

REPUBLIQUE DU CAMEROUN
Paix – Travail – patrie

MINISTRERE DE L'HABITAT ET DU
DEVELOPPEMENT URBAIN

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF HOUSING AND URBAN
DEVELOPMENT

OPENED NATIONAL INVITATION TO TENDER

N° 00041/E/2/AONR/MINHDU/CIPM/2022 OF 17 JUNE 2022

FOR THE RECRUITMENT OF A PROVIDER TO SUPPORT THE ORGANISATION OF THE NATIONAL HYGIENE AND SANITATION CAMPAIGN: “CLEAN CITIES” COMPETITION 2022 EDITION (EMERGENCY PROCEDURE)

FUNDING: BF MINHUD, 2022 Fiscal year

1. Purpose of the tender

On behalf of the state of Cameroon, the Minister of Housing and Urban Development issues a restricted National Bid Invitation for the recruitment of a provider to support the organisation of the National Hygiene and Sanitation Campaign: “Clean Cities” competition 2022 edition (in emergency procedure).

2. Consistency of the project

The services covered by this DAO are contained in one (01) single plot and will be entrusted to one (01) single private service provider qualified for such events.

They will consist of:

- Organize meetings (face-to-face and/or videoconference) to launch and close the various stages of the competition and provide the necessary logistics (Hydro-alcoholic gel, protective masks and gloves, temperature tests, badges for members of the Committee of organization of the Competition and participants, participant kits);
- Ensure the monitoring and evaluation of the progress of the competition (missions to explain the process and evaluation in the cities, organization of meetings of the Technical Secretariat);
- Provide support to the Councils for the implementation of hygiene and sanitation activities (supply of cleaning equipment, allowances, etc.);
- Provide support for the operation of the technical secretariat, regional and departmental organizing committees;
- Provide logistical support for the different evaluation phases of the "Clean Cities" Competition;
- Communicate around the National Hygiene and Sanitation Campaign (production of spots, purchase of advertising space, purchase of antenna ranges for radio and television broadcasts, supply and installation of banners, Roll up and posters, etc. ...);

- Develop the campaign report and the guide for the capitalization and sustainability of good practices in hygiene and sanitation for the use of the Councils.

3. Participation and Origin

Participation in this invitation to tender is opened to candidates appearing on the shortlist drawn up after a call for expression of interest **N°00026/E/2/ASMI/MINHDU/2022 to 16 may 2022**. it is :

N°	CONSULTANTS	ADRESSES
1	NSF CAMEROUN SARL	BP : 20236 Yaoundé ; Tél : 696 10 96 58
2	EASY PRINT SARL	B.P. 8300 Yaoundé, Tél. 699629378
3	SYNKRO SARL	B.P. 15631 Yaoundé, Tél. 694084909 / 679164853

4. Financing

The works which form the subject invitation to tender shall be financed by the Functional Budget of the Ministry of Housing and Urban Development for the 2022 financial year,

5. Provisional Amount

The estimated amount of benefits is estimated at **ninety eight millions FCFA (98 000 000)**.

6. Consultation of the bidding documents

The **hard copy** of the tender document may be consulted during working hours, upon publication of this tender invitation, at the Department of General Administration (Contracts service) of the Ministry of Urban Development and Housing located on the 9th floor-door 02 of the ministerial building N°1 (in front of Poste Centrale-Yaoundé) **and the soft copy on the COLEPS platform at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>.**

7. Acquisition of the tender document

The Tender document may be consulted and withdrawn upon publication of this notice at **Department of General affairs (Contracts Service) of the Ministry of Housing and Urban Development** located on the 9th floor, door 09T02 of the ministerial building N°1 (opposite the Central Post Office., on presentation of a receipt of payment of a non-refundable amount for the application fee of 100 000 (one hundred thousand) FCFA payable at Public Treasury.

8. Submission mode

The submission mode selected for this consultation is online or offline.

9. Presentation of the offers

Tenders shall be divided into three volumes and submitted in a simple envelope as follows:

Volume 1: Administrative documents;

Volume 2: Technical proposal;

Volume 3: Financial offer.

All the constituent documents (volumes1, 2 and 3) shall be enclosed in a large and sealed outer envelope bearing only the subject of the tender concerned.

In this large fold we will find three (03) sub-folds distributed as follows:

- an envelope containing the Administrative and technical offer in seven (07) copies each;

- an envelope containing the financial offer in seven (07) copies including one original and six copies;
- an envelope containing a copy of the sample financial offer intended for the ARMP;

The different parts of each offer will be numbered in the order of the DAO, separated by spacers of the same color and connected

In addition to the number of copies of the financial offer required by the special tender regulations, the Tenderer is required to present a copy of this financial offer in a separate sealed envelope and marked as such to serve as a sample offer intended for the Body responsible for the regulation of public procurement (ARMP) for conservation. Failure to present this witness offer shall result in the inadmissibility of the offer of the candidate concerned.

10. Submission of bids

Each offer, under pain of rejection, will be written in French or English, and in seven (07) copies of which one (01) original and six (06) copies marked as such, and will have to arrive in closed envelopes, at **Contracts Service (Tenders office) of the Ministry of Housing and Urban Development**, located on the 2nd floor of the Building housing the PDUE project, located behind the GDNS at NLONGKAK quarter YAOUNDE (White building with balconies) at the latest **19th july 2022 at 1 pm local time**. It should be marked:

**OPENED NATIONAL INVITATION TO TENDER
N° 00041/E/2/AONR/MINHDU/CIPM/2022 OF 17th JUNE 2022
FOR THE RECRUITMENT OF A PROVIDER TO SUPPORT THE ORGANISATION OF THE
NATIONAL HYGIENE AND SANITATION CAMPAIGN: "CLEAN CITIES" COMPETITION 2022
EDITION
FINANCING: FB MINHUD, 2022 Fiscal Year**

« TO BE OPENED ONLY DURING THE EVALUATION SESSION »

For online submission, the bid must be submitted by the bidder on the COLEPS platform no later than [19th july 2022] at [1 pm, local time]. A backup copy of the offer stored on a USB key or CD / DVD must be transmitted under sealed cover with a clear and legible "backup copy", in addition to the above mention within the time limits.

The maximum sizes of the documents that will transit on the platform and constitute the offer of the bidder are as follows:

- **5 MB for the Administrative Offer;**
- **15 MB for the Technical Offer;**
- **5 MO for the Financial Offer.**

Accepted formats are:

- **PDF format for textual documents;**
- **JPEG for images.**

The candidate will use compression software to reduce the size of the files to be transmitted.]

NB: For participation, the BET must approach MINMAP (DSI) for the acquisition of security certificates.

11. Provisional bond

Each tenderer must attach to his administrative documents, a provisional bond issued by a first-class bank or insurance company approved by the Ministry in charge of Finance (the list appears in Exhibit 13 of the DAO), the amount of which is fixed at **one million nine hundred thousands (1 900 000) FCFA** and valid for thirty (30) days beyond the original bid validity date. Under pain of rejection, the provisional bond must be produced in original dating back no more than three (03) months.

12. Admissibility of tenders

Under pain of rejection, the required administrative documents must be produced in originals or certified true copies by the issuing service or any other administrative authority (Governor, Prefect, Sub-Prefect, etc.), in accordance with the stipulations of the Supplementary Regulations of the Tender.

They must be dated not more than three (03) months or established after the date of publication of the notice of invitation to tender.

Any incomplete tender in accordance with the requirements of this Notice and the Tender document shall be declared inadmissible and a period of 48 hours granted to the tendered (s) to produce one

13. Opening of offers

It will be done in two stages as follows:

- The opening of administrative documents and technical offers will take place on the **19th July 2022**, at the conference hall of CIPM/MINH DU located at the 2nd floor of the building housing the PDUE project/MINH DU, located behind the GDNS at NLONGKAK-Yaoundé (white building with red balconies), not later than 2pm.
- The opening of the financial offers will be made after the analysis of the technical offers for the bidders who obtained a technical score of at least equal to 70 points out of 100 (70/100).

Only the tenderers concerned may attend this opening session or be represented by a duly authorized person.

14. Period of execution

The maximum period of execution provided by the Employer is **four (04) months** from the date of notification of the service order to start benefits.

15. Bid Evaluation Criteria

15.1. Elimination Criteria

The eliminatory criteria are as follows:

- a) Absence of the provisional guarantee in the administrative bid ;
- b) Non-production beyond the 48-hour period after the opening of the envelopes, of an administrative document deemed non-compliant or absent;

- c) False declaration or falsified document;
- d) Presence of the diploma and the curriculum vitae of a civil servant in activity, without a document justifying his availability signed by his Minister user or the Minister of his administration of origin;
- e) Not having presented a Head of Mission BAC+3, in Monitoring and Evaluation of Projects (with 05 years of professional experience), having participated in at least two (02) projects in monitoring and evaluation
- f) Absence of declaration on honor of non-abandon of public contracts during the last three (03) years;
- g) Non-compliance of the submission model;
- h) Omission of a document from the financial offer; (Submission; BPU; DQE or SDPU);
- i) Omission of a quantified unit price in the BPU and DQE;
- j) Presence of information on the amount of the financial offer in the administrative or technical offer;
- k) Insufficient number or only copies of offers;
- l) Non-satisfaction of at least 70% of the essential criteria (i.e. 70 out of 100 points).

15.2 Essential criteria

- A. Key Personnel30 points
- B. Materials to be mobilized.....30 points
- C. References of the consultant.....20 points
- D. Planning and Proposed methodology20 points

Only bids with technical proposals that score above or equal to seventy points out of one hundred (70/100 points) will be eligible for analysis of financial bids.

16. Attribution

The consultant shall be selected based on the **quality/cost method (lowest bidder)**, in accordance with the procedures described in this Tenders' File.

17. Period of validity of the offers

Bidders remain committed by their offer for a period of 90 days from the deadline for submission of bids.

18. Additional information

18.1. Additional technical information can be obtained at the Division of Studies, Planning and Cooperation of the Ministry of Housing and Urban Development located at the Ministerial building

n°1, 4th floor, door 04B09 Tel: 222 21 99 19, at business hours **or online on the COLEPS platform at: <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>.**

18.2. For any whistle blowing, please call or send an SMS to MINMAP at the following numbers: 673 20 57 25/699 37 07 48.

18.3. For technical assistance, in the event of a problem related to the use of the platform, please call (+237) 222 238 155/222 235 669 or write to the email address dsi@minmap.cm.

19. Addendum to the invitation to tender

Any additives may be added to this DAO in accordance with the regulations in force.

YAOUNDE, the

Amplifications:

- MINHDU
- MINMAP
- DG/ARMP
- CIPM/MINHDU
- DISPLAY