

Request for Proposal (RFP)

RFP Number: LED RFP- 032

Issuance Date: July 23, 2018

Deadline for Offers: July 31, 2018

Description: ISO 22000

For: LED-Lebanon

Funded By: United States Agency for International Development (USAID),
Contract No. AID-268-17-C-00001-00

Implemented By: Chemonics Beirut S.A.R.L

Point of Contact: Roger Karam

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Douglas Griffith, dgriffith@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** Chemonics, through Chemonics Beirut S.A.R.L., acting on behalf of the U.S. Agency for International Development (USAID) and the Lebanon Enterprise Development (LED) Project, under contract number AID-268-C-17-00001, is soliciting proposals from local Lebanese firms and/or individual consultants to establish and implement a Food Safety Management System in accordance with guidelines of **ISO 22000** and to get international acknowledgement in the form of certification.

Resulting from this RFP, Chemonics intends to **shortlist** firms/individuals that can provide ISO22000. **The shortlisted firms and/or individual consultants, when needed, will do site visits to our beneficiaries to assess and quote accordingly.**

Offerors should take note that this RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay for any costs incurred in the preparation and submission of any proposals for this solicitation. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

2. **Offer Deadline and Protocol:** Offers must be received no later than 4 pm local Beirut time on **July 31, 2018** by email to LEDprocurement@lebanon-edp.com

Please reference the RFP number 032 in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFP may be submitted no later than 4 pm local Beirut time on **July 26, 2018** by email to LEDprocurement@lebanon-edp.com . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFP.

4. **Scope of Work:** Section 3 contains the scope of work of the required service.
5. **Quotations:** Quotations in response to this RFP must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD/LBP. Offers must remain valid for not less than thirty (90) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; In addition, offerors responding to this RFP are requested to submit the following:
 - Organizations responding to this RFP are requested to submit a copy of their official registration or business license.
 - Individuals responding to this RFP are requested to submit a copy of their identification card along with MOF registration if applicable.

6. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country. According to the Lebanese Law a 7.5% will be deducted as Non- Resident tax from Individuals who are not registered.
7. **Eligibility:** By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
8. **Evaluation Criteria:** All proposals received by Chemonics in response to this RFP will be reviewed by an evaluation committee. Upon appropriate evaluation of all submitted proposals, Chemonics will separate individual consultants in one pool and consultancy firms in another pool and will rank up Candidates that are considered to be the most qualified to provide services in each pool.

Each shortlist will be composed of responsible offerors whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria.

The submitted proposals will be reviewed/selected based upon factors including the following and categorized as excellent, good, and satisfactory:

- a) Experience on similar management standards or specifications with references (name, title, address, phone, & e-mail) preferable within the last five years only; As for individual consultants not less than 10 years of experience is mandatory.
- b) Qualifications (resumes or curriculum vitae) of personnel assigned to work on the project (project team), organizational chart, etc.;
- c) Ability to meet project deadlines (provide schedule /staff days needed, etc.);
- d) Completeness of project approach (detailed scope of services/tasks, etc.)
- e) Cost (detailed cost breakdowns in terms of days, daily rates for each person working on the project, general services costs, etc.).

Follow-up discussions may be conducted with several Consultant(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend final selection to Chemonics.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.

- While preference will be given to offerors who can address the full technical requirements of this RFP, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the Lebanon LED Project.
- Chemonics may cancel this RFP at any time.

Please note that in submitting a response to this RFP, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Lebanon-LED Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

9. **Terms and Conditions**: This is a Request for Proposal only. Issuance of this RFP does not in any way obligate Chemonics, the LED Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- For Consultants: Copy of offeror's registration or business license
- For Individuals: Copy of ID & MOF registration certificate
- Experience on similar management standards or specifications with references (name, title, address, phone, & e-mail) within the last five years only;
- Firm Information (size, location, history, resources, etc.);
- Resumes or curriculum vitae of personnel & organizational chart, etc.;
- schedule /staff hours needed, etc.;
- Completeness of project approach (detailed scope of services/tasks, etc.)
- Cost (detailed cost breakdowns in terms of days, daily rates for each person working on the project, general services costs, etc.).
- Third Party ISO 22000 Accredited certificate cost

Section 3: Scope of Work

The firm proposal should include (but not necessarily limited to) the following:

Establish and implement a Food Safety Management System in accordance with guidelines of ISO 22000 and to get international acknowledgement in the form of certification. The scope of the work for ISO certification would be to develop and implement ISO 22000 by training a team on Food safety & HACCP in addition to a course given to the food safety team leader, and updating the company structure as per the below list:

- **Application**
- **Quality management system**
 - General requirements
 - Documentation requirements
- **Management responsibility**
 - Management commitment
 - Customer focus
 - Quality policy
 - Planning
 - Responsibility, authority and communication
 - Management review
- **Resource management**
 - Provision of resources
 - Human resources
 - Infrastructure
 - Work environment
- **Product realization**
 - Planning of product realization
 - Customer-related processes
 - Design and development
 - Purchasing
 - Production and service provision
 - Control of monitoring and measuring equipment
- **Measurement, analysis and improvement**
 - General
 - Monitoring and measurement
 - Control of nonconforming product
 - Analysis of data
 - Improvement

After finalizing the above, the firm shall prepare the beneficiary to pass the required audits and receive a **third-party ISO 22000 accredited certificate**.

N.B:

- LED clients are of different sizes that ranges from small, medium and large.
- Location of our clients not relevant at this stage but LED will be working all over Lebanon.
- The complexity of the operations is variable between one client and another but will involve all employees, front and back office.
- At this stage LED is considering performance and portfolio with concentration on methodologies.

- Working shifts, number of employees (staff distribution: management; head of departments/supervisors (skilled personnel), unskilled people doing repetitive tasks, seasonal employees will be determined in the 2nd stage when companies will have to meet our clients to provide a detailed SOW and quotation.
- Number of HACCP studies for food safety systems/ List of processes for other standards will be determined in the 2nd stage when companies will have to meet our clients to provide a detailed SOW and quotation.

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: LED Project
Qubic Center, 10th Floor, Section E&D
Daoud Ammoun Str., Horsh Tabet, Sin El Fil
Beirut, Lebanon

Reference: RFP No. 032

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or LED project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____