

THE FEDERAL REPUBLIC OF NIGERIA



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

EXPRESSION OF INTEREST (EoI) **FOR THE ENGAGEMENT OF FUND MANAGERS**

1. INTRODUCTION

The Universal Service Provision Fund (USPF) further to the implementation of the 2016 budget and in compliance with the requirements of the Public Procurement Act, 2007 hereby invites qualified and reputable firms with proven experience to express interest to act as Fund Managers to USPF.

2. GENERAL ELIGIBILITY

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

- a.** Evidence of incorporation with Corporate Affairs Commission. Companies must enclose Certified True Copies (CTC) of the certificate of incorporation and form CAC 7 and CAC 2.
- b.** CTC of the Articles and Memorandum of Association of their Company.
- a.** Evidence of three years Tax Clearance certificates (2013, 2014, 2015) corresponding with declared annual turnovers.
- b.** Duly signed audited accounts for the last three years (2013, 2014, 2015)
- c.** Evidence of filing annual returns for the last three years (2013, 2014, 2015) with Corporate Affairs Commission.
- d.** Verifiable evidence of financial capacity to execute the project.
- e.** Evidence of similar works done.
- f.** Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers

- g.** Current Pension Clearance Certificate from PENCOM and evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No.19 of 2011.
- h.** Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF
- i.** Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report (IRR) issued by Bureau of Public Procurement (BPP) as evidence of compliance with this requirement in line with the provision of Section 5 (h) of the PPA, 2007.
- j.** 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.

3. SPECIFIC CONDITIONS

In addition to the general eligibility, Consultants shall also show evidence of the following:

- Membership of a relevant **Professional** body with a valid license to practice in Nigeria
- Good and practical knowledge of International Financial Reporting Standards (IFRS) and International Public Statement of Accounting Standards (IPSAS)
- Track record of ability to manage public funds efficiently for a period of not less than five years
- A sound financial position for the last five (5) consecutive years
- Must be able to demonstrate ability in managing different classes of assets
- Registration with Financial Reporting Council of Nigeria (FRCN)
- Registration with Security and Exchange Commission (SEC)

NB: Preference will be given to Consultants with knowledge of Microsoft Dynamics GP

4. SUBMISSION OF DOCUMENTS

Three copies of the (EoI) should be submitted in a sealed envelope clearly marked USPF EoI – FM - at the top right corner with name of the company clearly printed on the reverse side of the envelope and reach the office of the undersigned on or before **March 09, 2017 by 11.00 a.m.** EOI, will be opened immediately after deadline.

The Secretary
Universal Service Provision Secretariat
Nigerian Communications Commission, 9th Floor
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Please note that submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities.

5. DISCLAIMER

- a)** Submissions after the date and time specified above shall be rejected.
- b)** USPF reserves the right to annul the procurement process at any time without incurring any liabilities.
- c)** 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, uspfbids@ncc.gov.ng

Signed:
Management
Universal Service Provision Fund