



# UNIVERSAL SERVICE PROVISION FUND

MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY

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



## INVITATION FOR PRE-QUALIFICATION/ 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 2021 budget hereby invites qualified, competent and reputable contractors, consultants and service providers to submit Pre-qualification documents and Expression of Interest for the following works and services:

### 2. SCOPE OF WORKS/SERVICES

#### CATEGORY A (INVITATION FOR PRE-QUALIFICATION)

LOT	PROJECT	LOCATION
BTS-1	Establishment of Base Transceiver Station	North Central
BTS-2	Establishment of Base Transceiver Station	North East
BTS-3	Establishment of Base Transceiver Station	North West
BTS-4	Establishment of Base Transceiver Station	South East
BTS-5	Establishment of Base Transceiver Station	South South
BTS-6	Establishment of Base Transceiver Station	South West
RBTS-1	Establishment of Rural Base Transceiver Station	North Central
RBTS-2	Establishment of Rural Base Transceiver Station	North East
RBTS-3	Establishment of Rural Base Transceiver Station	North West
RBTS-4	Establishment of Rural Base Transceiver Station	South East
RBTS-5	Establishment of Rural Base Transceiver Station	South South
RBTS-6	Establishment of Rural Base Transceiver Station	South West

#### CATEGORY B (EXPRESSION OF INTEREST)

LOT	CONSULTANCY	LOCATION
TA	Technical Auditors for USPF Projects	Various Locations
AR	Production of USPF Annual Report	HQ, Abuja
EA	Engagement of External Auditors for USPF accounts	HQ, Abuja

### 3. ELIGIBILITY REQUIREMENTS

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

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission including form CAC 2 and CAC 7 or CAC 1.1 (**Evidence of Registration of Business Name is acceptable for EA**);
- 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 EA & AR**);
- Tax Clearance Certificates for the preceding three years (2018, 2019, and 2020) valid till 31<sup>st</sup> of December 2021 (**with an average minimum annual turnover in the last three years of N460 million for BTS & N150 million for RBTS**). Personal Income Tax Clearance Certificates of all the Partners in case of Business Name is also acceptable;
- Evidence of current Pension Clearance Certificate valid till 31<sup>st</sup> December, 2021;
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December, 2021;
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2021;
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring by 31<sup>st</sup> December, 2021 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 has to confirm that all information presented in its bid are true and correct in all particulars;
- Company's audited accounts for the last three years (2018, 2019, and 2020);
- Evidence of filing annual returns for the preceding three years by inclusion of an acknowledgement letter from Corporate Affairs Commission (2018, 2019, and 2020);
- Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- A proof of Three (3) similar projects carried out in the past Five (5) years accompanied by Letters of Award, Job Completion Certificates and photographs of the projects;
- Company's Profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- Evidence of Firm's registration with relevant regulatory professional body;
- For Joint Venture/Partnership, the following documents must be provided for each JV partner: Memorandum of Understanding (MoU), Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit;

### NOTE: NOT MORE THAN TWO COMPANIES SHOULD FORM A JOINT VENTURE

- Proponents must be a licensed network operating company or a company with a signed MoU with a Mobile Network Operator (MNO). The MNO must have a GSM Spectrum License (**For Category A only**);
- A valid Infrastructure Sharing & Collocation Services License to carry out the project (**For Category A only**);
- 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.

### 4. 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 way of bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26 (1) of the Public Procurement Act, 2007.

### 5. SUBMISSION OF DOCUMENTS

- Bids must be in English Language and signed by an official authorised by the bidder;
- Interested Firms are to submit two (2) bound documents separately in a sealed envelope;
- All Documents should be addressed to: **The Secretary, Universal Service Provision Fund, 9<sup>th</sup> Floor, Nigerian Communications Commission Head Office, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja;**
- Each Package shall be clearly marked with the following information on both sides of the envelope:
  - Technical Bid marked 'USPF/LOTX/TECHNICAL/2021' at the top right hand corner for Category A;
  - Expression of Interest marked 'USPF/LOTX/EOI/2021' for Category B;
  - Bid Bond 'USPF/STD/LOT X/BB/2021';
  - 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 documents 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 2021 USPF Projects and Consultancies;**
- 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 rejected.
- Proponents can submit through Post (Courier Services).
- Submission shall not be later than **10:00a.m. on Tuesday, 6<sup>th</sup> April, 2021.**

### 6. OPENING OF DOCUMENTS

- All documents must reach the office of the undersigned on or before **10:00 on Tuesday, 6<sup>th</sup> April, 2021 (KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 10:00 am on Tuesday, 6<sup>th</sup> April, 2021)**

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

- Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisations in the areas of Anti-Corruption/Transparency;
- Kindly note that submissions shall be subjected to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities;
- Only substantially responsive firms will be contacted at a later date for issuance of Bidding Document for Category A and Request for Proposal for Category B.

### 7. DISCLAIMER

- Submissions after the date and time specified above shall be returned un-opened;
- All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents and not the USPF;
- The USPF is not bound to pre-qualify 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;
- 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;
- Interested parties shall not bid for both the Technical Audit and Implementation of any one project;
- Failure to comply with the tendering instructions shall lead to disqualification.

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