



LAGOS STATE GOVERNMENT CIVIL SERVICE COMMISSION

INVITATION OF EXPRESSIONS OF INTEREST [EOI] FOR DIGITIZATION OF CIVIL SERVICE COMMISSION

BACKGROUND

The Lagos State Government through the Civil Service Commission (CSC) has intent to fully automate its Records, Processes and Communication in line with its vision to be a World Class Human Resource Organization and in concert with the developmental plans of the present Administration's T.H.E.M.E.S. Agenda.

In this regard, the Lagos State Civil Service Commission seeks to digitize Three (3) main pillars of its functions:

- Documentation Process;
- Work Process; and
- Communication Process.

The Documentation Process involves Electronic Document Management which is digitization of Personnel Records. The Work Process requires automation of the Business and Work Flow Processes, while the Communication Process includes Internal and External Communication Processes. The Project will be executed in phases with the first phase being the digitization of Personnel Records.

The Civil Service Commission within the context of the State's extant Public Procurement Law hereby invites Expression of Interest (Eoi) from reputable and experienced international and local firms/consortia, to participate in a competitive tender process for the provision of the Services detailed herein.

PROJECT SCOPE

I. Records Management

The envisaged scope of work for Phase I of the project will include, but is not limited to the provision of information technology services for digitization of Personnel Records. It is expected that the Eoi will detail the approach to be adopted in terms of design, implementation method and post-digitization support, timelines, expectations from CSC and financials.

The proposed system should allow storing and tracking of Electronic Documents in compliance with best practice regulatory requirements. These include but not limited to:

- Cloud Access
- Intelligent Organization
- Attractive user interface
- A robust search feature
- Version control
- Roles and permission
- Universal format support
- Simple updating process

II. Business Process Automation & Internal & External Communication:

The Business Processes/ Internal & External Communication include but are not limited to the following:

- Documentation- Proper documentation of the existing system
- Process Mapping
- Architectural Design. The conceptual model that defines the structure, behaviour and view of a system. Formal description and representation of a system, organized in a way that supports reasoning about the structures and behaviour of the system
- Automation of the processes: Design and coding to translate the Business Process and the Architectural model to an Enterprise Resource Planning Application that will be flexible and robust to connect to an existing system
- Communication via e-mail
- Mails automation
- Staff communication
- Commission's Newsletter.

For Phases (I & II), the Software developer must have extensive skills, expertise and knowledge of Software Applications.

REQUIREMENTS FROM INTERESTED PARTIES

In order to be pre-qualified, the prospective firms or consortia must possess the relevant experience to provide the services required in each segment. They are required to submit comprehensive information as follows:

- Full name and nationality (country of registration) of the company and contact person, postal address, telephone, e-mail addresses;

- Ownership structure including name(s) of shareholders and percentage shareholdings;
 - Company registration with Corporate Affairs Commission (CAC) including Certificate of Incorporation, certified true copies of Memorandum and Articles of Association and CAC Form C07 or the equivalent;
 - Most recent 3-Years (2018-2020) Audited Financial Statements and latest Management Accounts;
 - Most recent 3 Years (2018-2020) Company Tax Clearance Certificates;
 - Copies of VAT Registration with TIN number and evidence of VAT remittances for the Past 3 years;
 - Evidence of Three (3) previous experience in executing similar works and services within the last 5 (five) years including the following details:
 - Name of Project, Brief Description and Client, (ii) Scope of work, (iii) Nature of Contract, Role in Contract (lead contractor, sub-contractor etc.), (iv) Name and address of related client's referee;
 - Lagos State Public Procurement Agency Registration within the appropriate category and class for the submitted bid;
 - Project team, including specialist consultants and a list of key personnel and organizational chart, their qualifications and relevant experience
 - Proposed technical and financial proposal; and
 - Evidence of available financing.
- m) It is pertinent to note that preference shall be given to submissions that demonstrate exceptional value for money and operational delivery.

COLLECTION OF EXPRESSION OF INTEREST DOCUMENTS

A complete set of Expression of Interest Documents in English Language should be purchased by interested firms or consortia at the Civil Service Commission on the submission of written application to the Permanent Secretary Civil Service Commission Block 9, The Secretariat Alausa, Ikeja and upon a payment of a non-refundable fee of N50,000.00 (Fifty Thousand Naira) only for the Interest.

SUBMISSION OF BIDS

Interested firms or consortia may obtain further information via email to civilservice@lagosstate.gov.ng between 09.00 am to 5.00 pm weekdays not later than 2 weeks from the date of this publication.

All bids must be accompanied by a Bid Security of 1% of the Bid Price.

The Eoi submission for one or both phases should include:

- (One) original copy and 3 (Three) other copies to be delivered in a sealed envelope clearly marked "Eoi for CSC Digitization" and submitted not later than 2 weeks from the date of this publication on or before 12 noon Nigerian time on the said date to the address below for the attention of:

**The Permanent Secretary,
Lagos State Civil Service Commission,
Block 9,
The Secretariat, Alausa, Ikeja,
Lagos, Nigeria**

It should be noted that this invitation does not constitute a commitment on the part of LASG and/or the Lagos State Civil Service Commission to award the project to any firm or consortium expressing interest.

Furthermore, submission of documents shall not entitle any of the interested parties to any claims against LASG and/or the Lagos State Civil Service Commission by virtue of such firm or consortium having responded to the Eoi invitation.

All costs incurred by respondents as a result of this Eoi invitation and any subsequent requests for information shall be for the respondent's account only.

Signed.

B. A. DAPO-THOMAS (MRS.)
Permanent Secretary