



Request for Quotation (RFQ)

RFQ Number: LED RFQ- 128

Issuance Date: April 24, 2020

Deadline for Offers: May 7, 2020

Description: Automation

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 RFQ 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 or Individual consultants that can support our client on the below scope of work.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

Offerors should take note that this RFQ 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:** Offerors shall submit their proposals electronically in accordance with the instructions below:
 - **Technical and financial** offers must be received no later than 4 pm local Beirut time on **May 7, 2020** by email to LEDprocurement@lebanon-edp.com
 - Technical offer ONLY shall be submitted to the client. It is the responsibility of the offeror to share contact information of the client and send the technical offer before the above-mentioned deadline.

Please reference the RFQ number **128** in any response to this RFQ. 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 should be asked to the client directly during site visit & questions regarding administrative requirements of this RFQ may be submitted no later than 4 pm local Beirut time on **May 5, 2020** 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 RFQ recipients who have indicated an interest in bidding.
Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ 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 RFQ.
4. **Scope of Work:** Section 3 contains the scope of work of the required service.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. **Pricing can be presented in USD or LBP as per BDL exchange rate.** Offers must remain valid for not less than thirty (30) 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 RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

- Individuals responding to this RFQ 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, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include taxes, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country.
Chemonics Beirut SARL is VAT exempted all invoices issued by your company will be stamped and signed with a special stamp filled in detail as mentioned in the agreement with the ministry of finance.
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 RFQ, 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:** The award will be made to a responsible offeror whose offer follows the RFQ 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 relative importance of each individual criterion is indicated by the number of points below
1. *Cost: 30 Points*
 2. *Offeror's qualification, expertise & past experience: 20 Points*
 3. *Scope of Work: 25 Points*
 4. *Site Visit & Client feedback: 20 Points*
 5. *Timeline & Days of Intervention: 5 Points*

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 RFQ, 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 RFQ, 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 RFQ at any time.

Please note that in submitting a response to this RFQ, 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 RFQ 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 RFQ:

- SOW
- Timeline & Days of intervention;
- Cost
- Qualification, expertise & past experience: please include:
 - CVs for the consultants that will work on the project
 - Company Profile
 - List of clients having similar intervention
- Company Registration papers
- CV, ID and Non- Resident tax if applicable for individual consultants

Section 3: Scope of Work

A- Description of the Client

Presentail SAL Flat6Labs, BDD 740, Beirut Digital District

Presentail is a leading online gift delivery platform that allows its users to send presents to Lebanon while giving them the option to choose from a variety of items including fresh flowers, perfume, desserts, soaps, bags and various other products.

Adnan Ammache, the founder, decided to move back to Lebanon after completing his studies in business and finance at New York University to start building the platform from the ground up. While working on Presentail, they faced several problems with logistics companies, so they started considering building their own fleet. This idea gave birth to "Shabeb Delivery".

The Shabeb fleet is currently comprised of around 50 Lebanese drivers that are not only servicing Presentail, but also 100+ business owners (mainly restaurants). The business model is very similar to Uber's: their drivers don't have a fixed salary but get paid on a commission basis. For each order they complete, they earn a commission of LBP 2,500 and that drives them to fulfill more orders. The company recently landed accounts with two businesses to provide delivery services: Urbanista Café and Carrefour.

The process of ordering a delivery agent from Shabeb was done through an application for receiving and processing deliveries; the shops/restaurants would need to fill in details every time they wanted to request a driver. But then the company came up with an innovative idea: to have a physical button instead of a mobile application. The team then started developing and testing a physical button that they gave out to their clients and it was a huge success.

Following the COVID-19 pandemic, the demand for their services has significantly increased (especially from Carrefour), this growth has led to some crashes occurring in the existing button model. They realized that some essential features are missing. Hence, they are in process of developing a newly enhanced button that will be used by the shops to call a delivery agent, which will be easier and more efficient than the old button and from logging the needed information on an application.

Lebanon has around 200,000 businesses that depend on at least 50,000 drivers to fulfill their orders. Right now, Shabeb is working with over 200 restaurants in Beirut. They are in discussions with at least 500 potential vendors that want to acquire their service. The company also recently started providing its services to Urbanista Café and Carrefour Hypermarket. As a result of the home quarantine, their delivery orders have increased enormously, especially from restaurants, supermarkets, and in particular Carrefour Hypermarket. Furthermore, there are discussions to export their business model to other countries in the MENA region with the help of Flat6Lab.

Currently, with the home quarantine, Shabeb is processing around 500 orders/day, drastically increasing from 300 orders/day one month ago. If the company keeps growing at the same rate, they expect to reach more than 750 orders/day by the end of 2020 which would allow them to make an additional amount of revenue.

With this enormous increase in orders, the problems occurring with the existing button resulted in slowing down the fast pace of the orders and made it harder for shops to fulfill the needs of the customers. Hence, with the company's innovative button, the process becomes easier for businesses to request drivers. The button needs drastic improvement; they need to enhance the look, feel and components of the button. They also need to introduce new features like the estimated time of arrival of the driver and a counter that tracks the number of orders. They are currently having a very hard time with the buttons as they need to regularly service them because of different issues related to battery life, WIFI connectivity, component failures, etc. The company is not specialized in electronics design and has limited knowledge of that kind of technology. All they know is that they have a unique idea which everyone seems to be fond of, and all they need is the state-of-the-art product design to make it a huge success. The company also has no idea where to find an expert that can help them with an advanced design in Lebanon as they are extremely limited.

LED will cost-share with Presentail to hire a consultant who will work with the team to do a complete re-design of the physical button. The expert will help the company with design, microelectronics and embedded programming. The consultant will also help Presentail with the prototyping, 3D printing, and packaging of the button.

B- Site Visit/ Conference call

The site visit/ Conference call for this requirement is mandatory. If you submit a tender without having attended the site visit or made a conference call with the client, your bid may be deemed non-compliant and will not be considered.

To arrange a visit/ call, please coordinate a site visit with our business advisor before the deadline and cc LEDprocurement@lebanon-edp.com

Client	Contact Person	Tel	Email
Presentail	Younna Younes	+961 70 516 413	Younna.younes@berytech.org

N.B: Before awarding the contract for the winning vendor please be reminded that the SOW hence deliverables will be divided between LED and the client firm. The consultancy firm will sign two separate contracts for the SOW:

1. A contract to be signed with LED that represents most of the technical assistance deliverables and;
2. A contract to be signed with the client firm to represent the deliverables for the client cost share part.

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: RFQ No. **128**

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 RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. 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 RFQ—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 RFQ; 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): _____