

**Procurement and
Contracts
Administration**



**دائرة المشتريات
و العقود**

**RFP NS18-04
STRATEGY CONSULTING for AUB-Innovation
Park**

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1 INTRODUCTION

1.1 BACKGROUND

The American University of Beirut (hereinafter referred to as ‘AUB’ or the ‘University’) (<http://www.aub.edu.lb>) is a private, independent, educational not-for-profit corporation, founded in 1866, established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A and is governed by an autonomous Board of Trustees.

AUB serves over 14,000 users. It consists of more than 6,000 faculty and staff, and has an enrolment of approximately 9,000 students, more than 1,200 of whom reside on Campus.

The AUB intends to establish an Innovation Park, which offers a comprehensive solution for developing innovative ideas and converting them into profitable and scalable startups. AUB views the Innovation Park as a hub promoting cross-disciplinary collaboration and positioning AUB as a key pillar of the startup ecosystem, and as an opportunity to position AUB at the heart of the entrepreneurship ecosystem.

AUB is requesting offers from qualified consultants for the provision of **Strategy and Implementation Consulting for the AUB-Innovation Park - (iPark)** as per detailed scope specified under **Appendix B**.

1.2 OVERVIEW

AUB is seeking support in the development and implementation of a roadmap that aims to foster innovation across its community. The concept is to have a trusted value added resource to the AUB community, providing the opportunity to establish sophisticated advice, design and implement entrepreneurship programs as per scope detailed under **Appendix B**.

2 REQUIRED DOCUMENTS

All proposal documents should be provided in English and submitted with the following:

- One envelope showing the name of the consultant and the bid reference, and containing 2 hard copies of the proposal.
- The Consultant shall provide a summary about his approach in performing the tasks set in the scope of work, reflecting thoroughness and assurance of his ability to meet requirements.
- Include all the supporting documents related to qualifications and experience, as well as Appendix A.
- All pages must be initialed and the final page must be signed and dated
- A signed copy of Appendix C
- CD/USB containing a soft copy of all the above documents.
- The proposal must have a reference number

3 REQUIREMENTS PROCESS

3.1 PARTICIPATION TO REQUEST FOR PROPOSAL

Consultants willing to submit their offers should confirm by sending an **Intent to Respond** through an email to Ms. Najla Shaar (ns45@aub.edu.lb) within 3 business days of receiving the Request for Proposal.

3.2 INQUIRIES AND RFP SCHEDULE

Inquiries related to specific parts of this Request for Proposal should be addressed to ns45@aub.edu.lb.

Milestone	Date/Time
Deadline for Inquiries	January 2, 2019 01:00 PM Lebanon Time
Deadline to answer Inquiries	January 4, 2019 01:00 PM Lebanon Time

3.3 APOLOGY

In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a **written apology** to bidadmin@aub.edu.lb indicating the reason and the bid reference number.

3.4 PAYMENT AND ADDITIONAL TAXES

AUB Standard Payment Terms for goods procured is 100% 45-60 days after delivery, installation and following the end user satisfaction written confirmation, and 100% 7 days for services rendered and following end user satisfaction written confirmation. Advance payments for large contracts are authorized on exceptional basis and after receipt of Bank letter of Guarantee in the same amount of the advance payment. Suppliers without a Tax registration number in Lebanon are subject to withholding of Non-resident taxes at the rate of 7.5%. This tax applies to foreign and local suppliers who are not registered with the Ministry of Finance in accordance with the articles 41 and 42 of the Lebanese Income tax law.

3.5 SUBMISSION DATE AND TIME

Offers must be submitted on or before:

January 7, 2019 01:00 PM Lebanon Time

In the event that AUB offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

3.6 SUBMISSION ADDRESS

Offers must be submitted to the following address:

**Bid Administrator
American University of Beirut
Office of CFO
College Hall, 2nd floor, Room 218
Bliss Street - Beirut – Lebanon**

Offers submitted by hand or via post mail shall be enclosed in a sealed envelope clearly marked:

RFP NS18-04 STRATEGY CONSULTING for AUB-Innovation Park

Alternatively, offers may be submitted by email to bidadmin@aub.edu.lb only (make sure not exceed 10 MB). However, the confidentiality of electronic submissions through emails cannot be guaranteed by the University.

3.7 CONFIDENTIALITY

All information included in this Request for Proposal are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

3.8 INSUFFICIENT DATA

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

3.9 REQUEST FOR PROPOSAL AWARD & EXECUTION

AUB reserves the right to cancel the Request for Proposal without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the Request for Proposal and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

3.10 VALIDITY

Proposals submitted shall be valid for 6 months from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.

3.11 PROPOSAL OWNERSHIP

All materials submitted in response to this Request for Proposal shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

3.12 COSTS

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this Request for Proposal are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

3.13 RESTRICTIONS

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this Request for Proposal are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

Individual foreign suppliers working in Lebanon need to provide a copy of work permit for non-Lebanese.

AUB is a tobacco free university; as such Tobacco companies and/or their subsidiaries are not allowed to participate in this Request for Proposal. Contractors and/or suppliers should ensure that their workers and staff comply with AUB's non-smoking policy while on site.

3.14 DISCLOSURE

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Supplier. Supplier represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this Request for Proposal for the purpose of restricting competition.

3.15 GOVERNING LAWS

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this Request for Proposal. Any dispute arising out of this Request for Proposal shall be exclusively settled by the courts of Beirut, Lebanon.



Hanan Itani Ramadan
Director of Procurement & Contracts Administration

Cc.: Internal Audit Office
Bid Administration

APPENDIX A
SPECIFICATIONS AND BILL OF QUANTITY PRICE FORM
*PLEASE USE THIS FORM AND INCLUDE IT IN YOUR OFFER WITH A SOFT COPY ON A
CD OR DVD.*
NOTE: PRICE SHOULD BE IN USD AND EXCLUDING VAT

Phase I	Date of Submission	Total in USD
Submit Strategic Plan		
Submit Report		
Phase II		
Submit Report		
Phase III		
Submit Report		

APPENDIX B

SCOPE OF WORK

The AUB intends to establish an Innovation Park, which offers a comprehensive solution for developing innovative ideas and converting them into profitable and scalable startups. AUB views the Innovation Park as a hub promoting cross-disciplinary collaboration and positioning AUB as a key pillar of the startup ecosystem, and as an opportunity to position AUB at the heart of the entrepreneurship ecosystem.

AUB is seeking support in the development and implementation of a roadmap that aims to foster innovation across its community. The concept is to have a trusted value added resource to the AUB community, providing the opportunity to establish sophisticated advice, design and implement entrepreneurship programs.

The Consultant will play a major role in expanding the AUB-Innovation Park by introducing new services, and seeing to it that it is managed subject to the highest professional standards under relevant policies and procedures of the university, and will provide oversight to all OSB education departments.

The Consultant is asked to provide Strategy Assets and deliver the following services, similar but not limited, to the ones mentioned below:

- Strategic plan
- Communication plan
- Manpower plan
- Mentorship program design
- Event design & project management
- Competition design
- R&D commercialization
- Corporate Engagement program
- Summit design
- Sourcing of mentors and investors
- Summit implementation project management
- Stakeholder feedback collection and analysis
- Execution of mentorship program
- Design of program for startups
- Training delivery
- Event project management
- Roadshow plan and execution
- Event project management
- Design of program for startups in advanced stages
- Review and recommendations for 2020 plan

Required Qualifications and Experience

- University degree in business or engineering.
- An excellent command of English
- Good writing and communications skills
- Over 10 years of experience including significant experience leading an entrepreneurship support organization or startup
- Multi-disciplinary business and technical know-how
- Strong understanding of the startup ecosystem
- Deep expertise in lean startup methodologies
- Strong experience in mentoring Tech startups
- Strong track record in designing and implementing entrepreneurship programs
- Solid Leadership and management skills
- Developed network of mentors and trainers
- Experience in University teaching
- Extensive experience in working in higher education consulting
- Experience in previous services as the one to be offered to AUB
 - The Consultant should have expertise in establishing educational road maps of strategic organizational leadership that can lead the AUB-Innovation Park and further expand its role by growing its offering and regional outreach
 - The Consultant should use his expertise in understanding the intricacies of the Faculty in the areas of Education Market, Associations, and Higher Education.
 - The Consultant should work closely with the Executive Director of the AUB-Innovation Park.
 - Potential candidates shall be interviewed in person or over skype in case they are outside Lebanon.

Timeframe: work to be completed by end of December 2019

APPENDIX C
BIDDER CONTACT INFORMATION AND PROPOSAL CHECKLIST

Contact Information		
Supplier/Individual Name:		Company stamp:
Prepared by:		
Supplier quotation Ref.:		
Date:		
Email:		
Supplier Website:		
Brand Website:		
Tel:		
Technical Support Hot Line:		Signature:
Technical Support Engineer Name:		
Conflict of Interest		
Do you or any of your employees have an affiliation with any of AUB/AUBMC faculty, staff or a member of their family?	[] Yes [] No	
If yes, please identify the pertinent individual(s) and their relationship to you (or your employees) as a supplier.	Name	Affiliation
Please fill the below if you are applying as an individual		
<p>I declare that I am not a U.S. Green Card Holder (Resident Alien Status) or a U.S. Citizen. I declare that should I become a U.S. Green Card Holder (Resident Alien Status) or a U.S. Citizen, I will advise the University promptly of my change in status. I understand that if I do not do so, I will be responsible for paying all U.S. social security and Medicare taxes and U.S. income taxes, if any, attributable to the period between my change of status and my advising the University of such change of status. I agree to indemnify and hold the University harmless from any such taxes, interest, and penalty, and I further agree that the University may deduct the amount of such taxes, interest and penalty from my future compensation.</p>		
Name	Signature	Date

I declare that I am a U.S Green Card Holder (Resident Alien Status)				
Name	Social Security	Date of Issuance	Signature	Date

I declare that I am a U.S Citizen				
Name	Social Security	Date of Citizenship	Signature	Date

Proposal Checklist

- Have you submitted your signed proposal as indicated in Article 2 above?
- Have you submitted you proposal to the correct address?
- Did you ensure that your prices are in either USD or LBP?
- Have you updated your supplier application form during the past three years? If not, please contact Procurement and Contracts Administration Department immediately.
- Have you included all the supporting documents as per requirements?
- Did you provide List of similar projects with contact information for the same offered equipment?