



NOTICE OF CALL FOR EXPRESSION OF INTEREST
N° 000031 /AMI/CAMPOST/DG/DRH/2024 OF 09 AOUT 2024
**FOR THE CONSTITUTION OF A SHORTLIST OF INSURERS TO PARTICIPATE IN
THE RESTRICTED NATIONAL INVITATION TO TENDER FOR THE SUBSCRIPTION
OF HEALTH INSURANCE POLICY FOR THE CAMEROON POSTAL SERVICES
(CAMPOST) STAFF FOR THE 2024 FINANCIAL YEAR**

**FINANCING: 2024 CAMPOST BUDGET
BUDGET HEAD: 66840000000 "HEALTH Insurance"**

1-Introduction

In order to constitute a shortlist of accredited insurers to participate in the Restricted National Invitation to Tender for the subscription of Health Insurance Policy for the Cameroon Postal Services (CAMPOST) staff, the General Manager of CAMPOST, the project owner launches a Notice of Call for Expression of Interest for the Insurance Companies under the following conditions:

2- Subject

The purpose of this Notice of Call for Expression of Interest is the prequalification of the Insurance Companies to participate in the Restricted National Invitation to Tender for the coverage of Health Insurance staff.

The insurance companies interested in the service must have proven references in the field of insurance.

3-Participation

This Notice of Call for Expression of Interest is open to Cameroonian Insurance Companies established in the ten (10) regions of Cameroon, fulfilling the conditions provided for by the regulations in force in the Member States of the Inter-African Conference on Insurance Markets (CIMA).

4-Mission

This assignment shall be under the supervision of the General Manager of CAMPOST. The consultant shall work in close collaboration with Human Resources Department.

The mission shall consist, in particular, in ensuring the healthcare coverage of the CAMPOST staff throughout the national territory for 971 (nine hundred and seventy-one) employees aged between 22 and 59 years as of 05.08.2024, under the following conditions:

- healthcare coverage in Cameroon only for a period of twelve (12) months;
- the insurance company shall be represented in the ten regions of the country, either by an agency or by a medical officer;

- CAMPOST favours the principle of third party payment (voucher and biometric card).The tenderer shall specify the other facilities granted to the insureds.
- The subscriber shall specify the period of:
 - reimbursement, which must be less than 14 days ;
 - delivery of the voucher, which must be less than or equal to 2 days.
- In the event of hospitalisation in an approved centre, the insurance company shall guarantee immediate cover;
- All reimbursement files are centralised in Yaoundé and deposited with the insurer by slip by the focal point;
- The number of employees to be taken into account is 971 agents. This number of employees may vary by 05% more or less without modifying the original contract. Any new employee shall be included within thirty (30) days by simple notification to the Insurer. In the event of a change of more than 05%, the original contract will be amended and the total premium will be adjusted.

The services covered by this project are the following:

SERVICES	COVERAGE	Benefit limit	Deductible
Medical consultation and visits (general practitioners, specialists)	80 %	200,000/pers/ year	
Hospitalisation and hospital stay	80 %	20,000/ day	
Surgical procedures	80 %	400, 000/ pers/year	
Medical analysis and laboratory work	80 %	400, 000/pers/ year	
Pharmaceutical costs	80 %	400,000/pers/ year	
Radiology and medical imaging costs	80 %	200, 000/pers/ year	
Medical evacuation and patient transfer	80 %	50, 000/pers/ year	
Functional rehabilitation, physiotherapy and physical therapy	80%	50, 000/pers/ year	
Dental care	80%	120, 000/pers/ year	
Optical eyewear	80%	70, 000/pers/ year	
Lump-sum payment for an insured person who has become permanently disabled as a result of an illness or accident.	FF	200, 000	
BENEFIT LIMIT		1 ,000, 000/pers / year	

Notwithstanding the general principles, accidents on public roads are covered.

5- Financing

Services, subject of this Notice of Call for Expression of Interest, shall be financed by the CAMPOST Budget, **Budget head: 66840000000 "Health insurance"** 2024 Financial Year.

6- Submission of the application file

To avoid disqualification, the bidder must provide the following information as clearly and in as much detail as possible. These information must be supplied and will be subject to verification. Applicants for this call for expressions of interest shall provide the following documents.

6.1 Part One (Administrative file)

The first part that is the administrative file shall be submitted in five copies, one (01) original and four (04) marked copies, dated less than three (03) months and valid for the 2024 financial year, drafted in English or French. This includes:

- A letter of motivation stamped, dated and signed by the candidate, stating that the applicant intends to bid for the Restricted National Invitation to Tender if shortlisted. This letter shall indicate the address and company name of the bidder;
- A tax compliance certificate dated less than three (03) months;
- A registration certificate issued by the Directorate General of Taxation;
- A certified location certificate and a location plan signed on honour;
- A certificate of non-bankruptcy issued by the Court of First Instance of the candidate's domicile;
- A certificate of non-exclusion of public contracts awarded by the Public Contracts Regulatory Agency (ARMP) dating less than three (03) months;
- Certified copy of the approval of the tenderer's insurance profession issued by the Minister of Finance.

All documents proving the legal existence and the regular exercise of the activities of the applicant structure.

6.2 Part Two (Technical File)

This is to cover the following staff:
Staff numbers at **05 August 2024**

Year of birth	Number of employees	Year of birth	Number of employees	Year of birth	Number of employees
1964	6	1979	36	1994	11
1965	21	1980	29	1995	15
1966	18	1981	39	1996	13
1967	29	1982	32	1997	14
1968	29	1983	21	1998	11
1969	37	1984	32	1999	10
1970	43	1985	24	2000	11
1971	57	1986	20	2001	8
1972	41	1987	26	2002	3
1973	41	1988	13	Total	971

1974	41	1989	13
1975	37	1990	26
1976	43	1991	24
1977	38	1992	19
1978	30	1993	10

The technical offers shall be evaluated on one hundred (100) points according to the essential criteria.

7.2.1 The candidate's references

The candidate will present the references, while specifying the list of fields of his specialization, his experience for the benefits provided for in this notice.

To be valid, each reference of the same nature must be justified by the following elements:

- the name of the project owner ;
- a copy of the first and last pages of the relevant registered contract;
- photocopy of the acceptance report or technical recipe.

Any false statement will result in the rejection of the offer.

7.2.2 Evaluation Criteria

Elimination Criteria

- Absence or non-compliance of an administrative document ;
- False declaration or forged documents;
- Technical note less than seventy (75) points out of a hundred (100) ;
- Absence of the CIMA certificate certifying that the tenderer is not subject to any special reorganisation, safeguard or supervision procedure ;
- Lack of approval in the branches concerned.

Essential Criteria

Criteria	Marks (points)
General presentation of the offer	10
General references of the tenderer	30
Specific references of the tenderer to similar risks during the last five (05) years	35
Reinsurance coverage in the sector concerned	15
Facilities granted	10
TOTAL	100

Only candidates who have completed a technical score of at least (75) points out of (100) will be selected to respond to the Call for Bids.

NB : Technical details can be obtained during working hours at the Cameroon Postal Services (CAMPOST), Contract Management Unit (SIGAM), located on the 3rd floor of CAMPOST Headquarters building, 94 Boulevard du 20 Mai, door 317 (Tel: 222 50 72 63), E-mail: edward.eta@campost.cm .

Any false declaration will result in the rejection of the bid.

Handwritten signature

Selection criteria

- a- Be a Cameroonian Insurance Company based in Cameroon;
- b- Justify the administrative, technical and financial capacity required, in particular:
 - Present an administrative file in accordance with specifications 6.1 below;
 - Have good experience in the fields of health insurance policies;
 - Fulfil the conditions laid down by the regulations in force in the member states of the Inter- African Conference of Insurance Markets (CIMA) and not under the supervision of the CIMA;

The Technical file, drafted in English or French, shall be submitted in five copies, one (01) original and four (04) marked copies.

7-Pre-selection criteria

Only bidders having obtained the minimum required technical score will be selected for the Restricted National Invitation to Tender.

8-Submission of files and opening of bids

Expressions of interest, drafted in French or English, in six copies including one (01) original and five (05) copies marked as such, submitted in one single package, enclosed in two (02) inner and separate envelopes : envelope A (administrative file) and B (technical file), should be received during working hours, in a sealed envelope and should reach the Cameroon Postal Services (CAMPOST), Contract Management Unit (SIGAM), located on the 3rd floor of CAMPOST Headquarters building, 94 Boulevard du 20 Mai, door 317 (Tel: 222 50 72 63) e-mail : edward.eta@campost.cm , no later than 27 AOUT 2024 at **2 p.m.** local time. These two (02) envelopes shall be contained in a third envelope which shall solely be marked:

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"TO BE OPENED ONLY DURING THE BID OPENING SESSION"

9- Examination of files and publication of results

The files submitted will be examined by a technical committee appointed by the General Manager of the Cameroon Postal Services. The selected candidates shall then be invited to participate in the Restricted National Invitation to Tender launched in accordance with the procedures in force in the Republic of Cameroon, in particular Articles 57 paragraph 1, 5, 6, 7 and 58 of Decree No. 2018/355 of 12 June 2018 to lay down common rules applicable to contracts awarded by public undertakings.

10 – Venue and Validity of bids

The assignment shall take place within the CAMPOST network and shall last for twelve (12) months.

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11- Further Information

Additional information relating to this call for expressions of interest can be obtained at the Cameroon Postal Services (CAMPOST), Contract Management Unit (SIGAM), located on the 3rd floor of CAMPOST Headquarters building, 94 Boulevard du 20 Mai, door 317 (Tel: 222 50 72 63), E-mail: edward.eta@campost.cm.

12- Fight against corruption and malpractices

To report corrupt practices, facts or acts, please call CONAC on 1517.

Yaoundé, 09 AOUT 2024
THE GENERAL MANAGER



Copies:

- PCA/CAMPOST
- ARMP (for publication and archives)
- CIPM /CAMPOST President (for information)
- Billposting (for information)
- CMU (for archives)