



Central Securities Clearing System PLC

Request for Proposal:

Requisition for a Software Testing Company

REFERENCE NO: CSCS/ERM/QA/08/2023

The return date for responses against this RFP is **10th Mar 2023** 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.

1st March 2023

Dear Sir,

TITLE: REQUISITION FOR A SOFTWARE TESTING COMPANY

Ref: CSCS/ERM/QA/08/2023

You are invited to submit your proposal against the requirements detailed in the attached Request for Proposal (RFP). 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.

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

Enquiries

All enquiries should only be directed to the undersigned. We look forward to your responses within the stipulated timelines.

Thank you.

Yours faithfully,

Enterprise Risk Management
rfpsubmission@cscs.ng

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PART 1

1. 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

Central Securities Clearing System Plc as an organization requires the services of a reputable company to provide quality assurance and software testing services for all assigned projects and tasks within CSCS.

The purpose of this RFP 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 as stated in the contract in the 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 listed in this RFP.

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 order specified in this RFP.

2.3 Pricing should include details of all costs related to software, required hardware, conversion of existing data, installation, training, final implementation, recurrent rentals, and annual support costs.

2.4 All communication relating to this RFP must be directed to the specified key contact persons listed below. All other communications between a respondent and CSCS staff concerning this RFP 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 proposal.

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 on a merit basis established on the submitted proposal 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 for the provision of software testing services for 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 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 provider can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by CSCS.

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

2.9 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 and or demo presentation before a Committee of CSCS representatives. The vendor 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 vendor. If negotiations fail, the vendor with the second highest score will be invited to negotiate an agreement.

After negotiations are completed, CSCS will promptly notify other vendors on the shortlist that they were unsuccessful.

2.10 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	27 Feb 2023
RFP questions received by Central Securities Clearing System PLC in writing	27 th Feb – 10 th Mar 2023
RFP questions responded to by Central Securities Clearing System PLC	27 th Feb – 10 th Mar 2023
RFP response due	10 th Mar 2023
Presentation date	To be communicated

2.11 All bids shall be submitted on or before close of business on Friday, 10th Mar 2023. to: rfpsubmission@cscs.ng

3. Service Provider’s Actions Required for this RFP

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 Solution Approach
- E. Price Schedule
- F. Evaluation Criteria
- G. Bid Securing Declaration

3.2 Sign service providers declaration (A) indicating your compliance and acceptance of the terms of this RFP

3.3 Provide your responses to the Service Provider Information Questionnaire (B). They must be precise and concise without unnecessary marketing/advertising materials. Any other information deemed relevant to the proposal can be included but it must be separated 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 bid submission 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: rfpsubmission@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 RFP.

3.6 Authorized representatives of the firm shall initial every page of the RFP and no further questions will be taken or meetings held regarding this RFP until after the receipt of proposal/s, unless otherwise advised by CSCS.

3.7 Please ensure the bid declaration is a computation of total cost of the project implementation.

3.8 The subject matter of the information provided or gained in relation to this Request for Bid 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 Bid. Upon receiving notice, unsuccessful bidders 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 2.10.



PART 2 Service Providers Response to This RFP

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,

PROJECT TITLE: REQUISITION FOR A SOFTWARE TESTING COMPANY

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:

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

B. SERVICE PROVIDER INFORMATION QUESTIONNAIRE

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

1. Organization Profile

1.1 Registration & Accreditation	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
<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
<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>			

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
<i>How many existing clients you have? Name your key clients</i>			
<i>Similar project undertaken in the past 5 years</i>			
<i>Details of any cancelled projects in the past</i>			

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>			

3.3 Client Reference

(Please provide at least 3 clients for deals similar in nature to this RFP)

	Company A	Company B	Company C
<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>			

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.

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 on April 14, 1997. On May 16, 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 (RFP)



The purpose of this Request for Proposal (RFP) is to invite suitably qualified and experienced service providers to submit proposals to provide Software Testing services for all assigned projects and tasks for not more than 15 applications in line with the requirements outlined within this document.

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.

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

2.0 PROJECT OBJECTIVES AND SCOPE

2.1 Project Objectives

CSCS requires the Bidders to act within the scope described by the list below:

1. The Bidder shall provide testing services covering all software development and enhancement projects, integrations and other projects and tasks as assigned for not more than 15 applications.
2. The period of initial contract will be for one year or as specified in the contract, which will be subject to further extension for a specified period of not more than two years, on year-to-year basis, depending upon the satisfactory services as assessed by CSCS.
3. The bidders shall not appoint any sub company/agency to carry out any obligation under this contract.

2.2 Project Scope

The scope of engagement is as follows:

Manual Testing

- Functional testing
- Systems integration testing
- Regression testing
- User acceptance and usability testing
- Volume and Stress testing



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- Load testing/performance testing for applications including APIs
- Migration testing
- QA process design
- Exploratory testing
- Continuous integration testing

Automated Testing

- Capabilities of Automation testing tools
- AI powered Automation Tools
- Automated Web Testing Tools
- Ability to do automation on cross application testing.
- Web apps, Mobile apps, CRM, Enterprise Apps
- Web and Mobile Automation testing (Functional, performance)

The scope shall also include:

1. Providing software testing and Quality Assurance (QA) services for all assigned tasks of not more than 15 applications within CSCS.
2. Bidders are expected to quote for two possibilities.
 - 1) **Retainership agreement where a yearly cost is agreed for all 15 applications.**
 - 2) **Cost per application to be tested.**
 - 3) **Cost per hour**
3. Bidder shall ensure assigned personnel have the required competencies, which include:
 - Proven experience as a Quality Assurance Tester or similar role
 - Experience in project management and quality assurance methodology
 - Familiarity with Agile frameworks and regression testing
 - Technical documentation skills
 - Working knowledge of a suite of Test Management Software
 - Basic software development skills are also required.
4. Assigned testing and QA tasks are to be delivered within the timeline specified by the CSCS project team. Penalties shall apply for delayed tasks.
5. As part of the engagement, the testers shall be responsible for all test documents, which shall be reviewed and signed off by an assigned CSCS project team member. The testers must release all relevant documents to CSCS at the end of each engagement.
6. The Bidder is expected to fulfill all conditions required under Nigeria labor Act and other industry specific legislations regarding engagement and management of personnel.
7. The Bidder must ensure adherence to all work policies, procedures, and standards established by CSCS. The assigned personnel shall conform to CSCS standards regarding physical, fire and security/safety regulations while on its premises.

8. Bidder shall provide all required work tools to assigned personnel, to complete assigned tasks.
9. The assigned personnel provided must meet the minimum qualifications and experience specified in this RFP.
10. Assigned personnel shall not in any way be the employees, agents, or representatives of CSCS.

2.3 Personnel requirements

- It is our expectation that the personnel that would be assigned to this task will have the requisite skill to perform the tests satisfactorily. We may from time-to-time request for the qualification of the personnel.

D. METHODOLOGY/DESCRIPTION OF THE SOLUTION APPROACH

In this section, the Bidder will provide a comprehensive description of how it will provide the required service. Information provided must be sufficient to convey to CSCS that the Bidder has enough understanding of the effort required to provide the requested services and that it has an approach, methodology and work plan to overcome possible challenges.

Your technical proposal should include, among others, the following:

- I. An outline of how your firm intends to perform the services covered by this RFP, giving sufficient information to demonstrate its understanding of CSCS and our requirements; and its capability to successfully maintain a network of quality QA personnel for CSCS' consideration.
- II. Identify your organization's experience with respect to the execution of similar projects, and what makes your organization uniquely qualified for this project.
- III. A Human Resources strategy statement indicating how your organization will best meet the personnel needs required by CSCS.
- IV. Provide a projected timeline for fulfilling QA requests from CSCS, from the point when the request is received to the commencement of work by the assigned personnel.
- V. Describe what steps your firm has taken to ensure that quality services are delivered.
- VI. You must propose appropriate safeguards to ensure the confidentiality, integrity, and availability of CSCS's data accessed by the personnel assigned in delivering the service.
- VII. Identify three clients that you have worked with that we may contact for reference purposes.

E. PRICE SCHEDULE

Note: Financial proposals must clearly indicate the following:



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- a. Professional fees for deployment service.
- b. VAT and other taxes must be indicated separately.
- c. The quotation should have a validity period of at least 90 days
- d. All fees must be in Naira
- e. Completion/Delivery period should be indicated. Project implementation schedule should be shared separately

Bidders must try as much as possible to use a template like the table below

		One off costs		
Line Item No.	Description	Quantity	Unit Price	Total Price
1				
2				
3				
		Recurring costs		
Line Item No.	Description	Quantity	Unit Price	Total Price
1				
2				
Subtotals (to Grand Summary Table)				
Name of Bidder:				
Authorized Signature of Bidder:				



F. BID SECURING DECLARATION

Bid-Securing Declaration

[insert: title and RFP 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 *[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 bids was permitted, and in case we did submit one or more alternative bids, this Bid-Securing Declaration applies to these parts of our bid 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 _____, 20__

[Add Corporate Seal (where appropriate)]