



INVITATION TO TENDER FOR GOODS

1. INTRODUCTION

In compliance with the requirements of the Public Procurement Act, 2007 for the procurement of goods, works and services in the Public Service of the Federation, the Universal Service Provision Fund (USPF), further to the implementation of the 2016 budget, hereby invites tenders from qualified contractors to supply the following:

S/N	ITEM
1	Three Project/ Operation Vehicles (As specified in the Tender Document)

2. Eligibility Requirement

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

- Evidence of incorporation with Corporate Affairs Commission. Companies must enclose a copy of Certificate of Incorporation, Certified True Copies of Forms CAC 7 and CAC 2.
- CTC of Articles and Memorandum of Association of the Company
- 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 ₦10,000,000.00).
- 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 (IRR) issued by Bureau of Public Procurement (BPP) as 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.

3. COLLECTION OF TENDER DOCUMENTS

Qualified Companies wishing to respond to this Invitation to Tender must purchase a copy of the Tender Document, which provides more detailed information on the scope and requirements of the tender 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..

4. METHODS OF SUBMISSION OF BIDS

- Bidders shall submit three (3) copies of the Technical and Financial Bids 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/GOODS/TECHNICAL/ 2016 at the top right hand corner.
- Financial Bid 'USPF/TD/GOODS/FINANCIAL/ 2016 at the top right hand corner.
- 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/ GOODS/2016**.

- 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 declarations may be forwarded to relevant prosecution authorities.

All tender documents MUST reach the office of the undersigned on or before Tuesday June 28, 2016 by 11.00 am. (KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY BY 11:00 AM).

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

5. DISCLAIMER:

- Submissions after the date and time specified above shall be rejected.
- All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents 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 the advertisement, please email: uspfprocurement@ncc.gov.ng

Signed : Management,
Universal Service Provision Fund