

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTRE DES RELATIONS EXTERIEURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF EXTERNAL RELATIONS

N° 02 **AVIS D'APPEL D'OFFRES NATIONAL OUVERT**
/AAONO/MINREX/CIPM/2019 DU 30 DEC 2019
EN PROCEDURE D'URGENCE,
POUR LA SECURITE ET LE GARDIENNAGE AU MINISTRE DES RELATIONS
EXTERIEURES

FINANCEMENT :

BUDGET DE FONCTIONNEMENT DU MINREX
EXERCICE : 2020
IMPUTATION : 54 06 390000 6188

1 - OBJET

Le Ministre des Relations Extérieures, Maître d'Ouvrage, lance, en procédure d'urgence, un Appel d'Offres National Ouvert pour la sécurité et le gardiennage au Ministère des Relations Extérieures.

Globalement, la prestation attendue de l'Entreprise ou du Groupement d'Entreprises vise, selon le cas :

- La conservation de l'intégrité du patrimoine du MINREX ;
- La dissuasion des tentatives de vols des biens meubles ;
- Le vécu du sentiment de sécurité par les agents de l'administration et les usagers du MINREX.

2 - CONSISTANCE DE LA PRESTATION

La prestation consiste, selon le cas, à exécuter les actions de sécurité et de gardiennage précédentes, selon une périodicité déterminée, avec un personnel donné, un matériel adéquat et dans le respect des règles de l'art et des normes, et ce, sur l'ensemble du patrimoine du MINREX.

3 - DELAI D'EXECUTION

Le délai d'exécution de la Prestation, objet du présent Appel d'Offres, est de **Douze (12) mois**. Ce délai court à compter de la date du 1^{er} janvier 2020.

4 - ALLOTISSEMENT

Le présent Appel d'Offres est constitué d'un Lot unique.

5 - COÛT PREVISIONNEL

Le coût d'objectif de la Prestation, objet dudit Appel d'Offres, s'établit, à concurrence de **Francs CFA Seize Millions (16 000 000)**.

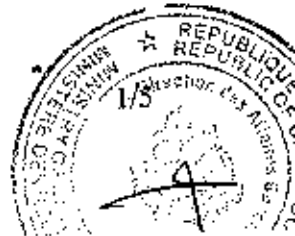
6 - PARTICIPATION ET ORIGINE

La participation au présent Appel d'Offres est ouverte aux Entreprises et/ou aux Groupements d'Entreprises de droit camerounais, relevant du secteur de la sécurité et du gardiennage.

7 - FINANCEMENT

La Prestation, objet du présent Appel d'Offres, est financée par le Budget de fonctionnement du Ministère des Relations Extérieures - Exercice 2020, Imputation : 54 06 390000 6188.

AONO Sécurité et Gardiennage au MINREX, décembre 2019



8- CAUTION DE SOUMISSION

Les offres devront être accompagnées chacune d'une caution de soumission délivrée par une banque ou une compagnie d'assurances agréée et habilitée par le Ministre chargé des Finances, conformément à la Pièce n° 11, et dont le montant est de **Trois Cent Vingt Mille (320 000) Francs CFA**.

La validité de cette caution devra être de cent vingt (120) jours, à compter de la date limite de dépôt des offres.

Toute offre non conforme aux prescriptions du présent Avis et du Dossier d'Appel d'Offres sera déclarée irrecevable, notamment l'absence de la caution de soumission délivrée par une banque ou une compagnie d'assurances agréée et habilitée par le Ministre chargé des Finances entraînera le rejet ou l'élimination de l'offre sans aucun recours.

Les chèques, même certifiés, ne sont pas acceptés en lieu et place des cautions de soumission.

9 - CONSULTATION DU DOSSIER D'APPEL D'OFFRES

Le Dossier d'Appel d'Offres peut être consulté gratuitement aux heures ouvrables, à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508, Tél. : 222 20 39 40) du Ministère des Relations Extérieures à Yaoundé, dès publication du présent Avis par voie de presse écrite et par voie d'affichage dans les locaux du Ministère des Relations Extérieures.

10 - ACQUISITION DU DOSSIER D'APPEL D'OFFRES

Le Dossier d'Appel d'Offres peut être obtenu à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508, Tél. : 222 20 39 40) du Ministère des Relations Extérieures à Yaoundé, dès publication du présent Avis par voie de presse écrite et par voie d'affichage dans les locaux du Ministère des Relations Extérieures, sur présentation d'une quittance de versement au Trésor Public de la somme non remboursable de **Trente Mille (30 000) Francs CFA**, représentant les frais d'achat du dossier.

11- RECEVABILITE DES OFFRES

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur, conformément au listing prévu au Règlement Particulier de l'Appel d'Offres. Elles devront obligatoirement dater de moins de trois (03) mois, à compter de la date limite de remise des offres ou être postérieures à la date du présent Avis d'Appel d'Offres.

Toute offre non conforme aux prescriptions du présent Avis et du Dossier d'Appel d'Offres sera déclarée irrecevable, notamment l'absence de la caution de soumission délivrée par une banque ou une compagnie d'assurances agréée et habilitée par le Ministre chargé des Finances, le non-respect des modèles des pièces du Dossier d'Appel d'Offres, une fausse déclaration, ou une pièce falsifiée entraînera le rejet ou l'élimination de l'offre sans aucun recours.

12 - PRESENTATION DES OFFRES

Les documents constituant les offres seront répartis en trois volumes ci-après, placés sous quadruple enveloppe dont :

- L'enveloppe extérieure ;
- L'enveloppe A contenant les Pièces administratives (Volume 1) ;
- L'enveloppe B contenant l'Offre technique (Volume 2) ;
- L'enveloppe C contenant l'Offre financière (Volume 3).

Toutes les pièces constitutives des offres (« Enveloppe A : DOSSIER ADMINISTRATIF », « Enveloppe B : OFFRE TECHNIQUE » et « Enveloppe C : OFFRE FINANCIERE »), seront placées dans l'enveloppe extérieure scellée portant uniquement la mention de l'Appel d'Offres en cause.



Les différentes pièces de chaque offre seront numérotées dans l'ordre du Dossier d'Appel d'Offres et séparées par des intercalaires de couleur.

13 – DEPOT DES OFFRES

Les offres rédigées en français ou en anglais, en sept (07) exemplaires dont l'original et six (06) copies, marqués comme tels, conformes aux prescriptions du Dossier d'Appel d'Offres, devront être déposées contre récépissé ou transmises par poste en recommandé avec accusé de réception à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508, Tél. : 222 20 39 40) du Ministère des Relations Extérieures à Yaoundé, au plus tard le 12 9 JAN 2020 à 15 heures précises. Les plis fermés contenant les offres, ne devront porter que la mention :

**« APPEL D'OFFRES NATIONAL OUVERT
N° 02/AONO/MINREX/CIPM/2019 DU 30 DEC 2019
EN PROCEDURE D'URGENCE,
POUR LA SECURITE ET LE GARDIENNAGE AU MINISTERE DES RELATIONS
EXTERIEURES.
A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT. »**

14 – OUVERTURE DES OFFRES

L'ouverture des offres se fera en un temps et portera sur les séries des quatre enveloppes (Enveloppe extérieure, «Enveloppe A : DOSSIER ADMINISTRATIF», «Enveloppe B : OFFRE TECHNIQUE» et «Enveloppe C : OFFRE FINANCIERE»), l'une après l'autre, dans l'ordre chronologique suivant : i) Enveloppe extérieure, ii) «Enveloppe A : DOSSIER ADMINISTRATIF», iii) «Enveloppe B : OFFRE TECHNIQUE» et iv) «Enveloppe C : OFFRE FINANCIERE».

Elle est effectuée, le 12 9 JAN 2020 à 16 heures précises dans la salle de conférences du nouveau bâtiment du Ministère des Relations Extérieures, par la Commission Interne de Passation des Marchés (CIPM) placée auprès du Ministère des Relations Extérieures, siégeant en présence des soumissionnaires qui le désirent ou de leurs représentants dûment mandatés et ayant une parfaite connaissance de leurs offres.

15 – PRINCIPAUX CRITERES D'EVALUATION

15 – 1 Critères éliminatoires

- Absence de la caution de soumission ;
- Absence ou non-conformité d'une pièce du dossier administratif au-delà du délai supplémentaire de 48 heures à accorder, le cas échéant ;
- Pièce(s) falsifiée(s) ou fausse(s) déclaration(s) ;
- Absence de déclaration sur l'honneur attestant de non-abandon de marché au cours des trois dernières années ou présence sur la liste des entreprises défaillantes établie par le MINMAP ;
- Absence ou non-conformité du Conducteur des prestations, conformément au point 5.3 du RPAQ-Page 31 ;
- Non satisfaction d'au moins vingt-six (26) critères essentiels sur les trente-deux (32).
- Omission d'un prix unitaire ou d'un prix forfaitaire quantifié dans l'offre financière.



15 - 2 Critères essentiels

L'offre technique de chaque Soumissionnaire, dont le Dossier administratif et l'Offre technique sont conformes au regard des critères éliminatoires, sera évaluée en fonction des critères essentiels suivants :

N°	Critères	Nombre de sous-critères
1	Ressources humaines	09
2	Références dans le domaine des prestations similaires livrées	02
3	Plan de travail et méthodologie	11
4	Ressources matérielles à mobiliser	03
5	Capacité de financement	03
6	Présomption de connaissance du site	02
7	Présentation du dossier	02
TOTAL		32

La grille d'évaluation des offres figure à la Pièce n° 12.

Seules les offres, qui auront satisfait à au moins vingt-six (26) critères essentiels sur les trente-deux (32) à l'issue de cette évaluation technique, seront déclarées conformes et admises à l'évaluation financière.

15 - 3 Evaluation financière

Seules les offres financières des soumissions non disqualifiées, à l'issue de l'examen de la conformité des pièces administratives et de l'évaluation technique, seront évaluées pour en déterminer les montants corrigés.

16 - METHODE DE SELECTION DU PRESTATAIRE

Le Prestataire sera choisi par la méthode de sélection qualité-coût, conformément aux procédures décrites dans le Dossier d'Appel d'Offres.

Ainsi il sera établi un classement des offres conformes pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres et qualifiées techniquement, selon le moins-disant permettant de déterminer le choix du Maître d'Ouvrage.

17 - DUREE DE VALIDITE DES OFFRES

Les Soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours, à compter de la date limite fixée pour le dépôt de ces dernières.

18 - ATTRIBUTION DE LA LETTRE COMMANDE

La Lettre Commande est attribuée au Soumissionnaire dont l'offre est reconnue conforme pour l'essentiel au Dossier d'Appel d'Offres, a satisfait à au moins vingt-six (26) critères essentiels sur les trente-deux (32) et est évaluée la moins-disante.



19 - RENSEIGNEMENTS COMPLEMENTAIRES

Les renseignements complémentaires peuvent être obtenus à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508, Tél. : 222 20 39 40) du Ministère des Relations Extérieures à Yaoundé.

NB : « Pour tout acte de corruption, bien vouloir appeler ou envoyer un SMS au MINMAP aux numéros suivants : 673 20 57 25/699 37 07 48 ».

Copie :

- MINMAP
- SOPECAM (pour publication dans Cameroon Tribune)
- ARMP (pour publication dans le Journal des Marchés Publics)
- Commission Interne de Passation des Marchés/MINREX
- Affichage/Archives

Yaoundé, le 13 0 DEC 2019

LE MINISTRE DES RELATIONS EXTERIEURES,
Maître d'Ouvrage



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTRE DES RELATIONS
EXTERIEURES

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

MINISTRY OF EXTERNAL
RELATIONS

No. 02 **OPEN NATIONAL INVITATION TO TENDER**
/AAONO/MINREX/CIPM/2019 OF 13 DEC 2019
UNDER PROCEDURE OF URGENCY,
FOR THE PROVISION OF SECURITY AND CARETAKING SERVICES WITHIN
THE MINISTRY OF EXTERNAL RELATIONS

FUNDING:

PUBLIC INVESTMENT BUDGET
FINANCIAL YEAR: 2020
BUDGET LINE: 54 06 390000 6188

1. PURPOSE

The Minister of External Relations, Project Owner, hereby launches, under procedure of urgency, an Open National Invitation to Tender, for security and caretaking services within the Ministry of External Relations.

On the whole, the service required of the company, firm, or group of companies or firms aims at.

1. Conserving the integrity of MINREX's property;
2. Dissuasive moves to attempts of theft on movable properties;
3. A feeling of living under security/safety by MINREX's workers and users of its services.

2-CONSISTENCY OF BENEFITS:

The services consist as the case may be of, the execution of previous security and caretaking actions, within a given time frame, with a given staff and adequate equipment while respecting rules and norms on all MINREX's property.

3-EXECUTION DEADLINE:

The execution period of the service, in this call for tenders is twelve (12) months and this runs from January 1 2020.

4-ALLOTMENT:

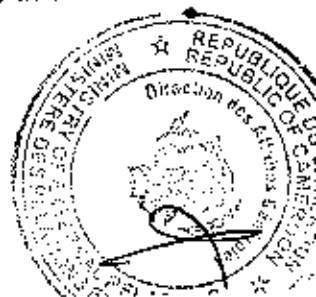
The present call for tenders is a unique lot.

5- PROVISIONAL COST:

The objective cost for the services in the present call for tenders is at a competitive price of sixteen million (16 000 000) francs CFA.

6- PARTICIPATION AND ORIGIN

This Open National Invitation to Tender is opened on equal terms to companies or firms, and/or groups of companies or firms operating under the Cameroonian law in the field of Security and Caretaking services;



7- FUNDING

The services, purpose of this invitation to Tender, shall be funded by the Operating Budget of the Ministry of External Relations, Financial Year 2020, Budget line N°. 54 06 390000 6188, for a provisional cost of 16 000 000 (Sixteen million) CFA Francs.

8-BID BOND:

The bids must include a bid bond issued by a bank or financial institution authorised by the Minister of Finance for an amount of three hundred and twenty thousands (320 000) francs CFA.

9. CONSULTATION OF THE TENDER FILE

The Tender Documents may be freely consulted during working hours at the Department of General Affairs (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde, upon publication of this Notice in the print media and on notice boards in the premises of the Ministry of External Relations.

10. ACQUISITION OF TENDER FILE

The Tender Documents may be obtained from the Department of General Affairs (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde upon publication of this Notice in the print media and on notice boards in the premises of the Ministry of External Relations, against presentation of a receipt confirming payment into the Public Treasury of a non-refundable fee of 30,000 (Thirty thousand) CFA francs, representing the purchase fee of the tender documents.

11- ADMISSIBILITY OF BIDS

Under penalty of rejection, the required administrative documents must absolutely be presented in original or certified true copies by the issuing service, in accordance with the listing as provided for in the Specific Rules for this Call to Tender. They must be dated less than 3 (three) months, from the deadline for submission of bids or after the date of this Notice.

Any bid not in conformity with the requirements of this Notice and Tender File shall be rejected, particularly, in the absence of the bid bond issued by a bank or insurance company accepted and authorised by the Minister of Finance, the non-respect of the tender documents model, a false declaration, or any false document, shall lead to outright rejection of the bid without appeal.

12. PRESENTATION OF BIDS

The documents constituting the bid shall be presented in the following three volumes enclosed in a fourfold envelope, including:

- An Outer envelope;
- Envelope A containing the Administrative documents (Volume 1);
- Envelope B containing the Technical offer (Volume 2);
- Envelope C containing the Financial offer (Volume 3)

All the constituent documents ("Envelope A: ADMINISTRATIVE DOCUMENTS", "Envelope B: TECHNICAL OFFER", and "Envelope C: FINANCIAL OFFER"), shall be enclosed in a sealed outer envelope bearing only the subject of the tender.

The different documents of each offer shall be numbered in the order indicated in the Call to Tender and separated by coloured dividers.

13. SUBMISSION OF BIDS



The bids, drafted in French or in English in 7 (seven) copies, including 1 (one) original and six (6) copies labelled as such, in compliance with the prescriptions of the invitation to Tender, shall be submitted against a receipt or sent by Post with acknowledgment of receipt to the Department of General Administration (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde, no later than 29 JAN 2020 at 3 p.m. prompt.

The sealed envelopes containing the bids shall bear only the following inscription:

**"OPEN NATIONAL INVITATION TO TENDER
No.02/AONO/MINREX/CIPM/2020 OF 29 DEC 2019
UNDER PROCEDURE OF URGENCY,
FOR THE PROVISION OF SECURITY AND CARETAKING SERVICES WITHIN THE
MINISTRY OF EXTERNAL RELATIONS.
TO BE OPENED ONLY DURING THE BID-OPENING SESSION"**

14- OPENING OF BIDS

The opening of the bids shall be carried out in a single stage, on the four envelopes* (Outer Envelope, "Envelope A: ADMINISTRATIVE DOCUMENTS" and "Envelope B: TECHNICAL OFFER", and "Envelope C: FINANCIAL OFFER") one after the other, in the following chronological order: i) Outer Envelope, ii) "Envelope A: ADMINISTRATIVE DOCUMENTS", iii) "Envelope B: TECHNICAL OFFER" and iv) "Envelope C: FINANCIAL OFFER".

This shall be done on 29 JAN 2020 at 4 p.m. prompt, in the Conference Hall of MINREX, new building, by the Internal tender's board (ITB) of the Ministry of External Relations, in the presence of bidders or their authorized representatives having full knowledge of the file.

15- MAIN EVALUATION CRITERIA

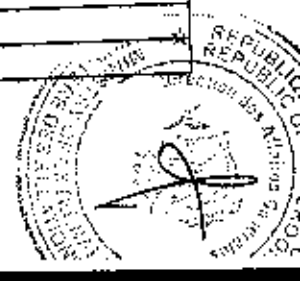
15-1 Eliminatory Criteria

- Absence of a bid bond;
- Absence or non-compliance of an administrative document despite an additional period of 48 hours to be granted, where necessary;
- Forged document(s) or false declaration(s);
- Absence of a sworn/signed statement attesting the non-abandonment of a contract over the past three years and absence on the MINMAP list of defaulting companies;
- absence or non-compliance of the service provider, in accordance with point 5.3 of the RPAO-page 31;
- Non satisfaction of at least twenty six (26) of the thirty two (32) essential criteria;
- Omission of a unit or quantified fixed price of the financial offer;

15-2 Essential Criteria

The technical offer of each Bidder, whose Administrative document and technical offer are in compliance with the eliminatory criteria, shall be assessed on the following bases:

N°	Criteria	number of sub-criteria
1	Human resources	09
2	References in similar services provided	02
3	Plan of work and methodology	11
4	Material resources to be mobilised	03
5	Financial capacity	03
6	Presumption of knowing the site	02



7	Presentation of file	02
	Total	32

The detailed evaluation criteria can be consulted in document 12.

Only bids that will satisfy at least **twenty six (26) of the thirty two (32) essential criteria**, after the technical assessment, will be declared qualified for the financial assessment.

15-3: Financial evaluation:

Only the financial offers of bidders, who are qualified after the compliance review of the administrative documents and technical assessment, will be assessed and rated at this stage to determine their corrected amounts.

16 - SELECTION METHOD

The selected Service Provider through the quality-cost method, in compliance with the procedures described in the Tender File.

Thus, a classification of bids will be drafted according to lowest-priced bid in order to determine the Project Owner's choice.

17. TENDER VALIDITY

Bidders shall remain committed by their bids for 90 (ninety) days from the deadline set for the submission of tenders.

18- AWARDING OF THE CONTRACT

The contract will be awarded to the Bidder whose bid is considered essentially in compliance with the Call to Tender, who will obtain at least twenty six (26) of the thirty two (32) essential criteria and deemed the lowest-priced bidder.

19-ADDITIONAL INFORMATION

Further information may be obtained during working hours at the Department of General Administration (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations.

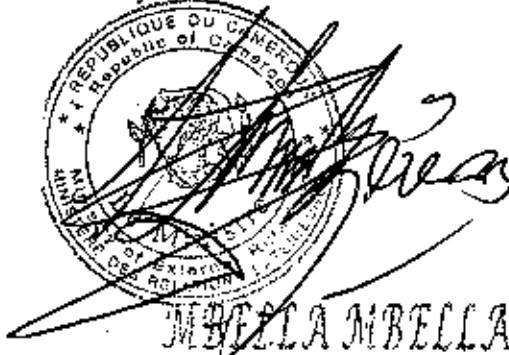
N.B: "In the event of any act of corruption, kindly call or SMS the following numbers: 673 205 725 / 699 370 748, MINMAP"

Copies:

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- ARMP (for publication in the Public Procurement Gazette)
- Tender Board/MINREX
- Notice Boards/Archives

Yaounde, 13 0 DEC 2019

THE MINISTER OF EXTERNAL RELATIONS,
The Project Owner



MBELLA MBELLA

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTRE DES RELATIONS
EXTERIEURES

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

MINISTRY OF EXTERNAL
RELATIONS

No. 02 OPEN NATIONAL INVITATION TO TENDER
/AAONO/MINREX/CIPM/2019 OF 13.0 DEC 2019
UNDER PROCEDURE OF URGENCY,
FOR THE PROVISION OF SECURITY AND CARETAKING SERVICES WITHIN
THE MINISTRY OF EXTERNAL RELATIONS

FUNDING:

PUBLIC INVESTMENT BUDGET
FINANCIAL YEAR: 2020
BUDGET LINE: 54 06 390000 6188

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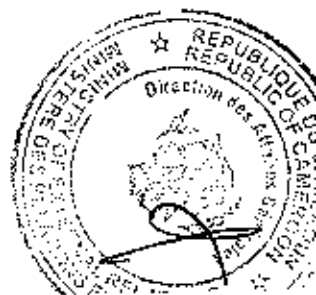
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7. FUNDING

The services, purpose of this Invitation to Tender, shall be funded by the Operating Budget of the Ministry of External Relations, Financial Year 2020, Budget line N°. 54 06 390000 6188, for a provisional cost of 16 000 000 (Sixteen million) CFA Francs.

8. BID BOND:

The bids must include a bid bond issued by a bank or financial institution authorised by the Minister of Finance for an amount of three hundred and twenty thousands (320 000) francs CFA.

9. CONSULTATION OF THE TENDER FILE

The Tender Documents may be freely consulted during working hours at the Department of General Affairs (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde, upon publication of this Notice in the print media and on notice boards in the premises of the Ministry of External Relations.

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Any bid not in conformity with the requirements of this Notice and Tender File shall be rejected, particularly, in the absence of the bid bond issued by a bank or insurance company accepted and authorised by the Minister of Finance, the non-respect of the tender documents model, a false declaration, or any false document, shall lead to outright rejection of the bid without appeal.

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13. SUBMISSION OF BIDS



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The sealed envelopes containing the bids shall bear only the following inscription:

**"OPEN NATIONAL INVITATION TO TENDER
No.02/AONO/MINREX/CIPM/2020 OF 12 9 DEC 2019
UNDER PROCEDURE OF URGENCY,
FOR THE PROVISION OF SECURITY AND CARETAKING SERVICES WITHIN THE
MINISTRY OF EXTERNAL RELATIONS.
TO BE OPENED ONLY DURING THE BID-OPENING SESSION"**

14- OPENING OF BIDS

The opening of the bids shall be carried out in a single stage, on the four envelopes (Outer Envelope, "Envelope A: ADMINISTRATIVE DOCUMENTS" and "Envelope B: TECHNICAL OFFER", and "Envelope C: FINANCIAL OFFER") one after the other, in the following chronological order: i) Outer Envelope, ii) "Envelope A: ADMINISTRATIVE DOCUMENTS", iii) "Envelope B: TECHNICAL OFFER" and iv) "Envelope C: FINANCIAL OFFER".

This shall be done on 12 9 JAN 2020 at 4 p.m. prompt, in the Conference Hall of MINREX, new building, by the Internal tender's board (ITB) of the Ministry of External Relations, in the presence of bidders or their authorized representatives having full knowledge of the file.

15- MAIN EVALUATION CRITERIA

15-1 Eliminatory Criteria

- Absence of a bid bond;
- Absence or non-compliance of an administrative document despite an additional period of 48 hours to be granted, where necessary;
- Forged document(s) or false declaration(s);
- Absence of a sworn/signed statement attesting the non-abandonment of a contract over the past three years and absence on the MINMAP list of defaulting companies;
- absence or non-compliance of the service provider, in accordance with point 5.3 of the RPAO-page 31;
- Non satisfaction of at least twenty six (26) of the thirty two (32) essential criteria;
- Omission of a unit or quantified fixed price of the financial offer;

15-2 Essential Criteria

The technical offer of each Bidder, whose Administrative document and technical offer are in compliance with the eliminatory criteria, shall be assessed on the following bases:

N°	Criteria	number of sub-criteria
1	Human resources	09
2	References in similar services provided	02
3	Plan of work and methodology	11
4	Material resources to be mobilised	03
5	Financial capacity	03
6	Presumption of knowing the site	02



7	Presentation of file	02
	Total	32

- The detailed evaluation criteria can be consulted in document 12.
Only bids that will satisfy at least **twenty six (26) of the thirty two (32) essential criteria**, after the technical assessment, will be declared qualified for the financial assessment.

15-3: Financial evaluation:

Only the financial offers of bidders, who are qualified after the compliance review of the administrative documents and technical assessment, will be assessed and rated at this stage to determine their corrected amounts.

16 - SELECTION METHOD

The selected Service Provider through the quality-cost method, in compliance with the procedures described in the Tender File.

Thus, a classification of bids will be drafted according to lowest-priced bid in order to determine the Project Owner's choice.

17. TENDER VALIDITY

Bidders shall remain committed by their bids for 90 (ninety) days from the deadline set for the submission of tenders.

18- AWARDING OF THE CONTRACT

The contract will be awarded to the Bidder whose bid is considered essentially in compliance with the Call to Tender, who will obtain at least twenty six (26) of the thirty two (32) essential criteria and deemed the lowest-priced bidder.

19-ADDITIONAL INFORMATION

Further information may be obtained during working hours at the Department of General Administration (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations.

N.B: "In the event of any act of corruption, kindly call or SMS the following numbers: 673 205 725 / 699 370 748, MINMAP"

Copies:

- MINMAP
- SOPECAM (for publication in Cameroon Tribune)
- ARMP (for publication in the Public Procurement Gazette)
- Tender Board/MINREX
- Notice Boards/Archives

Yaounde, 13 0 DEC 2019

THE MINISTER OF EXTERNAL RELATIONS,
The Project Owner



MBELLA MBELLA