



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

INVITATION TO TENDER

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. To achieve the above statutory mandate and in compliance with the provisions of the Public Procurement Act 2007, the Universal Service Provision Fund under its 2018 budget hereby invites qualified, competent and reputable contractors, consultants and service providers to bid for the following works and goods:

LOT	PROJECT DESCRIPTION	LOCATION
TIKC-1	Establishment of Tertiary Institution Knowledge Center	North Central
TIKC-2	Establishment of Tertiary Institution Knowledge Center	North Central
TIKC-3	Establishment of Tertiary Institution Knowledge Center	North East
TIKC-4	Establishment of Tertiary Institution Knowledge Center	North East
TIKC-5	Establishment of Tertiary Institution Knowledge Center	North West
TIKC-6	Establishment of Tertiary Institution Knowledge Center	North West
TIKC-7	Establishment of Tertiary Institution Knowledge Center	South East
TIKC-8	Establishment of Tertiary Institution Knowledge Center	South South
TIKC-9	Establishment of Tertiary Institution Knowledge Center	South West
TIKC-10	Establishment of Tertiary Institution Knowledge Center	South West
PWD-1	Installation of ICT & Assistive Tech. to Institutions and Schools Catering for Persons with Disabilities	North Region
PWD-2	Installation of ICT & Assistive Tech. to Institutions and Schools Catering for Persons with Disabilities	South Region
EHLT-1	Establishment of Electronic Health Record System	FCT
EHLT-2	Establishment of Electronic Health Record System	North Central
EHLT-3	Establishment of Electronic Health Record System	North East
EHLT-4	Establishment of Electronic Health Record System	North West
EHLT-5	Establishment of Electronic Health Record System	South East
EHLT-6	Establishment of Electronic Health Record System	South South
EHLT-7	Establishment of Electronic Health Record System	South West
ELIB-1	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	North Central
ELIB-2	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	North East
ELIB-3	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	North East
ELIB-4	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	North West
ELIB-5	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	North West
ELIB-6	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	South East
ELIB-7	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	South South
ELIB-8	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	South South
ELIB-9	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	South West
ELIB-10	Supply and Installation of ICT Equipment for Establishment of Information Resource Center	South West
DLC-1	Development & Deployment of Local Content	North Region
DLC-2	Development & Deployment of Local Content	South Region
RBTS-1	Establishment of Rural Base Transceiver Station	North Central
RBTS-2	Establishment of Rural Base Transceiver Station	North East
RBTS-3	Establishment of Rural Base Transceiver Station	North West
RBTS-4	Establishment of Rural Base Transceiver Station	South East
RBTS-5	Establishment of Rural Base Transceiver Station	South South
RBTS-6	Establishment of Rural Base Transceiver Station	South West
BTS-1	Establishment of Base Transceiver Station	North Central
BTS-2	Establishment of Base Transceiver Station	North East
BTS-3	Establishment of Base Transceiver Station	North West
BTS-4	Establishment of Base Transceiver Station	South East
BTS-5	Establishment of Base Transceiver Station	South South
BTS-6	Establishment of Base Transceiver Station	South West
BA-1	Installation, Provision, Upgrade & Mgt. of Bandwidth	North Central
BA-2	Installation, Provision, Upgrade & Mgt. of Bandwidth	North East
BA-3	Installation, Provision, Upgrade & Mgt. of Bandwidth	North West
BA-4	Installation, Provision, Upgrade & Mgt. of Bandwidth	South East
BA-5	Installation, Provision, Upgrade & Mgt. of Bandwidth	South South
BA-6	Installation, Provision, Upgrade & Mgt. of Bandwidth	South West
RB-1	Establishment of Rural Broadband Initiative	North Central
RB-2	Establishment of Rural Broadband Initiative	North East
RB-3	Establishment of Rural Broadband Initiative	North West
RB-4	Establishment of Rural Broadband Initiative	South East
RB-5	Establishment of Rural Broadband Initiative	South South
RB-6	Establishment of Rural Broadband Initiative	South West

CATEGORY B

LOT	GOODS	QUANTITY
MV	Motor Vehicle	1
LP	Laptops	37

1. ELIGIBILITY CRITERIA

- All tenders must comply with the requirements of Public Procurement Act, 2007 and interested bidders must submit the following documents:
- Evidence of certificate of incorporation with Corporate Affairs Commission including form CAC2 and CAC7
 - CTC of Articles and Memorandum of Association of the Company. It must show that the company has ICT related activities as part of its objectives
 - Evidence of Company Income's Tax Clearance Certificate for the preceding three years (2015, 2016, and 2017) valid till 31st of December 2018 (with an average minimum annual turnover in the last three years of N200 million for BTS & BA, N300 million for PWD, N120 million for RUBI, N100 Million for RBTS & DLC, N50 million for TIKC, 70 million for E-Library, and 60 million for E-Health respectively)
 - Company's audited accounts for the last three years (2015, 2016 and 2017).
 - Evidence of filing annual returns for the preceding three years by inclusion of an acknowledgment letter from Corporate Affairs Commission (2015, 2016, 2017)
 - Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
 - A proper understanding of the ICT industry and proof of at least (3) similar projects carried out in the past five (5) years accompanied by Letters of Award, Job Completion Certificates and Photographs of the projects;

- Company Profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- Evidence of current Pension Certificate valid till 31st December, 2018
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2018.
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2018.
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of an Interim Registration Report (IRR) expiring by 1st January, 2019 or valid certificate issued by BPP;
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Universal Service Provision Fund/Nigerian Communications Commission or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and has to confirm that all information presented in its bid are true and correct in all particulars;
- List of Plants/Equipment with proof of Ownership/Lease
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (all eligibility requirements are compulsory for each JV partner)
- All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The letterhead Paper must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by authorized officer of the firm.
- Evidence of inclusion in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles and their authorised representatives (NB: For Motor Vehicles Only)

2. 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 way of bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26 (1) of the Public Procurement Act, 2007.

3. COLLECTION OF TENDER DOCUMENTS

Tender Documents are obtainable from the Procurement Department, USPF upon payment of a non-refundable tendering fee of **Ten Thousand Naira (N10,000.00)** only per lot. The above sum 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 bid document.

4. PRE -TENDER MEETING

All bidders should note that a Pre-Tender Meeting shall be held to give clarifications on all the projects, answer questions and exchange ideas as follows:

Date: September 4, 2018
Venue: NCC Conference Room
Time: 10.00 am

Minutes of the meeting would be circulated to Bidders within five working days after the meeting.

5. SUBMISSION OF BIDS

- Bids must be in English Language and signed by an official authorized by the bidder.
- Prospective bidders are to submit bids for each of the lots desired, two (2) hard copies each Technical and Financial Bids with soft copy of Financial Bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter put the two sealed envelopes together in a bigger sealed envelope addressed to: **The Secretary, Universal Service Provision Fund, 9th Floor, Nigerian Communications Commission Head Office, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja.**
- COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WILL LEAD TO AUTOMATIC DISQUALIFICATION;**
- Each Bid Package shall be clearly marked with the following information on both sides of the envelope:
 - Technical Bid marked 'USPF/STD/LOTX/TECHNICAL/2018' at the top right hand corner.
 - Financial Bid 'USPF/STD/LOTX/FINANCIAL/2018' at the top right hand corner.
 - Bid Bond 'USPF/STD/LOT X/BB/2018.
 - Name of Proponent on each of the enclosed document.
 - Contact Name, Phone Number and E-Mail Address.
- A Certified-True-Copy of the tender fee receipt **MUST** be submitted in a separate envelope and marked TF/2017.
- All copies of the bids shall be duly signed by an authorized representative of the Proponent. In the event of any discrepancy between copies, the original shall govern.
- Interested Parties shall not bid for more than 2 Lots of all 2018 USPF projects and consultancies.**
- USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with this instruction. Bids that do not comply with this section may be rejected.
- Kindly note that submissions may be subjected 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 Name

6. OPENING OF BID

- All documents must be Hand Delivered and should reach the office of the undersigned on or before **October 17th, 2018 by 10.00 am (KINDLY NOTE THAT TECHNICAL BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION)**
- Please ensure that you sign the Bid Submission Register in the office of the undersigned as the Universal Service Provision Fund will not be held liable for misplaced or wrongly submitted bids.

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

Failure to comply with the tendering instructions shall lead to disqualification.

7. DISCLAIMER

- Submissions after the date and time specified above shall be rejected.
- All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents and not the USPF
- 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.
- 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.
- A company shall not bid for Consultancy Services as Technical Auditors and the project to be audited at the same time.

For further clarification on the advertisement, please email: uspfprocurement@ncc.gov.ng or uspfbids@ncc.gov.ng

Signed:
Management
Universal Service Provision Fund