



UNIVERSAL SERVICE PROVISION FUND

MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY

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



INVITATION TO TENDER

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 to bid for the following works/supply:

2. SCOPE OF WORKS/ SUPPLY

LOT	PROJECT DESCRIPTION	LOCATION
TIDC-1	Establishment of Tertiary Institution Digital Center	North Central
TIDC-2	Establishment of Tertiary Institution Digital Center	North East
TIDC-3	Establishment of Tertiary Institution Digital Center	North West
TIDC-4	Establishment of Tertiary Institution Digital Center	South East
TIDC-5	Establishment of Tertiary Institution Digital Center	South South
TIDC-6	Establishment of Tertiary Institution Digital Center	South West
EHLT-1	The provision of ICT & Electronic Health Record Systems	North Central
EHLT-2	The provision of ICT & Electronic Health Record Systems	North East
EHLT-3	The provision of ICT & Electronic Health Record Systems	North West
EHLT-4	The provision of ICT & Electronic Health Record Systems	South East
EHLT-5	The provision of ICT & Electronic Health Record Systems	South South
EHLT-6	The provision of ICT & Electronic Health Record Systems	South West
GD 1	Computers & Accessories	HQ, Abuja
GD 2	Furniture, Fittings & Office Equipment	HQ, Abuja

3. ELIGIBILITY REQUIREMENTS

All tenders 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 CAC2 and CAC7 or CAC 1.1;
- 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 Gd2**);
- Evidence of Company Income's Tax Clearance Certificate for the preceding three years (2018, 2019, and 2020) valid till 31st of December 2021 (**with an average minimum annual turnover in the last three years of N70 million for TIDC & EHLT**);
- Evidence of current Pension Clearance Certificate valid till 31st December, 2021;
- Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021;
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of an Interim Registration Report (IRR) expiring by 31st 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 acknowledgment 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 at least (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;
- For TIDC, EHLT & GD1: Evidence of current registration/accreditation with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria;
- For Joint Venture/Partnership, the following documents must be provided for each JV partner: Memorandum of Understanding (MoU), CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit;

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 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 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. COLLECTION OF TENDER DOCUMENTS

Tender Documents are obtainable from the Procurement Department, USPF upon payment of a non-refundable tendering fee of **Ten Thousand Naira (N10,000.00)** only per lot.

The above sum 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 bid document.

5. SUBMISSION OF BIDS

- Bids must be in English Language and signed by an official authorized by the bidder;
- Prospective bidders are to submit bids for each of the lots desired, two (2) hard copies each of the Technical and Financial Bids with soft copy of Financial Bid only in **MS Excel format**, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter put the two sealed envelopes together in a bigger sealed envelope addressed to: **The Secretary, Universal Service Provision Fund, 9th Floor, Nigerian Communications Commission Head Office, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja;**
- COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WILL LEAD TO AUTOMATIC DISQUALIFICATION;**
- Each Bid Package shall be clearly marked with the following information on both sides of the envelope:
 - Technical Bid marked '**USPF/STD/LOTX/TECHNICAL/2021**' at the top right hand corner;
 - Financial Bid '**USPF/STD/LOTX/FINANCIAL/2021**' at the top right hand corner;
 - Name of Proponent on each of the enclosed document;
 - Contact Name, Phone Number and E-Mail Address;
- Please note that X denotes the Lot Name**
- All copies of the bids shall be duly signed by an authorized 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;
- 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;
- Bidders can submit through Post (Courier Services);
- THE DEADLINE FOR SUBMISSION is 10:00 am on Monday, 26th April, 2021.**

6. OPENING OF BIDS

- All documents to be delivered should reach the office of the undersigned on or before **10.00 am on Monday, 26th April, 2021 (KINDLY NOTE THAT TECHNICAL BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 10.00 am on Monday, 26th April, 2021)**

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

7. DISCLAIMER

- Submissions after the date and time specified above shall be returned un-opened;
- 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 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