

Universal Service Provision Fund (USPF)

Invitation to Tender for the Development and Deployment of Local Content for E-Learning

(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 service and universal access to Information and Communication Technologies (ICTs) in rural, un-served and under-served areas in Nigeria.

Over the years, the USPF has implemented several projects across the country to promote ICT life style and inclusion. In order to improve the sustainability of these projects, the USPF wishes to partner with local companies to develop and deploy local content and application in some of the projects. Adequate funds are made available in its 2016 budget to meet this purpose.

(2) PROJECT DESCRIPTION

The Local Content Development and Deployment project will involve the deployment of an educational software which is an embodiment of the Nigerian education curriculum: developed to aid all students/pupils in primary and secondary schools and also complement classroom learning as well as an examination preparatory tool.

(3) OBJECTIVES OF THE PROJECT

The objectives of the project are to:

- (a) Promote the development of local content and application that would be used to improve the sustainability of USPF schools project.
- (b) Bring e-learning within the reach of more Nigerian students
- (c) Help improve the standard of ICT learning
- (d) Reduce failure rates across all schools, particularly in the rural areas.
- (e) Promote indigenous software developers and foster technological transfer
- (f) Increase the use of USPF deployed ICT tools across the country with a user friendly software that have easy understanding to the students and easy training for the ICT teachers.
- (g) Integrate secondary school students on graduation into the mainstream of ICT industry in Nigeria

(4) SCOPE OF WORK

The scope of work shall include but not limited to the following:

- (a) Carryout a survey of schools to determine the state of their ICT tools for deployment of the local content software.
- (b) Deployment of multi-user local content software and application in USPF e-learning projects across the country and for the management of student data with e-learning content environment.
- (c) Install and configure of the multi-user local content e-learning software and application in all the listed schools.
- (d) Train the teachers and students of beneficiary institutions on the use and management of the e-learning local content software.
- (e) Provide support throughout the tenure of the contract, this includes both the implementation and transition period which involve technical training for the school's support staff and comprehensive handover of all the administrative details and powers (such as software keys, super admin tools, license etc.) to the beneficiary institutions upon completion of the project to ensure programme sustainability.
- (f) Remote monitoring, support and maintenance of the beneficiary institutions for a period of twelve (12) months.

(5) DELIVERABLES

The deliverables shall include:

- (a) An agreed work plan for the project
- (b) Local content instructional material aimed at helping the pupils/student to quickly understand key educational concepts in mathematics, science subjects etc.
- (c) Report showing deployment, testing and commissioning of local content application for use in USPF e-learning projects.
- (d) Report showing training of students and teachers on the use of local content.
- (e) Quarterly report evidencing monitoring and evaluation on the use of the local content applications.
- (f) Detailed final report on the implementation (hard and soft copies) showing outcome of monitoring and evaluation within the contract implementation period.

(g) Detailed final report in hard and soft copies after 12 months support period showing the outcome of the support, monitoring and evaluation of the project.

(6) PROPRIETARY RIGHTS

In recognition of proprietary rights, all bids would be treated with confidentiality, and the proposals would be evaluated based on merit and compatibility with USPF projects.

(7) ELIGIBILITY CRITERIA

Interested qualified companies are required to demonstrate the following competencies:

(A) Specific Condition:

The firm must:

(a) Be a structured company that possess both human and material resources such as equipment, infrastructure and have in place an organized multiple teams to execute the project within the contract period.

(b) Submit to the USPF a verifiable sample of the solution and associated tools for the project

(c) Have experience in ICT / software deployment

(d) Have evidence of relevant technical experience with verifiable reference to similar assignment deployed in Nigeria (please attach letters of reference).

(B) GENERAL CONDITIONS:

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

(a) Evidence of incorporation with Corporate Affairs Commission. Companies must enclose a copy of the Certificate of Incorporation. Certified True Copies (CTC) of Forms CAC 7 and CAC 2.

(b) CTC of the Articles and Memorandum of Association of their Company, which must show that the Company has ICT related activities as part of its objectives

(c) Three years Tax Clearance certificates (2013, 2014, 2015)

(d) Evidence of Value Added Tax (VAT) registration certificate and past remittances.

(e) Audited accounts for the last three years (2013, 2014 and 2015)

(f) Evidence of filing annual returns for the last three years (2013, 2014, 2015) with Corporate Affairs Commission

- (g) Verifiable evidence of financial capacity to execute the project (annual turnover of at least N50,000.000.00).
- (h) A proper understanding of the ICT industry and evidence of similar works done.
- (i) Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers
- (j) Current Pension Clearance Certificate from PENCOM and evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011
- (k) Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF
- (l) Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report issued by Bureau of Public Procurement (BPP) as the evidence of compliance with this requirement in line with the provision of Section 5(h) of the PPA, 2007.
- (m) A sworn affidavit that the firm 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 project.

(8) 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 a way of bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26 (1) of the Public Procurement Act, 2007.

(9) COLLECTION OF TENDER DOCUMENTS

Qualified Companies wishing to respond to this Invitation must purchase a copy of the Tender Document, which provides more detailed information on the scope and requirements of the project from the Procurement Department, USPF Secretariat. A non-refundable tendering fee of N50,000.00 (Fifty Thousand Naira) only is required to purchase the Tender Document which 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 tender document.

(10) METHOD OF SUBMISSION OF BIDS

(i) All Bidders shall submit three (3) copies of their Tender Documents in separate sealed envelopes with the first copy marked “Original Bid” and the 2nd and 3rd copies marked “Copy of Bid”.

(ii) Each Bid Package shall be clearly marked with the following information:

- Technical Bid: **USPF/TD/LCD/TECHNICAL/2016** at the top right hand corner.
- Financial Bid: **USPF/TD/LCD/FINANCIAL/2016** at the top right hand corner
- Bid Bond: **USPF/BB/LCD/2016** at the top right hand corner
- Name of bidders on each of the enclosed documents
- Contact Name, Phone Number and E-Mail Address.

(iii) All bidders shall also prepare one electronic copy of the Tender Document (in USB flash, in a format readable by Microsoft Word or Adobe Acrobat format).

(iv) A Certified-True-Copy of the tender fee receipt endorsed by Head, Procurement Department must be submitted in a separate envelope and marked TF/LCD/2016.

(v) All copies of the bids shall be duly signed by an authorized representative of the bidder. In the event of any discrepancy between copies, the original shall govern.

(vi) 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

(vii) USPF will assume no responsibility for the content of tamper evident bids or for non-compliance with the above instruction. Bids that do not comply with this section may be rejected.

(viii) Submissions may be subject to verification from the relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities.

(11) DEADLINE FOR SUBMISSION OF PROPOSALS

All tender documents should be submitted in a sealed envelope clearly marked USPF LCD 2016 – at the top right corner with name of the company clearly printed on the reverse side of the envelope. The Tender Document must reach the office of the undersigned **on or before 28th June, 2016 by 11.00am.**

The Secretary

Universal Service Provision Secretariat

Nigerian Communications Commission Head Office 9th Floor,

Plot 423 Aguiyi Ironsi Street, Maitama District, Abuja, FCT.

**(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY
by 11.00 a.m)**

(12) DISCLAIMER

- (a) Submissions after the date and time specified above shall be rejected.
- (b) All cost incurred by bidders in response to this advert or enquiries shall be borne by such bidders and not the USPF
- (c) 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.
- (d) 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.

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

Signed:

Management,

Universal Service Provision Fund

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