



OGUN STATE ECONOMIC TRANSFORMATION PROGRAM
(World Bank Sponsored)



THE WORLD BANK

**Development of Scholarship Management Information System
(MIS), Technical College Entrance Application Website, and
Offline Digital Technical College Entrance Application Form
OG/CS/PIU/03/2024**

**Location: OGUN STATE ECONOMIC TRANSFORMATION PROJECT
(OGSTEP)
OKE-ILEWO, OGUN STATE.**

Produced by: OGSTEP PIU

Date: APRIL 2024

QUOTATION SOLICITATION LETTER

Dear.....,

1. The Ogun State Government through the Federal Government of Nigeria is applying for a credit from the International Development Association (hereinafter referred to as IDA)/ World Bank towards the financing of the **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)**. The Project Coordinating Office of OGSTEP intends to apply part of the proceeds of this credit to payments under contracts for the Development of Scholarship Management Information System (MIS), Technical College Entrance Application Website, and Offline Digital Technical College Entrance Application Form as stated below:

S/N	ITEMS	QTY	SPECIFICATIONS
1.	System Management Information System	1	<ul style="list-style-type: none"> • Design and develop a comprehensive digital information system to manage scholarship applications, selections, enrolment, payment schedules, approvals, disbursements, reconciliation of transfers, transfer status tracking, and application status tracking. The MIS should have Application Programming Interface (API) to allow linkages to other software of the project and Ogun State Government and provide administrators with tools for monitoring progress. • Incorporate a payment gateway for direct G2P transfers • Ensure the MIS is user-friendly, secure, capable of generating relevant reports. • Provide user guide and training to program staff for effective MIS usage.
2	Online Application Website to TVET Colleges in Ogun States	1	<ul style="list-style-type: none"> • The MIS/website should allow for information dissemination (call issue, applicants' selection for entrance examination using the first level criteria, notification on examination using SMS and emails). • Design and develop a user-friendly application form that should be accessible offline (or with limited internet access) and a website for online entrance applications to all 8 colleges with the capability to filter for selection based on some criteria, allow for information dissemination (call issue, selection notification, sms notifications) and send messages to selected candidates for follow-up actions. • Ensure the website is mobile-responsive and compatible with various web browsers. • Implement necessary security measures to protect applicant data. • Develop an easy-to-use content management system (CMS) for program staff to update website content.

3	Application Form	1	<ul style="list-style-type: none"> • Create a digital entrance application form that is easy to navigate and complete and deployed web-based and offline. • Include necessary fields for applicant information including demographic educational background, financial status and socioeconomic background. • Implement a user-friendly interface for uploading supporting documents. • Ensure the form includes error-checking and validation features.
4	Offline Digital Registration Points	1	<ul style="list-style-type: none"> • Identify and set up offline digital registration points at strategic locations to help applicants who may not have internet access. • Ensure the offline system can sync with the online application portal

2. The **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)** now invites sealed bids from eligible suppliers for the Development of Scholarship Management Information System (MIS), Technical College Entrance Application Website, and Offline Digital Technical College Entrance Application Form to track and warehouse onboarding of scholars, scholarship fund payment schedules, approvals, transfers and reconciliation in an efficient, accountable, transparent and timely manner for the Ogun Girls TVET Scholarship Program; develop a secure online application platform; and an accessible offline digital registration system for the entrance application to the 8 technical colleges in Ogun State.
3. Your quotation should reach the undersigned within seven (7) days from the date of this letter.
4. The goods shall be procured through the National Shopping procedures specified in the World Bank Procurement Guidelines.
5. The list of goods to be supplied and their technical specifications are provided in the attached Annex 1.
6. This request for quotation has been addressed to other suppliers of these items.
7. The goods supplied under this contract shall conform to the standards provided in the attached technical specification
8. All goods delivered shall be inspected and must conform to the contract and any sub-standard goods shall be rejected.
9. Goods shall be delivered within 30 days from the date of signing of the contract, together with a supplier's invoice showing their description, quantity, unit price, and total amount.
10. The supplier is required to supply the goods together with the detailed operations and maintenance manual for each appropriate unit of the supplied goods.
11. The supplier shall warrant that the goods supplied under the contract are new and unused.

12. The supplier shall not assign, in whole or in part, its obligations to perform under this contract, except with written consent of **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)**.
13. **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)** may terminate the contract, if the supplier fails to deliver any or all of the goods within the period specified, or within any extension thereof granted in writing by **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)**
14. The supplier request for payment shall be made in writing, accompanied by an invoice as stated in clause 8. All payments shall be made promptly and in no case later than 20 days after delivery and acceptance of goods.
15. Hundred percent of the contract price shall be paid on receipt of goods and upon submission of delivery documents acceptable to **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)** within 30 days after the date of certification.
16. Prices charged by the supplier for goods delivered and services rendered shall not vary from prices quoted. Prices shall therefore be fixed.
17. The supplier shall be entirely responsible for all taxes. All prices must be inclusive of all applicable taxes.
18. The validity period for the quotation shall be 90 days from the date of submitting the quotation.
19. Original copy of quotation (both hard and soft copy) shall be submitted sealed in an envelope and addressed to **Mosunmola Owo-Odusi, The Project Coordination, Ogun State Economic Transformation Project (OGSTEP), Floor 5, OPIC Towers, Oke-Ilewo, Abeokuta, Ogun State.**
20. The successful supplier shall be notified in writing and furnished with a Purchase Order and shall have an effective with **OGUN STATE ECONOMIC TRANSFORMATION PROJECT (OGSTEP)** on receipt of the duly signed and dated contract by the purchaser.
21. Please confirm receipt of this letter and also let us know if your firm will submit quotation.

Yours faithfully,

Kayode Adeleye
For: Mosunmola Owo-Odusi
Project Coordinator
Ogun State Economic Transformation Project (OGSTEP)

TABLE: 1

TECHNICAL EVALUATION

CHECK LIST	Specification as indicated in the Quotation solicitation letter (QSL)	NAME OF BIDDERS		

TABLE 11a

RESPONSIVENESS OF BIDS

RESPONSIVE BIDS

LOT	NAME OF RESPONSIVE BIDDER

NON RESPONSIVE BIDS

Lot-----

Name of Bidder	Reasons for Non-responsiveness

TABLE IIIa

FINANCIAL EVALUATION

S/N	BIDDER	DESCRIPTION OF ITEM	QTY	U/PRICE (₦)	AMOUNT	RANKING
1						
TOTAL						

TABLE IIIb**FINANCIAL EVALUATION**

S/N	BIDDER	DESCRIPTION OF ITEM	QTY	U/PRICE (₦)	AMOUNT	RANKING
TOTAL						

TABLE IIIc**FINANCIAL EVALUATION**

S/N	BIDDER	DESCRIPTION OF ITEM	QTY	U/PRICE (₦)	AMOUNT	RANKING
TOTAL						

RECOMMENDATIONS FOR AWARD OF CONTRACT

Based on the ranking of responsive bidder on Table IIa, the Bidder is recommended for the award of contract.

Procurement Officer

CONTRACT AGREEMENT

THIS AGREEMENT made the

Between

(hereinafter called "the purchaser") of one part.

and

(hereinafter called the supplier") of the other part.

WHEREAS the Purchaser is desirous to procure Development of Scholarship Management Information System (MIS), Technical College Entrance Application Website, and Offline Digital Technical College Entrance Application Form.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In consideration of the sum ofonly, the supplier shall supply the items described in the schedule attached hereto.
- 2 The contract price shall also include Vat and Tax.
- 3 The item(s) shall be delivered within 30 days from the date of this award.
- 4 The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a. the bid form and price schedule submitted by the bidder;
 - b. the schedule of Requirement as stated in the Quotation Solicitation Letter (QSL)
 - c. the Technical Specification as stated in the Quotation Solicitation Letter (QSL)
- 5 Delivery of the Goods shall be to the (insert place of delivery). A copy of the delivery waybill duly signed by the Store Officer shall thereafter be submitted along with the request for the final payment.
- 6 The cost of this contract is fixed and shall include all expenses up to the delivery of the goods at the address stated in 3 above.
- 7 The payment terms for this contract is 100% upon delivery and acceptance of the item less the applicable taxes.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed the day and the year first above written.

SIGNED, SEALED AND DELIVERED:

For and on behalf of the purchaser by:

Name: _____

Rank: _____

Signature and Date _____

In the presence of:

Name _____

Address _____

Signature and Date _____

SIGNED, SEALED AND DELIVERED

For and on behalf of the supplier by:

Name _____

Address _____

Signature and Date _____

In the presence of:

Name _____

Address _____

Signature and Date _____

**Annexure 1:
TECHNICAL SPECIFICATIONS**

Development of Scholarship Management Information System (MIS), Technical College Entrance Application Website, and Offline Digital Technical College Entrance Application Form

S/N	ITEMS	QTY	SPECIFICATIONS	Unit Price (N : K)	Total (N : K)
1.	System Management Information System	1	<ul style="list-style-type: none"> • Design and develop a comprehensive digital information system to manage scholarship applications, selections, enrolment, payment schedules, approvals, disbursements, reconciliation of transfers, transfer status tracking, and application status tracking. The MIS should have Application Programming Interface (API) to allow linkages to other software of the project and Ogun State Government and provide administrators with tools for monitoring progress. • Incorporate a payment gateway for direct G2P transfers • Ensure the MIS is user-friendly, secure, capable of generating relevant reports. • Provide user guide and training to program staff for effective MIS usage. 		
2	Online Application Website to TVET Colleges in Ogun States	1	<ul style="list-style-type: none"> • The MIS/website should allow for information dissemination (call issue, applicants' selection for entrance examination using the first level criteria, notification on examination using SMS and emails). • Design and develop a user- 		

			<p>friendly application form that should be accessible offline (or with limited internet access) and a website for online entrance applications to all 8 colleges with the capability to filter for selection based on some criteria, allow for information dissemination (call issue, selection notification, sms notifications) and send messages to selected candidates for follow-up actions.</p> <ul style="list-style-type: none"> • Ensure the website is mobile-responsive and compatible with various web browsers. • Implement necessary security measures to protect applicant data. • Develop an easy-to-use content management system (CMS) for program staff to update website content. 		
3	Application Form	1	<ul style="list-style-type: none"> • Create a digital entrance application form that is easy to navigate and complete and deployed web-based and offline. • Include necessary fields for applicant information including demographic educational background, financial status and socioeconomic background. • Implement a user-friendly interface for uploading supporting documents. • Ensure the form includes error-checking and validation features. 		
4	Offline Digital Registration Points	1	<ul style="list-style-type: none"> • Identify and set up offline digital registration points at strategic locations to help 		

			<p>applicants who may not have internet access.</p> <ul style="list-style-type: none"> • Ensure the offline system can sync with the online application portal 		
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NOTICE TO SUPPLIER:

The Supplier is expected to submit the following to the Purchaser:

1. Submission of report (with system requirement specifications) detailing how the tasks will be carried out:
 - Refine and finalize the requirements for the Management Information System (MIS), online application website, and offline registration system.
 - Outline the approach, methodologies, and strategies for system development.
 - Begin planning the database structure for the MIS
 - Submit a detailed report covering system requirements, methodologies, and an outline of the database structure.

- 2 System and database physical design and prototype model and report:
 - Develop the physical design and prototype model for the MIS and online application website.
 - Test the prototype to ensure functionality and identify any necessary adjustments.
 - Create a comprehensive plan for data management within the MIS.
 - Submit the physical design and prototype model along with a report.
 - Provide a detailed plan for managing data within the MIS.

- 3 A fully functional and tested Scholarship MIS:
 - Code and build the Management Information System, incorporating necessary features such as scholarship application management, payment schedules, approvals, disbursements, and reporting tools.
 - Integrate a secure payment gateway for direct transfers.
 - Develop a user guide and training materials for program staff on effective MIS usage.
 - Provide a fully functional and tested Management Information System.
 - Submit comprehensive training documentation and user guides (User Guide and Training Material).

- 4 Data management plan.

- 5** A draft paper-based application form.
 - 6** A secure and functional online scholarship application website.
 - Create a user-friendly website for online applications to the technical colleges in Ogun State.
 - Incorporate features for information dissemination, call issues, selection notifications, and SMS notifications.
 - Implement necessary security measures to protect applicant data.
 - Submit a secure and functional website for online scholarship applications.
 - 7** An offline digital registration system and application form.
 - Identify and establish offline digital registration points at strategic locations.
 - Ensure the offline system can synchronize with the online application portal.
 - Provide a system that allows offline applicants to register, sync with the online portal, and upload necessary documents (Functional Offline Digital Registration System (an app + tablets!)).
 - 8** Training documents, user guide, source codes, and other handover documents and training materials for program staff.
 - Complete all necessary documentation, including source codes and handover documents.
 - Conduct a training session with program staff on system usage and maintenance.
 - Officially hand over all the materials to the Project Coordinator.
 - Submit all necessary materials for the handover (Source Codes and handover Documents).
 - Provide a report on the training session.
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