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**NOTICE FOR AN OPEN NATIONAL INVITATION TO TENDER  
No. 17/ONIT/CNPS/DG/CIPM/18 OF 09 OCTOBER 2018**

**FOR THE UPGRADING OF ELECTRICAL INSTALLATIONS OF BUILDINGS HOSTING THE  
SOCIAL INSURANCE CENTRES OF YAGOUA, MAROUA, MUNDEMBE AND BERTOUA IN  
THREE (03) INDEPENDENT LOTS, IN EMERGENCY PROCEDURE.**

**FUNDING: CNPS Budget**

**1. Purpose of the invitation to tender**

As part of the prevention of any disaster, guaranteeing the safety of the working environment of CNPS's agents and customers and the perpetuation of the real estate assets, the Director General of this institution launches an Open National Invitation to Tender for the upgrading of electrical installations of buildings hosting the Social Insurance Centres of Yagoua, Maroua, Mundemba and Bertoua in three (03) independent lots, in emergency procedure.

**2. Consistency of work**

The work under this consultation focuses on:

***Preliminary work***

- Mobilization of staff, guarding, construction signs, site signage, general cleaning, evacuation of rubble, etc. ;
- Improvement of the site premises, preparation of execution and re-gluing plans, removal and retrieval of equipment;
- Tracking and circuit identification, compliance study, including any anomalies detection, troubleshooting, and reporting issues;
- Verification of compliance with standards (design of circuits and wiring, protection against atmospheric discharges - surge arresters and lightning conductors -, life of elements, etc.);
- Wiring of electrical panels and enclosures, including any wiring, improved circuit separation, phase balancing and connection requirements.

***Technical work***

- Dismantling and making available to the administration obsolete or unused equipment, obsolete wiring and equipment and broken air conditioners;
- Supply and installation of power supply and service wiring of terminal circuits, including any constraints;
- Supply and installation of the various protections (switch-disconnectors, branch and modular circuit-breakers, surge arresters, etc.) including differential ones;
- Wiring of electrical boards and enclosures, including any wiring subsection of improving circuit separation, phase balancing and connection requirements;

- Realization of circuits lights and force (apparent and recessed), including all subjections of connection to the apparatuses and fixtures;
- Realization of value-enhancing earth connections, type crowbar composed of 4 copper poles of 2 m, 50 m of twisted bare cable 29 mm<sup>2</sup>, pods, cut-off bar, including all sujetions (NB. Crow's foot developed for the site of Mundemba);
- Development of updated power balance.

**Specifically for each lot (see CCTP)**

**3. Execution time limit**

The period stipulated by the Project Manager for the execution of the work which is the subject of this Invitation to tender is **four (04)** months for each lot.

**4. Allotment**

The works are subdivided into four (04) lots defined below:

Lot No. 1: Yagoua and Maroua Social Insurance Centres;

Lot No. 2: Mundemba Social Insurance Centre;

Lot No. 3: Bertoua Social Insurance Centre.

**5. Estimated cost**

The estimated cost of the operation at the end of the preliminary studies is:

- **36,199,750 (thirty six million one hundred ninety-nine thousand seven hundred fifty)** CFA francs Taxes Exempted for lot 1;
- **8,977,000 (eight million nine hundred and seventy seven thousand)** CFA francs Taxes Exempted, for lot 2;
- **20,640,600 (twenty million six hundred and forty thousand six hundred)** CFA francs Taxes Exempted for lot 3.

**6. Participation and origin**

Participation in this call for tender is open to Cameroonian companies with proven experience in the field of general electricity (buildings), and having a competent and experienced technical team.

**7. Funding**

The work covered by this call for tender is financed by the budget Programme **2018 – 2022** of the National Social Insurance Fund, on budget line **7-2D2206, program P112**.

**8. Provisionary security**

Each tenderer should join to the administrative documents, a bid bond established by a first-rate bank approved by the Ministry of Finance, specifying the amounts as follows:

- **For Lot 1: 700 000 (seven hundred thousand) CFA francs;**
- **For Lot 2: 175 000 (one hundred and seventy five thousand) CFA francs;**
- **For Lot 3: 400 000 (four hundred thousand) CFA francs.**

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

**9. Consultation of the Bidding File**

The file can be consulted during working hours at the Contracts Service located on the 9<sup>th</sup> floor door 903 of the CNPS Head Office building located at the Independence Square in Yaoundé, as soon as this notice is published in the WEBSITE of the CNPS or by posting.

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

The tender file may be obtained at the Contracts Service located at the 9th floor, room 903 of the Head Office building, Independence square, upon publication of this notice, against payment of a non-refundable sum of CFA francs **70,000 (seventy thousand)** in the Special account opened in the books of **UNITED BANK OF AFRICA (UBA) at n° 1003 3052 0707 0070 00003 - 93**.

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

## **11. Submission of Bids**

Each offer written in French or in English in four (04) copies of which one (01) original and three (03) copies marked as such, must reach the Contracts Service, the latest on **31 October 2018 at 2 PM**, local time, and must bear the mention:

**« Open National Invitation to Tender  
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FOR THE UPGRADING OF ELECTRICAL INSTALLATIONS OF THE BUILDINGS HOSTING THE SOCIAL INSURANCE CENTRES OF YAGOUA, MAROUA, MUNDEMBE AND BERTOYA IN THREE (03) INDEPENDENT LOTS, IN EMERGENCY PROCEDURE.

**To be opened in counting session only" »**

## **12. Admissibility of bids**

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 folds**

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

The opening of administrative documents and technical and financial offers will take place on **31 October 2018 at 2.30 P.M**, local time, by the Internal Procurement Commission of the National Social Welfare Fund, in the meeting room of the aforementioned Commission on the 4<sup>th</sup> 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. Eliminary criteria**

The eliminary criteria are as follows:

- Misrepresentation, substitution or falsification of administrative documents;
- Absence of an administrative document at opening of the envelopes or non-conformity of a part of the administrative file (however, the bidder has 48 hours to comply with the non-compliant part, otherwise it will be eliminated);

- Absence of the certificate of visit of the site concerned countersigned by the owner or the head of structure of the locality beneficiary of the work and the tenderer;
- Lack of a quantified unit price in the financial offer;
- No validation of at least 70% of the qualification sub-criteria;
- Non-compliance with the major technical specifications provided in the CCTP;
- Non-respect of CSR standards:
  - Number of staff members affiliated to CNPS: greater than or equal to 3 (online declaration of the last 03 months), detailed list of personnel with their individual registrations to the CNPS, attaching the Clearance Certificate certifying that the payment of contributions has been updated;
  - Fair remuneration (respect of the SMIG: join DIPE or salary statements);
  - Respect for the principle of the promotion of gender: to justify at least 20% of the feminine gender in the workforce (join the DIPE, the list of staff 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	<b>General presentation of the offer</b> <ul style="list-style-type: none"> <li>• Spiral binding</li> <li>• document formatting</li> <li>• scheduling of different parts of the document</li> <li>• color dividers</li> </ul>		
2	<b>General references of the company</b> <ul style="list-style-type: none"> <li>• Justify cumulative benefits of at:               <ul style="list-style-type: none"> <li>- least 10,000,000 (ten millions) CFAF in the past three (3) years for lot 1;</li> <li>- least 2,500,000 (two millions five hundred thousand) CFAF in the past three (3) years for lot 2;</li> <li>- least 6,000,000 (six millions) CFAF in the past three (3) years for lot 3;</li> </ul> </li> </ul>		
3	<b>Funding capacity</b> <ul style="list-style-type: none"> <li>• A certificate of financing capacity issued by a first-rate bank of an amount equal to or greater than:               <ul style="list-style-type: none"> <li>- 10 000 000 (ten million) for lot 1;</li> <li>- 2 500 000 (two millions five hundred thousand) for lot 2;</li> <li>- 6 000 000 (six millions) for lot 3 ;</li> </ul> </li> </ul>		
4	<b>Conformity to HQSE/CSR</b> <ul style="list-style-type: none"> <li>• Justify workers protection equipment</li> </ul>		
5	<b>Qualification and Experience of key personnel per lot:</b> <b>Project Leader:</b> <ul style="list-style-type: none"> <li>• Engineer in Electrical Engineering (Bac + 5 at least)</li> <li>• Experience : at least five (05) years</li> </ul> <b>work Monitor:</b> <ul style="list-style-type: none"> <li>• Senior Technician in Electrical Engineering (Bac)</li> <li>• Experience: at least three (03) years.</li> </ul>		
6	<b>Knowledge work site, CCTP and CCAP</b> <ul style="list-style-type: none"> <li>• Certificate of site visit co-signed by the Head of the beneficiary structure of the work and the tenderer</li> <li>• CCTP initialed and signed</li> </ul>		

	<ul style="list-style-type: none"> <li>• CCAP initialed and signed</li> </ul>		
7	<b>Planning and deadline</b> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Deadline ≤ four (04) months for each lot</li> </ul>		
8	<b>Methodology and organisation</b> <ul style="list-style-type: none"> <li>• Methodological note</li> <li>• organizational approach of work team</li> </ul>		
9	<b>Minimum technical specifications</b>		

### 15. Attribution

The contract will be awarded to the candidate who:

- Presented the required administrative offer;
- Validated at least 70 per cent of the sub-criteria of evaluation;
- Presented the lowest evaluated financial offer.

### 16. Maximum number of lots

A bidder can only be awarded a maximum of two lots and in this case, he must present two separate teams and have a financing capacity for each lot.

### 17. Duration 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.

### 18. Additional information

Additional information can be obtained during working hours at the Contracts Service, 9<sup>th</sup> floor, room 903 at the CNPS Head Office Building, Independence Square. / -

#### Copies :

- ARMP
- President CIPM
- DAG (SM)
- Displaying

**Yaoundé, 09 OCTOBER 2018**

**THE DIRECTOR GENERAL**

***Noel Alain Olivier Mekulu  
Mvondo Akame***