



INVITATION TO TENDER FOR STAKEHOLDER INITIATED PROJECTS (SIP)

1. INTRODUCTION

The Universal Service Provision Fund (USPF) was established to facilitate rapid achievement of national policy goals for universal service and universal access to Information and Communication Technologies (ICTs).

Part of the mandate of the USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funding through subsidies and grants for the provision of network facilities, network services and application services to rural, unserved and underserved areas or to underserved groups within an institution or community.

In carrying out its mandates, the USPF has been implementing projects conceptualized and designed for implementation in various unserved and underserved communities.

In addition, the USPF in recognition of the creativity of individuals, communities and organizations, is desirous of engaging stakeholders under its Stakeholder Initiated Projects (SIP) concept, which is expected to be distinct from its existing projects and shall be conceptualized, designed and implemented by individuals, community organizations, NGOs, private business entrepreneurs, etc. This is to ensure rapid deployment of the needed ICT services in the unserved and underserved areas. In furtherance to the above, USPF has set aside funds in the 2016 budget.

2. SIP DESIGN AND SPECIFICATIONS

The project concept, design and specifications to be proposed shall depend entirely on the imagination or preferences of the bidders. However, projects offering unique value propositions or innovative features over existing standard USPF projects will receive priority consideration.

Thus, the USPF will consider for support any project that will deliver new connectivity for communities that lack ICT connectivity and/or value added services including ICT enabled projects that will address the challenges in the various areas; such as health care, education, skills acquisition, employment, information dissemination, lifestyle improvement etc. The proposed project should be able to have practical applications, deliver clear and significant benefits, and impact positively on the community it intends to serve.

For the purpose of sustainability, priority shall be given to community based projects associated with duly registered Co-operative societies, community based NGO's and organizations deemed to be community oriented.

Bidders must also be able to contribute at least 25% of the total cost of the project (Community owned projects) or 40% of the cost (for projects owned by the bidders).

3. PROJECT CONSIDERATION CRITERIA

Due to the limited amount of funds available, **sustainability and affordability** of the project will be a key element for evaluation of the bids. Hence, bidders with best design, modern equipment, and timeliness of project delivery, lower subsidy request, multiple service delivery and utilization of renewable energy resources stand better chance of being adjudged the most responsive bids.

Note that only projects that are not similar to existing USPF projects and concepts will be entertained. Therefore, for this reason, all bidders are advised to acquaint themselves with our existing projects and interventions to avoid being disqualified. Projects that do not provide new approaches or value propositions shall be rejected without recourse to further consideration or explanations.

4. INSTRUCTIONS TO BIDDERS

In addition to providing information that may assist USPF in analysis of the proposed projects, all bids are expected to address the following key elements:

- Feasibility Study/ Financial bids and project budget.
- BoQ's should itemize ICT components, materials and facilities required specifying the individual cost of items and the proportion of the cost expected to be financed/subsidized by USPF.

- The bid should specifically address the practicality, sustainability and affordability strategy of the intended project.

Technical details of the proposed projects should contain the following information:

- The nature of the Work, Products and Services to be delivered
- The need and targeted beneficiaries
- Goals and Objectives
- Scope of Work - the coverage/target areas
- Ownership of the project
- Methodology - deployment strategy
- Technology Approach: Technical specifications and schematic diagrams of the project details
- BoQ or BEME of all cost items
- Implementation time frame detailing the actions and the time scales

5. DELIVERABLES

- Submit a comprehensive completion report indicating that all the goals and objectives of the project has been achieved
- Report should also itemise all equipment and devices installed, supplied or configured in the course of the project including their serial numbers, software versions, licenses etc and their location
- Submission of keys, Access codes, Maintenance Manuals, names of contact persons and GPS co-ordinates of each site
- Submission of Final Acceptance Test report
- Submission of signed Maintenance Agreement document stating the starting and end dates of the support period.

6. PROJECT SITE/LOCATIONS

The SIP can be located at any rural, unserved or underserved locations across the country. However, bidders are encouraged to ensure geographical spread and representation in order to bring the benefit of ICT to all and sundry across the Federation.

7. ELIGIBILITY

All interested bidders should be private operators with relevant license(s) and experience

a) General Conditions

All bidders must comply with the requirements of Public Procurement Act, (PPA) 2007 and interested bidders must submit 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 year 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.
- Evidence of financial capacity to undertake the project (turnover of at least ₦30,000,000.00).
- 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 the project.

b) Specific Conditions:

All bidders shall be required to demonstrate the following minimum competencies:

- Information about ICT projects carried out in the past three years. If any
- Technical, financial and administrative manpower available to implement the project and their relevant experiences with respect to ICT service delivery
- Bidders must be duly registered to undertake ICT related business
- Proof of an active office address
- Evidence of relevant technical experience in the area of project being proposed for deployment
- Basic Corporate Information including expertise to deliver on the project
- Demonstrate or show evidence of similar assignments carried out in the past
- Verifiable evidence (from a reputable bank) of financial capacity to execute the project
- Verifiable evidence of annual turnover of at least N30 million in the last 3 years
- An undertaking of to provide free maintenance for 1 year from date of acceptance of the entire project in case of institution or community owned project
- Company profile and organizational structure, including names, certificates and resume of key personnel and technical staff with addresses and phone numbers
- Provide an MoU with Co-operative Society, NGO or Community where project shall be sited
- Provide a copy of the Registration Certificate of the Co-operative, NGO or Community (issued by the relevant Government recognized registration bodies)

8. SUBMISSION OF BIDS

Interested bidders wishing to respond to this Invitation should submit Three (3) bound hard copies of the Technical and Business Plan plus electronic copy to the undersigned on or before **10.00am, July 12, 2016**.

(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY BY 10.00AM)

The Secretary
Universal Service Provision Fund
Nigerian Communications Commission Building
Plot 423, Aguiyi Ironsi Street
Maitama Abuja

The Technical and Financial bids must be properly sealed in one envelope with the bidders address/contact details on the reverse side and should be marked "**Ref No. RFP/USPF/SIP2016/Bidders Name**"

Only projects identified to be suitable, sustainable and practicable which are in line with our mandate will be considered and responded to by the USPF subject to budgetary considerations.

All bids must include a detailed technical specification of items and their cost (Financial bids), submitted in different sealed envelopes.

9. 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.
- 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 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 a contract.

For further clarification on this tender document please email: uspfprocurement@ncc.gov.ng

Signed : **Management,**
Universal Service Provision Fund