



## NOTICE FOR A NATIONAL OPEN INVITATION TO TENDER

No. 23/NOIT/CNPS/DG/CIPM/18 OF 30 OCTOBER 2018

FOR THE SUPPLY AND INSTALLATION OF ONE HUNDRED AND THREE (103) SCANNERS FOR THE BENEFIT OF CENTRAL AND EXTERNAL SERVICES OF CNPS.

### FUNDING : CNPS Budget

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

As part of the implementation of its strategic plan 2018-2022, one of whose axes focuses on improving the working conditions of staff through the strengthening of production tools, the Director General of the National Social Insurance Fund launches a National Invitation to Tender for the supply and installation of one hundred and three (103) scanners for the central and external services of CNPS.

#### 2. Consistency of the services

The services here consist in significantly providing for the needs of the structures through the acquisition of scanners whose general minimum technical characteristics are as follows:

##### Supported operating system

Windows 10, 8/8.1, 7

##### Advanced scanning functions

Duplex scanning in one pass

One-button scanning

##### Processor speed

120 MHz

##### Use rate (daily)

Up to 1,500 pages (Automatic document feeder)

##### Support size (Automatic loader)

A4 ; A5 ; A6 ; B5 ; B5 (JIS)

##### Capacity of the automatic documentation feeder

As standard, 50 sheets

##### File formats for scanning

For texts and images: PDF, JPEG, PNG, BMP, TIFF, TXT (text), RTF (enriched text)

##### Scan options (ADF)

Electronic double-sided in one pass

##### Digital resolution, hardware

Up to 600 x 600 dpi (color and monochrome, automatic document feeder)  
Up to 1200 x 1200 dpi (color and monochrome, automatic document feeder)

#### **Scan resolution, optical**

Up to 600 dpi (color and monochrome, automatic document feeder)  
Up to 1,200 dpi (color and monochrome, flatbed scanner)

#### **Scanning speed of the automatic document feeder**

Up to 20 ppm/40 ipm (black and white, gray and color, 300 dpi)

#### **Scan speed in preview mode**

Up to 4 s

#### **Memory, standard**

64 Mo

#### **Ports**

USB 2.0 broadband

#### **Controls panel**

5 buttons (including standby/Power button)  
7 seers LED (including Power, Error, Scan to a destination and Recto / Verso)

#### **Minimal system requirements**

Windows 7 or later version, 2 GHz processor, RAM 2, 170 Mo of hard disk space available (driver installation only), USB 2.0, SVGA 1 024 x 768 screen

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

### **3. Delivery delay**

The delivery time of the devices is **sixty (60) days** upon notification of the service order to deliver.

### **4. Allotment**

The services are united in only **one (01)** lot.

### **5. Estimated cost**

The estimated cost of the operation at the end of the preliminary studies is **CFA Francs twenty-seven million eight hundred and ten thousand (27,810,000), excluding taxes.**

### **6. Participation and origin**

Participation in this invitation to tender is open to any company, legal entity under Cameroon law, having proven experience in this type of services.

### **7. Funding**

The services that are subject of this invitation to tender are financed by the program budget of the National Social Insurance Fund, Fiscal Year 2018, on budget line No. **7-2D220** in accordance with the program **P110**.

### **8. Tender Deposit**

Each tenderer must attach to his administrative documents, a tender deposit established by a first-rate bank approved by the Ministry of Finance and listed in Exhibit 10 of the Tender File, specifying the amount of **CFA Francs five hundred fifty six thousand (556,000 )**.

This deposit must be valid for thirty (30) days beyond the original date of validity of the offers.

## **9. Consultation of the Tender File**

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

## **10. Acquisition of the Tender File**

The file can be obtained at the Contracts Service located at the 9<sup>th</sup> floor, room 903 of CNPS Head Office Building at the Independence Square, from the publication of this notice, against presentation of a receipt of payment of a sum non-refundable of **forty-five thousand (45,000) CFA francs** in the Special Account opened in the books of UNITED BANK OF AFRICA (UBA) at **No. 1003 3052 0707 0070 00003 - 93.**

When withdrawing the file, tenderers must in all cases register by leaving their full address (post office box, telephone).

## **11. Submission of Offers**

Each offer is written in English or French in **four (04)** copies of which one (01) original and **three (03)** copies marked as such, must reach the Contracts Service, no later than **22 November 2018** at **2 PM** local time and must bear the following indications:

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FOR THE SUPPLY AND INSTALLATION OF ONE HUNDRED AND THREE (103)  
SCANNERS FOR THE BENEFIT OF THE CENTRAL AND EXTERNAL SERVICES OF  
CNPS

**TO BE OPEN IN COUNTING SESSION ONLY »**

## **12. Admissibility of offers**

On pain of rejection, the required administrative documents must be produced in original or certified true copies by the issuing service or an administrative authority, in accordance with the stipulations of the Supplementary Regulations of the Invitation to Tender.

They must be less than three (03) months preceding the original date of 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 Tender File will be declared inadmissible. In particular, the absence of the Tender Deposit issued by a first-rate bank approved by the Ministry of Finance or the non-compliance with the templates of the Tender Documents will result in outright rejection of the Tender without any recourse.

## **13. Opening of folds**

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

The opening of the administrative documents and the technical and financial offers will take place on **22 November 2018** at **2.30 P.M.**, local time, by the Internal Procurement Commission of the National Social Insurance Fund, in the meeting

room of the said Commission on the **4<sup>th</sup> floor, room 416 of the building Kennedy**. Only Tenderers may attend this opening session or be represented by a duly authorized person of their choice.

## 14. Evaluation criteria

### 1. Eliminary criteria

Eliminatory 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 tenderer has 48 hours to comply with the non-compliant part, otherwise it will be eliminated**);
- Absence of a quantified unit price in the financial offer;
- Absence of the Manufacturer's Certificate of Origin;
- Non-validation of at least 70% of the sub criteria of evaluation;
- Non-compliance with CSR standards:
  - Number of staff members affiliated to CNPS greater than or equal to 3 (online-declarations of the last 03 months), the detailed list of the personnel accompanied by their individual registrations at CNPS, attach Clearing Certificate attesting to the update of the payment of the contributions;
  - Fair remuneration (respect of the SMIG: attach DIPE or salary reports);
  - Respect of the principle of gender promotion: at least 20% female gender in the workforce (attach DIPE, the list of staff as well as the gender report);
  - Liability insurance covering the current year (attach insurance policy).

### 2. Essential qualification criteria

No.	CRITERIA	EVALUATION	
		YES	NO
1	<b>General prestation of the Tender</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>• <b>Justify benefits of a cumulative amount at least equal to CFA Francs 8,000,000 (eight million) over the last three (03) years.</b></li> </ul>		
3	<b>Funding capacity</b> <ul style="list-style-type: none"> <li>• Justify a financing capacity at least equal to CFA Francs 8,000,000 (eight millions).</li> </ul>		
4	<b>Evidence of acceptance of DAO conditions</b> <ul style="list-style-type: none"> <li>• Original CCTP initialed on each page, dated, signed and stamped at the end of the document, followed by "read and approved".</li> <li>• Original CCAP initialed on each page, dated, signed and stamped at the end of the document, followed by "read and approved".</li> </ul>		
5	<b>Planning and Deadline</b> <ul style="list-style-type: none"> <li>• Planning ; Deadline ≤ <b>60 (sixty) days</b></li> </ul>		
6	<b>Technical proposals</b> <ul style="list-style-type: none"> <li>• Features and prospectuses</li> </ul>		
7	<b>After sales service</b> <ul style="list-style-type: none"> <li>• Pièces justifying the availability of a spare parts store in Cameroon ;</li> </ul>		

- |  |  |  |  |
|--|--|--|--|
|  | <ul style="list-style-type: none"><li>• pièces justifying the availability of a repair shop in Cameroon.</li></ul> |  |  |
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## 15. Attribution

The contract will be attributed to the candidate having:

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

## 16. Validity of offer

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

## 17. 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. / -

**Yaoundé, 30 October 2018**

**THE DIRECTOR GENERAL**

*Noel Alain Olivier Mekulu  
Mvondo Akame*

Copies :

- PCA
- ARMP
- Président CIPM
- DAG (SM)
- Affichage