



NOTICE FOR AN OPEN NATIONAL INVITATION TO TENDER

No. 24/ONIT/CNPS/DG/CIPM/17 OF 18 SEPTEMBER 2017

FOR THE SUPPLY AND INSTALLATION OF EIGHTY TWO (82) MULTIFUNCTIONAL PHOTOCOPIERS IN SHARING SOLUTION IN CENTRAL AND EXTERNAL SERVICES OF CNPS, IN EMERGENCY PROCEDURE

FUNDING : CNPS Budget

1. Purpose of the Invitation to Tender

As part of the reinforcement of the indispensable production tools and in order to equip its central and external services with reprographic equipment to improve the working conditions of its staff, all things enabling them to achieve their objectives, the Director General of the National Social Insurance Fund launches an Open National Invitation to Tender for the supply and installation of eighty-two (82) multifunctional photocopiers in shared solutions in the central and external services of CNPS, in emergency procedure.

2. Consistency of supplies

The services here consist in providing a significant amount of equipment to the needs of the structures by acquiring multifunction photocopiers in a sharing solution whose general minimum technical characteristics are as follows:

- Black & white laser system with photocopier/scanner/printer;
- Printing Technology: Electro-Photographic Laser;
- Speed: 20 pages per minute minimum;
- Preheat time: 30 seconds;
- First copy time: 6.4 seconds;
- Original sizes: A5 to A3 (document feeder);
- Duplex mode.

The detailed technical specifications of these devices are contained in the Particular Technical Clauses (CCTP).

3. Date of delivery

The delivery time of the devices is **thirty (30) days** for the **central services** and **forty-five (45) days** for the **Regional Directorates**.

4. Allotment

The services will be united in a single lot.

5. Estimated cost

The estimated cost of the operation at the end of the preliminary studies is **HT CFA francs one hundred and eighty-eight million six hundred thousand (188,600,000)**, ie **TTC CFA francs two hundred and twenty-four million nine hundred and five thousand five hundred 224 905 500**).

6. Participation and origin

Participation in this call for tender is open to any company, a legal person of Cameroonian law, having a proven experience in this type of services.

7. Funding

The services covered by this invitation to tender are financed from the budget of the National Social Security Fund Fiscal Year **2017**, on budget line n° **7-2D222**, according to programme **116**.

8. Provisionary security

Each tenderer must attach to his administrative documents a bid bond drawn up by a first-rate bank approved by the Ministry of Finance and listed in Exhibit 10 of the DAO, specifying the amount of **CFA Francs four million four hundred and eighty- Ninety-eight thousand (4,498,000)**.

Such security shall be valid for **thirty (30) days** beyond the original date of validity of the tender.

9. Consultation of the Bidding Documents

The file can be consulted during working hours at the Contracts Service located at the 9th floor room 903, CNPS building in Yaoundé Independence Square, from the publication of this notice to the Journal of Contracts.

10.Acquisition of the Bidding Documents

The file may be obtained at the place indicated above from publication of this notice, against payment of a non-refundable sum of CFA francs **one hundred and ninety-two thousand (190,000)** into the special account CAS-ARMP No. 335988 opened In the BICEC agencies.

11. Submission of tenders

Each tender, written in French or in English in seven (07) copies of which one (01) original and six (06) copies marked as such, must reach the Contracts Service no later than **10 October 2017** at 11 am, local time, and must bear the mention :

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FOR THE SUPPLY AND INSTALLATION OF EIGHTY TWO (82) MULTIFONCTION PHOTOCOPIERS
IN SHARING SOLUTION CENTRAL AND EXTERNAL SERVICES OF CNPS, IN EMERGENCY
PROCEDURE,

To be opened in counting session only »

12.Admissibility of offers

Under penalty of rejection, the documents required in the administrative file must be filed in original or certified copies by the issuing department or an administrative authority, in accordance with the provisions of the Supplementary Regulations.

They must be dated less than three (03) months before the original date for submission of tenders or have been established after the date of signature of the Invitation to Tender. Any incomplete tender in accordance with the requirements of the Bidding Document shall be declared inadmissible. In particular, the absence of the tender security issued by a first-rate bank approved by the Ministry of Finance or the non-respect of the models of the tender documents will lead to the outright rejection of the bid, Offers without any recourse.

13. Opening of bids

The opening of the bids will be done in a single phase.

The opening of administrative documents and technical and financial offers will take place on **10 October 2017** at 12 o'clock, local time, by the Internal Procurement Commission of the National Social Insurance Fund, in the meeting room of the aforementioned Commission on the 4th floor, room 416 of the CNPS building located at Kennedy Avenue.

Only tenderers may attend this opening session or be represented by a duly mandated person of their choice.

14. Evaluation criteria

1. *Eliminatory criteria*

The Elimination Criteria are:

- Absence of an administrative document at the opening of the folds;
- False statements or falsified documents;
- Lack of a quantified unit price in the financial offer;
- Absence of manufacturer's certificate of origin;
- Absence of Valid accreditation or distributor
- Constructor's after sales services certification;
- Equipment and after-sales service;
- No validation of at least 70% of the evaluation criteria;
- Non-respect of CSR standards:
 - Number of employees affiliated to CNPS, greater than or equal to 3 (online-declarations of the last 03 months), the detailed list of personnel with their individual registration to CNPS, attach the Clearance Certificate certifying that the payment of Contributions;
 - Fair remuneration (respect of the SMIG: join DIPE or salary statements);
 - Respect for the principle of the promotion of gender: at least 20% of the female gender in the workforce (join the DIPE, the staff list and the gender report);
 - Liability insurance covering the current financial year (please enclose insurance policy).

2. *Essential qualification criteria:*

No.	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of the offer <ul style="list-style-type: none"> • Spiral bound; Formatting of the document; Scheduling of the different parts of the document; Color dividers 		
2	General references of the company <ul style="list-style-type: none"> • Justify similar services of a total amount at least equal to CFAF 80,000,000 (eighty million) during the last three (03) years. 		

3	Funding capacity <ul style="list-style-type: none"> Justify a funding capacity of at least equal to CFAF one hundred and fifty million (150 000 000). 		
4	Knowledge of site services and TDR <ul style="list-style-type: none"> Certificate of site visit signed on honor by the tenderer and compliant to the model attached ; Original of TDR and CCAP initialed on every page, dated, signed and stamped at the end of the document, followed by the mention « read and approved » 		
5	Planning and deadline <ul style="list-style-type: none"> Planning; Deadline \leq thirty (30) days for central Services and forty five (45) days for Regional Directorates. 		
6	Methodology and organisation <ul style="list-style-type: none"> Presence of a methodological note highlighting an organizational approach of work teams 		

15. Attribution

The contract will be attributed to the tenderer having:

- Presented a required administrative offer ;
- Validated at least 70% (seventy per cent) of the technical offer sub-criteria;
- Presented the lowest financial offer.

16. Period of validity of tenders

Tenderers shall remain bound by their tenders for a period of **ninety (90) days** from the closing date for submission of tenders.

17. Visit of site

A guided tour of the site is planned by the Project Manager, after the publication of this Notice of Invitation to Tender.

18. Additional information

Additional information can be obtained during working hours at the Contracts Service, at the Head Office building of CNPS located at the Independence Square, Yaoundé at the 9th floor, room 903, tel: 696 54 31 32, 675 13 21 06.

« For any corruption act, please call or send an SMS to MINMAP at the following contacts: 673 20 57 25 / 699 37 07 48 »

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- President CIPM ;
- DAG (SM)
- Displaying

Yaoundé, 18 September 2017

THE DIRECTOR GENERAL

*Noel Alain Olivier Mekulu
Mvondo Akame*