



REQUEST FOR EXPRESSIONS OF INTEREST

LAGOS, NIGERIA

LAGOS METROPOLITAN AREA TRANSPORT AUTHORITY (LAMATA)

Project Title: CNG 1053 - LAGOS STRATEGIC TRANSPORT MASTER PLAN PROJECT (LSTMPP) 1

Contract Title: Consultancy Services for the Provision and Maintenance of Electronic Document Management System

LASG/LAMATA/AFD/CS/IPC/QCBS/MIS/18-20

Date: October 29th, 2025

The Lagos State Government through the Federal Republic of Nigeria has received financing from Agence Française de Développement ("AFD") for the Lagos Strategic Transport Master Plan Project (LSTMPP 1) and intends to use part of the funds thereof for payments under the following service: **Consultancy Services for the Provision and Maintenance of Electronic Document Management System.**

Objective and Outputs of the Consultancy

Lagos Metropolitan Area Transport Authority (LAMATA) handles a significant volume of official communication and documentation. While some correspondences are carried out via email and online file-sharing platforms, the majority remain paper-based. Despite having a centralized network where files are stored in shared folders, internal processes and approvals still rely heavily on paper memos. This has resulted in siloed workflows, inefficient document retrieval, and cumbersome filing practices.

LAMATA has 150 active users and currently maintains an approved filing process aligned with the ISO 9001:2015 standard. However, with increasing demand for physical storage space, as well as the growing importance of data protection and compliance with data retention policies, there is a pressing need for an Electronic Document Management System (EDMS).

The objectives of the consultancy include:

- Analyse existing IT Business Processes and environment and produce Business Requirement Document and System Specification
- Enable electronic filing of all communications and documentation, including official letters, memos, and key internal working documents (manuals, procedures, laws, and regulations) across all departments and units. This will include provision and installation of filing hardware and software.
- Support workflow automation for processes and create a knowledge hub for transport projects repository. This will include actual document migration from paper-based to the digital EMDS.
- Provide a robust Learning Management System (LMS) to support employees capacity building development and enable efficient knowledge capture, storage and retrieval through an integrated knowledge management system.

The Lagos Metropolitan Area Transport authority (LAMATA) hereby invites eligible consultants to show their interest in delivering the service described above.

This Request for Expressions of Interest is open to: **Consulting Firms.**

The services are anticipated to start by: **Q2, 2026, over a period of Nine (9) months.**

Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>.

The Applicant shall submit only one application, either in its own name or as a member of a Joint Venture (JV). If an Applicant (including any of the JV members) submits or participates in more than one application, those applications shall be all rejected. However, the same Subconsultant may participate in several applications.

If the consultant is a Joint Venture (JV), the Expression of Interest shall include a copy of the JV Agreement entered into by all members. Alternatively, a letter of intent to execute a JV Agreement in the event of a successful proposal shall be signed by all members and submitted with the Expression of Interest, together with a copy of the proposed Agreement.

In the absence of this document, the other members will be considered as Subconsultants. Experiences and qualifications of Subconsultants are not taken into account in the evaluation of the applications.

Interested consultants must provide information evidencing that they are qualified and experienced to perform this service. For that purpose, documented evidence of recent and similar services shall be submitted.

Determination of the similarity of the experiences will be based on:

- The contracts size
- The nature of the Services: elaboration, provision and installation of Electronic Data Management System, Learning Management System, Workflow Automation for similar files systems size
- The technical area and expertise: Microsoft Solution, Data Storage and Archiving, Knowledge Management, Learning Management System and process automation.

LAMATA will also take into account during the evaluation of the applications the following items:

- Availability of technically skilled and sufficient personnel to effectively execute the assignment
- Relevant experience in projects of similar nature and complexity
- Team composition and adequate balance between international and national (local) expert with requisite technical skills.

In case of JV or Consortium:

- General introduction about the leading firm and its potential partners;
- Justification of consortium or JV in those both cases: complementary capacities and key technical fields of the consortium;
- List of relevant, verifiable experiences and brief description of similar projects/assignments addressing requirements described above in terms of the scope of work;

Among the submitted applications, LAMATA will shortlist a maximum of six (6) Applicants, to whom the Request for Proposals to carry out the Services shall be sent.

An AFD's standard form of Statement of Integrity, Eligibility and Social and Environmental Responsibility, duly signed by the Firm/JV, must be provided with the application. **A copy could be downloaded from the AFD website (<https://www.afd.fr>)** or through this link: <https://bit.ly/347wmhJ>. The consultant may request a hard or soft copy from LAMATA.

One original and two copies of the EOI must be delivered no later than **Wednesday, November 19, 2025 by 3:00 p.m:**

- to the address below in a sealed envelope clearly marked Expression of Interest for Consultancy Services for the Provision and Maintenance of Electronic Document Management System. (in hard copy and soft copy in CD format);
- **or** by email in PDF format to bids@lamata-ng.com with clear indication of the title in the subject. The Client shall confirm within 24 hours the receipt of each Expression of Interest file received at the aforementioned email address. In the absence of such confirmation received from the Client within 24 hours after sending its Expression of Interest file, the Applicant is invited to request receipt confirmation of its Expression of Interest file from the Client.

Head of Procurement

Lagos Metropolitan Area Transport Authority (LAMATA),

LAMATA Place, Km 15, Ikorodu Road, Ketu-Ojota Cloverleaf Interchange, Ketu, Lagos, Nigeria.

Telephone: 01-2702778-82

E-mail: bids@lamata-ng.com

Interested Applicants may obtain clarifications by writing to the email address above, no later than 5 working days before the deadline for receipt of Expressions of Interest. The Client will respond to requests for clarification in writing, **and where the client considers it necessary**, publish the responses on the same media as the initial publication of the Request for Expressions of Interest, without identifying the entity which made the request for clarifications.