



UNIVERSAL SERVICE

PROVISION FUND

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

INVITATION TO TENDER /EXPRESSION OF INTEREST

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 2017 budget hereby invites qualified, competent and reputable contractors, consultants and service providers to bid for the following works, goods and consultancies:

CATEGORY A

LOT	PROJECT DESCRIPTION	LOCATION
TIKC-1	Implementation Tertiary Institution Knowledge Center	Niger State College of Agriculture Mokwa
TIKC-2	Implementation Tertiary Institution Knowledge Center	College of Education Abudu, Edo State
TIKC-3	Implementation of Tertiary Institution Knowledge Center	Enugu State Polytechnic Iwollo, Ezeagu
TIKC-4	Implementation of Tertiary Institution Knowledge Center	Osun State College of Education Ila Orangun
TIKC-5	Implementation of Tertiary Institution Knowledge Center	Katsina St Institute of Mgt & Tech. Katsina
TIKC-6	Implementation of Tertiary Institution Knowledge Center	Defence Intelligence College Karu, FCT
TIKC-7	Implementation of Tertiary Institution Knowledge Center	Adamawa St University, Mubi, Adamawa
TIKC-8	Implementation of Tertiary Institution Knowledge Center	Technical University (Tech-U) Ibadan
PWD-1	Provision of ICT & Assistive Technology to Institutions and Schools Catering for Persons with Disabilities	North Region
PWD-2	Provision of ICT & Assistive Technology to Institutions and Schools Catering for Persons with Disabilities	South Region
LCD-1	Development and Deployment of Local Content	Various Locations
ELIB-1	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	FCT,
ELIB-2	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	North Central
ELIB-3	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	North East
ELIB-4	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	North West
ELIB-5	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	South East
ELIB-6	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	South South
ELIB-7	Supply and Installation of ICT Equipment for Implementation of Information Resource Center	South West
NBTS-1	Establishment of Non-conventional Base Transceiver Station	North Central
NBTS-2	Establishment of Non-conventional Base Transceiver Station	North East and North West
NBTS-3	Establishment of Non-conventional Base Transceiver Station	South East
NBTS-4	Establishment of Non-conventional Base Transceiver Station	South South
BTS-1	Establishment of Conventional Base Transceiver Station	Bauchi
BTS-2	Establishment of Conventional Base Transceiver Station	Gombe
BTS-3	Establishment of Conventional Base Transceiver Station	Taraba
BTS-4	Establishment of Conventional Base Transceiver Station	Adamawa
BTS-5	Establishment of Conventional Base Transceiver Station	Katsina
BTS-6	Establishment of Conventional Base Transceiver Station	Zamfara
BTS-7	Establishment of Conventional Base Transceiver Station	Kwara
BTS-8	Establishment of Conventional Base Transceiver Station	Kogi
BTS-9	Establishment of Conventional Base Transceiver Station	Enugu
BTS-10	Establishment of Conventional Base Transceiver Station	Ogun
BTS-11	Establishment of Conventional Base Transceiver Station	Abia
BTS-12	Establishment of Conventional Base Transceiver Station	Ebonyi
BTS-13	Establishment of Conventional Base Transceiver Station	Bayelsa
BTS-14	Establishment of Conventional Base Transceiver Station	Edo
BTS-15	Establishment of Conventional Base Transceiver Station	Osun
BTS-16	Establishment of Conventional Base Transceiver Station	Oyo
U-EU-1	Provision of end- user devices at selected universities	University of Maiduguri, Borno State
U-EU-2	Provision of end- user devices at selected universities	Michael Okpara University of Agriculture, Umudiike, Abia State
U-EU-3	Provision of end- user devices at selected universities	Federal University Dutsin-Ma Katsina State
U-EU-4	Provision of end- user devices at selected universities	Federal University Dutse, Jigawa State
U-EU-5	Provision of end- user devices at selected universities	Federal University Oye - Ekiti, Ekiti State
BA-1	Provision, Upgrade & Management of Bandwidth Aggregation	North Central
BA-2	Provision, Upgrade & Management of Bandwidth Aggregation	North East
BA-3	Provision, Upgrade & Management of Bandwidth Aggregation	North West
BA-4	Provision, Upgrade & Management of Bandwidth Aggregation	South East
BA-5	Provision, Upgrade & Management of Bandwidth Aggregation	South South
BA-6	Provision, Upgrade & Management of Bandwidth Aggregation	South West

CATEGORY B

LOT	GOODS	QUANTITY
1	Motor Vehicles (As specified in the Tender Document)	2

CATEGORY C (EXPRESSION OF INTEREST)

LOT	CONSULTANCY	LOCATION
TA	Technical Auditors for the implementation of various USPF projects	Various Locations
AR	Production of USPF Annual Report	HQ, Abuja
EA	Engagement of External Auditors for USPF accounts	HQ, Abuja
FM	Engagement of Fund Managers for USPF	HQ, Abuja
IISED	Innovative ICT Solutions and Entrepreneurship Development	Various Locations
IPSAS	Consultancy on conversion of financial statements from Generally Accepted Accounting Principle (GAP) to International Public Statement of Accounting Standards (IPSAS)	HQ, Abuja

1. ELIGIBILITY CRITERIA

All tenders 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 Copies (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 for GOODS, EA, FM, IPSAS, AR**)
- Tax Clearance Certificate for the preceding three years (2015, 2016 and 2017) valid till 31st of December 2018 with turnover corresponding with audited accounts.
- Company audited accounts for the preceding three years duly stamped by licensed auditors (2015, 2016 and 2017).
- Evidence of filing annual returns for the preceding three years with Corporate Affairs Commission (2015, 2016 and 2017).
- Verifiable evidence of financial capacity to undertake the project (**with an average minimum annual turnover in the last three years of N100 Million for BA, NBTS, BTS and N25 Million for TIKC, EU and E-Library**)
- A proper understanding of the ICT industry and proof of similar projects carried out in the past three years accompanied by letters of award and completion certificates. (**Not a requirement for GOODS, EA, FM, IPSAS, AR**)

- Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- Evidence of compliance with Pension Reform Act, 2004 by inclusion of Compliance Certificate from National Pension Commission valid till 31st December, 2018.
- Evidence of compliance with Industrial Training Fund (ITF) Act No. 19 of 2011 by inclusion of certificate of compliance from the Industrial Training Fund valid till 31st December, 2018
- Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF valid till 31st December, 2018.
- Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report (IRR) expiring by 30th June 2018 or valid certificate issued by BPP as evidence of compliance with this requirement in line with the provision of Section 5(h) of the PPA, 2007
- A sworn affidavit that any of the firm's directors is not an officer former/present of the USPF or BPP or has been convicted in any country for any criminal offence relating to fraud, financial impropriety, criminal misrepresentation or falsification and is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to conclusively participate in this engagement

2. BID BOND

All bids above the sum prescribed by the BPP shall be accompanied by a bid security in the amount not more than 2% of the bid price by way of bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26 (1) of the Public Procurement Act, 2007.

3. COLLECTION OF TENDER DOCUMENTS

Tender Documents/Request For Proposals 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 for Categories A, B and C (**NB: for Category C, only companies whose EOIs are responsive**).

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. PRE-TENDER MEETING

Potential bidders are encouraged to study the Tender Document and submit any questions/clarifications that they might require. All bidders are to note that a Pre-Tender Meeting will be held to highlight the projects under Category A and to answer questions, exchange ideas and obtain feedback as follows:

Date: 10th May, 2018
Venue: NCC Conference Room
Time: 11.00 am

Minutes of the meeting would be circulated to Bidders within five working days after the meeting.

5. SUBMISSION OF BIDS

- Bidders shall submit three (3) copies of the Technical and Financial Bids in separate sealed envelopes with the first copy marked "Original Bid" and the 2nd and 3rd copies marked "Copy of Bid".
- Each Bid Package shall be clearly marked with the following information:
 - Technical Bid marked 'USPF/STD/LOTX/TECHNICAL/2017' at the top right hand corner.
 - Financial Bid 'USPF/STD/LOTX/FINANCIAL/2017' at the top right hand corner.
 - Bid Bond 'USPF/STD/LOT X/BB/2017.
 - Name of Proponent on each of the enclosed document.
 - Contact Name, Phone Number and E-Mail Address.
- The Proponent shall also prepare one electronic copy of the Technical Bid (in USB flash, in a format readable by Microsoft Word or Adobe Acrobat format).
- A Certified-True-Copy of the tender fee receipt endorsed by Head, Procurement Department **MUST** be submitted in a separate envelope and marked TF/2017.
- 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.
- Bidders shall not bid for more than 2 Lots of all projects.**
- Bidders should note that technical and financial bids shall be in two separate sealed envelopes marked clearly and then put in a bigger box or envelope which shall be sealed and tamper proof. **COMBINING TECHNICAL AND FINANCIAL BIDS IN THE SAME ENVELOPE WILL LEAD TO AUTOMATIC DISQUALIFICATION.**
- 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 subject 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;
- Tender Documents (**Category A & B**): on or before **20th June 2018 by 10.00 am (KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY)**
 - Expression of Interest (**Category C**): on or before **17th May 2018 by 10.00 am**

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.

6. 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 the project to be audited at the same time.

For further clarification on the advertisement, please email: uspfprocurement@ncc.gov.ng, uspfbids@ncc.gov.ng

**Signed:
Management**