



BP 441 Yaoundé – Tél.: 222-23-08-31  
P.O. BOX Fax.: 222-22-57-55

**NATIONAL OPEN INVITATION TO TENDER  
No. 08/AONO/CNPS/DG/CIPM/18 OF 26 APRIL 2018**

**RELATING TO SERVICING AND MAINTENANCE OF INVERTERS IN TECHNICAL ROOMS IN AN EMERGENCY PROCEDURE IN ALL OPERATIONAL STRUCTURES OF THE NATIONAL SOCIAL INSURANCE FUND.**

**FUNDING: Budget of the CNPS**

**1. Purpose of the Invitation to Tender**

As part of the sustainability of the heritage of the National Social Insurance Fund, the Director General of this Institution Launches a National Invitation to Tender for the upkeep and maintenance of inverters of technical rooms in all operating structures of the CNPS, in an emergency procedure.

**2. Consistency of services**

The main operations expected of the provider will be:

- The autonomy tests,
- Verifying the value of the protection of land mass,
- The tightening of all connections both inside the inverter and in the protective, power supply and operating cabinet,
- Dusting and cleaning units,
- Dusting cabinets and electrical protection and tightening connections,
- Checking the parameters of the power supply signal and intensity measurements;
- Checking the settings of the output signal;
- General cleaning and removal of residues at the end of visit.

Said operations will be **fortnightly** and limited:

- Downstream of the cut-off point of the electrical supply to the appliances,
- Upstream of the connection on the flow path.

**3. Duration of services**

The duration of services provided by the Project Manager is thirty-six (36) months distributed as follows:

- Firm phase: 12 months
- First conditional phase: 12 months
- Second conditional phase: 12 months

#### **4. Estimated cost**

The projected cost of the services at the end of the preliminary studies for the thirty-six (36) months is 59,290,000 (fifty-nine million two hundred and ninety thousand) FCFA HT, ie 70,619,850 (seventy million six hundred and nineteen thousand eight hundred and fifty) FCFA TTC divided as follows:

- Fixed portion: 19 740 000 FCFA HT
- First conditional phase: 19 740 000 FCFA HT
- Second conditional phase: 19 740 000 FCFA HT

#### **5. Participation and origin**

Participation in this call for tender is open to Cameroonian companies with proven experience in electrical and electronic technology and having a competent and experienced technical team.

#### **6. Financing**

The services covered by this invitation to tender are financed from the budget of the National Social Insurance Fund, Budget Program of the CNPS, on budget line 7-6333, in accordance with program P112.

#### **7. Provisional guarantee**

Each tenderer must attach to his administrative documents a bid bond of the amount of CFAF 1,412,000 (one million four hundred and twelve thousand) drawn up by a first-rate bank approved by the Ministry of Finance and listed in document 11 of the DAO.

The said guarantee shall be valid for thirty (30) days beyond the original date of validity of the bids.

#### **8. Consultation of the Bidding Documents**

The file can be consulted during working hours at the Contract Service located at the 9th floor, room 903 of the CNPS headquarters building, Independence Square, as of the publication of this Notice.

#### **9. Acquisition of the Bidding Documents**

The file may be obtained at the place indicated above, upon publication of this notice, against payment of a non-refundable sum of seventy-five thousand (75,000) CFA francs into the CAS-ARMP Special Assignment Account No. 335988 Opened in BICEC branches.

At the time of withdrawal of the file, the tenderers must in any case be registered by leaving their complete address (PO box, telephone contacts).

#### **10. Submission of tenders**

Each tender in French or English in seven (07) copies, one (01) original and six (06) copies marked as such, must be received by 22 MAY 2018 at 14 am local time bear the words:

**NATIONAL OPEN INVITATION TO TENDER**  
**No. /AONO/CNPS/DG/CIPM/18 OF 2018**

**“RELATING TO SERVICING AND MAINTENANCE OF INVERTERS IN TECHNICAL ROOMS IN ALL  
OPERATIONAL STRUCTURES OF THE NATIONAL SOCIAL INSURANCE FUND,  
IN EMERGENCY PROCEDURE  
TO BE OPENED DURING COUNTING SESSION ONLY”**

#### **11. Admissibility of Tenders**

Subject to rejection, the administrative documents required must be produced in original or certified copies by the issuing department or an administrative authority, in accordance with the provisions of the Supplementary Regulations of the Invitation to Tender.

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 bid in accordance with the requirements of the Bidding Documents will be declared inadmissible. Notably the absence of the bid bond issued by a bank of first order approved by the Ministry in charge of Finance.

## 12. Opening of Tenders

The opening of the folds will be done in one time.

The opening of administrative documents and technical and financial offers will take place on 22 MAY 2018 at 15 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.

## 13. Evaluation criteria

### 1. Eliminary criteria

The Elimination Criteria are:

- Absence of an administrative document at the opening of the folds;
- False declaration or falsified document;
- Absence of a quantified unit price in the financial offer;
- Failure to validation of at least 70% of the evaluation sub-criteria;
- Non-compliance with CSR standards:
  - Number of personnel affiliated to the CNPS: greater than or equal to 3 (online declaration for the last three months), detailed list of personnel with their individual registrations to the CNPS, join the APS certifying the updating of payment of contributions;
  - Fair remuneration (compliance with SMIG: join DIPE or salary statements);
  - Respect of the principle of the promotion of the gender: justify at least 20% of feminine gender in the staff (attach the DIPE, the staff list as well as the gender ratio);
  - Liability insurance covering the current financial year (attach insurance policy).

### 2. Essential criteria for qualification

No.	CRITERIA	EVALUATION	
		YES	NO
1	<b>General presentation of the offer</b> <ul style="list-style-type: none"> <li>• Spiral binding, shaping the document ordering of parts of the document, dividers in color</li> </ul>		
2	<b>General references of the Company</b> <ul style="list-style-type: none"> <li>• Justify similar benefits with a cumulative amount of at least 20,000,000 CFA Francs in the last three (3) years.</li> </ul>		
3	<b>Funding capacity</b> <ul style="list-style-type: none"> <li>• A certificate of Funding capacity issued by a first-rate bank of an amount equal to or greater than CFA Francs <b>20,000,000</b> (twenty million)</li> </ul>		
4	<b>Conformity to HQSE standards</b> <ul style="list-style-type: none"> <li>• Respect of environment;</li> <li>• Justify workers' equipments</li> </ul>		

5	<p><b>Qualification and experience of key personnel:</b></p> <ul style="list-style-type: none"> <li>• <b>Project leader :</b> <ul style="list-style-type: none"> <li>- Senior Electrical and Electronics Technician (Bac + 2 at least)</li> </ul> </li> <li>- General experience : at least three (03) years</li> <li>- Have executed at least two similar projects.</li> <li>• <b>Works Monitor :</b> <ul style="list-style-type: none"> <li>- Qualified Technician in electrotechnics and electronics (Bac + seniority), one in each CNPS Regional Directorate (04)</li> <li>- General experience : at least two (02) years</li> <li>- Have executed at least one similar project</li> </ul> </li> </ul>		
6	<p><b>Knowledge of work site, CCTP and CCAP</b></p> <ul style="list-style-type: none"> <li>• Certificate of site visit signed by the tenderer on the honor and in conformity with the attached model, CCTP and CCAP initialed and signed.</li> </ul>		
7	<p><b>Deadline</b></p> <ul style="list-style-type: none"> <li>• Duration 36 months : <ul style="list-style-type: none"> <li>- Firm phase : 12 months ;</li> <li>- 1<sup>st</sup> conditional phase : 12 months ;</li> <li>- 2<sup>nd</sup> conditional phase : 12 months.</li> </ul> </li> </ul>		
8	<p><b>Méthodology, organisation and planning</b></p> <ul style="list-style-type: none"> <li>• Detailed methodology note</li> <li>• Schéma d'organisation</li> <li>• Detailed planning and methodology</li> </ul>		

#### 14. Attribution

The contract will be awarded to the Bidder having:

- Presented the compliant administrative offer ;
- validated at least **70%** (seventy) of the evaluation sub-criteria;
- presented the lowest bid.

#### 15. Duration of validity of tenders

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

#### 16. Site visit

A guided tour of the site is planned by the Client after the publication of this Invitation to Tender.

#### 17. Further information

- Additional information can be obtained during working hours at the Contract Service, at the CNPS building located in Yaoundé Independence Square, 9th floor, room 903, tel / fax: 6 75 13 21 06/ 6 96 54 31 32.. / -
- For any act of corruption, you should please call or send an SMS to MINMAP to the following numbers: 673 20 57 25/699 37 07 48.

Yaounde, 26 APRIL 2018

Copies :

- MINMAP
- ARMP;
- CIPM President;
- Viewing

**THE DIRECTOR GENERAL**