

Request for Quotation (RFQ)

RFQ Number: LED RFQ- 246

Issuance Date: May 26, 2021

Deadline for Offers: June 8, 2021

Description: Sales, Export & Go to Market

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** 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 **June 8, 2021** 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 **246** 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 **June 4, 2021** 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 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.
- 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.
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 (Duration **AND** Man-days)
- 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

Aloeleb Beirut, Furn El-Chebbak, Near Mar Nohra Church, Companies Bldg, 1st flr.

The story began from a personal passion for aloe vera and skincare, Mrs. Nawal Haber Ghattas, founder of “Aloeleb” believed that years of medicinal history and experiment proved that aloe vera is excellent for skin and hair.

The key to the miraculous effect is more than 200 active compounds that can only be found when the gel is freshly extracted from the organically treated aloe plants. Elias Ghattas, son of the owner and currently marketing manager at the company, shared the passion with his mom and started by planting on a small scale at home in 2010.

After much research, they discovered that the market is full of companies selling artificial imported products consisting of lifeless processed aloe, synthetic ingredients, acids, alcohols, fragrances, chemicals, and preservatives. They decided to come up with 100% natural products providing people with real, freshly extracted aloe skincare to show the real benefits of this plant.

“Aloeleb” was founded in 2017, they started by producing fresh aloe gel with a very short shelf life, and then they expanded the product range to cover a full set of skin and hair care with extended shelf life by adding organic preservatives and essential oils imported and approved in USA. “Aloeleb” is offering 100% natural real active aloe skincare & haircare products made from fresh aloe vera gel, extracted hours before delivery directly from the aloe plants combined to 100% of pure essences.

The formulations were developed by Formula Botanica, one of the top organic skincare schools in the UK, where the sales representative of aloe lab and Elias Ghattas are currently pursuing a diploma in skincare.

The company can supply 60% of its raw materials and the aloe plants grow naturally in Lebanon’s soil, in Barti, below Jezzin; the field is managed by an agricultural engineer specialized in the aloe vera plantation; the municipality of Furn El-Chebbak also granted the company a land near the factory where 100 new aloe vera were planted for quick accessible supply when needed. They have also many small suppliers of aloe vera.

The company is selling the products through own website and social media pages of the company and four online platforms: also, they sell the products in ten point of sales.

The owners believes that the Lebanese market is still very promising with an increasing demand to local products. They are seeking to enhance the offline presence all over the Lebanese market, this will help to directly communicate with customers and bring a sense of trust with them. The plan is to have their own shop and to reach new point of sales and distribution channels, the penetration of different POS all over Lebanon is crucial: pharmacies, fragrances boutiques, and malls.

The company is selling a range for skin care and hair care; all-day-glow, aloe moisturizer gel, hair-savior, aloe rejuvenating scalp & hair mask, daily radiance, aloe bright eye serum, and aloe soap. They believe that they can easily increase their sales by more than 95% for the next year by reaching

a minimum of 20 pharmacies in different areas, 6 new point of sales in fragrances boutiques and opening their own shop end of 2021 in a big mall like (Géant, ABC, Le Mall, Beirut City Center).

The company is highly relying on the online marketing, but the offline presence is still very weak limited to 10 point of sales.

Using the online channels through their website and social media pages or through different online platforms such as Hicart and Sohaticare was very successful but not enough, especially with commissions reaching 40% of the turnover while the company is trying to keep a reasonable and competitive price.

A sustainable and profitable growth needs a full presence in the market and the value of offline presence is very important for this line of business, it will raise brand profile and reputation knowing that tangible stores engage browsers with visuals, touch, smell, and a sense of corporeality, Aloeleb can attract new customers in the real world and continue to engage with them in the online landscape.

The sales and marketing department at Aloeleb is still not ready to launch a successful plan of market penetration and they lack technical knowledge in sales, marketing and distribution including pricing strategy.

LED will cost share to hire a consultancy firm to help Aloeleb optimize their sales and go-to-market strategies. The target being to drive profitable growth. The scope of work will cover a sales action plan, determine sales process, define team structure-territories, determine sale goals and training the staff while implementing a successful pricing strategy (B2B and B2C).

Samtec sarl Dekweneh, Mar Roukoz

Samtec is a company founded in 1990. It is specialized in the manufacturing of machines used in bakeries and pastries and new machines have been designed to automate the oriental sweet industry. As another line of manufacturing, Samtec is a leader in producing packaging machines such as filling machines, sealing machines, conveyors, packaging machines – flow pack machines or pillow pack machines, and so forth. Samtec produces food machinery or food process machines and is very successful in the oriental sweets production machinery which started in 1994. In addition to this, the company produces machines for Kebbe and Mouajjanat.

Today Samtec sells machines to the majority of the local sweet producers. The company is targeting the international market especially the GCC countries where the need for the company products is on the rise.

Samtec is negotiating with several large sweet producers in the GCC.

The new buyers will be buying from Samtec all kinds of oriental sweet making machines and sweet packing machines, the company is producing.

Samtec has a full range of machinery, indispensable to any sweet producing company, and especially in the GCC where the need for oriental sweet is on the rise. The company used to conduct sales via

word of mouth and exhibitions, but now it lacks a proper international sales and business development setup to service the growing market needs.

LED will cost-share with Samtec to hire a local consultancy firm to assist the company in international/export sales and business development and to assist the company form a solid export department. The firm will work on setting a proper international business development strategy, forming a solid export sales department to target more clients, set clear sales forecasts and targets, and coach them to ensure proper deployment of the sales strategy. In addition to setting the proper infrastructure for the sales department, training and coaching the existing and newcomers on the best international/export sales strategies and techniques.

The Bildits SAL 5 Georges street- Sahel Alma- the Bildits building

In 2016, Rayan Barhouche shared an idea he had to his friends on a construction site where they were working in KSA. The team entered and won the Mount Lebanon Youth Entrepreneur competition which saw the first investment in Bildits of \$9,000 including the support and feedback of the Berytech team. The first manufacturing prototypes were built and developed in Rayan's old family warehouse and Elias' garage. Most of the members decided to continue their own career paths, however Rayan and Wael dedicated to the idea and decided to engage fully to Bildits and make it a reality. Bildits SAL was founded in 2017.

Bildits provides a fun and authentic construction experience by letting you build your house with your own hands. This kit provides miniature realistic materials & tools and guides through the real-life construction process. This includes constructing steel structures, installing formwork, pouring cement, building masonry walls, and finally painting. The pieces in the kit are modular, which means the client has the freedom to dream up, design, and build any house he wants: "Build it in your mind; construct it with your hands!"

Workshops are delivered in schools and educational centers around Lebanon allowing participants of 6 years and above to engage in real life engineering experiments. The workshops introduce participants to the real world of construction by experimenting the basic theories of engineering. Participants build their own house following the actual construction process and using real miniature materials with lots of space for creativity.

Throughout their journey, the Bildits team managed to win several local and international competitions – including the creative business cup Denmark in 2017 where they ranked 3rd out of 60 countries.

The product has succeeded in Lebanon and is distributed in all the big toy shops in the country: Joué Club, Virgin Megastore, Librairie Antoine, Magic Planet, and Wild Willy, etc. The company also succeeded to reach the European market where they have a distributor in Romania and are selling on a B2C basis to France and Italy.

The company is the first toy manufacturer in Lebanon, currently designing a new toy idea, and has a great potential of growth.

Bildits SAL are seeking to enter the GCC and Middle East markets where they have a huge potential, their target is to reach a big range of toy stores in the region.

Bildits SAL will be selling construction kit to different toys stores in the GCC and the Middle East markets, they believe they can easily sell yearly 2 containers per distributor knowing that each container is about 1200 toy.

The clients are young engineers, with brilliant minds and excellent product, the market is very promising, but they are facing challenges in accessing the international market: First they are not able to implement a pricing strategy for the B2B business to let the product reach the final consumer in a reasonable and competitive price and they lost many deals due to high commissions requested by distributors. And second, the company needs to have CE and G certifications to ensure conformity with all relevant EU and GCC wide requirements and changing regulations to avoid product recalls.

LED will cost share with the company to hire a consultancy firm who can assist Bildits SAL in their **international expansion and go to market strategy**, the focal points in the consultancy are first to set a complete B2B pricing process and help the company in building relationships with the sales representative and distributor networks while setting a clear pricing strategy based on market conditions, consumer trends, competitors, and other variable costs. Second in the product licensing process specifically in the GCC market where they need to have the **CE and G certification** thus, an expert is needed to help them complete this process in an efficient way avoiding loss of time and high testing costs noting that the client is ready to pay the cost of testing and certifications.

Digital Echoes ets 3rd floor, Sygma center, Sagesse Street, Jdeideh, Metn Lebanon

Digital Echoes is a full-fledged digital marketing agency focused on creating and developing brands. Established in 2017, Digital Echoes serves local and international businesses with the latest digital marketing strategies, graphic design, social media planning and execution, and website design and development. Digital Echoes built strong relationships with clients that have entrusted the company with their brands and products. The company has worked with brands in more than 15+ countries, taking them to the next level and meeting their clients' business goals. Their mission is to help businesses grow by generating more income.

The pandemic made companies more comfortable working with digital agencies via virtual communication. Also, due to the economic situation, the Lebanese diaspora turned to Lebanon for services like the ones provided by Digital Echoes. These two factors opened an opportunity for the company to acquire international clients more easily. The company grew in an unprecedented way over the last year.

Currently, Digital Echoes is working with clients from the USA, Switzerland, Burkina Faso, Ghana, UAE, KSA, Iraq and Australia. In order to keep up with the industry and try to get the most out of the situation, Digital Echoes' new strategy is to expand even more into international markets and attract international prospects in various fields. The typical client is medium to large companies looking to take their brands to the next level, increase their reach and sales.

The company is negotiating with several international buyers. Those new buyers will be recruiting Digital Echoes to provide every kind of digital marketing service, including: Search Engine

Optimization, Tap Your Chip / Mobile application & Marketing, website & translation, Social Media Management, Marketing plan ,online advertisement, backend system, branding, brochures and Video production & post-editing and other services.

Digital Echoes is expecting a significant growth, and in order to be able to handle the upcoming projects, the company lacks: internal organization and expansion strategy.

LED will cost-share with Digital Echoes to hire a local consultancy firm with experience in corporate restructuring and international expansion to assist Digital Echoes have a solid organization structure and to prepare the company for the upcoming growth. In addition to this the consultant must have experience in international growth to provide the company with a proper growth strategy to keep up with the competition and achieve the goals set.

Sleep Comfort- Alico sal Beirut, Khodr Street- Karantina District

Sleep Comfort was founded in 1948. The company is a leading manufacturer of mattresses, furniture, and other home decor items. The Company markets its products through its showrooms and other large regional furniture retailers.

The Founders' vision of one-stop shopping for home décor came to fruition when the company opened the first store in Beirut, then quickly expanded its operations to cover many areas in Lebanon as well as the Middle East and Gulf countries.

SC produces in a state-of-the-art 40,000spm production plant located in Beirut, which includes a design office for home furnishing items, décor, and high-quality mattresses.

Today Sleep Comfort is one of the major Lebanese producers in this field and all over the region, the company exports its products to numerous countries and high-end residential, commercial, and hospitality projects.

The company is negotiating with new buyers such as institutions, banks, schools as well as individuals. The new buyers will be buying from Sleep Comfort: Mattresses, Home, Hotel, and Office Furniture.

The main constraint for this deal and for other upcoming export deals to be finalized is the lack of a structured approach for international sales especially that Sleep Comfort is now planning a restructuring to invest in forming a new sales team, upgrading the management team, and organizing its production process and design support.

LED will cost-share with Sleep Comfort to hire a local consulting firm to deliver international sales and business development support. The consultant will provide a full sales and business development strategy related to each region where the company intends to penetrate and target, detect the weaknesses and provide an adequate solution to improve them, deliver a complete sales structure, set the required KPIs, and train the existing sales staff and the newcomers on the best practices selling to multinational corporations. The consultant will train and strengthen the team skills on international sales proceedings, product know-how, and how to best promote it in addition to business development skills and the best-proven methods to approach large and multinational companies, in addition to contract negotiation and deal closing techniques.

People 365 Beirut downtown, Emir Bechir street, Bashoura 933, Lazaristes building

People365 accumulated more than 24 years of vertical experience in the Human Capital Management (HCM) industry.

The application, also called People365, integrates all the human facts of the business including time and workforce management, payroll, and human resource streams, developed with the aim of helping the companies optimize their human capital management through tools that capture and manage the complete work cycle, from headhunting human talents up to retirement. The HCM application is developed to facilitate the comprehensive management of every industry's human resources. It helps reduce the time spent on monitoring and analyzing attendance information while simplifying and enhancing payroll generation. The system also facilitates the recruitment and management of employees' trainings and career paths. Some of the streams and modules available are: People365 workflow, automate time and workforce management, automate payroll, HR stream, medical module...

The company is now recognized as a leading provider in the industry with more than 1,000 references from a wide spectrum of top industries, including airlines, oil and gas, banking, government, construction, health care, hospitality, automotive and trading. As a result, People365 has gained competitive advantages where they support multiple currencies, multi-lingual environments, multiple shifts and schedules, and provide support for multiple government pay regulations and taxation. It also interfaces with international ERP solutions. This is done directly on the database level, through web services, or via text and excel files.

In 2013, People365 adopted the "Agile Scrum Software Development Methodology" to accelerate the delivery of initial business value, ensuring that value is continually maximized throughout the development process. As a result, iterative planning teams were able to easily adapt to changing requirements when using a software system that better addresses their business and customers' needs. Furthermore, People365 is the first company in the middle east to develop a localized HCM application built on ".NET" technology that is hosted on the cloud. The application is now hosted in a highly scalable and reliable data center with 24 hours surveillance and almost 0% down time. The company owners are confident that moving the HCM into the cloud and adapting the concept of Software-as-a-Service (SaaS) will have an outstanding impact. Finally, the application is also available as mobile application engaging the employees anywhere and anytime.

Today, the company secured more than 70% market share in Lebanon, covering many sectors such as banking, healthcare, hospitality, aviation, FMCG...A big part of this market share was earned after competing with highly recognized systems such as SAP and Oracle. The strategy is to develop their presence in other countries. They already established offices in Saudi Arabia and in the UAE.

The Covid-19 crisis pushed them to think how to serve their clients with minimum physical intervention. As a result, they developed a version of the application that can be implemented in a very short time and without any human physical intervention: it is their pillar today for the global expansion, starting in the GCC, Egypt, and Iraq markets.

The buyers of such an application are companies looking to manage their human capital. The company is already confirming its presence in some markets.

The next step is to establish channel partners in those countries that will be acting as the agents of People365, securing more deals directly and following up on existing and new clients after system installation. People365 company will remain available to support these channel partners in developing the markets and gaining more market share. People365 is currently in negotiation with few parties who are interested in marketing the product in the GCC.

On the other hand, and following the digitalization trend, the online work and all the changes that are rapidly integrating the businesses, the owner is looking to have its e-commerce platform, to be able to have online sales, online application implementation without human physical intervention.

The companies will be buying the HCM application either directly from the company, through an established channel partner or through the e-commerce platform. Many buyers would prefer directly dealing with the owning company while others (mainly smaller ones) will be working through the channel partners whose mission is to approach such companies. On the other hand, the trend is also showing the interest in buying such services online thus the step to establish the e-commerce platform, allowing such transactions to take place, especially for companies wishing minimum physical interaction.

The company needs to expand the business in the export markets she is targeting using two new approaches: Partnering and E-commerce platform. To be able to do so in an efficient and successful manner, they need a clear sales strategy to identify the best-selling techniques to be adopted in those markets through these different approaches; they have high confidence in their product and its value over the competition and its success after being installed widely in Lebanon and gaining the biggest market share, but they need a plan that will successfully expand their product in these markets. The consultant will be able to develop this strategy as per the company's vision.

LED will cost share with this company to hire the appropriate highly skilled expert with extensive sales strategies experience that will be able to develop for them the appropriate sales methodology for an efficient approach to the targeted markets. They need to identify sectors, build the appropriate strategy, and develop the action plan to successfully grow their presence in these sectors and secure deals.

Also, the experts must consider all ways of sales approaches including the E-commerce platform and thus the strategy is to consider it as well, especially when related to newly developed version of the application that doesn't need any physical human intervention.

Site Visit

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.

	Business Advisor	Tel
AloLeb	Nidale Khalil	+961 70 516 782
Samtec Sarl	Samer Salamany	+961 70 516 980
The Bildits SAL	Nidale Khalil	+961 70 516 782
Digital Echoes Ets.	Samer Salamany	+961 70 516 980
Sleep Comfort- Alico sal	Samer Salamany	+961 70 516 980
People 365	Pamela Renno	+961 70 516 728

Each consultant should submit a proposal that include a detailed full SOW for each client accompanied with price for each technical assistant. Please note that each consultancy firm has the right to choose to submit their proposal for one and/or more companies combined.

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. 246

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): _____