

Request for Quotation (RFQ)

RFQ Number: LED RFQ- 260

Issuance Date: June 28, 2021

Deadline for Offers: July 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 **July 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 **260** 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 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

LEPEQ Fabrication SAL Ras El-Dekweneh, Metn, Mount Lebanon

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.

Next Ideaz Zouk Mosbeh – Wardieh street

Next Ideaz is a company that provides outsourcing services for back-office management, cost control, supply chain, and franchise manuals. The company was established in 2012 by Dr. Pierre Akiki to fill the market needs for such kinds of services. Next Ideaz is achieving a 50% growth rate yearly from the date of its establishment. Next Ideaz acquired in 2017, 60% market share of the top ten

restaurants in Lebanon, and is currently running and supervising companies in the MENA, GCC, and Europe. The company has established operations in KSA (Dammam, Riyadh, and Jeddah), UAE (Dubai and Abu Dhabi), Nigeria, Togo, Mozambique, Ghana, Erbil, Cyprus, and Spain (Madrid).

Next Ideaz clients operate mainly in the fields of food and beverage, retail, and manufacturing facilities. Today, Next Ideaz portfolio includes 78 holding companies and operates more than 268 restaurants. The company is growing its operations in new countries in addition to acquiring new large clients in the countries where it already operates.

In addition to the continuous demand from its existing clients, Next Ideaz is in negotiations with several new buyers locally and internationally.

The new buyers will be procuring from Next Ideaz services and technical support in the fields of back-office management, cost control, supply chain, and franchise manuals.

Next Ideaz operations are growing fast and they are earning many projects in different fields in several countries. Having established all the requirements on infrastructure and human resources levels, the company only lacks a proper ERP and IT security system.

LED will cost-share with Next Ideaz to hire a consultant in ERP, with experience in such systems for similar operations. The consultant will work on the development of a system that would handle the complete management of the operations and would include traceability, cost tracking, invoicing, order taking, stock management, inventory, reporting, and so forth. The ERP system will link the data collecting from Next Ideaz clients into the company ERP system and present the cost analysis in a proper dashboard, a fully automated system that collects data from POS and inventory management and transfers it to the ERP, where it is calculated and presented analytically. In addition to this, the consultant will work on an IT security system that will protect the data of the ERP and the company's overall cyber activities.

Koala Company for Kids Clothing: Haret Hreik, Municipality Street, Hara 424 bldg. Boutique Koala

Koala was established in March 1995 as a kids wear retail store that imports products from Turkey, Thailand, China and France. Later on, women's clothing was added to the products offered at Koala. Products were being imported from outside Lebanon to be sold in the local retail market. The owner's daughter, and after taking intensive courses in fashion design and clothing production, and since late 2019 Koala started local production for trendy women's wear. Currently Koala provides locally and internationally sourced clothing for young women in Lebanon and relatively affordable prices. Koala now operates through two stores and an online website that has the potential to provide the products of Koala worldwide. Koala also has a dedicated workshop in Beirut that executes all the designs. In Q4 2021, Koala will start designing and producing locally kids wear with the focus on fashionable and trendy items at affordable prices.

Buyers are young and middle-aged women, working class interested in wearing trendy and comfortable clothes. Like to go out and enjoy life and interested in simple fashion that stands out. Interested in sustainable made in Lebanon fashion. Koala focuses on producing mostly ready to wear items for everyday women, to wear to work or enjoy their weekend. Currently, a majority of the client base is in the local market, but the sales and the exposure are growing and there are interests

from the Lebanese Diaspora to export sales especially from the GCC. Also, FLTRD, a concept store in DIFC Dubai, are interested to finalize an export deal during end of Q3 2021.

Currently most of the clients reaching out to Koala are using Instagram, where many of the outfits are displayed. The orders can be placed online or through contacting the sales department of Koala through Instagram or via Whatsapp. Also, Koala are improving their website, Koalaoutfits.com, to facilitate online shopping especially for international deals. They already conducted 30 international orders in 2020. With FLTRD, the buyer is interested in the latest collection for women clothing. The deal is expected to be finalized before the end of September 2021. Koala will handle all the

The Client's digital transformation and e-commerce system is not complete and it is limiting its growth. With the absence of a fully digital and automated accounting, inventory, sales & CRM system, the client is unable to attend to all the requests of local and export markets.

LED to cost share with the client the cost of an expert firm able to provide a digital solution for the sales, accounting, inventory & CRM. The solution to be integrated with the client's current website and the procedure for online ordering.

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

	Business Advisor	Tel
Next Ideaz	Samer Salamany	+961 70 516 980
LEPEQ Fabrication SAL	Nivine Chaaban	+961 70 516 132
Koala Company for Kids Clothing	Chady Fadel	+961 70 706 789

Each consultancy firm 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. 260

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): _____