

“Confidential”

23 September 2016

TO AUTHORISED PROPERTY MANAGERS

Dear Sirs:

Request for Proposal to Manage The Grace Resource Centre (GRC)

Introduction

Our Lagos Presbyterian Church is a Christian faith-based organization whose mission is “To be a spiritually, socially and physically healthy and prosperous church where Jesus is Lord and God is freely and happily worshipped”, located at 394 Muritala Mohammed Way, Yaba Lagos.

The Lagos Presbyterian Church Yaba owns the Grace Resource Centre, a three storey building at Abijo on Lekki-Epe Expressway. The Centre has the following facilities:

- An events hall on the ground floor with conveniences
- An office space on the ground floor
- An events hall on the first floor with conveniences
- Two office spaces on the first floor
- Two hostels on the second floor with capacity on double bunks with mattresses, with appropriate conveniences
- The third floor has 12 rooms all en-suite
- All floor presently have ceiling and standing fans with provisions for air conditioning
- Water supply is by a bore hole owned by the Centre
- There are two standby generators of 100KVA and 40KVA capacities respectively to supplement public power supply
- The Centre has a large premises that could accommodate 40-50 cars at the same time.

Terms of Reference:

1. To acquire the rights from the Lagos Presbyterian Church Yaba on terms (including fixed quarterly rentals) agreeable to both parties.
2. Provide advisory services on how best to improve on the rentable value of the property.
3. Provide periodic reports of the utilization of the premises to the Church.
4. Undertake all such things as are ancillary or incidental to the obligations, duties and responsibilities of a property manager.
5. To manage the property in an ethical manner in consonant with the ethics of a Christian organization.

Request for Proposal

Consequently, we invite all interested parties to participate and submit a proposal. Specifically, proposals should address the following:

1. The Firm's Profile and a credibility statement outlining recent experience in relation to services similar to that which the Lagos Presbyterian Church Yaba is seeking;
2. A description of the methodology and work plan for performing your obligations;
3. Proposal on rentals payable to the Church graduated on as-its-is basis and upon improvements as recommended by your firm or carried out by the Church.
4. Any other ancillary terms and conditions of your proposal.

Ethical Standards

Please note that the Lagos Presbyterian Church Yaba requires any prospective Firm to observe the highest standard of ethics during the selection process and execution of the assignment. In pursuance of this the Lagos Presbyterian Church Yaba:

- 1 define, for the purposes of this provision, the terms set forth below as follows:
 - a. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of any official or member of the Lagos Presbyterian Church in the selection process or in contract execution; and
 - b. "fraudulent practice" means a misrepresentation of facts in order to influence the selection process or the execution of a contract to the detriment of the Lagos Presbyterian Church Yaba, and to deprive the Church of the benefits of free and open competition.
- 2 will reject a Firm's proposal if it determines that any member of your Firm has engaged in corrupt or fraudulent practices in competing for the assignment.

Procedure after Submission

The Lagos Presbyterian Church Yaba shall evaluate proposals on the basis of their responsiveness to the Terms of Reference. Each responsive proposal will be given a score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum score. The shortlisted Firm(s) shall be invited for an oral presentation before a Committee of representatives of the Church. The Firm which achieves the highest score after the final presentation will be invited for negotiations.

Negotiations will subsequently be held, the aim of which is to reach an agreement on all points and award the assignment to the successful Firm. If negotiations fail, the Firm with the second highest score will be invited to negotiate an agreement. After negotiations are completed, the Lagos Presbyterian Church Yaba will promptly notify other Firms on the shortlist that they were unsuccessful.

Confidentiality

By accepting to take part in this selection process, every Firm shall keep in confidence all information provided to you in relation to this proposal process and shall not disclose the said information to third parties or use the said information for any other purpose other than in relation to the proposal process. Additionally, in the event that a Firm is not selected, the Firm shall keep in confidence all information provided to it in relation to this proposal and the fact that it has received this proposal.

Conflict of Interest

In addition to submitting a proposal in response to this request, all proposal should be sent with a written confirmation that there are no conflict of interest issues that will prevent the firm from taking up this engagement.

Mode of Submission

We look forward to receiving your proposal, no later than the close of business on Sunday, 12 March 2017. Proposals should be submitted in soft and hard copies to the undersigned via the addresses below:

Email: vincentukoh@yahoo.com or eteobot@yahoo.com

Hand Delivery: c/o The GRC Management Committee
Lagos Presbyterian Church Yaba
394 Muritala Mohammed Way
Yaba, Lagos

Should there be any questions, requiring clarification or further documents, do not hesitate to contact the undersigned through the e-mail addresses above.

Yours Sincerely,

Elder Vincent Ukoh

Elder Akaninyene Obot