

4 August 2020

Request for quotation (RFQ) – goods or services

RFQ Title:	Agricultural Mechanisation Business Development Consultant(Firm or Individual)
RFQ Issue Date:	4 th August 2020
Terms of Reference / Specifications:	The service to be delivered is detailed in the schedule-Terms of Reference . The service will be delivered over a period of time,effective from August 2020
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	12 August 2020 by 5pm.
Contact Person	info@propcommaikarfi.org

Email as one attachement with subject line “Agricultural Mechanisation Business Development Consultant”.

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Details for Submission

1. Detailed description of technical proposal
2. Evidence of previous work done
3. CV/Company profile with professional references
4. Tax Remittance Number and financial proposal(sent separately on attached excel sheet)

All documents 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 0805479 6992 or by e-mail info@propcommaikarfi.org

Yours sincerely,

Name of Signatory:Averti Ayu

Title of Signatory:Tier Lead

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.

Name of project/programme: Propcom Mai-karfi

Terms of reference for: Agricultural Mechanisation Business Development Consultant(Firm or Individual)

Propcom Mai-karfi is seeking the services of a consultant (firm or individual) with expertise in market studies and business development advisory to undertake a market study on the status of the mechanisation industry in Nigeria and the business opportunities therein to attract domestic and foreign investment.

Background

Palladium International Development Nigeria Limited – Propcom Mai-karfi (PM)

Propcom Mai-karfi is a DFID-sponsored programme aimed at increasing incomes for the poor in Northern Nigeria through improved productivity and opportunities for employment in selected agricultural market systems across the nineteen states of Northern Nigeria. The initial phase of the Propcom Mai-karfi programme ran from 5th December 2011 to 31st December 2017. PM now has a three-year extension (2018-2021) to support the Government of Nigeria's integrated security, political and economic response in stabilising and rebuilding the North-East. The extension delivers interventions to facilitate systems development, stimulate market recovery, and rebuild livelihoods across the nine North East states of Nigeria.

PM's Agricultural Mechanisation Focus and Plans for Scale Up

Since December 2011, PM has partnered with private sector actors to develop and implement successful models for enhancing the availability and supply of agricultural mechanisation services in Nigeria. As a result, over one hundred and fifty thousand (150,000) smallholder farmers have benefitted from improved access to mechanised services and recorded improvements in productivity, incomes and livelihoods. However, millions of smallholder farmers remain who are yet to access tractor services due to limited investment in the agricultural mechanisation sector and resulting in a dearth in the number of tractors available for service provision. To this end, Propcom Mai-karfi is supporting the Nigeria Investment Promotion Commission (NIPC) to identify and map the opportunities for investment in agricultural mechanisation, expected to result in credible, bankable and investible propositions that attract investments from domestic and foreign sources into various points within the mechanisation value chain.

Scope of Work

The scope of work to be covered by the consultant include:

1. Farm mechanisation sector study.
 - Synthesise all existing information from available sources such as Sahel Consulting Agriculture and Nutrition Limited, PricewaterhouseCoopers (PwC), International Food Policy Research Institute (IFPRI) and Propcom Mai-karfi.
 - Fill in any gaps within the existing literature covering but not limited to the following areas:
 - Mapping and description of the market including composition, characteristics, key players (primary, secondary, and tertiary stakeholders), rules (formal and informal) distribution and sales channels, sustainable market potential, potential points of opportunity for business/investment, SWOT or similar analysis of identified market opportunities, barriers to entry and growth, risk assessment, opportunities for value addition, supply chain and distribution synergies and gender-specific development opportunities
 - Description and analysis of current market positioning including product gaps, supply and demand considerations (i.e. values and volumes, quality standards), expected size, trends and values for each (including derivatives)
 - Demand analysis including (i) volume of service requested for showing the peak period per month, per location/ geo-political or vegetation region, and perhaps the associated crop for

- investor- farmer association targeting (ii) pairing farmers' needs to equipment type required— this will inform on the type of mechanized services, machinery, equipment and implements to prioritize for investment
 - Quantification of the current demand/supply gap on tractor services in Nigeria.
 - Cost/benefit analysis per hectare for manual labour, draught animals and mechanised services
 - Any relevant success stories and case studies to highlight approaches from other region/countries
 - Key partnership opportunities
 - Policy issues (e.g. levies) and supporting information requirements
 - Discussion of financial and credit access considerations
 - Any other elements considered appropriate by the consultant
2. Business case for investing in agricultural mechanisation / mechanised services
 - Profitability analysis of tractor services in Nigeria (current and potential, with detailed financial projections)
 - Any other elements considered appropriate by the consultant
 3. Profiling enterprises operating in the sector with emphasis on private for-hire mechanisation service providers (MSPs)
 - Comprehensive investment profiles of enterprises already playing within the agricultural mechanisation services space including but not limited to mechanisation service providers, domestic tractor manufacturers (light and heavy mechanisation), tractor engineering and servicing centres, ICT etc.

The consultant is expected to work closely with NIPC and PM to design and execute this assignment.

Deliverables

Based on the above the following deliverables are expected:

1. Brief inception report outlining approach and plans for the consultancy
2. Sector study with description of key markets, including market composition maps and key players, SWOT Analysis for key markets (as above), and investible opportunities in the mechanization value chain (Investment recommendation guide)
3. Comprehensive business case for investing in the agricultural mechanisation sector, whether commercial service provision or local manufacturing of machinery and equipment
4. Investment profiles of at least ten (10) viable enterprises currently operating within the space

Qualification and required competency

- Relevant academic qualification in economics, business management, or related discipline
- Extensive experience in investment consultancy or business development
- Proof of critical involvement process in successful, large-scale investment proposals or concepts
- Knowledge of the Nigerian agricultural sector is a plus
- Excellent verbal and written communication skills
- Ability to pull a team together to work effectively and to work within the specified time frame.
- Proven understanding regarding dynamics in investment and start-ups of business in Nigeria

Duration and Location of Assignment

The consultant or firm will work from their own business premises with frequent teleconferencing with the PM Ag Mech Team. This engagement is expected to be completed over a maximum of 25 days spread over a period of 2 months.

Method of Application

Interested parties (individual consultants or firms) should submit a CV or company profile, technical proposal and financial proposal to on or before **12th August 2020** using the subject line “Agricultural Mechanisation Business Development Consultant”.

Criteria for selection

The following weighting and points will be assigned to the proposal for evaluation purposes

Criteria	Score
Technical proposal	50 %
CV/company profile with professional references and Evidence of previous work done	30%
Financial proposal with evidence of Tax Identification Number	20%
Total	100%

Method of assessment

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

Important Note: This service will be subject to Nigeria Tax law with remittance to the Federal Government of Nigeria

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.