

RÉPUBLIQUE DU CAMEROUN  
PAIX – TRAVAIL – PATRIE

REPUBLIC OF CAMEROON  
PEACE - WORK – FATHERLAND



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**NATIONAL OPEN INVITATION TO TENDER**  
**No 36/AONO/CNPS/DG/CIPM/18 OF 13 DECEMBER 2018**  
RELATING TO THE ACQUISITION OF TWO (02) NEW SERVICE VEHICLES FOR THE DIRECTOR  
GENERAL OF THE NATIONAL SOCIAL INSURANCE FUND: ONE (01) OF A FOUR-WHEEL AIR-  
CONDITIONED TYPE, AND ONE (01) OF A LUXURIOUS AIR-CONDITIONED BERLINE TYPE, IN TWO  
(02) SEPARATE LOTS, IN THE PROCEDURE OF EMERGENCY

## FINANCING: Budget of CNPS

### 1. Purpose of the Invitation To Tender

As part of the reinforcement of its car fleet, the Director General of the National Social Insurance Fund hereby projecting to launch a National Open Invitation To Tender relating to the acquisition of two (02) new service vehicles for the Director General of the National Social Insurance Fund: one (01) of a Four-Wheel air-conditioned type and one (01) of a luxurious air-conditioned Berline type, in two (02) separate lots, in the procedure of emergency. The main objective is to allow the Director General of CNPS to have the means of locomotion in perfect condition, for the preservation of the image of the Institution and the improvement of his working conditions.

### 2. Consistency of services

The vehicles of this study should meet the specifications listed below in the Special Technical Clauses:

#### **No 1: One (01) FIVE-DOOR FOUR-WHEEL AIR-CONDITIONED VEHICLE**

##### **a. Technical characteristics:**

- Engine : Turbo diesel  $\geq$  3 litres;
- Energy source : gasoil;
- Tank capacity :  $\geq$  150 litres (main tank + auxiliary tank);
- Breaks : ventilated front and rear discs + multi terrain ABS system;
- Fuel system : Indirect Fuel Injection;
- Total Cylinder capacity (in cm<sup>3</sup>)  $\geq$  2982;
- Gearbox : Automatic and Manual at 05 or 06 speedometres;
- Fiscal horsepower:  $\geq$  09 CV;

- Electrical horsepower :  $\geq 120$  KW at 3000 rpm;
- Dimensions (L x l x H)  $\geq 4930$  x 1885 x 1845 mm;
- Number of places : 07 places;
- Wheelbase :  $\geq 2790$  mm;
- Ground clearance :  $\geq 220$  mm;
- Total weight dependant :  $\geq 2990$  Kg.

**b. Facilities:**

- Power steering;
- Air-condition : yes;
- Radio + CD-MP3 player;
- Rims : in alu/sheet metal/steel 17 inches;
- Tyres : 265/60/R17.

**c. Safety:**

- Centralised locking of doors : yes;
- Safety kit (fire extinguisher, triangle and pre-signalisation vest, toolkit, first-aid kit...);
- Airbag (driver & passenger);
- VSC (anti electronic skid);
- ATRC (active motor distribution);
- Automatic dual air-conditioning;
- Fabric seats, manual adjustment;
- Fabric door clading;
- Manual headlight adjustment;
- Halogen AV protectors;
- Spoiler AR;
- Chrome grille;
- Adjustable column;
- Seat belt : Front and Back;
- Speedometer KM/H + Water meters;
- Electric Windows : Electric;
- Centralised locking of doors : yes;
- Electric exterior mirrors;
- Cigarette lighter, ashtrays : yes;
- Carpet flooring;
- Back windshield wiper.

**d. Tools:**

- 01 Spare tyre;
- 01 Jack with handle;
- 01 Complete toolkit;
- 01 Complete service manual;
- 01 Warranty notebook;
- 01 Pre-signalling triangle;
- 01 Fire extinguisher;
- 01 Safety vest;

- 01 First-aid kit.

**No2: One (01) FOUR-WHEEL, LUXURIOUS, AIR-CONDITIONED FUEL ENGINE BERLINE**

**a. Technical characteristics**

- Engine : fuel  $\geq$  3 litres;
- Breaks : anti-lock assisted (ABS) on the four (04) wheels;
- Tank :  $\geq$  70 litres;
- Fuel system : Indirect fuel injection;
- Total cylinder capacity (in cm<sup>3</sup>) :  $\geq$  3456;
- Gearbox : Automatic or Manual at 05 or 06 speedometers;
- Horsepower :  $\geq$  17 CV;
- Dimensions (L x l x H)  $\geq$  4825 x 1825 x 1480 mm;
- Number of places : 05 places;
- Wheelbase :  $\geq$  2275 mm;
- Ground clearance :  $\geq$  160 mm;
- Unladen weight/payload:  $\geq$  1540Kg/560 Kg.

**b. Facilities**

- Power steering;
- Air-condition : yes;
- Mono radio CD 4x15W with MP3 player;
- Rims: in aluminium 16 or 17 inches.

**c. Safety and Tools**

- Centralised locking of doors : yes;
- Open door indicator : yes;
- Fuel tank warning light : yes;
- Automatic intermittent windshield wipers;
- Reverse radar : yes;
- Child safety on rear doors : yes;
- 01 Spare Wheel;
- English/French user manual;
- 01 Jack with handle;
- 01 Complete toolkit;
- 01 Complete service manual;
- 01 Warranty notebook;
- 01 Pre-signaling triangle;
- 01 Fire extinguisher;
- 01 Safety vest;
- 01 First-aid kit.

In all cases, the services include all the details of the Quantitative and Estimative Quotations; and the Description of Supply attached to this file as well as all constraints necessary for their perfect execution.

### **3. Delivery deadline**

The deadline scheduled by the Project Manager for the supply of material of this Invitation to Tender shall be **sixty (60) days**.

### **4. Allotment**

The services shall be broken down in two separate lots as defined below:

**No 1: One (01) FIVE-DOOR AIR-CONDITIONED FOUR-WHEEL VEHICLE;**

**No 2: One (01) FUEL ENGINE LUXURIOUS AIR-CONDITIONED BERLINE VEHICLE.**

### **5. Estimated cost**

The estimated cost of the transaction after preliminary studies shall be **CFA Francs taxes exempted (HT) 96,314,465 (Ninety six million three hundred and fourteen thousand four hundred and sixty five):**

**No 1:** CFA Francs taxes exempted (HT) 46,000,000 (Forty six million);

**No 2:** CFA Francs taxes exempted (HT) 50,314,465 (Fifty million three hundred and fourteen thousand four hundred and sixty-five).

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

Participation in this Invitation to Tender shall be open to Companies operating under Cameroonian law and justifying proven experience in this type of transactions.

### **7. Financing**

The Supplies of this Invitation to Tender shall be financed by the budget of the National Social Insurance Fund 2018 financial year on the budgetary line 7-2D223 in conformity with programme P112.

### **8. Tender Deposit**

Each bidder shall attach to his administrative documents, a Tender Deposit established by a first class bank approved by the Ministry of Finance, specifying the amount of:

- **CFA Francs 900,000 (Nine hundred thousand) for No 1;**
- **CFA Francs 1,000,000 (One million) for No 2.**

The deposit shall be valid for thirty (30) days beyond the original date of validity of offers. With the exception of the period referred to above, the guarantee ceases to have effect, even in the absence of a release, unless the Director General has duly served the other party that he has not fulfilled all his obligations. In this case, the commitment of the guarantee may only be terminated by release delivered by the Director General.

### **9. Consultation of Tender Files**

The file shall be consulted during working hours at the Contracts Service situated at the 9<sup>th</sup> floor, room 903 of CNPS Head Office Building at the Independence Square, upon publication of this notice, on NSIF web site [www.cnps.cm](http://www.cnps.cm) or by displaying.

### **10. Acquisition of Tender Files**

The file can be obtained at the place indicated above upon publication of this notice, against presentation of a receipt of payment of a non-refundable sum of **96,000 (Ninety six thousand) CFA Francs in the Special Account in the name of the CNPS No1003 3052 0707 0070 00003 – 93 opened in the books of UNITED BANK OF AFRICA (UBA).**

When withdrawing the file, tenderers must in all cases register by leaving their full address (Post Office Box, telephones).

## **11. Submission of offers**

Each offer drafted in French or English in six (06) copies, one (01) original and five (05) copies marked as such, should reach the Contracts Service, not later than **the 03 January 2019 At 2 pm**, local time and must be marked:

### **"NATIONAL OPEN INVITATION TO TENDER No 36/AONO/CNPS/DG/CIPM/18 OF 13 DECEMBER 2018**

**RELATING TO THE ACQUISITION OF TWO (02) NEW SERVICE VEHICLES FOR THE DIRECTOR GENERAL OF THE NATIONAL SOCIAL INSURANCE FUND: ONE (01) OF A FOUR-WHEEL AIR-CONDITIONED TYPE, AND ONE (01) OF A LUXURIOUS AIR-CONDITIONED BERLINE TYPE, IN TWO (02) SEPARATE LOTS, IN THE PROCEDURE OF EMERGENCY  
TO BE OPENED ONLY DURING THE BID-OPENING SESSION"**

## **12. Admissibility of bids**

For fear of rejection, the required documents of the administrative file should be produced in originals or certified true copies by the issuing service or administrative authority, in conformity with the stipulations of the Special Regulations of the Tender.

They should be dated less than three (03) months preceding the original date of submission of offers or must have been established before the date of the signature of the Notice of this Invitation to Tender.

Any incomplete offer or not in conformity with the specifications of the Tender File shall be declared inadmissible, including the absence of the bid-bond established by a first class bank approved by the Ministry of Finance.

## **13. Opening of offers**

The opening of offers shall be done in a time. The opening of administrative documents and technical and financial offers will take place on. **03 January 2019** at 2:30 pm, local time, by the Internal Procurement Commission of the National Social Security Fund, in the meeting room of said Commission on the 4<sup>th</sup> floor, room 416 of the CNPS Building located at Kennedy Avenue.

Only bidders may attend this opening session or be represented by a duly authorized person of their choice.

### **a. Evaluation criteria**

#### **➤ Eliminary criteria**

The eliminary criteria shall be as follows:

- False statements, substitution or falsification of administrative documents;
- Lack of administrative document to the bid opening or noncompliance of a document of the administrative File (though the bidder has a 48 hours deadline to conform, the non-conforming document, otherwise it will be eliminated );
- Absence of the site visit certificate countersigned by the Contracting Authority or the head of structure of the locality beneficiary of the work and the bidder;
- Absence of a quantified unit price in the financial offer;
- Presence of the manufacturer's approval or the approval of the valid authorised distributor;
- Hardware warranty and after-sales service;
- Non-validation of at least 70% of the sub criteria of evaluation;

- Absence or non-compliance of the bid bond at the opening of bids;
- Non-compliance with CSR standards:
  - Number of personnel members affiliated to CNPS greater than or equal to 3 (online declarations of the last 03 months), the detailed list of personnel accompanied by their individual registrations at the CNPS, attach the clearing certificate attesting to the update of the payment of the contributions;
  - Just remuneration (respect of the SMIC: join DIPE or salary reports);
  - Respect of the principle of gender promotion: at least 20% female gender in the workforce (join the DIPE, the list of staff as well as the gender report);
  - Liability insurance covering the current year (attach insurance policy).

➤ **Essential qualification criteria**

N°	CRITERIA	EVALUATION	
		YES	NO
1	<b>General presentation of offer</b> <ul style="list-style-type: none"> <li>• Spirale binding;</li> <li>• Arrangement of document;</li> <li>• Orderly presentation of the different part of the document;</li> <li>• Colour interlayers.</li> </ul>		
2	<b>Reference of the company</b> <ul style="list-style-type: none"> <li>• Justify similar service of an accumulated amount of at least equal to CFA F 13,800 000 (thirteen million eight hundred thousand) for No 1 and CFA F 15,094,300 (fifteen million ninety four thousand three hundred) for No 2 during the last three (03) years;</li> </ul>		
3	<b>Financial capacity</b> <ul style="list-style-type: none"> <li>• An attestation of financial capacity issued by a first class bank of an amount higher or equal to CFA F 13,800 000 (thirteen million eight hundred thousand) for No 1 and CFA F 15,094,300 (fifteen million ninety four thousand three hundred) for No 2</li> </ul>		
4	<b>Availability of spare parts and after-sale service</b> <ul style="list-style-type: none"> <li>• Have spare parts and after-sale service;</li> <li>• Show fast maintenance capacity of vehicles after an accident or a broken-down;</li> <li>• Testify the availability of proper technical personnel;</li> <li>• Availability of spare parts (with written proof, supplying source and network).</li> </ul>		
5	<b>Knowledge of DF and CCAP</b> <ul style="list-style-type: none"> <li>• DF initialed on each page, dated, signed and stamped on the last page followed by the mention "read and approved";</li> <li>• CCAP initialed on each page, dated, signed and stamped on the last page followed by the mention "read and approved".</li> </ul>		
6	<b>Planning and deadline</b> <ul style="list-style-type: none"> <li>• Planning;</li> <li>• Deadline ≤ to thirty (30) days.</li> </ul>		

7	<p><b>Technical conformity, security and tools of equipment</b></p> <ul style="list-style-type: none"> <li>• Attach technical sheets highlighting their compliance with technical specifications described in the Quotation Supply.</li> </ul> <p><b>1. FIVE-DOOR AIR-CONDITIONED FOUR-WHEEL VEHICLE</b></p> <p><u>TECHNICAL SHEET</u></p> <ul style="list-style-type: none"> <li>- <b><u>Technique</u></b> <ul style="list-style-type: none"> <li>• Engine : Turbo diesel <math>\geq 3</math> litres;</li> <li>• Energy source : gasoil;</li> <li>• Tank capacity : <math>\geq 150</math> litres (main tank + auxiliary tank);</li> <li>• Breaks : ventilated front and rear discs + multi terrain ABS system;</li> <li>• Fuel system : Indirect Fuel Injection;</li> <li>• Total Cylinder capacity (in cm<sup>3</sup>) : <math>\geq 2982</math>;</li> <li>• Gearbox : Automatic and Manual at 05 or 06 speedometres;</li> <li>• Fiscal horsepower: <math>\geq 09</math> CV;</li> <li>• Electrical horsepower : <math>\geq 120</math> KW at 3000 rpm;</li> <li>• Dimensions (L x l x H) <math>\geq 4930 \times 1885 \times 1845</math> mm;</li> <li>• Number of places : 07 places;</li> <li>• Wheelbase : <math>\geq 2790</math> mm;</li> <li>• Ground clearance : <math>\geq 220</math> mm;</li> <li>• Total weight dependant : <math>\geq 2990</math> Kg.</li> </ul> </li> <li>- <b><u>Facilities</u></b> <ul style="list-style-type: none"> <li>• Power steering;</li> <li>• Air-condition : yes;</li> <li>• Radio + CD-MP3 player;</li> <li>• Rims : in alu/sheet metal/steel 17 inches;</li> <li>• Tyres : 265/60/R17.</li> </ul> </li> <li>- <b><u>Safety</u></b> <ul style="list-style-type: none"> <li>• Centralised locking of doors : yes;</li> <li>• Safety kit (fire extinguisher, triangle and pre-signalisation vest, toolkit, first-aid kit...);</li> <li>• Airbag (driver &amp; passenger);</li> <li>• VSC (anti electronic skid);</li> <li>• ATRC (active motor distribution);</li> <li>• Automatic dual air-conditioning;</li> <li>• Fabric seats, manual adjustment;</li> <li>• Fabric door clading;</li> <li>• Manual headlight adjustment;</li> <li>• Halogen AV protectors;</li> <li>• Spoiler AR;</li> <li>• Chrome grille;</li> <li>• Adjustable column;</li> <li>• Seat belt : Front and Back;</li> <li>• Speedometer KM/H + Water meters;</li> <li>• Electric Windows : Electric;</li> </ul> </li> </ul>		
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- Centralised locking of doors : yes;
- Electric exterior mirrors;
- Cigarette lighter, ashtrays : yes;
- Carpet flooring;
- Back windshield wiper.

- **Tools**

- 01 Spare tyre;
- 01 Jack with handle;
- 01 Complete toolkit;
- 01 Complete service manual;
- 01 Warranty notebook;
- 01 Pre-signalling triangle;
- 01 Fire extinguisher;
- 01 Safety vest;
- 01 First-aid kit.

**2. FOUR-WHEEL, LUXURIOUS, AIR-CONDITIONED FUEL ENGINE BERLINE**  
**TECHNICAL SHEET**

- **Technique**

- Engine : fuel  $\geq 3$  litres;
- Breaks : anti-lock assisted (ABS) on the four (04) wheels;
- Tank :  $\geq 70$  litres;
- Fuel system : Indirect fuel injection;
- Total cylinder capacity (in cm<sup>3</sup>) :  $\geq 3456$ ;
- Gearbox : Automatic or Manual at 05 or 06 speedometers;
- Horsepower :  $\geq 17$  CV;
- Dimensions (L x l x H)  $\geq 4825 \times 1825 \times 1480$  mm;
- Number of places : 05 places;
- Wheelbase :  $\geq 2275$  mm;
- Ground clearance :  $\geq 160$  mm;
- Unladen weight/payload:  $\geq 1540\text{Kg}/560$  Kg.

- **Facilities**

- Power steering;
- Air-condition : yes;
- Mono radio CD 4x15W with MP3 player;
- Rims: in aluminium 16 or 17 inches.

- **Safety and Tools**

- Centralised locking of doors : yes;
- Open door indicator : yes;
- Fuel tank warning light : yes;
- Automatic intermittent windshield wipers;



	<ul style="list-style-type: none"> <li>• Reverse radar : yes;</li> <li>• Child safety on rear doors : yes;</li> <li>• 01 Spare Wheel;</li> <li>• English/French user manual;</li> <li>• 01 Jack with handle;</li> <li>• 01 Complete toolkit;</li> <li>• 01 Complete service manual;</li> <li>• 01 Warranty notebook;</li> <li>• 01 Pre-signaling triangle;</li> <li>• 01 Fire extinguisher;</li> <li>• 01 Safety vest;</li> <li>• 01 First-aid kit.</li> </ul>		
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#### **14. Attribution**

The contract shall be attributed to the candidate having:

- presented the administrative offer in conformity;
- validated at least 70 % (seventy per cent) of the essentials criteria of the Technical offer;
- presented the lowest bid.

#### **15. Maximum number of vehicles**

A bidder may be awarded both two (02) vehicles provided on condition they have two (02) separate financial capacities.

#### **16. Duration of validity of offers**

Bidders shall remain committed to their offers for a period of ninety (90) days from the deadline fixed for the submission of offers.

#### **17. Visit of site**

Purposeless.

#### **18. Additional information**

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

**Yaoundé, the 13 December 2018**

***Noël Alain Olivier Mekulu  
Mvondo Akame***

#### **Copies:**

- PCA/CNPS ;
- CIPM;
- DAG (SM);
- DECT;
- Notice Board.