

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

NORTH WEST REGION

OFFICE OF THE
PUBLIC INDEPENDENT CONCILIATOR

CABINET



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU NORD OUEST

BUREAU DU
PUBLIC INDEPENDENT CONCILIATOR

CABINET

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N° 002/ONIT/OPIC/PIC/ITB/2025 OF 17 APRIL 2025 FOR THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

FUNDING: 2025 Budget of the Office of the Public Independent Conciliator, North-West Region

1. Subject of the Tender Notice:

Within the framework of the execution of the 2025 Budget of the Office of the Public Independent Conciliator of the North-west Region, the Public Independent Conciliator, Contracting Authority, hereby launches OPEN NATIONAL INVITATION TO TENDER N°. 002/ONIT/OPIC/PIC/ITB/2025 OF 17 April 2025 FOR THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.

2. Nature of services:

The services of this contract comprise notably: **THE PROVISION OF COMMUNICATION CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION. See details in the Terms of Reference.**

3. Delivery period:

The delivery period provided by the Project Owner or Contracting Authority for the delivery of the COMMUNICATION CONSULTANCY forming the subject of this open national invitation to tender is **12 months**.

4. Allotment:

The project is in a single lot.

5. Estimated cost

The estimated cost after preliminary studies is 14,000,000 (Fourteen Million) FCFA all taxes inclusive.

6. Participation and origin

Participation in this open national invitation to tender is Open to all Enterprises of Cameroonian Nationality which are in compliance with the regulations in force.

7. Acquisition of tender file

The file may be obtained from Office of the Public Independent Conciliator, North West Region as soon as this notice is published upon presentation of a non-refundable treasury receipt of **Twenty Four Thousand (24,000) FCFA** bearing the name of the company, representing the cost of purchasing the tender file or online using the address <https://www.marchespublics.cm/> and <https://www.armp.cm/>

8. Consultation of tender file:

The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82) as soon as this notice is published or on the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> and <https://www.armp.cm/> as soon as this notice is published.

9. Submission of bids:

Each original bid drafted in English or French should reach the Office of the Public Independent Conciliator of the North-West Region through the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> not later than **07 MAY 2025 at 10:00 A.M** and a backup copy of the tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within time frame bearing the label:

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

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5MB for administrative offers;
- 15MB for the technical offers;
- 5 MB for the financial offers.

Supported formats shall include:

- PDF formats for texts documents
- JPEG formats for images

The tenderers shall use a compression software to reduce the size of the file to be submitted.

10. Bid bond

Each bidder must include in his/her administrative documents, a bid bond of 280,000 (Two hundred and eighty thousand) FCFA all taxes inclusive. The bid bond must be issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose name is found in document No. 11 of this Tender File. It must be valid for thirty (30) days beyond the date of validity of bids.

11. Admissibility of bids:

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible. Especially, the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid.

Bids that do not respect the method of separating the financial offer from administrative and technical offers will be inadmissible.

12. Opening of bids:

The bids shall be opened in two phases. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **Wednesday, 07 MAY 2025 at 11:00 AM** in the meeting room of the Office of the Public Independent Conciliator of the North-West Region, by the Internal Tenders Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

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The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

Only bidders may attend or be represented by a duly mandated person.

13. Evaluation criteria

13.1 Eliminary criteria

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. The non-respect of one of these criteria shall lead to the rejection of the bid submitted by the bidder. They include notably:

- i. False declaration or falsified documents.
- ii. Absence or insufficient bid bond.
- iii. Incomplete financial file.
- iv. Change of quantity or unit.
- v. Non-respect of 75% of essential criteria;
- vi. Suspension by MINMAP in 2025.
- vii. Delivery deadline higher than prescribed.
- viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.
- ix. Failure to provide a backup copy of offers on time.
- x. Failure to comply with the format of file.

13.2 Essential criteria

The technical bids shall be graded following the essential criteria shown below:

a.	Understanding of the terms of reference, organization and methodology proposed	20 points
b.	General experience of the bidder for similar missions in an ombudsman-related structure.	10 points
c.	References of the consultant in similar missions	15 points
d.	Qualification of the expert and their experiences in the field of the mission	50 points
e.	Technical equipment to be used	05 points
	TOTAL	100 points

14 Award

The Contract shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the **best bidder** and technical quality, relative to article 99b of the Public Contracts Code.

15 Validity of offers

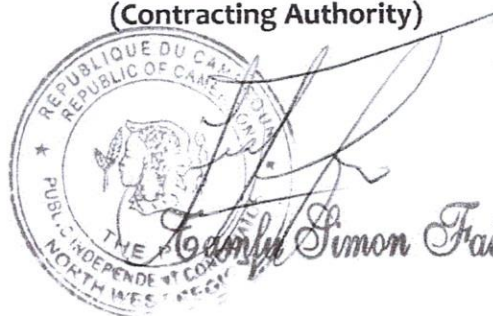
Bidders will remain committed to their offers for ninety (90) days from the deadline set for the submission of bids.

16 **Complementary information**

Complementary information may be obtained during working hours at the Office of the Public Independent Conciliator, North-West Region (Tel N° 620 31 88 82).

Bamenda, 17 APR 2025

THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH-WEST REGION
(Contracting Authority)



Copies

- RD/MINMAP
- ARMP
- President ITB/PIC
- Notice Board
- Chrono