LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

FOR THE ENGAGEMENT OF A SOFTWARE SOLUTIONS AND INFORMATION MANAGEMENT COMPANY TO PROVIDE AND DEPLOY AN ENTERPRISE RESOURCE PLANNING (ERP) TOOL FOR THE LAGOS STATE EMPLOYMENT TRUST FUND

LSETF/S-C/CQ/14/21

FEBRUARY 2021

Deadline for Submission: 1st MARCH, 2021

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SECTION I - REQUEST FOR PROPOSAL

Request For Proposals For The Engagement Of A Software Solutions And Information Management Company To Provide And Deploy An Enterprise Resource Planning (ERP) Tool For The Lagos State Employment Trust Fund

LSETF was established by the Lagos State Employment Trust Fund Law of 2016 to provide financial support to residents of Lagos State. Its primary mandate is to prepare Lagos State residents for entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, tackle unemployment and enable wealth creation. LSETF also focuses on promoting entrepreneurship by improving access to affordable finance and strengthening the institutional capacity of micro, small and medium enterprises and formulating policies designed to improve the business environment in Lagos State. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs; whilst also focusing on programmes designed to drive innovation within the Lagos ecosystem.

To this end, the LSETF now invites proposals to provide the following consulting services (hereinafter called "Services"): Engagement of a Software Solutions and Information Management Company to Provide and Deploy An Enterprise Resource Planning (ERP) Tool For The Lagos State Employment Trust Fund. More details on the Services are provided in the Terms of Reference.

As this Request for Proposals (RFP) has been advertised on the LSETF Website to all interested firms; it is not permissible to transfer this invitation to any other firm.

For this purpose, you will find:

- detailed instructions relating to the submission of your proposal in Section II of this document; and
- sample forms for the submission in Section III of this document

A firm will be selected under a selection based on the Consultant Qualification procedures.

You are requested to complete and submit the Proposal in Section III no later than 1st **of March, 2021** before the close of business by 4:00PM, in a sealed envelope labelled « "Consultancy Service as a Software Solutions and Information Management Company to Provide And Deploy An Enterprise Resource Planning (ERP) Tool For The Lagos State Employment Trust Fund " » to the following address:

Procurement Unit
LSETF
3rd Floor,
Synergy Place,
16 Billings Way,
Oregun, Ikeja,
Lagos, Nigeria.

However, due to the COVID-19 safety protocols, kindly submit preferably through an online submission process through this link: https://lsetf.ng/content/upload-your-files

Technical Proposal – PDF with contact details (email and phone number)
Supporting Document- PDF
Financial Proposal- Excel

Your Proposal shall, among other things, clearly indicate the information set out in Section II of this document.

Requests for clarification can be made to Stanley Nweke (Ag. Team Lead, IT), through the email address / phone number respectively: stanley.nweke@lsetf.ng / 08034355640 on or before **24th of February, 2021**.

This RFP is solely for preparing and submitting a Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained or provided in connection with this RFP is confidential.

Yours truly,

Teju Abisoye
Executive Secretary

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. INTRODUCTION

1. General

This RFP is issued for submission of proposal to provide and deploy an Enterprise Resource Planning (ERP) tool for the Lagos State Employment Trust Fund.

2. Definitions

«**Day**» means calendar day;

«**LSETF**» means the Lagos State Employment Trust Fund;

«**ERP**» means Enterprise Resource Planning;

«**Project Name**» means "Engagement of a Software Solutions and Information Management Company to Provide and Deploy an Enterprise Resource Planning (ERP) Tool For The Lagos State Employment Trust Fund";

«**Proposal**» means a Proposal submitted by a Consulting firm, pursuant to this RFP;

«**RFP**» means this Request for Proposal;

«**TOR**» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm, which is enclosed herewith, as an Annexure;

B. REQUEST FOR PROPOSAL

3. Contents of the Request for Proposal

3.1. This RFP describes the procedure, terms, qualifications, requirements and conditions for the submission of a Proposal. This RFP consist of the following:

- ❖ The Letter of Request for Proposal in Section I
- ❖ Instructions to Bidders
- ❖ The Terms of Reference in Section 3

3.2. The Consultant shall examine the instructions, sample documents and requirements provided in this RFP and adhere to all instructions and requirements herein, in submitting a Proposal.

4. Amendment of RFP

4.1. At any time prior to the deadline for submission of Proposals, the LSETF, may for any reason at its own initiative or in response to a clarification requested by a consultant, modify the RFP.

4.2. All Firms that have received/accessed the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.

4.3. In order to afford the firms reasonable time in which to take the amendments into account in preparing their Proposals, following a request for clarification LSETF may, at its discretion, extend the deadline for submission of Proposals.

C. PREPARATION OF PROPOSAL

5. Language

The Proposal and all related correspondence shall be in **English.**

6. Contents of Proposal

6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal in **separate** envelopes or folders

6.2. The Financial Proposal shall consist of the following documents:

❖A written letter signed by the authorized representative of the Firm; and

❖ The **detailed breakdown** of the estimated cost i.e. summary of cost and breakdown of prices

6.3. The Technical Proposal shall consist of the following documents:

❖ The Profile of the Firm, setting out its organizational structure, relevant experience, its resource plan and the proposed methodology, work plan and team composition clearly indicating the team leader, and other key experts.

- ❖ Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR.

6.4. The **Technical Proposal SHALL NOT** contain **any pricing** information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.

6.5. Any information which the Firm considers confidential shall be clearly marked as such and shall be treated accordingly.

7. Currency of the Proposal The prices in the **Financial Proposal** should be quoted in **Naira**. Payment will be budgeted and disbursed as Naira.

8. Validity of the Proposal The validity period of this Proposal shall be ***90 days.***

9. Cost of Preparation of Proposal The Firm shall bear all costs associated with the preparation and submission of its Proposal. LSETF shall in no case be responsible or liable for any costs associated with submitting Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF reserve the right to annul the Proposal process at any time prior to awarding the contract, without thereby incurring any liability to the Firm.

D. SUBMISSION OF PROPOSAL

10. Sealing and marking of Proposal The Firm shall place the Technical Proposal (and its supporting documents), and the Financial proposal (and its supporting documents) in **separate sealed envelopes**, marked as such, and in a sealed outer envelope containing all two sealed envelopes. Please include, in addition to the original, three copies of all documents, **or preferably an online submission on the above-mentioned link**

10.1 The sealed envelopes shall indicate the name and address of your **Organization**, the **name and address of LSETF**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal.

11. Deadline for the Submission of Proposal.

11.1. Proposals must be received by the LSETF at the address **or preferably the online link** specified in Section I on or before the close of business on **March 1, 2021.**

11.2. Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Firm

11.3. LSETF may, at their sole discretion, extend the deadline for the submission of Proposals by amending this RFP in accordance with the terms and conditions hereof.

12. Clarifications

12.1 A Firm requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided in Section I. The LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than **February 24th, 2021** and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all firms. If LSETF deem it necessary to amend the RFP because of a clarification, it shall notify any firm that has submitted a Proposal prior to such amendment.

13. Modification/ Withdrawal of Proposal:

13.1. A Firm may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Proposals.

13.2. No Proposal may be modified subsequent to the deadline for submission of Proposals without prior approval from the point of contact specified in Section 1.

E. OPENING AND EVALUATION OF PROPOSAL

14. Opening of Proposals

14.1 The LSETF shall only open Proposals received on/before the submission deadline with the Evaluation Committee only in attendance. **The Technical Proposals shall be opened and evaluated prior to the opening of the Financial Proposals.**

15. Evaluation of Proposals

15.1 The Evaluation Committee shall evaluate and compare the Proposals as follows:

- ❖ Examination of the Technical Proposal in order to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.

- ❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are substantially responsive and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

16. Fraud and Corruption:

16.1. The LSETF and the consulting firm shall hold the highest ethical standards, both during the selection process and principle, and shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

a) "*corrupt practice*" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in training program execution;

b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a training program;

c) "*collusive practices*" means a scheme or arrangement between two or more Training Organizations with or without the knowledge of the LSETF, designed to establish prices at artificial, non-competitive levels;

d) *"coercive practice"* means harming or threatening to harm, directly or indirectly, persons or their property to influence the election process or affect the execution of a training program.

The LSETF shall reject a proposal for award if it determines that the firm recommended for contract award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in applying for the proposal.

SECTION III
TERMS OF REFERENCE

Engagement of a Software Solutions and Information Management Company to provide and deploy an Enterprise Resource Planning (ERP) tool for the Lagos State Employment Trust Fund

1. Background Information

These Terms of Reference (**"TOR"**) describe the tasks to be performed by a **Software Solutions and Information Management Company** selected to work with LSETF to **provide and deploy an Enterprise Resource Planning (ERP) tool**.

LSETF was established by the Lagos State Employment Trust Fund Law of 2016 to provide financial support to residents of Lagos State. Its primary mandate is to prepare Lagos State residents for entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, tackle unemployment and enable wealth creation. LSETF also focuses on promoting entrepreneurship by improving access to affordable finance and strengthening the institutional capacity of micro, small and medium enterprises and formulating policies designed to improve the business environment in Lagos State. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs; whilst also focusing on programmes designed to drive innovation within the Lagos ecosystem.

LSETF seeks to engage the services of a Software Solutions and Information Management Company to provide the following services to the Fund:

i. Implement a cloud-based business management software
ii. Adopt a workflow-based ERP solution
iii. deploy full Finance, Procurement, and HR modules at the initial stage
iv. provide training for all personnel related to the above stated modules
v. institute adequate support and maintenance structure
vi. Interface the ERP solution with any other application as may be agreed

2. Objectives

1. To implement a cloud-based business management software ERP that assists LSETF in scaling up its back-office operations.

2. To ensure full and adequate synchronisation of the workflow of LSETF business operations.

3. To house all LSETF software infrastructure in one specific database

4. To position LSETF as an enabler of business, employment, and wealth creation in Lagos State, through its seamless operations.

3. Scope of Work/Service(s)

A Software Solutions and Information Management Company, when selected, will be required to provide the following services:

3.1 Financial Management

1. Customised Executive Dashboard with reports and graphs for Management decision making.
2. Budget review, analysis, and control checks, online and real time for adequate planning.
3. General Ledger module for ease of managing all parts of the financials.
4. Fixed Assets module for asset management.

5. Ability of application to export data to Excel, PDF, and other analysis tools.
6. Adequate roles and responsibility matrix for compliance with organisational structure workflow.
7. Business intelligence functionality for constant reference and analysis.
8. Workflows and Escalations to create efficiencies and automate all finance processes including but not limited to budget management.

3.2 Procurement

1. Customised Executive Dashboard with reports and graphs for Management decision making.
2. Requisition facility that allows for the remote request of an item from user to HOD and the procurement unit.
3. Generation of purchase order based on configurable rules, different levels of authorisations and approvals.
4. Validation of all purchases against budget set up in the general ledger.
5. Conversion of purchase order to Goods Received Note (GRN), where applicable, to receive store items.
6. Workflows and Escalations to create efficiencies and automate all procurement processes accordingly.

3.3 Human Resource Management

1. Customised Executive Dashboard with reports and graphs for Management decision making.
2. Payroll Management tool including analysis and budget comparison capability.
3. Performance Management functionality that allows for employee appraisal with adequate 360 workflow.
4. Adequate leave and absence management function
5. Full database for managing all employee information and data.
6. Training management tool for adequate administration and monitoring.
7. Workflows and Escalations to create efficiencies and automate all HR processes accordingly.

4.0 Duration of Engagement

The contract will run for a period of **Twelve (12) months**.

5.0 *Payment Terms*

- 20% upfront payment upon signing of the contract,
- 30% upon submission of the progress report stating details of deliverables
- 50% balance payment upon submission of final report acceptable to the Client and showing evidence of registration/renewal with the Lagos State Public Procurement Agency for the year 2021.

6.0 *Documents to be Included When Submitting the Proposals.*

Interested Consulting firm must submit the following documents/information to demonstrate their qualifications:

1. ***Supporting Documents***

- Evidence of registration with Corporate Affairs Commission (CAC)
- Evidence of Valid Tax Clearance Certificate for the last 3 (three) years 2017-2019
- Company Audited Accounts in the last 3 (three) years (2017-2019)
- Corporate profile of company with detailed contact information, services and affiliation
- Curriculum Vitae of at least 5 key professional staff
- Evidence of at least 3 (three) similar jobs executed in the last 3 (three) years including letters of awards and reference letters
- Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency for this year (2021).

2. ***Technical Proposal:***

(i) Explaining why they are the most suitable for the work.

(ii) Provide a brief methodology on how they will approach and conduct the work.

(iii) Provide a detailed workplan and approach for the assignment

(iv) Demonstrate that they have relevant/similar experience

This should not contain any pricing information

3. Financial proposal (which includes a detailed breakdown of all cost/fees)

7.0 *Evaluation and Comparison of Proposals*

Proposals will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.
The award of the contract should be made to the firm whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only applicant(s) with successful technical evaluation will be considered for financial evaluation.

- Technical Evaluation – 70% (see i – iv below)
- Financial Evaluation – 30% (see v below)

7.1 Evaluation of the Technical Proposals shall be completed prior to the opening and evaluation of the Financial Proposals or Budget.

7.2 The Financial Proposal of firm shall only be eligible for evaluation if the firm's Technical

Proposal receives the minimum technical score of fifty percent (50) of the obtainable score of seventy percent (70%) points in the evaluation of the Technical Proposals.

7.3 The Technical Proposal shall be evaluated on the basis of its responsiveness to the RFP and the TOR.

7.4 The Financial Proposal of all firm who have attained a minimum of fifty percent (50%) score in the technical evaluation will be reviewed and awarded points out of the obtainable score of thirty (30) points in the evaluation of the Financial Proposals.

7.5 Firm whose Technical Proposals have been determined to be substantially responsive and have cost-effective evaluated budgets in their Financial Proposals will be viewed favorably for the Fixed Amount Awards.

7.6 *Financial Proposal (Total of 30 Points)*

The Consultant is required to structure its Financial Proposal quoting fixed prices/rates for meeting the TOR (including further innovations) only.
The maximum total number of points for each individual Financial Proposal submitted is **thirty (30 points).**

A.	**Technical expertise**	**– maximum points: 20**
	Understanding of the TOR	*10 points*
	Relevant professional experience	*10 points*
B.	**Proposed Work Plan & Approach**	**– maximum points: 30**
	Technical approach and methodology	*15 points*
	Work Plan	*5 points*
	Organization and staffing	*10 points*
C.	**Qualification of Consultant**	**– maximum points: 10**
	Year of experience as a consultant (min 5 year)	*10 points*
D.	**Previous working experience on similar assignments – maximum points: 10**	
E.	**Financial Criteria – 30% of total evaluation – maximum points: 30**	
TOTAL POINTS		**100**

8.0 Client's Input and Counterpart Personnel

LSETF is to provide all reference documents and the Consultant will be placed under the responsibility and supervision of LSETF.

The Consultant Team will work daily with LSETF Designated Implementation Teams. The Consultant will be responsible for the purchase of all the other materials needed for the successful implementation of his activities. The Team Leader will be responsible for the quality of the services provided by the team.