



# 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](http://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 2023 budget hereby invites qualified and reputable contractors to bid for the following Works & Goods:

#### WORKS

LOT	DESCRIPTION	LOCATION
TIDC-1	Establishment of Tertiary Institution Digital Center	One Location
TIDC-2	Establishment of Tertiary Institution Digital Center	One Location
TIDC-3	Establishment of Tertiary Institution Digital Center	One Location
TIDC-4	Establishment of Tertiary Institution Digital Center	One Location
TIDC-5	Establishment of Tertiary Institution Digital Center	One Location
TIDC-6	Establishment of Tertiary Institution Digital Center	One Location
TIDC-7	Establishment of Tertiary Institution Digital Center	One Location
TIDC-8	Establishment of Tertiary Institution Digital Center	One Location
TIDC-9	Establishment of Tertiary Institution Digital Center	One Location
ETC	Establishment of Emerging Technologies Center	One Location
BAN-1	Installation, Provision & Management of Bandwidth	North Central
BAN-2	Installation, Provision & Management of Bandwidth	North East
BAN-3	Installation, Provision & Management of Bandwidth	North West
BAN-4	Installation, Provision & Management of Bandwidth	South East
BAN-5	Installation, Provision & Management of Bandwidth	South South
BAN-6	Installation, Provision & Management of Bandwidth	South West
BAE-1	Provision, Upgrade & Management of Bandwidth	North Central
BAE-2	Provision, Upgrade & Management of Bandwidth	North East
BAE-3	Provision, Upgrade & Management of Bandwidth	North West
BAE-4	Provision, Upgrade & Management of Bandwidth	South East
BAE-5	Provision, Upgrade & Management of Bandwidth	South South
BAE-6	Provision, Upgrade & Management of Bandwidth	South West
CC-1	Establishment of Campus Connectivity Networks	North Central
CC-2	Establishment of Campus Connectivity Networks	North East
CC-3	Establishment of Campus Connectivity Networks	North West
CC-4	Establishment of Campus Connectivity Networks	South East
CC-5	Establishment of Campus Connectivity Networks	South South
CC-6	Establishment of Campus Connectivity Networks	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

#### GOODS

LOT	DESCRIPTION	LOCATION
GD-1	Supply of Computers and Office Equipment	Abuja
GD-2	Supply of Furniture and Fittings	Abuja
GD-3	Supply of Project Vehicles	Abuja

### 2. ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission including form CAC 1.1 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 Goods**);
- 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 Income's 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 of ₦80 million for TIDC, ₦310 million for ETC, ₦100 million for BAN, ₦330 million for BAE, ₦210 million for CC & ₦230 million for RBTS respectively**);
- Evidence of Pension Clearance Certificate valid till 31st 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 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st 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 31/12/2023 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 – 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 qualifications such as COREN, QSRBN, ARCON, CORBON etc (**Not Applicable for Goods**);
- 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;
- Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA) (**Not Applicable for Goods**);
- 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 RBTS only**);
- Proponents shall have a valid Infrastructure Sharing & Collocation Services License to carry out the project (**for RBTS only**);
- Proponents must be an Internet Service Provision (ISP) License holder (**for BAN & BAE only**);
- List of Plants/Equipment with proof of Ownership/Lease Agreement; (**Not Applicable for Goods**);
- Evidence of inclusion in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles and their authorized representatives (**For GD-3 Only**);
- GD-1 & GD-2: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- 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 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 TENDER DOCUMENTS

Tender Documents are obtainable from the Procurement Department of 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 issuance of 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 authorised 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 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.**

### iii. 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/2023' at the top right hand corner;
  - Financial Bid 'USPF/STD/LOTX/FINANCIAL/2023' at the top right hand corner;
  - Bid Bond 'USPF/STD/LOTX/BB/2023';

#### 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 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 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 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 Thursday, 18<sup>th</sup> May, 2023.**

### 6. OPENING OF BIDS

- KINDLY NOTE THAT TECHNICAL BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 10:00 am on Thursday, 18<sup>th</sup> May, 2023;**
- 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 tendering instructions shall lead to disqualification.

### 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.

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



# 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](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:

### 2. ELIGIBILITY REQUIREMENTS

LOT	DESCRIPTION	LOCATION
AR	Preparation & Publication of USPF Annual Report	HQ, Abuja
AG -1	Update of USPF Access Gap Clusters	Various Locations
AG -2	Update of USPF Access Gap Clusters	Various Locations
CB	Capacity Building of Community Based Organization	Various Locations
IISED-1	Innovative ICT Solutions and Entrepreneurship Development	North
IISED-2	Innovative ICT Solutions and Entrepreneurship Development	South
DLC	Development & Deployment of Local Content Applications	Various Locations
FMM	Review of USPF Financial/Accounting Management Manual	HQ, Abuja

### PRE-QUALIFICATION

LOT	DESCRIPTION	LOCATION
DNC-1	Establishment of Digital Nigeria Center	North Central & FCT
DNC-2	Establishment of Digital Nigeria Center	North East
DNC-3	Establishment of Digital Nigeria Center	North West
DNC-4	Establishment of Digital Nigeria Center	South East
DNC-5	Establishment of Digital Nigeria Center	South South
DNC-6	Establishment of Digital Nigeria Center	South West
EAC-1	Installation of ICT & Assistive Technology to Institutions and Schools Catering for Challenged Groups	North
EAC-2	Installation of ICT & Assistive Technology to Institutions and Schools Catering for Challenged Groups	South
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

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>3</sub>. Business Name with Form BN1 is also acceptable for AR, AG, CB & FMM;
- 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, AG, CB & FMM**);
- 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 Income's 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 of ₦840 million for DNC, ₦450million for EAC & ₦890 million for BTS respectively**);
- Evidence of Pension Clearance Certificate valid till 31st 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 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);
- Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st 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 31/12/2023 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;
- j) Company's audited accounts for the last three (3) years – 2020, 2021, & 2022;
- k) Reference letter from a reputable bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- l) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- m) 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;
- n) **Works:** List of Plants/Equipment with proof of ownership/Lease Agreement;
- o) Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA) (**Not a requirement for AR, AG, CB & FMM**)
- p) Evidence of current registration with the Financial Reporting Council of Nigeria (FRCN) and Office of the Auditor General for the Federation (OAUFG) (**For FMM only**)
- q) 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 BTS only**);
- r) Proponents shall have a valid Infrastructure Sharing & Collocation Services License to carry out the project (**for BTS only**);
- s) 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;**
- t) 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 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 Thursday, 11<sup>th</sup> May, 2023.**

### 6. OPENING OF EOI AND PRE-QUALIFICATION DOCUMENTS

#### I. KINDLY NOTE THAT PRE-QUALIFICATION DOCUMENTS & EOI WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION at 10:00 am on Thursday, 11<sup>th</sup> May, 2023;

- 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 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