

21 February 2019

Request for quotation (RFQ) – goods or services

RFQ Title:	Engagement of Community-Based Organisations and Veterinary Consults
RFQ Issue Date:	21 February 2019
Terms of Reference / Specifications:	The service to be delivered are detailed in the attached Schedule. The Services will be delivered over a one year period which is subject to performance as determined by Propcom Mai-karfi.
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	31 March 2019 by 11:59pm
Contact Person	Salamatu Baba Tunzwang
Details for Submission	<p>Email as one attachment:</p> <ol style="list-style-type: none"> 1. A detailed profile of Community based organisation or veterinary consult including experience in agricultural value chains, developing rural enterprise and capacity to buy and store vaccines for routine supply to vaccinators. 2. Current geographic reach and community networks in any of the listed states- Kaduna, Kano, Jigawa, Yobe, Taraba, Borno, Adamawa, 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 0805 479 6998 or by e-mail sbaba@propcommakarfi.org

Yours sincerely,

Name of Signatory: Salamatu Baba Tunzwang

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 has partnered with community-based organizations (CBOs) and veterinary consults to build the capacity of women to access the information (training) and services (vaccines, etc) needed to improve their chicken production and incomes in Kaduna, Kano, Jigawa, Katsina, Benue, Bauchi and Gombe states, under its improved poultry production intervention.

The intervention primarily seeks to address the low productivity of local chickens due to inadequate investment by rural producers; local chickens are traditionally perceived and kept as household goods not for business. The traditional perception around keeping of local chickens is majorly responsible for the laid back approach that rural producers take in production and management. Local chickens are kept more as household possessions to be sold when a need for money arises rather than actively pursued as a business.

According to a survey conducted by PM (Propcom Maikarfi, 2015), 51% of rural chicken producers do not spend on feed nor medication for their chickens. The rest of the 49% who invest, spent an average of NGN 21 on feeding and NGN 6 on medication a month. Unfortunately, farmers that spend on medication typically use ethno-veterinary drugs, most common of them being the human tetracycline, an antibiotic (popularly called *red and yellow* by locals) administered to the chickens through drinking water. Very few chicken producers have knowledge of good feeding and disease control. The local chicken producers acknowledge the presence of disease outbreaks that kills their chickens but yet take very little action due to insufficient knowledge on vaccination services. The coping strategy against diseases is to quickly slaughter and eat the sick birds or sell them off.¹ The government has conducted some mass NCD vaccination campaigns in rural areas in some states that has led to the perception that it's the government's "responsibility" to vaccinate chickens. Other factors such as perceptions around disease being inevitable, and regarding the vaccine as a curative rather than preventive measure, reveals the lack of understanding by rural poultry producers on the losses they incur (which leads to supply shortages), nor the savings they could have from investing in the appropriate management practices.

Adopting good production and management practices can dramatically increase the egg production (doubling the number), hatchability (50% increase) and flock size (doubling the size) of the farmer (Abida Parveen, 2013). The reason for this is not far-fetched (Improving the Performance of Local Chickens, 2000):

- Shortening the weaning/brooding time increases the time available for the hen for another round of production (laying and hatching)
- Combining feeding with Housing/shelter, confining the young chicks significantly reduces the mortality due to predators, road traffic accidents and dehydration, a common cause of high mortality in young chicks.
- Health care: Access to veterinary products and services offers the necessary protection against diseases, the commonest of them being the Newcastle viral disease. 60-90% losses due to Newcastle disease can be averted by affordable vaccination (FAO, 2008).

Purpose

Partnership with veterinary consults/CBOs with existing structures in intervention states to sustainably scale up its improved poultry production intervention in Kaduna, Kano, Jigawa, Yobe, Taraba, Borno, Adamawa, Gombe and Bauchi

¹ The usual practice is that animals being offered up for sale during disease outbreaks are often priced lower than usual. We do not have a report to back this up but field visits and conversations with farmers have shown this to happen.

Specific tasks

1. In consultation with PM, identify communities for improved local chicken production trainings(LOCIP)
2. Carry out community advocacy and pre training assessment of select communities
3. Recruit and train Community Vaccinators on NCD vaccination and business management skills
4. Potentially purchase and supply ND-i2 to vaccinators through existing channels (purchase at least 500 vials of ND-i2 vaccines before commencement of training)
5. Mobilisation and training of at least 4,000 women in each intervention state on improved production practices – housing, early weaning, brooding, supplementary feeding, vaccination against Newcastle disease and business practices, whilst ensuring that ‘accountability groups’ are formed (informal groups to support each other to imbibe the new practices)

Outputs

1. 10 communities identified within 2 LGAs per state for LOCIP trainings
2. Training work plan
3. Minimum of 5 community vaccinators trained per community (target number to be determined by PM)
4. Activity reports (advocacy visits, training and accountability group meetings)
5. List of women trained (at least 4,000) per state. Training targets may be reviewed quarterly

Methodology

Follow PM training process.



The Process

- 1. Pre-training planning**
 - Identify LGAs and Communities, target beneficiaries - **Rural WOMEN**
 - Mobilization activities: Pay advocacy visits, inform potential beneficiaries, Identify/train community vaccinators
 - Procure Vaccines, Identify training venues
 - Agree on training schedule

Pre-requisite for conducting a training:

 - A trained vaccinator within the community
 - Vaccines are available for every training event
 - Training materials available
- 2. During trainings;**
 - Accountability groups formed at the start
 - Vaccinators are given opportunities to engage with the women – The gathering of women form the immediate customers for the vaccinators
 - Key messages on each session communicated
- 3. Post training;**
 - Continue to support vaccine supply to the communities
 - Support PM in mobilizing for Accountability Group Meetings, Identify local agents for routine data supply

Incentives for the Partnership

Several benefits accrue to participating CBOs:

1. Improved internal capacity to conduct trainings on poultry production in the future for profit, especially applying efficient training models learned during this period.
2. Improved internal capacity to conduct training of vaccinators will strengthen the position the CBO as a vital information resource centre, and raise their reputation for creating enterprises for the locals
3. Apart from leveraging on your rural network, participants' training costs (light refreshment, training materials and facilitators' costs) and subsidy for mobilisation activities will be borne by Propcom Mai-karfi during the partnership period.
4. Profits from the sales of vaccines and improved internal capacity of staff due to PM training, Supply partner trainings:
 - a) Cost of 1vial of ND-i2 from Supply Partner = NGN 250
 - b) CBO selling price of 1vial of ND-i2 = NGN300 – NGN350
 - c) CBO margin per vial = NGN50-NGN100
 - d) No of doses per vial = 50 doses
 - e) Cost of one dose per chicken =NGN20 minimum

The vaccine supplier, also has the commercial incentives to support the CBO; improved sales and distribution of ND-i2 through the expanded network of Vaccinators established by the CBO.

Specification

Interested Veterinary consults/CBOs should have;

- Existing presence and network in selected intervention state
- Experience in community mobilisation and advocacy
- Experience facilitating capacity building trainings
- Knowledge on group formation/ accountability group dynamics
- Experience working in cultural sensitive environment
- Experience working in agricultural value chain

Venue(s), timing and duration of assignment

The assignment is expected to span over a 12month period, from March 2019 to March 2020, to be executed based on milestones and schedule.

Reporting

The final report will be in PM specified format with annexes of pictures and supportive data. This will be submitted to the PM.

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

The organisation will be assessed on the following criteria:

Criteria	Weights (%)
Expertise/Understanding of the Terms of Reference	30
Relevant Experience	30
Geographical knowledge of locations	20
Community-Based Organization/Veterinary Consults Profile	20
Total score	100

Interested veterinary consults and CBOs can respond with the following information to **info@propcommakarfi.org** copying **sbaba@propcommakarfi.org** on or before **Sunday, 31st March 2019**. Use “Engagement of Community-Based Organisations and Veterinary Consults” as the subject of the email. Applications will be reviewed on a rolling basis.

If the decision is to proceed, PM will discuss the operational details with you, including the investments PM will be making towards helping you achieve the desired goal.

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.