



TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N°. 001/ONIT/OPIC/PIC/ITB/2024 OF 05 April 2024 FOR THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

FUNDING: 2024 Budget of the Office of the Public Independent Conciliator, North-west Region

1. Subject of the Tender Notice:

Within the framework of the execution of the 2024 Budget of the Office of the Public Independent Conciliator, the Public Independent Conciliator, Contracting Authority, hereby launches OPEN NATIONAL INVITATION TO TENDER N°. 001/ONIT/OPIC/PIC/ITB/2024 OF **05 April 2024** FOR THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.

2. Nature of supplies;

The services of this contract comprise notably: **THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION. See details in the Terms of Reference.**

3. Delivery period;

The delivery period provided by the Project Owner or Contracting Authority for the delivery of the COMMUNICATION CONSULTANCY forming the subject of this open national invitation to tender is **12 months**.

4. Allotment

The project is in a single lot.

5. Estimated cost

The estimated cost after preliminary studies is 14,000,000 (Fourteen Million) FCFA all taxes inclusive.

6. Participation and origin

Participation in this open national invitation to tender is Open to all Enterprises of Cameroonian Nationality which are in compliance with the regulations in force.

7. Acquisition of tender file

The file may be acquired from the Office of the Public Independent Conciliator, North West Region upon presentation of a non-refundable treasury receipt of Twenty-Four Thousand, Four Hundred Francs (24,400) FCFA bearing the name of the company.

8. Consultation of tender file:

The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82) as soon as this notice is published.

9. Submission of bids:



Each bid drafted in English or French in seven (7) copies, including the original and six (6) copies marked as such, should reach the Office of the Public Independent Conciliator of the North-West Region not later than **Tuesday, 14 May 2024 at 10:00 A.M.** and should carry the inscription:

Open National Invitation to Tender
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REGION

"To be opened only during the bid-opening session"

10. Bid bond

Each bidder must include in his/her administrative documents, a bid bond of 280,000 (Two hundred and eighty thousand) FCFA all taxes inclusive. The bid bond must be issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose name is found in document No. 11 of this Tender File. It must be valid for thirty (30) days beyond the date of validity of bids.

11. Admissibility of bids:

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible. Especially, the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid.

Bids that do not respect the method of separating the financial offer from administrative and technical offers will be inadmissible.

12. Opening of bids:

The bids shall be opened in two phases. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **Tuesday, 14 May 2024 at 11:00 AM** in the conference room of the Office of the Public Independent Conciliator of the North-West Region, by the Internal Tenders Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

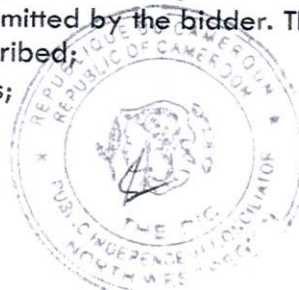
Only bidders may attend or be represented by a duly mandated person.

13. Evaluation criteria

13.1 Eliminary criteria

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. The non-respect of one of these criteria shall lead to the rejection of the bid submitted by the bidder. They include notably:

- i. Deadline for delivery higher than prescribed;
- ii. False declaration or falsified documents;



- iii. Absence or insufficient bid bond;
- iv. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- v. Incomplete financial file;
- vi. Change of quantity or unit;
- vii. Non-respect of 75% of essential criteria;
- viii. Suspension by MINMAP in 2023;
- ix. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.

13.2 Essential criteria

The technical bids shall be graded following the essential criteria shown below:

a.	Presentation of the bid	05 points
b.	Understanding of the terms of reference, organisation and methodology proposed	20 points
c.	General experience of the bidder for similar missions	05 points
d.	References of the consultant in similar missions	15 points
e.	Qualification of the expert and their experiences in the field of the mission	50 points
f.	Technical equipment to be used	05 points
	TOTAL	100 points

14 Award

The Contract shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the **best bidder** and technical quality, relative to article 99b of the Public Contracts Code.

15 Validity of offers

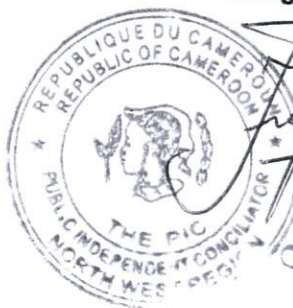
Bidders will remain committed to their offers for ninety (90) days from the deadline set for the submission of bids.

16 Complementary information

Complementary information may be obtained during working hours at the Office of the Public Independent Conciliator, North-West Region (Tel N° 620 31 88 82).

Bamenda, 05 APR 2024

THE PUBLIC INDEPENDENT CONCILIATOR
(Contracting Authority)



Samfu Simon Fai

Copies

- RD/MINMAP
- ARMP
- President ITB/PIC
- Notice Board
- Chrono