

Request for quotation (RFQ) – goods or services

RFQ Title:	Knowledge Content Development Consultant for Micro Gardening and Permaculture.
RFQ Issue Date:	18/02/2021
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	February 24 th , 2021 by 5PM
Contact Person	info@propcommaikarfi.org
Details for Submission	<p>Email as two separate attachment:</p> <p>i.A technical proposal including:proposed approach and broad strategic activities(not more that 2 pages),evidence of similar work done;</p> <p>ii.A financial proposal using the attached template (indicating proposed cost estimate including cost of providing permaculture tools to 6CBOs and Tax Identification Number)</p> <p>The technical and financial proposals should be submitted as separate documents in Microsoft Word or PDF with subject “Knowledge Content Development Consultant for Permaculture and Micro Gardening” to info@propcommaikarfi.org</p>

Thank you for your interest in the above procurement. Propcom Mai-Karfi 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: Obinna Nwokolo

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.

Knowledge content development consultant for micro gardening and permaculture(A consulting firm)

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 to the poor. Partnering with the private sector and government agencies, Propcom Mai-karfi uses the M4P approach (making markets work for the poor) 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 of NGN 9 billion. The programme also stimulated more than NGN17.6 billion in private sector investment into the rural economy. Now in its final year of a 3-year extension phase, PM is focused on post-conflict market development and climate smart agriculture initiatives in the north east (Borno, Yobe, Adamawa, Taraba, Gombe and Bauchi states), as well as continuing markets in the Foreign, Commonwealth and Development Office (FCDO) partner states: Jigawa, Kano, and Kaduna. PM's interventions, covering up to six agricultural and rural products, seek to increase access, affordability, and availability without compromising quality. And we do this by; bridging the gaps traditionally associated with the lack of access for farmers and other producers of rural products to essential agricultural inputs, access to markets, financing, and new agricultural technology. Facilitating relationships between private sector players to create an environment conducive to employment creation through rural entrepreneurs. Engaging with government to design appropriate policy frameworks and guidelines that will drive private sector growth as well as stimulate growth and investments in rural markets. Supporting motivated private sector partners to design market-led business innovations that will lead to increased participation by the poor within rural markets.

Over the years, PM has developed capacity and knowledge content along key agricultural value chains that have economic potential to improve the livelihood of small holder farmers and rural households if adopted. The program has developed knowledge content along;

1. Poultry and livestock
 - Improved local chicken production (improve production techniques which allows poultry farmers to reduce production time and increase their cycles of production from 2-3 to 6-7 annually)
 - Broilers and Noiler Production
 - Animal fattening (Large and small ruminants)
2. Briquette production using farm and wider organic household waste as alternative to firewood.
3. Micro Gardening
4. Access to finance

The COVID-19 pandemic and growing security concerns have resulted in economic hardship and loss of livelihood for most rural farmers who now struggle with recovering as a result of limited access to finance and inability to access their farmlands. In response to this challenge PM now seeks to deepen and update its knowledge content for micro gardening with a view to transferring the content to Community Based Organisations(CBOs).

Purpose

Engage a consulting firm to review and update knowledge content developed by PM on micro gardening and permaculture.

The consulting firm will:

1. Review existing knowledge content developed on micro gardening and permaculture with a view to updating the content.

2. Develop capacity building content on micro gardening and permaculture of produce with economic inclination to include: sack farming, vegetable gardening, seed propagation, fodder production, garden maintenance (weed and pest control), compost production, harnessing poultry rearing and permaculture in limited spaces.
3. Segregate training content suitable for peri-urban target participants /rural participants
4. Support CBOs to adapt training content to suit their target participants.
5. Train and equip at least 6 CBOs with the capacity to deliver developed trainings under the fee-based model.
6. Purchase permaculture training aids
7. Facilitate linkage between selected CBOs and vegetable / produce offtakers.

Deliverables

1. Report on the review of existing training content with identified updates required.
2. Training content addressing item 2 above.
3. Training manual with graphic illustration or video demonstration of permaculture activities.
4. Conduct training of trainers for selected CBOs.
5. Linkage meetings between CBOs and possible offtakers.
6. Provide an overall report at the end of contract, containing the following sections;

Background
 The activity(ies)
 Objective
 Outcome
 Identified constraints and suggested solutions
 Action steps
 Conclusion
 Annexes

Qualification:

- Have relevant experience in micro gardening and permaculture.
- Have good understanding of the Nigerian agricultural sector, rural development, and good knowledge of crops with economic inclination suitable for micro gardening and permaculture in northern Nigeria.
- Have good understanding of the concept, methodology and tools use for micro gardening and permaculture training.
- Be willing to travel to any of PM intervention states- Kaduna, Kano Jigawa Bauchi, Gombe, Adamawa and Taraba
- Have relevant certification and testimonies on micro gardening and permaculture.
- Be a legal entity, duly registered by relevant approving authorities.
- Be registered with the relevant tax authorities and have proof of tax identification number and tax remittances.
- Comply with Federal, State and programme mitigation measure against COVID 19 transmission. While working for PM.

Venue(s), timing, and duration of assignment

The consulting firm will have an initial briefing engagement in Abuja and may thereafter work remotely to review existing training content. Training of Trainers trainings for CBO's will be at a location agreed by PM.

The contracting period for this task may exceed 31st March 2021 but subject to extension based on performance and continued need.

The consulting firm shall report to the Market Manager, Tier Leads or designated representative of Propcom Mai-karfi.

Reporting

The final report will be approximately 7-8 pages with annexes of attendance, pictures, and supportive data. This will be submitted to the Tier leads copying all the Market Manager.

Selection criteria

Criteria	Weight(%)
Detailed proposal demonstrating understanding of the task and required methodology and tools use for micro gardening and permaculture.	40
Technical expertise, organisational capacity and previous experience of similar work done	40
Financial proposal: including cost of providing required permaculture tools and trainings for 6 CBOs and Tax Identification Number	20
Total	100

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.