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## NOTICE OF INVITATION FOR EXPRESSION OF INTEREST

No. **02/18/AAMI/SM/DAG/DG/CNPS** OF **02 NOVEMBRE 2018**

FOR THE PRE-QUALIFICATION OF FIRMS TO EXECUTE THE SERVICES OF COMPLETE PROJECT MANAGEMENT OF THE CONSTRUCTION WORKS OF CATEGORY II SOCIAL INSURANCE CENTRE, MAMFE

### 1- Purpose:

The Director General of the National Social Insurance Fund (NSIF) hereby launches an Invitation for Expression of Interest for the pre-qualification of firms to execute the services of complete project management of the construction works of category ii social insurance centre of Mamfe.

### 2- Consistency of services

#### ➤ Stages of studies

#### Proposal of the APS phase to the client

On the basis of Geotechnical and Topographic studies carried out by the selected firm, and the site visit, this consulting firm will produce a file in four copies, in which the architectural and technical options foreseen as well as their estimated cost shall be highlighted.

It shall describe the work to be done for the building and determine the quantities to be included in the price list. The works to be carried out shall finally be defined and recorded in the Specification Clause.

#### Proposal of the APD phase to the client

In this phase, all options envisaged in the APS phase shall be developed. The firm shall then produce detailed files of the work to be done and estimates for each option. It shall draw up a list of particular technical requirements to be taken into account when carrying out the works.

### Production of Consultation Files of Companies

#### Graphic Documents:

- The execution plans of the actual works accompanied by their nomenclature and any technical specifications. These plans must clearly define, concurrently with the detailed technical specifications, the work of the different jobs. Highlight the actual situation and make proposals for repairs and final state of buildings after rehabilitation, and this shall be put in a single document. The graphic documents shall concern all fields. They shall be produced in four copies and a digital reproducible device.
- Electricity plans of high and low voltage circuits: signalling and sound installation; call system, implementation of **LED light points**, telephone and architectural plans, general and distribution tables, video and computer circuits, technological equipment, etc.
- Plumbing plans, tracing of networks on a 1/100 scale plan and details on a 1/25 or 1/20 scale, tracing of falls and column on the architectural plans, specifications concerning particular works.

## Written Documents

- a) **Quantitative quotes of various options per domain**
- b) **Confidential estimative quotes of various options per domain**
- c) **Particular technical clauses**
- d) **Calculation notes:** structures, electricity (including signalling), thoroughfare/acoustic, telephone, lighting, air conditioning, ventilation, plumbing sanitation, clean-up, thoroughfare, fire safety.
- e) **Drafting of the Tender File** (Notice of Invitation to Tender, RPAO, CCTP, BPU, DQE, CCAP and models of documents).

### ➤ **Work Monitoring and Control Phase**

Supervision and control of works concern:

#### **A – Project Management**

**A.1-** Reply to requests for information and other requests from the Project Manager and dissemination, reply to availability requirements in the Cameroonian Market;

**A.2-** Elaboration of technical reports for the presentation of works necessary for the stability and continuation of works at the request of the Project Manager;

**A.3-** Assistance in the verification of quantitative statements of monthly and final advance payments relating to the works carried out;

**A.7-** Contradictory control of the conformity of materials used by the companies, as per the prescriptions of the CCTP;

**A.8-** Installation of the following personnel on the site:

- **A Head of Mission:** Architect, having at least ten (10) years of experience, particularly in building design and who shall be present on the work site twice a month,
- **A Project Manager: Civil Engineer** with at least 10 years of experience (for Design Engineer) and 12 years of experience (for Construction Engineer) who shall be on the site once a week;
- **A Monitoring Architect** with at least 5 years of experience who shall be permanent on the work site;
- **Monitoring Civil Engineer in charge of structural studies and VRD**, with at least 05 years of experience especially in the field of structural design and who shall be permanent on the work site;
- **Electrical Engineer in charge of high voltage and electrical equipment** with at least 05 years of experience who shall be present on the work site during electrical installations and during related tests;
- **A Computer Engineer** with 5 years of experience who shall be present on the work site during installations of computer cabling, equipment and during the related tests;
- **A Senior Technician in Refrigeration and Air Conditioning** with at least five (5) years of experience who shall be present on the work site during installations of air conditioning equipment and related tests.

**A.9-** Compiling and handing to the Project Manager at the end of the works, of a file of completed works drawn by the Company and which shall contain:

- Collection, for purpose of exploitation of the works (including technical equipment) of operating instructions as well as overall plans and details in line with execution;
- Contractual documents and, in case their knowledge is useful for exploitation and maintenance of works;

**A.10-** Organisation of the venue and secretariat of weekly site meetings, permanent control of construction site journal kept by the Company;

**A.11-** Supervision of approval of samples of equipment and material in conjunction with the Architecture firm;

- A.12-** Proposal to the Project Manager of formal notices in the event of defaults noticed;
- A.13-** Verification of the conformity of works as per approved plans;
- A.14-** Reception of various phases of implementation of the works;
- A.15-** Assistance during pre-technical and temporary receptions;
- A.16-** Assistance during technical reception of works;
- A.17-** Submission of a monthly activity report to the Project Manager, including technical and administrative problems related to works as well as proposed solutions.

**B –Head of execution of works contract** (in case of execution of works by several companies)

The Head of execution of works contract relates to control of the implementation by companies of the terms of the contract.

**C – Organisation, Steering and Coordination of works** (in case of execution of works by several companies)

- C.1-** Elaboration of a general note of organisation of the construction site;
- C.2-** Supervision of the general planning of works and its adjustments according to realities of the construction site;
- C.3 -** Control of the actions of companies to ensure the quality and conformity of works;
- C.4-** Control of the means put in place to check deadlines and expenses;
- C.5-** Monitoring of output with indication to the company of defective posts and the modifications to bring;
- C.6-** Proposal to the Project Manager of formal notices to defaulting stakeholders;
- C.7-** Writing of weekly and monthly meetings reports indicating:
  - Delays in work progress and steps to be taken in order to catch up;
  - Recruitments or necessary dismissals, bringing or returning of construction equipment according to works necessity and progress.
- C.8-** Drafting and dissemination of end of work analysis report;
- C.9-** Keeping of a permanent site construction log book and secretariat site meetings;
- C.10-** Supervision of approval of samples of equipment and materials in conjunction with the technical control;
- C.11-**Control of health and safety conditions of the site;
- C.12-** Supervision and control of documents circuit.

The missions mentioned above are far from being limited. However the Project Manager reserves the right to order other missions as part of monitoring and harmonious control of the completion works without resulting to additional charges.

**3- Participation:**

Participation in this consultation is opened to firms having proven experience in this field.

**4- Estimated cost**

The estimated cost of the works shall be **CFA F HTT 30 000 000 (thirty million)**.

**5- Constitution of File:**

The file of Invitation for Expression of Interest should contain the following administrative and technical documents:

**5.1- Administrative File**

1. A statement of interest signed by the bidder showing the company name, address of registered office and delegated powers to the signatory.
2. A trade register or statutes of company;
3. A clearance certificate from the bank;
4. A valid certificate of solvency;
5. A clearance certificate issued by the NSIF.

The above listed administrative documents should be dated not less than three (03) months on the day of the opening of bids. They shall be produced in originals and certified copies by the issuing administration.

## 5.2 –Technical file

It shall include the following documents:

- Presentation of firm;
- References of bidder during the last 3 years;
- References of experts ;
- Understanding of mission and methodological approach;
- List of bidder's logistic means

## 6- Presentation and submission of Bids:

Bids shall be drafted in French or English in four (04) copies, including one (01) original and three (03) copies labelled as such in a sealed and unstamped envelope without indication of bidders' identity, should reach the Contracts Service, 9<sup>th</sup> floor room 903 of the NSIF Head Office building at the Independence Square no later than **26 November 2018** at 2 pm local time and shall bear the inscription:

**“NOTICE OF INVITATION FOR EXPRESSION OF INTEREST  
No. 02/18/AAMI/SM/DAG/DG/CNPS OF 02 NOVEMBER 2018**

**FOR THE PRE-QUALIFICATION OF FIRMS TO EXECUTE THE SERVICES OF COMPLETE PROJECT  
MANAGEMENT OF THE CONSTRUCTION WORKS OF CATEGORY II SOCIAL INSURANCE CENTRE, MAMFE  
TO BE OPENED ONLY DURING THE BIDS OPENING SESSION”**

## 7- Evaluation criteria of Offers

### ➤ Eliminary criteria:

Eliminary criteria are as follows:

- False statements, substitution or falsification of administrative documents;
- Absence of an administrative document at the opening of the folds or non-conformity of a piece of the administrative file (nevertheless, the tenderer has a 48h deadline to make the non-conforming part compliant, otherwise it will be eliminated);
- Non-validation of at least 70% of evaluation sub-criteria;
- Non-compliance with CSR standards:
  - Workforce affiliated to CNPS: higher or equal to 3 (online declaration of last 03 months), a detailed list of personnel with their individual CNPS insured numbers, attach clearance certificate (APS) showing update of payment of contributions;
  - Fair remuneration (respect of SMIG: attach DIPE or salary statements);
  - Respect of the principle of gender promotion: justify at least 20% of female workers in the workforce (attach list of personnel and gender report);
  - Liability insurance covering the current financial year (attach insurance policy).

### ➤ Essential criteria :

No.	Criteria	Points
1	<b>Presentation of Offer</b> <ul style="list-style-type: none"> <li>• Compiling of file and orderly presentation of documents <b>01pt</b></li> </ul>	<b>3 pts</b>

	<ul style="list-style-type: none"> <li>• Legibility of document/arrangement of file (artistic presentation, illustration and colour interlayer) <b>01pt</b></li> <li>• Layout, summary <b>01 pt</b></li> </ul>	
2	<p><b>References of bidder in similar services in the last three (03) years</b> (<i>name of client, subject and cost of services</i>), attach first and last pages of Contract and Jobbing Order + reception report.</p> <ul style="list-style-type: none"> <li>- Cumulated services between 01 and 10 million : <b>10 pts</b></li> <li>- Cumulated services between 10 and 25 million : <b>20 pts</b></li> <li>- Cumulated services higher than 25 million : <b>30 pts</b></li> </ul>	<b>30 pts</b>
3	<p><b>References of experts</b> (Attach signed CV and copies of certified diplomas)</p> <ul style="list-style-type: none"> <li>• <b>A Head of mission in charge of general supervision: 08 pts</b> <ul style="list-style-type: none"> <li>- Degree in Architecture or equivalent (Bacc.+5 at least) : <b>04 pts</b></li> <li>- At least 10 years of experience, especially in buildings design : <b>04 pts</b></li> </ul> </li> <li>• <b>A Project Manager : 08 pts</b> <ul style="list-style-type: none"> <li>- Degree in Civil Engineering or equivalent (Bacc.+ 5 or Bac + 3) : <b>04 pts</b></li> <li>- At least ten (10) years of experience for Bac + 5 holder or 12 (twelve) years experience for Bac + 3 holder : <b>04 pts</b></li> </ul> </li> <li>• <b>A Follow-up Architect : 07 pts</b> <ul style="list-style-type: none"> <li>- Degree in Architecture : <b>04 pts</b></li> <li>- At least five (05) years experience : <b>03 pts</b></li> </ul> </li> <li>• <b>Follow-up Civil Engineer in charge of structural studies and VRD : 07 pts</b> <ul style="list-style-type: none"> <li>- Degree in Civil Engineering (Bac+3) : <b>04 pts</b></li> <li>- At least five (05) years experience in the domain of structural computing: <b>03 pts</b></li> </ul> </li> <li>• <b>Electrical Engineer in charge of power and electrical equipment: 05 pts</b> <ul style="list-style-type: none"> <li>- Degree in Electrical Engineering (Bac + 3) : <b>03 pts</b></li> <li>- At least (05) years experience : <b>02 pts</b></li> </ul> </li> <li>• <b>Computer Engineer : 05 pts</b> <ul style="list-style-type: none"> <li>- Diploma in Computer Engineering (Bac + 3 at least) : <b>03 pts</b></li> <li>- At least five (05) years experience : <b>02 pts</b></li> </ul> </li> <li>• <b>Senior technician in Refrigeration and Air-conditioning: 03 pts</b> <ul style="list-style-type: none"> <li>- Senior technician diploma in refrigeration and air-conditioning: <b>02 pts</b></li> <li>- At least five(05) years experience: <b>01 pt</b></li> </ul> </li> </ul>	<b>43 pts</b>
4	<p><b>Understanding of mission</b> permanent presence on the site during execution of electrical installations and <b>methodological approach:</b></p> <ul style="list-style-type: none"> <li>- Understanding of mission : <b>07 pts</b></li> <li>- Methodological approach : <b>07 pts</b></li> </ul>	<b>14 pts</b>
5	<p><b>Logistic and material means</b></p> <ul style="list-style-type: none"> <li>• List of logistics means and appropriate equipment with title deeds or leases (computer, printer, vehicles, control equipment, etc.)</li> </ul>	<b>10 pts</b>
<b>Total</b>		<b>100 pts</b>

### 8- Publication of results

Bidders having obtained at least seventy (70) points on a hundred (100) shall be consulted in the Restricted National Invitation to Tender.

### 9- Further information

Further information on this Notice of Invitation for Expression of Interest may be obtained by bidders at the Contracts Service, 9<sup>th</sup> floor room 903 of the NSIF Head Office building./-

Yaounde, 02 November 2018

### Copies:

- P/CA/CNPS
- ARMP ;
- Notice Board ;
- Archives.

(signed) Noël Alain Olivier MEKULU MVONDO AKAME