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

OPEN NATIONAL INVITATION TO TENDER

No. 12 /AONO/CNPS/DG/CIPM/20 OF 19 JUN 2020

FOR THE RECRUITMENT OF A CONSULTANCY FIRM TO EXECUTE ARCHITECTURAL AND TECHNICAL STUDIES FOR THE RENOVATION OF THE FACADES OF THE KENNEDY, ZENITH 1 AND 2 BUILDINGS

FUNDING: Programme Budget 2018 – 2022 of the NSIF, of the 2020 Financial Year

1. Purpose of the Invitation to Tender

The purpose of this Open National Invitation to Tender is for the recruitment of a consultancy firm to execute architectural and technical studies for the renovation of the facades of the KENNEDY, ZENITH 1 and 2 Buildings.

2. Consistency of Services

Proposal to the client in APD phase

During this phase, all the options considered in the APS phase will be developed. The design office will then produce detailed files of the work to be carried out and an estimate of each option. He will establish a book of specific technical prescriptions to be taken into account when carrying out the work.

Production of business consultation files

Graphic parts:

The execution plans of the works themselves accompanied by their nomenclature and any technical specifications. These plans must clearly define, in conjunction with the detailed technical specifications, the work of the various trades. They will highlight the inventory, the development proposals and the final condition of the buildings after rehabilitation in a single document. These graphic pieces will concern all trades. They will be provided in four copies and a reproducible digital medium.

The written documents:

- The quantitative quotes for the different options by trade.
- The confidential estimates of the different options by trade;
- Specific technical specifications;
- Calculation notes : structures, downspout, acoustics, lighting, ventilation;
- Drafting of RPAO, CCTP, BPU, DQE

3. Allotment

The work shall be combined in one (01) lot.

4. Delivery Deadline:

4.1. The deadline set by the Project Owner is **three (03) months**.

4.2. The sites of execution are:

- The building at Avenue Kennedy in Yaounde ;

5. Estimated Cost

The estimated cost of the contract at the end of preliminary architectural and technical studies for the three (03) months is CFA F 23 400 000 (Twenty three million four hundred thousand) excluding taxes (HT).

6. Participation and Origin

The participation to this Invitation to Tender is open to companies, established under Cameroon law with proven experience in the field of architectural expertise (in strict compliance with CSR standards).

7. Funding

The work covered by the Invitation to Tender are financed from the programme budget 2018-2022 of the National Social Insurance Fund, of the 2020 financial year, on budget line No.6-2D2206 in accordance with programme P106.

8. Provisional Guarantee

Each bidder should attach to his administrative documents, a bid bond established by a first-rate bank approved by the Ministry of Finance and COBAC, valid for thirty (30) days beyond the original date of validity of the offers. The said sum is 468 000 (four hundred and sixty-eight thousand) CFA Francs.

9. Consultation of Tender File

The Tender file may be consulted during working hours at the Contracts Unit located at the 9th floor, room 903 of the NSIF Head Office building, Independence square in Yaounde, upon publication of this notice on the website of the NSIF (www.cnps.cm) or notice board.

10. Acquisition of Tender File

The tender file may be obtained at the Contracts Unit located at the 9th floor, room 903 of the NSIF Head Office building, Independence square, upon publication of this notice, against presentation of a payment receipt of a non-refundable sum of CFA F 40 000 (forty thousand) into the NSIF Special Account opened at the UNITED BANK FOR AFRICA (UBA) No. 1003 3052 0707 0070 00003-93.

At retrieval, bidder shall in any case register themselves by providing their complete addresses (post box, telephone).

11. Submission of Bids

Each bid drafted in English or French, in six (06) copies, including one (01) original and five (05) copies labelled as such should reach the Contracts Unit no later than 09 JUL 2020 2 pm, local time and shall be labelled :

"OPEN NATIONAL INVITATION TO TENDER
No. 12 /AONO/CNPS/DG/CIPM/20 OF 11 9 JUL 2020

FOR THE RECRUITMENT OF A CONSULTANCY FIRM TO EXECUTE ARCHITECTURAL AND
TECHNICAL STUDIES FOR THE RENOVATION OF THE FACADES OF THE KENNEDY, ZENITH 1 AND
2 BUILDINGS

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 certified true copies by the issuing service or an administrative authority 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 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 and COBAC.

13. Opening of Bids

Bids shall be opened in two phases:

- The opening of administrative documents and the technical offers shall take place on 09 JUL 2020 at 2 :30

pm, local time, by the Internal Commission of the Tenders Board of the National Fund, in the boardroom of the said Commission on the 4th floor, door 416, of the NSIF building at Avenue Kennedy;

- The opening of the Financial Offers will take place at the end of the technical analysis and only concerns the bidders who have validated at least **70%** (seventy per cent) of the evaluation criteria of the Technical Offer.

14. Evaluation Criteria

14.1 Eliminary Criteria

Eliminatory Criteria are as follows:

- Absence of an administrative document at the opening of bids or non-compliance of one of the administrative documents (however, the bidder has a deadline of 48 h, to produce a compliant document, otherwise he shall be eliminated);
- False statement, replacement or forged administrative document;
- Absence of the original certificate of site visit countersigned by the Head of the structure to benefit from the work and the bidder;
- Absence of a declaration of non-abandonment or non-failure in the execution of contracts prior to the NSIF signed by the Contracting Authority or its representative;
- Technical score less than 70 points out of 100 ;
- Absence of a quantified unit price in the financial offer ;
- Non-compliance with CSR standards:
 - o Workforce affiliated at the NSIF : higher or equal to 03 (online declaration of the last 03 months), a detailed list of personnel with their individual insured NSIF numbers, attach clearance certificate (APS) showing update of payment of contributions ;
 - o Fair remuneration (respect of SMIG : attach DIPE or salary statements) ;
 - o Respect of the principle of gender promotion : justify at least 20% of the female workers in the workforce (j
 - o Attach DIPE, list of personnel and gender ratio) ;
 - o Liability insurance covering the current financial year (attach insurance policy).

14.2 Essential Evaluation Criteria

No.	CRITERIA	POINTS
1.	Presentation of Offer	10
2.	General Reference Company	20
3.	Funding Capacity	20
4.	Bidders observations and suggestions on the TDR and CCAP	05
5.	Description of the proposed methodology and work plan	20
6.	Composition of the team and responsibilities of its members	10
7.	Qualification and Experience of proposed Key Personnel	10
8.	Compliance with HQSE Standards	05
Total		100

These criteria are detailed by sub-criteria specified in the Invitation to Tender. The minimum technical score required for opening financial proposals is 70 out of 100 points.

15. Method of Selection of the Service Provider

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores after the introduction of weightings ("T" being the weight given to the Technical Proposal and "F" being the weight given to the Financial Proposal), as follows:

$$S = \frac{St \times T + Sf \times F}{M} \times 100, \text{ where } \left\{ \begin{array}{l} T = 0,7 \text{ and } F = 0,3 \\ (S): \text{ Final Score} \\ (Mn): \text{ is the amount of the complete, compliant and lowest bid ;} \\ (M): \text{ is the amount of the offer in question.} \end{array} \right.$$

The minimum technical score required is 70/100. And only financial bids from bidders having attained this score will be opened for this Invitation to Tender,

16. Attribution

The Contracting Authority will award the Contract to the Bidder whose bid has been evaluated as the most qualified and found to be in compliance with the Documents of this Invitation to Tender; i.e., the Bidder with the highest combined technical and financial score.

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 their bids.

18. Further Information

Further information may be obtained during working hours at the Contracts Unit, 9th floor, room 903, NSIF Head Office Building, Independence square, Hippodrome Yaounde.

Copies :

- PCA/ CNPS
- P/CIPM
- DAG (SDMG/SM)
- DECT
- Notice Board



19 JUN 2020

André Alain Olivier Mekulu
Mwondo Akame