



Central Securities Clearing System PLC

Request for Proposals

Interior Renovation of Office Space

March 28, 2018

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1. INTRODUCTION

Central Securities Clearing Systems (CSCS) Plc is the Central Securities Depository (CSD) for the Nigerian Capital Market. We are licensed by the Securities and Exchange Commission as an agent for central depository, clearing and settlement of transactions in the Capital Market, operating a computerized depository, clearing, settlement and delivery system.

As a Financial Market Infrastructure, the CSCS is central to ensuring the integrity of transactions and records in the Nigerian Capital Market. To deliver on our corporate objectives, CSCS' operations depends critically on optimal human capital and systems performance.

Accordingly, our goal is to build a world class and positive work environment to foster our ability to serve our clients better, protect their assets, and help employees improve performance in line with the corporate vision and mission of CSCS Plc. We believe that our office environment needs to positively influence our staff' mental and physical well-being, thereby leading to a productive and healthy workforce. This is the bedrock for the proposed redesign of the occupied floors/office areas.

2. PURPOSE

CSCS Plc is soliciting proposals from qualified professional vendors to provide Interior Renovation services (interior fit-out for office space). The qualified vendor will enable CSCS Plc to significantly improve the quality of its interior workspace and provide requisite construction services. The proposed "stay-put" renovation must allow CSCS Plc operations to continue throughout the duration of the project, with minimal scheduled interruptions.

Background Information

CSCS currently has over 120 staff members in approximately 1645 square meters of leased space across five (5) floors of the Nigerian Stock Exchange Building situated at Stock Exchange House, 2-4 Customs Street, Marina, Lagos. The floor area is broadly evenly distributed across all five leased floors. Currently, our leased facilities include: reception area, board and meeting rooms, lunch/break rooms, supplies and storage rooms, open work station areas and some enclosed offices.

CSCS Plc seeks to update the look and feel, as well as functionality of its office space to a modern design symbolic of the nature of CSCS's business - being a technology and innovative processing solutions provider. We are also focused on providing a safe, hazard free environment which complies with all policies and regulations that govern the construction/renovation of buildings in Nigeria, as well as those of Naira Properties Ltd - the owners of the facility.

In the light of the above, we are issuing this RFP to plan designers/architects to submit proposals for the redesign of all 5 floors of the CSCS at the Stock Exchange House, which would meet the stipulated scope of services below. CSCS Plc will occupy and remain in business during the renovation; we seek professional advice regarding the phasing of the work to limit impact to staff and operations.

3. REQUIREMENTS/SCOPE OF SERVICE

The following outlines the services to be provided to CSCS Plc in relation to this RFP:

- I. Interior office space/floor architectural design:
 - a. Architects/designers are required to come up with the existing spatial analysis which will inform the design a modern office layout that will suit the needs of the company.
 - b. Proposed design should include facilities such as a gym area, crèche, cafeteria, reception areas, meeting rooms and private offices.
 - c. The designs should also reflect the nature of CSCS' business being a security company requiring restricted access, while being able to receive clients, vendors and stakeholder groups for business meetings and focus group sessions; as well as an intellectual work space requiring collaboration across the various business units/departments.
- II. Demolition/removal/re-purposing of interior partitions and fittings.
- III. New painting and wall covering: Interior of existing and modified spaces to be painted. Wall surfaces may require varying levels of preparation before painting or covering (subject to the selected design). Please see Section 6 on Solicitation Process.
- IV. The architect/designers will be responsible for supervising the project, ensuring that contractors adhere strictly to the agreed design, as well as for quality control.
- V. Any works that may interrupt business operations or provision of CSCS services will have to be scheduled during periods (to be agreed with CSCS Management) that would minimize such disruptions to services and/or operations.
- VI. The selected vendor shall furnish all materials and equipment required for the project to successfully complete the works in a timely manner.

- VII. The site shall be cleaned of all debris construction materials. The site is to be maintained in a clean and tidy manner.
- VIII. Miscellaneous Interior Renovations: Vendor is required to carry out ancillary works or replacements to ensure a top quality fit-out. This may include repair and replacement of ceiling tiles (as required), among others. The vendor is also required to move furniture as needed to complete the work for each phase of the project.
- IX. Any design/fit-out alterations or modifications to be carried out in the course of the project shall be subject to the prior approval of CSCS Management.

4. **TERMS AND CONDITIONS**

- I. **Eligibility:** To be eligible to respond to this RFP, the proposing firm/vendor must demonstrate that they, or the principals assigned to the project, or subcontractors have successfully completed services, similar to those specified in the Scope of Services section of this RFP. To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.
- II. **Incurred Costs:** This RFP does not obligate CSCS Plc to pay any costs, of any kind whatsoever, incurred by Proposers or any third parties in the preparation of a proposal in response to this request and Proposers agree that all costs incurred by Proposers in developing this proposal are the Proposer's responsibility.
- III. **Formal Agreement:** In relation to this RFP, the successful vendor will be required to enter into a formal agreement with CSCS Plc. This RFP sets forth some of the general provisions which will be included in the final contract. In submitting a response to this RFP, Proposers will be deemed to have agreed to each clause unless the proposal identifies an objection and CSCS agrees to a change of language in writing.
- IV. **Final Authority:** The final authority to award a Contract rests solely with the Management of CSCS Plc.
- V. **Confidentiality and Non-disclosure:** The Proposer agrees not to use or disclose any information it receives from CSCS Plc under this agreement that is confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this agreement or as authorized in advance by CSCS Plc. The duty of the Proposer to maintain confidentiality of information continues beyond the term of the agreement, including any extensions. CSCS Plc reserves the right to require any Proposer to enter into a non-disclosure agreement.

- VI. **Contingencies:** This RFP does not commit CSCS Plc to award a contract. CSCS Plc reserves the right to accept or reject any or all proposals and stop the RFP process at any time without assigning any reason or liability, if it determines it is in the best interest of the Company to do so. CSCS will notify all Proposers in writing if it rejects all proposals or cancels this RFP process. CSCS will not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:
- i. Arising out of, by reason of, or attributable to, the Respondent responding to the RFP; or
 - ii. As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.
- VII. **Intellectual Property:** Proposers should not use any intellectual property of CSCS Plc, including, but not limited to all logos, registered trademarks, or trade names of CSCS Plc, at any time, without the prior written approval of CSCS, as appropriate.
- VIII. **Variances:** While CSCS Plc recognizes that Contractors may need to incorporate variances to the RFP terms, scope and conditions; the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points
- IX. **Contract Term:** The initial contract term shall commence upon final approval by CSCS Plc and execution of the contract, and shall be valid until CSCS' appraisal of all mutually agreed deliverables is completed; which will be based on a mutually agreed timeframe.
- X. **Fees:** Compensation for the project will be based on best value for money and the final negotiated price with the successful vendor. The successful vendor's cost estimate must include all projected cost associated with the project.
- XI. **Amendments to this RFP:** CSCS Plc reserves the right to amend this Request for Proposal by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be posted on the CSCS' website as soon as available and shall be the responsibility of the proposer to obtain all addenda. If revisions are of such a magnitude to warrant, in CSCS' opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.
- XII. **Additional Items/Services:** CSCS Plc may require additional items or services of a similar nature, but not specifically listed in the contract. The selected Vendor agrees to provide such items or services, and shall provide CSCS Plc prices on such additional items or services based upon a formula or method which is the same or

similar to that used in establishing the prices in the proposal. If the price(s) offered are not acceptable to CSCS Plc, and the situation cannot be resolved to the satisfaction of The CSCS, CSCS reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Vendor thirty (30) days written notice.

Notes:

1. The successful vendor/contractor shall propose terms of payment in their proposal. However, CSCS Plc will retain a retainer fee of 5% of the agreed total sum which will be payable at the end of a warranty period of 3 months.
2. The vendor/contractor must show proof of- and maintain valid insurance coverage during the project, up to and including the last day of the warranty period to cover:
 - i. Construction All Risk
 - ii. Third Party Liability Insurance
 - iii. Workmen's Compensation and Employer's Liability

5. PROPOSAL REQUIREMENTS

The following information shall be required in the RFP submittal. Proposers shall prepare their proposal using the format prescribed below with each section clearly labeled.

- I. Letter of Transmittal/Cover Letter: The letter is not intended to be a summary of the proposal itself. The letter of transmittal must describe the firm's and any subcontractors' (if applicable) background and history, including the number of years in business and the range of services the firm provides. It should also detail:
 - a. Name, title, address, e-mail address, and telephone number of the person(s) to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - b. Taxpayer Identification number of the firm
 - c. A brief stating the firm's understanding of the services to be performed and commitment to provide the services as specified
 - d. The firm's qualifications and experience to provide the required servicesThe cover letter must be signed by an official of the firm authorised to enter into a contract.
- II. Provide a list and resumes/profiles of the key personnel to be used under the proposed contract. Note principal(s), project manager(s), and technical staff who will be working on the project and their specific roles.

- III. References: Provide at least three (3) relevant references for clients that the firm has provided similar services detailing the clients' name, address, phone number(s), contact person's title and email address that CSCS Plc may contact/visit in relation to the Proposer's qualifications, experience and quality of work.
- IV. Scope of Work: This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products. The proposal may also include and identify suggested revisions and improvements to the Scope of Work.
- V. General Work Plan: Provide a general work plan which should describe the approach, indicative timeframe, the expected roles of vendors' staff and CSCS staff, and the overall management of the project.
- VI. Indicative Fee Structure: Provide a proposed fee structure for services to be delivered. Include the hourly rate of key project personnel and support staff, any reimbursable and other expenses anticipated to be charged to this contract. The price proposal should identify what level of effort and work product is expected from CSCS Plc staff. All fees must be quoted in Nigerian Naira.
- VII. Default and Litigations: If the firm has had a contract terminated for default during the past three years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list the complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past three years, declare that. In addition, provide a summary of any and all litigation filed against the Proposer in the past three years which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. CSCS Plc will evaluate the facts at its own discretion to inform its decision.
- VIII. Additional Information: Any additional information that the Proposer considers pertinent for consideration should be included in a separate section of the proposal.
- IX. Conflict of Interest: Disclosure of any potential conflict or statement that there are none to the best knowledge of the vendor(s). The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

6. SOLICITATION PROCESS

Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section 7 below. A short list of firms will be selected for further evaluation. Shortlisted firms will be invited to conduct an on-site assessment of CSCS facilities to inform refinement of proposed designs, approach and costing to be considered in the second phase of the selection process. Only those firms that are placed on the short list on the basis of meeting CSCS' needs and offering the best value will be considered during the second phase. During the second phase, presentations and oral interviews may be held with the short listed firms.

In the final phase, negotiations will be held with the firm ranked the highest by the evaluation committee on the basis of the proposal and interview. If a tentative agreement is reached with the top ranked firm, the recommendation will be sent for requisite approval. Approval will be subject to successful negotiation of the final contract terms.

Should CSCS be unable to reach an agreement with the top ranked firm, negotiations will commence with the next ranked firm. This process will continue until a satisfactory contract is negotiated, or CSCS exercises its right to reject all proposals.

7. EVALUATION CRITERIA

All proposals received from vendors will be reviewed and evaluated by an internal committee on a competitive basis. The committee will recommend a shortlist of firms whose proposal(s) most closely meets the requirements of the RFP. The following criteria will be of major importance in making the selection.

- i. Ability of the vendor to satisfy requirements specified in Scope of Work.
- ii. Total Cost
- iii. Project approach and Vendors plan for accomplishment of the tasks to include the qualification/Quality and experience of personnel to be assigned to the project.
- iv. Responses from client references
- v. Vendor's experience in performing similar work

Proposal evaluations and rating will be based on the following criteria:

<u>Criteria</u>	<u>Percentage</u>
Vendors Qualifications and Experience	40%
<ul style="list-style-type: none"> ▪ Provide information that demonstrates technical expertise and due understanding of the objectives and nature of the renovation works to be implemented ▪ References and quality of work ▪ Quality and functionality of proposed renovation/fit out design 	

- Demonstration of adequate experience in the following areas:
 - Qualification, general experience and technical competence of the project team
 - Experience with similar type/size project
 - Expertise and resources that can perform the necessary tasks required to deliver results
 - Any value added offerings/flexibility to delivering value to the client

Overall Impression of Proposal **10%**

- Organisation, clarity, conciseness and thoroughness
- Approach to the scope of services and statement of works
- Proposed project schedule

Cost **50%**

- Cost proposal should include the indicative payment schedule, setting forth the frequency and associated milestones to be completed for each payment to be deemed earned.

Cost of service is an important factor in the evaluation process; however, CSCS Plc is not obligated to accept the lowest cost proposal. Ability to provide a quality service in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.

8. KEY CONTACTS

The following are key contacts for information you may seek in preparing your response to this RFP:

- Igiehon Charles [+234 80 59296963] igiehon.charles@cscsnigeriaapl.com
- Isioma Lawal [+234 8023135920] lawal.isioma@cscsnigeriaapl.com
- Mekiliuwa Joseph [+234 70 35559853] mekiliuwa.joseph@cscsnigeriaapl.com

9. SUBMISSION OF PROPOSALS

Original and electronic copies of your proposals should be submitted on or before 6 p.m. (WAT) on 22nd of June, 2018.

The electronic copy should be sent to: rfpsubmission@cscsnigeriaapl.com

Kindly forward sealed, original copies and plainly marked "Interior Renovation of Office Space" to:

Central Securities Clearing System PLC

Attention: Isioma Lawal

Head, Internal Control

13th Floor, NSE Building, 2/4, Customs Street Marina, Lagos.

We would also appreciate a response if you decline to submit a proposal.

10. ETHICAL STANDARDS

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. defines, 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 your Firm has engaged in corrupt or fraudulent practices in competing for the assignment.