



BP 441 Yaounde – Tel.: 222-22-46-01  
P.O BOX Fax : 222-22-57-55

## NOTICE OF AN OPEN NATIONAL INVITATION TO TENDER

No. **25/AONO/CNPS/DG/CIPM/18 OF 30 OCTOBER 2018**

FOR ACQUISITION OF OFFICE EQUIPMENT FOR THE CENTRAL AND EXTERNAL SERVICES OF THE NATIONAL SOCIAL INSURANCE FUND, IN TWO SEPARATE LOTS.

### FUNDING: Budget of CNPS

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

Within the framework of the continuous improvement of working conditions of personnel, the Director General of the National Social Insurance Fund hereby launches an Open National Invitation to Tender for acquisition of office equipment for the central and external services of the National Social Insurance Fund, in two separate lots.

#### 2. Consistency of Services

The services consist of significantly providing for the needs of structures through acquisition of office chairs, reception chairs, desks and storage cupboards.

This acquisition shall match the following principles:

- Preference for solid wood furniture that does not require cleaning with solvents;
- Modularity of elements shall be sought (that can be separated);
- Durability and strength must be guaranteed;
- Use of species whose commercial exploitation is forbidden, shall be eliminatory.

#### 3. Delivery Deadline

The period foreseen by the Project Owner for delivery of equipment subject of this Invitation to Tender is **three (03) months** for each lot.

#### 4. Allotment

The services shall be subdivided into two **(02)** lots.

#### 5. Estimated Cost

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

- FCFA (excluding taxes) **44 490 000 (forty four million four hundred and ninety thousand)** for lot No. 1 ;
- FCFA (excluding taxes) **287 695 000 (two hundred and eighty seven million six hundred and ninety five thousand)** for the Lot No 2.

#### 6. Participation and Origin

Participation to this Invitation to Tender is open to companies, moral entity established under Cameroonian law, with proven experience in this type of services and having an exhibition hall.

## 7. Funding

The services covered by this Invitation to Tender are financed from the budget of the National Social Insurance Fund for the financial year 2018, on budget line No.7-2D221, according to programme P112.

## 8. Provisional Guarantee

Each bidder should attach to his administrative documents, a bid bond issued by a first-rate bank approved by the Ministry of Finance and whose list features on item 10 of the Tender File, specifying the amount of CFA F:

- **FCFA 889 000 (eight hundred and eighty nine thousand)** for lot No.1 ;
- **FCFA 5 753 000 (five million seven hundred and fifty three thousand)** for lot No. 2.

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

## 9. Consultation of 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 in the Contracts Magazine and the web site of CNPS ([www.cnps.cm](http://www.cnps.cm)) or through posting.

## 10.Acquisition of Tender File

The tender file may be obtained at the address indicated above upon publication of this notice, against payment of a non-refundable sum of CFA francs **160,000 (one hundred and sixty thousand)** into the CNPS Special Account No. n° 1003 3052 0707 0070 00003-93 opened in UBA bank.

## 11.Submission of Bids

Each bid drafted in English or French, in four (04) copies, including one (01) original and three (03) copies labelled as such should reach the Contracts Service no later than **22 November 2018** at **2 pm** local time and shall be labelled:

**“NATIONAL INVITATION TO TENDER  
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FOR ACQUISITION OF OFFICE EQUIPMENT FOR THE CENTRAL AND EXTERNAL SERVICES OF THE  
NATIONAL SOCIAL INSURANCE FUND, IN TWO SEPARATE LOTS.

**TO BE OPENED ONLY DURING THE BIDS 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 or failure to comply with the templates of the Tender Documents will result in outright rejection of bids without appeal.

## 13.Opening of Bids

Bids shall be opened in one phase.

The opening of administrative documents and the technical and financial offers shall take place on **22 November 2018** at **2.30 pm** local time, by the Internal Commission of the Tenders Board of the National Social Insurance Fund, in the meeting room of the said Commission at the 4th floor, room 416 of the CNPS building located at Avenue Kennedy.

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

## 14. Evaluation Criteria

### ➤ Eliminary criteria

Eliminary criteria are as follows:

- False statements substitution or falsified documents;
- Absence of an administrative document at the opening of bids or non-compliance of a document in the administrative file (nevertheless, the tenderer has a 48-hour period to make the non-compliant document compliant, otherwise he will be eliminated);
- Absence of a quantified unit price in the financial offer;
- Absence of warranty and after-sales service on delivered equipment;
- Non-validation of at least 70% of qualification 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 Qualification Criteria

No.	CRITERIA	EVALUATION	
		YES	NO
1	<b>General Presentation of Offer</b> <ul style="list-style-type: none"> <li>• Spiral binding;</li> <li>• Layout of the document;</li> <li>• Orderly presentation of different parts of the document;</li> <li>• Colour interlayer</li> </ul>		
2	<b>General References of Company</b> <ul style="list-style-type: none"> <li>• Justify services of an accumulated amount of at least 14,000,000 (fourteen million) for Lot 1 and 87 000 000 (eighty seven million) for Lot 2 in the last three (03) years.</li> </ul>		
3	<b>Funding Capacity</b> <ul style="list-style-type: none"> <li>• Justify funding capacity of an amount of at least equal to CFA F 14 000 000 (fourty million) for Lot No.1 and CFA F 87,000,000 (eighty seven million) for Lot No. 2</li> </ul>		
4	<b>Compliance with HQSE standards</b> <ul style="list-style-type: none"> <li>• Justify safety equipment of workers</li> </ul>		
5	<b>Evidence of Acceptance of Market Conditions</b> <ul style="list-style-type: none"> <li>• CCAP initialled on each page, dated, signed and stamped on the last page, followed by "read and approved"</li> <li>• DF initialled on each page, dated, signed and stamped on the last page, followed by "read and approved"</li> </ul>		
6	<b>Planning and Deadline</b> <ul style="list-style-type: none"> <li>• Planning ;</li> <li>• Deadline ≤ three (03) months for each lot.</li> </ul>		
7	<b>Company workshop</b> <ul style="list-style-type: none"> <li>• Justify ownership of a workshop and an exhibition hall</li> </ul>		
8	<b>Technical Conformity of Furniture</b>		

**NB: The Owner reserves the right to visit the workshop and the exhibition hall**

## **15. Attribution**

The contract shall be awarded to the candidate having:

- Presented the administrative bid in conformity;
- Validated at least 70% (seventy per cent) of evaluation sub-criteria;
- Presented the lowest financial bid.

## **16. Maximum Number of Lots**

A bidder may not be awarded more than 2 lots, unless he provides two distinct funding capacities.

## **17. Validity of Bids**

Bidders shall remain committed to their offers within a period of ninety (90) days from the date set for the submission of bids.

## **18. Visit of sites**

A guided tour of sites shall be scheduled by the Project Manager after publication of this notice to tender.

## **19. Further Information**

Further information may be obtained during working hours at the Contracts Service, 9th floor, room 903 located at the Head Office building of CNPS. /-

### Copies :

- PCA /CNPS
- ARMP;
- President CIPM;
- DAG (SM)
- Notice board

Signed: Noël Alain Olivier  
MEKULU MVONDO AKAME