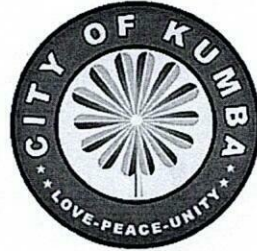


MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

SOUTH WEST REGION

MEME DIVISION

KUMBA CITY COUNCIL



MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPEMENT LOCALE

REGION DU SUD OUEST

DEPARTEMENT DE LA MEME

COMMUNAUTE URBAINE DE KUMBA

Tel.: +237 233 33 42 15

Fax: +237 233 35 48 91

Email: cityofkumba@yahoo.com

**[PROJECT OWNER:
[THE CITY MAYOR TO THE KUMBA CITY COUNCIL]**

**[CONTRACTING AUTHORITY:
THE CITY MAYOR TO THE KUMBA CITY COUNCIL]**

**TENDERS BOARD:
[THE KUMBA CITY COUNCIL INTERNAL TENDERS BOARD]**

OPEN NATIONAL INVITATION TO TENDER

(Through Emergency Procedure)

**No. 02/ONIT/KCC/MEME/KCCITB/2025 OF 14/02/2025 FOR THE RECRUITMENT OF A
CONSULTANT FOR AWARENESS CAMPAIGN (SENSITIZATION) AND TRAINING OF
COMMERCIAL MOTORCYCLE OPERATORS IN THE MUNICIPALITY OF KUMBA, MEME
DIVISION, SOUTH-WEST REGION**

FINANCING : KUMBA CITY COUNCIL/ MINISTRY OF TRANSPORT, FISCAL YEAR 2024.

1. Subject of the Invitation to Tender

The Mayor of Kumba City Council, Project Owner and Contracting Authority, hereby launches an Open Invitation to Tender, for the recruitment of a consultant for awareness campaign (sensitization) and training of commercial motorcycle operators in the municipality of Kumba, Meme Division, South-West Region.

2. Nature of services

The services which the subject of this Invitation to Tender shall include: the following missions:

- Sensitization of motorcycle operators
- Training of commercial bike riders

3. Delivery deadline

The maximum period provided for by the Project Owner for the delivery of the services which are the subject of this Invitation to Tender is **three (03) months** from the date of notification of the Service Order to start the services.

4. Estimated cost

The estimated cost of these services is **fifteen million (15,000,000) FCFA francs, including taxes.**

6. Participation and origin

Participation in this National Invitation to Tender is open to road safety consultation Firms (BET) having the required qualifications on the subject matter.

7. Financing

The services which are the subject of this Invitation to Tender are financed by the Budget of the Ministry of Transport for 2024 Financial Year (road funds)

8. Consultation of Tender File

The Tender File may be consulted as soon as this notice is published, during working hours, at the contract service unit of the City Council.

9. Acquisition of Tender File

The Tender File (DAO) shall be collected on presentation of the original receipt for the payment, **at the Municipal Treasury of Kumba City Council**, of a non-refundable amount of **CFA francs Thirty five thousand (35,000)** representing the cost of purchasing the Tender File.

When collecting the DAO, bidders must register and communicate their full address (telephone, e-mail, post office, fax, etc.).

10. Admissibility of bids

Each bidder must include in his/her administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of finance and recognized by COBAC (Commission Bancaire pour l'Afrique Centrale) featuring on the list in Document 12 of the tender file of an amount of: **three hundred thousand (300,000) FCFA** with a validity period of ninety (90) days from the date the bids are opened.

Under penalty of rejection, the required administrative documents must be imperatively produced as originals or true copies certified by the issuing service or administrative authorities (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 bank approved by the Minister in charge of Finance.

11. Submission of bids:

Each bid drafted in English or French in seven (07) copies including one (01) original and six (06) copies marked as such, should reach the Secretariat of the City Mayor to the Kumba City Council, against a receipt not later than 21/03/2025 at 10.00 am, local time in three (03) distinct envelopes which shall be labelled as follows:

- **Envelop A:** Administrative documents;
- **Envelop B:** Technical offer;
- **Envelop C:** Financial offer.

These three (03) envelopes will be put in a fourth one which shall be labelled imperatively as follows:

OPEN NATIONAL INVITATION TO TENDER

No. 02/ONIT/KCC/MEME/KCCITB/2025 OF 14/02/2025, FOR THE RECRUITMENT OF A CONSULTANT FOR AWARENESS CAMPAIGN (SENSITIZATION) AND TRAINING OF COMMERCIAL MOTORCYCLE OPERATORS IN THE MUNICIPALITY OF KUMBA, MEME DIVISION, SOUTH-WEST REGION

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

12). Opening of bids:

The bids shall be opened in a single (01) phase on the 21/03/2025 at 11.00 am local time by the Tenders Board of the Contracting Authority in the City Council Conference Hall, at the in the presence of the bidders or duly authorized representatives.

13. Evaluation criteria

i. Eliminary criteria

- Absence of Administrative of document or non conformity of document after 48 hrs accorded by the commission
- Absence of bid bond;
- False declaration or forged document,
- A technical score of less than 75%,

- Lack of financial capacity of at least ten million (10,000,000) FCFA;
- Omission of a quantified unit price in the financial offer;

ii. Essential criteria

☐ **Technical proposals**

The technical proposals shall be evaluated as per the following essential criteria:

- Qualification of experts and their experience in the project field (50 points);
- Technical resources and equipment to be deployed (20 points);
- References of the consulting firm (15 points).
- Technical and Methodology Approach envisage (15 points)

☐ **Financial offer**

Only the financial offers of tenderers pre-selected after the evaluation for compliance of the administrative documents (stage 1) and the assessment of the technical proposals (stage 2) shall be evaluated as per the following criteria:

NM = $MMd \times 100 / MS$

NM = Tenderer's financial mark;

MMd = Lowest bidder's amount;

MS = Tenderer's amount.

The contract will be awarded to the bidder who complied with the special regulation of the invitation to tender and is technically apt and whose final mark, N calculated following the formula below is the highest:

$$N = [(75 \times \text{Technical mark}) + (25 \times \text{Financial mark})] / 100$$

N stands for the technico-financial mark

The Contracting Authority can refuse to award the Jobbing Order to a bidder who had unsatisfactory performances (evaluation mark awarded by a monitoring commission of less than 12/20 during the past two years).

14. Award:

The Jobbing Order shall be awarded to the bidder with the best offer; tender with highest final mark (N). In the event of a tie in the final marks between two tenderers, the contract will be awarded to the tenderer with the best technical score.

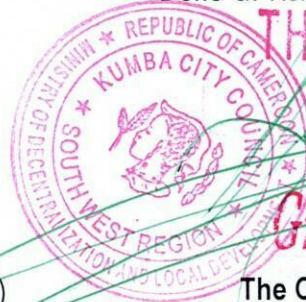
15. Validity of bids

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

16. Complementary information

Further complementary information may be obtained during working hours from the services contract service unit of the City Council, South West Region, or at the Secretariat of the City Mayor to the Kumba City Council Tel 233 35 42 15.

Done at Kumba the 14/07/2025



THE CITY MAYOR

Gregory N. Mewanu

The Contracting Authority

Copies to :

- ARMP (for publication and archiving)
- Chairperson of Tender's board (for information)
- Notice boards (for information)
- Contracts Service (for archiving)
- MINMAP/MEME
- MINT/MEME
- File