



# UNIVERSAL SERVICE PROVISION FUND

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)

## INVITATION FOR EXPRESSION OF INTEREST AND PRE-QUALIFICATION

### 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 2023 budget hereby invites qualified reputable contractors and service providers to submit Expressions of Interest (EOIs) and Pre-qualification documents for the following Consultancy Services and Works:

#### EXPRESSION OF INTEREST

LOT	DESCRIPTION	LOCATION
EA	Engagement of External Auditors	H/Q
FM	Engagement of Fund Manager	HQ, Abuja

#### PRE-QUALIFICATION

LOT	DESCRIPTION	LOCATION
EAC-1	Installation of ICT & Assistive Technology to Institutions and Schools Catering for Challenged Groups	North

### 2. ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission including form CAC<sub>1.1</sub> or CAC<sub>2</sub> and CAC<sub>7</sub>. Business Name with Form BN1 is also acceptable for **EA & FM**;
- 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 & FM**);
- Evidence of filing annual returns for the preceding three years (2020, 2021, and 2022) by inclusion of an acknowledgment letter from CAC;
- Evidence of Company's Income Tax Clearance Certificate for the preceding three (3) years (2020, 2021, and 2022) valid till 31<sup>st</sup> of December, 2023 (**with a minimum average annual turnover in the last three (3) years ₦450million for EAC**);
- Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2023 (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 31<sup>st</sup> December, 2023 (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 31<sup>st</sup> December, 2023;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2023 or valid Certificate issued by BPP;
- Lot EA & FM:** Evidence of Firm's current registration with the Financial Reporting Council of Nigeria;
- Lot EA:** Evidence of Firm's current registration with the Office of the Auditor General for the Federation;
- 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 – 2020, 2021, & 2022;
- 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/Professional qualification;
- 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;
- Lot EAC-1:** Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- 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;**

Note: 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. SPECIAL INSTRUCTION

Prospective bidders must procure hardware devices such as Laptops only from National Information Technology Development Agency (NITDA) Certified Original Equipment Manufacturers (OEMs).

### 4. COLLECTION OF DOCUMENTS

Pre-Qualification Documents are to be collected from the Procurement Department. Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents. Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals.

### 5. SUBMISSION OF DOCUMENTS

- Bids must be in English Language and signed by an official authorised by the bidder;
- Prospective bidders are to submit documents for each of the Lots desired, two (2) hard copies of the bids in a sealed envelope for Pre-Qualification;
- Interested Firms are to submit two (2) hard copies in a sealed envelope for Expression of Interest/Prequalification 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,  
9<sup>th</sup> 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/PRE-QUAL/LOTX/2023 OR 'USPF/EOI/LOTX/2023** 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 2023 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 10:00 am on Tuesday, 23<sup>rd</sup> January, 2024.**

### 6. OPENING OF DOCUMENTS

- KINDLY NOTE THAT PRE-QUALIFICATION DOCUMENTS & EOI WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION in the Conference Room of the NCC Head Office, Maitama Abuja, at 10:00 am on Tuesday, 23<sup>rd</sup> January, 2024;**
- 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.

### 7. DISCLAIMER

- Submissions made after the date and time specified above shall be returned un-opened;
- 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 EOIs/Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the EOI/bid opening online;
- The USPF is not bound to pre-qualify/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](mailto:uspfprocurement@ncc.gov.ng) [uspfbids@ncc.gov.ng](mailto:uspfbids@ncc.gov.ng)  
[uspfprocurement@uspf.gov.ng](mailto:uspfprocurement@uspf.gov.ng) [uspfbids@uspf.gov.ng](mailto:uspfbids@uspf.gov.ng)

Signed:  
Management  
Universal Service Provision Fund

