



## INVITATION TO TENDER FOR THE IMPLEMENTATION OF SCHOOL KNOWLEDGE CENTRE (SKC) IN SELECTED SCHOOLS ACROSS THE COUNTRY UNDER THE SCHOOL KNOWLEDGE CENTRE PROJECT

### 1. INTRODUCTION

The Universal Service Provision Fund (USPF) was established by the Federal Government of Nigeria to facilitate the achievement of national policy goals for universal access and universal service to Information and Communication Technology (ICT) in rural, un-served and under-served areas in Nigeria.

The mandate of the USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funds through subsidies and grants for the provision of network facilities, network services and application services to rural, un-served and under-served areas or to under-served groups within an institution or community.

One of the programmes of the USPF is to provide ICT tools and connectivity to public schools and institutions across the nation in order to facilitate e-Learning. Consequently, USPF has set aside funds in its 2016 budget for this purpose and plans to partner with competent firms to facilitate the realisation of this goal.

### 2. Objective Of The Project

The objective of the School Knowledge Centre (SKC) project is to promote the use of ICT in teaching and learning in public secondary schools by providing them with adequate ICT infrastructure and tools.

### 3. SCOPE OF WORK

The scope of work shall include but not limited to the following:

#### Type A

- i. Supply, install and configure 40 desktop personal computers workstations.
- ii. Provide a server system, laptops and Magic interactive electronic white board.
- iii. Provide, integrate and setup the appropriate content(s) that will support or increase value to the SKC Project.
- iv. Provide a backup power supply of 7.5KVA using solar power solution to serve the equipment and 1.5KVA UPS for the server.
- v. Carry out maximum refurbishment of the equipment room to include civil, electrical and mechanical works.
- vi. Provide fortified burglar proof, metal doors and windows in each school (s).
- vii. Provide high resolution multimedia projector and scanner with all accessories and peripherals.
- viii. Supply, install and configure coloured Network Printer.
- ix. Provide standard trunking and wiring of 50 points of data and power for the workstations.
- x. Provide and install 8U wall mounted metal cabinet for the VSAT indoor and connectivity equipment.
- xi. Provide two seated computer bench with integrated sitting platform for the 40 workstations and table for the server.
- xii. Provide training, guidance, documentation and advice.
- xiii. Provide one year technical support, insurance, warranty and remote management for the deployed ICT tools in each school.
- vix. Provide the required e-learning and other software.

#### Type B

- i. Construction of ICT laboratory to accommodate all the ICT facilities to include all the electrical, mechanical and civil works. The building must be connected to the public power supply and provision made where public power supply is not available.
- ii. Supply, install and configure 40 desktop personal computers.
- iii. Provide a server system, laptops and Magic interactive electronic white board
- iv. Provide, integrate and setup the appropriate content(s) that will support or increase value to the SKC Project.
- v. Provide backup power supply of 7.5KVA using solar power solution to serve the equipment and 1.5KVA UPS for the server.
- vi. Provide standard trunking and wiring of 50 points of data and power for the workstations.
- vii. Provide and install 8U wall mounted metal rack cabinet for the switches and connectivity equipment.
- viii. Provide two-seater computer bench with integrated sitting platform for the 40 workstations and table for the server monitor.
- ix. Provide administrator's chairs, tables and cabinets.
- x. Provide projector and scanner with all accessories and peripherals.
- xi. Provide training, guidance, documentation and advice.
- xii. Provide one year technical support, insurance, warranty and remote management for the deployed ICT tools in each school.
- xiii. Provide the require e-learning and other software.

### 4. PROJECT DESCRIPTION/CLASSIFICATION

The implementation of the SKC project shall depend on the level of ICT infrastructure and knowledge in each of the beneficiary schools. Accordingly, the Project shall be classified into two (2) categories as follows:

**Type A:** Target beneficiaries shall be public secondary schools in urban and semi-urban areas where the schools have adequate classrooms, modern infrastructure and facilities and most of the teachers and students have near adequate computer and ICT skills.

**Type B:** To be implemented in public secondary schools in rural and remote areas where the infrastructure available is not adequate to accommodate the types of ICT equipment to be deployed.

The details of the elements that constitute each SKC type are contained in the tender document.

### 5. PROJECT LOTS

For the purpose of implementation, the project shall be classified in the following lots:

S/N	Zone	Lot Nos
1	North Central & FCT	Lot 1
2	North East	Lot 2
3	North West	Lot 3
4	South East	Lot 4
5	South South	Lot 5
6	South West	Lot 6

The 2 types of SKCs are to be implemented in each of the Lots. Therefore bidders must propose for both types in their selected Lots.

### 6. ELIGIBILITY CRITERIA

All Bidders in addition to requirements contained in the Tender Document shall demonstrate the following:

#### 5.1 Specific Condition:

- i. A fully structured company with relevant human and material resources; requisite experience in the deployment of ICT solutions and services; proof of similar projects carried out in the past three years accompanied by letters from institutions or companies confirming satisfactory completion of such projects and the cost of the projects undertaken.
- ii. A senior member of staff who must be a construction engineer certified and registered with the Council for the Regulation of Engineering in Nigeria (COREN)

#### 5.2 General Conditions:

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

- a) Evidence of incorporation with Corporate Affairs Commission. Companies must enclose a copy of the Certificate of Incorporation, Certified True Copies 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 year 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 three 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) Evidence of financial capacity to undertake the project (turnover of at least ₦300,000,000.00).
- h) A proper understanding of the ICT industry.
- 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.

### 7. BID BOND

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

Potential bidders are encouraged to study the Tender Document and submit any questions/clarifications that they might require. All bidders are to note that a **Pre-Bid Meeting** will be held to highlight the SKC project and to answer questions, exchange ideas and obtain feedback as follows:

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

Minutes of the Pre-Bid meeting would be circulated to bidders within five working days after the meeting.

### 10. METHOD OF SUBMISSION OF BIDS

- i. The Bidders shall submit three (3) copies of the Technical Bid and Financial Bid 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/LOT x TYPE xx SKC//TECHNICAL/2016 at the top right hand corner.
  - Financial Bid 'USPF/TD/LOT x TYPE xx SKC /FINANCIAL/2016 at the top right hand corner.
  - Bid Bond marked "USPF/BB/LOT x TYPE x SKC/2016
  - Name of bidder on each of the enclosed document.
  - Contact Name, Phone Number and E-Mail Address.
- iii. The Bidder 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/ LOT x SKC/2016.
- v. All copies of the bids shall be duly signed by an authorised 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 box or envelope which shall be sealed and tamper proof. **COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WILL 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. Bids that do not comply with this section may be rejected.
- viii. Submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities..

Please note that x denotes the Lot No (1 to 6) and xx represents the SKC Type (A or B)

All tender documents must reach the office of the undersigned on or before **July 12, 2016 by 10.00am. (KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY by 10a.m)**

The Secretary  
Universal Service Provision Secretariat  
Nigerian Communications Commission Head Office 9th Floor,  
Plot 423, Aguiyi Ironsi Street  
Maitama District, Abuja

### 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 contract.

For further clarification on the advertisement, please email: [uspfprocurement@ncc.gov.ng](mailto:uspfprocurement@ncc.gov.ng)

Signed : **Management,**  
**Universal Service Provision Fund**