



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)

### **REQUEST TO SUBMIT PROPOSAL FOR ADVERTISEMENT AGENCY**

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, un-served and under-served areas in Nigeria.

The Universal Service Provision Fund (USPF) hereby invites qualified and reputable firms with proven experience to submit a proposal to undertake the publishing of USPF Advertisements.

#### **1. ELIGIBILITY CRITERIA**

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

- a) Evidence of incorporation with Corporate Affairs Commission. Companies must enclose Certified True Copy (CTC) of the certificate of incorporation and form CAC 7 and CAC 2
- b) CTC of Articles and Memorandum of Association of the Company.
- c) Tax Clearance Certificates for the preceding three years (2017, 2018, and 2019) valid till 31<sup>st</sup> of December 2020
- d) Evidence of current Pension Certificate valid till 31<sup>st</sup> December, 2020
- e) Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December, 2020.
- f) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020.
- g) Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring by 30<sup>th</sup> June, 2020 or valid certificate issued by BPP.
- h) Evidence of Firm's registration with Advertising Practitioners Council of Nigeria (APCON)
- i) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Universal Service Provision Fund/ Nigerian Communications Commission or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and has to confirm that all information presented in its bid are true and correct in all particulars.
- j) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The letter head Paper must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by authorized officer of the firm.

#### **2. SUBMISSION OF BIDS**

- i. Bids must be in English Language and signed by an official authorized by the bidder.

- ii. Prospective bidders are to submit (2) hard copies in a sealed envelope.
- iii. Documents should be addressed to: **The Ag. Executive Secretary, Universal Service Provision Fund, 9<sup>th</sup> Floor, Nigerian Communications Commission Head Office, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja.**
- iv. Each Package shall be clearly marked with the following information on both sides of the envelope:
  - Technical Bid marked **USPF/ADVERTAGENCY/TECHNICAL/2020** at the top right hand corner
  - Name of Proponent on each of the enclosed document.
  - Contact Name, Phone Number and E-Mail Address.
- v. All copies of the documents shall be duly signed by an authorized representative of the Proponent. In the event of any discrepancy between copies, the original shall govern.
- vi. USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with this instruction. Bids that do not comply with this section may be rejected.
- vii. Kindly note that submissions may be subjected to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities.
- viii. All documents must be Hand Delivered and should reach the office of the undersigned on or before **20<sup>th</sup> July, 2020 by 10.00 am**

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

Failure to comply with the tendering instructions shall lead to disqualification.

#### **3. DISCLAIMER**

- a) Submissions after the date and time specified above shall be rejected.
- b) All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents and not the USPF
- c) 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.
- d) 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.
- e) For further clarification on the advertisement, please email: [uspfprocurement@ncc.gov.ng](mailto:uspfprocurement@ncc.gov.ng), [uspfbids@ncc.gov.ng](mailto:uspfbids@ncc.gov.ng)

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