



<b>Name of Signature Program:</b>	Naija Unlock
<b>Agresso Work order:</b>	NG1001
<b>Country:</b>	Nigeria
<b>RFP No.</b>	20240501NG

## REQUEST FOR PROPOSAL

**Funded by:**

**Heifer International**

RFP Release Date:	<b>April 17<sup>th</sup> 2024</b>
Question/ Inquiry Submission Deadline:	<b>April 30<sup>th</sup> 2024</b>
Proposal Submission Deadline:	<b>May 6<sup>th</sup> 2024</b>
Performance Period:	<b>June 2024</b>
Electronic submission to the attention of:	<a href="mailto:Procurement-NG@heifer.org">Procurement-NG@heifer.org</a>
Contact information for inquiries about this RFP:	<a href="mailto:PROCUREMENT-NG@HEIFER.ORG">PROCUREMENT-NG@HEIFER.ORG</a>

### Terms of Reference

#### **I. General Information**

This document is being issued to solicit applications from a duly registered, accredited, and licensed ICT company in Nigeria with evidence for the purchase and delivery of ICT Equipment and accessories for the Nigeria country office use.

#### **II. Background**

##### About Heifer International

Heifer International is a global non-profit organization on a mission to end hunger and poverty in a sustainable way. Since 1944, Heifer International, through its work in 21 countries (in Africa, Asia, and the Americas), has supported more than 39 million people worldwide to end hunger and poverty sustainably, and millions more are now on a pathway to living incomes. Working with African rural communities for 48 years, Heifer International supports farmers and local food producers to strengthen local economies and build secure livelihoods that provide a living income. Heifer's foundation was built on the belief that ending hunger begins with giving people the means to feed themselves, generate income, and achieve sustainable livelihoods for their households. Heifer's global vision for 2020 - 2030 is to close the living income gap for an additional 10 million families. This vision is a focused approach for the African continent to support at least 6 million smallholder farmers in Africa to reach sustainable living income. As a part of this commitment, Heifer has expanded its presence in Africa to include Nigeria, to support at least two million households to achieve sustainable living income through (a) strategic private and public sector partnerships, (b) unlocking demand and market opportunities, (c) investing in priority value chains, and (d) leveraging innovation and emerging agricultural technologies to reach transformational scale. More information about Heifer is available at: [www.heifer.org](http://www.heifer.org)



Heifer Nigeria Country Program

Heifer International established its Nigeria Country Program in 2021, and its Signature Program for Nigeria, named “Naija Unlock,” was designed and launched. Naija Unlock program aims to support the unlocking of the potential in Nigeria’s agricultural sector to achieve food self-sufficiency by working with smallholder farmers and local value chain actors to increase their productivity to meet local demand for food and raw materials while closing the living income gap for families in the rice, tomato, and poultry value chains, with plans to add cattle, and small ruminant value chains. Naija Unlock is an evidence-based Signature Program designed to close the living income gap of smallholder farmers at scale with permanence of impact. The goal is to assist more than one million households in achieving sustainable living income by 2025 and scale to two million households by 2030 through strategic private and public sector partnerships to (a) build the social capital of smallholder farmers, (b) unlock farmers’ access to innovative financing, (c) unlock demand and market opportunities, (d) increase farmers access to mechanization and emerging agricultural innovations, and (e) increase farmers knowledge and adoption of climate-smart agricultural practices. Naija Unlock program activities are currently being implemented in five (5) states in Nigeria (Ogun, Edo, Nasarawa, Benue, and Lagos States) with plans to scale to other states with the potential to make an impact at a transformational scale.

**III. Description of Goods/ Services**

**Objectives:** The ICT Equipment is intended to support program administrative needs across Heifer International Nigeria’s country office operations.

**SCOPE OF WORK**

ITEM	DESCRIPTION	QUANTITY
Lenovo Laptops	Lenovo Thinkpad X1 Carbon Gen 9 Core i5 Quad Core 2.40 GHz (8 RAM, 256 GB, SSD)	2 Pieces
Dell Monitor Screens	Dell monitor AMD FreeSync 32 inches	2 pieces
Colored printers with scanner	HP Color Laserjet MFP M479FNW	3 Pieces
Multifunction printer	Sharp MX-3114N for bulk printing of program materials	1 piece
Shredder machine	Rexel Momentum X406	1 piece
Shredder machine	Rexel Momentum X312	1 piece
Projector Device.	Epson EpiqVision Flex CO-W01   3000 lumens	1 piece
Presentation Pointer	Logitech original R400 laser presentation remote	1 piece
Speakerphone	Jabra Speak 710	1 piece
Mouse	Logitech M220 Wireless Mouse	18 pieces
Voice recorder	Sony Digital Voice Recorder PX-470(usb)	4 pieces
FlexiSpot M2B 35" ClassicRiser Standing Desk Converter	35 x 23.2" Work Surface Area Height Adjustable from 5.9 to 19.7" Wide Removable Keyboard Tray	1 piece



#### **Deliverables.**

- Specify in the submission the delivery date and time.
- Delivery location and address is at: Heifer Nigeria Office Premises located at Bank of Industry office complex tower 2 Central business district Abuja.
- Packing Requirements: As per manufacturer packing, supplier must ensure the products are delivered to final destination without any physical damage.
- Specify the warranty Period of the products.
- Attach the dealership licenses for the required products.
- After-sales service and local service support requirements.
- Specify validity period of the quote submitted.
- 100% payment after satisfactory execution of award.

**Duration:** The supply and delivery would be within 7 days from the contract award date.

#### **IV. Application Process**

Registered ICT Firms submission requirements: All interested firms will submit their organization's profile with the following information:

- **Technical expertise** as outlined in the objective and deliverables.
- **Financial Proposal (in Naira)**
  - Itemized cost of products.
  - Narrative explanations of line items.
  - Separate the cost of products, from delivery fees and service fees.
  - Please note that in compliance with FIRS policy, statutory deduction of 5% Withholding Tax applies on service charge only on payments made to vendors. Also, include the 7.5% VAT component in the quotation.

Interested firms/companies legally eligible to operate in Nigeria can submit a proposal. Please include the name of the person in your organization negotiating the contract, telephone and email contact information. Submissions must be in English and typed single-spaced using Times New Roman font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and include the bid title on the cover page and the name of the organization at the bottom of each page.

The successful ICT supply firm will be required to produce the following documents before entering into an Independent Contractor Agreement (ICA) with Heifer:

- Cover Letter: Introducing the vendor and expressing interest in providing the ICT Equipment.
- Company Profile: Providing an overview of the vendor's experience, capabilities, and qualifications.
- Certificate of Incorporation or Business Registration Certificate. (CAC)
- A Partnership Deed if you are running a partnership business.
- Letter of reference for similar work done in the past.
- Tax Compliance Certificate- Tax Clearance Certificate (TCC)
- Physical location of supplier which includes town, building, room number, and postal address.
- Trade reference and clientele list, including their respective contacts.
- Pricing: Providing a detailed breakdown of the pricing for the ICT Equipment, including unit cost, taxes, delivery, and any additional fees.
- Warranty Information: Providing details of the warranty offered for the ICT Equipment.



The technical and financial proposals should be submitted by **6<sup>th</sup> May 2024** at 5:00 pm WAT through [Procurement-NG@heifer.org](mailto:Procurement-NG@heifer.org). Please quote “**ICT EQUIPMENT & ACCESSORIES FOR NIGERIA COUNTRY OFFICE**” in the subject line. Written inquiries may be made and should be directed to the following email: [procurement-NG@heifer.org](mailto:procurement-NG@heifer.org) on or before 30<sup>TH</sup> April 2024.

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

**VII. Selection Criteria**

Submitted proposals must demonstrate alignment with the scope of work outlined above and with the appropriate level of detail. Heifer’s goal is to ultimately sign on with the Offeror whose proposal best follows the instructions in this RFP, includes the strong evaluation team, and is most cost-effective. Proposals will be evaluated according to the following criteria:

<b>Proposal evaluation focus</b>	<b>Percentage</b>
Accuracy and relevance of the proposal to specifications	10%
Bidder is a recognized and registered ICT Supply company in Nigeria with copies of supporting documents attached to submissions.	20%
Warranty terms.	20%
Evidence of similar supply made to other organizations.	20%
Delivery timeline.	10%
Budget justification and costs realism.	20%

The selection committee will evaluate the technical proposal based on the criteria listed above and the financial proposal based on cost reasonableness and cost-effectiveness in the budget.

**VIII. Validity of Proposals**

The submitted proposals shall remain open for acceptance for 14 days from the last date specified for receipt of the proposal. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

**IX. Award Process and Contract Mechanism**

No.	Activity	Due date
1.	Proposal reception	May 6 <sup>th</sup> 2024
2.	Selection Committee review	May 13 <sup>th</sup> 2024
3.	Notification of award	May 17 <sup>th</sup> 2024
4.	Award agreement negotiation	May 21 <sup>st</sup> 2024
5.	Signing award	May 24 <sup>th</sup> 2024

Heifer will issue a fixed award agreement based on the submission and Heifer’s acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified above.



## **X. Limitations**

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in preparing a response to this RFP, or to procure or contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received in response to the RFP.

## **XI. Intellectual Property**

**Section 1. Ownership Generally.** Subject to Section 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, the Contractor shall sign all documents and take all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

**Section 2. Prior-Owned Intellectual Property.** Any intellectual property owned by a Party before the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

**Section 3. Work Made for Hire.** To the extent copyright laws apply to the Work Product, the Parties agree that **(a)** HPI specially ordered or commissioned the Work Product, **(b)** the Work Product is a "work made for hire" under United States copyright laws, and **(c)** HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of the Contractor's rights of any kind or nature, now known or hereafter devised, in, too, and in connection with the Work Product, and HPI shall solely and exclusively own any rights therein, and in the elements thereof, including but not limited to any allied, ancillary, subsidiary, incidental, and adaptation rights. The contractor hereby waives all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

## **XII. Diversity and Inclusion**

Heifer International values diversity, equity, inclusion and belonging ("DEIB"), and believe that effectively accessing and managing diverse talent leads to improved outcomes. HPI takes a broad view of diversity, and inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. HPI expect third-party providers to respect and reflect HPI's value of DEIB. HPI's ongoing monitoring of third-party service providers incorporates an assessment of vendors' commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.