

Call for Tenders (CFT)

Reference Number: GATEWAY/ICT/2025/01

Tender Title: Design, Development, Deployment, and Maintenance of the GATEWAY Program Digital Platform (Portal & Mobile App)

1. Invitation to Tender

Co-Creation Hub Nigeria Limited (hereinafter referred to as “the Contracting Authority”) invites qualified, experienced, and reputable software development firms to submit tenders for the design, development, deployment, and maintenance of a robust, scalable, and mobile-friendly digital platform for the GATEWAY Program, Nigeria’s flagship initiative to empower youth with digital skills and gig work opportunities.

2. Background and Purpose

The GATEWAY Program aims to equip Nigerian youth with digital skills and connect them to gig work, financial services, and continued learning opportunities. The digital platform (“GATEWAY Portal”) will serve as the program’s operational backbone, facilitating participant registration, training, mentoring, gig placement, financial inclusion, alumni engagement, and data analytics.

3. Scope of Work & Deliverables

The successful bidder will:

3.1. Design & Develop:

- A **mobile-first** web-based platform with accompanying Android app (optional iOS app or Progressive Web App [PWA]).
- A **Learning Management System (LMS)** integrating course modules, quizzes, certificates, module completion badges, and self-paced learning.
- Modules for:
 - Participant onboarding and KYC
 - Mentorship matching and management
 - Gig opportunities aggregation and gig platform integrations
 - Financial services facilitation (loans, insurance, pensions)
 - Alumni community, job/gig alerts, and referral programs
 - Real-time chat, forums, and webinars.

3.2. Key Features & Integrations:

- Gig platforms integration (Upwork, Fiverr, etc.)
- Microloan application integration with financial providers
- Payment gateway integrations (e.g., Flutterwave, Paystack)
- Mobile money disbursement

- Financial literacy tools & calculators
- Standard CV / LinkedIn export features
- Multi-tiered access control (learners, mentors, admins, partners)
- Secure reporting dashboards for program administrators
- Role-based access for external partners.

3.3. Technical Requirements:

- Cloud-based scalable architecture (containerized, auto-scaling).
- Microservices-based system with modular APIs.
- CDN-enabled content delivery with low-bandwidth support.
- WCAG accessibility compliance.
- Secure SSO (OAuth2/OpenID Connect).
- Data encryption at rest and in transit.
- Regular automated backups and disaster recovery capability.
- Logging, audit trails, and admin monitoring dashboards.

3.4. Post-Deployment Support:

- Minimum **24-month maintenance & technical support**.
- Training of the Contracting Authority's team.
- Full documentation (technical, user, administrative).
- Warranty period covering defect fixes.

4. Eligibility Criteria

Interested firms must:

1. Be registered under Nigerian law or have a local Nigerian subsidiary or partner.
2. Present evidence of incorporation (CAC Certificate) and Tax Clearance for the last 3 years.
3. Demonstrate experience with:
 - At least **3 similar large-scale digital platforms** (preferably education, gig economy, or fintech).
 - Open-source technology deployment (e.g., Moodle, Open edX, Discourse, BigBlueButton).
 - API-based integrations with external services.
4. Provide at least 3 reference letters from past clients (with verifiable contact information).

5. Present a detailed team structure with CVs of key personnel.
6. Submit audited financial statements for the past 2 years (to demonstrate financial stability).
7. Show evidence of NDPA compliance or capacity to implement NDPA-compliant systems.

5. Evaluation Criteria

Tenders will be evaluated based on:

Criteria	Weight
Technical Approach, Methodology & Work Plan	25%
Relevant Organizational Experience	20%
Qualifications of Key Personnel	15%
Platform Architecture & Scalability Approach	15%
Security & Data Privacy Compliance	10%
Cost Proposal (Value for Money)	15%

6. Submission Instructions

Documents to be submitted:

- Technical Proposal (max 40 pages):
 - Executive Summary
 - Understanding of the Assignment
 - Detailed Technical Approach
 - Work Plan and Implementation Timeline
 - Project Team (CVs and roles)
 - Company Profile and Relevant Experience
- Financial Proposal (PDF):
 - Cost Breakdown by Milestone/Deliverable
 - Total Cost (in Naira, inclusive of all taxes)
- Legal/Compliance Documents:
 - CAC Incorporation Certificate
 - Tax Clearance Certificates
 - Relevant statutory compliance certificates (e.g. NDPR, SCUML etc).

- Evidence of membership with local or international IT professional bodies like the Computer Professionals Registration Council of Nigeria (CPN), the Nigeria Computer Society (NCS), the Institute of Software Practitioners of Nigeria (ISPON), British Computer Society, Institute of Electrical and Electronic Engineers e.t.c.
- Declaration of Conflict of Interest (signed).

Submission Method:

- Electronic submission via email (details in tender pack).
- All documents must be signed and in **PDF format** (editable source files may be requested at contracting stage).

7. Tender Timeline

Activity	Date
Release of Call for Tenders	July 9, 2025
Deadline for Questions/Clarifications	July 15, 2025
Deadline for Submission of Proposals	July 23, 2025 (5:00 PM WAT)
Opening of Tenders	Jul 25, 2025
Evaluation Period	Jul 28 – Aug 1, 2025
Notification of Award	Aug 6, 2025
Contract Signing	Aug 11, 2025

8. Donor Terms and Compliance Requirements

All Tenderers are hereby informed that the GATEWAY Program Portal is being developed under funding and donor agreements that impose specific obligations on all parties involved in its delivery. Accordingly, the selected Contractor (hereafter referred to as the "Vendor") shall comply fully with the following donor terms and conditions throughout the contract period.

8.1. Mandatory Flow-Down Provisions

The Vendor shall ensure that the terms of its engagement enable the contracting authority (the Organization) to fulfill its obligations to the funding Foundation. Therefore, all subcontracts and agreements with any subcontractors (including any third parties engaged by the Vendor) must include terms requiring subcontractors to comply with, *mutatis mutandis* (i.e., with necessary adjustments), the following obligations:

- **Scope and Restrictions:** All details, directions, and restrictions relating to the delegated activities as may be set out in the scope of work or any related schedules.
- **Reporting, Record-Keeping & Monitoring:** Obligations concerning the collection, retention, and provision of reports and project records.

- **Representations & Warranties:** Commitments relating to the accuracy and completeness of representations made.
- **Confidentiality:** Strict compliance with confidentiality provisions to safeguard information.
- **Privacy & Data Protection:** Adherence to applicable privacy and data protection obligations, including those related to personal and sensitive data.
- **Intellectual Property:** Terms governing the ownership and use of intellectual property developed or used in connection with the Portal.
- **Code of Conduct & Child/Youth Protection:** Compliance with ethical codes of conduct, including specific protections for children and youth.
- **Financial Integrity:** Provisions relating to the prevention of fraud, corruption, and misappropriation of funds.

8.2. Due Diligence & Oversight

- The Vendor shall conduct reasonable due diligence on any prospective subcontractor or sub-service provider prior to engagement. This shall include reputational, financial, and operational risk assessments.
- The Vendor must provide copies of such due diligence documentation to the Organization upon request and fully cooperate with any additional due diligence inquiries requested by the Foundation.
- No further subcontracting or sub-delegation shall be permitted without the prior written approval of the Organization, which itself requires prior consent from the Foundation. Any approved subcontractors must also comply with all donor terms listed in this section.

8.3. Subcontracting & Sub-Delegation

- The Vendor shall not permit any subcontractor to further subcontract or sub-delegate activities without prior written consent, as outlined above.
- The Vendor and its subcontractors shall remain fully responsible and jointly liable for the performance of all duties and obligations under this engagement, including those of any sub-subcontractors.

8.4. Contractual Liability

- The Foundation shall not be liable for any contractual commitments entered into by the Vendor, subcontractors, or sub-subcontractors except where such liability directly arises from the Foundation's fault or breach of its agreement with the Organization.
- The Vendor shall remain liable for its own contractual commitments and those of its subcontractors and sub-subcontractors.

8.5. Provision of Agreements

- The Vendor shall provide the Organization with copies of all subcontracting agreements and any agreements between subcontractors and their sub-subcontractors, prior to commencement of work or upon request.

8.6. Nigerian Legal Compliance

All Tenderers are reminded that full compliance with Nigerian laws, including the Companies and Allied Matters Act (CAMA), National Information Technology Development Agency (NITDA) Data Protection Regulations, and other applicable regulations is mandatory in the performance of this contract.

9. Additional Provisions

9.1 Clarifications: Questions must be submitted via email to: **procurement@cchub.africa**
Answers will be shared with all interested bidders.

9.2 Disqualification: Late, incomplete, or non-compliant submissions will be rejected.

9.3 Right to Reject: The Contracting Authority reserves the right to cancel the tender process or reject any/all bids without liability.

9.4 Anti-Corruption Compliance: All bidders must comply with Nigerian anti-corruption laws and declare no conflict of interest.

9.5 Confidentiality: All submissions will be treated confidentially and used solely for evaluation purposes.

10. Contact Information

Procurement Officer
Co-creation HUB Nigeria Ltd
6th Floor, 294 Herbert Macaulay Way, Yaba, Lagos
Email: **procurement@cchub.africa**

11. Annexes

- Terms of Reference (Full)
- General Conditions of Tender
- Offer Submission Template
- Technical Proposal Template
- Financial Proposal Template
- Evaluation Matrix
- NDA Template (for selected vendor)