



TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER (BY EMERGENCY PROCEDURE)

N° 004/AONO/NASLA/CIPM/2025/ OF 22/04/2025

FOR THE SELECTION OF AN INSURANCE COMPANY FOR THE PROVISION OF A DAMAGE INSURANCE FOR THE BUILDINGS AND THEIR CONTENT AT THE NATIONAL SCHOOL OF LOCAL ADMINISTRATION OF BUEA(2025-2026)

1. Objective of the Invitation to tender

The Director General of the National School of Local Administration (NASLA) hereby launches a National Open National Invitation to Tender (BY EMERGENCY PROCEDURE) FOR THE SELECTION OF AN INSURANCE COMPANY FOR THE PROVISION OF A DAMAGE INSURANCE FOR BUILDINGS AND THEIR CONTENT AT THE NATIONAL SCHOOL OF LOCAL ADMINISTRATION OF BUEA(2025-2026).

2. Scope of services

The services to be performed relate to comprehensive damage insurance coverage including:

- Insurance: Fire insurance/Explosion and related risks
- Insurance: burglary/violence: First risk guarantee
- Insurance: Water damage: First risk guarantee
- Insurance: Glass breakage: First risk guarantee
- Insurance: IT risk insurance

For the following buildings at NASLA:

- > 1-Block A (Central Administration)
- > 2-Amphi 350
- > 3- Major National Dialogue Building
- > 4-Finance Building
- > 5- Library Building
- > 6- New Twin Building (administrative and Pedagogic Bloc)



3. Coverage period

The coverage period is Twelve (12) months, as from the date of signature of the service order for the services to commence.

4. Participation and origin

This open national call to tender targets insurance companies governed by Cameroonian Laws and based in Cameroon, meeting the conditions laid down by the regulations in force in the member states of the Inter-African Conference on Insurance Markets (CIMA) and accredited by Cameroon's Ministry of Finance

5. Financing

The services covered by this call to tender shall be financed by the NASLA budget for the 2025 financial year, line 205T03 670404.

6. Estimated amount

The estimated amount for the services after preliminary studies is fixed at : is CFAF 15,000,000 (Fifteen million) including taxes.

7. Consultation of tender documents

The file can be studied during working hours at the NASLA Contracts Service as soon as this notice is published.

8. Acquisition of the tender file

Invitation to Tender Documents can be obtained during working hours at the Directorate General, subject to the presentation of the receipt of payment of a non-refundable sum of CFAF Twenty five thousand (25,000), which is the cost of purchasing the tender documents; payable to BICEC, Account No. 33598800001-89, the "Compte special CAS-ARMP". The copy of the said receipt shall be submitted upon withdrawal of the Call to Tender Documents.

9. Submission of bids

Each bid written in French or English in seven (7) copies of which one (1) is the original paper copy, six (6) photocopies marked as such, must be received at the NASLA Contracts Service, not later than 22/05/2025 at 10AM and submitted and a receipt issued. It should bear the following inscription:

OPEN NATIONAL INVITATION TO TENDER (BY EMERGENCY PROCEDURE)
N° 004/AONO/NASLA/CIPM/2025/ DU XX/03/2025

FOR THE SELECTION OF AN INSURANCE COMPANY FOR THE PROVISION OF A DAMAGE INSURANCE FOR BUILDINGS AND THEIR CONTENT AT THE NATIONAL SCHOOL OF LOCAL ADMINISTRATION OF BUEA (2025-2026)

"To be opened only during the Bids Opening Session"

10. Admissibility of bids

Each bidder must attach to his administrative documents a bid bond worth CFAF THREE HUNDRED THOUSAND (300,000), issued by a first class financial institution approved by the Minister in charge of Finance and listed in Exhibit No.11 of the Tender file, valid for 20 (One Hundred and Twenty) days as from the date of opening of the bids, without which the bid shall be rejected.

Originals of the other administrative documents required must be produced or their certified true copies issued by the service concerned or an administrative authority (S.D.O., D.O. etc.) in accordance with the provisions of the Special Rules and Regulations of the Call to Tender.

They must be dated less than three (03) months or should have been drawn up after the date of signature of the call to tender notice.

Any bid that does not comply with the requirements of this notice and the tender documents will be declared inadmissible. For example, if a bid bond issued by a financial institution approved by the Ministry of Finance is absent or failure to comply with the model documents in the tender documents, the tender will be rejected.

11. Opening of bids

Bids will be opened in one stage.

The opening of the bids will take place on 22/05/2025 at 11AM by the NASLA Internal Tender's Board, sitting in the Board Room of NASLA.

Only bidders or their duly authorised representatives with full knowledge of the file may attend this opening session.

12. Evaluation criteria

12.1 Elimination criteria

The elimination criteria for this call to tender include the following:

- False declaration, substitution or falsification of administrative documents;
- Absence of the bid bond or erroneous bond at the bid opening;
- Absence of the certificate of adherence to the provisions of the CIMA code;
- Absence of authorization;
- Technical score below 80 points out of 100;
- Presence of financial information in the technical or administrative bid.
- Have been under surveillance in the past 5 years.

12.2. Essential criteria

Technical bids will be evaluated on the basis of one hundred (100) points in accordance with the criteria detailed for each lot in the Special Rules for the Call to Tender (RPAO).

13. Method for selecting the insurer

The company will be chosen based on quality and cost.

Following the technical and financial evaluations, an overall score (technical-financial) will be calculated as follows:

$$GS = 0.80 \cdot TS + 0.20 \cdot FS$$

Where:

GS General Score

TS Technical Score

FM: Finance Score

With $FS = 100 \cdot (MMd) / (MS)$

MMd: Evaluated amount of the best bidder

MS: Evaluated amount of the bidder

14. Number of lots:

This tender document consists of a single lot.

15. Period for Validity of Tenders

Bidders remain bound by their tender for a period of ninety (90) days as from the deadline for submission of tenders.

16. Additional information

Further information can be obtained daily during working hours from the Contracts Service of the National School of Local Administration (NASLA), after the publication of this notice.

Done in BUEA on 22/04/2025
the Director General of NASLA

Copies:

- P/Internal Tenders Board
- CC/ARMP
- DR/MINMAP
- Notice Board

