



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



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, competent and reputable contractors and service providers to bid for the following Goods:

2. PROJECT DESCRIPTION

LOT	DESCRIPTION	LOCATION
GD-1	Supply of Office Furniture	Abuja

3. ELIGIBILITY REQUIREMENTS

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

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2024;
- c. 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);
- d. 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);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;
- f. 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.
- g. 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;
- h. Company's Audited Accounts for the last three (3) years - 2021, 2022 & 2023;
- i. Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. 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 SURCON, COREN, QSRBN, ARCON, CORBON etc.;
- k. 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;
- l. List of Plants/Equipment with proof of Ownership/Lease Agreement;
- m. 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.

4. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the Procurement Department of USPF on evidence of payment of a non-refundable tender fee of **₦10,000.00** per Lot, paid into the Universal Service Provision Fund 's Remita account in any reputable Commercial Bank in Nigeria. Evidence of payment **MUST** be submitted to the Funding and Subsidy Department, USPF for issuance of receipt.

5. SUBMISSION OF TENDERS

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy 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 two sealed envelopes together in a bigger sealed envelope 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 Technical Bid marked 'USPF/STD/LOTX/TECHNICAL/2024' at the top right-hand corner; and Financial Bid 'USPF/STD/LOTX/FINANCIAL/2024' at the top right-hand corner. 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 **10:00am Monday, 30th December, 2024.**

6. OPENING OF TECHNICAL BIDS

Only the **technical** bids will be opened immediately after the deadline for submission at **10:00am Monday, 30th December, 2024**, at the Universal Service Provision Fund Nigerian Communications Commission Head Office, 9th Floor, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register at the Universal Service Provision Fund Nigerian Communications Commission Head Office, 9th Floor, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja, 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

7. GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. 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;
- e. Bidders can submit through Post (Courier Services);
- f. The 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;
- g. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- h. 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;
- i. 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