

REQUEST FOR QUOTATION

BASATINE – Notion System

RFQ 008

Under

BASATINE Program

Funded By

[AFD - Agence Française de Développement]

RFQ Release Date:	19 February 2024
Delivery Deadline:	30 March 2024
Quotation Submission Deadline:	10 March 2023
Question/ Inquiry Submission Deadline:	29 February 2024



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I. INTRODUCTION

A. COMPANY BACKGROUND

Berytech is an ecosystem for entrepreneurs, providing a dynamic environment for the creation and development of startups and SMEs, fostering innovation, technology and entrepreneurship in Lebanon. Berytech's role is multifold in building an all-inclusive ecosystem for its own entrepreneurs while contributing to the growth of the Lebanese entrepreneurial ecosystem in general. It has helped shape the cultural norms of the society in accepting and supporting the concept of entrepreneurship, while its different activities continue to push new avant-garde concepts. Berytech serves as a nucleus in connecting different stakeholders in the ecosystem and it strives to influence policymakers and legislating bodies to issue Since its establishment in 2002 by the Saint Joseph University (USJ), Berytech has succeeded in:

Creating strategic connections and international partnerships and affiliations,
Connecting different pools of experts in the ecosystem: business angels, mentors, cluster managers, technology transfer managers, innovators and researchers,
Collaborating with the Ministry of Economy and Trade to set and implement a national strategy to support SMEs, and
Partnering in creating organizations, programs and accelerators to serve the Lebanese entrepreneurial ecosystem.aws that benefit the ecosystem.

B. PROGRAM BACKGROUND

With the support of l'Agence française de développement (AFD), the Bolstering Agriculture Systems' Ability to Invest, Nourish and Employ (BASATINE) is a four-year Consortium programme contributing to the recovery of affected small farms and maintaining employment opportunities of vulnerable populations by providing support to farm holders.

BASATINE will support vulnerable farmers and related value chain actors in cereals, legumes, and vegetables in Bekaa and Akkar regions. The Consortium is made up of six NGOs with vast experience in agriculture and market systems development.

They include CARE (as lead), Mercy Corps(MC), Berytech Foundation, Georges N. Frem Foundation (GNFF), Lebanese Organization for Studies and Training (LOST), and Al Majmoua.

We aim to boost the capacity of Lebanese agriculture to produce food for the local market, create and maintain jobs, generate social cohesion between host communities and refugees and promote gender equality.

II. PURPOSE

Procure a notion system for the startups supported by BASATINE program.

A. SPECIFICATIONS

The details stated below provide the name of the SME, location or delivery destination, technical specifications and number of units requested.

1- **Mawsam Beirut SARL-AI Mawsam - Horch Tabet, Reference Builing, GF Sin El Fil**

a- Notion System – software



III. TERMS OF PAYMENT

Payment shall be made via fresh cheque or wire transfer.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFQ. Failure to do so is at the Offeror's risk. Newly sourced Offerors must provide the following:

- a. Organization Overview
- b. Legal Corporate Documents including the ID of the representative
- c. Quotation
- d. Signature of the following statements required by our Donors.
 - a. Integrity statement
 - b. Anti Fraud & Corruption Policy
 - c. PSEA Policy.

1. QUOTATION

The proposed quotation will have sufficient detail to allow evaluation of elements of costs proposed. quotations should be submitted in the currency in which your organization is located and will be paid; please label your quotation with the name of the currency. The organization reserves the right to request any additional information to support detailed cost and price.

B. INSTRUCTIONS FOR SUBMISSION OF QUOTATION

1. The quotation shall be sent via email. Each volume shall be clearly identified with the quotation number and the Offeror's name.
2. All responses to this RFQ must be received no later than the submission deadline on the cover page of this RFQ.
3. All inquiries and requests for information regarding this RFQ must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFQ. Reference the RFQ number in all questions/inquiries.

(ORGANIZATION NAME)	
(Insert address here)	
Attention:	Michelle Boustany
Email:	procurement@berytech.org

4. Berytech will not compensate Offerors for their preparation of responses to this RFQ.



V. CRITERIA FOR EVALUATION

Berytech will evaluate quotations based on a best-value determination; Offerors should submit their most competitive price quotation. Quotations will be evaluated using the following criteria:

- Availability of Official and legal papers of the entity – 10 Points
- *Cost of product - 30 Points**
- *Availability – 10 Points*
- *Delivery service fees – 10 Points*
- *Delivery time – 10 Points*
- *Adherence to specifications – 20 Points*
- *Payment terms – 10 Points*

The evaluation committee will review the quotation based upon the criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget and will determine whether the costs reflect a clear understanding of the requirements. A contract/Purchase Order will be offered to the responsible Offeror whose proposal follows the RFQ instructions and is judged to be the most advantageous to Berytech.

- The weighted average for the financial criteria will be calculated based on the following formula:
 - $\text{Lowest value/current value} \times \text{financial score weight}$

VI. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Quotations received after the submission deadline stated in the cover page of this RFQ may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Berytech or its employees/agents, or if it is in the best interest of Berytech.

B. MODIFICATION OF RFQ REQUIREMENTS

Berytech retains the right to terminate the RFQ or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF QUOTATIONS

Quotations may be withdrawn by written notice via email at any time before award. Quotations may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the quotation before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF QUOTATION

This RFQ represents a definition of requirements and is an invitation for submission of quotations. Berytech reserves the right to fund/award any or none of the submitted quotations. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their quotation.

Berytech may reject any quotation that is nonresponsive. A responsive quotation is one that complies with all terms and conditions of the RFQ. A quotation must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFQ. Berytech may reserve the right to waive any minor discrepancies in a quotation.



Berytech reserves the right to issue an award based on the initial evaluation of quotations without discussion. Berytech also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF QUOTATION

Quotations submitted shall remain open for acceptance for *60 days* from the last date specified for receipt of quotations. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

