



INVITATION TO TENDER FOR THE IMPLEMENTATION OF TERTIARY INSTITUTION KNOWLEDGE CENTER (TIKC) IN SELECTED INSTITUTIONS ACROSS THE COUNTRY

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, unserved and under-served areas in Nigeria.

The mandate of the USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funds 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.

One of the programmes of the USPF is to provide ICT tools and connectivity to communities, schools and institutions across the nation in order to facilitate digital life style. Consequently, the USPF has set aside funds in its 2016 budget for this purpose.

2. OBJECTIVE OF THE PROJECT

The objective of the project is to promote the use of ICT in teaching and learning in Tertiary Institutions as well as the institution communities. In this regard the USPF has designed a project termed Tertiary Institution Knowledge Center (TIKC), to provide ICT tools, associated infrastructures and bandwidth connectivity.

3. PROJECT DESCRIPTION

Under the TIKC project implementers are expected to deploy Optic Fiber Cable and provide bandwidth connectivity, install ICT devices and its peripherals such as computers, printers, computer desks/chairs, power backup etc.

4. PROJECT LOT

The project shall be implemented in 9 tertiary institutions selected by USPF (see **Tender Documents for details**) and each institution shall be considered as a separate **Lot**.

For the purpose of implementation the institutions shall be lotted as follows;

S/N	Name of Institution	Approx. distance of nearest BTS site (Km)
1	Delta State Polytechnic Oguwashi, Uku, Delta State	0.2
2	Federal University Kashere, Gombe State	3.7
3	National Institute for Policy and Strategic Studies, Kuru, Plateau State	4
4	Ibrahim Shehu Shema ICT Business Institute, Katsina State	4.2
5	Yobe State School of Nursing, Nguru, Yobe State	2
6	University of Gadau Azare, Bauchi State	3
7	Audu Bako College of Agriculture, Dan batta, Kano State	1
8	The Polytechnic Ibadan, Oyo State	3
9	Federal Polytechnic Ilaro, Ogun State	0.3

5. SCOPE OF WORK

The scope of work shall include but not limited to:

- Carry out a complete refurbishment of the designated building to establish a computer laboratory.
- Survey, design and deploy a connectivity platform from the nearest OFC point of presence/BTS site to the designated TIKC location in the selected institution.
- Provide bandwidth of 2Mbps/1Mbps capacity for one (1) year subscription for the platform as in (ii) above.
- Provide active components (**routers, switches, firewall** etc.) for the indoor and outdoor and appropriate housing (**rack**) facilities for the bandwidth connectivity as specified in the technical specification.
- Provide wireless access cloud to cover at least 500 meters radius of the main campus
- Provide appropriate furniture for administrative and deployed ICT tools
- Provide appropriate LAN wiring for 100 points for data and power for the workstations. (The use of **Extension Socket is NOT** allowed).
- Put in place a visibly approved USPF signage detailing the project type and sponsor
- Provide guidance, documentation of all the ICT tools and other facilities deployed.
- Provide one year technical support, insurance, warranty and remote management for the deployed ICT tools in each institution with a letter of comfort to USPF to ensure that the insurance tenure runs its full course.
- Provide e-learning software, specified programming languages and other software.

6. PROJECT SCHEDULE

The schedule for the project implementation shall be submitted with the bid for consideration by USPF. This will be agreed and included in the Contract Agreement.

7. PROJECT DURATION

The duration of the project 9 months from date of acceptance of award of the contract.

8. PROJECT DELIVERABLES

The expected deliverables are:

- Submission of Project Schedule and Work Plan to include (work breakdown structure (wbs), timelines and charts showing periods of delivery for each milestone to cover duration of contract, in both hard and soft copies).
- Submission of samples of all items listed in the Technical Specification for confirmation and approval by the USP Secretariat.
- Defined route of carriage of bandwidth as required.
- Collation and deliverance of addresses and details of contact person(s) for each beneficiary institution, including geographical coordinates (in degrees, minutes & seconds).
- Submission of delivery and installation reports relating to each milestone attained (in both hard and soft copies).
- Submission of detailed final report on project implementation in both hard and soft copies.

9. ELIGIBILITY CRITERIA

A. Specific Condition:

A fully structured company with relevant human and material resources; requisite experience in the deployment of ICT solutions and services; proof of similar projects carried out in the past three years accompanied by letters from institutions or companies confirming satisfactory completion of such projects and the cost of the projects undertaken.

B. General Conditions:

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 Certificate of Incorporation, Certified True Copies (CTC) of Forms CAC7 and CAC2.
- 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 **₦50,000,000.00**).
- A proper understanding of the ICT industry and evidence of similar work 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 the 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 this project.

10. BID BOND

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

11. 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 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.

12. PRE-BID MEETING

Potential bidders are encouraged to study these documents and submit any questions/clarifications that they might require. A pre bid meeting will be held to highlight the TIKC project, answer questions, exchange ideas and obtain feedback as follows:

Date: May 23, 2016
Venue: NCC Conference Hall
Time: 12 Noon

Minutes of pre-bid meeting would be circulated to all proponents within five working days after the meeting.

13. 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 marked 'USPF/TD/TIKC/LOT x/TECHNICAL/2016 at the top right hand corner.
 - Financial Bid 'USPF/TD/TIKC/LOT x/FINANCIAL/2016 at the top right hand corner.
 - Bid Bond 'USPF/TD/TIKC/LOT x/BB/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/TIKC/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 box or envelope which shall be sealed and tamper proof. **COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WILL LEAD TO AUTOMATIC DISQUALIFICATION.**
- USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with the above instruction. Bids that do not comply with this section may be rejected.
- Submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities. Please note that x denotes the Lot No (1 to 9)

All tender documents must reach the office of the undersigned on or before **July 12, 2016** by 10.00am.

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

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

14. 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 the advertisement, please email: uspfprocurement@ncc.gov.ng

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