

Tender Name: RFP-29-07-12 Request for Proposal –Socio Economic Study

**The Association of Licensed
Telecommunications Operators of Nigeria
(ALTON)**

RFP

(REQUEST FOR PROPOSAL)

FOR

**A Study on the Socio Economic Impact of
Telecommunications in Nigeria**

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1 GENERAL INFORMATION

1.1 Invitation

The Association of Licensed Telecommunications Operators of Nigeria (ALTON), hereinafter referred to as the “Requester” by means of this RFP invites all qualified Vendors to submit Proposals in accordance with the requirements outlined in this RFP.

1.2 Requester's Right to Reject

Requester reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP. Further, Requester is entitled at its discretion not to carry out the subject activities or re-issue the RFP in identical or amended form.

1.3 Extensions

In general, Requester does not grant time extensions to RFPs. Should exceptional circumstances so warrant, Requester may at its discretion grant a time extension, but such shall then be applied equally to all vendors.

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2 RFP REQUIREMENTS

2.1 Compliance with RFP Requirements

All submitted Proposals shall be fully compliant and in accordance with the terms and conditions of this RFP.

Requester, at its sole discretion, may disqualify a Proposal from consideration, if Requester determines a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

Requester shall not be liable for any costs incurred by a Vendor who submits a proposal, irrespective of the outcome of such Proposal. In the event that a Proposal leads to the conclusion of a contract, the rights and obligations of Requester and the Vendor shall be governed solely by the provisions of such contract as shall be mutually agreed and executed.

2.2 Binding Effect of Proposal

The Vendor agrees to and shall be bound by the information and documentation provided with the Proposal, including prices quoted for Services.

2.3 Signature, Certification

All Proposals shall be duly signed and dated by a representative of the Company submitting the proposals.

2.4 Validity of Proposals

The prices quoted for in the Response must be valid for **90 days**.

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3 RFP PROCEDURES

RFP SUBMISSIONS

3.1 Requirements and Address for Submission

ELECTRONIC submission shall be sent to the following email address:

socioeconomicstudy@altonnig.com

And titled as follows:

RFP-29-07-12 Request for Proposal –Socio Economic Study

3.2 Deadline for Proposals

Soft Copy submissions should be submitted to the above e-mail address not later than **12noon (GMT +1) on 10 August, 2012.**

Where the deadline for submission falls on a public holiday, the submission date will be the next working date

3.3 Rescission of Proposal

A Proposal can be withdrawn from consideration at any time prior to expiration of the Deadline for Proposals, pursuant to a written request sent to the Requester.

3.4 Request for Electronic Copy

A Vendor may request an electronic copy of the RFP from the Requester. Electronic copies will be forwarded through email addresses only.

3.5 Request for Clarification

Requester reserves the right to request clarification of any information contained in a Proposal.

3.6 Bid Clarification/ Enquiries

Any questions or enquiries must be directed via E-MAIL to the e-mail address socioeconomicstudy@altonnig.com **on or before 12noon (GMT +1) on 3 August, 2012.**

There will be a bid clarification meeting (via teleconference) at **12noon (GMT +1) 6 August 2012** to provide clarity regarding the scope of work; the meeting will address all issues communicated via email by the Vendors; the details of the contact person for this purpose are as follows:

Person	Contact Number
Gbolahan Adenuga	+234 803 438 4097

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Note that no other clarification will be provided after the meeting as scheduled above.

3.7 CNL Feedback

Requester reserves the right not to provide any feedback for any Proposal submitted. However; a final feedback will be sent to the entire participating vendors after an Award has been made.

3.8 Evaluation of Proposals

Proposals that are

- (i) Incomplete
 - (ii) Not properly certified and signed
 - (iii) Not in the required format, or
 - (iv) Otherwise non-compliant, in whole or in part, with any of the requirements set forth in this RFP;
- may be disqualified by Requester.

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4 SELECTION, AWARD

4.1 Discussions with Vendors

Requester may conduct discussions and/or negotiations with any Vendor that appears to be eligible for award ("Eligible Vendor") pursuant to the selection criteria set forth in this RFP.

4.2 Modification of Proposals

Eligible Vendor/s will be afforded the opportunity to submit best and final Proposals if:

- a. Negotiations with any other Vendor result in a material alteration to the RFP and;
- b. Such material alteration has a cost consequence that could alter the Vendor's Proposals regarding rates for Services.

4.3 Selection of Vendor

The Vendor selected for award will be the Vendor whose Proposal as presented in response to this RFP and as determined by Requester to be the most advantageous to Requester. Vendor/s acknowledges that Requester is not bound to accept the lowest-priced Proposal.

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5 PROPOSAL INFORMATION REQUIRED

Each Vendor must provide current, accurate, complete information about all of the following in support of its Proposal.

5.1 Contact Details

Please complete the Contact Details as follows:

NAME:

PHONE NUMBER(S):

DESIGNATION:

Name, address, telephone number, and title of the person(s) whom Requester can contact about the Proposal

5.2 Description of Goods or Service (Scope of Work & Bill of Quantities)

Please refer to attachment(s) Scope of Work

5.3 Pricing

Price per unit.

Prices for all resources

Pices for all materials

All prices must be in NGN. Exchange rates, where price is in foreign currency must be indicated.

5.4 Payment Terms

Payment is 100%, 30 days after the receipt of invoice from the Vendor. An invoice will be received with an approved job completion certificate.

5.5 Warranty

Data Warranty start and end during the warranty period must be clearly stated.

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5.6 Other

Where there are alternatives that perform the same functions as that proposed, but would result in cost savings, please include as an alternative solution.

5.7 Regulatory Requirements.

WITHHOLDING TAX:

It is a local legal requirement that withholding tax be deducted from the vendor invoices. Grossing up is disallowed and Requester could be subjected to heavy penalties in a case where a regulatory tax audit identifies contravention of this requirement.

It is important for the vendor to note that the amount quoted and agreed upon with Requester in Nigeria in all cases will be the same amount to be invoiced and that this amount is subject to deduction of Nigerian Withholding Tax.

Requester Nigeria will deduct 5% With-holding Tax from the invoice & pay the said amount to the Nigerian Tax Authorities in the vendor company's name and the Tax Receipt will be passed to the relevant company.

Value Added Tax

- VAT in Nigeria is equivalent to what we would generally refer to as a Sales Tax. It is not recoverable from the Tax Authority. It will be taken by Requester as additional cost.
- All vendors', whether local or foreign trading with Requester in Nigeria are required by regulatory authority to be registered in VAT in Nigeria.
- Requester Nigeria will pay the 5% VAT to the Nigerian Tax Authorities (Note that it is mandatory for ALL vendors to be registered in VAT).

PLEASE NOTE THAT A VENDOR'S RESPONSE TO REQUESTER RFP ENQUIRY AS DOCUMENTED ABOVE IS DEEMED AN ACKNOWLEDGEMENT AND ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THE DETAILS THEREIN AND SHALL INFORM THE ISSUANCE OF A RELEVANT CONTRACT TO BE AGREED AND EXECUTED BY BOTH PARTIES, AND A CORRESPONDING PURCHASE ORDER IN THAT REGARD.

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