

Central Securities Clearing System PLC

Request for Proposal:

Installation of Power Distribution Units (PDUs) for CSCS HQ Offices

REFERENCE NO: CSCS/IS/IPDU/06/2022

The return date for responses against this RFP is **22nd June 2022**, 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.

10th June 2022

Dear Sir,

TITLE: Installation of Power Distribution Units (PDUs) for CSCS HQ Offices

Ref: CSCS/IS/ CSCS/IS/IPDU/06/2022

You are invited to submit your proposal against the attached requirements detailed in the 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. 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

Table of Contents

Contents

Ref: CSCS/IS/ CSCS/IS/IPDU/06/2022	1
Project Management Office.....	1
pmoffice@cscs.ng	1
Part 1.....	4
1. Introduction	4
1.1 Procurement Policy on Bribery and Corruption.....	4
1.2 Executive Summary of Project	4
2. Terms Governing This RFP	4
Part 2 Service Providers' Response to This RFP.....	9
A. SERVICE PROVIDERS DECLARATION	9
PROJECT TITLE: INSTALLATION OF PDUs ON USER DESKS FOR CSCS HQ OFFICES	9
B. SERVICE PROVIDER INFORMATION QUESTIONNAIRE	11
1. Organization Profile	11
C. STATEMENT OF REQUIREMENTS	14
1.1 Background	14
2.0 PROJECT OBJECTIVES AND SCOPE.....	15
2.2 Project Scope	15
2.3 Business Analysis and Project Management.....	15
2.4.1 Functional Requirements.....	16
E. PRICE SCHEDULE	20

Reference	Contents	Action
Part 1	General Information	
i	Letter of Invitation	For Information
ii	Introduction	For Information
iii	Terms Governing this RFP	For Information
iv	Service Providers Actions Required for this RFP	For Information
Part 2	Service Providers Response to this RFP	
A	Service Providers Declaration	For Completion
B	Service Provider Information Questionnaire	For Completion
C	Statement of Requirements	For Information
	<i>Project Objectives and Scope</i>	For Information
	<i>Business Analysis and Project Management</i>	For Information
	<i>Solution Requirements</i>	For Information
	<i>Document Requirements</i>	For Information
	<i>Implementation Requirements</i>	For Information
D	Methodology/Description of the Solution Approach	For Completion
E	Price Schedule	For Completion
F	Evaluation Criteria	For Information
G	Bid Securing Declaration	For Completion

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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 other forms of corruption. Any 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 implementing a Power Distribution Unit Solution for HQ Offices for CSCS.

A successful company should be able to manage and meet the requirements for this activity. This RFP seeks information from potential bidders to test the establishment 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 contracting in the event of the formation of the same.

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 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 the proposed bids are submitted in the same order as that specified in this RFP.

2.3 Pricing should include 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. 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 staff before 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 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.
- 2.6 This RFP is a request for a proposal for the installation of powered distribution units (PDUs) for CSCS offices. 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 the 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. The service provider side can usually claim a credit against their tax liabilities with respect to the Withholding Tax deducted by CSCS.
- 2.8 In addition to submitting a proposal in response to this request, all submissions 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 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 and subsequently engage the succeeding vendor. The vendor with the second-highest score will be invited to negotiate a deal if talks fail.

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

2.10 The following are critical contacts the for information you may seek for enquiries:

- i. John Eze [jeze@cscs.ng]
- ii. Princewill Okereke [pokereke@cscs.ng]
- iii. Warith Oshodi [woshodi@cscs.ng]

2.11 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	10.06.2022
RFP questions received by Central Securities Clearing System PLC in writing	15.06.2022
RFP questions responded to by Central Securities Clearing System PLC	17.06.2022
RFP response due	22.06.2022
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, 22nd May 2020. The electronic copy should be sent to: 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

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 any other information should include 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 to I, 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 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: pmoffice@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 at meetings held regarding this RFP until after receiving the 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 2.10.

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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: INSTALLATION OF PDUs ON USER DESKS FOR CSCS HQ OFFICES

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 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 undoubtedly complete.

We, the undersigned, further agree that if CSCS accepts our offer in this document, 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

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 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 past 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
<i>Product/services which you provide to CSCS (currently or previously)</i>			

<i>Value of your sales to CSCS for the past three years and by product/services</i>			
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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 & job titles of a contact person</i>			
<i>Contact details (email address, address, office number)</i>			

Non-compliance with these requirements will disqualify the bid at the 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 computerized 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 a 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 purpose of this Request for Proposal (RFP) is to invite suitably qualified and experienced service providers to submit a proposal for procurement and installation of Power Distribution Units (PDUs) for HQ Offices of CSCS (1st, 12th and 15th floors) as a way of soliciting proposals in line with the requirements outlined within the document.

The interested vendors would also be required to respond to the requirements outlined in this RFP document, clearly indicating the 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 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.

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.

2.0 PROJECT OBJECTIVES AND SCOPE

2.2 Project Scope

The project focuses on the evaluation of existing furniture on the affected floors (1st, 12th and 15th), proposing suitable PDUs with multiple ports for power, network (data and voice), High-Definition Multimedia Interface (HDMI), Universal Serial Bus (USB) and Video Graphics Array (VGA) for User desks at HQ Offices for CSCS to manage connectivity and improve ecstatic.

2.3 Business Analysis and Project Management

Business analysis and project management of the Provision of Power distribution Units for HQ Offices implementation will be carried out in two phases.

Phase 1 - Definition: The selected vendor and the CSCS project team will carry out a comprehensive scoping exercise to determine the best design and equipment requirements, number of desks and arrangements, and all requirements for a successful implementation, as well as functional design, system specification and models. Models and process maps can be added for this phase to support your proposal. At the end of this phase, a system blueprint will be developed and signed off, after which the project's next step can proceed.

Phase 2 – Design & Implementation: Using standard Project Management methodologies, the vendor will work closely with end-users, subject matter experts, and functional and technical teams to configure and deploy the solution successfully. Users will be trained, and all documents will be shared before the project closes.

2.4 Solution Requirements

2.4.1 Functional Requirements

CSCS requires a consultant to design a power distribution unit for CSCS HQ Offices. For the 1st, 12th and 15th floors at the CSCS HQ office.

The following benefits are expected from the Power distribution unit solution.

- Ability to switch power on and off
- y distribute power efficiently and safely
- A variety of mounting options
- IEC outlet egrip plug retention (retains all standard of IEC plugs)
- Network access (data and voice)
- High-Definition Multimedia Interface (HDMI) access
- Universal Serial Bus (USB) access, and
- Video Graphics Array (VGA) capable
- Another value-add

2.4.2 Non - Functional Requirements

1. The supplier MUST provide the necessary reporting/management and coordination to control the work schedule effectively, technical resolution & risk/issue management
2. The supplier MUST provide the necessary technical (and where the supplier feels appropriate) software resources to enable the deployment of such a solution.
3. The supplier MUST work with CSCS technical staff to deploy any solution. Technical leads MUST be confident in minimizing any risk or impact on service delivery; therefore, the Supplier MUST work within any Change Control requirements when deploying the system.
4. The supplier MUST provide detailed hardware topology and technical documentation upon completion of implementation.
7. The supplier MUST provide details of 5 five clients in-country utilizing the proposed Power Distribution Unit Solution.
8. The supplier MUST provide options of support and maintenance agreement, including details of all defined SLAs
9. The supplier MUST provide flexible rental/support options to enable CSCS to choose the option that is the best fit.

2.4.1 Service Set-up

- The service will be deployed within HQ's CSCS office/network.

2.4.2 Capabilities

- The implementation will follow the standard installation approach.

2.4.3 Configuration Management

The selected vendor shall record, maintain and verify configuration information regarding each configuration item required to deliver the service, detailing the attributes and the history of each configuration item and the relationship between objects.

2.5 Document Requirements

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

- Project schedule
- Statement of Work (SOW)
- Update reports
- System architecture/model/design
- Well documented process flow
- Technical specification document
- User manual (Case Management)
- Billing template for seamless payment

2.6.1 Vendor Experience and Qualifications

- Demonstrate successful implementation of similar projects in size and nature carried out recently. Provide reference sites of similar business nature where Power Distribution Unit Installation has successfully been implemented
- Provide CVs and copies of qualifications for staff engaged in the project and proof of having worked on a similar project.
- Demonstrate the capability of effective Power Distribution Unit Solution.
- There must be an on-site technician to facilitate project requirements and implementation
- Document all project processes and provide system documentation.

2.6.2 Post Implementation Support

- Availability of local/regional support office/staff when required for onsite analysis of incidents

- Feasible structure for support and escalation levels and timelines
- Plan for patch, product, or system upgrades as well as replacements when the need arises

2.6.3 Knowledge Transfer

- Provision of adequate training to technical users
- Provide user manuals and other documentation

2.6.4 Compliance with ISO 27001:2013 Standards

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

2.6.5 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.

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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 and has an approach, methodology and work plan to overcome possible challenges.

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

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

E. PRICE SCHEDULE

Note: Financial proposals must indicate the following:

- Total cost of the project
- Costing plan/template to be used for monthly rental
- Cost for replacement of PDUs
- Break-up of costs for each of the items of work listed in the Scope of work and deliverables
- Cost for any other element, which is not specified in the Scope of work and deliverables of this RFP document but considered relevant for the concept execution by the RFP participant, must be highlighted separately.
- VAT and other taxes must be indicated separately
- All costs must be in Naira

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

		A. One-off costs		
Line Item No.	Description	Quantity	Unit Price	Total Price
1				
2				
3				
		B. Recurring costs		
Line Item No.	Description	Quantity	Unit Price	Total Price
1				
2				
Subtotals (to Grand Summary Table)				
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

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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, by 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)]