



WEST AFRICAN COLLEGE OF SURGEONS

4, Harvey Road, Yaba, Lagos

REQUEST FOR PROPOSALS (RFP): FACILITY MANAGEMENT SERVICES FOR 6-FLOOR HIGH-RISE BUILDING

The West African College of Surgeons is requesting for proposals (RFP): facility management services for 6-floor high-rise building, ultra-modern multi-purpose permanent secretariat at 4, Harvey Road, Yaba, Lagos.

We hereby invite qualified and experienced Facility Management Firms to submit proposals for the comprehensive management of a 6-floor high-rise office complex building located at 4 Harvey Road Yaba, Lagos.

SCOPE OF WORK:

The selected facility management firm will be responsible for the end-to-end operational, technical, and support service management of the building, including but not limited to:

1. Electrical systems maintenance and power distribution management
2. HVAC systems (heating, ventilation, air conditioning) operation and servicing
3. Elevator maintenance and safety checks
4. Generator operation, servicing, and fuel management
5. Water treatment and sewage plant maintenance
6. Plumbing (water supply and drainage systems)
7. Cleaning and janitorial services, including waste disposal
8. Preventive and corrective maintenance scheduling
9. Emergency response preparedness and facility safety compliance
10. Supervision of technical staff and subcontractors
11. Monthly reporting on operations, expenditures, and asset condition

ELIGIBILITY REQUIREMENTS:

Interested firms must provide the following in their proposals:

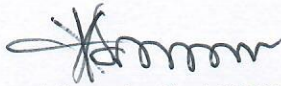
1. Company profile detailing years of experience, management structure, and core services
2. Proof of valid registration with the Corporate Affairs Commission (CAC)
3. Evidence of tax clearance for the past 3 years
4. List of similar high-rise/commercial facility management projects undertaken (with references)
5. Summary of technical capacity (staff qualifications, tools, software, etc.)
6. Proposed management approach, work plan, and KPIs
7. Financial proposal (including breakdown of monthly/annual service costs)
8. Evidence of relevant certifications or industry affiliations (e.g., IFMA, COREN, ISO)
9. Ability to permanently post staff to the building to perform daily inspections

SUBMISSION DEADLINE: 9th June 2025.

SUBMISSION METHOD: Proposals must be submitted electronically to info@wacsoac.org with the subject line "Proposal for Facility Management – 6-Floor Building"

SITE INSPECTION (STRONGLY RECOMMENDED):

The facility will be available for inspection on Weekdays between 2:00 PM and 3:00 PM.



Dr. Adewale C. ADEKUNLE
Head of Administration
For: Secretary-General (WACS)