

RÉPUBLIQUE DU CAMEROUN
Pais-Travail-Paie

REGION DE L'EXTRÊME-NORD

CONSEIL REGIONAL



REPUBLIC OF CAMEROON
Peace - Work - Fatherland

FAR NORTH REGION

REGIONAL COUNCIL

OPEN NATIONAL INVITATION TO TENDER

N° **031** /ONIT/FNRC/ITB/2023 OF **30** **AOUT** **2024**

FOR THE SUPPLY OF INSURANCE POLICY FOR THE FOLLOWING
VEHICLE (CA 7281 D, EN 265 AS, EN 266 AS, EN 267 AS, EN 268 AS AND EN 459
AS) AND MOTORBIKE (ENMT 101 CV), YEAR 2023 FOR THE REGIONAL
COUNCIL OF THE FAR NORTH REGION

Funding: Public Budget of the Regional Council, year 2024

Heading **670 111**

1-Purpose of the tender

Within the framework of the Public Investment Budget, for the year 2024, the President of the Regional Council of the Far North Region, hereby launches in an emergency procedure an invitation to tender for the supply of insurance policy for the following vehicle (CA 7281 D, EN 265 AS, EN 266 AS, EN 267 AS, EN 268 AS AND EN 459 AS) and motorbike (ENMT 101 CV), year 2023 for the Regional Council of the Far North Region.

2. Consistency of delivery

Deliverables subject of this consultation are detailed in the terms of reference.

3. Time frame for execution

The planned duration given by the project owner for the realization of the job is **twelve (12) months**.

4. Participation

The application to this invitation to tender is opened with equal conditions to Cameroon-Law related firms and companies experienced in similar services and located in Cameroon. By this invitation to tender, interested companies are called upon to provide authentic information which will be helpful for the choice of the one that can meet the needs of the required service after an in-depth and objective appraisal of its application file.

5. Funding

Services forming the subject of this invitation to tender shall be financed by the Public Budget of the Regional Council of the Far North Region, year 2023, Heading: **670 111**.

As far as services are concerned, an estimated amount of **thirteen millions two hundred thousand (13 200 000) F CFA** is allocated for this contract.

6. Consultation of the Tender Document

The tender documents may be consulted during working hours at the Far North Regional Council of the Far North Region (Secretariat General), at Djarengol-Pitoaré Street. Phone : **222 290 151**, as soon as this notice is published.

7. Acquisition of Tender Document

The tender documents offer may be obtained from the Secretariat General), at Djarengol-Pitoaré Street, Phone: **222 290 151** on presentation of a receipt showing the payment of a non-refundable sum of **twenty five thousand (25 000) CFA francs**, as purchase fee for the document, payable into the Regional Council Receiver Office.

8. Submission of tenders

Seven copies of each tender application written either in English or in French; one (01) original document and six (06) copies labelled as such, in accordance with the invitation to tender should be submitted in a sealed envelope against a receipt at the Regional Council of the Far North Region in Maroua, Services of the Secretariat General, by **23 SEPT 2024** at 12.00 Am (local time). Phone: 222 290 151. They should bear the following:

**"OPEN NATIONAL INVITATION TO TENDER
N° **034** /ONIT/FNRC/ITB/2024 OF **30 AOÛT 2024**
FOR THE SUPPLY OF INSURANCE POLICY FOR THE FOLLOWING VEHICLE
(CA 7281 D, EN 265 AS, EN 266 AS, EN 267 AS, EN 268 AS AND EN 459 AS) AND
MOTORBIKE (ENMT 101 CV) . YEAR 2023 FOR THE REGIONAL COUNCIL OF
THE FAR NORTH REGION.**

Year 2024 Heading 670 111

"Disclose only during the evaluation session of tender applications"

NB: Beyond the submission's deadline, any tender will no longer be received.

9. Admissibility of bids

Each bidder shall submit his administrative documents, with a bid bond of the amount of two hundred sixty four thousand (264 000) FCFA established by a first class bank approved by the Ministry of Finance and valid for thirty (30) days beyond the original expiry date of tenders.

Under penalty of rejection, the administrative documents required must imperatively be produced originals or certified by the issuing authority or an administrative authority copies (Divisional Officer, Sub- Divisional Officer, ...), in accordance with the laws and Regulations. They must be dated less than three (03) months preceding the date of submission of bids.

Any bid not meeting the requirements of this Notice and Tender Documents will be declared inadmissible. Including the absence of a bid bond issued by a first class bank approved by the Ministry of Finance or the failure models from the documents of tender will result in rejection of the bid.

10. Bid Opening

Tenders disclosure will be done in one stage on **12/09/2023** at 1.00 pm prompt at the meeting Hall of the Regional Council of the Far North Region in the presence of the tender applicants. Only them may attend this opening session or have themselves represented by a duly person of their choice (even in case of joint venture) having a knowledge of their file.

11. Selection Criteria Proposals

11.1 Eliminary criteria

The following criteria will affect the offers, making them ineligible:

- a) False declaration or forged document;
- b) Absence or imperfection of bank bid submission;
- c) Absence of adhesion attestation to the dispositions of code CIMA;
- d) Non production of C1, C4, C10b (sheet F) and C11 ;
- e) Absence of agreement ;
- f) Failure to score at least nineteen (19) essential criteria over twenty six (26) or Failure to score at least seventy per cent (70%) of the essential criteria.

11.2 Essential criteria

The evaluation will be carried out in two phases:

- General presentation of bid ;
- Bidder's References in similar risks during the last five years (attach the first and the last pages of the contract);

Detailed description of guarantees offered ;

Modalities to put the guarantee into play :

Territorial Representation,

Balance sheet for the last three financial years;

Solvency margin coverage;

Claims settlement rate in the similar line of business over the past five (5) years.

12- Insurer selection method

- Companies will be selected through the quality and cost based selection method.
- At the end of the technical and financial evaluations, an overall score will be calculated as follows:
 - $GN = 0.80 * TN + 0.20 * FN$
 - Where :
 - GN : General Note
 - TN : Technical Note
 - FN : Financial Note
 - With $FN = 100 * (LAA) / (BEA)$
 - LAA : Lowest Assessed Amount
 - BEA : Bidder's Evaluate Amount

13-Number of lots

Not applicable

14-Periode of tenders validity

The tenderers remain committed to their tender for Ninety (90) days from the deadline set for the submission of tenders.

15-The presentation of tenders

The documents that constitute the tender are divided into three parts contained in a sealed envelope as follows:

- Envelope A must contain the administrative documents;
- Envelope B must contain the technical proposal;
- Envelope C must contain the financial allocation.

The above-mentioned tenders presented as such will be inserted in a simple envelope bearing only the main tender references. This one must also be closed and sealed for confidentiality. The different documents should be numbered in accordance with the tender file order and separated by some interpolated sheets of the same color.

16-bidder response time

Tender applicants will have twenty (20) days to apply upon publication of this notification.

17. Further information

Some technical information could be obtained during working hours at the Secretariat General Office of The Regional Council of Far North Region.

18. Act of corruption

In any case of corruption, contact MINPC by calling or sending SMS at 673 20 57 25/699 37 07 48.

Maroua, on

30-JUL-2024

The President of the Regional
Council of the Far North Region

Project Officer
