

### Request for Quotation (RFQ)

RFQ Number: LED RFQ- 228

Issuance Date: April 7, 2021

Deadline for Offers: April 19, 2021

Description: Business Intelligence System

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](mailto: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** that can support our clients 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 **April 19, 2021** by email to [LEDprocurement@lebanon-edp.com](mailto: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 **228** 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 **April 15, 2021** by email to [LEDprocurement@lebanon-edp.com](mailto: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 must be presented in USD** and 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.
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.
  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 in USD
- 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

### **Section 3: Scope of Work**

#### ***A- Description of the Client***

##### **Site Visit**

The client is an FMCG distribution company, that has been operating in Lebanon for the past 30 years, covering different distribution channels ranging from traditional to modern trade, from small grocery shops to supermarkets including pharmacies, HORECA, wholesalers, schools, resorts, toy stores, and others. The company headquarters are in Beirut. Its central warehouse is in Hazmieh. It has two distribution facilities, one in Amioun covering the North and a second in Ghazieh covering the South. In addition, it has three regional offices in Bekaa, North, and South. With its strong distribution network covering all Lebanon, the company manages and controls the entire distribution value chain of many distinguished brands, including key imported brands.

In addition, the company aims to grow and diversify its portfolio by representing FMCG products from local producers, which will also enable local brands to extend their markets and boost sales. For example, the company is negotiating a LED client firm and with several local honey brands to handle their local distribution. Through these ventures, those producers will be able to reach every corner of the Lebanese territory and eventually be able to increase significantly their turnover and employment.

As part of its overall growth strategy, the company is working diligently to upgrade its business systems to improve the quality of its services so that it can better understand clients' purchasing behavior, recommend new products to them, streamline its portfolio of imported products, and optimize its inventory and warehousing operations to reduce overstock expenses. This would allow the company to increase its profits and thereby fuel its growth and local hiring.

The company supplies the major hypermarkets, supermarkets, and wholesalers will increase their purchases from the company if the product costs are lowered and sales tracking is improved.

Those buyers will buy more of the complete range of company products such as confection and snacks, coffee, pasta, healthy foods, houseware, and other non-food items.

The company is currently using traditional monitoring tools and processes to track sales, targets, stock, and distribution. Now, the company needs a proper and modern Business Intelligence Dashboard System that will enable it to make the business more profitable by lower costs and minimizing losses. A modern BI system will allow the company to understand profitability by brand, by SKU, by the customer, by distribution channel; to analyze distribution efficiency and analyze gaps; and to make remedial decisions to fill those distribution gaps quickly. A BI dashboard will allow the company to strategically analyze and understand sales activity from many perspectives that are critical to running a profitable distribution business in a fast-changing environment.

LED will work with the company to hire an expert to assist the company in developing and implementing a Business Intelligence System to allow the company to monitor, manage and control its sales, distribution, and storage more efficiently. The system will allow the company to understand better the customer purchasing behavior and enable them to recommend better products through

customer learning and eventually optimize their imports. Using the system, the company will optimize its inventory and warehousing and keep only a sufficient stock of products ready to be sold thus reducing overstock. The system will provide an inventory alert for the products to be purchased and reordered. The consultant will work on the following tasks: understand the business need, data preparation, data modeling, data visualization, reloading data and access rights (all this through a business intelligence tool), training, and user guides.

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

To arrange a visit or conference call, please coordinate with our business advisor for each client before the deadline. Depending on the situation, each client has the right to take conference calls instead of site visit.

Client	Business Advisor	Tel
	Samer Salamany	+961 70 516 980

**Scope of Work:**

Each consultancy firm should submit a proposal that include a detailed SOW accompanied with price for each technical assistant per client.

**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  
Fattal- Dolphin Building, 7th Floor  
Daoud Ammoun Str., Horsh Tabet, Sin El Fil  
Beirut, Lebanon

Reference: RFQ No. 228

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): \_\_\_\_\_