



SOUTH WEST DEVELOPMENT AUTHORITY SOWEDA

MISSION DE DEVELOPPEMENT DE LA REGION DU SUD-OUEST

Restricted National Invitation to Tender N° 005/24/RNIT/SOWEDA/SITB/GoC/2024 of 06/03/2024 for the Recruitment of a Consultancy Firm to Audit the 2023 Accounts and Financial Statements of SOWEDA.

Funding: SOWEDA/GoC/2024 – Line 612051

1. Subject

Within government's policy of good governance and transparent management, the Director General of SOWEDA hereby intends to recruit the services of an independent auditor of established reputation to audit the accounts and financial statements of SOWEDA for the 2023 financial year. This tender follows the Request for Expression of Interest N° 001/REI/SOWEDA/24 of 05/02/2024.

2. Nature of Service

The nature of the tender shall consist in recruiting a consultancy firm to carry out the audit of the accounts and financial statements of SOWEDA for the 2023 financial year.

3. Allotment

The present consultation shall be in 01 (one) Lot only.

4. Estimated Cost

The total estimated cost of the entire assignment stands at **FCFA 5,000,000** (five million francs).

5. Participation and Origin

Participation in this invitation to tender is open to the following pre-qualified enterprises specialized in carrying out audit of accounts and financial statements and retained on the basis of Request for Expression of Interest N° 001/REI/SOWEDA/24 of 05/02/2024:

N°	Names of Shortlisted Bidders	Address
1	ASAH ALPHA CONSULTING	B.P. 4743, Douala
2	ARC AUDIT & CONSULTING	B.P. 6297, Yaoundé
3	GAP CONSULTING	B.P. 6805, Douala
4	MOORE	B.P. 3883, Douala
5	AFRIQ BRAIN CONSULTING	B.P. 15459, Douala

6. Funding

The services for which this Consultation is intended shall be financed by the 2024 Running Budget of SOWEDA, Line 612051.

7. Bid bond

Under risk of being rejected, each bidder must include in his administrative documents, a bid bond issued by a first rate-bank or insurance company approved by the Ministry in charge of Finance featuring on the list in Document 12 of the Tender File amounting to **FCFA 100,000 (one hundred thousand francs)**.

The bid bond shall remain valid for thirty (30) days beyond the original date of the validity of the offers.

Administrative and financial documents must be originals or copies duly certified by the issuing authority in conformity with the Special Conditions of the Tender. They must be less than three months old from the date of submission of bids and must not have been signed before the date of publication of the Tender Notice.

Bids that are not in conformity with the provisions of this Notice and the Tender Document shall be rejected. Notably, the absence of the bid bond issued by a 1st degree banking institution or insurance company approved by the Ministry in charge of finance or the non-respect of the model documents attached to the Tender Document shall lead to the rejection of the bid.

8. Consultation of Tender File

The Tender File may be consulted during working hours at the Head Office of SOWEDA, Buea (Department of Administration and Finance) P.O. Box 336, Buea – Tel: 233-32-26-22 / 233-32-28-05 as soon as this notice is published.

9. Acquisition of the Tender File

The file may be obtained at the Head Office of SOWEDA, Buea (Department of Administration and Finance) P.O. Box 336, Buea – Tel: 233-32-26-22 / 233-32-28-05, E-mail: soweda_buea@yahoo.com as soon as this Notice is published against payment of a non-refundable sum of FCFA 15,000 (fifteen thousand francs) to the ARMP Special Account N° 335 988 with BICEC Cameroon.

10. Submission of Bids

Each bid, drafted in English or French, in seven (07) copies, including the original copy and six (06) copies labelled as such and sealed, should reach SOWEDA, not later than **28/03/2024 at 10 a.m.** in a stamped envelope addressed to the Director General of SOWEDA.

The sealed envelope shall be labelled as follows:

*“Restricted National Invitation to Tender N° 005/24/RNIT/SOWEDA/SITB/GoC/2024 of 06/03/20234 for the Recruitment of a Consultancy Firm to Audit the 2023 Accounts and Financial Statements of SOWEDA.
To be opened only during the Bids Opening Session”*

Each bidder shall have to include in his tender a standard bid form indicating costs exclusive of all taxes and taxes included and execution deadlines.

11. Admissibility of Offers.

Subject to being rejected, the administrative and financial documents required must be produced in originals or true copies certified by the issuing service in accordance with the Special Conditions of the Invitation to Tender.

These documents must not be older than three (3) months preceding the original date of submission of bids or must not have been established after the signing of the tender notice.

In accordance with the prescriptions of this notice and tender file, any incomplete offer shall be declared inadmissible. This applies especially to the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance.

12. Opening of Bids

The bids shall be opened in **two phases**. The administrative file and the technical offer shall be opened first followed by the opening of the financial offers of bidders who would have obtained the minimum required technical score.

The opening of the administrative documents and the technical offer shall take place on **28/03/2024 at 11 a.m.** in the SOWEDA Conference Hall by the SOWEDA Internal Tenders Board.

Only bidders can attend or be duly represented by a person of their choice.

The opening of financial offers shall take place at the end of technical evaluation and shall concern only bidders who must have obtained the minimum score of 70 points on 100.

13. Execution Deadline

The period of execution of the assignment that is subject of this tender shall be 02 (two) months.

14. Evaluation Criteria

14.1 Main Eliminator Criteria

Bids shall be rejected for:

- a) Absence of a bid bond
- b) Absence or non-conformity of an administrative document within 48hours after bids opening
- c) Absence of declaration of non-abandonment of a public contract during the last three years;
- d) False declaration or falsified document
- e) Non-compliance with model bid
- f) Technical score less that 70/100
- g) Presence of financial information in the technical bid.

14.2 Essential Criteria for Evaluation of Bids

N°	Criteria	Marks
1	Qualification and experience of key personnel to carry out the assignment	45
2	Experience of bidder in similar assignments (references)	30
3	Understanding of terms of reference: organization, methodology, duration	20
4	Presentation of tender file	05
	Total	100

15. Method of Selection of Firm

The firm shall be retained by the method of combination of the technical and financial marks, in conformity with the procedure laid down in the Tender Document:

- Technical Weight: 60%
- Financial Weight: 40%

The contract shall be awarded to the bidder with a higher score, in accordance with the following formula:

$$N = \frac{60 \times \text{Technical Score (Ts)} + 40 \times \text{Financial Score (Fs)}}{100}$$

The financial score (Fs) is obtained as follows:

Let Fm = minimum financial proposal. Its financial score is equated to 100 points. The other bidder's financial score (Fs) will be processed as follows:

$$Fs = \frac{100 \times Fm}{F}$$

Where Fm= amount of minimum financial proposal; and F = amount of the proposal being evaluated.

16. Award of Contract

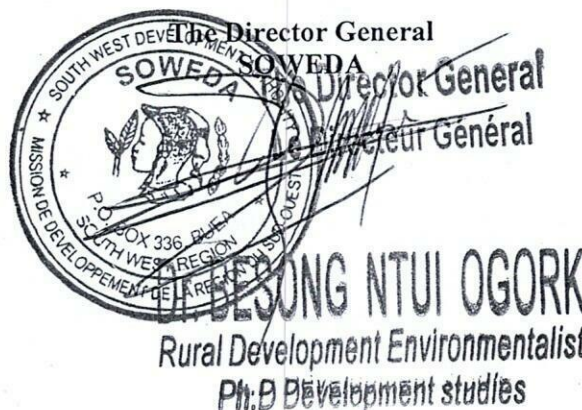
The contract shall be awarded on the basis of the best offer using a combination of technical and financial criteria, to the firm that **scores highest** with respect to Article 15 above.

17. Validity of Bids

Bidders shall be bound by their bids for a period of 90 (ninety) days with effect from the date of submission of bids.

18. Complementary Information

Additional information may be obtained at the Office of the Director of Administration and Finance of SOWEDA, P.O. Box 336 – Buea; Tel: 233-32-28-05; Email: sowedabuea@gmail.com.



Copies to:
 - MINMAP
 - ARMP
 - Chairperson/ TB
 - Notice board
 - Archives