



**LAGOS STATE GOVERNMENT
PUBLIC PROCUREMENT AGENCY**

**REQUEST FOR PROPOSAL FOR CONSULTANT(FIRM) TO CONDUCT BASELINE SURVEY/ DATA GATHERING ON AFFIRMATIVE
PROCUREMENT FOR WOMEN –OWNED BUSINESSES IN LAGOS STATE.**

1.0 BACKGROUND

Affirmative action calls for equal access to services in a country. It aims at providing services to minority groups and even women to ensure equal access to human rights. The affirmative action looks at the advantage enjoyed by one group over the other, non-access to economic, social and political status. In most African Countries, Men are more advantaged than Women in accessing Government Contracts. Affirmative Procurement was officially launched at the Federal Level on Thursday 18th August 2022 in Abuja. To address these concerns, the Lagos State Public Procurement Agency in Partnership with the UN Women seeks to engage a Consultant for Baseline Survey/Data gathering purpose.

The primary objectives of the assignment is to develop a Baseline Data to generate baseline information to indicate the number of Women and Men benefitting from Public Contracts in Lagos State and to also generate a list of frequently procured Goods, Works and Services by the government in the State.

The Lagos State Public Procurement Agency (LPPA) was established on the 2nd April 2012 via the Lagos State Public Procurement Agency Law, 2011 as re-enacted in Volume 6, Chapter 56, Laws of Lagos State of Nigeria 2015. The Agency was primarily set up to ensure probity, accountability and transparency in Public Procurement by the State Government. The extant Law is the Lagos State Public Procurement Law 2021, which was signed into Law on the 15th of March 2021 by the Governor of Lagos State.

To this end, the Lagos State Public Procurement Agency now seeks Proposals from reputable and experienced Consultants (Firm) to participate in the selection process.

2.0 PROJECT SCOPE

The engaged firm will be expected to function under the supervision of Lagos State Public Procurement Agency (LPPA) and oversight from the UN Women. The Project Scope will include but is not limited to:

- a. Development of Baseline Data
- b. Generate baseline information to indicate the number of Women and Men benefitting from public contracts in Lagos State.
- c. Percentage of Women-owned businesses enjoying government contracts in Lagos State.

3.0 REQUIREMENTS FROM INTERESTED PARTIES

Prospective firms/consortia must possess relevant experience and will be required to submit comprehensive technical and financial information as follows:

3.1. LEGAL STATUS AND PROFILE

- Full name of company and contact person, postal address, telephone/fax numbers, and e-mail addresses.
- Ownership structure including name(s) of shareholders and percentage shareholdings.
- Company registration including Certificate of Incorporation, certified true copies of Memorandum and Articles of Association and CAC Form C07
- Evidence of registration with the relevant professional bodies
- Evidence of Company's tax clearance Certificate for the last 3 years.
- Evidence of registration with Lagos State Public Procurement Agency.

- Evidence of Directors Tax Clearance Certificate for the last three years.

3.2. RELEVANT EXPERIENCE

- a. A Degree in Statistics, Mathematics or relevant discipline.
- b. A nationally accepted certification in Statistics.
- c. A Corporate entity with personnel having a minimum of five (5) years proven expertise in data gathering activities and Policy development.
- d. Experience in Public Sector relationship and liaison.
- e. Excellent writing, editing and oral communication skills in English.
- f. Prior or current engagement in work, programmes, agenda and initiatives in the areas of governance, public administration, and service delivery.
- g. Robust IT skills.

3.3. FINANCIAL CAPABILITY

Provide the following information:

- Most recent 3–Years Audited Financial Statements and latest Management Accounts.

4.0 SUBMISSION OF REQUEST FOR PROPOSAL

The RFP document should include:

- An original copy and five (5) other copies of Request for Proposal delivered in a sealed envelope clearly marked “RFP – Consultancy Services for the Baseline Survey / Data gathering on Affirmative Procurement for Women-owned Businesses in Lagos State and delivered to the address below from 8.00 am to 4.00pm **Friday 13th January, 2023 to 12.00 noon on Friday 27th January, 2023.**

Attention:

Office of the Director-General,
Lagos State Public Procurement Agency
Block 22/23
The Secretariat
Alausa, Ikeja
Lagos, Nigeria.

It should be noted that this invitation does not constitute a commitment on the part of Lagos State Government and/ or the Lagos State Public Procurement Agency to award the project to any consortia submitting Proposal. Furthermore, the submission of documents shall not entitle any of the interested parties to any claims against LSG and/ or LSPPA by virtue of such consortia having responded to the RFP invitation.

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

**Signed
DIRECTOR-GENERAL,
Public Procurement Agency
The Secretariat, Alausa-Ikeja, Lagos State**