



TENDER NOTICE

**OPEN NATIONAL INVITATION TO TENDER
N°. 004/ONIT/OPIC/PIC/ITB/2025 OF 17 April 2025 FOR THE PROVISION OF PERSONNEL
MEDICAL INSURANCE COVERAGE FOR THE OFFICE OF THE PUBLIC INDEPENDENT
CONCILIATOR, NORTH-WEST REGION.
FINANCING: 2026 Budget of the Office of the Public Independent Conciliator, North-West
Region**

1. Subject of the invitation to tender:

Within the framework of the execution of the 2026 Budget of the OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION, THE PUBLIC INDEPENDENT CONCILIATOR, (Contracting Authority), hereby launches, an Open National Invitation to Tender N°. 004/ONIT/OPIC/PIC/ITB/2025 OF 17 April 2025 FOR THE PROVISION OF PERSONNEL MEDICAL INSURANCE COVERAGE FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.

2. Nature of services

The services of this contract comprise notably: **THE PROVISION OF PERSONNEL MEDICAL INSURANCE COVERAGE FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.** The description of these services is detailed in the Terms of Reference of the Tender File.

3. Execution period

The period of coverage shall be for **12 MONTHS.**

- Firm phase: 12 months from 01/01/2026 to 31/12/2026 at midnight.

4. Allotment:

The project is in a single lot.

5. Participation and origin

Participation in this invitation to tender is reserved for Insurance Companies registered in Cameroon, fulfilling the conditions provided for by regulations in force in Member States of the Inter-African Insurance Market (CIMA).

6. Estimated cost

The estimated cost after preliminary studies is 25,000,000 (twenty-five million) FCFA all taxes inclusive.

7. Financing

The services which form the subject of this invitation to tender shall be financed by the 2026 budget of the Office of the **PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**.

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.arnp.cm/> as soon as this notice is published.

9. 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 **forty-two thousand (42,000) Francs CFA** 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.arnp.cm/>.

10. 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 **Friday, 09 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:

OPEN NATIONAL INVITATION TO TENDER
N°. 004 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
"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.

11. Admissibility of bids

Subject to being rejected, each bidder must include in his/her administrative documents, a bid bond issued by a first-rate Banking establishment approved by the

Ministry in charge of finance and whose list is found in document No. 11 of the Tender File, valid for thirty (30) days beyond the date of validity of bids.

Amount of Bid bond: **Five Hundred Thousand (500,000) CFA francs**

The other administrative documents must imperatively be only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officers, Divisional Officers, ...) in accordance with the Special Regulations of the invitation to tender. They must obligatorily not be 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 to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

12. **Opening of bids**

The bids shall be opened in Two (02) phases.

The opening of the administrative file and the technical bid shall take place on **Friday, 09 May 2025** at 11:00am by the Internal Tenders Board in the conference room of the Office of the Public Independent Conciliator, North West Region, situated at Up-Station near the Court of First Instance.

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.

11. **Evaluation criteria**

11.1 **Eliminatory criteria**

The eliminatory criteria of this tender are the following:

- 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.

N.B. For absence or non-conformity of an element in the administrative file, except absence of the bid bond, the bidder shall be given 48 hours to produce the valid element failure which the file shall be automatically rejected.

11.2 Essential criteria

The technical bids will be evaluated over one hundred (100) marks according to the following criteria:

a.	Presentation of the bid	05 points
b.	Understanding of the terms of reference, organisation and methodology proposed	20 points
c.	General experience of the bidder for similar missions	05 points
d.	References of the company in similar missions	15 points
e.	Qualification of the experts and their experiences in the field of the mission	50 points
f.	Technical equipment/guide to be used	05 points
	TOTAL	100 points

Evaluation criteria and essential sub-criteria, are detailed in the Special Regulations of the tender.

12. Selection method of the insurer

The insurer to be chosen shall be the one with the best bid.

Maximum number of lots

The project is in one lot. An insurance company may bid for the project. The bidder who has the best bid in his/her technical and financial files shall be awarded the contract.

13. Validity

Bidders shall remain committed by their bid for ninety (90) days with effect from the date of submission of bids.

14. Complementary information

Complementary information may be obtained during working hours from the OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION (620 31 88 82).

Bamenda, 17 APR 2025

**THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH-WEST REGION
(CONTRACTING AUTHORITY)**



Copies:

- RD/MINMAP/NW
- ARMP (for publication and archiving)
- President, ITB/OPIC
- Notice boards (for information)