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OPEN NATIONAL INVITATION TO TENDER

No. 34/ONIT/CNPS/DG/CIPM/18 OF 03 DECEMBER 2018

ON THE IMPLEMENTATION OF A SYSTEM OF TREATMENT AND RENEWAL OF THE AIR, INCLUDING DEHUMIDIFIERS AT THE DOCUMENTATION AND ARCHIVES SERVICE OF THE NATIONAL SOCIAL INSURANCE FUND BOARD AT OKOLO, IN EMERGENCY PROCEDURE

FUNDING : CNPS Budget

1. Object of the Invitation to Tender

The Director General of the National Social Welfare Fund intends to launch an Open National Invitation to Tender in emergency procedure for the implementation of a treatment and air renewal system, including dehumidifiers at the Documentation and Archives Service of the National Social Insurance Fund located at Okolo.

2. Consistency of work

The services of this contract include: acquisition, installation and commissioning of four mini air handling units in the Archives Service of CNPS at OKOLO, as contained in the CCTP.

The work to be carried out incorporates what is detailed below.

The procedure will follow the following steps:

- Delivery and reception of the equipment, subject of this contract;
- Verification of guarantees, quantities and quality;
- Electrical connections;
- Functionality test ;
 1. Introduction of fresh air (replacing stale air);
 2. Purification of the blown air;
 3. Participation in ambient comfort;
 4. Attenuation of outside noise;
 5. Optional recovery of calories using heat from the air, total recycling.
- Technical and temporary receptions.
- The provision to the Project Manager: technical data sheets and test reports of the equipment, operation and maintenance follow-up sheets, as well as installation plans in 2 copies and on CD -ROM in digital format JPG (JPEG) and USB key.

The above list is not exhaustive and the successful tenderer must include all the accessories required to carry out the installations as described in this document.

3. Execution deadline

The deadline provided by the Project Manager for the performance of services, object of this Invitation to Tender is 06 (six) months.

4. Allotment

The services are combined in one batch.

5. Estimated cost

The estimated cost of the operation at the end of the preliminary studies is CFA Francs **39,510,954** (thirty nine million five hundred ten thousand nine hundred fifty-four) **excluding taxes**.

6. Participation and origin

Participation in this invitation to tender is open to Cameroonian companies with proven experience in this type of services.

7. Funding

The services covered by this invitation to tender are financed by the budget of the National Social Insurance Fund for the financial year 2018 on the budget allocation line **7-2D2206** according to the program **P112**.

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, specifying the amount of **790 000 (seven hundred and ninety thousand)**.

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

9. Consultation of the Bidding Documents

The file can be consulted during working hours at the Contracts Service located on the 9th floor, door 903 of the building headquarters of the CNPS in place of independence, as soon as this Notice is published in the Journal of contracts, the web site of NSIF www.cnps.cm or through posting.

10. Acquisition of the bidding file

The file may be obtained at the place indicated above, upon publication of this notice, against payment of a non-refundable amount of **45,000 (forty five thousand) CFA francs** in the NSIF Special Assignment Account No. n° 1003 3052 0707 0070 00003-93 open in UBA Bank.

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

11. Submission of offers

Each offer written in English or French in six (06) copies, one (01) original and five (05) copies marked as such must reach the Contracts Service, no later than **27 December 2018 at 2 pm**, local time and must be mentioned:

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TO BE OPEN IN COUNTING SESSION ONLY »

12. Admissibility of offers

Subject to rejection, the required administrative documents must be produced in originals or certified true copies by the issuing service 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 Bidding Documents will be declared inadmissible, notably the absence of the bid bond issued by a first-rate bank approved by the Ministry of Finance.

13. Opening of folds

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

The opening of the administrative documents, the technical and financial offers will take place on the **27 December 2018 at 2.30 pm**, local time, by the Internal Procurement Commission of the National Social Insurance Fund, in the meeting room of the Commission on the 4th floor, room 416 of CNPS building located at Kennedy Avenue.

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

14. Evaluation criteria

➤ 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 (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 sub criteria of evaluation;
- Non-compliance with CSR standards:
 - 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 to CNPS, attach the Clearance Certificate attesting to the update of the payment of contributions;
 - Just remuneration (respect of SMIG: attach the DIPE or salary reports);
 - Respect for the principle of promoting gender: justify at least 20% female gender in the workforce (join the DIPE, the list of staff and the gender report);
 - Civil liability insurance covering the current financial year (attach insurance policy).

➤ Essential qualification criteria

No.	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of the offer <ul style="list-style-type: none">• Spiral in binding,• formatting of the document,• scheduling of the different parts of the document,• coloured dividers.		
2	References of the company <ul style="list-style-type: none">• Justify similar services of a cumulative amount at least equal to CFA francs 12,000,000 (twelve million) over the last three (03) years.		
3	Financing capacity <ul style="list-style-type: none">• A certificate of financing capacity issued by a first-rate bank of an amount greater than or equal to CFA francs 12,000,000 (twelve million).		
4	Qualification and experience of key personnel <ul style="list-style-type: none">• Project Supervisor<ul style="list-style-type: none">- Senior Technician in Electrical Engineering or Industrial Maintenance (Bac + 2 at least or equivalent)- Justify an experience of at least two (02) years• Work Monitor<ul style="list-style-type: none">- Electrical Engineering or Industrial Maintenance Technician (Bac. at least or equivalent)- Justify an experience of at least three (03) years		
5	Conformity to HQSE standards <ul style="list-style-type: none">• Justify worker protection equipment.		

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 the words "read and approved" • CCTP initialed on each page, dated, signed and stamped on the last page followed by "read and approved" 		
7	Planning and deadline <ul style="list-style-type: none"> • Planning, • Deadline ≤ 06 months. 		
8	Methodology and organisation <ul style="list-style-type: none"> • Presence of a methodological note, • Organizational approach of work teams. 		
9	Technical conformity of equipment <ul style="list-style-type: none"> • See evaluation grid. 		

15. Attribution

The contract will be awarded to the tenderer having :

- Presented the compliant administrative offer ;
- Validated at least 70 per cent of the evaluation sub-criteria ;
- presented the lowest financial offer.

16. Maximum number of lots

Only one lot.

17. Validity of offers

Tenderers remains bound to their offers during a period of eighty (90) days from the deadline fixed for the submission of offers.

18. Visit of sites

For memory

19. Additional information

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

Yaoundé, 3rd December 2018

Copies :

- PCA/CNPS
- ARMP
- President CIPM
- DAG (SM)
- Displaying.

Signed : Noël Alain MEKULU MONDO AKAME