

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

(1) INTRODUCTION

The 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 and application services throughout Nigeria thereby providing funding for the provision of the aforementioned services to rural, unserved and underserved area / group.

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 in its 2016 budget 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 in Nigeria 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:

- (a) Identification of suitable laboratories in selected institutions
- (b) Refurbishment of the laboratories to include providing burglary- proof for all access doors and windows, civil works, mechanical works, electrical works, painting and branding of the laboratory
- (c) Supply and installation of ICT equipment and accessories. Computer systems to be loaded with Windows 10 Operating System and associated software
- (d) 512/1024 Kbps bandwidth internet subscription for one year
- (e) Supply and installation of Assistive Technology Solutions
- (f) Supply and installation of a 5KVA solar power system and associated inverter system
- (g) Training of the teachers students. Training must cover both the usage and maintenance of ICT tools and Assistive technologies

- (h) Acceptance tests and commissioning of project
- (i) Provision of one year maintenance and support

(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 Central, North East, North West and FCT	Lot 1
2	South East, South West and South South	Lot 2

(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

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

- (a) Evidence of incorporation with Corporate Affairs Commission. Companies must enclose a copy of the Certificate of Incorporation, and 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 N250,000,000.00).
- (h) Proper understanding of ICT solutions for challenged groups.
- (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 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.

(6) 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. Anon-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.

(7) 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.

(8) SUBMISSION OF BIDS

(i) Bidders shall submit three (3) copies of the Technical and Financial Bids 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/PWD/LOTX/TECHNICAL/2016 at the top right hand corner
- Financial Bid ‘USPF/TD/PWD/LOTX/FINANCIAL/2016 at the top right hand corner.
- Bid Bond ‘USPF/TD/PWD/LOTX/BB/2016
- Name of bidder on each of the enclosed document.
- Contact Name, Phone Number and E-Mail Address.

(iii) All bidders 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/ PWD/LOTX/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 or 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.

Please note that x denotes the lot No. (1&2)

The Tender Document must reach the office of the undersigned on or before **June 28th 2016 by 11.00 am**

The Secretary

Universal Service Provision Fund

Universal Service Provision Secretariat

Nigerian Communications Commission Head Office

9th Floor, 423, Aguiyi Ironsi Street

Maitama District, Abuja

(KINDLY NOTE THAT BIDS WILL BE OPENED IMMEDIATELY ON THE SAME DAY BY 11.00am)

DISCLAIMER

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