



UNIVERSAL SERVICE PROVISION FUND
MINISTRY OF COMMUNICATION AND DIGITAL ECONOMY
Nigerian Communications Commission Head Office, 9th Floor, Plot 423, Aguiyi Ironsi Street,
Maitama District, Abuja, FCT. www.uspf.gov.ng



EXPRESSION OF INTEREST

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 2024 budget hereby invites qualified reputable contractors and service providers to submit Expressions of Interest (EOIs) for the following Consultancy Services:

EXPRESSION OF INTEREST

| LOT | DESCRIPTION | LOCATION |
|---------|---|-----------|
| CBO-1 | Capacity Building of Community Based Organizations | North |
| CBO-2 | Capacity Building of Community Based Organizations | South |
| IISED-1 | Innovative ICT Solutions and Entrepreneurship Development | North |
| IISED-2 | Innovative ICT Solutions and Entrepreneurship Development | South |
| IISED-3 | Innovative ICT Solutions and Entrepreneurship Development | Abuja |
| EA-1 | Engagement of External Auditors | HQ, Abuja |
| FM-1 | Engagement of Fund Manager | HQ, Abuja |
| AR-1 | Design and Printing of Annual Report | HQ, Abuja |

2. ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇; Business Name with Form BN1 is also acceptable for **Lot 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 Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2024;
- Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (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, 2024;
- Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 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;
- Company's Audited Accounts for the last three (3) years - 2021, 2022 & 2023;
- Lot EA:** Evidence of firm's current registration with the Office of the Auditor General for the Federation (OAuGF);
- Lot EA & FM:** Evidence of firm's current registration with the Financial Reporting Council of Nigeria;
- ICT jobs: Evidence of current Licence/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- Reference Letter from a reputable Commercial 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 NITDA & CPN, ICAN/ANAN, etc.;
- Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) 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 with relevant regulatory professional body(ies) such as NITDA & CPN, CMD, ICA/ANAN, etc
- For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner 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 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 Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the Firm.

3. SUBMISSION OF EOI DOCUMENTS

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to **The Secretary, Universal Service Provision Fund, Nigerian Communications Commission Head Office, 9th Floor, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja** and clearly marked with '**USPF/EOI/LOTX/2024**', X denotes the Lot Name. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Universal Service Provision Fund not later than **10:00 am, Monday 30th December, 2024**.

4. OPENING OF EOI DOCUMENTS

The Eoi documents will be opened immediately after the deadline for submission **10:00 am, Monday 30th December, 2024 at the** Universal Service Provision Fund in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register at the Universal Service Provision Fund, as the Universal Service Provision Fund, will not be held liable for misplaced or wrongly submitted bids. For further clarification on the advertisement, please email: uspfprocurement@ncc.gov.ng uspfbids@ncc.gov.ng uspfprocurement@uspf.gov.ng uspfbids@uspf.gov.ng

5. GENERAL INFORMATION

- EOI must be in English Language and signed by an official authorised by the bidder;
- EOI submitted after the deadline for submission would be returned un-opened;
- All costs will be borne by the bidders;
- The EOI will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies;
- 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
- 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);
- Only shortlisted Firms will be invited at a later date for collection of Request for Proposals;
- The Universal Service Provision Fund 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.

Signed:
Management
Universal Service Provision Fund