LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

ENGAGEMENT OF AN EVENT MANAGEMENT SERVICE FOR THE LSETF x GIZ EMPLOYABILITY SUPPORT PROJECT - PROJECT CLOSE-OUT EVENT

Deadline for Submission: 19/11/2026

LSETF/GIZ/001/EMP - JF/2026

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SECTION I - REQUEST FOR PROPOSALS TO ENGAGE AN EVENT MANAGEMENT SERVICE FOR LSETF X GIZ EMPLOYABILITY SUPPORT PROJECT (CLOSE-OUT EVENT).

The Lagos State Employment Trust Fund (LSETF), in collaboration with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), has implemented an employability training project aimed at equipping young people in Lagos State with relevant technical, digital, and employability skills to improve their access to employment and sustainable livelihood opportunities.

LSETF-GIZ Employability Support Project is organizing a Close-out event aimed at bringing together trained beneficiaries with employers, and stakeholders for a close out event.

To ensure the successful implementation of the event, the organizers seek to engage a suitable event management company to handle all factors related to the event at a central location in Lagos Mainland that can accommodate 650 participants and provide the required event infrastructure.

Interested applicants will find below:

- detailed instructions relating to the submission of the Proposal in "Section II – Instructions to Event Management Service" of this document; and
- sample forms for the submission of the Proposal in Section III.

The Proposal shall clearly highlight the information listed in Section II of this document.

Requests for clarification can be sent to the email address below until Monday, 9th November 2026, at procurementunit@lsetf.ng

Kindly submit a hard copy of your proposal, entitled **"Request for Proposal for the LSETF x GIZ Employability Support Project (Close-out Event) – EVENT MANAGEMENT SERVICE,"** in a sealed envelope. Submissions must be delivered to the address below no later than **4:00 p.m. on Monday, 19th November 2026**.

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 response to this RFP is confidential.

Yours truly,

Feyisayo Alayande
Executive Secretary

SECTION II – INSTRUCTIONS TO EVENT MANAGEMENT SERVICE PROVIDER

A. INTRODUCTION

1. General

This RFP is issued for application proposals to collaborate with LSETF and GIZ on the organization of a close-out event for all the trainees

2. Definitions

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

«GIZ» means the Deutsche Gesellschaft für Internationale Zusammenarbeit

«**Project**» means the "LSETF x GIZ Employability Support Project".

«**Proposal**» means a Proposal submitted by an Event Management Service Provider, 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 an EMSP for the event, which are enclosed herewith as Annexes.

«**EMSP**» means the Event Management Service Provider that has responded to this RFP and, if selected, will collaborate with LSETF and GIZ on event management services; and

«**Day**» means calendar day unless stated otherwise.

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 for the event. This RFP consists of the following:

- The Letter of Request for Proposal in Section I
- Instructions to Event Management Service Provider in Section II
- The TOR for the Project enclosed as Annex 1 to this RFP

3.2 The EMSP shall examine the instructions, sample documents, and specifications 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 before the deadline for submission of the application, the LSETF and GIZ may, for any reason at their own initiative or in response to a clarification requested by an EMSP, modify the RFP.

4.2 All EMSP that have responded to the RFP by sending a proposal in due time will be notified in writing or by standard electronic means of any amendments to the RFP.

4.3 To afford the EMSP a reasonable time in which to take the amendments into account in preparing their Application Proposals, following a request for clarification, LSETF and GIZ may, at their discretion, extend the deadline for submission of Application Proposals.

C. PREPARATION OF PROPOSAL

5. Amendment of RFP

The Proposal and all related correspondence shall be in English.

6. Contents of Proposal

6.1. The Proposal shall include two components: The Technical Proposal and the Financial Proposal.

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 EMSP, setting out its organizational structure, relevant experience, its resource plan, and the proposed methodology for providing the services detailed in the TOR;

❖ Number of support staff the EMSP can accommodate in the 1-day event

❖ Details of the support staff and their resumes;

❖Any other information which the EMSP 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 EMSP considers confidential shall be clearly marked as such and shall be treated accordingly.

7.	**Currency of the Proposal**	The prices in the Proposal should be quoted in Naira.
8.	**Validity of the Proposal**	The EMSP must clearly state the validity period of the quotes in its Proposal.
9.	**Cost of Preparation of Proposal**	The EMSP shall bear all costs associated with the preparation and submission of its Proposal. LSETF and GIZ shall in no case be responsible or liable for any costs associated with submitting the Application Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF and GIZ reserve the right to annul the Proposal process at any time prior to making a payment to the delivery partner, without thereby incurring any liability to the EMSP.

D. SUBMISSION OF PROPOSAL

10.	**Sealing and Making of Proposal**.	10.1 Event Management Service Provider shall place the Technical Proposal (and its supporting documents), and the financial proposal (and its supporting documents) in a sealed folder, marked as such, and submit them at the LSETF head office: No. 16, Billings Way, Oregun, Ikeja, Lagos 10.2 The folder shall indicate the name and address of the **EMSP**, 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 Application Proposals must be received by the LSETF at the address specified in Section I on or before Thursday, 19th November 2026 11.2 Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall not be considered. 11.3 LSETF and GIZ may, at their sole discretion, extend the deadline for the submission of Application Proposals by amending this RFP in accordance with the terms and conditions hereof.

12. Clarifications

12.1 An EMSP requiring additional clarification of any part of this RFP may notify the LSETF via the contact details provided in Section I. LSETF will respond in writing, or by standard electronic means, to any request for clarification of the RFP that it receives no later than Monday, 9th November 2026, and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all EMSPs. If LSETF and GIZ deem it necessary to amend the RFP because of a clarification, they shall notify any EMSP that has submitted a Proposal before such amendment.

13. Modification/ Withdrawal of Proposal:

13.1 An EMSP may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF before the deadline prescribed for submission of Application Proposals.

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

E. OPENING AND EVALUATION OF PROPOSAL

14. Opening of Application Proposals

14.1 The LSETF shall open all Application Proposals received before the deadline. Proposals shall be opened as indicated in the Request for Application Proposal at the same time on the date specified in the Request for Application Proposal with the Evaluation Committee in attendance. The Technical Proposals shall be opened and evaluated prior to the opening of the Financial Proposals.

14.2 The Minutes of the opening of the Application Proposals will be prepared.

14.3 The supporting documents required are:

1. Evidence of registration with the Corporate Affairs Commission (CAC)
2. Tax Clearance Certificate for the preceding 3 (three) years, 2023-2025, 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 (2026)
4. Audited Financial Statement for the last 3 (three) years (2023- 2025)
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

15. Evaluation of Application Proposals

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

- Examination of the Technical Proposal to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, an acceptable Proposal conforms to all terms and conditions of the RFP without material deviations. LSETF and GIZ'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 acceptable 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.

GIZ and LSETF reserve the right to conduct an in-person examination of prospective Service Provider as part of the selection process.

F. PROJECT DEVELOPMENT

16. Project Development

16.1 Once selected for Project Development, LSETF will contact the prospective Service Provider by email and phone. A process of due diligence and project development will occur to confirm and finalize project items such as cost, timelines, etc., as well as to make certain that the project will satisfy GIZ/LSETF requirements.

16.2 During this phase of project development, LSETF will be the main point of contact, but GIZ reserves the right for staff in its central team to further clarify items via email and/or phone calls directly with the prospective delivery partner.

G. ENGAGEMENT OF SERVICE PROVIDER

17. Award of Project Delivery Amount:

17.1 LSETF and GIZ reserve the right to accept or reject any Proposal, to annul the RFP, or reject all Application Proposals at any time before the legal contracting of potential delivery partners, without thereby incurring any liabilities to the EMSP and without any obligation to inform the affected EMSP of the grounds of its action.

18. Notification of Engagement: Successful organization/s will be notified and contacted by email or telephone. No award between LSETF is binding until the agreement has been prepared signed and countersigned by all parties and after a process of due diligence consistent with the policies of GIZ and LSETF have been complied with.

19. Fraud and Corruption: The LSETF, GIZ and EMSP shall hold the highest ethical standards, both during the selection process and in principle, and shall always abstain 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 to influence a selection process or the execution of a training program;

c) "*Collusive practices*" means a scheme or arrangement between two or more 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 application and/or selection process or affect the execution of a training program.

The LSETF and GIZ shall reject a proposal for award if it determines that the EMSP recommended for engagement as a service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in applying to be a delivery partner or in subsequent but related actions.

TERMS OF REFERENCE (ToR)

Background

The Lagos State Employment Trust Fund (LSETF), in collaboration with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), has implemented an employability training project aimed at equipping young people in Lagos State with relevant technical, digital, and employability skills to improve their access to employment and sustainable livelihood opportunities.

LSETF-GIZ Employability Support Project is organizing a Close-out event aimed at bringing together trained beneficiaries with employers, and stakeholders for a close out event.

To ensure the successful implementation of the event, the organizers seek to engage a suitable event management company to handle all factors related to the event at a central location of Lagos Mainland that can accommodate 650 participants and provide the required event infrastructure.

Scope of Work

We require a fully functional air-conditioned event center and other supporting facilities, including a stage or elevated platform suitable for keynote presentations, panel discussions, and announcements, and adequate space to support registration of attendees. The proposed setup should be professional, functional, accessible, and suitable for a formal development-sector close-out event.

Venue Layout and Seating Arrangement

The venue should be arranged with a layout that accommodates both participants and stakeholders.

Seating Area

- A large section of the hall should accommodate seating for all guests and attendees.
- The seating capacity should be approximately 650 participants. Reserve the front rows for honorary guests.
- Chairs should be arranged in rows facing the main stage or presentation areas

The selected service provider will ensure that all event components are properly coordinated and delivered in line with LSETF and GIZ expectations, branding requirements, agreed timelines, and approved budget. The event management company shall develop and produce event branding materials in accordance with approved LSETF and GIZ branding guidelines. The event management company is also in charge of the catering and media services required in this TOR.

The selected event management company shall provide event management services, including but not limited to the following:

- Participate in planning and coordination meetings with the LSETF team
- The service provider shall be responsible for the required event setup.
- Conduct venue inspection and provide recommendations on venue setup and logistics, and develop an event floor plan and seating arrangement
- The service provider shall be responsible for the required event setup,
- Including stage design and setup.
- Podium/lectern where required.
- Guest and VIP seating arrangements.
- Registration/check-in area branding.
- Stage branding
- Directional signage.
- Programme/event agenda.
- Reserved/VIP seat labels.
- Stage backdrop and event branding.
- Appropriate lighting.
- Sound and public address system.
- Projector/LED screen/display equipment is required.
- Power supply and backup arrangements.
- Provide event support staff for the event.
- Any other technical equipment required for successful event delivery, as may be identified during the planning stage.

Objective: The objective of this assignment is to provide a high-quality service and a memorable program experience for all the attending participants and guests.

Media and Branding

Participants: 650 attendees

Deliverables

The provider will deliver services covering:

- Full photography and videography of the event, including:
  - Opening ceremony coverage
  - Stage presentations and panel sessions
  - Tea break and lunch for attendees
  - Participant interactions coverage
  - Provision of high-resolution edited photos and a highlight video post-event
  - Agreement for coverage and publication by various media houses
  - Coordination with the organizers for TV media placement, radio, newspaper, publication interviews, online media publication, and blogs
  - High-resolution digital photographs of all key moments
  - Beneficiary photographs
  - Video coverage of the whole event

- Edited video footage of event highlights
- Full Coverage report to the organizing team
- Provision of a photo album of the events
- Full 5-minute cut of the day's activities
- Beneficiary videos – 1–2-minute cuts
- Recording of key speeches and presentations

All deliverable links and albums must be properly labelled, organized, and submitted on a flash drive to the organizers within 72 hours of the event. A media report would be submitted

Catering Services

Catering Requirements

The service provider will provide catering services for approximately 650 participants, including:

- Participant/beneficiaries
- Employers
- Facilitators
- Stakeholders
- Volunteers
- Event organizing team

The catering service provider will deliver both tea break and lunch services as detailed below. Inside

Morning Tea Break (650 Participants)

- Packed small chops
- Bottled water

All items should be individually packaged for easy distribution

Lunch Service

Lunch will be provided in two different categories:

Category 1 – Participant/Beneficiaries

Quantity: 500 bag packs for individual participants

Meal package should contain:

- Packed Jollof Rice
- Chicken

- Plantain
- Bottled Water

Category 2 – Guests / Partners

Quantity: 150 packs (bag-packed)

Meal package should contain:

Jollof Rice and Ofada Rice

- Chicken and beef
- Fish and beef
- Ofada sauce
- Leaf-wrapped Moi Moi
- Bottled Water
- Small pack fruit juice

All items should be individually packaged for easy distribution

Event Personnel Support

The organizers will provide the speakers, panellists, volunteers, and security personnel required for the event. However, the event service provider is expected to include the stipend costs for these personnel in the submitted financial proposal as part of the event support budget.

This includes:

- Four (4) security officers at a stipend rate of ₦10,000 per person
- Appreciation Plaque for 6 panellists and guest speakers at 20,000 each
- Ten volunteers (this will be provided by the LSETF team) at ₦10,000 per person
- MC event anchor at 50,000

Event Branding

The event service provider shall produce the following branded materials:

- Stage backdrop banner for the main stage area.
- Photo area decoration and backdrop banner for participant photography and media engagement.

The event service provider shall provide:

- Professional DJ and sound system suitable for the session activities, including microphones and sound management.

- A stage manager responsible for coordinating speakers, panel sessions, and stage transitions during the event.
- Panel discussion setup including five (6) seats for panellists on stage with appropriate seating arrangement and microphones
- Attendee event tag
- Photo area
- Branding Items
- Venue decoration
- Event brochures: 100 copies
- Moderation and DJ services on the day of the event

All branding designs must be approved by the organizers before production.

Branded Materials and Gift Items

The event service provider produces and supplies the following items:

Forty (**40**) high-quality branded T-shirts (designs and sizes will be provided by the organizers).

- Gift packages valued at ₦25,000 per person for **20 stakeholders**
- Additional gift items for **150 people,** each bag containing:
    - One branded power bank
    - One standard branded notepad
    - One branded medium-sized insulated water bottle
    - All items are packed in a branded quality tote bag for 150 individuals

All items must be branded according to the approved design and properly packaged before the event.

Event Date:10th December 2026