

Universal Service Provision Fund (USPF)

Invitation to Tender for the Provision of End-User Devices at Selected Universities and their Respective Annex Campuses under the UnICC- Project

(1) Introduction

The Universal Service Provision Fund (“the USPF”) was established to facilitate rapid achievement of national policy goals for universal service and universal access to Information and Communication Technologies (ICTs). The mandate of the USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funding through subsidies and grants for the provision of network facilities, network services and application services to rural, un-served and under-served areas or to under-served groups within an institution or community.

Currently the USPF is providing Optic Fibre Cable (OFC) to connect selected Universities to their corresponding Annex Campuses, Teaching Hospitals and Medical Colleges in order to complement the Nigerian Research and Education Network (NgREN) initiative of the National University Commission (NUC)

In order to enhance the above USPF desires to provide relevant electronics and other peripherals such as video conference facilities, smart classroom equipment, data centres and other associated devices that will optimally utilise the links to enable seamless communication between universities main campuses their teaching hospitals/medical colleges across the country. To this end USPF has provided funds in the 2016 budget to facilitate the implementation of the University Inter-Campus Connectivity Project (End-user) in selected locations across the country.

(2) OBJECTIVES OF THE PROJECT

The UnICC project is designed to achieve amongst other things, the following:

- (a) Seamlessly connect the Universities and their Medical Colleges to achieve bidirectional communication for the purpose of sharing and accessing information.
- (b) Provide a platform for sharing bandwidth resources and creating a reverse path for backup in the event of downtime.
- (c) Provide the requisite link for voice, data, video and other multimedia services (including conference facilities).
- (d) Provide end user devices required for the successful utilisation of the laid fibre optic links between the eight selected Nigerian Universities and their corresponding Annex Campuses or

Teaching Hospital (as applicable) under the UnICC (OFC) project. This project shall include the supply, installation, inter-connection and testing of all supplied equipment and devices.

(3) SCOPE OF WORK

The scope of shall include but not limited to:

The end-user devices will enable the utilisation of the fibre optic facilities provided by the UnICC project to be used for the purpose of learning-and research.

Table 1. Project Scope/Requirements

S/No	Component	Key Activity	Description
1	Application	Supply, installation and configuration of Video conferencing infrastructure for audio-visual knowledge transfer	<p>Teaching Hospital End High definition video conferencing equipment with PTZ, minimum 360° Pan, 210o Tilt, 10X Optical Zoom, wide angle camera, minimum 50 inch LCD screen and omni directional microphone. System must be technical/ telemedicine specific.</p> <p>Medical College End High definition video conferencing and minimum 50 inch LCD screen with Fpl080 and omni directional microphone.</p> <p>Minimum 24 port Multi Point Control Unit (MCU) for teleconferencing</p>
2	Edge Devices	Supply, installation and configuration of Routers/Switches	Multi-port enterprise standard routers and switches to be provided for the data centres

Equipment Hosting Environment

Network equipment rooms at the Main Campus and Annex Campus

Power solution to support infrastructure and provide backup during outages, including rack mount UPS/Inverter systems with 32/200AH batteries for up to 48 hours backup. Air-conditioning system for IT equipment room;

Single door Access Control System with log storage, log reporting & printout, card and biometric access capabilities (bidders should note that this component is to be provided inclusive of security doors and all adjunct door release/closing mechanisms).

Fire protection and suppression system that does not utilize water, halon or any agent proven to be harmful to equipment and humans.

The system must leverage very early smoke detection apparatus and be capable of triggering containment action through the suppression system in addition to notifying pre-designated systems/person or points of detection and containment action.

Multi-user IP based telephone system.

8 X Camera CCTV systems with management terminal, digital recording, night vision and alarm notification capabilities. Alarm in response to pre-defined activity

		observance or exception must be highly audible and must also be able to notify by electronic mail to pre-designated recipients.
		Two (2) No. 42U rack with locking mechanism.
		The required category 6 cabling to support all aforementioned systems.
4	Smart Classroom/Lab	Supply, installation and configuration of Smart classroom systems, PC, LAN and Wireless APs
		Installation and testing of Smartpro interactive Projector, Ultimate Presentation Podium, Touch Screen PCs wiring and configuration of LAN and Wireless Access points.
5	Data Management, Backup and Recovery	Supply, installation, configuration, training and support for Data management solution
		Design, installation and configuration of Data Management solution for at least 200 PC using stand alone and reliable solution from an established
6	Installation, Testing & Commissioning	All equipment supplied must be installed, tested, commissioned or certified as applicable.
		Perform testing and commissioning of all devices, systems and equipment independently and in conjunction with USPF appointed agents.
7	Training	Basic training on equipment installed
		Undertake basic usage and maintenance training on all equipment supplied, installed and configured.

		Site assessment and surveys shall be conducted independently by the Bidder to verify the information provided by the USPF or its agent as contained in the tender document
Site Survey	Conduct site assessment and survey	

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(4) DELIVERABLES

- (a) Submit a comprehensive completion report of UnICC End-User provision in all sites and locations. The report should list all the equipment provided, waybill, delivery notes and drawings, charts etc.
- (b) Submit IP addresses, User names, Passwords, Keys, Access codes, Maintenance Manuals, Software license codes, names of contact persons & GPS co-ordinates of each site
- (c) Submit Final Acceptance Test report
- (d) Submit signed Maintenance Agreement document stating the starting and end dates of 1 year support period.

(5) ROJECT SITE/LOCATIONS

The Project shall be executed in the following locations:

	MAIN CAMPUS	ANNEX CAMPUS
LOT		
1	University of Nigeria, Nsukka	UNN Enugu Campus
	University of Agriculture, Makurdi	Veterinary Teaching Hospital, North bank, Makurdi
2	Nigerian Defence Academy, Mando, Airport Rd. Kaduna	NDA Unguwan Dosa, Kaduna

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	Federal University of Technology, Minna, Gidan Kwano	FUT Minna Bosso Road Campus
4	Modibbo Adama University Yola, Mubi Rd.	MAUTECH Annex Campus, opposite Lamido Zubair Centre, Yola
5	Federal University of Agriculture, Abeokuta, Camp Junction, Alabata	Federal University of Agriculture, Abeokuta, Annex Campus, Alabata
6	Federal University of Technology, Akure, Ilesha Road	Annex Campus, Ibule Isoro, Akure-Ilesha Road
7	National Open University of Nigeria, Lagos, Victoria Island	National Open University of Nigeria, Lagos, Annex, 38/40 McCarthy off Obalende Rd. Lagos Island

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(6) ELIGIBILITY

(A) GENERAL CONDITIONS:

All tenders must comply with the requirements of Public Procurement Act, 2007 and interested bidders must attach 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 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 years Tax Clearance certificates (2013, 2014 and 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 and 2015) with Corporate Affairs Commission
- (g) Verifiable evidence of financial capacity to undertake the project (annual turnover of at least N100,000,000.00 in the last three years).
- (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.

(B) SPECIFIC CONDITIONS:

The Consultants shall be required to demonstrate the following minimum competencies:

- (i) Experience in installation and configuration of the above listed equipment
- (ii) Evidence of relevant technical experience with reference to similar projects deployed
- (iii) Evidence showing a proper understanding of ICT data solutions large networks
- (iv) A signed MoU letter between the Company and the major equipment providers (Cisco) affirming their warranty of 1 to 2 years on all equipment provided, ability and capacity to provide the equipment in any part of Nigeria
- (v) An undertaking of to provide free maintenance for 1 year from date of acceptance of the entire project

- (vi) Provide evidence that the Company is duly licensed to undertake installation of Telecommunications and ICT equipment (Sales and Installation of Terminal Equipment)
- (vii) Company must have suitably qualified Engineer with current COREN practice certificate, a certified IT specialist with Cisco, MCSE, Oracle or other similar internationally recognized certifications (these staff must be on the Company's PENCOM register evidenced by past remittances)
- (viii) Experience in IT service delivery.
- (ix) Evidence of having the necessary tools and equipment for logistics and deployment of solution (GPS devices, cable testers, Multimeter, 4x4 truck, Laptop, installation tools etc.)
- (x) Evidence of payment of Annual Operating Levy (AOL) to the NCC if applicable

(7) BID BOND

All bids above the sum prescribed by the BPP shall be accompanied by a bid security in an amount not more than 2% of the bid price by a way of a bank guarantee issued by a reputable bank acceptable to USPF in line with Section 26(1) of the Public Procurement Act, 2007.

(8) 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 per Lot 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.

(9) PRE BID MEETING

Potential bidders are encouraged to study the Tender Document and submit any questions/clarifications that they might require.

All bidders are to note that a Pre-Bid Meeting will be held to highlight the UnICC (End-user) project and to answer questions, exchange ideas and obtain feedback as follows:

Date: May 23rd 2016

Venue: NCC Conference Room

Time: 12 Noon.

Minutes of the Pre-Bid meeting would be circulated to Bidders within five working days after the meeting.

(10) SUBMISSION OF BIDS

(i) The 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 2nd and 3rd copies marked “Copy of Bid”.

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

- Technical Bid ‘USPF/TD/UNICC END-USER/LOTx/FINANCIAL/2016 at the top right hand corner.
- Financial Bid ‘USPF/TD/UNICC END-USER/LOTx/FINANCIAL/2016 at the top right hand corner.
- Bid Bond marked ‘BB/UNICC END-USER/LOTx/2016
- Name of Bidder on each of the enclosed document.
- Contact Name, Phone Number and E-Mail Address.

(iii) The Bidder shall also prepare one electronic copy of the Technical Bid (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/ LOT x UnICC/2016.

(v) All copies of the bids shall be duly signed by an authorised 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 envelope or box which shall be sealed so that it is not possible to open it without visual evidence of such tampering. Combining Technical and Financial Bids in the same envelope would 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.

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

Please note that x denotes the Lot No (1 to 8)

All tender documents must reach the office of the undersigned **on or before 12th July 2016 by 10:00am**. (Kindly note that bids will be opened immediately by 10.00 am on the same day)

The Secretary
Universal Service Provision Fund
Universal Service Provision Secretariat
Nigerian Communications Commission Head Office
9th Floor, 423, Aguiyi Ironsi Street Maitama District, Abuja

(11) 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 this tender document please email: uspfprocurement@ncc.gov.ng

Signed:

Management,

Universal Service Provision Fund

Nigerian Communications Commission Head Office,

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