

14 January 2022

Request for quotation (RFQ) – goods or services

RFQ Title:	A service provider to make a 6-episode podcast series, which will support positioning the Challenge Fund as a thought leader on meaningful work for youth
RFQ Issue Date:	14 January 2022
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Challenge Fund for Youth Employment
The Company	Palladium Europe B.V.
Closing Date and Time	31 January 2022, 08:00h CET
Contact Person	Whitney van Schyndel
Details for Submission	Proposals are to be submitted via email to whitney.vanschyndel@thepalladiumgroup.com

Thank you for your interest in the above procurement. As managing contractor for the Project Challenge Fund for Youth Employment, 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 +31 30 693 3766 or by e-mail whitney.vanschyndel@thepalladiumgroup.com.

Yours sincerely,

Whitney van Schyndel

Communications and Marketing Manager
Challenge Fund for Youth Employment

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 - Terms of Reference

1. Background

The Company is a global business which undertakes the management of international development projects throughout the world. It operates through different corporate entities in the various regions in which it conducts its business. The tender is in relation to the Challenge Fund for Youth Employment (CFYE) where the Company is contracted by the Netherlands Ministry of Foreign Affairs, Sustainable Economic Development Department (DDE) (the Client) to manage the fund. The aim of the Challenge Fund is to improve economic prospects - via decent work and income - for up to 200,000 young men and women in the Middle East, North Africa, Sahel, and the Horn of Africa. The Client has entered into the contract with Palladium Europe BV which is registered in The Netherlands.

2. Objectives of the Assignment

With the Challenge Fund for Youth Employment, we aim to create a prosperous futures for youth. In order to achieve this, we want to engage potential partners, policy makers and other stakeholders to talk about what decent work actually means.

Therefore, the Challenge Fund is looking for a service provider to support the design and production of a 6-episode podcast series, which helps to position the Challenge Fund as a thought leader on meaningful work. Simultaneously, this podcast series allows the CFYE Team to engage listeners in more in-depth stories on this theme and showcase the impact of the Challenge Fund.

3. Scope of the Assignment

The successful Tenderer will support the CFYE with content development and technical support to realise this podcast. The assignment will include:

- Advice on the setup of podcast episodes and guests
- Branding of the podcast series including audio and visual components (jingles, posters, flyers). Branding of the podcast should be stand-alone, yet be clearly CFYE inspired.
- Providing technical assistance, recording and editing of podcasts in the Netherlands. Including providing all necessary equipment matching the level of a professional audio recording studio.
- Support in recording audio abroad, as some of our guests will not be based in the Netherlands, for example through Zencastr (or equivalent) and providing technical assistance to prep individual guest speakers.
- Posting the episodes to the different podcast platforms (Spotify, Apple, etc).
- Recruiting a podcast host/moderator. Please note this element may not be required, depending on the CFYE team's preference, a suitable candidate may be contracted directly. Tenderers are required however to include this option in their budgets.

4. Target Groups

With this podcast (working title 'Future economies start with youth'), we aim to reach:

- High level stakeholders such as the Dutch Ministry of Foreign Affairs
- Staff of organizations concerned with the issues of decent work, youth employment and/or economic development in and outside the main development networks
- Potential donors
- Implementing Partners

- Management teams within the implementing partners of the Challenge Fund
- Employees of Palladium, Randstad and VSO

Overall we can say the target audience of this podcast consists of busy people who may not have the time to read long reports, but who like to listen to something informative and engaging while they are on the road.

5. Themes

We aim to make a series of 6 episodes, each episode (approximately 30 minutes) has a specific theme. The themes we are looking into:

- Inclusive recruitment
- How to increase retention
- Decent work
- Jobs of the future
- Youth engagement
- GESI & barriers to work

6. Duration and Phasing

The aim is to release one episode each month, starting in April 2022. For this we would like to produce 3 episodes before the launch of the first episodes, and use the period between April and August 2022 to produce the additional episodes. We therefore expect the duration of the agreement to be for an initial period of 10 months, starting March 2022 with possibility to extend.

7. Arrangements and Reporting

- The CFYE Communications & Marketing Team will brief the contractor on the brand and style guide of the CFYE, that should inspire the branding for the podcast.
- The CFYE Podcast Project Team will identify and deliver all guest speakers.
- While the contractor should technically prep guest speakers, the CFYE Communication & Marketing Team will help guest speakers develop their personal stories, and prep and coach the speakers for recording day.
- The CFYE Podcast Project Team will help develop the podcast episode scripts.
- The CFYE Podcast Project Team will review and approve the final podcast edit before publishing.
- The CFYE Communication & Marketing Team will promote the podcast and its episodes through the CFYE channels.

8. Requirements for the Technical Submission

The Technical Submission must:

- be in a type font of no less than 12 points;
- be in a single column format;
- be five pages or less in length.

9. Requirements for the Financial Component

The Tenderers must submit the quote in the format provided below. To note:

- The maximum budget for this assignment is 20,000 Euro.
- All prices quoted are to be inclusive of relevant taxes
- Except for variations in the rate of duty, Tenderers shall state whether the prices offered are:
 - o firm, that is prices offered shall not be varied either up or down for any reason;
 - o firm for a period, in which case the period must be stated;
 - o subject to other price variations either up or down (please specify).
- Currency of the quote is Euro
- Payments shall be made in Euro

Format for financial submission (also available in excel, please request via email):

Tender issued by: Palladium Europe B.V.
Project: Challenge Fund for Youth Employment

Tenderer:
Assignment: Podcast Series on Meaningful Work
Date:

Cost category	Description	Unit	Unit cost	Unit numbers	Total
1. Service/Deliverable: Technical Assistance for development, recording and editing of podcasts in the Netherlands					
2. Service/Deliverable: Branding of the podcast series including audio and visual components					
3. Service/Deliverable: Distribution to different podcast platforms					
4. Service/Deliverable: Provision Podcast Host/Moderator					

10. Assessment and Selection

The following selection criteria and weighting will be used in the assessment process to assess the technical capacity of the Tenders.

1. Technical Assistance Plan (45%)
2. Branding Plan (25%)
3. Distribution Plan (25%)

Note: 5% has been retained for overall tender presentation and adherence to the structure described in the tender documentation.

4. Exclusion criteria:
 - Compliance with local law – the Tenderer must be registered in the Netherlands.
 - The tenderer must pass the due diligence process if successful.
5. The technical submission format **must** clearly address the criteria above as this will impact on the assessment process. Please remember the technical submission should not exceed five pages.

A total of 100 points are allocated to score the Technical Submission. Financial assessments will only be done for Technical Submissions scoring at least 75 points.

For submissions passing the technical threshold mentioned above, the overall weighting of the technical assessment is 80%.

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.