

## **Universal Service Provision Fund (USPF)**

### **Invitation to Tender for the Implementation of Tertiary Institution Knowledge Center (TIKC) in Selected Institutions across the Country**

#### **(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.

The mandate of the USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funds through subsidies and grants for the provision of network facilities, network services and application services to rural, unserved and underserved areas or to underserved groups within an institution or community.

One of the programmes of the USPF is to provide ICT tools and connectivity to schools and institutions across the nation in order to facilitate digital life style in the institutions as well as in the institution communities. Consequently, the USPF has set aside funds in its 2015 budget for this purpose.

#### **(2) Objective of the Project**

The objective of the project is to promote the use of ICT in teaching and learning in Tertiary Institutions as well as the institution communities. In this regard the USPF has designed a project termed Tertiary Institution Knowledge Center (TIKC), to provide ICT tools, associated infrastructures and bandwidth connectivity.

#### **(3) Project Description**

Under the TIKC project implementers are expected to deploy Optic Fiber Cable and provide bandwidth connectivity, install ICT devices and its peripherals such as computers, printers, computer desks/chairs, power backup etc. All proponents are expected to conduct survey to identify the nearest OFC connection point and determine the distance to the termination point for the selected institution.

#### (4) Project Lot

The project shall be implemented in 12 tertiary institutions selected by USPF (see Tender Documents for details) and each institution shall be considered as a separate Lot.

**For the purpose of implementation the institutions shall be lotted as follows:**

SN	Name of Institution	•Vprox. distance to nearest BTSSite (Km)
1	Federal University Birnin Kcbbi, Kebbi State	7.6
2	Federal University Gusau, Zamfara State	5.5
3	Federal University Gashua, Yobe State	3
4	African University Of Science & Technology, Abuja, FCT	2.5
5	Northwest University, Kano, Kano State	2
6	Kwara College Of Arabic And Islamic Studies. Kwara State	1.9
7	The Polytechnic Ibadan, Oyo State	3
9	Awgu Study Centre (National Open University Of Nig.), Enugu State	1
9	Federal Polytechnic Ilaro, Ogun State	0.3
10	National Institute For Construction Technology Uromi, Edo State	2.5
11	School of Basic and Remedial Studies Funtua, Katsina State	2.6

12 Sokoto State University, Sokoto State 1.5

**(5) Scope of work**

**The successful firm will undertake the following:**

- (i) Carry out a complete refurbishment of the designated building to establish a computer laboratory.
- (ii) Survey, design and deploy wired or wireless connectivity platform from the nearest OFC point of presence/BTS site to the designated TIKC location in the selected institution (a schematic diagram of suggested route is attached as a guide)
- (iii) Provide bandwidth of 2Mbps/1Mbps capacity for one (1) year subscription for the wired/wireless platform as in (ii) above.
- (iv) Provide active components (routers, switches, Firewall etc.) for the indoor and outdoor and appropriate housing (rack) facilities for the bandwidth connectivity as specified in the technical specification.
- (v) Provide wireless access cloud to cover at least 500 meters radius of the main campus.
- (vi) Provide appropriate furniture for administrative and deployed ICT tools.
- (vii) Provide appropriate LAN wiring for 100 points for data and power for the workstations. (The use of Extension Socket is NOT allowed).
- (viii) Put in place a visible approved USPF signage detailing the project type and sponsor.
- (ix) Provide guidance, documentation of all the ICT tools and other facilities deployed.
- (x) Provide one year technical support, insurance, warranty and remote management for the deployed ICT tools in each institution with a letter of comfort to USPF to ensure that the insurance tenure runs its full course.

**(6) Project Schedule**

The schedule for the project implementation shall be submitted with the bid for consideration of USPF. This will be agreed and included in the Contract Agreement.

**(7) Project duration**

The project is expected to be completed within 9 months of award of the contract.

**(8) Project Deliverables**

**The expected deliverables are:**

- (i) Submission of Project Schedule and Work Plan to include (work breakdown structure, (wbs) timelines and charts showing periods of delivery for each milestone to cover duration of contract, in both hard and soft copies).
- (ii) Submit samples of all items listed in the Technical Specification for confirmation and approval by the USP Secretariat.
- (iii) Define the route of carriage of bandwidth as required.
- (iv) Collate and deliver the addresses and details of contact person(s) for each beneficiary institution, including geographical coordinates (in degrees, minutes & seconds).
- (v) Submission of monthly project report updating the Secretariat on the status of the work (in both hard and soft copies).
- (vi) Submission of delivery and installation reports relating to each milestone attained (in both hard and soft copies).
- (vii) Submission of detailed final report on project implementation in both hard and soft copies.

**(9) Eligibility Criteria**

**All Bidders in addition to requirements contained in the tender document, shall demonstrate the following:**

**(A) Specific Condition:**

A fully structured company with relevant human and material resources; requisite experience in the deployment of ICT solutions and services; proof of similar projects carried out in the past three years accompanied by letters from institutions or companies confirming satisfactory completion of such projects and the cost of the projects undertaken.

**(B) General Conditions:**

**All tenders must comply with the requirements of Public Procurement Act, 2007 and must attach the following:**

- (a) Evidence of incorporation with Corporate Affairs Commission. (Companies must enclose Certified True Copies of Certificate of Incorporation and Form C07.
- (b) Submit Certified True Copies of Articles and Memorandum of Association of the Company, which must show that the Company has ICT related activities as part of its objectives.
- (c) Three year Tax Clearance Certificates (2012, 2013 and 2014).
- (d) Evidence of Value Added Tax (VAT) registration certificate and past remittances.
- (e) Audited accounts for the last year 2014.
- (f) Evidence of financial capacity to undertake the project.
- (g) Evidence of proper understanding of the ICT industry.
- (h) Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- (i) Detail evidence of compliance with Pension Act, 2004 including evidence of remittances and ITF contribution.
- (j) Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1 % of the total annual emolument of workers to NSITF.

(k) Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report as the evidence of compliance with this requirement.

(l) 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 engagement.

(10) Pre-bid meeting:

Potential bidders are encouraged to study these documents and submit any questions/clarifications that they might require.

A pre bid meeting will be held to highlight the TIKC project, answer questions, exchange ideas and obtain feedback as follows:

**Date: Thursday, July 30, 2015**

**Venue: NCC Conference Hall**

**Time: 12 Noon**

**Minutes of pre-bid meeting would be issued within five work-days after the meeting.**

#### **(11) Submission of Bids**

Interested and qualified bidders are required to collect tender documents from the Procurement Department of the USPF Secretariat upon presentation of receipt evidencing the payment of a non-refundable tender fee of Fifty Thousand Naira (N50,000.00) in bank draft made payable to "Universal Service Provision Fund"

(i) Bidders shall submit three (3) copies of the Technical Bid and Financial Bid in separate sealed envelopes with the first copy marked "**Original Bid**" and the 2<sup>nd</sup> and 3<sup>rd</sup> copies marked "**Copy of Bid**".

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

- Technical Bid marked 'USPF/TD/TIKC/2015/TECHNICAL at the top right hand corner.
- Financial Bid 'USPF/TD/TIKC/2015/FINANCIAL at the top right hand corner.

- Name of Proponent.
- Contact Name, Phone Number and E-Mail Address.

(iii) The Proponent shall also prepare one electronic copy of the Technical Bid (in CD. 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/TIKC/2015.

(v) 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.

(vi) All submissions shall be packaged together in a single container box or envelope which shall be sealed so that it is not possible to open it without visual evidence of such tampering. 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.

All tender documents must be Hand Delivered and should reach the office of the undersigned

**on or before Wednesday, September 9, 2015 (6 weeks from the date of the pre bid meeting) by 3.00pm**

**(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY)**

**The Secretary**

**Universal Service Provision Secretariat**

**Nigerian Communications Commission Head Office**

**9<sup>th</sup> Floor, 423, Aguiyi Ironsi Street**

**Maitama District, Abuja**

Failure to comply with the tendering instructions shall lead to disqualification.

(12) Disclaimer

(a) Late submissions shall be rejected.

(b) The Fund will not be responsible for any cost or expenses incurred by any interested party in connection with any response to an inquiry nor shall it entitle any party submitting documents to claim any indemnity from the Fund.

(c) The Fund is not bound to shortlist any bidder and reserves the right to annul the bidding process at any time without incurring any liabilities and assigning any reason thereof.

(d) This advertisement is published for information purposes only and should not be construed as a commitment or obligation on the part of the Fund to award a contract.

For further clarification on this advertisement, please

email: [uspfbids@ncc.gov.ng](mailto:uspfbids@ncc.gov.ng) or [oruspffprocurement@ncc.gov.ng](mailto:oruspffprocurement@ncc.gov.ng)

**Signed:**

**Secretary,**

**Universal Service Provision Fund**

**Nigerian Communications Commission Head Office, 9<sup>th</sup> Floor, Plot 423, Aguiyi Ironsi Street, Maitama District, Abuja, FCT. [www.uspf.gov.ng](http://www.uspf.gov.ng)**