



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

REQUEST FOR PROPOSAL

FOR THE FACILITATION OF FOCUSED INDUSTRY STAKEHOLDERS' FORUM AND HACKATHON AWARDS CEREMONY

1. Introduction

The USPF had recently launched an access gap study which culminated into the implementation of various projects across the country. In order to encourage the utilization of these projects/programmes, the USPF initiated the Hackathon which is designed for innovative digital technology ideas that will expand the use of information and communication technology (ICT) in Nigeria. To consolidate the foregoing, and in consonance with one of the guiding principles of the USPF which is consultation, an industry consultation is necessary to create awareness amongst stakeholders. Consequently, the USPF is seeking bids for the facilitation of a focused industry stakeholders' forum and hackathon awards ceremony.

2. Terms of Reference

The Terms of Reference for the Focused Industry Stakeholders' Forum and Hackathon Awards Ceremony shall include:

- Assist the USPF to nominate and invite relevant stakeholders from among Operators, Infrastructure and Service Providers, Entrepreneurs and Investors
- Distribute invitation letters to about 100 firms which are eventually selected to participate
- Mobilize Hackathon participants to attend
- Follow-up with the firms in getting them to suitable executives and to encourage the delegates to attend and contribute optimally
- Make input into the subject, focus, and content of presentations as well as on choice of subject matter expert
- Offer rapporteur and support services at the forum to ensure successful outcome
- Prepare a report of the Forum Proceedings and collate recommendations made by delegates
- Offer suggestions on the way forward based on the yield of the forum

3. Eligibility Criteria

Interested parties are required to demonstrate the following competencies:

- Expertise in telecommunications and investments

HACKATHON: FOCUSED INDUSTRY STAKEHOLDERS' FORUM

- Good knowledge of the Nigerian telecommunications industry
- Practical understanding of universal access issues
- Vast experience in facilitating similar forum
- Good presentation skills

4. General Conditions

Interested parties must submit the following documents:

- a. Evidence of similar works done
- b. Evidence of Tax Clearance/VAT certificates
- c. Provide verifiable evidence of financial capacity to execute the project.
- d. Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers

5. Submission of Bids

Interested and qualified parties are required to submit proposals itemizing all activities/events, the cost implication and the various stages for a successful forum to the Procurement Department of the USPF Secretariat

All quotations must be Hand Delivered and should reach the procurement office **on or before February 25, 2016 by 5.00pm.**

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6. DISCLAIMER

- a) Late submissions shall be rejected.
- b) The USPF will not be responsible for any cost or expenses incurred by any interested party in connection with any response to an inquiry nor shall it entitle any party submitting documents to claim any indemnity from the Fund.
- c) The USPF is not bound to shortlist any bidder and reserves the right to annul the bidding process at any time without incurring any liabilities and assigning any reason thereof.
- d) This advertisement is published for information purposes only and should not be construed as a commitment or obligation on the part of the Fund to award a contract.

Signed
Head, Procurement
Universal Service Provision Fund

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