

**REQUEST FOR QUOTATIONS FOR THE RENEWAL OF COMPREHENSIVE MOTOR  
VEHICLE INSURANCE POLICY**

The Universal Service Provision Fund (USPF) hereby invites qualified and reputable firms with proven experience to submit a quotation for the renewal of comprehensive Motor Vehicle Insurance for the under listed:

S/N	VEHICLE TYPE	QUANTITY
1	Toyota Prado	4
2	Toyota Corolla	3
3	Toyota Hilux	4

**1. ELIGIBILITY REQUIREMENTS**

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including forms CAC 1.1 or CAC 2 & CAC 7;
- b) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of an Interim Registration Report (IRR) expiring by 31st December, 2022 or a valid certificate issued by BPP;
- c) 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 has to confirm that all information presented in its bid are true and correct in all particulars;
  - the Company is not in receivership, insolvent or bankrupt;
  - none of the Directors of the Company has been convicted in any Court for any criminal offence including fraud and financial impropriety;
- d) Proof of at least three (3) similar jobs carried out in the past five (5) years including Letters of Award, Job Completion Certificates;
- e) Evidence of Firm's registration with relevant professional bodies (NAICOM);
- f) 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.
- g) The bidder must be an insurance underwriter.

**Note:**

The insurance cover shall be for One (1) year. The vehicles and detailed information regarding each are available for inspection at the USP Secretariat. Bidders are required to quote their best price offer and submit their quotation to the USP Secretariat not later than **9<sup>th</sup> December, 2022 by 10:00am** in a sealed envelope with the indication 'Comprehensive Motor Vehicle Insurance for the year 2022-2023' at the top right hand corner and addressed to:

The Secretary  
Universal Service Provision Fund  
Nigerian Communications Commission  
Plot 423, Aguiyi Ironsi Street  
Maitama District, Abuja

The name and verifiable address of the bidder shall be clearly written on the reverse side of the envelope. The envelope shall contain two sealed envelopes with the requested quotations; one marked '*Original*' and the other marked '*Copy*' and submit at the USPF Procurement Department (Room 915) on the 9<sup>th</sup> Floor, NCC Building, Plot 423 Aguiyi Ironsi Street, Maitama, Abuja.

Signed: *Management*