

### Request for Quotation (RFQ)

RFQ Number: LED RFQ- 259

Issuance Date: June 28, 2021

Deadline for Offers: July 9, 2021

Description: Production Optimization & Lean Manufacturing

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 **July 9, 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 **259** 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 **July 6, 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***

**Arab Printing Press SAL: Sid Al Baouchrieh, Industrial City, Arab Printing Press Building**

Established in 1968, Arab Printing Press (APP) is located in the heart of the Industrial City, Sid El Bauchrieh of Beirut, and celebrated in 2018 half a century of experience in the printing industry. The strong team of industry professionals produces a wide variety of books and magazines for clients across the EMEA countries, in addition to a vast range of commercially printed items from annual reports to stamps and labels. Put simply, APP can execute almost any printing requirement, and with every process executed in-house, APP continues to deliver excellent product quality in the fastest of turnaround times.

Based in Beirut, Lebanon, APP addresses the printing needs of clients throughout the Levant, Gulf, Africa, and Europe. Renowned for services that meet international standards, they value being close to their clients. APP enjoys a presence in several locations around the world. They have offices in the United Kingdom, Abidjan - Ivory Coast, and Baghdad - Iraq.

APP is very careful about every single process, detail, and procedure that leads up to the final printing. Their pre-press services cover everything from typing to copyediting, color separation, imposition and CTP plate making, illustrations, design, and layout. APP is well-equipped to easily handle very large quantities. Whether it is magazines, textbooks, or marketing material, they offer customers exceptional quality, fast delivery, and low prices.

Devoted to professionalism, APP is a member of many organizations such as the Lebanese Graphic Arts Syndicate, the Lebanese Industrialists Association, and the Lebanese Chamber of Commerce and Industry.

Efficiency, quality, and international standards are at APP's core. Over the years they have earned and maintained several certificates such as ISO 9001 (Quality Management), ISO 14001 (Environmentally Friendly Practices), and ISO 45001 (Occupational Health and Safety).

International buyers are interested in signing long-term printing deals with APP.

APP has a very wide export market, around 45% of the sales are export sales, and most deals are large deals with well-known companies around the world. Taking in mind that the services offered by APP require bulk amounts of raw material, and 24 hours operating production lines, and this results in lots of wastes, and in the long term, this could subtract from the profit margins of the company and increase its cost of production. Therefore, APP top management believes that they need an expert to help them apply Lean practices, principles, and tools to the development and manufacture of their products. APP believes that applying the Lean manufacturing principles will eliminate waste or decrease it to the maximum, optimize operation processes, cut costs, boost innovation, and reduce time to market in a fast-paced, volatile, ever-changing global marketplace.

LED will cost-share with APP to hire a consultancy firm that will work the top management of APP on applying the Lean manufacturing principles to the operating and manufacturing processes of the company.

The consultant should study all the operations of APP to be able to gather the required information for issuing the best advice on how and what to apply for lean manufacturing principles. The consultant will apply all steps of Lean manufacturing implementation, and first through defining value from the customer's perspective and express value in terms of APP products, and then, map all the steps that bring APP products to the customer, including value-added activities that are of value to the customer, value enabling activities that are required in the process but do not add value, and non-value-added activities that are avoidable. After that, the consultant will eliminate functional barriers and develop a product-focused Lean manufacturing process that improves lead time. Also, he/she will create the scale of APP product movement, services, and information from beginning to end.

**Bach Snacks s.a.l. Kfarchima, Industrial Zone, Mount Lebanon - Lebanon**

Bach Snacks sal, is a semi-finished dry pellets manufacturer and industry leader in the MENA region. The company started with pellets production back in 1999 with one production line and has expanded since to become a major supplier of local, Middle Eastern, North African, and Asian markets. The company produces several kinds of pellets oriented for chips manufacturing production. The pellets include potato, corn, and wheat. Bach Snacks operates as a B2B, so they only sell to chips-producing companies.

Today, the company is growing fast in the region, and its aim within the next few years is to continue its expansion reach and portfolio through research and development, product diversity, and business development. To achieve this target the company is investing significantly in upgrading and adding new production lines to increase the production capability.

Several regional companies are approaching Bach Snacks. The new buyers will be buying from Bach Snacks all kinds of pellets.

Bach Snacks is being approached by numerous snack and chips manufacturers, some of them are willing to place huge orders for the coming years, and the company is willing to invest significantly in upgrading its production lines so it can cover the market needs. But for the company to be more competitive and to acquire more international deals, it lacks improvement of the production processes and upgrades of the methodologies to optimize their production and lower the total product cost.

LED will cost-share with Bach Snacks to hire a local consultant specialized in production optimization and lean manufacturing and production optimization to assist them in the following task: reduce operational cost to compete with competitive export markets prices; Increasing production capacity through identifying the standard limits; analyzing and optimizing workflow to increase production efficiency; review Factory layout and update to match the increased demand; and work on one-piece flow implementation to boost efficiency.

## **B- 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 and **each client has the right to stop meeting consultants/ consultancy firms at his disclosure.**

	<b>Business Advisor</b>	<b>Tel</b>
Arab Printing Press SAL	Hussein sheet	+961 70 516 905
Bach Snacks s.a.l.	Samer Salamany	+961 70 516 980

Each consultant/ consultancy firm should submit a proposal that include a detailed SOW 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. 259

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