

Request for Quotation (RFQ)

RFQ Number: LED RFQ- 248

Issuance Date: May 26, 2021

Deadline for Offers: June 8, 2021

Description: ERP 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 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 **248** 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

Mega Prefab s.a.l Sioufi, Amin Gemayel street, Mega Prefab building, ground floor

Mega Prefab is a complete service provider of precast concrete buildings, prefabricated houses, concrete blocks CMU, and post-tension solutions. The company is involved in all the phases of a construction project. The scope of work of the company includes the design, manufacturing, delivery, and installation of the products. With more than 25 years of experience in the business, Mega Prefab has optimized its structural elements to be efficient, safe, and low cost.

The company produces several types of prefabricated houses, total precast buildings, and construction products such as the precast floor, post-tension, concrete blocks, precast infrastructure, precast façade, voided slab and provides a turnkey design and build service to industrial companies to expand their production with new factory facilities or warehouses. Mega Prefab has all trades in-house to optimize the costs of the project, and in-house architects and engineers to design the building around the production operation's workflow. Moreover, the company owns a wide range of equipment including cranes, pickups, and steel formwork.

Professor Marwan Nakfour founded Mega Prefab in 1995 and was the first to introduce the hollow core slab to Lebanon. After graduating from ESIB (Ecole Supérieure des Ingénieurs de Beyrouth) and ISBA (Institut Supérieur Du Béton Armé) in Marseille, France, he worked in the precast industry all over Europe and the Middle East. With 40 years of experience in the precast and construction field, Professor Nakfour leads Mega Prefab by innovating the company's products and staying ahead of the competition.

Mega Prefab manufacturing plant operates using state-of-the-art technology, ensuring the industry's highest standards of quality control and safety. The plant is located in Batroun. With direct access to the seaside highway, the company can deliver its products all over Lebanon at low transportation costs. The company is the only manufacturer of concrete prefabricated houses in Lebanon, it uses modular construction, and provides a turnkey solution including all MEP and finishing works. No need to hire multiple designers and contractors, the company will design and install the products all over Lebanon. The houses are made out of high-strength concrete and can sustain extreme conditions like snow or hurricanes. They require no maintenance and have a lifetime of over 50 years.

Today the company is earning several large-scale industrial, commercial, and residential projects.

Mega Prefab is negotiating with several prime contractors of commercial and residential towers and large construction projects.

In addition to the above, the company is being approached by middle-class citizens searching to build their primary home away from the capital since they cannot afford the rising costs of residential apartments in Beirut and its surroundings. As the production is held locally at the factory in Batroun, Mega Prefab solutions became financially attractive when compared with imported steel and wood houses.

The main contractors will be buying from Mega Prefab total precast buildings, and construction products such as the precast floor, post-tension, concrete blocks, precast infrastructure, precast façade, voided slab.

Housing units: the clients will buy turnkey prefab houses, simply having a modern building process that sets this product apart from outdated, expensive traditional construction. The client can choose the house designs from traditional prefab houses to modern houses that are beautiful, spacious, and light-filled, in which people would love living.

The major shift in the construction market has led Mega Prefab to restructure the company and train its employees for a new product which is the turnkey prefab houses. Since supplying structural solutions is different from building turnkey prefab houses, the company was forced to slow down the sales of new houses to have time to prepare for the large operation ahead. To be able to cover the large market demand, the company lacks proper backend support, which may cause delays in the execution and potential loss of new ones.

LED will cost-share with Mega Prefab to hire a consultant specializing in ERP systems. The consultant will conduct the modifications needed to the current ERP version of Microsoft Business Central. This backend support is mainly the modification of the current ERP system “Microsoft Business Central” to take into account the specific operations of prefab houses from project management to production to site operations. An optimized ERP system will put the whole operation on the right track and allow the company to coordinate successfully, remove information redundancies, and streamline the processes.

Bokja SAL Beirut, Basta area

Bokja is a surface fabrication studio located in Beirut that uses embroidery and textile to produce personal objects ranging from furniture to apparel. It sells a range of furniture, home decor, wall hangings, and fashion pieces among other things. Additionally, Bokja provides interior space curation, furniture piece repair, and artistic services.

Bokja has grown into a successful multi-level design studio that uses its famous assemblage fabric to tell the story of Beirut's many co-existing cultures, establishing itself as a revolutionary and creative brand that breaks down barriers and weaves human connections.

Bokja has consistently been a pioneer in reviving regional textile practices, redefining them in a modern context. Bokja’s current body of work is entirely created in the company’s atelier, with meticulous attention to detail by extremely talented regional craftsmen and women. A team of 35 artisans, carpenters, and designers from ten countries, including Iraq, Syria, Kurdistan, Egypt, and Lebanon, are behind each Bokja design. The textile laboratory in Bokja represents a wide range of textile activities. Bokja is a curator of textile techniques and a gatherer of personal stories, thanks to a strong network of specialized artisans.

The owners established a customer-centric culture within the business, emphasizing the importance of having a positive customer experience both during and after the sale, with the quality of the goods as a focal point.

Bokja owners are feeling the need to fine-tune their online activities to grow their company in the current global climate. They began revamping their website a year ago to make it more user-friendly and they incorporated e-commerce, introduced an Instagram Shopping app and they are willing to invest in digital marketing to drive traffic to their site.

Today's Bokja sales channels include direct sales in the showroom, online sales in addition to wholesale sales to several resorts, and boutique galleries. As a wholesaler, Bokja is dealing with 20 international clients in Italy, the USA, UAE, Kuwait, and Jordan.

Bokja has sought to solidify their online business in the GCC over the past two years with plans to grow into Europe and North-East Asia.

Bokja is offering a wide range of products ranging from furniture (bench, sofa, pouf, chair, and dining chair), wearables (Blouse, cost, dress, hoodie, jacket, robe, skirt, and scarves), cushions, and accessories (Belts and masks). Bokja's goods are distinguished by their unique style, which is crafted with high-end craftsmanship and made entirely of silk satin.

Bokja's customer base is expanding, which leads to an increase in work volume. It became increasingly difficult for the company to effectively handle the back-office functions of the business. The difficulties in managing inventory, manufacturing processes, and accounts follow-up are among the key challenges that Bokja is facing. Which clarifies the need for a unified solution that manages the company's operations across every department and helps the employees in performing their jobs more effectively.

LED will cost share with Bokja to hire a consultancy firm with expertise in ERP systems. The consultant will suggest the best solution for Bokja, which will be tailored based on the primary features they require. An ERP system will allow Bokja to streamline and automate their processes, which will result in higher accuracy in the orders taking and more efficiency in the overall operations and more specifically the inventory management, supply chain management, and customer relationship management. It will also help Bokja to track its resources and report on to determine which areas of the business operation are falling short.

Creators Inc. SARL (dba Rush & Reez) BDD - Bachoura – Beirut (Office). Nabatieh – Hay El-Bayyad – Noun building (Atelier)

Rush & Reeze is a Lebanese fashion label created in 2018 by two sisters who see fashion as more than just a statement. They are on a mission to empower women by allowing them to wear fashion-forward designs without compromising their comfort. It is a contemporary modest fashion brand that offers chic designs in both casual and evening wear, as well as silk scarves, maxi skirts, and big trousers.

Nowadays, modest fashion has been picked up by many people, especially young people. The rise of modest fashion has increased awareness that women don't need to be 'sexy' to be considered attractive; this is impacting and creating an evolution of the global fashion scene. Modest trends include palazzo pants, long-line shirts, and long tunics - items that continue to dominate runways and collections season after season. For many women seeking modest yet trendy clothing, the lack of

availability of such clothing has become a challenge. And this is where Rush & Reeze was able to succeed.

Rush & Reeze began its business by outsourcing production to several small Atelier in Beirut; as the company grew, Rush & Reeze found a manufacturing partner, two months ago, who owns a factory in Nabatieh and has assigned five women to work exclusively for them.

Rush & Reeze sell its products from a small workshop in Beirut, and as the customers' shopping habits have drastically changed which left them searching for the easiest and most efficient way to buy their needs online, the company choose Shopify as an e-commerce solution to run and grow their business.

Rush & Reeze sales channel includes direct sales to the end-consumer through their e-commerce platform, in addition to an online reseller. Over the past year, Rush & Reeze has been working to saturate the local market, where the demand is too high, and supply is still short. But they started receiving requests from outside Lebanon

After experiencing dealing with resellers, Rush & Reeze is aiming to expand dealing with resellers at the international level. The potential resellers will buy from Rush and Reeze almost all its range of clothing products and accessories such as Hoodies & Sweats, co-ord sets, tops, shirts, t-shirts, pants, dresses, evening gowns, jackets, and suits.

The operation of Rush and Reeze is handled manually using Excel and other primitive programs, resulting in inefficiency. The need for an integrated system to keep track of all the moving parts of production, sourcing, distribution, inventory, warehousing, and accounting has become an emergency as the business has grown and gained a reputation since its inception. The system will be embedded with the e-commerce platform.

LED will cost-share with Rush & Reeze to hire a consultancy firm to set up and implement customized IT software based on the company's needs and requirements. The owners are looking for an advanced solution to enable the e-commerce platform to be more enhanced and well connected to the other entities of the production/sales chain. They need to add elements to the website that would enhance the customer's shopping experience. Enabling customizations, fit assistants, interactive objects, and many other technical features that they have been struggling with finding experts to conduct.

LEPEQ Fabrication SAL	Ras El-Dekweneh, Metn, Mount Lebanon
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Established in 2003, LEPEQ has quickly established itself as a leading regional supplier of conveyor systems and packing machines, as well as the exclusive partner of world-class brands in end-of-line production solutions. The LEPEQ activity entails designing the system, thoroughly testing it under all variable functions, implementing it, and closely monitoring its output during the initial phase of the operation to ensure that all necessary features operate as agreed upon by the clients. LEPEQ provides customized automation solutions using articulated robots and automated mobile robots such as conveying systems for glass bottles, plastic bottles, and gallons, cans (plastic, stainless-steel), conveying systems for secondary packaging, cartons, crates, shrink packs and conveying systems for pallets (transporting, lifting).

LEPEQ is dedicated to continually training its staff to develop their skills and maintain a high level of familiarity with the latest industry to provide customers with the best-personalized solutions based on the latest technology.

LEPEQ's differentiating factor is its persistence in optimizing its solutions. It is constantly striving to provide the best products to production factories to ensure customer satisfaction. LEPEQ's high-quality goods, sales training and support, timely service, and on-time delivery have helped the company build loyalty among its current customers while also generating new business.

LEPEQ will supply a Saudi multinational dairy company with a complete conveyor for the canning line that would be specifically built for them, and the LEPEQ team will install it on the supplier premises.

As the business was growing continuously, the existing systems used for operation and accounting become obsolete and the owners recognized the need for a complete system that covered the entire company's process and workflow to control and improve the current process to minimize the number of errors and increase efficiency, which will lead to increased revenue and, ultimately, an increase in the number of employees in all departments.

LED will cost-share with LEPEQ to hire a consultancy firm to help the company to complete its process map to implement the ODOO ERP system that includes the following modules: sales, accounting, manufacturing, e-commerce, operation, inventory, marketing, shipping, and HR.

The consultant will provide the appropriate technical expertise to configure all departments to make the system fully operational and provide follow-up training as needed, as well as dedicated support and customer service after the initial training and implementation.

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
Mega Prefab	Samer Salamany	+961 70 516 980
Bokja SAL	Nivine Chaaban	+961 70 516 132
Creators Inc. SARL (dba Rush & Reez)	Nivine Chaaban	+961 70 516 132
LEPEQ Fabrication SAL	Nivine Chaaban	+961 70 516 132

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. 248

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): _____