



UNIVERSAL SERVICE PROVISION FUND

Nigerian Communications Commission Head Office, 9th Floor, Plot 423, Aguiyi Ironsi Street,
Maitama District, Abuja, FCT. www.uspf.gov.ng

EXPRESSION OF INTEREST

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

To achieve the above statutory mandate and in compliance with the provisions of the Public Procurement Act 2007, the Universal Service Provision Fund under its 2025 budget hereby invites qualified reputable contractors and service providers to submit Expressions of Interest (EOIs) documents for the following Consultancy Services:

EXPRESSION OF INTEREST

LOT	DESCRIPTION	LOCATION
CBO-1	Capacity Building of Community Based Organizations	North
CBO-2	Capacity Building of Community Based Organizations	South
IISED	Innovative ICT Solutions and Entrepreneurship Development	Nationwide
AG	Update of USPF Access Gap	Nationwide
AR	Preparation and Publication of Annual Report	HQ, Abuja
IMP	Impact Assessment	HQ, Abuja
ICTP	ICT Penetration Analysis and Needs Assessment	HQ, Abuja

2. ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission including form CAC1.1 or CAC2 and CAC7;
- CTC of Articles and Memorandum of Association of the Company. It must show that the company has ICT related activities as part of its objectives (**Not a requirement for AR, CBO& IMP**);
- Evidence of filing annual returns for the preceding three years (2022, 2023, and 2024) by inclusion of an acknowledgment letter from CAC;
- Evidence of Company Income's Tax Clearance Certificate for the preceding three (3) years (2022, 2023, and 2024) valid till 31st of December 2025;
- Evidence of Pension Clearance Certificate valid till 31st December, 2025 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2025 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2025;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring by 31st December, 2025 or valid Certificate issued by BPP;
- Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Universal Service Provision Fund or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
 - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- Company's audited accounts for the last three (3) years – 2022, 2023, & 2024;
- Reference letter from a reputable bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;**
- Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic and Professional qualifications;
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner) **NOTE: NOT MORE THAN TWO COMPANIES SHOULD FORM A JOINT VENTURE;**
- All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's letterhead 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 letterhead paper must bear the names and nationalities of the Directors of the Company at the bottom of the page, duly signed by an authorized officer of the firm.

3. COLLECTION OF DOCUMENTS

Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals.

4. SUBMISSION OF DOCUMENTS

- Bids must be in English Language and signed by an official authorized by the bidder
- Interested Firms are to submit two (2) hard copies in a sealed envelope for Expression of Interest for each of the Lots desired;
- Thereafter put the sealed envelopes together in a bigger sealed envelope addressed to:

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

- Each bid package shall be clearly marked with the following information on both sides of the envelope:
 - 'USPF/EOI/LOTX/2025' at the top right hand corner; Please note that X denotes the Lot Name
 - Name of Proponent on each of the enclosed document;
 - Contact Name, Phone Number and E-Mail Address;
- All copies of the bids shall be duly signed by an authorised representative of the Proponent. In the event of any discrepancy between copies, the original shall govern;
- Interested Parties shall not bid for more than two (2) Lots of all 2025 USPF Goods, Works and Services;**
- 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 shall be disqualified;
- Kindly note that submissions shall be subjected to verification from relevant authorities. Fake documents and false declaration shall be forwarded to the relevant prosecution authorities;
- Bidders can submit through Post (Courier Services);
- THE DEADLINE FOR SUBMISSION is 12:00 pm On Monday, 23rd February, 2026.**

5. OPENING OF DOCUMENT

- KINDLY NOTE THAT THE EXPRESSION OF INTEREST (EOI) DOCUMENTS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 12:00 pm on Monday, 23rd February, 2026.**

Please ensure that you sign the Bid Submission Register in the office of the undersigned, as the Universal Service Provision Fund will not be held liable for misplaced or wrongly submitted bids. Failure to comply with the instructions shall lead to disqualification.

6. DISCLAIMER

- Submissions made after the date and time specified above shall be returned unopened;
- 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
- All cost incurred by proponents in response to this advertisement or enquiries shall be borne by such proponents and not the USPF;
- The USPF is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

For further clarification on the advertisement, please email:
uspfprocurement@ncc.gov.ng uspfbids@ncc.gov.ng
uspfprocurement@uspf.gov.ng uspfbids@uspf.gov.ng

**Signed:
Management
Universal Service Provision Fund**