

TECHNOSERVE

Business Solutions to Poverty

REQUEST FOR PROPOSALS

Reference No.:	RQ2415
Date Published:	02/22/2024
Due Date for Responses:	03/08/2024

GENERAL INFORMATION

Opportunity Title

LOCAL VENDOR FOR PROMOTIONAL MATERIALS (NG)

Project Background

Prosper Cashew is a five-year, \$30 million project funded by the U.S. Department of Agriculture (USDA) under the Food for Progress Program (FFPr) that aims to strengthen cashew processing in Côte d'Ivoire, Ghana, and Nigeria. West Africa is the world's leader in cashew production, accounting for more than 45% of the raw cashew nuts harvested around the globe each year. However, less than 10% of raw cashew nuts are processed within West Africa. The vast majority are exported to Asia, where they are processed before being shipped to consumer markets around the world.

Prosper Cashew, which launched in October 2020, acts as a catalyst for the sector, strengthening and reviving existing cashew processing units, facilitating access to critically needed working capital, demonstrating the business case for additional investment flows into the sector, and bringing together investors and high-quality investees. The overall goal of the project is that 50% of raw cashew nut production in Côte d'Ivoire, Ghana, and Nigeria is processed into kernels domestically. The project focuses on four key levers to propel processing capacity in the region:

- 1) Establish a Cashew Catalyst Fund with a target size of \$50-100 million,
- 2) Strengthen the commercial viability of the cashew sector through capacity building,
- 3) Integrate supply chain and enhance marketing prospects of kernels processed in West Africa, and,
- 4) Provide Match Making Facility bringing global investors to West African cashew processing businesses.

The project's targeted beneficiaries include existing and new cashew processors and emerging value chain enterprises such as local equipment repair services and manufacturers, supply chain management companies, and by-product processors.

Over five years, Prosper Cashew will improve the capacity of 23 processors, facilitate \$61 million of investment in the cashew sector, and generate more than \$200 million in sales of processed cashew products. The project expects to create more than 4,500 new jobs (at least 50% for women) and indirectly benefit more than 18,500 women, men, and children in West Africa. Additional project details are available [on TechnoServe's website](#).

Scope of Work

General requirements

The company will support the Prosper Cashew Communication Service in the provision of a variety of promotional materials including corporate clothing and merchandising materials.

Requirements include the following:

- All products will have to reflect the current highest international standards available at the best price possible.
- The company will provide samples at the beginning of each project.

Required Deliverables

The list of deliverables is non-exhaustive and will serve as a basis for the initial financial proposal. (Important: for each assignment, specific terms of reference will be sent for quotation).

Deliverables will include the following:

Types
Products display stands
Tee-shirts
Polos
Long-sleeve shirts
Hats
Pins
Pens
Coffee mugs
Faux-leather notebooks
Umbrellas
Wireless chargers
USB drives

Anticipated Start Date

04/01/2024

Performance Location

TechnoServe Office,

14 Ayo Rosiji, Off Oduduwa Crescent,

Ikeja GRA, Lagos, Nigeria

Additional Information

- (i) The Request for Proposal is not and shall not be construed as an offer by TechnoServe.
- (ii) All bids must be received by the date and time indicated below. All late bids will be rejected.
- (iii) All non-conforming bids will be rejected.
- (iv) All proposals will be considered binding offers. Prices quoted must be valid for the entire period provided by the Respondent or required in this Invitation to Tender.
- (v) All prices shall be subject to TNS's contractual terms and conditions and are subject to the availability of donor funds.
- (vi) TNS reserves the right to accept or reject any proposal or to cancel the solicitation process at any time, and shall have no liability to bidders in such event.
- (vii) TNS reserves the right to accept any or all bids at the time of award.
- (viii) All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be notified of any changes. TNS is not responsible for the use of information submitted by bidders or for any claims arising therefrom.
- (ix) TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
- (x) Bidders are solely responsible for paying all costs, of whatever nature, that may be incurred by the bidder or any third party in connection with the bid. All proposals and supporting documents will become the property of TNS, subject to claims of confidentiality regarding the response and supporting documents, which have been clearly marked confidential by the bidder.
- (xi) Bidders are required to identify and disclose any actual or potential conflicts of interest.

Vendor Questions Accepted?

Yes

Deadline for Questions

03/06/2024

Response Language

English

SELECTION CRITERIA

The following criteria will be used by TechnoServe to evaluate and compare vendor responses.

MAX POINTS	SELECTION CRITERIA
40	Experience and portfolio
40	Cost proposal
20	Creativity of previous works

RESPONSE INSTRUCTIONS

To ensure consideration, all responses must be submitted no later than **03/08/2024**, written in **English** with prices stated in **NGN**.

All responses must:

- (i) Contain a detailed cost with applicable taxes and other charges clearly identified.
- (ii) Provide requested payment terms and conditions.
- (iii) Include a contact name, email address, and telephone number.
- (iv) For quotes from a firm, provide a brief outline of the company and services offered, including the company's full legal name and address, the jurisdiction of incorporation, the

full legal name and country of citizenship of the company's owners/principal officers, and the year the business was established.

(v) If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.

(vi) Only include attached files that are 10 MB or smaller in size. Do not include compressed (ZIP, RAR), executable, or other unusual file formats as these will be rejected.

Submit responses to: buy+RQ2415@tns.org

Note: DO NOT email your response to any employee of TechnoServe or deliver your response in hard copy to a TechnoServe office. Failing to adhere to these instructions may make your response ineligible for consideration.

TERMS AND CONDITIONS

(i) This solicitation shall not be construed as an offer by TechnoServe.

(ii) Responses must be submitted on or before the date indicated.

(iii) Any quotes that are unresponsive will be summarily rejected.

(iv) Responses to this solicitation shall be deemed binding offers and must remain valid for acceptance for no less than 90 days from the closing date of this solicitation.

(v) Any purchases resulting from this solicitation will be governed by TechnoServe's contractual terms and conditions, and may be subject to additional terms as required by donors funding the purchase.

(vi) TechnoServe expressly reserves the right to accept or reject any quote or to cancel the solicitation process at any time without explanation, with no liability to any respondent.

(vii) TechnoServe may, at its discretion, accept all or part of a respondent's offer.

(viii) All information provided by TechnoServe in this solicitation is given in good faith; however, details are subject to change.

(ix) TechnoServe may require respondents to enter into a non-disclosure agreement as a prerequisite for consideration.

(x) Respondents bear sole responsibility for all costs incurred in connection with the preparation of their response, including any third-party expenses.

(xi) All responses shall become the property of TechnoServe.

(xii) Respondents must fully disclose any conflicts of interest pertaining to this solicitation. Failure to comply may result in disqualification.

[CLICK HERE TO DOWNLOAD DOCUMENT](#)