



Central Securities Clearing System PLC Request for Proposal for Office Retrofit

REFERENCE NO: CSCS/CS/NSI/25/2018

The return date for responses against this RFP is **18th March 2019**

Delivered in the requested manner and to the address advised. Late responses will not be considered. Note that proposals submitted that does not meet stipulated criteria shall be considered non-responsive.

25th March 2019

Dear Sir,

TITLE: OFFICE RETROFIT OF CSCS PLC ABUJA OFFICE

Ref: CSCS/CS/NSI/25/2018, Return by 25th March 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 soft format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions may 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

Head, Internal Control Central Securities Clearing System PLC Profile

Part 1 Introduction

1.1 Procurement Policy on Bribery and Corruption

Central Securities Clearing System PLC strictly adheres to professional work ethics and emphasizes zero tolerance to Bribery and any forms of corruption. It is our policy that service providers involved in offering bribery will be terminated and be excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective proponents to submit proposals for the office retrofit for the CSCS plc Abuja office. 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 the Company (CSCS Plc) and the successful Bidder. The Contract that follows this process shall bind the Company 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	18th March 2019
Service provider acknowledgement to bid	25th March 2019
RFP questions received by Central Securities Clearing System PLC in writing	25th March 2019
RFP questions responded by Central Securities Clearing System PLC	25th March 2019
RFP response due Presentation date	25th March 2019 To be communicated to prospective bidders

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

The Ag Head, Internal Control

Central Securities Clearing System Plc.

13th Floor, Stock Exchange House

2/4 Customs Street, Lagos

Lagos, Nigeria

Email: rfpsubmission@cscs.ng

2.5 Central Securities Clearing System Plc reserves the right, without giving reasons, not to accept the lowest or any Proposal.

2.6 Central Securities Clearing System Plc. will not accept responsibility for any costs incurred in the formulation of proposal/s or any costs associated with, the requested proposals.

2.7 Central Securities Clearing System Plc. 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 Central Securities Clearing System Plc being entitled to make these deductions so that Central Securities Clearing System Plc will not bear an unnecessary additional cost. Service provider can usually claim a credit against

their tax liabilities in respect of Withholding Tax deducted by Central Securities Clearing System Plc.

2.8 For the avoidance of doubt, this RFP does not constitute an offer by Central Securities Clearing System Plc and no contract shall be made by Central Securities Clearing System Plc.

2.9 Pursuant to this RFP until agreement(s) between Central Securities Clearing System Plc. and the successful bidder(s) is/are made in writing duly signed by both parties' authorized signatories.

2.10 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.

2.11 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.

2.12 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] iii
- Princewill Okereke [pokereke@cscs.ng]

3. Submission of Proposals

Original and electronic copies of your proposals should be submitted on or before close of business on Wednesday, December 21, 2018. 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 Lagos,
Nigeria.

Dear Sir/Ma,

PROJECT TITLE: OFFICE RETROFIT OF CSCS PLC ABUJA OFFICE

We have read and have examined this Request for Proposal (RFP) document, Technical Requirements, Specifications, Guidance Notes and the terms and conditions issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

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..... 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 CSCS 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

1. 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. Ownership & Financial Background

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>	
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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>	
<p>3.3 Client Reference (Please provide at least 3 clients for deals similar in nature to this RFP)</p>	

<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 apprise potential bidders for the Office Retrofit of CSCS Plc Abuja Office. The interested vendors 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 a more suited vendor. The awarding of the contract will not be based on the amounts indicated in the proposals but also on the overall suitability of the proposal meeting CSCS's approach, strategic objectives and goals.

2 PROJECT OBJECTIVES, SCOPE, AND GOAL

2.1 Project Objectives

- Structured cabling (data and power) of the office space in line with the scope diagram and agreement with CSCS
- Construction of a mini-datacentre room that will house a 20KV UPS and 42U rack
- Provision of fire suppression system in the datacentre
- Provision of additional cooling for the datacentre
- Construction/expansion of partitions based on agreed specifications
- Installation of conference tables
- Installation of video conferencing facility (TV, Camera, Microphone)
- Revamp of the kitchenette and rest rooms
- Provide motion-detection cable lightens to save energy cost and encourage a green office environment

2.2 Project Requirements:

- Experience in datacentre construction
- Ability to provide structured cabling that will accommodate IP Telephony
- Good cable management in line with ISO 27001 standards

C. PRICE SCHEDULE

Note: Proposals must clearly indicate the financial proposal.

E. 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 nonresponsive.

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/ NON- COMPLIANT	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,			
Bid Form (Service Provider's Bid) to be properly signed by authorized official named in the Power of Attorney,			

Audited Financial Statements			
The Bidder shall provide two reference letters from satisfied their customers and their contact details.			
Copies of Certificate of Incorporation/Registration,			
Provide documentation to show the firm has carried out similar implementations with traceable references.			

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