

## 5. PROJECT SITE/LOCATIONS

The Project shall be executed in the following locations:

LOT	MAIN CAMPUS	ANNEX CAMPUS
1	University of Nigeria, Nsukka	UNN Enugu Campus
2	University of Agriculture, Makurdi	Verternary Teaching Hospital, Northbank, Makurdi
3	Nigerian Defence Academy, Mando, Airport Rd. Kaduna	NDA Unguwan Dosa, Kaduna
4	Federal University of Technology, Minna, Gidan Kwano	FUT Minna Bosso Road Campus
5	Modibbo Adama University Yola, Mubi Rd.	MAUTECH Annex Campus, opposite Lamido Zubair Centre, Yola
6	Federal University of Agriculture, Abeokuta, Camp Junction, Alabata	Federal University of Agriculture, Abeokuta, Annex Campus, Alabata
7	Federal University of technology, Akure, Ilesha Road	Annex Campus, Ibule Isoro, Akure-Ilesha Road
8	National Open University of Nigeria, Lagos, Victoria Island	National Open University of Nigeria, Lagos, Annex, 38/40 McCarthy off Obalende Rd. Lagos Island

## 6. ELIGIBILITY

### a) General Conditions

All tenders must comply with the requirements of Public Procurement Act, 2007 and interested bidders must attach the following:

- Evidence of incorporation with Corporate Affairs Commission. Companies must enclose a copy of the Certificate of Incorporation, Certified True Copies (CTC) of Forms CAC 7 and CAC 2.
- CTC of Articles and Memorandum of Association of the Company, which must show that the Company has ICT related activities as part of its objectives.
- Three years Tax Clearance certificates (2013, 2014 and 2015).
- Evidence of Value Added Tax (VAT) registration certificate and past remittances.
- Audited accounts for the last three years (2013, 2014 and 2015).
- Evidence of filing annual returns for the last three years (2013, 2014 and 2015) with Corporate Affairs Commission
- Verifiable evidence of financial capacity to undertake the project (annual turnover of at least ₦100,000,000.00 in the last three years).
- A proper understanding of the ICT industry and evidence of similar works done.
- Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- Current Pension Clearance Certificate from PENCOM and evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011.
- Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF
- Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report issued by Bureau of Public Procurement (BPP) as the evidence of compliance with this requirement in line with the provision of Section 5(h) of the PPA, 2007.
- 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.

### b) Specific Conditions:

The Consultants shall be required to demonstrate the following minimum competencies:

- Experience in installation and configuration of the above listed equipment
- Evidence of relevant technical experience with reference to similar projects deployed
- Evidence showing a proper understanding of ICT data solutions large networks
- A signed MoU letter between the Company and the major equipment providers (Cisco) affirming their warranty of 1 to 2 years on all equipment provided, ability and capacity to provide the equipment in any part of Nigeria
- An undertaking of to provide free maintenance for 1 year from date of acceptance of the entire project
- Provide evidence that the Company is duly licensed to undertake installation of Telecommunications and ICT equipment (Sales and Installation of Terminal Equipment)
- Company must have suitably qualified Engineer with current COREN practice certificate, a certified IT specialist with Cisco, MCSE, Oracle or other similar internationally recognized certifications (these staff must be on the Company's PENCOM register evidenced by past remittances)
- Experience in IT service delivery.
- Evidence of having the necessary tools and equipment for logistics and deployment of solution (GPS devices, cable testers, Multimeter, 4x4 truck, Laptop, installation tools etc.)
- Evidence of payment of Annual Operating Levy (AOL) to the NCC if applicable

## 7. BID BOND

All bids above the sum prescribed by the BPP shall be accompanied by a bid security in an amount not more than 2% of the bid price by a way of a bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26(1) of the Public Procurement Act, 2007.

## 8. COLLECTION OF TENDER DOCUMENTS

Qualified Companies wishing to respond to this Invitation must purchase a copy of the Tender Document, which provides more detailed information on the scope and requirements of the project from the Procurement Department, USPF Secretariat. A non-refundable tendering fee of **₦50,000.00 (Fifty Thousand Naira)** only per Lot is required to purchase the Tender Document which 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 tender document.

## 9. PRE BID MEETING

Potential bidders are encouraged to study the Tender Document and submit any questions/clarifications that they might require.

All bidders are to note that a **Pre-Bid Meeting** will be held to highlight the UnICC (End-user) project and to answer questions, exchange ideas and obtain feedback as follows:

**Date:** May 23, 2016  
**Venue:** NCC Conference Room  
**Time:** 12 Noon.

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

## 10. SUBMISSION OF BIDS

- The Bidders shall submit three (3) copies of the Technical Bid and Financial Bid in separate sealed envelopes with the first copy marked "Original Bid" and the 2nd and 3rd copies marked "Copy of Bid".
- Each Bid Package shall be clearly marked with the following information:
  - Technical Bid 'USPF/TD/UNICC END-USER/LOTx/TECHNICAL/2016' at the top right hand corner.
  - Financial Bid 'USPF/TD/UNICC END-USER/LOTx/FINANCIAL/2016' at the top right hand corner.
  - Bid Bond marked **BB/UNICC END-USER/LOTx/2016**
  - Name of Bidder on each of the enclosed document.
  - Contact Name, Phone Number and E-Mail Address.
- The Bidder shall also prepare one electronic copy of the Technical Bid (in USB flash, in a format readable by Microsoft Word or Adobe Acrobat format).
- A Certified True Copy of the tender fee receipt endorsed by Head, Procurement Department **MUST** be submitted in a separate envelope and marked TF/ LOT x UnICC/2016.
- All copies of the bids shall be duly signed by an authorised representative of the Bidder. In the event of any discrepancy between copies, the original shall govern.
- Bidders should note that Technical and Financial Bids shall be in two separate sealed envelopes marked clearly and then put in a bigger envelope or box which shall be sealed so that it is not possible to open it without visual evidence of such tampering. **COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WOULD LEAD TO AUTOMATIC DISQUALIFICATION.**
- USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with the above instruction.
- Submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to relevant prosecution authorities.

Please note that x denotes the Lot No (1 to 8)

All tender documents must reach the office of the undersigned on or before **July 12, 2016** (6 weeks from the date of the pre bid meeting) by **10.00am**. **(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY by 10.00 AM ON THE SAME DAY)**

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

## 11. DISCLAIMER

- Submissions after the date and time specified above shall be rejected.
- All cost incurred by Bidders in response to this advert or enquiries shall be borne by such Bidders 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.

For further clarification on this tender document please email:

[uspfprocurement@ncc.gov.ng](mailto:uspfprocurement@ncc.gov.ng)

Signed : **Management,**  
**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](http://www.uspf.gov.ng)