

4 March 2019

Request for quotation (RFQ) – goods or services

RFQ Title:	Engagement of Livestock Supply Chain Analyst
RFQ Issue Date:	6 March 2019
Terms of Reference / Specifications:	The service to be delivered are detailed in the attached Schedule. The Services will be delivered over 20 days period which is subject to performance as determined by Propcom Mai-karfi.
Project	Propcom Maikarfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	22 March 2019 by 5pm
Contact Person	Gbenga Ariyo
Details for Submission	<p>Email as one attachement:</p> <ol style="list-style-type: none"> 1.A detailed Curriculum Vitae including experience in small ruminant value chain 2.1-page cover letter detailing activities carried out previously. Current geographic reach and community networks in any of the listed states-Kaduna,Kano,Jigawa,Yobe,Taraba,Borno,Adamawa, Bauchi, Gombe and Bauchi. 3.Three(3) professional referees of persons/companies worked with in recently. 4. Tax Identification Number

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 08150870550 or by e-mail gariyo@propcommaikarfi.org

Yours sincerely,

Name of Signatory: Gbenga Ariyo

Title of Signatory: Market Manager

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.

Background

Propcom Mai-Karfi is a DFID programme aimed at increasing incomes for the poor in Northern Nigeria through enhanced employment opportunities and improved productivity in selected agricultural market systems in Northern Nigeria. Propcom Mai-karfi recently was awarded a 3 years extension (2018-2021) with particular focus on the North East (NE) States and 3 North West states- Kaduna, Kano and Jigawa states. The aim is to influence INGOs in the NE states to shift from humanitarian to development and to implement market recovery and systems development programmes across the targeted states.

PM has been facilitating activities to improve poultry/livestock health, poultry production and marketing amongst rural poor farmers.

Ongoing interventions is focused on;

1. Expanding commercial access to affordable veterinary products and services through a network of community animal health workers (CAHW).
2. Generate demand for veterinary services through expanded networks of community vaccinators (VBV) and vaccination campaigns.
3. Facilitate capacity building trainings for poultry and livestock producers
4. Strengthen and support local chicken aggregation for identified processor
5. Strengthen market linkages for smallholders

Purpose

To engage the services of a Supply Chain Analyst to undertake a systematic review and value chain mapping of the livestock and animal health market in Nigeria with the aim of identifying intervention nodes and points of leverage in Propcom target States – Taraba, Gombe, Bauchi, Yobe, Adamawa, Borno, Kaduna, Kano and Jigawa.

Activities

1. Review of literature on the livestock and animal health situation in Nigeria
2. Work with Propcom State officers to identify the animal production and trade corridor (local and international)
3. Map out the value chain for small ruminants, with the attendant costs and challenges with location-specific information
4. Map out the veterinary supply chain system in Propcom target States and identify barriers to last mile delivery of quality and affordable products and services
5. Identify ongoing interventions – public, private and donor-driven- and estimated impact

Methodology

Deploy emails, telephone and field activities.

Specifically,

1. Where necessary, utilise PM database for activity planning and engaging with relevant stakeholders.
2. Use information on public domains during offsite activities and desk-work in PM office.
3. Work with Propcom State officers to generate location-specific data
4. Field visits for data collection (all road trip needs to be pre-approved)
5. Stakeholder meetings (Private sector and Public sector actors)

Outputs

1. Livestock and Animal Health Market Report, highlighting the general challenges to the growth of the sector, and specific barriers in PM's target States and opportunities for intervention – indicating the intervention nodes and leverage points.
2. The Report should also include livestock value chain and veterinary supply chain maps.

Activity Schedule

Activities/Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Meeting with the team																				
2 Gather PM data and information																				
3 Initial desk work																				
4 Field Visit																				
Desk work																				
6 Submission of draft copy of documents																				
7 Review of materials by the Technical and RM team																				
8 Review of reviewed drafts																				
9 Submission of finalized documents																				

Venue(s), timing and duration of assignment

The maximum days for this assignment is 20 days, and assignment to be completed within a six-week period. S/he will report directly to the Market Manager responsible for the Livestock Market.

Reporting

The final report will be in PM specified format with annexes of attendance, pictures and supportive data.

Reporting format

- i. Background
- ii. The activity(ies)
- iii. Objective
- iv. Outcome
- v. Identified constraints and suggested solutions
- vi. Action steps
- vii. Conclusion
- viii. Annexes

Selection Criteria

Criteria	Score
Qualification and Expertise	35
Related experience	40

Fee rate	10
References	15
Total Score	100

Preferred attributes

1. Veterinary or animal health professional.
2. Livestock and/or veterinary sales and marketing experience.
3. Good communication and reporting skills.
4. Willingness to travel to Propcom’s target states.
5. Proficiency in the Hausa language will be an added advantage.

Interested consultants can should send their resume and cover letter, clearly stating their suitability for the assignment to info@propcommaikarfi.org copying gariyo@propcommaikarfi.org on or before close of business on Wednesday 22nd March, 2019 by 5pm. Use “Livestock Supply Chain Analyst” 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.