



BP 441 Yaoundé – Tél.: 222-23-08-31
P.O. BOX Fax.: 222-22-57-55

National Open Invitation To Tender

No006 /AONO/CNPS/DG/CIPM/19 OF 12 FEV 2019

FOR THE IMPLEMENTATION OF A SYSTEM OF MOBILE METAL SHELVES WITH INTEGRATED LIGHTING IN SOME SITES OF THE NATIONAL SOCIAL INSURANCE FUND WITH APPROPRIATE HALLS IN TWO SEPARATE LOTS .

FUNDING : Budget of the CNPS

1. Object of the invitation to tender

Within the framework of the application of its 2018-2022 strategic plan, to secure the archives of the institution, the General Directorate of the National Social Insurance Fund launches an open National Invitation to tender for the installation of a mobile metal shelving system with integrated lighting in the Social Insurance Centres of Maroua and Edea in two independent lots, in emergency procedure.

2. Consistency of works

The services consist in installation mobile metal shelving infrastructures with integrated lighting in the Social Insurance Centres of Maroua and Edea , in two (02) independent lot.

Related operations include:

- Execution of site installation prerequisites;
- Arrangement of rooms on sites ;
- Installation of mobile shelving.

The prerequisites are:

- Freeing of required spaces ;
- Preparations floor and surface ;
- Minor works of civil engineering.

The main action left shall being the implementation of mobile shelving.

In this case, the services must be in accordance with CCTP and DQE.

3. Deadline of execution

The deadline scheduled by the Project Manager for the realisation of the works of this tender shall be **six (06) months for each lot** ; including all constraints of supply and customs clearance of equipment.

4. Allotment

The services subject of this Invitation to Tender are divided in two separate lots described below :

- **Lot No.1** : Implementation of a mobile metal shelving with integrated lighting at the Social Insurance Centre (CPS) of Maroua ;
- **Lot No.2** : Implementation of a mobile metal shelving with integrated lighting at the Social Insurance Centre (CPS) of Edea.

5. Estimated cost

The estimated cost of the operation at the end of the preliminary studies for all lots is **52,815,620** (*fifty two million, eighth hundred and fifteen thousand and six hundred and twenty*) FCFA HTT excluding taxes (HT) as follows:

- **Lot No.1 : 29,000,120 FCFA HTT**(twenty nine million one hundred twenty);
- **Lot No.2 : 23,815,500 FCFA HTT**(twenty three million eighth hundred fifteen thousand five hundred)

6. Participation and origine

Participation in this tender shall be open to any natural person or moral entity operating under Cameroonian Law, with proven experience in this type of services.

7. Funding

The services covered by this Invitation to Tender are financed from the budget of the National Social Insurance Fund for financial year 2018, on budget line 7-2D2206, programme 112.

8. Provisional Guarantee

Each bidder shall attach to his administrative documents a bid bond issued by a first class bank, approved by the Ministry in charge of Finance and whose list features on item 10 of the Tender file (DAO), specifying the amount in FCFA :

- Lot No.1 : FCFA HTT 580,000 (five hundred and eighty thousand) ;
- Lot No.2 : FCFA HTT 476,310 (four hundred seventy six thousand three hundred and ten).

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

9. Consultation of the 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.

10. Acquisition of Tender File

The Tender file may be obtained at the address indicated above upon publication of this Notice, against the payment of a non-refundable sum of **sixty thousand (60 000)** francs

CFA in the Special Account n° 10033 05207 07007000003-93 open in UNITED BANK OF AFRICA (UBA) agencies..

Upon withdrawal of the file, the bidder must in any case be registered by leaving their full address (P.O. Box Number, Telephone contacts).

11. Submission of bids

Each bid drafted in English or French in six (06) copies, one (01) original and five (05) copies labelled as such should reach the Contracts Service no later than 07 MARS 2019 at 2 pm local time and shall be labelled:

**« Open National Invitation to Tender
No. 006 /AONO/CNPS/DG/CIPM/19 OF 12 FEV 2019**

FOR THE IMPLEMENTATION OF A MOBILE METAL SHEVLING WITH INTEGRATED
LIGHTING IN THE SOCIAL INSURANCE CENTRES OF MAROUA AND EDEA IN TWO
SEPARATE LOTS.

To be opened only during the bid opening session »

12. 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.

13. Opening of bids

Bids shall be opened in one (1) phase.

The opening of administrative documents and technical and financial offers shall take place on 07 MARS 2019 at **2:30 pm**, local time by the Internal Commission of the Tenders' Board of the National Social Insurance Fund in the office of the president of the said Commission

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

14. Criteria of evaluation

14.1 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 (the tenderer nevertheless has a 48h deadline to make the non-conforming part compliant, otherwise it will be eliminated);
- Absence of the declaration of non-abandonment and non-default in the performance of contracts prior to the CNPS countersigned by the contracting authority or its representative and the tenderer

- Absence of the attestation of site visit countersigned by the head of structure of the locality beneficiary of the work and the tenderer;
- Absence of an accreditation issued by the NSIF in the field concerned;
- Absence of a quantified Unit Price in the financial offer ;
- Non validation of at least 70% of the sub criteria of evaluation;
- Non-compliance with CSR standards:
 - o Number of staff members affiliated to CNPS: greater than or equal to 3 (online-declaration of the last 03 months), detailed list of the personnel accompanied by their individual registrations at CNPS, attach the Clearance Certification attesting the update of the payment of the contributions ;
 - o Fair remuneration (respect of the SMIG: join DIPE or salary reports);
 - o Respect for the principle of gender promotion: justify at least 20% of female gender in the workforce (attach the DIPE, the list of staff as well as the gender report);
- Liability insurance covering the current year (attach insurance policy).

14.2 Essential qualification criteria

No	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of offer <ul style="list-style-type: none"> • Spiral binding, formatting of document, orderly presentation of the various parties of the document, colour interlayer 		
2	Reference of the company <ul style="list-style-type: none"> • Justify similar jobs in the past three (03) years of a cumulated amount of at least equal to : <ul style="list-style-type: none"> - Lot No. 1 : FCFA HTT 8,700,000 (eight million seven hundred thousand) ; - Lot No. 2: FCFA HTT 7,144,650 (seven million one hundred forty four thousand six hundred fifty). 		
3	Funding capacity <ul style="list-style-type: none"> • Justify a funding capacity of a cumulated amount of at least equal to FCFA HTT 8,700,000 (eight million seven hundred thousand) for lot 1, FCFA HTT 7,144,650 (seven million one hundred forty four thousand six hundred fifty) for lot 2. 		
4	Qualification and Experience of key personnel : <ul style="list-style-type: none"> • Project Manager : <ul style="list-style-type: none"> - Senior Technician Civil Engineering or Mechanical engineering (Bac +2 at least) - Experience : at least two (02) years - Must have realised at least two (2) similar projects • Works Supervisor: <ul style="list-style-type: none"> - Technician civil engineering or Mechanical engineering (Bac) - Experience : at least three (03) years - Must have realised at least one (1) similar project 		
5	Compliance with HQSE/CSR standards <ul style="list-style-type: none"> • Justify protection equipment of workers 		

6	Evidence of acceptance of market conditions <ul style="list-style-type: none"> • CCAP initialed on each page, dated, signed and sealed on the last page followed by “read and approved” • CCTP initialed on each page, dated, signed and sealed on the last page followed by “read and approved” 		
7	Planning and deadline Planning, Deadline ≤ 06 months for each lot		
8	Methodology and organisation Methodological note, organisational approach of work teams		

15. Attribution

15.1 The Contract shall be awarded to the candidate having:

- Compliant administrative tender ;
- Validated at least 70 per cent of the essentials criteria of qualification ;
- Presented the lowest financial bid.

15.2 If the difference between bidder’s financial offers is less than 500,000 Fcfa, the contract will be awarded to the bidder with the highest technical score.

16. Maximum number of lots per Bidder

A bidder may not be awarded more than two (02) lots.

17. Validity of bids

Tenderers remain committed to their offer for a period of **ninety (90) days** from the deadline for submission of tenders.

18. Visit of sites

As reminder.

19. Further Information

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

Copies :

- PCA/CNPS
- CIPM
- DAG (SM)
- DECT
- Displaying

Yaoundé, 12 FEV 2019

NOEL ALAIN OLIVIER MEKULU MVONDO AKAME