



## Central Securities Clearing System PLC

### Request for Proposal:

## Requisition for a Software Testing Company

**REFERENCE NO: CSCS/BTDI/QA/07/2021**

The last return date for eligible responses to this RFP is **13<sup>th</sup> August 2021**. Responses must be 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 disqualified.

26<sup>th</sup> July 2021

Dear Sir/Madam,

**TITLE: REQUISITION FOR A SOFTWARE TESTING COMPANY**

**Ref: CSCS/BTDI/QA/07/2021**

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.

Bidders are requested to send in their proposals in electronic format (either in Microsoft Word 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 thank you for your time and attention to this RFP, and we look forward to your responses in due course.

Yours faithfully,

Project Management Office  
[pmoffice@cscs.ng](mailto:pmoffice@cscs.ng)

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## Part 1 GENERAL INFORMATION

### 1.0 INTRODUCTION

#### 1.1 Procurement Policy on Bribery and Corruption

Central Securities Clearing System 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 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 a duration to be agreed in the contract, in an event of the formation of the same.

### 2.0 TERMS GOVERNING THIS RFP

- 2.1 This RFP is a request for proposal for the onboarding of a software testing company to provide testing and quality assurance services for all assigned projects and tasks within CSCS. It is not a contract, and no contractual obligations shall arise on behalf of CSCS. CSCS will not be liable for any costs and expenses incurred in the preparation and submission of a response to this RFP.
- 2.2 Recipients of this RFP are required to read all the information supplied and have a clear understanding of CSCS requirements. Further information can be made available by contacting CSCS via the e-mail address provided in this RFP.
- 2.3 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 fully satisfied. 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.
- 2.4 CSCS will select the successful proposal based upon several evaluation factors including features outlined in the RFP; company stability, experience executing similar projects; and price. The selection will be decided based on the proposal submitted by a qualified

vendor that best meets the needs of CSCS. CSCS reserves the right to reject any or all proposals without recourse to the bidder(s).

- 2.5 Pricing should include details of all costs related to the provision of ad-hoc personnel to CSCS.
- 2.6 All communications relating to this RFP must be directed to the e-mail address provided in this RFP. All other communications between a respondent and CSCS staff concerning this RFP are prohibited. In no instance should a respondent discuss cost information contained in a proposal with CSCS contact persons or any other staff prior to proposal evaluation. Failure to comply with this clause SHALL result in disqualification of the proposal.
- 2.7 The family members/blood relations of employees and/or fulltime consultants (i.e., consultants working exclusively with CSCS on a retainer basis) of CSCS shall not be eligible to participate in the RFP process. Any proposal submitted by them shall be summarily rejected. Where CSCS becomes aware of the relationship between an employee and vendor following award of a contract, the contract shall be terminated and CSCS shall be entitled to claim damages apart from engaging any other consultant/vendor at the cost and risk of defaulting consultant. It is clarified that the term full time consultants of CSCS does not refer to agencies/people, who may have been shortlisted for an assignment/project of CSCS through an RFP process.
- 2.8 CSCS shall deduct Withholding Tax from payments to service provider (successful bidder). Service provider can request for a credit note to confirm remittance of the taxes by CSCS.
- 2.9 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.
- 2.10 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.

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 in the bid.

2.11 The key contact for information you may seek for enquiries is the **Project Management Office [pmoffice@cscs.ng]**

2.12 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	26 <sup>th</sup> July 2021
RFP questions received by Central Securities Clearing System PLC in writing	26 <sup>th</sup> July – 6 <sup>th</sup> August 2021
RFP questions responded to by Central Securities Clearing System PLC	26 <sup>th</sup> July – 6 <sup>th</sup> August 2021
RFP response due	13 <sup>th</sup> August 2021
Presentation date	To be communicated

2.13 All bids shall be submitted in electronic format (either Microsoft Word or PDF), which must be submitted on or before close of business on **Friday, 13<sup>th</sup> August 2021**. The electronic copy should be sent to: [rfpsubmission@cscs.ng](mailto:rfpsubmission@cscs.ng)

2.14 Please note that CSCS requires any prospective firm to observe the highest standard of ethics during the selection process and execution of the assignment. In pursuance of this policy, CSCS:

- i. Define, for the purposes of this provision, the terms set forth below as follows:
  - a. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of any official of CSCS in the selection process or in contract execution; and
  - b. “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of CSCS, and to deprive CSCS of the benefits of free and open competition.

- ii. Will reject a firm's proposal if it determines that any member of the firm has engaged in corrupt or fraudulent practices in competing for the assignment.

2.15 By accepting to take part in this selection process, every vendor shall keep in confidence all information provided in relation to this proposal process and shall not disclose the said information to third parties or use the said information for any other purpose other than in relation to the proposal process. Additionally, in the event that a vendor is not selected, the vendor shall keep in confidence all information provided to it in relation to this proposal and the fact that it has received this proposal.

### 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 Providers Information Questionnaire
  - C. Statement of Requirements
  - D. Methodology/ Description of 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 (B).
- 3.3 Provide your responses to the Service Provider Information Questionnaire. 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 CSCS deems necessary. Addenda Notices will be numbered, and the bidder shall acknowledge receipt via e-mail and inclusion in their Bid. CSCS may issue additional information for reasons 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. CSCS 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: [pmoffice@cscs.ng](mailto:pmoffice@cscs.ng)  
CSCS reserves the right to distribute answers to questions to other Bidders/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 Please ensure the bid declaration is a computation of total cost of the project implementation.
- 3.7 The subject matter of the information provided or gained in relation to this Request for Proposal may contain valuable property rights of CSCS. 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 CSCS whose property it shall remain.
- 3.2 Submit response to CSCS in line with the milestone dates stated in 2.12.





**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, 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, VAT inclusive).

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 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).

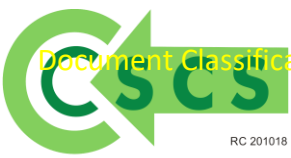
Signature .....

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

<b>1.1 Registration &amp; Accreditation</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)</b>	<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
<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 services provided in the past 5 years</i>			
<i>Details of any cancelled contracts/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>			

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

## 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 commenced business operations in April 14, 1997. The Company transmuted to a Public Company following the resolution of its shareholders at the Annual General Meeting held on 16 May 2012.

The Securities and Exchange Commission issued the license for CSCS to carry on business as Central Depository, Clearing and Settlement entity for 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 Central Securities Clearing System (CSCS) 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 Request for Proposal (RFP) is to solicit proposals and appraise potential bidders to provide the required service, in line with the requirements outlined in this document.

The interested Bidders 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.

CSCS will evaluate all eligible responses submitted and choose the most suited vendor. The awarding of the contract will not only 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.

## 2.0 Scope of Work

CSCS requires the Bidder 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
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.

### 2.1 Operational Requirements

The following are the list of requirements the Bidder is expected to meet. The Bidder shall be responsible for:

1. Providing software testing and Quality Assurance (QA) services for all assigned tasks within CSCS
2. Bidder shall ensure assigned personnel have the required competencies, which include:
  - a. Proven experience as a Quality Assurance Tester or similar role
  - b. Experience in project management and quality assurance methodology
  - c. Familiarity with Agile frameworks and regression testing
  - d. Technical documentation skills
  - e. Working knowledge of a suite of Test Management Software
  - f. Basic software development skill is also required
3. Required technologies and tools include:
  - a. SonarQube
  - b. NUnit
  - c. XUnit
  - d. MSTest
  - e. Visual Studio
  - f. Visual Studio Code
  - g. Jenkins
  - h. Selenium
  - i. Jmeter
  - j. Kali Linux set of Tools
  - k. SQL

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 Labour 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

## **2.2 Personnel Requirements**

The following are the list of requirements the assigned QA personnel is expected to meet:

- a. A first degree in Computer Science, Engineering, or a related field
- b. A minimum of 2 years of experience working as a quality assurance/software tester
- c. Strong organizational skills
- d. Analytical mind and problem-solving aptitude
- e. Attention to detail
- f. Excellent communication skills





#### **D. METHODOLOGY/DESCRIPTION OF APPROACH**

In this section, the Bidder will provide a comprehensive description of how it will provide the required services. 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.

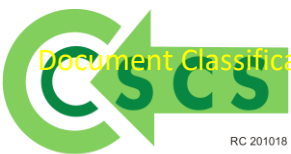
Your proposal should include, among others, the following:

- 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. FINANCIAL PROPOSAL

Note: Financial proposals must clearly indicate the following:

- a. Bidders should provide costs for everything required to meet the service objective. A break-up of costs for each deliverable must be provided
- b. Cost for any other element, which is not specified in the Scope of work and deliverables of this RFP document and is considered relevant for the concept execution by the RFP participant must be highlighted separately.
- c. VAT and other taxes must be indicated separately
- d. All costs must be in Naira
- e. The Financial Bid shall not include any conditions attached to it, any bid with a conditional financial proposal shall be rejected.



## F. EVALUATION CRITERIA

The evaluation shall be undertaken in three stages:

- I. **Preliminary Evaluation**, which shall consider responses from bidders in sections A and B
- II. **Service Evaluation**, which shall mainly consider responses to sections C and D
- III. **Financial Evaluation**, which shall consider items under section E



## G. 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 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 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)]*