



## Request for Proposal (RFP) – Corporate Branded Gift Items for CSCS Plc

Dear [Vendor Name],

We are reaching out to request proposals for the supply of **corporate branded gift items** for Central Securities Clearing System Plc (CSCS Plc), as part of our merchandise strategy. This initiative aims to enhance brand visibility, strengthen stakeholder relationships, and reinforce CSCS culture through meaningful and impactful gifting.

A key focus of this year's initiative is the inclusion of **proprietary gift items** — unique, customized merchandise that distinctly reflects CSCS Plc's identity and values. We encourage creativity in this regard and welcome suggestions for exclusive items that can serve as memorable representations of our brand.

Beyond proprietary items, our gifting strategy is structured into three tiers to reflect the various categories of recipients. We request that you provide at least **three options per category**, including unit pricing, branding possibilities, packaging, and estimated delivery timelines.

### Gift Categories

#### 1. Tier 1 – Premium Gifts (High-Value Stakeholders & VVIPs)

- Budget: ~~~N~~150,000 per unit
- Examples:
  - Luxury customized gift boxes (e.g., executive pen sets, branded jotters, insulated bottles)
  - Executive tech accessories or travel kits
  - Personalized keepsake items

#### 2. Tier 2 – Mid-Level Gifts (Clients & Partners)

- Budget: ~~~N~~60,000 per unit
- Examples:
  - Leather notepads and diaries
  - Corporate-branded travel mugs, towels, or organizers
  - Elegant desk utilities

#### 3. Tier 3 – General Gifts (Staff, Clients & Public Engagement)

- Budget: ~~~N~~20,000 per unit
- Examples:
  - Phone or laptop stands, thermal cups, stationery sets
  - USB cords, branded pop sockets, flash drives, keyholders
  - Branded umbrellas, drawstring bags

### Guidelines for Submission

- All proposed items must support the CSCS Plc brand image and meet high quality standards.



- Packaging, especially for Tiers 1 and 2, should be suitable for executive gifting.
- Final selections will be guided by available budget and alignment with branding objectives.
- Kindly include production timelines, branding options, and any after-sales service or warranty where applicable.

We look forward to your detailed proposal by **15<sup>th</sup> of August 2025**. For any clarifications, please contact Tomilayo Aluko (Head of communications and Marketing) at [taluko@cscs.ng](mailto:taluko@cscs.ng), copying Ogochukwu Okoye (Team Lead, Corporate Communications) at [ookoye@cscs.ng](mailto:ookoye@cscs.ng) and [iodunsi@cscs.ng](mailto:iodunsi@cscs.ng) (Procurement services)

Thank you for your interest and collaboration.