

TENDER NOTICE

N° ~~027~~ ONIT/NWRA/NWRAITB/2024 OF THE 11.01.2024/2024 FOR THE PROVISION OF VEHICLE INSURANCE FOR THE NORTH WEST REGIONAL ASSEMBLY (SECOND RE-LAUNCH)

FINANCING: BIP 2024

1. Subject of the invitation to tender:

Within the framework of the execution of the 2024 Public Investment Budget for the state of Cameroon assigned to the North West Regional Assembly, the President of the North West Regional Assembly, (Contracting Authority), hereby launches, an Open National Invitation to Tender N°..... ONIT/NWRA/NWRAITB/2024 OF THE/...../2024 for the provision of vehicle insurance for the North West Regional Assembly (Second Re-Launch)

2. Nature of services

The services are divided in two (02) lots.

**FOR THE PROVISION OF VEHICLE INSURANCE FOR THE NORTH WEST
REGIONAL ASSEMBLY**

The description of these services is detailed in the Terms of Reference of the Tender File.

3. Execution period

The execution period shall be Twelve (12) Months and shall concern thirteen (13) vehicles.

4. LOTS:

The Insurance provision shall be one lots as follows:

LOT	INSURANCE POLICY
LOT 1	Provision of Vehicle Insurance for 13 vehicles

A company can bid for the two lots and can be awarded the two lots.

5. Estimated Cost

LOT	INSURANCE POLICY	COST
LOT 1	Provision of Vehicle Insurance for 13 vehicles	12,000,000

6. Participation and origin

Participation in this invitation to tender is reserved for Insurance Companies registered in Cameroon, fulfilling the conditions provided for by regulations in force in Member States of the Inter-African Insurance Market (CIMA).

The management of the insurance policy (ies) of this invitation to tender shall be ensured by _____ (Not applicable)

NB: The Project Owner is bound to specify within the context of this tender file if he intends to have his policies managed by a broker. In this case, the broker shall be remunerated by the insurer, in accordance with the regulations in force in the insurance sector.

7. Financing

The services which form the subject of this invitation to tender shall be financed by PIB 2024 financial year assigned to the North West Regional Assembly, budget head No. 670 107.

8. Bid Bond

LOT	INSURANCE POLICY	COST	Bid Bond
LOT 1	Provision of Vehicle Insurance for 13 vehicles	12,000,000	240,000



9. **Consultation of tender file:**

The file may be consulted during working hours at the Services of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360092) as soon as this notice is published.

10. **Acquisition of tender file:**

The file may be obtained at the Services of the Director of General Affairs of the North West Regional ASSEMBLY (Tel N° 673007649/233360092) as soon as this notice is published against payment of the non-refundable sum of **Twenty One Thousand Five Hundred (21,500) CFA francs** at the **North West Regional Assembly Treasury**.

11. **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 at the Services of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360092) not later than /..../2024 at 10:00am and should carry the inscription:

OPEN NATIONAL INVITATION TO TENDER N° 27/NIT/NWRA/NWRAITB/2024 OF THE 10/05/2024 FOR THE PROVISION OF VEHICLE INSURANCE FOR THE NORTH WEST REGIONAL ASSEMBLY (SECOND RE-LAUNCH)

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

Financing: B.I.P 2024 assigned to the North West Regional Assembly

12. **Admissibility of bids**

Subject to being rejected, each bidder must include in its administrative documents, a bid bond issued by a first-rate banking or insurance establishment approved by the Ministry in charge of finance and whose list is found in document No. 11 of the Tender File, valid for thirty (30) days beyond the date of validity of bids.

The other administrative documents must imperatively be only originals or true copies certified by the issuing service or administrative authorities (Governor, Senior Divisional Officer, Divisional Officers) in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

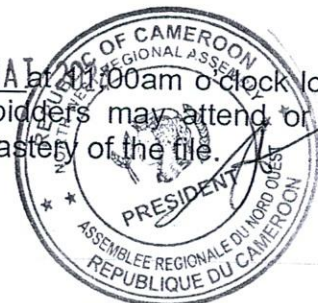
Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially the absence of a bid bond issued by a first-rate banking or insurance establishment approved by the Minister in charge of Finance.

13. **Opening of bids**

The bids shall be opened in two phases.

The opening of the administrative file and the technical bid shall take place on **31 MAI 2024** at 11:00am o'clock by the Regional Assembly Internal Tenders Board at the conference hall of the annex building situated at up station opposite the motor park.

The opening of the financial bids shall take place on **31 MAI** at 01:00am o'clock local time by the same Tenders Board on a later date. Only bidders may attend or be represented by a duly mandated person who has a perfect mastery of the file.



11. Evaluation criteria

The aim of these criteria is to identify and reject incomplete bids or bids not in compliance with the essential conditions laid down in the Tender File relating especially to admissibility of administrative documents, compliance of the technical bid with the terms of reference in the Tender File and the qualification of candidates.

11.1 Eliminary criteria

The eliminatory criteria of this tender are the following:

- Absence or non-conformity of an element in the administrative file non regularized within 48 hours after opening of bids;
- Execution deadline lower than prescribed in the Tender File;
- Incomplete financial file;
- Suspended by MINMAP for 2024;
- False declarations or forged documents;
- Absence of bid bond;
- Absence of the accreditation to perform the insurance profession;
- Technical score less than 75 out of 100 points;
- Presence of financial information in the technical bid;
- Submission of insufficient number of bids or the lack of the original copy of bids.
- Non respect of the method of separating the financial offer from administrative and technical offers;
- Non separation of the Reference Financial offer from the financial offer (See Art. 91 of Circular No 00001/PR/MINMAP/CAB of 25/14/2022 on the text of application of the Public Contracts Code)

11.2 Essential criteria

These criteria are the fundamental or key ones that will help to judge the financial and technical capacity of candidates to execute the services forming the subject of the tender. They should be determined depending on the nature and content of the services to be provided

The technical bids will be evaluated over one hundred (100) marks according to the following criteria::

Criteria	Scoring (points)
General presentation of bid	5
Bidder's References in similar risks during the last five years (attach the first and the last pages of the contract)	15
Detailed description of guarantees offered	10
Modalities for putting the guarantee into action	10
Representation in the territory	10
Coverage of regulated commitments	10
Coverage of the solvency margin	10
Disaster payment rate in the similar branch during the last five years.	10
Reassurance treaties in the similar branch currently valid	10
Facilities granted	10
	100

Evaluation criteria and essential sub criteria, for each lot, are detailed in the Special Regulations of the tender.



12. Selection method of the insurer

The insurer to be chosen shall be the one with the best bid.

13. Maximum number of lots

An insurance company may bid for the project, the bidder who has the best bid in his technical and financial file, the Contracting Authority shall award it to him following its list of preference indicated in the financial bid.

14. Validity

Bidders shall remain committed by their bid for ninety (90) days with effect from the date of submission of bid

15. Complementary information

Complementary information may be obtained during working hours from Services of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360092)

Copies:

- RD/MINMAP
- ARMP (for publication and archiving)
- Project Owner or Delegated Project Owner
- Chairs of Tender Boards for information)
- Concerned (for information)
- Notice boards (for information)

**THE PRESIDENT OF NORTH
WEST REGIONAL ASSEMBLY
(CONTRACTING AUTHORITY)**



L'ouverture du dossier administratif et des offres techniques aura lieu le 31 MAI 2024 à 11 heures 00 par la Commission Interne des Marchés de l'Assemblée Régionale à la salle de conférence du bâtiment annexe situé à la gare supérieure en face du parc automobile.

L'ouverture des offres financières aura lieu le 31 MAI 2024 à 11 heures, heure locale, par la même Commission des Marchés, à une date ultérieure. Seuls les soumissionnaires pourront assister ou se faire représenter par une personne dûment mandatée et maîtrisant parfaitement le dossier.

12. Critères d'évaluation

Ces critères ont pour objectif d'identifier et de rejeter les offres incomplètes ou non conformes aux conditions essentielles fixées dans le dossier d'appel d'offres relatives notamment à la recevabilité des pièces administratives, à la conformité de l'offre technique avec les termes de référence du dossier d'appel d'offres et la qualification des candidats.

12.1 Critères éliminatoires

Les critères éliminatoires de cet appel d'offres sont les suivants :

- Absence ou non-conformité d'un élément du dossier administratif non régularisé dans un délai de 48 heures après l'ouverture des offres ;
- Délai d'exécution inférieur à celui prescrit dans le dossier d'appel d'offres ;
- Dossier financier incomplet ;
- Suspendu par le MINMAP pour 2024;
- Fausses déclarations ou faux documents;
- Absence de caution de soumission;
- Absence de l'agrément pour exercer la profession d'assurance ;
- Note technique inférieure à 75 sur 100 points;
- Présence d'informations financières dans l'offre technique ;
- Présentation d'un nombre insuffisant d'offres ou manque de la copie originale des offres ;
- Non présentation ou séparation de l'offre Financière de Référence des offres Financières, Administratives et Techniques ;
- Présentation d'un nombre insuffisant d'offres ou manque de la copie originale des offres .

12.2 Critères essentiels

Ces critères sont les critères fondamentaux ou clés qui permettront de juger de la capacité financière et technique des candidats à exécuter les services faisant l'objet de l'appel d'offres. Ils doivent être déterminés en fonction de la nature et du contenu des services à fournir.

Les offres techniques seront évaluées sur cent (100) points selon les critères suivants :

Critères	Notation (Note)
Présentation générale de l'offre	5
Références du soumissionnaire dans des risques similaires au cours des cinq dernières années (joindre la première et la dernière pages du contrat)	15
Description détaillée des garanties offertes	10
Modalités de mise en œuvre de la garantie	10
Représentation sur le territoire	10
Couverture des engagements réglementés	10
Couverture de la marge de solvabilité	10
Taux d'indemnisation en cas de catastrophe dans la branche similaire au cours des cinq dernières années.	10
Traités de réassurance dans la branche similaire en vigueur actuellement	10
Facilités accordées	10
TOTAL	100

Les critères d'évaluation et les sous-critères essentiels, pour chaque lot, sont détaillés dans le



Règlement Particulier de l'appel d'offres.

13. Méthode de sélection de l'assureur

L'assureur à choisir sera celui qui aura la meilleure offre.

14. Nombre maximum de lots

Une compagnie d'assurance peut soumissionner pour le projet, le soumissionnaire qui aura la meilleure offre dans son dossier technique et financier, le Maître d'Ouvrage lui attribuera celle-ci suivant sa liste de préférence indiquée dans l'offre financière.

15. Validité

Les soumissionnaires resteront engagés par leur offre pendant quatre-vingt-dix (90) jours à compter de la date de dépôt des offres.

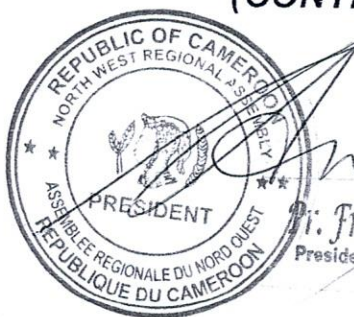
16. Informations complémentaires

Des informations complémentaires peuvent être obtenues pendant les heures ouvrables auprès des Services du Directeur des Affaires Générales de l'Assemblée Régionale du Nord-Ouest (Tél N° 233360092)

**THE PRESIDENT OF NORTH
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Pi. Fru Fobuzshi Angwafo III
President, North West Regional Assembly