

RFP Number: 19-LNQ-PROC-0002
Issuance Date: February 15, 2019
Closing Date: March 1st, 2019
Closing Time: 11:30 pm
Lebanon Local Time

REQUEST FOR PROPOSALS

Land O'Lakes Lebanon Investment in Quality (LINQ)

Environmental Screening, Analysis, and Documentation Services for Prospective LINQ Investment Grantees

The Lebanon Investment in Quality (LINQ) project funded by USAID in Lebanon, seeks quotations for environmental screening, analysis, and documentation services for prospective LINQ investment grantees in processed food- and agriculture-related sectors. The details of the requirements and the terms and conditions for the services are given below. The project is seeking several service providers as preferred providers.

1) Item and Quantity:

Three deliverables are required for each prospective LINQ investment grantee business:

- a. Environmental Screening Form (ESF)
- b. Environmental Due Diligence/Mitigation and Monitoring Plan (EDD/EMMP)
 - a. Verify country-specific environmental approval requirements
- c. GPS Coordinates of Locations

Minimum order will be for provision of screening, analysis and documentation services for 5 prospective businesses. Maximum order will be provision of services for 10 prospective businesses. Site visits will be scheduled over an 8-week period.

LINQ intends to award a Services Contract to an individual or firm for the minimum quantity and will amend the original Services Contract, if needed, under the same original terms and conditions, for up to a maximum of 10 orders of screening, analysis and documentation service provision for prospective businesses.

Please see Annex 1 for specifications about the scope of work.

2) Delivery and Installation Point:

Site visits will be required to be made to existing and proposed commercial facilities at locations nationwide. The actual locations depend upon the location of business partner being assessed.

Transportation to business locations will be arranged by the consultant who may seek reimbursement based on mileage¹.

Background information and details about specific business plans will be provided by LINQ after award.

¹ Land O'Lakes uses Rotary International's annually published mileage rates

3) Technical Specifications:

Please see Annex 2 for templates of the required format for ERAC and EMMP forms.

4) Conformity with Technical Specifications and Terms:

Your price quote should be for one option only, conforming to the attached specifications, and suited to Lebanese conditions. No alternative offers will be considered.

5) Cost Breakdown:

- a. Single all-inclusive price for completion of the set of deliverables (ESF, EDD, GPS coordinates) ordered for one applicant business
- b. If applicable, all taxes (VAT or other) shown separately

6) Price:

Price quoted should be in Lebanese Pounds and must include all costs to complete the deliverables ordered, excluding costs for transportation (which the consultant may bill on mileage basis in addition to the invoice for complete deliverables).

When quoting price, please indicate fixed price per business unit for fulfilment of all deliverables.

VAT and other taxes should be shown separately.

LINQ anticipates award of a Purchase Order with a fixed unit price for the set of deliverables per applicant business screened.

7) Validity:

Prices offered in the quotation must be firm and **valid for 30 days** from the closing date of the RFQ. **No increase in price will be considered after closing of the RFQ.**

8) Delivery Date:

Capacity and commitment to complete the services for the minimum number of businesses is an evaluation criterion.

The services ordered must be completed and required forms submitted to LINQ **within 60 days** of award of the purchase order.

9) Inspection:

The LINQ project reserves the right to inspect, review, and edit the deliverables submitted prior to submission to USAID or the screened business.

10) VAT/Taxes:

Any applicable taxes must be indicated on each invoice for reporting purposes. The consultant is responsible for paying his/her own taxes, or otherwise a 7.5% deduction of the total amount of the award will be made on the payment.

11) Payment:

Payable within 30 days from date of receipt of deliverables.

All deliverables are subject to review by USAID Lebanon's Mission Environmental Office (MEO). Contractor/supplier will be required to respond to questions from the MEO at no additional cost. If additional fieldwork is required to respond to the inquiries from the MEO, the rate and incremental price will be documented via a modification to the Purchase Order.

12) Award:

Award will be made to offerors who offer the best value considering factors such as price, quality and other compliance factors considered. Quotations received in response to this RFQ will be evaluated and scored based on the following evaluation criteria:

Evaluation Criteria

PRICE: 50 Points (50%) – Price offered for completing ESF and EDD deliverable (travel, accommodation, and other travel allowances excluded)

- 50 points for lowest price
- 40 points for 2nd lowest price
- 30 points for 3rd lowest price
- 25 points for all other

DELIVERY: 50 Points (50%) – Experience, availability, capacity, and commitment to complete 10-25 screenings in 8-week timeframe

- 30 points allocated for demonstrated experience in environmental screening of SME scale of development and past experience with USAID programs and requirements.
- 10 points allocated for experience of lead staff or consulting team member proposed, including statement of availability
- 10 points allocated for capacity of firm to complete minimum of 5 screening visits and submit reports within the timeframe.

100 Points Total

13) Right to Cancel Solicitation and Reject Offers:

LINQ reserves the right to accept or reject any offer or cancel this RFQ without assigning any reason.

14) Submission of Quotation:

Submission of quotation in response to this RFQ should be made by email to:

myehya@landolakes.org

The email message containing your quotation should be clearly marked "LINQ RFQ_ ESS_001" on the subject line.

Quotation should consist of:

- a. Fixed Price for one set of Deliverables
- b. Brief description or listing of consultant or firm's and proposed lead professional's relevant experience, including environmental screening of SME-scale projects and past experience working on USAID programs and familiarity with ESF and EDD forms.

- c. Brief explanation of the approach and/or the capacity of applicant to complete a screening visits and submit reports within the timeframe.
- d. CV of proposed lead professional assigned to oversee the delivery of services and preparing and completing the documentation. Summary of other staff or consulting team members who may be assigned to the work. Include a statement of availability.
- e. Contact details for two client references.

15) RFQ Deadline - Closing Date/Time for Submission of Quotations:

23:30 (11:30PM), Friday, March 1st, 2019

Quotations received after the closing date/time mentioned, may be rejected.

16) Expenses Relating to Submission of Quotation:

The supplier shall bear all costs associated with the preparation and delivery of its quotation. The LINQ program will in not be responsible or liable for any such costs.

17) Confirmation:

Please acknowledge receipt of this RFQ and indicate your intention to bid.

Failure to meet any one of the above conditions may render the offer and/or the subsequent award invalid.

Monther Yehya
Procurement Specialist

Mobile: 76-690066
Email: myehya@landolakes.org

Zalka- Amaret Chalhoub
El Plaza Center
Bloc B, 9th Floor
El Metn - Lebanon

ATTACHMENTS:

Annex 1 Specifications
Annex 2 Template Environmental Screening Form
 Template Environmental Due Diligence Form and Mitigation and Monitoring
Plan

Annex 1 Specifications

The Contractor will provide environmental screening, analysis, and documentation services in accordance with, and at the standard expected by USAID Lebanon.

The work requires that the Contractor reviews the prospective investment grantee business' Central Environmental Agency's recommendation letter or environmental license. In addition, the contractor reviews relevant business and operational plans, the business's current compliance with Lebanon environmental regulations, and, if required, reviews building plans and drawings. Contractor visits the project location(s) of a business and analyses the site's physical characteristics. Contractor prepares an ERAC and EMMP forms in the required template provided by LINQ. Contractor is responsible for identifying necessary environmental certifications for each grantee and ensuring that these certifications are included in the grantee EMMP.

Requirements to be submitted in response to RFQ:

- Brief description or listing of firm's and proposed lead professional's relevant experience, including environmental screening of SME-scale projects and past experience working on USAID programs and familiarity with ERAC (ERSF) and EDD/EMMP forms.
- Brief explanation of the approach and/or the capacity of firm to complete a minimum of 10 screening visits and submit reports within the timeframe.
- CV of proposed lead professional assigned to oversee the delivery of services and preparing and completing the documentation. Summary of other staff or consulting team members who may be assigned to the work. Include a statement of availability.
- Contact details for two client references.

Travel, accommodation, and logistics to complete the environmental screening assessments will be in accordance with the LINQ travel policy.



Annex 2

A. Activity/Sub-project Information

Activity Title			
Description	<i>One sentence only.</i>		
Individual to Contact— Implementing Partner	<i>Name Title Organization Phone Email if available</i>	Location of Activity (Village Name, District, Governorate,	<i>Include GPS coordinates if available</i>
Individual to Contact— Community	<i>Name Title Organization Phone Email if available</i>	Start and End Date	
Total Cost		Total USAID Funding	

B. ERAC Preparer Information

Name & Title	
Contact Information	<i>Organization Phone Email if available</i>

C. Description and Components

Summary description.

Provide a 1-2 paragraph description of the activity, with focus on issues of environmental relevance, including location. A longer precis of the activity may be attached if necessary for USAID reviewers to understand potential environmental impacts.

Individual components.

List the individual components of the activity, with brief description where not self-explanatory.

Component	Description
1.	
2.	
3.	
4.	

D. Screening

Screen the entire activity, including all components, against the checklist that follows. Answer "Y" (Yes), "N" (No) or Maybe (M) for each potential concern or impactful project attribute. A "Y" response does not necessarily indicate a significant effect, but rather an issue that requires focused consideration.

CHECKLIST FOR ENVIRONMENTAL CONSEQUENCES: Enter Yes (Y), No (N) or Maybe (M) for each

1. Earth Resources

- a. grading, trenching, or excavation >1.0 hectare
- b. geologic hazards (faults, landslides, liquefaction, un-engineered fill, etc.)
- c. contaminated soils or ground water on the site
- d. offsite overburden/waste disposal or borrow pits required >1,0 ton
- e. loss of high-quality farmlands >10 hectares

2. Agricultural and Agrochemical

- a. impacts of inputs such as seeds and fertilizers
- b. impact of production process on human health and environment
- c. other adverse impacts

3. Industries

- a. impacts of run-off and run-on water
- b. impact of farming such as intensification or extensification
- c. impact of other factors

4. Air Quality

- a. substantial increase in onsite air pollutant emissions (construction/operation)
- b. violation of applicable air pollutant emissions or ambient concentration standards
- c. substantial increase in vehicle traffic during construction or operation
- d. Demolition or blasting for construction
- e. substantial increase in odor during construction or operation
- f. substantial alteration of microclimate

5. Water Resources and Quality

- a. river, stream or lake onsite or within 30 meters of construction
- b. withdrawals from or discharges to surface or ground water
- c. excavation or placing of fill, removing gravel from, a river, stream or lake
- d. onsite storage of liquid fuels or hazardous materials in bulk quantities

6. Cultural Resources

- a. prehistoric, historic, or paleontological resources within 30 meters of construction
- b. site/facility with unique cultural or ethnic values

7. Biological Resources

- a. vegetation removal or construction in wetlands or riparian areas > 1.0 hectare
- b. use of pesticides/rodenticides, insecticides, or herbicides > 1.0 hectare
- c. Construction in or adjacent to a designated wildlife refuge

8. Planning and Land Use

- a. potential conflict with adjacent land uses
- b. non-compliance with existing codes, plans, permits or design factors
- c. construction in national park or designated recreational area
- d. create substantially annoying source of light or glare
- e. relocation of >10 individuals for +6 months
- f. interrupt necessary utility or municipal service > 10 individuals for +6 months
- g. substantial loss of inefficient use of mineral or non-renewable resources
- h. increase existing noise levels >5 decibels for +3 months

9. Traffic, Transportation and Circulation

- a. increase vehicle trips >20% or cause substantial congestion
- b. design features cause or contribute to safety hazards
- c. inadequate access or emergency access for anticipated volume of people or traffic

10. Hazards

- a. substantially increase risk of fire, explosion, or hazardous chemical release
- b. bulk quantities of hazardous materials or fuels stored on site +3 months
- c. create or substantially contribute to human health hazard

11. Other Issues (to be used for categories not captured under 1 through 10 above)

- a. Substantial adverse impact
- b. Adverse impact
- c. Minimal impact

***E. Explanation of Potential Adverse Environmental Impacts with Mitigation and Monitoring Measures
(Impact Evaluation + EMMP)***

In the left column of the table below, explain each “Y” or “M” response in the checklist above, describing potential adverse impacts.

In the middle column, set out mitigation measures to address this issue, differentiating by construction and operation phases as necessary and designating responsible parties.

In the right column, specify how monitoring will be carried out.

If the checklist has no “Y” or “M” responses, skip this section and section F, and proceed to Section G.

NOTE: If an impact is identified as potentially significant, and cannot be made non-significant with basic, straightforward mitigation measures, consult the A/COR and MEO. The activity is likely to require design changes, or more stringent environmental review will be required.

Issue (from checklist above) & discussion of impacts	Mitigation measures (with responsible party)	Monitoring (means/indicator, frequency & responsible party)
<i>(add rows as necessary)</i>		

F. Describe how the Project will Assure that Activity-level Mitigation and Monitoring Specified in Section E will be Implemented and Assured

G. Certification:

I, the undersigned, certify that:

1. The information on this form is correct and complete.
2. Implementation of these activities will not go forward until specific approval is received from the C/AOR.
3. All mitigation and monitoring measures specified above will be implemented in their entirety, and that staff charged with this implementation will have the authority, capacity, resources and knowledge for successful implementation.

Signature _____

Date _____

Print name _____

Title _____

BELOW THIS LINE FOR USAID USE ONLY

Review results. Check the box that applies.

	<p>All of the following are true. Therefore, the activity may proceed as specified:</p> <ul style="list-style-type: none">• assuming full implementation of all specified mitigation and monitoring measures, the activity has no foreseeable significant adverse impacts; and• these mitigation and monitoring measures are straightforward and within the reasonable technical capability of the partner; and• the activity is within the scope of the project's 22 CFR 216 documentation.
	<p>One or more of the following is true. Therefore, the activity may NOT proceed as currently specified:</p> <ul style="list-style-type: none">• the activity is outside the scope of its parent 22 CFR 216 documentation; and/or• significant adverse impacts remain reasonably possible, even with implementation of all specified mitigation and monitoring measures; and/or• the mitigation measures are not straightforward and/or are beyond the reasonable technical capability of the partner. <p>Comments:</p>

Any "No" recorded represents the potential breach of regulation or improvement needed and details of nonconformity (NC) shall be recorded in the **Remarks.*

** Report NC in the following forms. Each NC should make reference into the checklist as coded. The responsible personnel shall identify the root cause of NC and adopt appropriate corrective and preventive actions (CPA) for mitigation. Confirmation of the effectiveness of the CPA shall be verified by Project Manager within an agreed time.*

Record of review (signature indicates concurrence with the above review result)

C/AOR*	(print name)	(signature)	(date)
USAID/Lebanon MEO*	(print name)	(signature)	(date)
Regional Env. Advisor (REA)**	(print name)	(signature)	(date)

**required*

***optional, except when specified*

Any "No" recorded represents the potential breach of regulation or improvement needed and details of nonconformity (NC) shall be recorded in the **Remarks.*

** Report NC in the following forms. Each NC should make reference into the checklist as coded. The responsible personnel shall identify the root cause of NC and adopt appropriate corrective and preventive actions (CPA) for mitigation. Confirmation of the effectiveness of the CPA shall be verified by Project Manager within an agreed time.*

Environmental Site Inspection Checklist

(Specify Installation _ Construction_ Operation)

Project Name:		Project Location :	
Required Inspection and Frequency			

Status during inspection: _____

Inspection Date : _____

Inspection Time: _____

Weather: _____

Inspected by: _____

Any "No" recorded represents the potential breach of regulation or improvement needed and details of nonconformity (NC) shall be recorded in the **Remarks.*

** Report NC in the following forms. Each NC should make reference into the checklist as coded. The responsible personnel shall identify the root cause of NC and adopt appropriate corrective and preventive actions (CPA) for mitigation. Confirmation of the effectiveness of the CPA shall be verified by Project Manager within an agreed time.*

Inspection Items	Implemented		N/A	Responsibility	Observations, Remarks, and Non-conformity (i.e. specify location, good practices, problems observed if any, possible cause of nonconformity, proposed corrective/preventative actions, who is responsible for them, who is the entity that you talked with and his/her contact info, the deadline given for addressing the corrective measures, Picture ID on site)
	Yes	No*			