipments).
2	It is well understood that purchasing from the United States or Japan is not covered in the funding, however; certain purchase is essential for the success of my project and I will be funding it myself, do I have to mention it in my concept note and/or full application?	At this stage, applicants should only indicate the total cost of the action, requested amount from the Contracting Authority, and % of total eligible cost of action in their application form. However, at the full application stage, if these purchases are to be considered as co-financing, a prior derogation should be requested.
3	My understanding that you will not cover salaries for secretary/ office manager who will be part of the action?	The payable salaries/overtime/fees to existing staff members of the company under Reinforcement – Scheme 5 – are not eligible costs.



JORDAN SERVICES MODERNISATION PROGRAMME



		Therefore hiring new staff to perform the activities of the project is essential and one of the basic requirements mentioned in the guidelines.
4	Regarding the required “certified copy of the accounts for the last 2 years” for reinforcement projects, can this be the company accounts, printed on letter head, signed and stamped by the Finance Manager?	The company accounts printed on official letter head signed and stamped by the Finance Manager and the company authorized person including a declaration letter certifying that the attached financial statement are true, correct and represents the actual financial status of your company. However, an audited certificate should be submitted before the signature of the contract.
5	For applying to scheme 5, do we need to list all the items we will need to spend the money on initially on the budget form with the application form?	For applying to scheme 5 – start up/reinforcement, you need to send only the Concept Note, Check List, and the Declaration with the necessary supporting documents, detailed budget (Annex B) is not requested to be filled at this first stage. In the Concept note, the applicants must only provide an estimate of the total costs of the action together with the amount of contribution and percentage requested from the Contracting Authority. Only the applicants invited to submit an application in the second phase will be required to present a detailed budget
6	For equipment and supplies - specifically speaking office furniture for start ups, should we list details of the required furniture or shall we indicate the total sum for this category in simple one line without going into details of the furniture required?	Please refer to above reply
7	A company that was established August 2009 and precede its work after finalized the location and all needed decoration by October 2010. Is it considered as a start up? The company has 5 employees and 2 owners that are not yet registered in the social security, is it eligible to apply?	As per article 2.1.1 of the guidelines (<i>Eligibility of applicants: who may apply?</i>) If the company’s registration falls between 1 January 2009 and up to date, it is eligible to apply and is considered as a start up.
8	In reference to checklist scheme 5, do you require the certified	Only applicants applying for reinforcement under scheme 5 are required



JORDAN SERVICES MODERNISATION PROGRAMME



	copy of accounts for the last 2 years in English?	to provide certified copy of accounts for the last 2 years, which should be submitted in English or accompanied by a translation to the English language.
9	Can we insert charts/graph/images to support and illustrate our ideas in the concept note?	At this stage, applicants should submit the concept note according to the sequence of the headings listed. Any additional information such as charts/graph/images can be submitted at the full application stage
10	Does the budget form have to be submitted with the concept note for scheme number 5?	Please refer to reply of question 5
11	If I want to establish a new business, which in a way is related to my current business but I need the funding to establish it should I apply?	If the new business is in the service sector and has a new legal entity then you can apply to scheme 5 as a start-up. If your business is an expansion of your existing business then based on the type of your action you can apply to any of the schemes 1, 2, 4 and 5, provided that you meet the eligibility criteria.
Translation of the questions and answers in Arabic		
12	Can a start up company have a partner?	As per article 2.1.2 <i>Partnerships and eligibility of partners</i> of the guidelines, scheme 5 is for individual entities only. Applications foreseeing partners must be submitted under the Scheme 3.
13	What is the allowed duration to execute the project?	The planned duration of an action may not be lower than 1 month nor exceed 18 months.
14	From which date the company is considered as a start up	If the company's registration falls between 1 January 2009 and up to date, it is considered as a start up.
15	Are cars funded among these projects?	Cars are considered as part of the supply & equipments and is therefore funded according to the maximum contribution % as listed in article 1.3 of the guidelines
16	For the concept note what is the method of replying	Applicants will be informed in writing of the Contracting Authority's decision concerning their concept note and, in case of rejections, the reasons for the negative decision.
17	Does establishing a new department in the company considered as reinforcement under scheme 5	Yes
18	Is office rent covered for start up projects under scheme 5	Office rent is an eligible cost and can be identified under other costs in



JORDAN SERVICES MODERNISATION PROGRAMME



		the budget.
19	Can I submit 10 ideas under scheme 5?	An applicant may not submit more than one proposal per scheme. However, one proposal can include more than one idea
20	Does scheme 5 cover the infrastructure for a new project i.e. water, electricity	Yes, it can be covered from the administrative costs which is 7%
21	Should we provide the estimated budget in the concept note	At this stage, applicants should only indicate the total cost of the action, requested amount from the Contracting Authority, and % of total eligible cost of action in their application form.
22	Are there any priorities to specific sectors with regard to scheme 5	No, and please refer to article 1.2 of the guidelines (Objectives of the programme and priority issues)
23	Does scheme 5 cover workshops in architecture	If the workshop is among activities in the action it is covered. However, if the actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, it is considered as ineligible actions as listed in article 2.1.3 <i>Eligible actions: actions for which an application may be made.</i>
24	What is the method of payment?	<p>The payment arrangements are listed in article 4 of the special conditions (annex E) and can be summarised as follows:</p> <ul style="list-style-type: none">- Pre-financing of 80% of the contract amount within 45 days from the date of reception by the Contracting authority of signed contract.- The balance of 20% within 45 days of the Contracting Authority approving the final report. <p>The payments will be made through bank transfers</p>
25	If the project requires dealing with a service provider, does it need to be eligible	The question is not clear, but any action proposed under the call needs to respect the eligibility criteria of the call.
26	If the company was rejected in the first cycle, can it re-apply	Unsuccessful applicants are encouraged to re-apply.