

NIGERIAN POSTAL SERVICE (NIPOST) PARTNERSHIP PROPOSAL TEMPLATE

This document serves as a guideline for developing the initial proposal to be submitted to the Office of the Postmaster General/CEO of NIPOST.

Please note that:

- The format is not exhaustive and as such supplementary information should be provided in the appropriate section as required.
- Submission of a proposal does not constitute a binding commitment by NIPOST. All proposals will be subject to evaluation by the team and competitive assessment.

Submission Guidelines:

A hard copy of the proposal should be submitted to:

The Postmaster General/CEO,
NIPOST Corporate Headquarters
Abubakar Musa Argungu House
Plot 1279 Muhammadu Buhari Way PMB 12537
Garki 900001
Abuja, Nigeria

A soft copy of the proposal should be sent to:

Email: partnerships@nipost.gov.ng

Submitted by: [Your Organization]

Date: [Insert Date]

Contact Person: [Your Name]

Designation: [Your Title]

Email: [Your Email]

Phone Number: [Your Contact Number]

1. Introduction

Provide a brief overview of the proposed partnership, outlining the business opportunity, challenges being addressed, and how the partnership will create value for NIPOST and stakeholders.

- Background of the proposed project.
- Strategic fit with NIPOST's objectives and the national postal and logistics strategy.
- Summary of expected outcomes and benefits.

2. Project Objectives

Define the specific goals and objectives of the partnership.

- What does the project aim to achieve?
- How will it contribute to NIPOST's transformation and efficiency?
- Key performance indicators (KPIs) and measurable outcomes.

3. Benefits to NIPOST

Detail the direct and indirect benefits that the project will bring to NIPOST, including:

- Enhancement of postal and logistics infrastructure.
- Revenue generation and financial sustainability.
- Job creation and capacity building.
- Technological advancement and digital transformation.

4. Project Scope and Modalities

Clearly define the scope of the proposed project, covering:

- Services, technology, or infrastructure to be developed.
- Implementation plan and key milestones.
- Operational structure and management approach.
- Expected challenges and mitigation strategies.

5. Partnership Model

Specify the proposed structure of the partnership, including:

- Type of partnership (Public-Private Partnership, Joint Venture, Outsourcing, etc.).
- Roles and responsibilities of NIPOST and the private partner.
- Investment and funding model.
- Expected duration of the partnership.

6. Project Stakeholders

Identify the key stakeholders involved in the partnership, including:

- Beneficiaries (NIPOST, customers, government agencies, etc.).
- Private sector partners and their responsibilities.
- Regulatory bodies and compliance requirements.

7. Financial Viability

Provide an overview of the financial aspects of the project:

- Estimated total cost (Capital Expenditure - CAPEX and Operating Expenditure - OPEX).
- Revenue model and projections (5-year outlook if applicable).
- Return on investment (ROI) analysis.
- Risk assessment and mitigation strategies.

8. Partner's Capabilities

Outline the qualifications and expertise of the private partner:

- Experience and track record in similar projects.
- Financial and technical capabilities.
- Key personnel and management team.
- References and case studies (if applicable).

9. Project Timeline

Provide a detailed timeline for the project's implementation:

- Phases of execution with key deliverables.
- Estimated completion dates.
- Resource allocation and project management plan.

10. Appendices

Attach any supporting documents, including:

- Legal considerations
- Financial statements and funding commitments.
- Technical specifications and feasibility studies.
- Any other relevant documentation.