



## UNIVERSAL SERVICE PROVISION FUND

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

### EXPRESSION OF INTEREST

#### 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.

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 2019 budget hereby invites qualified, competent and reputable contractors, consultants and service providers to submit Expression of Interest for Consultancies.

#### 2. SCOPE OF WORK

LOT	CONSULTANCY	LOCATION
TA	Technical Auditors for Advertised Projects	Various Locations
AR	Production of USPF Annual Report	HQ, Abuja
EA	Engagement of External Auditors for USPF accounts	HQ, Abuja
FM	Engagement of Fund Managers for USPF	HQ, Abuja
IISED1	Innovative ICT Solutions and Entrepreneurship Development	North
IISED2	Innovative ICT Solutions and Entrepreneurship Development	South

#### 3. ELIGIBILITY REQUIREMENTS

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

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission. Companies must enclose Certified True Copy (CTC) of the certificate of incorporation and form CAC 7 and CAC 2 (**Evidence of Registration of Business Name is acceptable for EA & FM**)
- CTC of Articles and Memorandum of Association of the Company. It must show that the company is registered in part for the procurement;
- Evidence of filing annual returns for the preceding three years by inclusion of an acknowledgement letter from Corporate Affairs Commission (**2016, 2017, and 2018**);
- Tax Clearance Certificates for the preceding three years (2016, 2017, and 2018) valid till 31<sup>st</sup> of December 2019;
- Evidence of current Pension Certificate valid till 31<sup>st</sup> December, 2019;
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December, 2019;
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring by 31<sup>st</sup> January, 2020 or valid certificate issued by BPP;
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Universal Service Provision Fund 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;
- For EA & FM: Evidence of current registration with Financial Reporting Council of Nigeria;
- Company's audited accounts for the last three years (2016, 2017 and 2018);
- Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- Documentary evidence of at least three (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's Profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications
- Evidence of Firm's registration with relevant professional body such as:
  - EA must be registered with Auditor-General's Office and Practice Licence;
  - IISED: Evidence of registration with NITDA and Computer Professionals Registration Council of Nigeria;
  - TA: COREN, ARCON, CORBON, QSRBN etc;
  - FM: ICAN/ANAN etc;.

p) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (**CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner**). **NOTE: NOT MORE THAN TWO COMPANIES SHOULD FORM A JOINT VENTURE**

q) 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.

#### 4. SUBMISSION OF BIDS

- Bids must be in English Language and signed by an official authorised by the bidder.
  - Interested Firms are to submit two (2) bound Expression of Interest documents separately in a sealed envelope
  - All Pre-Qualification Documents and Expression of Interest Documents should be addressed to: **The Secretary, Universal Service Provision Fund, 9<sup>th</sup> Floor, Nigerian Communications Commission Head Office, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja.**
  - Each Package shall be clearly marked with the following information on both sides of the envelope:
    - Expression of Interest marked **USPF/LOTX/EOI/2019**
    - Name of Proponent on each of the enclosed document.
    - Contact Name, Phone Number and E-Mail Address.
    - All copies of the documents 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 TWO (2) Lots of all 2019 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 shall 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**

All documents must be Hand Delivered and should reach the office of the undersigned on or before **10:00 am on Tuesday, 22<sup>nd</sup> October, 2019**

#### 5. OPENING OF EOI DOCUMENTS

**KINDLY NOTE THAT EOI WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 10:00 am on Tuesday, 22<sup>nd</sup> October, 2019**

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

Failure to comply with the instructions shall lead to disqualification.

#### 6. DISCLAIMER

- Submissions after the date and time specified above shall be returned unopened.
- All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents and not the USPF
- The USPF is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.
- 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 also bid for the Project to be audited at the same time.
- Only shortlisted bidders at EOI's evaluation will be contacted at a later date for collection of Request for Proposals.

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

Signed:

Management  
Universal Service Provision Fund