Request for quotation (RFQ) – goods or services

RFQ Title: Research firm to provide research services on a call-down basis as per need

RFQ Issue Date: 25 February 2020

Terms of Reference / Specifications: The service to be delivered is detailed in the schedule-Terms of Reference.

Project: Propcom Mai-kerfi

The Company: Palladium International Development Nigeria Limited

Closing Date and Time: 02 March 2020 by Midnight

Contact Person: info@propcommaikarfi.org

Details for Submission:

1. A detailed proposal which should include pricing for services and activities to be carried out as detailed in schedule – Terms of Reference
2. CVs of relevant staff (maximum 3 pages)
3. Evidence of similar work done
4. Evidence of Tax Remittance

All document should be sent in Microsoft Word or PDF formats to info@propcommaikarfi.org

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 08054796992 or by e-mail info@propcommaikarfi.org

Yours sincerely,

Name of Signatory: Mohammed Azam

Title of Signatory: Director of Results, Learning and Knowledge Management
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 (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 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 arise 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.
Schedule - Terms of Reference

Terms of Reference: Research Firm to provide research services on a call-down basis as per need

1 Background of Propcom Mai-karfi

Propcom Mai-karfi (PM) is an agricultural market-driven development programme (funded by DFID), working primarily with the private sector in the 9 states of northern Nigeria to identify gaps in rural markets and to bring about systemic change that work better for poor people. The programme aims to increase the incomes for 210,000 poor men and women in northern Nigeria by March 2023 by stimulating sustainable, pro-poor growth in selected rural markets and improving the position of poor men and women within these market systems, to make the markets more inclusive for poor people. To obtain this goal, the strategy for the Propcom Mai-karfi programme is to work with the private sector to serve these markets in a more inclusive manner. The programme generates data for both management and accountability purposes, which also requires timely information in a format to be able to make decisions regarding both existing and new interventions.

2 Background and Objectives

PM is approaching its final year of delivery and preparations for closing out the project have already begun. As part of its efforts to generate evidence and capture lessons learned across the Programme, the Results, Learning & Knowledge Management (RLKM) Team would need to carry out several research initiatives until the end of the Programme in March 2021. Going to the market to select a research firm every single time a specific research needs to be conducted would be extremely cumbersome, time consuming and inefficient. This is something the RLKM Team experienced first-hand during the 3 special studies that were commissioned by Propcom in 2019, namely the Disability, Nutrition and Child Labour studies.

Therefore, in order to fast track the selection process, and ensure that the various research works are completed on time, the RLKM Team would like to engage the services of a research firm who can be called upon when needed based on a call-down contract. The overall objective of this call-down contract is to quickly design and implement studies to the required quality, based on directions and guidance from the RLKM team.

3 Activities and Deliverables

Although the full extent of all the studies that may need to be carried out till the end of the Programme are yet to be determined, there are at least 2 studies that the RLKM Team would like to carry out this calendar year:

1. A large-sample study to understand how women have benefitted economically from Propcom’s interventions and have become more empowered and have greater “agency” as a result. It will be a mixed-methods study employing both quantitative and qualitative methods to gain a deeper understanding of Women’s Economic Empowerment (WEE).

2. A large-sample study to determine if Propcom’s target group (i.e. farmers and SMEs) have benefitted from more than one Propcom intervention and as a result experienced a deeper level of impact and improved ability to resist economic and environmental shocks. This phenomenon is known internally as ‘layering’, as in layering one intervention on top of another one so that the overall impact is higher than any one of the interventions.

The specifics for each study will be laid out in separate terms of reference before a work order is issued. The work order will specify the overall cost for each study which will be mutually agreed upon based on the following factors:
• The type of study to be conducted (i.e. quantitative, qualitative or mixed methods)
• The overall sample size for the study
• The number of locations to be covered
• The duration of the study
• The number of people needed to carry out the study and their level of effort
• The type of support needed from the research firm. These can be as follows:
  o Research design
  o Data collection
  o Data analysis
  o Report writing

4 Duration of contract

Propcom Mai-karfi expects the contract to start from 10 March 2020 and end by 31 March 2021.

5 Reporting

The research firm will be expected to work in close collaboration with the RLKM Team and other Propcom staff to thoroughly understand the objective of each study and then design them accordingly. The firm will be managed by and report to the Director of Results, Learning & Knowledge Management.

6 Submitting Proposals

Interested research firms are requested to submit a brief proposal explaining why they are suitable for this role. The proposal should provide pricing for the different kinds of activities/services mentioned above (differentiated by one-off and variable costs). The value of each project will depend on the nature and requirements of the study and will be outlined clearly in the work order after discussion with the research firm. Relevant experience in M4P/market systems development is a pre-requisite for applying for this role. CVs of people should be no more than 3-pages long.

All proposals should be sent to info@propcommai karfi.org and submitted on or before 02 March 2020.

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<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
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<tr>
<td>Overall presentation of Proposal</td>
<td>5%</td>
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<td>Understanding of the Terms of Reference (ToR)</td>
<td>15%</td>
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<td>Technical Expertise garnered from CV(not more than 3pages)</td>
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<td>Evidence of executing similar work</td>
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<td>Fee Rate &amp; Tax Identification Number</td>
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<td><strong>Total</strong></td>
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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.