



UNIVERSAL SERVICE PROVISION FUND

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

INVITATION TO TENDER

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 and service providers to bid for the following works:

2. SCOPE OF WORKS

LOT	PROJECT DESCRIPTION	LOCATION
TIKC-1	Establishment of Tertiary Institution Knowledge Center	North Central
TIKC-2	Establishment of Tertiary Institution Knowledge Center	North East
TIKC-3	Establishment of Tertiary Institution Knowledge Center	North West
TIKC-4	Establishment of Tertiary Institution Knowledge Center	South East
TIKC-5	Establishment of Tertiary Institution Knowledge Center	South South
TIKC-6	Establishment of Tertiary Institution Knowledge Center	South West
LCD-1	Development and Deployment of Local Content	North
LCD-2	Development and Deployment of Local Content	South

3. ELIGIBILITY REQUIREMENTS

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 issued by 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 (2016, 2017, and 2018) valid till 31st of December 2019 (**with an average minimum annual turnover in the last three years of N100 million for TIKC & LCD**)
- Company's audited accounts for the last three years (2016, 2017 and 2018).
- Evidence of filing annual returns for the preceding three years by inclusion of an acknowledgment letter from Corporate Affairs Commission (2016, 2017, 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;
- 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's 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, 2019
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December, 2019.
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019.
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of an Interim Registration Report (IRR) expiring by 31st 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 Joint Venture/Partnership, the following documents must be provided for each JV partner: Memorandum of Understanding (MoU), CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit. **NOTE: NOT MORE THAN TWO COMPANIES SHOULD FORM A JOINT VENTURE**
- 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. SPECIAL INSTRUCTION

Prospective bidders must procure hardware devices such as laptops and desktops only from National Information Technology Development Agency (NITDA) Certified Original Equipment Manufacturers (OEMs).

5. BID BOND

All bids above ₦100 million for Services and N300 million for Works, shall be accompanied with a bid security of 2% of the bid price by way of bank guarantee issued by a reputable bank acceptable to USPF.

6. COLLECTION OF TENDER DOCUMENTS (TIKC)

Tender Documents are obtainable from the Procurement Department, USPF upon payment of a non-refundable tendering fee of **Ten Thousand Naira (₦10,000.00)** 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.

7. SUBMISSION OF BIDS (TIKC)

- 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/2019'** at the top right hand corner.
 - Financial Bid **'USPF/STD/LOTX/FINANCIAL/2019'** at the top right hand corner.
 - Should be hand-delivered to the above address not later than **10:00 am on Thursday, 21st November, 2019.**

8. SUBMISSION OF EOI DOCUMENT (LCD)

Interested firms are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed as indicated above, and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box not later than **10:00 a.m. on Thursday, 24th October, 2019.**

- Bid Bond **'USPF/STD/LOT X/BB/2019'**.
 - Name of Proponent on each of the enclosed document.
 - Contact Name, Phone Number and E-Mail Address.
 - 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 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 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.

9. OPENING OF EOI AND TECHNICAL BIDS

- KINDLY NOTE THAT EOI AND TECHNICAL BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION as follows:**
 - LCD: 10:00 a.m. on Thursday, 24th October, 2019;**
 - TIKC: 10:00 am on Thursday, 21st November, 2019**
- 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 Secretary
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.

10. DISCLAIMER

- Submissions after the date and time specified above shall be returned un-opened.
- 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.
- LCD: Only shortlisted bidders at EOI's evaluation will be contacted at a later date for collection of Request for Proposals
- TIKC: Only pre-qualified bidders at technical evaluation will be contacted at a later date for financial bids opening, while financial bids of un-successful bidders will be returned un-opened

For further clarification on the advertisement, please email:

uspfprocurement@ncc.gov.ng uspfbids@ncc.gov.ng
uspfprocurement@uspf.gov.ng uspfbids@uspf.gov.ng

Signed:
Management
Universal Service Provision Fund