

21 February 2019

Request for quotation (RFQ) – goods or services

RFQ Title:	Market Analyst and Business Developer with experience in energy sector
RFQ Issue Date:	21 February 2019
Terms of Reference / Specifications:	The service to be delivered is detailed in the attached schedule. The services will be delivered over a maximum of 30 days until the end of March 2019
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	9 March 2019 at 5pm
Contact Person	<u>Hosea Yakubu</u>
Details for Submission	<p>Email as one attachment;</p> <ol style="list-style-type: none"> 1. Profile/CV with relevant work experience 2. Tax Identification Number 3. Contact details of 3 referees with whom you have worked with <p>All documents should be sent in Microsoft word or PDF format to info@propcommakarfi.org using "Energy Market Analyst and Business Developer" as the subject to the email.</p>

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on 0805 479 6149 or by e-mail at hyakubu@thepalladiumgroup.com.

Yours sincerely,

Name of Signatory: Hosea Yakubu

Title of Signatory: Markets Manager-Environment

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

Propcom Mai-karfi (PM)

Terms of reference for: Market Analyst and Business Development (with experience in the energy sector)

Background

Propcom Mai-karfi (PM) is a market-driven programme funded by UK aid which aims to reduce poverty in northern Nigeria by intervening in markets that matter the most to poor households. Partnering with the private sector and government agencies, Propcom Mai-karfi uses a 'making markets work for the poor (M4P)' approach to create systemic changes in agricultural and rural markets in northern Nigeria so that poor people get a better deal for their businesses and have access to vital goods and services. During its first phase which ran from 2012 to 2017, Propcom Mai-karfi raised the incomes of 628,000 poor men and women in northern Nigeria by a cumulative NGN 9 billion. The programme also stimulated more than NGN17.6 billion in private sector investment into the rural economy.

Now in its 3-year extension phase which runs till March 2021, PM is focused on post-conflict market development and climate smart agriculture initiatives in 9 states of north (Adamawa, Bauchi, Borno, Gombe, Kaduna, Kano, Jigawa, Taraba and Yobe), as well as continuing markets for the poor interventions in the DFID partner states of Jigawa, Kano, and Kaduna. During this phase, the programme aims to increase the incomes of an additional 350,000 rural poor people by 2021.

Early in 2018, PM supported a private sector partner by investing to set-up fabrication sites in Jigawa and Adamawa states and facilitating awareness creation by developing a marketing strategy and conducting marketing campaigns (radio jingles, market storms and demonstrations, talk shows and cooking demonstrations) for improved efficiency cook stoves in rural households of Northern Nigeria. The aim was to provide a sustainable solution to the energy needs of rural households, contribute to the mitigation of Green House Gases (GHGs) and reduce deforestation. These fabrication facilities have been up and running and the partner has been able to engage with the market to produce and sell stoves, either subsidized or at full commercial price. Till date, only about 10,000 stoves have been sold (over 80% at a subsidized price to rural households). Assumptions regarding uptake of improved efficiency cook stoves by target beneficiaries have proved incorrect; the stoves produced by PM's partner are amongst the cheapest on the market, yet the rate of uptake remain low. Also, there are indications that awareness is relatively low, and the targets may not be the very rural poor who would rather utilize materials within their community to improve fuel efficiency.

At this point, PM wants to undertake an evaluation around who should be target beneficiaries, assess the business viability and marketing strategies for reaching the poor with improved efficiency cook stoves; and seek multiple private sector partnerships to drive the intervention across programme states.

Purpose

PM is seeking a market analyst with business development experience in the energy sector to conduct a market analysis to identify the market opportunities and potential partners for the supply and marketing of energy-saving cook stoves in the 9 Northern states of Nigeria.

Activities

- Review PM current strategy
- Map out producers and suppliers of improved/clean cook stoves in Nigeria; brands, product features, price, their business model (or distribution chain and reach, promotional activities) and the perceived or known end users of the products
- Sample major state distributors to determine the level of awareness for improved cook stoves and their customer profile
- Identify the market segment with the most potential for purchasing improved/clean cook stoves – middle class, urban poor, rural poor, catering businesses, corner shops, etc
 - o Clear indication of their current energy costs
 - o Outline of the value proposition for investing in improved/clean cook stoves over current practice – Total costs, efficiency, performance, etc

- Estimate the market size and growth opportunities for improved/clean cook stoves and its by-products
- Determine other existing opportunities for addressing the energy needs of rural households through marketing solutions (4Ps +C)

Outputs

1. Market Analysis report containing market size and growth potential for cook stoves and its by-products, and other opportunities for addressing energy needs of rural households other than the cookstoves
2. Recommended customer segments for improved cook stoves and options of business models to deploy
3. Contact list of improved/clean cook stoves importers/fabricators and their business model
4. List of those fabricators and importers that have indicated interest to co-invest with PM in target states

Required Qualification and Experience

- 3 to 4 years' experience in business development and analysis
- Demonstrable experience in development consultancy and providing alternate environmentally friendly energy solutions
- Computer literate with excellent communication skills
- Experience in providing succinct market analysis report
- Ability to pull a team together in order to work effectively.
- Ability to work within the specified time frame.
- Proven understanding regarding dynamics in the energy sector of Nigeria

Duration of the Assignment

This assessment is expected to be undertaken within 30days, before the end of March 2019.

Selection Criteria

The organisation will be assessed on the following criteria:

Criteria	Weights (%)
Expertise/competence	15
Relevant Experience	10
Fee rate	5
Consultant/Company Profile	5
Total score	35

Method of assessment

There will be an evaluation event, and individuals/Agencies will be assessed based on their ability to provide the plan of how they intend to carryout task as stated under the purpose and quality of their proposal.

Method of Application

To apply, submit as one attachment a CV, tax identification number, and contact details of 3 professional referees to info@propcommaikarfi.org. Deadline is 9th March 2019. Use "Energy Market Analyst and Business Developer" as the subject of the email.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any

relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.