

Request for Quote (RFQ) – goods and services

RFQ Title:	RFQ-SL21-020 Research services MDF Sri Lanka
RFQ Issue Date:	9 July 2021
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Market Development Facility Phase 2
The Company	Palladium SL Group Private Ltd.
Registration of Interest	Register your interest to submit a proposal by sending your name, organization and contact details to the Contact Person by email on or before <u>Friday 16 July 2021, 5:00pm Sri Lanka Time.</u>
Last date for Queries	Send queries to the Contact Person by email on or before <u>Sunday 18 July 2021, 5:00pm Sri Lanka Time.</u> Indicate "RFQ-SL21-020 Research services" in the subject line
Closing Date and Time	Friday, 23 July 2021, 5:00pm Sri Lanka time
Contact Person	Piyumi Bandaranayake piyumi.bandaranayake@thepalladiumgroup.com
Details for Submission	Submit completed Supplier Response Form (click here to download) by email to the contact person on or before the Closing Date and Time

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 period of contract, i.e., twelve months.

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:
piyumi.bandaranayake@thepalladiumgroup.com

Yours sincerely,

Piyumi Bandaranayake
Quality & Inclusion specialist

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.

Schedule - Scope of Services

About Market Development Facility (MDF)

Market Development Facility is an Australian Government funded multi-country initiative which promotes sustainable economic development, through higher incomes for women and men, in our partner countries.

We connect individuals, businesses, governments, and NGOs with each other, and with markets at home and abroad. This enhances investment and coordination and allows partnerships to flourish, strengthening inclusive economic growth.

MDF is funded by the Australian Department of Foreign Affairs (DFAT). It is implemented by Palladium in partnership with Swisscontact.

Market Development Facility (MDF) in Sri Lanka monitors its diverse portfolio of partnerships through its robust results measurement system. A number of MDF's monitoring assessments involve engaging with fishermen communities in the north and agricultural produce farmers nationwide where MDF aims to engage a pool of enumerators to conduct field-based research (primarily in conducting household level and other similar surveys). The selected Research Service Provider must be able to provide a gender balanced network of enumerators who are able to conduct good quality data collection across all dialects and geographic locations in Sri Lanka.

Project Objectives

The selected Research Service Provider is required to provide gender balanced and linguistically capable (proficient in the dialect relevant to the area of the assignment (Sinhala/Tamil, as well as in English) enumerators for field data collection. MDF will require at least one enumeration team per monitoring visit, consisting of a team leader (Field Supervisor) and an Enumerator. The enumeration team is required to collect quantitative and qualitative information related to MDF monitoring assessment objectives as per the MDF designed questionnaire, in an efficient and professional manner as guided by MDF. The MDF-designed questionnaire will be developed in English language and translated to Sinhala/ Tamil by Research Service Provider.

MDF Sri Lanka is working in the following key sectors: (a) High Value Agriculture; (b) Fisheries; and (c) Tourism (d) Coffee (e) Climate change and (f) Ag-tech. It currently has a diverse portfolio of interventions that are currently being monitored, with private sector organizations across these sectors. The majority of MDF's partnerships within these sectors have links to rural and/or disadvantaged communities, either as producers, suppliers, workers, or as consumers of products. MDF assesses the impact of its partnerships on beneficiaries through detailed monitoring visits, which involves conducting interviews with farmer and fishing communities as well as with industrial organizations and other stakeholders, and conducting detailed interviews at household level and/or focus group discussions of different community groups. These deepen our understanding on partnerships, how businesses engage with communities, and what impact the partnerships have on household members and community.

Scope of Services

The scope of services and key deliverables, including the key roles and responsibilities are presented below. Specific tasks and details will be specified for each monitoring assessment in a work order/tasking note.

The selected Research Service Provider and its researchers are required to work closely with the MDF Sri Lanka team throughout the planning and executing of the monitoring visit. Should any changes be required, they must be agreed to in advance with MDF Sri Lanka team.

- Deploy and manage data collection personnel / teams in specified locations as may be required by MDF.

- The data collection / surveys will be conducted, but not limited to, the following regions on a need basis.

Province	Areas
Northern	Jaffna, Mannar, Vavuniya
Southern	Hambanthota, Tangalle,
Central	Kandy, Nuwaraeliya, Dambulla, Matale
North-Central	Anuradhapura, Polonnaruwa
Uva	Ella, Welimada, Bandarawela, Badulla
Western	Gampaha

- Prior to each assignment, a 1-day training session will be conducted for the enumeration team(s). The training will be conducted with the Enumerators and Field Supervisors at the MDF office in Colombo or via video call to ensure they understand the area we are going in, partnership this visit is related to, questionnaire developed by the MDF team, and the survey process required as per the research objectives. It is mandatory that Enumerators/Field Supervisors assigned by Research Service Provider, attend the training session. The Research Service Provider is responsible for any costs associated with Enumerators and/or Field Supervisors' logistics attending the respective training sessions.
- After each respective training, or before it, depending on the agreement between MDF and selected Research Service Provider, a questionnaire soft/hard copy will be provided by MDF for translation from English to local language. The Research Service Provider will be required to translate the questionnaires.
- The number of days required for travel and assessment might vary and this is dependent on where and why the monitoring assessment is planned for. Detailed field plan will be given in each Task Note. Where overnight stay and travel is required research provider should provide the necessary accommodation and transport logistics to their team. Respective Research Service Provider should be taking this into account when submitting the offer for service provision to MDF. All other necessary arrangements associated with monitoring assessments are also responsibility of the selected Research Service Provider.
- Enumerators/Field Supervisors will be required to do data collection in the field, including data entry after the survey, led by MDF's Quality Inclusion Specialists (QIS). After the survey, the research service provider will be required to share raw data and cleaned data in format specified by MDF. All raw data analysis and report on the assignment will be the responsibility of MDF. Note that data collection / surveys may be conducted with or without a supervising MDF QIS present on field.
- The Research Service Provider will arrange documents, stationery, and equipment (laptops, recorders, etc.) required for conducting quality monitoring assessment.

Reporting Obligations

After each assignment, the Research Service Provider will provide a 2-page report on the assignment, covering details of sample achieved, timeline and key difficulties that they faced during the field work. The report should also list any difficulties that happened during the field work.

The Research Service Provider will also share regular updates on the task progress in an excel sheet with MDF team during while the field work is in progress.

Detailed reporting obligations for each research assignment will be detailed in each work order/tasking note. MDF will issue a Task Note to the Research Service Provider for each assignment at least one week in advance, which will inform on the specifics like timeline, profile of the respondents and locations of the visit.

Experience and qualifications

The Research Service Provider is expected to have gender-balanced teams available for all the regions where work is expected in Sri Lanka. The survey teams are expected to be based in Sri Lanka, with the following experience and qualifications:

- Experience in working with international donor-funded projects and/or international non-governmental organisations on relevant programs in increasing economic growth, employment, and income.
- Extensive experience in qualitative and quantitative research and data entry methods.
- Excellent communication (written and verbal) skills and fluency in English, Sinhala and Tamil languages are essential.
- Previous experience in community works and conducting interviews with community members in Sri Lanka is desirable
- Ability to record in detail answers of the interviewees, without any prejudice, and keep the information confidential, i.e. not to share it with any third party without MDF's prior approval.
- Service provider should have field staff in all of the regions listed above or they should have sufficient resources to conduct the field work in local languages and in the listed regions.

Evaluation Criteria

Technical Criteria

MDF will assess each submission based on compliance with this RFQ, ability to meet the requirements as specified and overall value for money. The technical response will be evaluated using the below criteria and will account for 80% of the total score.

- A. Demonstrated knowledge and experience providing similar services as required in this RFQ
- B. Approach to ensuring the quality of your team's work, and the on-time completion of activities.
- C. Qualifications and experience of key personnel and capability to deploy and manage gender-balanced team(S) for each assignment.

Financial Criteria – 20%

Following consideration of the technical response, MDF will undertake a price comparison of all suitable offers. The resulting financial score will account for 20% of the total score.

Contracting details

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.