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NOTICE FOR A NATIONAL OPEN INVITATION TO TENDER

No. 16./NOIT/CNPS/DG/CIPM/18 OF 09 OCTOBER 2018

FOR PARTIAL RENOVATION OF PAINTINGS IN ESSOS HOSPITAL CENTRE

FUNDING : CNPS Budget Program 2018-2022

1. Purpose of the Invitation to Tender

As part of the preservation and perpetuation of the operating assets of the National Social Insurance Fund, the Director General is launching an Invitation to Tender for the partial renovation of the paintings in the Essos Hospital Centre.

2. Consistency of work

The work covered by this Invitation to Tender concerns in particular the following operations:

- The prerequisites for the installation of the site, bringing in and withdrawing the equipment and tools, mobilizing the personnel, setting up the warehouse space, securing the site and scaffolding.
- Preparation of surfaces to be painted by scraping, dusting, ginning, sanding and washing with plenty of water, including all types of crack sealing, waterproofing and mould treatment.
 - Supply and application of the two coats of MAESTRIA acrylic water-based paint (Vinylex), including all 20% dilution and colouring requirements (depending on the user's choice);
 - Supply and application of two coats of water-based paint such as MAESTRIA acrylic (Latexor) including all 20% dilution and colouring requirements (depending on the user's choice).
 - Supply and application of oil paint type MAESTRIA solvent (Ikartac) including all subjections;
 - Preparation of wooden surfaces by sanding and dust removal;
 - Supply and application of two coats of marine varnish on wooden structures thus prepared, including any dilution requirements.

3. EXPECTED RESULTS

The project seeks to improve the working environment and the institution's brand image.

4. METHODOLOGY

The procedure will follow the following steps:

- brought in and removal of site installation equipment;
- production of an execution schedule;
- execution of the preparatory work;
- execution of the above-mentioned work;
- acceptance of the work.

5. PROVIDER PROFILE

The contractor must have proven experience in the field of civil engineering works, have a competent and experienced technical team composed of qualified technicians and maneuvers.

Project leader (Senior civil engineering technician Bacc+2 at least or equivalent), Experience at least 03 (three) years; having completed at least two (02) projects in the field);

Work Monitor: (Civil engineering technician (Bacc at least or equivalent), experience of at least 02 (two) years, having completed 01 (one) project in the field;

Maneuvers.

In addition, it must have significant financial resources and be able to:

- provide and present the list of equipment to be used;
- specify the origin, quality and references of the materials;
- provide the technical data sheet of the products offered;
- specify the duration and warranty conditions of the equipment and installation;
- meet CSR requirements.

6. EXECUTION DEADLINE

The deadline, subject to this operation is **three (03) months**.

7. PLACE OF EXECUTION

The work will be carried out in **Yaoundé (CHE)**.

8. Allotment

The work will be united in a single lot:

9. Estimated cost

The estimated cost of the operation at the end of the preliminary studies is **CFAF 38,395,218 (thirty-eight million three hundred and ninety-five thousand two hundred and eighteen thousand)**.

10. Participation and origin

Participation in this Call for Tenders is open to any company, a legal entity under Cameroonian law, with proven experience in this type of work.

11. Funding

The works covered by this Invitation to Tender are financed by the 2018-2022 programme budget of the National Social Insurance Fund for the 2018 financial year on budget line **9-2D2206**, in accordance with programme **P105**.

12. Tender Deposit

Each Tenderer must attach to his administrative documents, a Tender Deposit issued by a first rate bank approved by the Ministry of Finance, specifying the amount of **915,000 (nine hundred and fifteen thousand) CFA francs**. The said deposit shall be valid for thirty (30) days beyond the original date of validity of the offers. With the exception of the time limit referred to above, the deposit shall cease to have effect, even in the absence of release, unless the Director General has duly notified the other party

that he has not fulfilled all his obligations. In this case, the guarantor's undertaking may be terminated only by release issued by the Director General.

13. Consultation of the Tender Documents

Le dossier peut être consulté sur le site WEB de la CNPS ou par voie d'affichage aux heures ouvrables au Service des Marchés sis au 9ème étage porte 903 de l'immeuble-siège de la CNPS à la place de l'indépendance, dès publication du présent Avis d'Appel d'Offres.

The file may be consulted on CNPS website or by displaying during working hours at the Contracts Service located at the 9th floor, room 903 of CNPS Head Office building of the Independence Square, as soon as this Invitation to Tender is published.

14. Acquisition Tender File

The file may be obtained at the Contracts Service located on the 9th floor, room 903 of CNPS Head Office building at the Independence Square as soon as this notice is published, against presentation of a receipt for the payment of a non-refundable sum of 60,000 (sixty thousand) CFA francs into **the Special Account in the name of CNPS No.1003 3052 0707 0070 00003 - 93 opened in the books of UNITED BANK OF AFRICA (UBA).**

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

15. SUBMISSION OF TENDERS

Each tender drawn up in French or English in four (04) copies, one (01) original and three (03) copies marked as such, must be received by the Contracts Service no later than. 31 October 2018 at **2 p.m.** local time and must be marked:

**« NATIONAL OPEN INVITATION TO TENDER
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CENTRE
TO BE OPENED IN COUNTING SESSION ONLY »**

16. ADMISSIBILITY OF TENDERS

Under penalty of rejection, the required documents in the administrative file must be produced in originals or certified true copies by the issuing Service or an administrative authority, in accordance with the provisions of the Specific Rules of the Invitation to Tender.

They must be less than three (03) months preceding the original tender submission date or have been established after the date of signature of the Tender Notice.

Any incomplete Tender in accordance with the requirements of the Tender Documents shall be declared non-responsive, in particular the absence of the Tender Deposit issued by a first-class bank approved by the Ministry of Finance.

17. Opening of Folds

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

The opening of the administrative documents and the technical and financial offers will take place on 31 october 2018 at **2.30 p.m.** local time, by the Internal Procurement Commission of the National Social Insurance Fund, in its meeting room on the 4th floor, room 416 of the CNPS Building located at Kennedy Avenue

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

authorized.

18. Evaluation criteria

a) Eliminary criteria

Complete and compliant administrative file 48 hours after the opening date of the Tenders:

- False declarations, substitution or falsification of administrative documents;
- Absence of an administrative document or non-conformity of a document in the administrative file (however, the tenderer still has 48 hours to bring the non-conforming document into conformity, failing which it will be eliminated);
- Absence of an administrative document or non-conformity of a document in the administrative file (however, the tenderer still has 48 hours to bring the non-conforming document into conformity, failing which it will be eliminated);
- Absence of a quantified unit price in the financial offer;
- Non-validation of at least 70% of the evaluation subcriteria;
- Non-compliance with CSR standards:
 - Number of employees affiliated to CNPS: greater than or equal to 3 (online declaration of the last 03 months), detailed list of employees with their individual registrations to CNPS, attach the Clearance Certificate certifying the update of the payment of contributions;
 - Fair remuneration (respect for SMIG : attach DIPE or salary statement) ;
 - Respect for the principle of gender promotion : justify at least 20% of female gender in the workforce (attach the DIPE, the list of staff and the gender ratio);
 - Civil liability insurance covering the current financial year (attach insurance policy).

Failure to meet any of the above criteria will result in the elimination of the evaluated offer

➤ b) Essential qualification criteria

No.	CRITERIA	EVALUATION	
		YES	NO
1	General presentation of the Tender <ul style="list-style-type: none"> • Spiral binding; Document formatting; Scheduling of different parts of the document; Color dividers 		
2	General references of the company <ul style="list-style-type: none"> • Justify benefits of a cumulative amount at least equal to CFAF 10,000,000,000 (ten million) over the last three (03) years. 		
3	Financing capacity <ul style="list-style-type: none"> • Proof of a financing capacity at least equal to (30% of the cost of the project) CFAF 10,000,000,000 (ten million) 		
4	Conformity to HQSE standards <ul style="list-style-type: none"> • Justify personal protective equipment for workers 		
5	Qualification and experience of key personnel <ul style="list-style-type: none"> • Project Leader : <ul style="list-style-type: none"> - Senior Civil Engineering Technician (Baccalaureate +2 at least or equivalent) - Experience : at least three (03) years - Have completed at least two (02) projects in the field • Work Monitor : <ul style="list-style-type: none"> - Senior Civil Engineering Technician (Bacc or equivalent) - Experience : at least two (02) years - Have carried out at least one (01) project in the field 		
6	Knowledge of site of work, CCAP and CCTP <ul style="list-style-type: none"> • Certificate of site visit co-signed by the head of the structure benefiting from the work and by the service provider. 		
7	Planning and Deadline <ul style="list-style-type: none"> • Planning ; Deadline ≤ 0 3 months. 		

8	Methodology and organization <ul style="list-style-type: none">• Presence of a methodological note highlighting an organizational approach to work teams		
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19. Attribution

The contract will be awarded to the candidate having:

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

20. Maximum number of lots

Only one.

21. Period of validity of offers

Tenderers shall remain bound by their tenders for a period of **ninety (90) days** from the deadline for the submission of tenders.

22. Visit of sites

A guided tour of the site is planned by the Project Manager, after publication of this Invitation to Tender.

23. Additional information

Additional information can be obtained during working hours at the Contracts Service, at the CNPS Head Office building located at the Independence Square, 9th floor, room 903; tel: 699 321 911.

Yaoundé, 09 october 2018

Copies :

- ARMP ;
- CIPM ;
- DAG (SM)
- Displaying.