

### Request for Quotation (RFQ)

RFQ Number: LED RFQ- 247

Issuance Date: May 26, 2021

Deadline for Offers: June 8, 2021

Description: Website & App

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 **June 8, 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 **247** 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](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.
- 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*

##### **AI4ALL Est. Tripoli**

AI4ALL was founded in 2019 by Dr. Abdallah Sahyoun, holder of bachelor's degree in Business Informatics, Master's degree in bioinformatics and modeling and PHD degree in Informatics, Life Sciences from University of Leipzig, Germany. The company is working in the IT sector providing training and courses on Artificial Intelligence (AI) and Data Science, and consulting services in the IT field.

The field of AI is leading the future in all industries and on all levels, and training people in the field will give them an advantage and will generate opportunities for them in the job market.

The company began operations in Lebanon and quickly established a strong reputation because the field of AI is still relatively untapped there, and the company is one of a kind in its field, thanks to its founder's exceptional know-how and experience. In April 2020, the founder got a job in the UAE where he established connections to extend the network as a start in this market.

The establishment was recently registered with the legal authorities in Tripoli because the transactions are simpler and not complicated. It was registered in the name of the founder's brother because he is the one in charge of the operation in Lebanon as the founder has relocated to the UAE to manage the business there. Besides, the company will be registered in Tripoli.

AI4All will deliver its service in multiple sub field; five in digital and four in programming with total of eighteen courses. Knowing that courses are evolving with the technology advancement.

The company buyers can be students from almost all levels, IT professionals, and any person interested in learning more about AI and its applications and impact on driving the future of digital. However, AI4ALL is having ongoing discussions with some universities and institutes in Lebanon and the UAE for courses and training.

The buyers will be mainly buying from AI4ALL courses related to the field of AI and digital transformation including consultation services on implementing digital transformation projects.

There is a lack of awareness of AI and its advantages, and the market is not yet mature enough. Furthermore, AI4ALL is having trouble holding physical courses, particularly outside of Lebanon, and tracking it through zoom/skype calls. As a result, AI4ALL believes that a dedicated website and learning or training management system to track attendance, grades, classes, and other data will be sufficient to address the problem that potential buyers raised.

LED will cost-share with AI4ALL to hire a consultancy firm that will help the company to build a website and incorporate a full end-to-end learning management system in **two languages** to reach a wider audience, as well as hosting and storage needs.

The website will serve as the key entry point for consumers to access the brand and begin engaging with it in terms of courses and trainings. Afterwards, training the team members on how to use it is needed to ensure a smooth transition and improved work processes.

### **Batroun Fitness Center                      Stouh street, Batroun, North Lebanon**

Being a former professional athlete, Hani Zakaria's dream was always to have his own fitness facility. In 2015, Batroun Fitness Center (BFC) was launched and became an instant success. The city of Batroun was growing, awareness to healthier lifestyle and habits was growing, and the city lacked fitness centers especially high-end ones with multiple services. BFC quickly filled these gaps, and expanded further to include rooms for classes, private rooms for private sessions and indoor courts for basketball/volleyball/futsal. BFC became the biggest fitness facility in Batroun region and one of the biggest in the north. As such, its clients were not only individual customers, but also corporates and national volleyball and basketball teams that were renting out the indoor courts for their practices and their "Home" games. During the summers, BFC adds services for children and summer colonies.

Following the Covid-19 outbreak and after the lockdowns were lifted, BFC noticed major behavioral changes from its clientele. There was an increase in the demand for the private rooms and private sessions. Also, people were avoiding the peak hours (usually from 4p.m.-7:30p.m.), there was an increase in demands for sessions in the early morning hours (5am-7am) and late evening/night 9p.m.-1a.m. BFC is trying to accommodate to all demands all while implementing strict covid-19 procedures from spacing, to hygiene and sanitization.

Majority of customers are in the age range from 17-35. During the summer there will be a spike in the customers from 3-13 years old. The concept of the private rooms led to an increase in senior customers and in corporate. There is also an increase in sports teams that are resuming their training and tournaments which are conducted in the indoor courts without crowds and spectators.

All customers are looking for privacy, spacing, schedule flexibility, inclusion of outdoor activities, good sanitary conditions, and of course a state-of-the-art equipment and programs. BFC conducted surveys amongst existing customers and potentials to properly identify their needs, their schedules, and priorities. BFC will extend the operating hours to 20/24 hrs, will include more trainers on shifts basis, will allow customer to digitally pre-book their sessions and to connect with their trainers, to follow up on their workout plans remotely, to access a wide range of videos should they choose to work out from home or remotely. A new concept is arising that is tailor-made to the needs of the customer base and is appealing to new potentials.

A digital solution, an app, is currently needed for BFC to be able to implement the goals and the modifications to their business model.

LED to cost share with BFC the cost of a programmer/app developer specialized in fitness solutions. The developer should be able to provide a digital solution that will allow BFC and users to monitor their progress, their workout plans and their meal plans. The solution will give the trainee the freedom to work out remotely or at the facility. The solution will obligate all the users to virtually check in and wait for BFC's approvals. This way the management can monitor the crowds and control the peak hours and spread out the loads throughout the day. The solution will also start a loyalty

program, that will enhance the customer relation and will be later on linked to rewards through the memberships or the customer shop.

**Fertaike SARL                      Office & storage facility: Zalka, facing Haroun Hospital, Rossana Bldg, 5th floor. Industrial kitchen: Bcharreh, facing public school for girls, ground floor**

Fertaike's name was created by their owners based on the old Lebanese way of saying "the fork" with a mission to recreate and elevate everyday food by using modern production techniques and crafting innovative food combinations. The company was established during 2020 by having a small farm in Bcharreh (goats farm). In July 2020, the owners started putting in place their industrial kitchen at the same location and the facility was almost fully functional by mid-September 2020. The management clearly put in place 3 axes to work on where they would make a difference and have an added value:

1-        At the socio-economic level, Fertaike aims at contributing to revive the Lebanese economy at the local level, by creating affordable and innovative products for the Lebanese market to replace some imported products such as the jam, creating sustainable job opportunities in the market, primarily in rural areas but also some would be in urban areas, reviving the work of a range of farmers in the region and exporting elevated Lebanese products and increasing the flow of foreign currency into the Lebanese economy. The company is actively supporting five goat farmers, five cow farmers and a minimum of thirty-five farmers of fruits and vegetables.

2-        At the agricultural development level, Fertaike aims at enhancing the economic cycle at the local level by working with a minimum of thirty-five farmers to improve their agricultural practices and procure their produced fruits and vegetables and working with a range of cattle owners to improve their farming practices and use their milk output to be used in production.

3-        At the culinary level, Fertaike aims at elevating everyday simple food. They believe that a lot of the Lebanese traditional products (such as labneh, jams and mouné) have a lot of potential once elevated and modernized. Their team includes a recipe developer, and a food science engineer works on taking everyday food to the next level.

The range of products consists of 30 items to-date. Different fusion is done. They offer dried goat labneh with olive oil, goat labneh with cranberry and walnuts, spicy dried cow labneh, dried cow labneh with zaatar, and others. They are famous for their shanklish balls in olive oil. They offer jams such as lemon jam, bitter orange jam and mixes such as apple and bourbon jam, strawberry honey jam, apple lemon jam. They also produce sauces, syrups, pickles, honey, and arak.

The products are available online and through local shops. Deals are being negotiated and samples are already sent to interested distributors in the export market.

The owners have a deep value of using all what is possible from ingredients to packaging from local providers, aiming to support the farmers and the agriculture industry business so all the community could survive these tough periods.

To expand the brand's business, the company divided the buyers into direct consumers B2C and indirect sector B2B. The first sector are individual consumers that get direct access to Fertaike products.

Currently, several discussions are taking place with distributors in other countries.

As Lebanese and non-Lebanese people have a passion for the Lebanese mouneh and the Lebanese food, the business is already very successful. Distributors are interested in having these products available outside Lebanon as well as inside the country.

The number of customers from the B2C and B2B is increasing constantly. However, the owners through the studies they made believe that owning a website and an application is a must in today's digital world to increase the brand awareness and availability. Though they bought the needed name for their website from the domain.com, they need the support to be able to develop the website and application needed for their growth. They need an expert firm that will develop these services for them, to be able to give the different type of customers more visibility and availability. The company believes that having these tools will increase their sales, thus allowing them to create jobs, to expand their kitchen and keep expanding their team.

LED will cost share with this company to hire a consultancy firm that will be able to develop the website and needed application. The firm will understand the mission and vision of the company, their products and their business model so to be able to create those platforms in a very simple and efficient way.

**LiveLoveLebanon (dba LiveLoveRecycle)**

**Beirut Digital District, Bechara El Khoury street**

LiveLoveRecycle (LLR) is a social enterprise on a mission to make recycling easier. It is a mobile application that connects people keen to sort their waste and to recycle, as there is no public waste management in Lebanon, and no affordable recyclable collection services. With just one click a driver on an e-bike will reach the destination within 30 minutes. Trained personnel will come to retrieve the bag of recyclable waste and swiftly deliver it back to the closest appropriate facility. The whole process is free and can be arranged with just a few taps on the user's phone screen.

In 2017, LLR received a one-year grant from BMZ, the Federal Ministry of Economic Cooperation and Development (Germany), World Food Program, and Acted that helped them recruit 436 drivers as part-time employees, including 20 women who were cooking daily for them. Additionally, they collected more than 5,000 tons of recyclables and served more than 20,000 households with an increased rate of 12% in new subscribers. Since its launch, LLR has had a positive impact on recycling in Lebanon. Other impacts include by raising awareness on the importance of recycling as they have been solicited by many schools and companies to give workshops on how to properly sort waste. They have also conducted over 50 nature cleanups with over 5,000 volunteers from all the corners of Lebanon. They are working on expanding their social enterprise activities to create jobs for people from disadvantaged communities.

The management is always updating the application with new features to add benefits to their customers. The mobile application is available for use by anyone. Whether it is for personal use, someone who wants to start cleaning his neighborhood, or an entity that wants to implement the waste sorting idea. LLR is now covering Beirut area, Tripoli, and soon in Keserwan, and the management is willing to have coverage all over Lebanon, with a more advanced and developed



application, and new sorting centers. They currently have warehouses and sorting centers in Mansourieh and Tripoli.

The business model of LLR is founded on the following sources of income: i) sale of recyclables to big companies who exports them to EU; ii) sale of merchandise (LLR bracelets, water pitchers done from the shattered glass of Beirut blast, jars cleaned from the recyclables); iii) truck collection corporate service from hotels, etc... (clothes, furniture, recyclables); and iv) donations.

The company wants to digitize the waste management sector. Through their platform based on a mobile application, they can connect all the stakeholders in the recycling process enabling them to work more efficiently including the driver, recycling facilities, and their users. Each stakeholder benefits from diverse features available on the application that improves his operations and facilitates their goals.

Many individuals don't have the know-how of the sorting procedures and more than 2 million people don't have access to recycling. With the creation of the platform, LLR is trying to solve these challenges. They are the first application that provides a free collection service of recyclables. Their customers can request a pick up for their garbage for free and at their convenience then a driver will be on his way to collect the recyclables. Moreover, customers can track the drivers via the live-tracking GPS to make sure their waste is being properly handled. Also, by scanning their waste with the eco-scanner, they get a description of the products and an explanation on how to sort them, giving them an idea of its constitution, the recycling procedures, and the benefits. The recycling facilities can benefit as well from the online market in the application to resell their end-product. Moreover, LLR will integrate an eco-reward option which is a point-based system that people can exchange for gifts.

LLR has already developed a big part of the application internally, however, with the fast-changing world of technology, and the growing numbers of stakeholders in the recycling process, the management is uncovering new challenges in the app development and the need to add new features to the app as well. The application requires some additional options such as the options Geofence, track module, driver match, and other features, and the LLR internal team doesn't have the needed know-how to complete it.

LED will cost-share with LLR to hire a full-stack developer who will work with the management to further develop the application. The expert will help the company add the following features; track driver location in real-time, add multiple geofence conditions based on activated zones, create a real-time geolocation Microservice as a Docker image, user app that can track their driver location in realtime based on order and ETA, and many others.

### ***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.

	<b>Business Advisor</b>	<b>Tel</b>
AI4ALL Est.	Nivine Chaaban	+961 70 516 132
Batroun Fitness Center	Chady Fadel	+961 70 706 789
Fertaike SARL	Pamela Renno	+961 70 516 728
LiveLoveLebanon (dba LiveLoveRecycle)	Youmna Younes	+961 70 516 413

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. 247

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