

06 June 2024

## Request for quotation (RFQ) – goods or services

RFQ Title:	Graphic Designer 1
RFQ Issue Date:	Friday, 14 June 2024
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Propcom+ (P+)
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	Tuesday, 25 June 2024, 5pm
Contact Person	theresa.tella@thepalladiumgroup.com
Details for Submission	submission email address: <a href="mailto:info.propcomplus@thepalladiumgroup.com">info.propcomplus@thepalladiumgroup.com</a> with the Subject-Graphics Designer 1

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 / or by e-mail [theresa.tella@thepalladiumgroup.com](mailto:theresa.tella@thepalladiumgroup.com)

Yours sincerely,

Tella, Theresa

Communications 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+ is an eight-year (2023-2030), rural and agricultural market development programme supporting climate-resilient and sustainable agriculture and forestry that benefits people, climate and nature. The programme is funded by the Foreign, Commonwealth and Development Office (FCDO) and implemented by The Palladium Group.

Propcom+ aims to transform Nigeria's rural economy by addressing environmental, social, and economic challenges in the country's food and land-use system. It will do this by (i) increasing productivity, improving nutrition and food security, (ii) enhancing climate resilience, pursuing lower emissions, protecting and restoring nature, and (iii) helping tackle some of Nigeria's underlying drivers of conflict and insecurity.

The programme seeks to stimulate sustainable pro-poor climate-resilient growth in selected rural markets. It does this by working as a 'market facilitator', identifying constraints in market systems and facilitating changes to enable rural markets to work better for the benefit of the poor and climate-vulnerable smallholder farmers and rural small-scale entrepreneurs.

Propcom+ aims to increase the incomes and climate resilience of 3.79 million poor and vulnerable men and women in Nigeria, 50% of whom will be women, through a "3Ps" approach of interlinked components:

**P1: Scaling up** a focused basket of **Proven** climate-smart interventions around agricultural and primary processing/storage practices and models to get these adopted by millions of poor and vulnerable smallholder farmers and small-scale entrepreneurs.

**P2: Building markets** by developing and **Piloting** new business models that improve productivity, enhance resilience to climate change, reduce emissions, and improve nutrition outcomes.

**P3: Enabling Policies** that support a strengthened enabling environment for sustainable food and land-use system.

The programme adopts a two-tier approach to regional and state-level implementation. Tier 1 states are currently from North-West (NW) and North-East (NE) Nigeria and are considered priority states delivering climate-smart agriculture to help the poor and climate-vulnerable. Tier 2 States are currently from Southern Nigeria and will have a more focused set of priorities on deforestation-free commodities.

## Purpose

With an emphasis on data design, information graphics production, and information visualisation, a Graphics Design Consultant is needed to support the Propcom+ team in designing visual communication materials for dissemination to a broad group of stakeholders.

## Scope of work

Propcom+ wishes to engage the services of a Graphics Design Consultant for the design of the following documents:

Two-page programme factsheet based on approved layout

Design, in approved layout three (3) diagnostic study reports in a reader-friendly and easily digestible format using various data presentation and visualization techniques such as infographics,

illustrations, diagrams, callouts, etc. The Graphics designer is expected to apply strictly Propcom+'s branding guidelines in the design of all documents.

The reports are as follows:

Conflict Sensitivity Analysis – 37 pages

GEDSI Analysis – 44 pages

Innovation Scan – 31 pages

## Deliverables

The expected deliverables for this assignment include:

1. Final designed copy of two-page factsheet based on approved layout
2. Final-designed copies of diagnostic reports with visuals and infographics conveyed in a compelling and reader-friendly format using layouts approved by the programme.

**Please note that all reports are the intellectual property of Propcom+ and may not be shared or used by any third party without Propcom+'s written consent.**

## Level of Efforts(LoE) and Duration

The consultant is anticipated to work 8 LoE days. The assignment is projected to start on **01 July 2024** and end on **22 July 2024**.

Activity/Deliverables	Indicative LoE	Due Date
1. Two-page factsheet.	1 day	8 July 2024
2. Three diagnostic study reports	7 days	19 July 2024

## Location

The Consultant can operate virtually; however, the consultant's physical presence may be required in Propcom+'s Head Office in Abuja, when the need arises.

## Management/Reporting

The communications and knowledge management/dissemination managers will supervise the consultant's output, which will be approved by the MERL (Monitoring, Evaluation, Results & Learning) Director.

## Skills Specification

- Ability to represent concepts, qualitative information and key messages using high-quality, visually attractive graphics.
- The consultant should present samples of past graphics design jobs completed for clients, particularly those for similar development programmes and organisations.
- The Graphics Designer should have a strong understanding of design principles such as colour theory, typography, and composition.
- Data Visualization—The candidate must be able to present complex data in a way that is visually appealing and easy to understand.

- In addition to creative thinking, infographic designers must understand the software and technical aspects of design. This includes knowledge of HTML/CSS coding, Javascript and various graphic design software such as Adobe Photoshop, Adobe Illustrator and Canva.
- S/he must be able to communicate effectively and openly with the Propcom+ team.
- The consultant must have a thorough understanding of different fonts, their qualities, and their ideal uses. Additionally, the consultant should have a knack for strategically applying font attributes such as weight, style, and size, as well as the programme's branding guidelines, to achieve the desired effect while maintaining good readability.

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.