



Central Securities Clearing System PLC

Request for Proposal

Mechanical, Electrical, and Plumbing Engineering Services on Office Retrofit Project

REFERENCE NO: CSCS/ADM/OR/05/2019

- The return date for responses against this RFP is **21st May 2019**
- Delivered in the requested manner and to the address advised.
- Late responses will not be considered.
- Note that proposals submitted that do not meet stipulated criteria shall be considered non-responsive.

14 May 2019

Dear Sir/Ma,

TITLE: Mechanical, Electrical, and Plumbing Engineering Services on Office Retrofit Project

Ref: CSCS/ADM/OR/05/2019

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as “Commercial in Confidence” and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFP gives you information about Central Securities Clearing System PLC.

Part 2 is for you to answer and provide details as requested to support your proposal

Proposers are requested to provide one copy of their proposal in paper format and one copy in electronic format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions will not be considered by Central Securities Clearing System Plc.

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully

Temitope Sanni
Head, Corporate Services

Introduction

1.1 Procurement Policy on Bribery and Corruption

Central Securities Clearing System (CSCS) Plc strictly adheres to professional work ethics and emphasizes zero tolerance for bribery and any other forms of corruption. It is our policy that service providers involved in offering bribes will be disqualified and excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective proponents to submit proposals for Mechanical, Electrical, and Plumbing Engineering Services on Office Retrofit Project.

The successful company should be able to manage and meet the requirements for this activity.

The purpose of this RFP is to seek information from potential Bidder's with an intention to establish an agreement between CSCS and the successful Bidder. The Contract that follows this process shall bind CSCS and the successful Bidder to perform in a specific way for an agreed duration to be agreed in the Contract in an event of the formation of the same.

2. Terms Governing This RFP

2.1 Recipients of this RFP are required to read all the information supplied and have a clear understanding of Central Securities Clearing System Plc requirements. Further information can be made available by contacting nominated persons in Section 2.12.

2.2 It is a condition of this RFP that all mandatory requirements (indicated in the body of text by the word "must" or expressed or implied accordingly) are met in full. Responses and proposals that do not conform to mandatory requirements will be deemed to be made on the basis that conformance is implied by the proposer. The contents of proposals must be submitted in the same order as that specified in this RFP.

2.3 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	15 May 2019
Service provider acknowledgement to bid	16 May 2019
RFP questions received by Central Securities Clearing System PLC in writing	15-19 May 2019
RFP questions responded by Central Securities Clearing System PLC	15-20 May 2019
RFP response due date	21 May 2019
Presentation date	To be communicated to prospective bidders

2.4. All bids shall be submitted by providing one original and three copies of the proposal which will be deposited in the Tender Box, on the 13th Floor of Central Securities Clearing System Plc., Stock Exchange Building and should be addressed to:

Abiodun Adelaja

Ag. Head, Internal Control

Central Securities Clearing System Plc.

13th Floor, Stock Exchange House

2/4 Customs Street, Lagos Nigeria

Email: rfpsubmission@cscs.ng

2.5 Central Securities Clearing System (CSCS) Plc will select the successful proposal based upon several evaluation factors including features outlined in the RFP; company stability, experience executing similar projects; implementation plan and price. The selection will be decided based on the proposal submitted by a qualified proposer that best meets the needs of CSCS. CSCS reserves the right to reject any or all proposals.

2.6 This RFP is a request for proposal about Re-evaluation of the bill of quantity for Office Retrofit. It is not a contract and no contractual obligations shall arise on behalf of CSCS. CSCS will not be liable for any costs incurred in the preparation and submission of a response to this RFP.

2.7 CSCS shall deduct Withholding Tax from payments to service provider (successful bidder) to account for that tax to the local tax authorities. Any agreement with the successful bidder shall be subject to CSCS being entitled to make these deductions so that CSCS will not bear an unnecessary additional cost. Service providers can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by CSCS.

2.8 Conflict of Interest: In addition to submitting a proposal in response to this request, all proposals should be sent with a written confirmation that there is no conflict of interest issues that will prevent the firm from taking up this engagement.

2.9 Procedure after Submission: CSCS shall evaluate proposals based on their responsiveness to the requirements of this RFP as outlined above. Each responsive proposal will be given a score. A proposal shall be rejected at this stage if it fails to respond to the requirements. The shortlisted vendors shall be invited for an oral presentation before a Committee of CSCS representatives. The vendor with the highest score after the final presentation will be invited for negotiations.

2.10 Key Contacts

Following are key contacts for information you may seek for enquiries:

- i. Temitope Sanni [tsanni@cscs.ng]
- ii. Igiehon Charles [cigiehon@cscs.ng]

3. Submission of Proposals

Original and electronic copies of your proposals should be submitted on or before close of business on Tuesday, 21 May 2019

The electronic copy should be sent to: rfpsubmission@cscs.ng

Kindly forward sealed, original hard copies to:

Central Securities Clearing System (CSCS) Plc

Attention: Abiodun Adelaja

Ag. Head, Internal Control

13th Floor, NSE Building,

2/4, Customs Street, Marina, Lagos.

Part 2 Service Response to This RFP

A. Service Providers Declaration

To:

The Ag. Head, Internal Control, Central Securities Clearing System Plc.

13th Floor, Stock Exchange House

2/4 Customs Street, Lagos, Nigeria.

Dear Sir/Ma,

PROJECT TITLE: Mechanical, Electrical, and Plumbing Engineering Services on Office Retrofit Project

We have read and have examined this Request for Proposal (RFP) and the terms and conditions issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

..... excluding

VAT or any other similar tax (in words).

This price is further broken down into individual components as requested in this RFP.

This declaration confirms that this Proposal is tendered as a bona fide competitive offer to CSCS, and the information provided in the Service provider Information Questionnaire and Service provider Response to CSCS Statement of Requirements are fully correct and complete.

We, the undersigned, further agree that if our offer in these documents is accepted by CSCS, the resulting contract, if any, shall be based on the Standard Terms and Conditions issued with this RFP (subject to any permitted variations attached to this RFP).

Signature..... Date.....

Name.....

Job Title.....

For and on behalf of.....

Address.....

Email

Telephone.....

Service Provider Information Questionnaire

Organization Profile

1.1 Registration & Accreditation	Compliance Statement (Y/N)
<i>Business address</i>	
<i>VAT (Value Added Tax) Registration Number</i>	
<i>Submit Certificate of incorporation</i>	
<i>Submit Tax Clearance Certificate</i>	
<i>Attach two Reference Letters</i>	
<i>Letter Confirming Banking Details</i>	
<i>Letter confirming email address where Purchase Orders and queries will be sent to.</i>	
2.1 Financial-Related Information	Compliance Statement (Y/N)
<i>Current annual reports or audited financial statements ((Unless previously provided within the last one year))</i>	

3. Track Record & Reference

3.1 Industry Experience	Compliance Statement (Y/N)
<i>How many existing clients you have? Name your key clients</i>	
<i>Similar project undertaken in the past 2 years</i>	
<i>Details of any cancelled projects in the past</i>	
3.2 Relationship with CSCS	Compliance Statement (Y/N)
<i>Product/services which you provide to CSCS (currently or previously)</i>	
<i>Value of your sales to CSCS for the past 3 years and by product/services</i>	
3.3 Client Reference (Please provide at least 3 clients for deals similar in nature to this RFP)	

<i>Names of companies which can provide reference to CSCS</i>				
<i>Names & job titles of contact person</i>				
<i>Contact details (email address, address, office number)</i>				

B. Statement of Requirements & Service provider Response

1.0 INTRODUCTION

1.1 Background

The Central Securities Clearing System (CSCS) Plc. was incorporated on July 29, 1992 as a Financial Market Infrastructure (FMI) for the Nigerian Capital Market. It was commissioned in April, 1997 and commenced operations in April 14, 1997. On the 16th of May 2012, CSCS became a Public Liability Company (PLC) by a special resolution.

The Securities and Exchange Commission issued its license as an Agent for Central Depository, Clearing and Settlement of transactions in the Nigerian Capital Market. It operates a computerized depository, clearing, settlement and delivery system for transactions in securities in the Nigerian Capital Market.

CSCS facilitates the delivery (transfer of securities from seller to buyer) and settlement (payment of bought shares) of securities transacted on the approved Nigerian Exchanges. It enables securities to be processed in an electronic bookentry form thereby substantially reducing the period it takes a transaction to commence and end.

CSCS has made visible strides in the Nigerian Capital Market and will continue to respond to the needs of the securities and commodities market to further enhance transparency and speedy settlement of transactions.

1.2 Purpose of the Request for Proposal (RFP)

The purpose of this Request for Proposal (RFP) is to appraise potential bidders for Mechanical, Electrical, and Plumbing Engineering Services on our Office Retrofit Project. We are in the process of commencing work on retrofit of our offices at our Marina HQ in the Nigerian Stock Exchange building where we occupy 5 floors (1654 sq. m.). We are seeking vendors with expert knowledge on Mechanical, Electrical, and Plumbing Engineering Services.

Proposers would also be required to respond to each of the requirements as outlined in this RFP document clearly indicating the ability to meet the requirements and their associated costs.

The CSCS team will then evaluate the various responses submitted and choose the most suitable vendor. Contract award not be based on the commercials indicated in the proposals but also on the overall suitability of the proposal meeting CSCS's strategic objectives and goals.

2 PROJECT OBJECTIVES, SCOPE, AND GOAL

2.1 Objectives

The Consultant being selected through this Request for Proposal process will enter into an agreement with CSCS provide Mechanical, Electrical, and Plumbing Engineering (MEP) Services related to office retrofit projects at various stages from pre-design to post-construction. The consultant shall provide engineering services meeting all standards and codes used in design for MEP.

C. PRICE SCHEDULE

Note: Proposals must clearly indicate the financial proposal.

D. EVALUATION CRITERIA

The evaluation shall be undertaken in three stages, the **Preliminary Evaluation** (which shall consider responses from bidders in section “A” and “B” above), **Technical Evaluation** (which shall mainly consider responses to section C above as well as the criteria in the table below) and the **Financial Evaluation** (which shall consider items under section “D’ above. **Note that proposals submitted by Joint Ventures shall be considered non-responsive.**

1. Preliminary evaluation Criteria

The Qualification Information and Bidding forms to be submitted are as follows:

To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation:

Description	COMPLIANT/ NONCOMPLIANT	REFERENCES Please Refer to Your proposal page document indicating how compliance is met (Mandatory).	TECHNICAL EXPLANATIONS SUPPORTING COMPLIANCE
Copies of Valid Tax Clearance Certificate (where applicable)			
Copies of Certificate of Incorporation/Registration,			

<p>Bid Form (Service Provider’s Bid) to be properly signed by authorized official named in the Power of Attorney,</p>			
<p>Audited Financial Statements</p> <p>The Bidder shall provide two reference letters from satisfied their customers and their contact details.</p>			
<p>Copies of Certificate of Incorporation/Registration,</p>			
<p>Provide documentation to show the firm has carried out similar implementations with traceable references.</p>			

Non-compliance with these requirements will result in the disqualification of the bid at Preliminary Evaluation Stage and the Bidder shall not proceed to the Technical Evaluation Criteria.