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NOTICE FOR AN OPEN NATIONAL INVITATION TO TENDER

No.06 /ONIT/CIPM/DG/DAG/CNPS/18 OF 04 Avril 2018

FOR THE SERVICING AND MAINTENANCE OF LIFTS FOR THE HEAD OFFICE BUILDING OF THE NATIONAL SOCIAL INSURANCE FUND IN YAOUNDE AND AT CPS OF BONANJO IN DOUALA, IN EMERGENCY PROCEDURE

I. SUBJECT OF THE INVITATION TO TENDER

In order to facilitate the access conditions in the offices of the Head Office building in Yaoundé and the building hosting CPS Bonanjo in Douala, the Director General of the National Social Insurance Fund launches an Open National Invitation to Tender for services related to servicing and simple maintenance of the **"Directors" lift Europa 2000 -450kg - Offices/11 floors and two "Public" lifts Europa 2000 45NZ - 800kg - Offices/11 floors of CNPS Head Office building in Yaoundé, as well as four (04) lifts 45SDMW62 - 45SDMW64 - 45SDMW65 - 45SDMW65 - 800kg - Offices/16 floors of the building hosting CPS de Bonanjo in Douala.**

The nature of the services to be carried out, their number and their dimensions having been given in the Quantitative and Estimative Evaluation (DQE), it should however be pointed out that this description does not have a limiting character and that the Service Provider will have to execute, as planned for its cost, without exception or reserve, all the necessary and essential services for the proper functioning of the equipments.

II. CONSISTENCY OF SERVICES

The simple maintenance to keep the lifts in good conditions of safety and functioning includes the following services:

MINIMAL SERVICING OPERATION : List of parts or mechanisms to check	Maximum interval of six weeks	Minimum semi annual frequency	Minimum annual frequency
Bowl cab roof, machine room (cleanliness, lighting)			X
Anti rebound and contact (1)			X
Damper			X
Drive motor and converters or generator, or hydraulic pump			X
Reducer			X
Pulley			X
Brake		X	X
Control cabinet			X
Speed limiters (cab and counterweight) and tension pulley			

(1)			X
Deflexion pulley/return/hauling			X
Cabine guide and conterweight/verin			X
Cabin and counterweight slides or rollers /verin			X
Electrical wiring			X
Cabin	X		X
Parachute and/or means of protection against uncontrolled movements of the climbing cabin or any other fall arrest device (rupture valve, flow reducer for hydraulic lifts)			X
Cables or suspension chains and their ends		X	X
Landing bays :			X
1. Verification of the effectiveness of locks and closing contacts	X		X
2. Service verification, guidange and stability			X
3. Checking cable, chain or belt and lubrication			X
4. Verification of emergency unlocking mechanisms			X
5. Device limiting the possibilities of acts of vandalism	X		X
Cabin door :			X
1. Verification of the effectiveness of locks and closing	X		X
2. Service verification, guidange and stability			X
3. Checking cable, chain or belt and lubrication			X
4. Verification of emergency unlocking mechanisms			X
5. Checking effectiveness of the reopening device	X		X
Floor : Precision of stop and living	X		X
Devices outside the safety race			X
Limiter of engine running time			X
Electrical safety devices:			X
1. Check of the function			X
2. Verification of the security chain			X
3. Checking fuses			X
Emergency request devices	X		X
Controls and indicators at the floors	X		X
Lighting of the sheats			X
Hydrolic tanks (levels/leaks)	X		X
Hydrolic verin			X
Hydraulic pipelines			X
Anti-drift device		X	X
Command block			X
Hand pomp/ manually operated descent valve			X
Pressure limiter			X
(1) Out of cables. It is necessary to dissociate cables of the functional organ to which they can be associated.			

The maintenance operations of lift installations and their conditions of execution must take into account the characteristics of the place served, the specific technologies of the installation, the frequency of use as well as the instructions of the builders. They are specified by the other party on the maintenance plan.

The interval between two maintenance visits **cannot exceed four weeks**. Frequency of maintenance visits will be defined in the Contract.

The references of the lift maintenance contract and the expiry date must be entered in the maintenance sheet. At the beginning and at the end of the Contract, a contradictory inventory must be drawn up between CNPS and the Co-contractor.

The holder of the Maintenance Contract ensures the direction and the responsibility of the execution of the services. He is solely responsible for damages that the performance of his services may cause within the limits of his contractual obligations:

- To his staff or to third parties ;
- His property, the owner's property or the property of others.

The other party must take out an insurance policy guaranteeing the pecuniary consequences of the civil liability it may incur in case of bodily and/or materials damage caused to third parties and to CNPS during interventions. This Insurance Contract must indicate the nature, amount and duration of the guarantee, as well as the deductible if it exists.

No partial or total subcontracting of the Maintenance contract is allowed without the prior written agreement of CNPS. This agreement does not exclude the liability of the other party.

The successful bidder will, on his own initiative, with the agreement of the Engineer and at the expense of the Project Manager, replace or repair parts worn by the normal operation of the equipment. These services concern in particular the following bodies:

- In cabin: buttons, indicator lights, door contacts, pads, photocells, cab slides, position indicator, safety parachute, automatic door closer;
- On landing doors: locks, runners, buttons, indicator lights, electrical contacts, position indicator, leaf drive system, pulleys;
- Switching controller: coils, relays, rectifiers, transformers, electronic circuits;
- Elector: fixed and moving contacts, switches, mechanical components.

In any case, the services to be performed will remain in accordance with the Terms of Reference.

The Contractor must leave the site clean and free of all waste during and after the performance of the services for which he is responsible, including:

- The cleaning, repair and restoration of the installations that have been soiled or deteriorated.
- The removal of its own waste and rubble and its transportation to the public dump.

The following services are not included in the minimum clauses of the Maintenance Contract:

- interventions essential for works or improvements made by other companies, whether or not related to the lift;
- cleaning of doors and thresholds of the cabin, cleaning of door panel and landing and cleaning of the glass parts, cabin and sheath;
- upgrading or bringing the appliance into compliance with applicable regulations.

The date of visit, time of arrival and departure as well as the names and signatures of the technicians who intervened must be entered in the service book. The latter must also include the following information:

- observations, interventions, work done, modifications, replacements of parts made on the unit for maintenance purposes
- date and causes of incidents and repair purposes;
- the service book must be countersigned by the Engineer or his Chief Technician and the Service Provider.

The service book must be made available for CNPS in a format and at a location specified in the Maintenance Contract. The service book must be updated at each visit and every repair. In the event that the equipment includes a device making it possible to reconstruct the history of maintenance operations, CNPS must be able to access this information without additional charges.

Program of services to be performed under this Contract shall be in accordance with the list of inspections and periodic visits established quarterly by the Service Provider in consultation with the Engineer.

Any failure in the operation of the devices between scheduled periodic visits will be reported by the Client to the Contractor who will intervene within one hour of the phone call or request for intervention.

NOTA BENE:

Interventions for servicing of installations must be carried out regardless of the day, working or not. The service provider will train the janitors of CNPS for the rescue of people trapped in the lifts. It is as a result of an unsuccessful rescue action that they will call on the service provider's agents, who will respond within a maximum of one hour. The rescue of people stuck in the cabin must be provided 24 hours a day, every day of the year. The maximum period of rescue operations is one (01) hour.

Repair or return to service intervention can be done by simple phone call. The Service Provider should inform the users during these breakdowns. Under no circumstances should a breakdown service alone take the place of a maintenance visit.

The maintenance contract should not derogate from the legal rules of jurisdiction of courts.

III. EXECUTION DEADLINE

The period foreseen by the Project Manager for the execution of services, subject of this Invitation to Tender is **two (02) years** (01 firm year and 01 conditional year).

IV. ALLOTMENT

The services shall be combined in a single (01) lot.

V. PLACE OF EXECUTION

The sites for execution of services are the Head Office building of CNPS and CPS Bonanjo building in Douala.

VI. ESTIMATED COST

The estimated cost of the transaction at the end of preliminary studies is, excluding taxes (HT) FCFA 33 240 000 (Thirty three millions, two hundred and forty thousands).

VII. PARTICIPATION AND ORIGIN

Participation to this Invitation to tender is open to companies, moral person established under Cameroonian law with proven experience in this type of services.

VIII. FUNDING

The services covered by this invitation to tender are financed from the budget of the National Social Insurance Fund for the financial year 2017 on budget line No. 7-

6333; 7-6333 and 6-6333 in accordance with **programmes 112; 112 and 106** respectively.

IX. PROVISIONAL GUARANTEE

Each bidder should attach to his administrative documents, a bid bond issued by a first-rate bank approved by the Ministry of Finance and whose list features on item 11 of the invitation to tender specifying the amount of **FCFA 500,000** (five hundred thousands)

The bid bond shall be valid for thirty (30) days beyond the original date of the validity of the bid.

X. CONSULTATION OF TENDER FILE

The tender file may be consulted during working hours at the Contracts Service located at the 9th floor, room 903 of the Head Office building, Independence square, upon publication of this notice to tender in the Contracts Magazine

XI. ACQUISITION OF TENDER FILE

The tender file may be obtained at the place indicated above, upon publication of this notice, against payment of a non-refundable sum of CFA francs 60,000 (sixty thousand) into the CAS-ARMP Special Account, opened in BICEC agencies.

XII. SUBMISSION OF BIDS

Each bid drafted in English or French, in seven (07) copies, including one (01) original and six (06) copies labelled as such should reach the Contracts Service no later than **26 AVRIL 2018 11 am** local time and shall be labelled:

“OPEN NATIONAL INVITATION TO TENDER

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TO BE OPENED ONLY DURING THE BIDS OPENING SESSION”

XIII. ADMISSIBILITY OF OFFERS

Subject to being rejected, the administrative documents required must be produced in originals or true copies certified by the issuing service in accordance with the stipulation specified in the Invitation to Tender.

These documents must not be older than three (03) months preceding the original date of submission of bids or must have been established after the date of signature of the tender notice.

Any incomplete tender in accordance with the prescriptions of this Notice to Tender shall be declared inadmissible. Especially the absence of the bid bond issued by a first-rate bank approved by the Ministry of Finance or failure to comply with the templates of the Tender Documents will result in outright rejection of bids without appeal.

XIV. OPENING OF BIDS

Bids shall be opened in one phase.

The opening of administrative documents and the technical and financial offers shall take place on **26 AVRIL 2018** at 12 noon local time by the Internal Commission of the Tenders Board of the National Social Insurance Fund, in the meeting room of the said Commission at the 4th floor, room 416 of the CNPS building located at Avenue Kennedy.

Only bidders shall attend the bids opening session or be represented by a duly mandated person of their choice.

XV. EVALUATION CRITERIA

1. *Eliminatory criteria*

The eliminatory criteria are as follows:

- Absence of an administrative document at the opening of the bids;
- False declaration or forged document;
- Absence of a quantified unit price in the financial offer;
- Non-validation of at least 70% of the evaluation sub-criteria;
- Non-compliance with CSR standards:
 - Workforce affiliated to CNPS higher or equal to 03 (online declaration of the last 03 months), a detailed list of personnel with their individual insured numbers, attach clearance certificate (APS) showing update of payment of contributions;
 - Fair remuneration (respect of the SMIG: attach DIPE or salary statements);
 - Respect of the principle of gender promotion: justify at least 20% of the female workers in the workforce (attach DIPE, list of personnel and the gender report);
 - Liability insurance covering the current financial year (attach insurance policy).

2. *Essential qualification criteria*

No.	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of Offer <ul style="list-style-type: none"> • Spiral binding, orderly presentation of different parts of the document, colour interlayer 		
2	<ul style="list-style-type: none"> • Company references Justify similar services of an accumulated amount of at least or equal to FCFA 40,000,000 (forty million) in the last three (03) years.		
3	Funding Capacity <ul style="list-style-type: none"> • Certificate of funding capacity issued by a first-rate bank of an amount higher or equal to CFA F 25,000,000 (twenty five million). 		
4	Compliance with HQSE/CSR standards <ul style="list-style-type: none"> • Respect of environment; • Justify safety equipment of workers. 		
5	Qualification and Experience of key personnel: Project manager : <ul style="list-style-type: none"> • Engineer in Electrical Engineering (“A” levels +3) or Mechanical Engineering (“A” levels + 3) • Experience : at least (02) years Supervisor: <ul style="list-style-type: none"> • Senior Technician in Electrical or Mechanical Engineering (“A” levels +2) • Experience : at least (03) years 		
6	Knowledge of work site, of CCTP and CCAP <ul style="list-style-type: none"> • Certificate of site visit signed on honour by the bidder and compliance to the attached model, CCTP and CCAP initialled and signed 		
7	Logistics, material and tools Specialised tools for maintenance of lifts (electricians material)		

8	Méthodology, organisation and planning <ul style="list-style-type: none"> • Detailed methodology note • Schéma d'organisation • Detailed planning and methodology 		
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XVI. AWARDING OF CONTRACT

The contract shall be awarded to the candidate having:

- Presented the administrative bid in conformity;
- Validated at least 70% (seventy per cent) of the sub-criteria of the Technical Offer.
- Presented the lowest financial bid.

XVII. VALIDITY OF BIDS

Bidders shall remain committed to their offers within a period of ninety (90) days from the date set for the submission of their bids.

XVIII. VISIT OF SITE

A guided tour of the site shall be scheduled by the Project Manager after publication of this notice to tender

XIX. FURTHER INFORMATION

Further information may be obtained during working hours at the Contracts Service of CNPS building, Independence Square 9th floor, room 903 of the, phone 675 13 21 06.

For any act of corruption, please call or send an SMS to MINMAP at the following numbers:

673 20 57 25/699 37 07 48

Yaoundé, le **04 AVRIL 2018**

LE DIRECTEUR GENERAL

Copies :

- MINMAP;
- ARMP;
- President CIPM;
- DAG (SM) ;
- Notice board.