



UNIVERSAL SERVICE PROVISION FUND

Internal Advertisement

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) 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, 2022 or a valid certificate issued by BPP;
- c) 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;
 - the Company is not in receivership, insolvent or bankrupt;
 - none of the Directors of the Company has been convicted in any Court for any criminal offence including fraud and financial impropriety;
- d) Proof of at least three (3) similar jobs carried out in the past five (5) years including Letters of Award, Job Completion Certificates;
- e) Evidence of Firm's registration with Advertising Practitioners Council of Nigeria (**APCON**)
- f) 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.

Note:

All documents must be Hand Delivered and should reach the office of the undersigned on or before **6th October, 2022 by 10:00am** in a sealed envelope with the indication 'Advertisement Agency' at the top right hand corner and addressed to:

The Secretary
Universal Service Provision Fund
Nigerian Communications Commission
Plot 423, Aguiyi Ironsi Street
Maitama District, Abuja

The name and verifiable address of the bidder shall be clearly written on the reverse side of the envelope.

The envelope shall contain two sealed envelopes; one marked '**Original**' and the other marked '**Copy**' and submit at the USPF Procurement Department (Room 915) on the 9th Floor, NCC Building, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja.

Signed: **Management**