



Request for Proposal (RFP)

Website Design & Development for Lead City Microfinance Bank

1. Project Overview

Lead City Microfinance Bank (LCMFB) is seeking proposals from qualified vendors to design and build a new website from scratch. The goal is to create a modern, mobile-responsive, and easy-to-manage website that reflects our digital transformation and provides a seamless experience for customers and prospects.

2. About Lead City MFB

Lead City MFB is a licensed microfinance bank located within Lead City University, Ibadan. We provide financial services to staff, businesses, and individuals, including savings accounts, current accounts, and loan products. As we expand our digital presence, we are launching a mobile banking app and improving access to our services.

3. Scope of Work

The vendor is expected to:

- Design and develop a new website with a clean, modern interface
- Ensure the site is responsive across mobile, tablet, and desktop devices
- Include a Content Management System (CMS) for easy updates
- Integrate key features (see below)
- Provide hosting setup, CMS training, and post-launch support

4. Key Pages

- Homepage
- About Us
- Products & Services (Savings, Current Accounts, Loans, etc.)
- Mobile App (Download links and screenshots)
- Board & Management Team
- FAQ
- News or Updates (Blog-style)
- Contact Us (Form, Map, WhatsApp link, email)
- Internet Banking Login (future-ready placeholder)

5. Required Features

- CMS to allow LCMFB team to update:
 - Text, banners, product info, FAQs, blog or news posts
- WhatsApp chat button
- Live chat box on website for real-time visitor interaction
- App download badges (Google Play and Apple Store)
- Google Maps integration



- SEO setup (keywords, descriptions, fast load)
- Domain connection: www.leadcitymfb.com
- SSL certificate for security
- Fast load time and mobile-first design
- Hosting recommendation or setup (or deployment to existing provider)

6. Technical Requirements

- CMS: WordPress (preferred), Webflow, or user-friendly custom CMS
- Optimized for mobile and desktop
- Secure back-office access with role-based login
- Backup and recovery enabled
- Training session for designated staff, with documentation
- Post-launch support for a minimum of 30 days

7. Deliverables

- Website wireframes or design mockups
- Fully functional website deployed on production
- CMS back-office access
- Admin training and user guide
- Post-launch technical support for at least 30 days

8. Timeline

- Proposal submission deadline: [TBD]
- Vendor selection: [TBD]
- Project kickoff: [TBD]
- Expected go-live: Within 4 to 6 weeks from kickoff

9. Proposal Requirements

Please include:

- Company profile
- Relevant past projects or portfolio
- Proposed tech stack (CMS, hosting setup)
- Timeline with milestones
- Cost breakdown (design, development, hosting, support)
- Post-launch support plan
- References, if available

10. Evaluation Criteria

Proposals will be assessed based on:

- Design quality and UX approach
- Understanding of **microfinance and banking sector**
- CMS usability
- Cost-effectiveness
- Support and training offering
- Experience with similar projects