



INVITATION TO TENDER FOR THE PROVISION AND MANAGEMENT OF BANDWIDTH AGGREGATION AT SELECTED USPF PROJECTS IN NIGERIA

1. INTRODUCTION

The Universal Service Provision Fund (USPF) was established to facilitate rapid achievement of national policy goals for universal service and universal access to Information and Communication Technologies (ICTs).

As part of its mandate, the USPF has over the years implemented projects and provided grants to enable access to basic ICT-enabled learning tools in schools and Public Access Venues (PAV) across the country under its School Knowledge Centre (SKC), Tertiary Institutions Knowledge Centre TIKC, Community Resource Centre (CRC), University Inter-Campus Connectivity (UnICC), Stakeholder Initiative Projects (SIP) and other USPF assisted projects.

In order to sustain the above projects and ensure that their objectives are realised, the USPF provides additional support in form of bandwidth connectivity for some of the projects. Consequently, funds have been set aside in the 2016 budget to provide bandwidth connectivity for the projects.

2. OBJECTIVES

The main objective of the bandwidth aggregation is to provide, deploy and manage internet bandwidth for selected USPF projects. Also, the project will enable the USPF have a common and visible connectivity platform for all projects that requires bandwidth connectivity.

3. LOCATIONS

The project is grouped into lots as follows:

LOT	PROJECT	ZONE
1	SKC NC-bandwidth	North Central Zone
2	SKC NE-bandwidth	North East Zone
3	SKC NW-bandwidth	North West Zone
4	SKC SE-bandwidth	South East Zone
5	SKC SW-bandwidth	South West Zone
6	SKC SS-bandwidth	South South Zone
7	CRC-bandwidth	Six (6) Geo-political zones
8	E-LIBRARY	Six (6) Geo-political zones

4. SCOPE OF WORK

The scope shall include but not limited to:

- a) Survey and conduct site assessment to determine the equipment and associated peripherals to be replaced or provided in all the Schools, CRC or E-libraries or other designated USPF projects in the lot or lots under consideration;
 - b) Provide all necessary hardware such as dish, BUC, modem, switch, router, cabling etc required for smooth operation of the internet bandwidth
 - c) Provide a minimum guaranteed broadband internet speed of 5120Kbps downlink and 1024Kbps uplink measurable at the point of termination
 - d) Provide 100GB monthly data allowance per site
 - e) Provide all necessary software, expertise and manpower required to enable seamless operation of the internet connectivity
 - f) Configure and distribute the internet connectivity to existing PCs/LAN/WAN equipment at the site
 - g) Provide Network Operating Centre (NOC), remote access and portal for remotely monitoring individual sites/locations by the users and USPF staff
 - h) Provide Toll Ticketing/Contact Centre facility and number for fault reporting
 - i) Provide 1 year post implementation maintenance and support
 - j) Provide at least 1 year warranty on all equipment installed
 - k) 3 months delivery period
- ### 5. DELIVERABLES
- a) Submit a comprehensive completion report of internet bandwidth provisioning in all sites. The report should list all the equipment provided or replaced in each site, serial numbers, usernames/passwords, bandwidth utilisation chart etc.
 - b) Submit of IP addresses, names of contact persons and GPS coordinates of each site
 - c) Submit monthly usage statistics and graphical analysis for each site
 - d) Submit quarterly post implementation report detailing all the relevant statistics in the preceding period e.g. availability, usage, etc. in addition to maintenance work undertaken, equipment repaired or replaced etc.
 - e) Submit final project report covering the entire contract duration

6. ELIGIBILITY CRITERIA

All interested bidders should be private operators with relevant license(s) and experience

a) General Conditions

All bids must comply with the requirements of Public Procurement Act, 2007 and interested bidders must submit the following:

- a) Evidence of incorporation with Corporate Affairs Commission. Companies, must enclose a copy of the Certificate of Incorporation, Certified True Copies (CTC) of Forms CAC 7 and CAC 2.
- b) CTC of Articles and Memorandum of Association of the Company, which must show that the Company has ICT related activities as part of its objectives.
- c) Three years Tax Clearance certificates (2013, 2014 and 2015).
- d) Evidence of Value Added Tax (VAT) registration certificate and past remittances.
- e) Audited accounts for the last years (2013, 2014 and 2015).
- f) Evidence of filing annual returns for the last three years (2013, 2014 and 2015) with Corporate Affairs Commission.
- g) Verifiable evidence of financial capacity to undertake the project (annual turnover of at least ₦200,000,000.00 in the last three years).
- h) A proper understanding of the ICT industry and evidence of similar works done.
- i) Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- j) Current Pension Clearance Certificate from PENCOM and evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011.
- k) Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF
- l) Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report issued by Bureau of Public Procurement (BPP) as the evidence of compliance with this requirement in line with the provision of Section 5(h) of the PPA, 2007.
- m) A sworn affidavit that the firm is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to conclusively participate in this project.

b) Specific Conditions:

All bidders shall be required to provide or demonstrate the following minimum competencies:

- i. Verifiable Network Operating Centre (NOC) for similar assignments carried out in the past
- ii. Evidence showing a proper understanding of ICT data solutions large networks
- iii. A signed MoU letter between the Company and Satellite/Internet Service Provider affirming their warranty of 1 to 2 years on all equipment provided, ability and capacity to provide connectivity in any part of Nigeria
- iv. An undertaking from the Internet Service Provider to provide free maintenance for 1 year from date of activation of service
- v. Provide evidence that the Company is duly licensed to undertake Internet Service Provision or distribution (Internet Service, ISP license, Metro Fibre, Fixed or Wireless license)
- vi. Company must have suitably qualified Engineer with current COREN practice certificate, a certified IT specialist with Cisco, MCSE, Oracle or other similar internationally recognized certifications (these staff must be on the Company's PENCOM register evidenced by past remittances)
- vii. An understanding of the ICT industry in Nigeria or worldwide.
- viii. Experience in internet service delivery.
- ix. Evidence of having the necessary tools and equipment for logistics and deployment of solution (GPS devices, Satellite trackers, Multimeter, 4x4 truck, Laptop, installation tools etc.)
- xii. Evidence of payment of Annual Operating Levy (AOL) to the NCC if applicable

7. BID BOND

All bids above the sum prescribed by the BPP shall be accompanied by a bid security in an amount not more than 2% of the bid price by way of a bank guarantee by a reputable bank acceptable to USPF in line with Section 26(1) of PPA 2007.

8. COLLECTION OF TENDER DOCUMENTS

Qualified Companies wishing to respond to this Invitation must purchase a copy of the Tender Document, which provides more detailed information on the scope and requirements of the project from the Procurement Department, USPF Secretariat. A non-refundable tendering fee of ₦50,000.00 (Fifty Thousand Naira)

only per lot is required to purchase the Tender Document which must be payable to Universal Service Provision Fund through the CBN payment gateway (REMITA) platform. Evidence of payment **MUST** be submitted to the Funding and Subsidy Department, USPF for the Tender Receipt which must be presented to the Procurement department for the tender document.

9. PRE BID MEETING

All potential bidders are encouraged to study these documents and submit any questions/clarifications that they might require. A pre bid meeting will be held to answer questions, exchange ideas and obtain feedback as follows:

Date: **May 23, 2016**
Venue: **NCC Conference Hall**
Time: **12 Noon**

Minutes of pre-bid meeting would be circulated to all bidders within five working days after the meeting.

10. SUBMISSION OF BIDS

- i. Bidders shall submit three (3) copies of the Technical and Financial Bids in separate sealed envelopes with the first copy marked "Original Bid" and the 2nd and 3rd copies marked "Copy of Bid".
 - ii. Each Bid Package shall be clearly marked with the following information:
 - Technical Bid marked 'USPF/TD/BA/LOTX/TECHNICAL/2016' at the top right hand corner.
 - Financial Bid 'USPF/TD/BA/LOTX/FINANCIAL/2016' at the top right hand corner.
 - Bid Bond 'USPF/TD/BA/LOTX/BB/2016'.
 - Name of bidder on each of the enclosed document.
 - Contact Name, Phone Number and E-Mail Address.
 - iii. All bidders shall also prepare one electronic copy of the Technical Bid (in USB flash, in a format readable by Microsoft Word or Adobe Acrobat format).
 - iv. A Certified True Copy of the tender fee receipt endorsed by Head, Procurement Department **MUST** be submitted in a separate envelope and marked TF/BA/2016.
 - v. All copies of the bids shall be duly signed by an authorized representative of the bidder. In the event of any discrepancy between copies, the original shall govern.
 - vi. Bidders should note that Technical and Financial Bids shall be in two separate sealed envelopes marked clearly and then put in a bigger envelope or box which shall be sealed so that it is not possible to open it without visual evidence of such tampering. **COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WOULD LEAD TO AUTOMATIC DISQUALIFICATION.**
 - vii. USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with the above instruction.
 - viii. Submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to relevant prosecution authorities.
- Please note that X denotes the Lot No. (1 to 8)**

All tender documents must reach the office of the undersigned on or before **July 12, 2016** by 10.00 am.

The Secretary

Universal Service Provision Fund
Nigerian Communications Commission
Plot 423, Aguiyi Ironsi Street, Maitama – Abuja

(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY JULY 12, 2016 BY 10:00AM).

11. DISCLAIMER

- a) Submissions after the date and time specified above shall be rejected.
- b) All cost incurred by bidders in response to this advert or enquiries shall be borne by such bidders and not the USPF
- c) USPF is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or proffering any reasons for the annulment.
- d) This advertisement is published for information purposes, and should not be construed as a commitment or obligation on the part of the USPF to award a contract.

For further clarification on this tender document please email: uspfprocurement@ncc.gov.ng

Signed : **Management,**

Universal Service Provision Fund

Nigerian Communications Commission Head Office, 9th Floor, Plot 423, Aguiyi Ironsi Street, Maitama District, Abuja, FCT. www.uspf.gov.ng