

# Central Securities Clearing System PLC

## Request for Quote:

### Supply and Delivery of Ambulance

**REFERENCE NO: CSCS/CS/AMB/06/2020**

The return date for responses to this RFQ is 2<sup>nd</sup> July **2020** delivered in the requested manner advised. Late responses will not be considered. Note that proposals submitted that do not meet stipulated criteria shall be considered non-responsive.

25 June 2020

Dear Sir/Ma,

**TITLE: Supply and Delivery of Ambulance**  
**Ref: CSCS/CS/AMB/06/2020**

You are invited to submit your proposal to the requirements detailed in the Request for Quote (RFQ) 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 RFQ gives you information about Central Securities Clearing System (CSCS) Plc  
Part 2 is for you to answer and provide details as requested to support your proposal.

Respondents are requested to provide their quote in electronic format (either Microsoft Word or PDF). Submissions to this RFQ must be returned by the deadline stated. Late submissions will not be considered by Central Securities Clearing System Plc.

#### Queries

All queries should be directed to the undersigned. We look forward to your response.

Yours faithfully,

Procurement Office  
[Admin@cscs.ng](mailto:Admin@cscs.ng)



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## Part 1

### 1. Introduction

#### 1.1 CSCS 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

CSCS invites your organization to submit a quote for the supply and delivery of an Ambulance based on the specifications, requirements and terms and conditions set forth in this Request For Quote (RFQ). This RFQ is intended to enable CSCS to identify a supplier to supply an Ambulance.

The successful company should be able to manage and meet the requirements for this activity. The purpose of this RFQ is to seek information from potential bidders 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 RFQ

2.1 Recipients of this RFQ are required to read all the information supplied and have a clear understanding of CSCS's requirements. Further information can be made available by contacting nominated persons listed in this RFQ.

2.2 It is a condition of this RFQ 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 RFQ.

2.4 All communication relating to this RFQ must be directed to the specified key contact persons listed below. All other communications between a respondent and CSCS staff concerning this RFQ are prohibited. In no instance is a respondent to discuss cost information contained in a proposal with the CSCS contact persons or any other staff prior to proposal evaluation. Failure to comply with this section WILL result in disqualification of the respondent.



- 2.5 Central Securities Clearing System (CSCS) Plc will select the successful quote based upon several evaluation factors including features outlined in the RFQ; company stability, experience executing similar projects; and price. The selection will be decided based on the proposal submitted by a qualified respondent that best meets the needs of CSCS. CSCS reserves the right to reject any or all quotes.
- 2.6 This RFQ is a request for quote to supply and deliver an Ambulance to CSCS. 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 RFQ.
- 2.7 CSCS shall deduct Withholding Tax from payments to the 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. The successful bidder can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by CSCS.
- 2.8 In addition to submitting a quote in response to this request, all quotes 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 CSCS shall evaluate quotes based on their responsiveness to the requirements of this RFQ. Each responsive quote will be given a score. A quote shall be rejected at this stage if it fails to respond to the requirements. The shortlisted respondents shall be invited for an oral presentation before a Committee of CSCS representatives. The respondent with the highest score after the final presentation will be invited for negotiations.
- Negotiations will be held with the aim of reaching an agreement on all points and subsequently engage the successful respondent. If negotiations fail, the respondent with the second highest score will be invited to negotiate an agreement.
- After negotiations are completed, CSCS will promptly notify other respondents that they were unsuccessful.

2.10 **Timeline to be observed for this RFQ:**

<b>Milestones</b>	<b>Due Date</b>
RFQ issued by Central Securities Clearing System PLC	25 June 2020
RFQ questions received by Central Securities Clearing System PLC in writing	25 June – 2 July 2020
RFQ questions responded to by Central Securities Clearing System PLC	25 June – 2 July 2020
RFQ response due	2 July 2020
Presentation date	TBD

2.11 All quotes shall be submitted by sending one electronic copy of the quote (either Microsoft Word or PDF) to [rfpsubmission@cscs.ng](mailto:rfpsubmission@cscs.ng). The response should be submitted on or before close of business on Tuesday 23<sup>rd</sup> June.

### 3. Service Provider's Actions Required for this RFQ

- 3.1 Read Part 2 carefully which contains the under listed sections. Complete them accurately and concisely where required
  - A. Service Providers Declaration
  - B. Service Provider Information Questionnaire
  - C. Statement of Requirements
  - D. Methodology/ Description of the Approach
  - E. Price Schedule
  - F. Bid Securing Declaration
- 3.2 Sign service providers declaration (A) indicating your compliance and acceptance of the terms of this RFQ
- 3.3 Provide your responses to the Service Provider Information Questionnaire (B). They must be precise and concise without unnecessary marketing/advertising materials. If there is any other information which, it is felt should be included because of its relevance to the proposal please feel free to do so but this must be separate from the required structured response.
- 3.4 CSCS may issue addenda notices to the bid documents to advise of any changes and clarifications thereto or to respond to queries from bidders or for any other reason that the company deems necessary. Addenda Notices will be numbered, and the bidder shall acknowledge receipt via email and inclusion in their Bid.

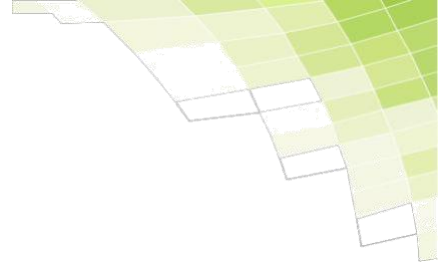
CSCS may issue additional information for reasons that the company deems necessary at any time for quote as nominated in the Invitation to Bid or subsequent Addendum. Such information shall be included in the Contract award.

The Company shall use its sole discretion to make any changes to the date of Bid closing from that advised in the Bid schedule which may result from an addendum.

- 3.5 Any request for clarification must be emailed to: [admin@cscs.ng](mailto:admin@cscs.ng)  
CSCS reserves the right to distribute answers to questions to other suppliers who may not have asked that question but where CSCS feels that the answer corrects a mistake, adds clarity or removes ambiguity from the original RFQ.
- 3.6 Authorized representatives of the firm shall initial every page of the RFQ response and no further questions will be taken or meetings held regarding this RFQ until after the receipt of quotes, unless otherwise advised by CSCS.
- 3.7 Please ensure the bid declaration is a computation of total cost to supply and deliver the ambulance.



- 3.8 The subject matter of the information provided or gained in relation to this Request for Quote may contain valuable property rights of the Company. This information is to be treated in strict confidence by the Bidder and its employees and shall not be used except for the specific purpose of preparing and submitting a quote. Upon receiving notice, respondents shall return such information to the Company whose property it shall remain.
  
- 3.9 Submit response to CSCS in line with the milestone dates stated in 2.11.



## Part 2 Service Providers Response to This RFQ

### A. SERVICE PROVIDERS DECLARATION

To:

**The Head, Internal Control,**

Central Securities Clearing System Plc.

13th Floor, Stock Exchange House,

2/4 Customs Street, Lagos, Nigeria.

Dear Sir/Ma,

#### **RFQ TITLE: Supply and Delivery of Ambulance**

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

.....  
..... (in Naira).

This declaration confirms that this Quote 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.

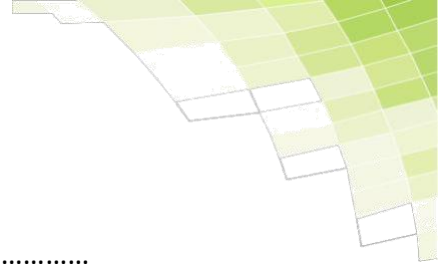
We, the undersigned further agree that if our offer in these documents is accepted by CSCS, the resulting contract, if any, shall be based on the CSCS Standard Terms and Conditions issued with this RFQ (subject to any permitted variations attached to this RFQ).

Signature .....

Date .....

Name .....

Job Title .....



For and on behalf of .....

Address .....

Email .....

Telephone .....



## B. SERVICE PROVIDER INFORMATION QUESTIONNAIRE

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

### 1. Organization Profile

<b>1.1 Registration &amp; Accreditation</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference</b> Please refer to the page within your proposal indicating how compliance is met (Mandatory)	<b>Explanations Supporting Compliance</b>
<i>Business address</i>			
<i>VAT (Value Added Tax) Registration Number</i>			
<i>Valid Tax Clearance Certificate (where applicable)</i>			
<i>Certificate of Incorporation/Registration</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)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
<p><i>Audited financial statements for the last two (2) years. (Unless previously provided within the last one year). The Audited Financial statements shall be submitted together with the signed Auditors Opinion.</i></p>			

## 3 Track Record and Reference

3.1 Industry Experience	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
<p><i>How many existing clients you have? Name your key clients</i></p>			
<p><i>Similar project undertaken in the past 5 years</i></p>			
<p><i>Details of any cancelled projects in the past</i></p>			

3.2 Relationship with CSCS	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance

<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>			

<b>3.3 Client Reference</b> <b>(Please provide at least 3 clients for deals similar in nature to this RFQ)</b>			
	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
<i>Names of companies which can provide reference to CSCS</i>			
<i>Names &amp; job titles of contact person</i>			
<i>Contact details (email address, address, office number)</i>			

**Non-compliance with these requirements will result into disqualification of the quote at the preliminary Evaluation Stage**



## C. STATEMENT OF REQUIREMENTS

### 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 book entry 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 (RFQ)

This Request for Proposal (“RFQ”) is an invitation by CSCS to prospective Automobile dealerships to submit a quote for the supply and delivery of an Ambulance based on the specifications, requirements and terms and conditions set forth in this Request For Proposal (RFQ). This RFQ is intended to enable CSCS identify a supplier to supply an Ambulance.

Interested respondents would also be required to respond to each of the requirements as outlined in this RFQ document clearly indicating the ability to meet the requirements.

CSCS will then evaluate the various responses submitted and choose a preferred supplier.



**OBJECTIVES AND SCOPE**

**2.1 Objectives**

This is Request for Quote (RFQ) is a invitation to

**2.2 Product Description**

**CURRENT MODEL TOYOTA HIACE HIGH ROOF BUS 2.7L PETROL AC, ABS, CD, SRS AIRBAG.**

**AMBULANCE CONVERSION**

- Extended Fiberglass roof
- Substructure Insulation, Reinforcement of Patient Cabin
- Flooring with Plywood with Vinyl coating
- Complete Ceiling System
- Air Conditioning system for patient's cabin
- Bulk head with sliding glass window
- Cabinets for Medical Equipment and Electrical Outlets Wooden cabinet with glass to show medical supplies
- Water Dispenser and Wash Hand Basin
- Electrical Control Panel/Fuse box
- Electrical Outlets 12V
- Electrical Outlets 220V
- Technician's Seat With Seat Belt
- Public Address Alarm and LED Lightbar
- LED Warning Lights on each side of Ambulance
- Rear Camera with Monitor
- Fire Extinguisher
- Designing of Ambulance Body in CSCS Colours
- Glass Tinting of Ambulance (with Permit)

**MEDICAL EQUIPMENT**

- Automatic loading stretcher
- Folding Stretcher
- Scoop Stretcher
- Portable suction unit
- Immobilization Devices (cervical collars)  
Monitoring and Defibrillation Devices
- Head Immobilization devices
- Lower extremity (femur) traction devices



Position: Face Mask Water filter (18kg)

- Oxygen Bottle (6kg)
- First aid box with supplies
- Blankets
- Sheets (minimum 4), linen or paper, and pillows
- Towels
- Triage tags

Lower extremity limb support slings, padded ankle hitch, padded pelvic support, traction strap (adult and child sizes)

- Upper and Lower extremity immobilization devices
- Joint-above and joint-below fracture (sizes appropriate for adults and children) rigid support constructed with appropriate material (cardboard, metal, pneumatic, vacuum, wood or plastic)

### 2.3 Compliance to ISO 27001:2013 Standards

The selected respondent will be required to show evidence of compliance with ISO 27001:2013 and other information security standards

### D. FEE PROPOSAL

Describe the total amount required to supply and deliver the Ambulance with the specifications and accessories outlined above

### E. PREVIOUS EXPERIENCE

In this section, the respondent the names and contact information of Corporate bodies for whom they have supplied an Ambulance. The information provided must be sufficient to convey to CSCS that the respondent is qualified to supply and deliver an Ambulance with the specifications and accessories listed above.

## F. BID SECURING DECLARATION

### Bid-Securing Declaration

*[insert: title and RFQ number]*

**To:** *[insert: name and address of Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of time of *[5 YEARS]*, in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

(a) withdrawing our bid, or any part of our bid, during the period of bid validity specified in the Bid Submission Form or any extension of the period of bid validity which we subsequently agreed to; or

(b) Having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative quotes was permitted, and in case we did submit one or more alternative quotes, this Bid-Securing Declaration applies to these parts of our quotes as well.

**Signed:** *[insert: signature of person whose name and capacity are shown below]*

**Name:** *[insert: name of person signing the Bid-Securing Declaration]*, in the capacity of *[insert: legal capacity of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert: name of*

**Bidder]** Dated on \_\_\_\_\_ day of \_\_\_\_\_, 2020

*[Add Corporate Seal (where appropriate)]*