

Universal Service Provision Fund (USPF)

Invitation to Tender for the Provision of ICT and Assistive Technology Solutions to Institutions and Schools Catering for Persons with Disabilities (PWDS) Under the E-Accessibility/ICT for Challenged Groups Project

Introduction

Universal Service Provision Fund (USPF) was established to facilitate rapid 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.

The mandate of USPF is to facilitate the widespread availability and usage of network services and application services throughout Nigeria by providing funds for the provision of network facilities, network services and application services to rural, un-served and under-served areas/groups.

In fulfilling this mandate, the USPF has identified institutions and schools catering for Persons with Disabilities (PWDs) across the country and has set aside funds to provide ICT facilities to such institutions and schools in Nigeria.

(2) Objective of the Project

The objective of the project is to promote the digital inclusion of persons living with disabilities through the provision of ICTs and Assistive Technologies to institutions and schools catering for their needs.

(3) Scope of Work

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

- (1) Identification of a suitable class to be used as ICT Lab.
- (2) Refurbishment of the class, to include providing burglary proof for all access doors and windows, civil works, mechanical works, electrical works, painting and branding of the ICT Labs.
- (3) Testing students in schools with hearing disabilities to ascertain the students with residual hearing and quote for the identified number.

- (4) Supply and installation of ICT equipment and accessories. Computer systems to be loaded with Windows 8.1 Operating System and associated software.
- (5) Supply and installation of Assistive Technology Solutions.
- (6) Supply and installation of a 5 KVA solar power system and associated inverter system.
- (7) Training of the teachers/students. Training must cover both the usage and maintenance of ICT tools and Assistive Technologies.
- (8) Acceptance tests and Commissioning of project.
- (9) Provision of one year maintenance and support. This is to include deployment and attachment of one ICT teacher for every 2 institutions to provide continued support and training for one year.

(4) Project Lots

The implementation of the E-Accessibility project shall depend on the peculiar needs of the beneficiary institutions/schools (see tender documents for details). For the purpose of implementation, the project Lots are as follows:

S/N	REGION	LOT
1	North West and North East	Lot 1
2	North Central and South West	Lot 2
3	South East and South South	Lot 3

The USPF hereby invites qualified and interested proponents to submit proposals for the establishment of ICT Labs in institutions and schools that cater for persons with disabilities in Nigeria. These ICT Labs will contain computers and other assistive technology solutions, which will help to prepare students in the institutions to participate meaningfully in the digital society.

(5) Eligibility Criteria

Interested companies are required to demonstrate the following competencies:

(5.1.) Specific Conditions

- (a) Evidence of relevant technical experience with verifiable reference to similar projects deployed in Nigeria or worldwide.
- (b) A good understanding of ICT and Assistive Technology Solutions for Persons with Disabilities.
- (c) Demonstrate ability in terms of manpower and expertise to work with various entities (USPF, Vendors, and Institutions etc.)
- (d) An understanding of the objectives of what the PWD -USPF project entails.
- (e) Experience with technical works, including ICT, hardware/software development/deployment and proof of previous project experience.
- (f) Strong client orientation, pro-active relationship management skills, good track records in technical capacity building and client relationship management especially in Nigeria.
- (g) Any other relevant information that would support your company's proposal.

(5.2) General Conditions

Interested firms must submit the following documents:

- (a) Evidence of incorporation with Corporate Affairs Commission. Companies must enclose Certificate of Incorporation and Form C07.
- (b) Memorandum and Articles 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 (2012, 2013, 2014).
- (e) Evidence of Value Added Tax (VAT) registration certificate and past remittances.

- (e) Audited accounts for the last year 2014,
- (f) Verifiable evidence of financial capacity to execute the project.
- (g) Evidence of proper understanding of ICT solutions for challenged groups.

Evidence of similar works.

- (i) Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- (j) Detail evidence of compliance with Pension Act, 2004 including evidence of remittances and ITF contribution.
- (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 as the evidence of compliance with this requirement.
- (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 engagement.

(6) 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 **2nd and 3rd copies marked "Copy of Bid"**.
- (ii) Each Bid Package shall be clearly marked with the following information:

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

(v) All copies of the bids shall be duly signed by an authorized 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 Thursday, August 27, 2015 by 3.00pm.**

The Secretary

Universal Service Provision Secretariat

Nigerian Communications Commission Head Office

9th Floor, 423, Aguiyi Ironsi Street Maitama District, Abuja

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

(7) Disclaimer

(a) Late submissions shall be rejected.

(b) The USPF 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 USPF 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.

(e) For further clarification on the advertisement, please email: uspfbids@ncc.gov.ng or uspfprocurement@ncc.gov.ng

Signed: Secretary,

Universal Service Provision Fund

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