

## **Central Securities Clearing System PLC**

### **Request for Proposal:**

### **Implementation of Cisco WebEx Kit Room Pro**

**REFERENCE NO: CSCS/IT /ICWKR/06/2022**

The return date for responses against this RFP is **14<sup>TH</sup> June**, 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 considered non-responsive.

14<sup>th</sup> June 2022

Dear Sir,

**TITLE Implementation of Cisco Collaboration Endpoint**

**Ref: CSCS/IT /ICWKR/06/2022**

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". It shall be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFP provides 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 in electronic format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late Central Securities Clearing System Plc will not consider late submissions

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully,

Project Management Office

[pmoffice@cscs.ng](mailto:pmoffice@cscs.ng)

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pmoffice@cscs.ng.....	1
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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 emphasis zero tolerance for bribery and other forms of corruption. Our policy is that service providers involved in offering bribes will be disqualified and excluded from any potential engagement opportunity.

#### 1.2 Executive Summary of Project

This RFP invites prospective proponents to submit proposals for the implementation of the. Implementation of Cisco Collaboration Endpoint

A successful company should be able to manage and meet the requirements for this activity. This RFP seeks information from potential bidders to establish 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 decided in the contra agreement event of the formation.

### 2. Terms Governing This RFP

2.1 Recipients of this RFP must read all the information and clearly understand Central Securities Clearing System Plc requirements. Further information can be made available by contacting the 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 the proposer implies conformance. The contents of bids must be submitted in the same order as that specified in this RFP.

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

2.4 All communication relating to this RFP must be directed to the specified key contact persons listed below. Any 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 team before 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 decided based on the proposal submitted by a qualified proposer that best meets the needs of CSCS. CSCS reserves the right to reject any or all bids.

2.5 This RFP is a request for proposal for implementing the Implementation of Cisco Collaboration Endpoint. 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 preparing and submitting a response to this RFP.

2.7 CSCS shall deduct Withholding Tax from payments to service the 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. The service providers can usually claim a credit against their tax liabilities in respect of the Withholding Tax deducted by CSCS.

2.8 In addition to submitting a proposal in response to this request, all bids are presented with a written confirmation that no conflict-of-interest issues are preventing 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 bid 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. After the final presentation, the vendor with the highest score will be asked for negotiations.

Negotiations will be held to agree on all points and engage the successful vendor. If talks fail, the vendor with the second second-highest 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 The following are critical contacts for the information you may seek for enquiries:

- i. John Eze [jeze@cscs.ng]
- ii. Michael Jegede [mjegede@cscs.ng]

2.11 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	14/6/2022
RFP questions received by Central Securities Clearing System PLC in writing	16/6/2022
RFP questions responded to by Central Securities Clearing System PLC	18/6/2022
RFP response due	19/6/2022
Presentation date	To be communicated

2.12 All bids shall be submitted by providing one copy of the proposal in paper format and one in electronic format (either Microsoft Office or PDF). Both Paper and electronic copies of your proposals should be submitted on or before the of business on Friday, 24<sup>th</sup> June 2022. The electronic copy should be sent to: [rfpsubmission@cscs.ng](mailto:rfpsubmission@cscs.ng)

The paper copy will be deposited in the Tender Box on the 13th floor of Central Securities Clearing System Plc., Stock Exchange Building and should be addressed to:

**Isioma Lawal**

**Head, Internal Control**

Central Securities Clearing System Plc.

13th Floor, Stock Exchange House

2/4 Customs Street, Lagos Nigeria

Email: [rfpsubmission@cscs.ng](mailto: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. If there is any other information that it feels 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, respond to queries from bidders, or for any other reason 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 the company deems necessary 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 a supplement.

- 3.5 Any request for clarification must be emailed to: [it@cscs.ng](mailto:it@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. No further questions will be taken, or meetings held about 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 the total cost of the project



implementation.

- 3.8 The subject matter of the information provided or gained about 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 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 a response to CSCS in line with the milestone dates stated in 2.12.

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## Part 2 Service Provider's 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: IMPLEMENTATION OF THE IMPLEMENTATION OF CISCO COLLABORATION ENDPOINT WEBEX ROOM PRO**

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:

.....  
..... 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 a bona fide competitive offer to CSCS. The information provided in the Service Provider Information Questionnaire and Service Provider Response to the CSCS Statement of Requirements is entirely correct.

We, the undersigned, further agree that if CSCS accepts our offer in these documents, the resulting contract 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 .....

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## 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 (were 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 previous 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 do you have? Name your key clients.</i>			
<i>A similar project was undertaken in the passive five .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

*Product/services which you provide to CSCS (currently or previously)*

*Value of your sales to CSCS for the past three years and by product/services*

### 3.3 Client Reference

**(Please provide at least three 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 &amp; job titles of the contact person</i>			
<i>Contact details (email address, address, office number)</i>			

**Non-compliance with these requirements will disqualify the bid at Preliminary Evaluation Stage, and the Bidder shall not proceed to the Technical Evaluation Criteria.**

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## 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 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 computerised depository, clearing, settlement and delivery system for transactions in securities in the Nigerian Capital Market.

CSCS facilitates the delivery (transfer of securities from the seller to buyer) and settlement (payment of bought shares) of securities transacted on the approved Nigerian Exchanges. It enables deposits to be processed in an electronic book-entry form, substantially reducing the period transaction takes 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 enhance transparency and speedy settlement of transactions further.

#### 1.2 Purpose of the Request for Proposal (RFP)

The Central Securities Clearing System (CSCS) as an organisation requires the services of a reputable technology company to carry out the Network Installation of Cisco Webex Pro.

##### 1. Installation and configuration of Cisco Endpoints

This Request for Proposal (RFP) is to solicit proposals and appraise potential bidders for implementing the Collaboration solution per the requirements outlined in this document. The bidder is expected to provide the following services:

1. Carry out a comprehensive scoping exercise to determine the number of active and passive devices needed to achieve the objective.
2. Provide advisory services to the CSCS team on solution
3. Supply required devices for Collaboration
4. Provide support and continuous maintenance

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

The CSCS team will evaluate the responses submitted and choose a more 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 to meet CSCS's approach, strategic objectives, and goals.

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## 2.0 PROJECT OBJECTIVES AND SCOPE

### 2.1 Project Objectives

The Company wishes to appoint a vendor to provide the Services as stated in the Scope of Service,

and other works as directed by the Contract Holder.

CSCS seeks to Installation and configuration of Cisco Collaboration Endpoint Webex Room Kit Pro at the Head Office

This includes integrating various meeting platforms like Microsoft Teams, Zoom, and any other third party supported online meeting platform.

The Vendor will be required to procure, install, and configure the Webex Room kit Pro for all the necessary equipment to fulfil these requirements.

CSCS has a % enterprise discount agreement for procurement items with Cisco. This discount should be applied by the vendor after engagement with Cisco in addition to any other discount partners enjoyed from the OEM.

### 2.2 SCOPE OF WORK

#### General

- The Scope of Work as contained below is to be read in conjunction with the other elements of this document as appropriate.
- All work done under this Contract shall be to International and National codes/standards and in line with Company procedures and work instructions. To ensure this quality, the Vendor shall only supply appropriately qualified/trained personnel, provide correct procedures and education, and ensure proper execution.
- The Vendor shall be expected to make an active and positive contribution to the promotion of ideas and incentives, encouraging the implementation of improvements to the safety, efficiency, and cost-effectiveness of the work.

- The Vendor and its personnel shall be required to comply with all Company safety rules and regulations.

### 3.0 DETAILED SCOPE OF WORK

The Vendor shall, to the extent requested by Company, meet the following business requirements.

- a) Procurement, installation, and configuration of Cisco Collaboration Endpoint Integration to support third party online meeting solutions
- b) Registration of the Cisco endpoint to our existing Cisco CUCM
- c) Implementation of required security features
- d) . Provide all Project Documentation (Functional Detailed design, Technical detailed design, implementation plan, network-ready use test criteria, As-built documentation, etc.)
- e) . Provide resources to conduct technical assurance on the design and implementation
- f) Train support teams to manage and monitor delivered solution
- g) Whilst every attempt is made to provide accurate information in the Scope of Work, this information is indicative and not exhaustive; it remains the Vendor's responsibility to identify ALL tasks which shall be undertaken and ALL equipment and materials which shall be supplied to carry out the work as necessary for the scheduled completion of the project according to the requirements of the Company
- h)

#### 3.1 Technical Requirements

Assessment of infrastructure and Site Survey

The vendor shall conduct a site survey at the Corporate Head Office (CHO) and ensure that the completeness of all the provided requirements for the design, implementation

- ii. Detailed survey report must be provided. All requirements must be appropriately identified and documented.

### 3.3 Deliverables

The following deliverables will be expected as milestones for the project:

1. Equipment Delivery
2. Site Survey and Infrastructure Readiness Assessment
3. Low-Level Design
4. Migration and implementation plan
5. Installation and Commissioning
6. As-built Documentation and Diagrams

### 3.4 Support

The Vendor shall provide an annual support contract with the OEM (Cisco for all procurement items).

Cisco support will only be based on Cisco's Smartnet contract model for all procured devices.

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## 4.0 TECHNICAL REQUIREMENTS

The following technical requirements shall be rigorously adhered to. The Vendor must always satisfy the following conditions during the contracts.

1. Vendor provides evidence of relationship as a Cisco Partner with three-year good standing. This should include the incurrence of direct technical support/partnership from Cisco for the project implementation
2. Vendor's design submission covers the business and technical requirements specified by CSCS
3. Must have a good customer focus and show how they intend to ensure an availability of 99.99% at CSCS business service during the implementation phase
4. Must stipulate and maintain a support knowledge base indicating support personnel with proven CVs.
5. Must be able to extend all the privileges covered under Global Systems Integrator partner to the Customer's authorized personnel.
6. Must outline precisely what is offered, stipulating what costs will be incurred both for products and for services rendered

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#### 4.1 Bill of Material

Line Number	Part Number	Description	Qty
1	CS-KITPRO-K9	Room Kit Pro - Codec, Quad Cam, Room Navigator - GPL	1
2	CON-SNT-CS0CK9KI	Room Kit Pro - Codec, Quad Cam, Room Navigator - GPL SNTC-8X	1
3	CS-QUADCAM+	Cisco Quad Camera	1
4	CS-CODEC-PRO+	Codec Pro for Auto Expand	1
5	PSU-12VDC-70W-GR+	Powersupply - AC/DC, 12V, 6.25A, grey	1
6	BRKT-QCAM-WMK-	Wall mounting bracket for Quad Camera	1
7	CAB-DV10-8M+	Network cable (ethernet) 8 meter	1
8	CS-CPRO-ANT+	Antennas for Codec Pro	1
9	CS-T10-TS+	Cisco Webex Room Navigator - Table stand version	1
10	PWR-CORD-GBR-B	Power Cord for United Kingdom 2m 10A	2
11	CS-CPRO-WMK	Wall Mount Kit for Codec Pro	1
12	CAB-2HDMI-3M-GR	CAB 3m/10ft GREY HDMI 2.0	1
13	CAB-ETH-1.5M-GR	CAB 1.5 m/5 ft GREY ETHERNET	1
14	CS-CAM-PTZ4K	Pan-Tilt-Zoom 4K 20x camera	1
15	CON-SNT-CS1F4KCA	Pan-Tilt-Zoom 4K 20x camera SNTC-8X5XNBD	1
16	CS-PTZ4K-BRKT	Bracket for wall mounting of PTZ 4K camera	1
17	PSU-12VDC-40W2	Power Supply 12 VDC 40W	1
18	PWR-CORD-GBR-B	Power Cord for United Kingdom 2m 10A	1
19	CAB-ETHRSHLD-10M	Shielded cable for Cisco Ceiling Mic (10m/33ft), not plenum	8
20	CTS-MIC-CLNG-G2	Cisco TelePresence Ceiling Microphone Generation 2	8
21	CON-SNT-CT2CG2SM	Cisco TelePresence Ceiling Microphone Generation 2 SNTC-8X5X	8
22	CAB-HDMI-MUL4K-9M	Cisco Multi-head Cable 9 meters (4K, USB-C, HDMI, miniDP)	1
23	Training	Cisco Collaboration Cost for 2 Engineers (Foreign)	2

<b>A-FLEX-3</b>	Collaboration Flex Plan 3.0	---	N/A	0.00	1	0.00	0.00	0.00
<b>Initial Term - 36.00 Months   Auto Renewal Term - 36 Months   Billing Model - Monthly</b>								
<b>Billing   Requested Start Date - 10-Jun-2022   Requested End Date - 09-Jun-2025</b>								
SVS-FLEX-SUPT-BAS Basic Support for Flex Plan --								
-	N/A	0.00	1	1	0.00	0.00		
A-FLEX-NUM-MC NU Webex Meetings - Meetings --								
-	21	20.00	1	5	20.00	0.00		
A-FLEX-CVI-ROOMS Webex Video Int for MS Teams CVI per Active --								
-	3	49.50	1	5	49.50	0.00		

Device										
A-AUD-VOIP		Included VoIP (1)			--					0.00
-	35	0.00	1	1	0.00	0.00				

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## **2.7 Document Requirements**

The selected vendor is expected to provide the following documents to CSCS before, during or after the project is executed:

- Statement of Work (SOW)
- System architecture/model/design
- Technical specification document

## **2.8 Implementation Requirements**

The selected vendor must be able to:

- Supply CMDC solutions within the agreed project plan and budget
- Provide temporary connections to assure business continuity during implementation

## **2.9 Vendor Experience and Qualifications**

- Demonstrate successful implementation of a similar exercise in size and nature. Provide reference sites of similar business nature where Cisco Collaboration implementations have successfully been undertaken
- Provide CVs and copies of qualifications for staff that will be engaged in the project and proof of having worked on a Collaboration solution project
- Demonstrate capability of post-implementation support of the solutions
- There must be an on-site technician to facilitate project requirements and implementation
- Document all project processes and provide system documentation.

## **2.10 Post Implementation Support**

- Ability to demonstrate the capability of post-migration support
- Feasible structure for support and escalation levels and timelines

## **2.11 Knowledge Transfer**

- Provision of adequate training to staff and final handover
- User manuals and other documentation

## **2.12 Compliance with ISO 27001:2013 Standards**

The solution should comply with ISO 27001:2013 and other information security standards.

### **2.13 Timeframe for Completion**

Please provide a timeframe for the completion of the project. This timeframe will be evaluated. Be advised that timeframes will be part of the contractual agreement; therefore, a realistic timeframe for completion should be provided.

### **2.14 Technical Evaluation Criteria**

1. Demonstration of your understanding of the project scope, solution requirements and non-functional requirements

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## D. METHODOLOGY/DESCRIPTION OF THE SOLUTION APPROACH

The Bidder will comprehensively describe how it will provide the required services in this section. Information provided must be sufficient to convey to CSCS that the Bidder understands the effort needed to provide the requested services, an approach, methodology and work plan to overcome possible challenges.

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

- I. An overview of the system and a brief description of how the solution will be deployed, installed, and transitioned into an operational system
- II. Solution low-level designs
- III. Documentation and description of related services
- IV. Explanations for deviations (if any)
- V. A detailed project plan, change management plan, communication plan, end-user training plan, risk management plan, quality management plan etc. for the project
- VI. A resource plan detailing the resources needed to support the implementation efforts, e.g., customising, testing, software, personnel, and any implementation requirements
- VII. Capacity building and knowledge transfer programs should include training sessions for technical and non-technical staff.
- VIII. At least three previous works of similar magnitude (provide references in the proposal, the demo will be shown during the presentation)
- IX. Full name and address of the manufacturer's representative, if any, who can provide after-sales and support services
- X. Any other relevant documentation such as proof of competence for this type of project

## E. PRICE SCHEDULE

Note: Financial proposals must indicate the following:

- a. Bidders should provide costs for the following:
  1. Cost of hardware/servers per the agreed specifications for production and backup environments.
  2. Cost of integration of BI tools, database, and ETL Software license fee structure
  3. Full implementation costs include pre-built data marts, reports until go-live, and professional fee rates.
  4. Post-implementation costs after go-live support and Annual Maintenance Charge (AMC) for the production and backup environments
- b. VAT and other taxes must be indicated separately
- c. All pricing for equipment must be Delivered Duty Paid (DDP)
- d. The quotation should have a validity period of at least 90 days
- e. Completion/Delivery period should be indicated. The project implementation schedule should be shared separately

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

		<b>A. One-off costs</b>		
<b>Line-Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1				
2				
3				
		<b>B. Recurring costs</b>		
<b>Line-Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1				
2				
<b>Subtotals (to Grand Summary Table)</b>				
Name of Bidder:				
Authorised Signature of Bidder:				

## 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. **Technical Evaluation**, which shall mainly consider responses to sections C and D
- III. **Financial Evaluation**, which shall consider items under section E

**Note that proposals submitted by Joint Ventures shall be considered non-responsive.**

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## G 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, 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.

Suppose the submission of alternative bids was permitted, and in case we did submit one or more alternative proposals. In that case, this Bid-Securing Declaration also applies to these parts of our offer.

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

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

Duly authorised to sign the bid for and on behalf of *[insert name of Bidder]*

**Dated** on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

*[Add Corporate Seal (where appropriate)]*