



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

**REQUEST FOR PROPOSALS
LSETF/ADMIN/5/24**

**REQUEST FOR PROPOSALS: ENGAGEMENT OF A CLEANING SERVICE CONSULTANT FOR THE
FUND.**

November 2024

Deadline for Submission: 12th December 2024

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS: ENGAGEMENT OF A CLEANING SERVICE CONSULTANT FOR LSETF (THE FUND)

Lagos State Employment Trust Fund, LSETF, was established by the Lagos State Employment Trust Fund Law of 2016 to drive initiatives that tackle unemployment and enable wealth creation for all Lagos residents. LSETF provides entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, improving access to 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.

Over the past seven years, the Fund has implemented several programmes aimed at achieving its vision of creating employment and entrepreneurship opportunities for all Lagos residents under 5 major verticals, which entail: **Access to Finance, Capacity Building & Business Support, Lagos Innovate, Employability Support Project, and Lagos Cares.**

LSETF is soliciting proposals from qualified consultants who can provide cleaning services using environmentally friendly cleaning products and supplies. The layout comprises office space, kitchen, restrooms, (male/female), meeting room, boardroom, lounge and reception for the premises office space to be 440 square meters.

In this Request for Proposal document, you will find detailed instructions relating to the submission of your proposal; **you are requested to strictly follow the instructions and provide the mandatory documents for your proposal to be considered for the Consultant Pre-qualification exercise.**

Please submit your Proposal titled "Engagement of a Cleaning Service Consultant for the Fund" no later than close of business (4:00 p.m.) on **Thursday, 12th December 2024** through: <https://lsetf.ng/tenders>

Requests for clarification can be made to the below email address, on or before **Thursday, 5th December, 2024**: procurementunit@lsetf.ng

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.

Kindly note that submission of a proposal does not guarantee engagement. Applicants selected to work with the LSETF will be notified via email, alongside necessary information to continue with the selection process.

Those not selected will also be notified via email; LSETF is under no obligation to disclose the reason for rejection.

LSETF is NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our privacy policy.

Yours truly,

Feyisayo Alayande
Ag. Executive Secretary

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. INTRODUCTION

1. General	This RFP is issued for submission of proposal for the <u>Engagement of a Cleaning Service Consultant for LSETF (THE FUND)</u>
2. Definitions	<p>«Day» means calendar day;</p> <p>«LSETF» means the Lagos State Employment Trust Fund;</p> <p>«NDPR» means National Data Protection Regulations;</p> <p>«Project Name» means “<u>Request for Proposal - Engagement of a Cleaning Service Consultant for LSETF (FUND)</u>”.</p> <p>«Proposal» means a Proposal submitted by a Consulting firm, pursuant to this RFP;</p> <p>«RFP» means this Request for Proposal;</p> <p>«TOR» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm.</p>

B. REQUEST FOR PROPOSAL

3. Contents of the Request for Proposal	<p>3.1. This RFP describes the procedure, terms, qualifications, requirements, and conditions for the submission of a Proposal. This RFP consists of the following:</p> <ul style="list-style-type: none"> ❖ The Letter of Request for Proposal ❖ Instructions to Bidders ❖ The Terms of Reference
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- 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/access 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	<p>6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal.</p> <p>6.2. The Financial Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ 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 <p>6.3. The Technical Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ The Profile of the Firm, setting out its organizational structure, relevant experience in leading or providing advisory on labour market, employment and policies to public or private organizations, its resource plan and the proposed methodology, work plan and team composition clearly indicating the team leader, and other key experts.

	<p>❖ Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR.</p> <p>6.4. The Technical Proposal shall not contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.</p> <p>6.5. Any information which the Firm considers confidential shall be clearly marked as such and shall be treated accordingly.</p>
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 the Proposal shall be 30 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 reserves 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 documents**, marked as such.
- 10.1 The documents 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.
- 10.2 **The supporting documents required are:**
1. Evidence of registration with Corporate Affairs Commission (CAC)
 2. Tax Clearance Certificate for the preceding 3 (three) years 2021-2023 from the Lagos Internal Revenue service (LIRS)
 3. Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency (LASPPA) for the current year (2024)
 4. Audited Financial Statement for the last 3 (three) years (2021-2023)
 5. Corporate profile of the company services and affiliations
 6. Curriculum Vitae of at least 3 key professional staff
 7. An affidavit that all documents submitted are genuine and verifiable

- 11. Deadline for the Submission of Proposal.**
- 11.1. Proposals must be received through the link specified in above on or before the close of business on **Thursday 12th December, 2024.**
- 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 above. 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 **Thursday, 5th of December, 2024,** 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.**
- 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 above.

E. OPENING AND EVALUATION OF PROPOSAL

- 14. Opening of Proposals**
- 14.1 The LSETF shall only open Proposals received after the submission deadline with the Evaluation Committee only in attendance. **The Technical Proposals shall be open 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:

- ❖ Pre-Qualification exercise to determine that all requested documents were submitted and in the required format.
- ❖ 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;
- b) "*fraudulent practice*" means a misrepresentation or omission of facts in order to influence a selection process;
- c) "*collusive practices*" means a scheme or arrangement between two or more Consultants 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 selection 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

1.0 Background Information

This Terms of Reference (TOR) is developed to provide cleaning services using environmentally friendly cleaning products and supplies. The layout comprises office space, kitchen, restrooms, (male/female), meeting room, boardroom, lounge and reception for the premises office space to be 440 square meters.

1.1 Objective of the Assignment

The key objective of this contract is to provide cleaning services to Lagos State Employment Trust Fund monthly.

1.2 Scope of the Assignment

The contract shall operate and maintain cleaning services as scheduled in respect of the client office (Hereinafter called the premises).

The scope of contract shall include but not limited to the following:

- a. Cleaning of office space, meeting rooms
- b. Cleaning of window blinds.
- c. Cleaning of workstations, chairs, and desks
- e Quarterly general cleaning of the office workspace.

1.3 Supplies and Equipment

The contractor will provide all equipment, as well as environmentally friendly cleaning supplies required in carrying out the work.

1.4 Reporting Line

The Vendor will report to the Head, Human Resources & Admin through the Admin officer - LSETF.

1.5 Cost of Service

The cost of monthly service charges should include the following:

- a. Cost of operative staff
- b. Cost cleaning materials (consumables) as agreed by both parties.

1.6 Duration Of Contract

This will be an annual contract from the date of signing the contract. The contract is renewable subject to satisfactory performance.

1.7 Required Qualifications

The Vendor must meet the following specifications:

- Proven record of accomplishment in rendering satisfactory services.
- Training and experience in similar environments
- There shall be no criminal records or pending court cases against vendor
- The vendor must be registered with Lagos State Public Procurement Agency (LSPPA)

1.8 General Terms and Conditions

During the entire period of the assignment the vendor shall make its operatives available for providing the cleaning Service to LSETF:

- In providing the cleaning services to LSETF, the vendor and its operatives shall ensure to the best of its/their reasonable endeavors, the highest professional standards and exercise all due care, skill, and competence to ensure that the cleaning services provided shall be to the full satisfaction of the Fund.
- The vendor shall always comply with the relevant cleaning and safety measures in providing the cleaning services to the Fund.

- All reports and documents prepared during the assignment will be treated as LSETF property.
- The reports / documents or any part, therefore, cannot be sold, used, and reproduced in any manner without prior written approval of LSETF.