



BP 441 Yaoundé – Tél.: 222-22-57-55

P.O.BOX Fax : 222-22-57-55

NATIONAL OPEN INVITATION TO TENDER

NO. 26/AONO/CNPS/DG/CIPM/18 OF 30 OCTOBER 2018

FOR THE CONSTRUCTION AND EQUIPMENT OF ARCHIVE ROOMS IN THE SOCIAL INSURANCE CENTRES OF YAGOUA AND NANGA-EBOKO, IN TWO (02) SEPARATE LOTS, IN THE PROCEDURE OF EMERGENCY

1. Subject :

As part of the continuation of its program of modernization of its documentation and archiving system, the General Management of the National Social Insurance Fund proposes to construct and equip the archive rooms of the Social Centers of Yagoua and Nanga-Eboko in two (02) separate lots, in emergency procedure.

2. Consistency of works

The works, object of the present Invitation to Tender, consist in building and equipping two archive rooms for the Social Insurance Centers of Yagoua and Nanga Eboko, in two (02) separate lots.

Related operations include:

- the execution of site installation prerequisites;
- the construction of archive rooms;
- the implementation of mobile shelving.

The prerequisites are:

- the mobilization of the executing personnel;
- the supply of materials and tools;
- the construction of the site barracks;
- the construction of panels;
- the construction of dismantlable scaffolding;
- the preparation of schedules and execution plans;
- signage and marking of work areas;
- the subscription of an insurance and the guard;
- daily cleaning of the site.

The main action remaining implementation of mobile metal shelving

Technical services

In short, the technical services that are subject of this consultation essentially concern for each of the lots, including all functional test and commissioning on:

Construction of the room
Big work
Implantation around the perimeter to be built
Excavation (excavations in a ditch or in a well)
Bank
Concrete clean at the bottom of excavations (dosed at 150 kg / m3)
Reinforced concrete for soles, poles, stringers, chainings, lintels and beams (dosed at 350kg / m3)
Elevation in agglos of 20x20x40 stuffed
Elevation in Hollow Aggregate 15X20X40
Coated with ordinary cement mortar (dosed at 400 kg / m3)
Floor tile in Reinforced concrete (thickness: 8cm)
Farms with assembled bastainings of section 0.03x 0.12 in hardwood of the country previously treated
Chevrons of section 0.08x0.08 long 5m hardwood country previously treated
Ceiling made of plywood treated with a slab of 0.04 x 0.08 section slats of 5m in hardwood from the country previously treated
Smooth sheet for external false ceiling including joist section slats 0,04x0,08 lengths of 5m hardwood of the country previously treated
Supply and installation of hemmed bands including all subsections
Sheet metal tray 6 / 10th
Supply and installation of alu gutter including all subsections
Supply and installation of water chute in PVC 100 including all subsections
Floor and wall cladding
Supply and installation of 30x60 vitreous porcelain stoneware tiles on floor (offices and hallway) including skirting
Supply and installation of 30x30 anti-slip porcelain tiles on floor (archive room and veranda)
Supply and installation of 30x30 anti-slip porcelain tile tiles on toilet floor
Supply and installation of faience tiles on toilet walls
Carpentry
Supply and installation of complete metal door 2,00x2,20
Supply and installation of complete metal door 0,90x2,20
Supply and installation of complete wooden door of 0,90x2,20
Supply and installation of complete wooden door of 0.70x2.20
Supply and installation of 1,00x1,20 windows (glass shutters and built-in anti-theft grill)
Supply and installation of Claustras on toilet window of 1.00x0.60 including all subsections
Supply and installation of 0.6x2.00 transom (wooden frame, glass, built-in anti-theft grille)
Painting
Supply and application of 03 coats of MAESTRIA acrylic (Vinylex) paint on interior walls and ceiling
Supply and application of 03 coats of paint MAESTRIA acrylic (Latexor) on exterior walls, external ceiling, posts and beams
Supply and application oil painting type MAESTRIA solvent (Ikartac) on joinery (doors and anti-theft grilles)
Sanitary Plumbing
Supply and installation of WC including all subsections
Supply and installation of washbasin including all subsections
Supply and installation of modern toilet mirror for washbasin
Supply and installation of porcelain toilet paper holder
Supply and installation of porcelain soap dish
Realization of a sanitation unit and various connections (manholes, septic tanks, sump and aeration pipe), including all subsections
Supply and installation of drinking water supply pipes of the building including all subsections
Electricity
Supply and installation of single flush-mounted switch LEG

Supply and installation Switch Va and Vient recessed
Supply and installation of terminal strip DUO 120cm Phillips
Supply and installation of simple terminal strip 120cm Phillips
Supply and installation simple terminal strip 60cm Phillips
Supply and installation LED electric tube 60cm
Supply and installation LED electric tube 120cm
Supply and installation Waterproof porthole
Supply and installation saving bulb 14w Philips
Supply and installation wire U-1000 R02V 5X6 mm ²
Supply and installation wire U-1000 R02V 3x2,5 mm ²
Supply and installation wire U-1000 R02V 3x1,5 mm ²
Supply and installation breaker 4P 32A avec Vigi 300mA
Supply and installation breaker 4P 40A DT40
Supply and installation breaker 2P DT40 16A
Supply and installation breaker 1P+N DT40 10A
Supply and installation of Pragma Evolution recessed box with 54 modules Ref: PRA32318 with bay window or similar
Supply and installation of Lightning protection 4P 5-15KA
Supply and installation of breaker 4P 20A
Supply and installation of various accessories (junction box 160x160, dominoes 16A-25A, dowels 8, screws 6mm, etc.)
Air conditioner
Supply and installation of an ecological individual air conditioner type split system 2,25CV (410A) with dismatic protection and recessed remote control, including all connections subjection
Supply and installation of an ecological individual air-conditioning unit type split system 1,25CV (410A) with dismatic protection flush and remote control, including all subjection of connection
VRD
Weeding, mechanical earthworks, construction of access roads (paving of the aisles to the main building, construction of rainwater drainage networks, etc.)
Room equipment
Supply and installation of the following 480ml of shelves, including all sourcing requirements from manufacturers, customs clearance and implementation:
Fixed double span of six (06) storage levels; total length: 1000x4 = 4000mm, minimum height available: 275mm per level, with casing walls at the end of furniture, depth: 700mm, double-sided equipped with base sails, scales with a minimum perforation of 30mm allowing a fine adjustment of the position of tablets; lighting incorporated into the system, with hinged doors at the end and secure key closures.
Mobile Double Span of six (06) storage levels; total length: 1000x4 = 4000mm, minimum height available: 275mm per level, with casing walls at the end of furniture, depth: 700mm, double-sided equipped with base sails, scales with a minimum perforation of 30mm allowing a fine adjustment of the position of tablets; lighting incorporated into the system.
Mobile Double Span of six (06) storage levels; total length: 1000x4 = 4000mm, minimum height available: 275mm per level, with casing walls at the end of furniture, depth: 700mm, double-sided equipped with base sails, scales with a minimum perforation of 30mm allowing a fine adjustment of the position of tablets; lighting incorporated into the system, with hinged doors at the end and secure key closures.

3. Deadline of execution

The deadline schedules by the Project Manager for the execution of the works of this Invitation to tender shall be six (06) months for each of the lots.

4. Allotment

The works shall be subdivided into two (02) separate lots defined as follows:

- **Lot No. 1: Construction and equipment of an archives room in CPS Yagoua ;**
- **Lot No. 2: Construction and equipment of an archives room in CPS Nanga Eboko.**

5. Estimated cost

The estimated cost after preliminary studies shall be :

- **CFA F HT 49 303 780** (forty nine million three hundred three thousand seven hundred and eighty) for the lot n°1.
- **CFA F HT 48 353 780** (forty eight million three hundred fifty three thousand seven hundred and eighty) for the lot n°2.

6. Participation and origin.

Participation in this invitation to tender is open to any company, a legal entity under Cameroonian law, or a group of companies with proven experience in the field of civil engineering or mechanical engineering, having performed services of this kind in at least one archiving structure and having a competent and experienced technical team in the field.

7. Financing

The works of this invitation to tender shall be financed by the budget programme of the National Social Insurance Fund 2018-2022 financial years on the budgetary head No. 7-2D2206 in conformity with programme P112.

8. Provisional Guarantee

Each bidder shall attach to his administrative documents, a bid bond established and issued by a first class bank approved by the Ministry of Finance and whose list features in document No. 12 of the Tender File (DAO), valid for thirty (30) days beyond the original date of validity of offers. The amount of the bid bond shall be :

- Lot 1 : 986 000 (nine hundred and eighty six thousand) FCFA
- Lot 2 : 967 000 (nine hundred and sixty seven thousand) FCFA

9. Consultation of Tender File

The file shall be consulted during working hours at the Contracts Service located at the 9th floor room 903, of the CNPS Head Office Building, at the Independence Square, upon publication of this Notice in the Contracts Magazine, the web site of CNPS (www.cnps.cm) and through posting.

10. Acquisition of Tender File

The file may be obtained at the place indicated above upon publication of this notice, against payment of a non refundable sum of **CFA F 97 000 (ninety seven thousand)** in the Special Account **NSIF No. 1003 3052 0707 0070 00003-93** opened in **UNITED BANK FOR AFRICA (UBA) branches.**

11. Submission of bids

Each offer drafted in English or French in four (04) copies, one (01) original and three (03) copies labeled as such, shall reach the Contracts Service, not later than **22 November 2018** at **2 p.m.**, local time and shall carry the inscription:

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TO BE OPENED ONLY DURING THE BID OPENING SESSION »

12. Admissibility of offers

Under pain of rejection, administrative documents required should be produced in originals or certified true copies by the issuing Service or administrative authority, in conformity with the stipulations of the Supplementary Regulations of the Invitation to Tender.

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

Any incomplete offer which is not in conformity with the prescriptions of the Tender File shall be declared inadmissible, particularly the absence of the bid bond issued by a first class bank approved by the Ministry of Finances or the non-respect of models of documents of the Tender File shall be rejected outright without appeal.

13. Opening of bids

Opening of the bids shall be done in one phase.

Opening of administrative documents and financial and technical offers shall take place on **22 November 2018** at **2.30 p.m.**, local time, by the Internal Tenders Board of the National Social Insurance Fund, in the meeting room of the Board located at the 4th floor, room 416 of the CNPS Building situated at Avenue Kennedy.

Only bidders may assist at the opening session or be represented by a duly mandated person of their choice.

14. Evaluation criteria

➤ Eliminary criteria

They shall be as follows :

- False statements, substitution or falsification of administrative documents;
- Absence of an administrative document at the opening of the bids or non-conformity of a piece of the administrative file (nevertheless, the tenderer has a 48h deadline to make the non-conforming part compliant, otherwise it will be eliminated);
- 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 a quantified Unit Price in the financial offer ;
- Non validation of at least 70% of the qualification criteria ;
- Non-respect CSR standards :
 - Workforce affiliated at CNPS : higher or equal to 3 (online déclaration of the 03 last months), detailed list of personnel highlighting their individual registration numbers at CNPS, attach « APS » attesting to the update of payment of contributions ;
 - Fair remuneration (attach online declaration of the last month) ;
 - Respect of the principle of gender promotion : at least 20% of female workers in the workforce (attach list of personnel highlighting the gender equation) ;
 - Current social liability insurance (attach insurance policy).

➤ Essential qualification criteria

No.	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of offer <ul style="list-style-type: none">• Spiral binding,• formatting the document,• arrangement of the different parts of the document,• colour interlayers		
2	References of the company <ul style="list-style-type: none">• Justify jobs for the past three (03) years, of an accumulated amount of at least CFA F 15 000 000 (fifteen million) for each lot.		
3	Financing capacity <ul style="list-style-type: none">• An attestation of financial capacity issued by a first class bank specifying an amount higher or		

	equal to CFA F 15 000 000 (fifteen million)		
4	Conformity with HQSE standards <ul style="list-style-type: none"> Justify protection equipment of workers 		
5	Qualification and Expérience of key personnel for each lot : <ul style="list-style-type: none"> Chief of Project : <ul style="list-style-type: none"> Senior Technician in Civil or Mechanical Engineering (GCE AL +2 years) Experience : at least three (03) years Works supervisor : <ul style="list-style-type: none"> Technician in Civil or Mechanical Engineering (GCE AL) Experience: at least three (03) years. 		
6	Proof of acceptance of contract 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 <ul style="list-style-type: none"> Planning detailed concerning the execution of works corresponding to the deadline Deadline \leq (06) months for each of the lots ; 		
8	Methodology and organization <ul style="list-style-type: none"> Detailed technical note concerning the organization of works; Organizational approach of the work teams; 		

15. Awarding of Contract

The Contract shall be awarded to the bidder having:

- Presented the administrative offer in conformity;
- Validated at least 70% of the sub criteria of evaluation of the technical offer ;
- Presented the lowest financial bid.

16. Duration of validity of offers

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

17. Maximum number of lots

A bidder may be awarded two (02) lots on condition that he presents two (02) separate teams.

18. Site visit

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 located at the 9th floor room 903 at the CNPS Head Office Building.

Copies :

- P/CA/CNPS
- ARMP ;
- President CIPM ;
- Notice Board ;
- Archives.

(signed) Noël Alain Olivier MEKULU MVONDO AKAME