



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

## EXPRESSION OF INTEREST/ INVITATION FOR PRE-QUALIFICATION

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 2018 budget hereby invites qualified, competent and reputable contractors, consultants and service providers to submit Expression of Interest for Consultancies and documents for Pre-qualification for School Knowledge Centre (SKC).

### SCOPE OF WORK FOR SCHOOL KNOWLEDGE CENTRE:

The aim of the SKC is to provide ICT tools and connectivity to public secondary schools by providing them with adequate ICT infrastructure and tools in order to facilitate e-Learning in unserved and underserved rural and urban areas across the nation.

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

LOT	PROJECT	LOCATION
SKC-1	Establishment of School Knowledge Centre	North Central
SKC-2	Establishment of School Knowledge Centre	North East
SKC-3	Establishment of School Knowledge Centre	North West
SKC-4	Establishment of School Knowledge Centre	South East
SKC-5	Establishment of School Knowledge Centre	South South
SKC-6	Establishment of School Knowledge Centre	South West

The lots of the USPF 2018 Consultancies are as follows:

### CATEGORY B (EXPRESSION OF INTEREST)

LOT	CONSULTANCY	LOCATION
TA	Technical Auditors for all USPF Projects	Various Locations
AG-1	Update of USPF Access Gap	North Central
AG-2	Update of USPF Access Gap	North East
AG-3	Update of USPF Access Gap	North West
AG-4	Update of USPF Access Gap	South East
AG-5	Update of USPF Access Gap	South South
AG-6	Update of USPF Access Gap	South West
AR	Production of USPF Annual Report	HQ, Abuja
CB	Capacity Building of Community Based Organizations	Various Locations
EA	Engagement of External Auditors for USPF accounts	HQ, Abuja
FM	Engagement of Fund Managers for USPF	HQ, Abuja
IPA-1	ICT Penetration Analysis and Needs Assessment	North Central
IPA-2	ICT Penetration Analysis and Needs Assessment	North East
IPA-3	ICT Penetration Analysis and Needs Assessment	North West
IPA-4	ICT Penetration Analysis and Needs Assessment	South East
IPA-5	ICT Penetration Analysis and Needs Assessment	South South
IPA-6	ICT Penetration Analysis and Needs Assessment	South West
IISED1	Innovative ICT Solutions and Entrepreneurship Development	North
IISED2	Innovative ICT Solutions and Entrepreneurship Development	South
IPSAS	Consultancy on conversion of financial statements from Generally Accepted Accounting Principle (GAAP) to International Public Sector Accounting Standards (IPSAS)	HQ, Abuja

### 1. ELIGIBILITY CRITERIA

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

- 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 (**Evidence of Registration of Business Name is acceptable for EA, FM, IPSAS**)
- 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 EA, FM, IPSAS, AR**)
- Tax Clearance Certificates for the preceding three years (2015, 2016, and 2017) valid till 31<sup>st</sup> of December 2018 (**with an average minimum annual turnover in the last three years of N600 million for SKC only**)
- Company's audited accounts for the last three years (2015, 2016 and 2017).
- Evidence of filing annual returns for the preceding three years by inclusion of an acknowledgment letter from Corporate Affairs Commission (2015, 2016, 2017)
- Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- A proper understanding of the ICT industry (**Not a requirement for EA, FM, IPSAS, AR**) and proof of similar projects carried out in the past three years accompanied by Letters of Award, Job Completion Certificates and photographs of the projects;
- Company Profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications
- Evidence of current Pension Certificate valid till 31<sup>st</sup> December, 2018
- Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December, 2018.
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018.
- Evidence of registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim Registration Report (IRR) expiring by 1<sup>st</sup> January, 2019 or valid certificate issued by BPP.

- Evidence of Firm's registration with relevant professional body (**for EA, FM & IPSAS only**).
- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Universal Service Provision Fund/ Nigerian Communications Commission 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.
- List of Plants/Equipment with proof of Ownership/Lease (**NB: for Category A (SKC) only**)
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (**all eligibility requirements are compulsory for each JV partner**)
- 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.

### 2. SUBMISSION OF BIDS

- Bids must be in English Language and signed by an official authorized by the bidder.
- Prospective bidders are to submit pre-qualification documents for each of the Lot desired two (2) hard copies each of the Technical bids in a sealed envelope for Category A.
- Interested Firms are to submit two (2) bound Expression of Interest documents separately in a sealed envelope for Category B
- All Pre-Qualification Documents and Expression of Interest 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/2018' at the top right hand corner for Category A
  - Expression of Interest marked USPF/LOTX/EOI/2018 for Category B
  - 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 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 2 Lots of all 2018 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 may 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.

### Please note that X denotes the Lot Name

All documents must be Hand Delivered and should reach the office of the undersigned on or before 13<sup>th</sup> September, 2018 by 10.00 am (**KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY AFTER THE DEADLINE FOR SUBMISSION**)

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

Failure to comply with the tendering instructions shall lead to disqualification.

### 3. COLLECTION OF BID DOCUMENT

Only pre-qualified companies for SKC and 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 on the presentation of evidence of payment of non-refundable fee of N10,000.00 (Ten Thousand Naira) only. 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.

### 4. DISCLAIMER

- Submissions after the date and time specified above shall be rejected.
- All cost incurred by proponents in response to this advert or enquiries shall be borne by such proponents and not the USPF
- USPF is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or proffering any reasons for the annulment.
- 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.
- A company shall not bid for Consultancy Services as Technical Auditors and also bid for the Project to be audited at the same time.

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)

**Signed:**  
**Management**  
**Universal Service Provision Fund**