



**INTERNATIONAL CALL FOR EXPRESSION OF INTEREST**  
No. 52/43/026 /AMIN/MINFOPRA/2020 OF 18 AOUT 2020 FOR  
**THE PRE-SELECTION OF FIRMS FOR THE DESIGNING, DEVELOPMENT AND  
COMMISSIONING OF A NEW COMPUTERIZED SYSTEM FOR THE INTEGRATED  
MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2)  
SPECIFIC TO THE STATE OF CAMEROON.**

## I- CONTEXT

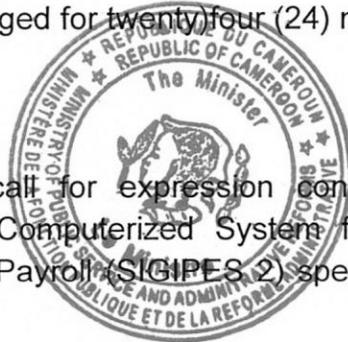
In order to constitute a shortlist of approved firms for the implementation of a new Computerized System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2) in 2 (two) lots, combining career and payroll aspects within the same application, with funding from the State Budget, 2020 financial year and the following years, the Minister of the Public Service and Administrative Reform, Project Owner, hereby launches an International Call for Expression of Interest (AMII) for Firms based in Cameroon or abroad wishing to participate in the pre-qualification for these services.

## II- SUBJECT OF THE CALL FOR EXPRESSION OF INTEREST

The purpose of this Call for Expression of Interest is to pre-select Approved Firms to provide the Cameroon Public Administration with a new Computerized System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2) in 2 (two) lots with the execution deadline of the services envisaged for twenty-four (24) months for each lot.

## III. CONSISTENCY OF THE SERVICES

The services subject of this international call for expression consist in designing, developing and commissioning a new Computerized System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2) specific to the State of Cameroon and distributed in 2 (two) lots:



**LOT 1:** Designing, developing and commissioning of the basic functionalities of SIGIPES 2. This lot shall include:

- the supply, installation and configuration of the hardware platform and accessories relating to the commissioning of SIGIPES 2 modules;
- the development and commissioning of the organization, employments and skills management module;
- the development and commissioning of the recruitment management module;
- the development and commissioning of the career management module;
- the development and commissioning of the scheduling, payroll and pension module;

- the development and commissioning of the electronic mail and records management module;
- the development and commissioning of the dashboard and forecasting indicators management module;
- the development and commissioning of the administrative management module (public employee file);
- the development and commissioning of the Forecast Management of Staff strength, Employment and Skills (GPEEC) module;
- development and commissioning of the retirement and rights calculation management module;
- the development and commissioning of the discipline and rewards management module;
- the development and commissioning of the notification management module;
- the development and commissioning of the user file tracking module ;
- the development and commissioning of the service quality assessment management module.

**LOT 2:** Design, development and commissioning of the biometrics module. This shall include:

- the supply, installation and configuration of equipment and accessories related to the commissioning of the time management modules using biometric time clocks;
- the commissioning of the biometrics management system.

The configurations of SIGIPES 2 (all 14 modules that compose it) must allow its accessibility and use in the official languages of Cameroon which are English and French.



#### **IV. PRE-SELECTION CRITERIA**

It is possible to tender for one or more lots. However, a tenderer cannot be awarded more than 1 (one) lot after the launching of the Limited International Invitation to tender. In that respect, the candidate shall indicate, at the appropriate moment, her order of preference in her bid.

Pre-qualification criteria shall be based on the following elements:

1. Be a firm or enterprise based in Cameroon or abroad;
2. Meet the administrative and technical capacities required, in particular:
  - Present an administrative file in conformity with the specifications of point **IV.1** below;
  - Be well experienced in the field of interest
  - have all the required key staff;

- have a financial capacity corresponding to at least CFA 500 000 000 (five hundred million) francs of the estimated cost of realization of works..

### III.1- Eliminary criteria

- lack of documents in the administrative file or not in conformity with the prescriptions, after expiring of the statutory deadline of 48 hours;
- insufficient or absence of proof of financial capacity;
- false declaration, falsified documents;
- technical score below 70 marks on 100;
- lack of required staff;
- absence of a declaration attesting that she does not have a similar contract in progress.

### III.2- Essential criteria

The technical bid shall be evaluated on 100 marks as per the following criteria:

- Experience and References.....60 marks
- Staff.....40 marks

## V. APPLICATION FILE

Firms wishing to express their interest in providing the services described above shall submit the following documents in two (2) volumes.

### IV.1- VOLUME 1 (Administrative documents)

“Volume 1” shall comprise the following administrative documents of not more than three months old at the opening of bids:

- the consultant’s declaration of manifestation of interest stating the company name, head office address and powers delegated to the signatories;
- a joint venture agreement signed by a notary, where applicable;
- the statutes or texts proving the existence of candidate(s) in case of a consortium;
- an attestation of non-bankruptcy issued by the Registry of the Court of First Instance of the bidder’s domiciliation (Original) of not more than three months old;

In the event of a joint venture, the attestation of non-bankruptcy must be provided by each constituent member of the group.

#### **N.B.:**

- The absence or non-validity of any of the above-mentioned documents shall lead to the disqualification of the file.



- for the above mentioned documents, foreign firms shall provide equivalent documents of their countries of origin.

## IV.2- VOLUME 2 (Technical file)

### IV.2.1- Experience of the enterprise

The Firm, for each lot, must have a proven experience of 5 (five) years at least in the design, development and commissioning of human resource management solutions, and in the computerized management of State personnel in a French-speaking African country or a country with strong similarity with them, as far as Lot 1 is concerned and at least 5 (five) years in the implementation of biometrics systems with regards to Lot 2.. It must have within it a team of experts with skills in various fields according to the following profiles per lot.

### IV.2.2- References of the candidate

The candidate shall produce the list of references specifying:

#### For Lot 1

- one contract in the implementation of computerized human resources management systems in the public Administration combining within the same application the career and salaries aspects of at least one billion CFA francs;
- two contract in the implementation of human resources management computerized systems in a French-speaking African country or a country with strong similarity with them;
- two contracts in the implementation of computer systems

#### For Lot 2

- two contracts in the implementation of biometrics in the Public Administration;
- a similar contract of at least five hundred million (500 000 000);
- one contract in the implementation of biometrics systems;
- One contract in the implementation of computer systems

To be taken into account in the evaluation, each similar service provided shall be justified by the extract from the contract comprising the first and last page, the signature pages, together with the certificates of proper completion of services or the corresponding final acceptance reports issued by the services of the Project Owner. These documents must be clear and legible.

### V.2.3. Personnel profile

#### For Lot 1

- **Project manager, Solution Integration Specialist**, qualification: GCE A/L + 5 years in IT option Software Engineering, with at least ten (10) years of experience in piloting information systems development projects related to the



computerization of human resources, and having participated in the implementation of at least 1 (one) similar project; with good knowledge in web solution integration, operating systems, database management system (DBMS), Expert in application interfacing ;

- **Specialist in HRM or other equivalent field, Expert in the field**, qualification:GCE A/L + 5 years in Human Resources Management, with a good knowledge of Cameroonian regulations in terms of human resources management and the payroll, with at least 7 (seven) years of experience in Human Resources Management;
- **Computer engineer**, qualification: GCE A/L + 5 years in Computer Science, with at least 5 (five) years in database administration and having Certifications in this field. The database must be compatible with the proposed Database Management System (DBMS) ;
- **Computer engineer**, qualification: GCE A/L + 5 years in computer science, with at least 5 (five) years of experience in the design and development of systems in an open environment. He must be able to participate in the deployment of applications and systems on the client's site, provide operational support, intervene in the event of breakdowns or malfunction, take into account the security aspects of IS and networks and have a good knowledge of SUN, EXADATA and Super Cluster platforms;
- **Specialist in Web Development and HR Information Systems** or any other field recognized as equivalent, qualification:GCE A/L + 5 years in IT, with at least 5 (five) years in web and mobile application development projects;
- **Specialist in Computer Systems Security**, qualification:GCE A/L + 5 years in IT security, with at least 5 (five) years of experience in web and mobile application development projects;

## Lot 2

- **Project manager, Solution Integration Specialist, Chief of project.** qualification: GCE A/L + 5 years in IT option Software Engineering, with at least ten (10) years of experience in piloting information systems development projects related to the computerization of human resources, and having participated in the implementation of at least 1 (one) similar project; with good knowledge in web solution integration, operating systems, database management system (DBMS), Expert in application interfacing ;
- **Computer Engineer**, qualification: GCE A/L + 5 years in computer science, with at least 5 (five) years in database administration and having Certifications in this field. The database must be compatible with the proposed Database Management System (DBMS);
- **Computer engineer**, qualification: GCE A/L + 5 years in computer science, with at least 5 (five) years of experience in the design and development of systems in an open environment. He must be able to participate in the deployment of applications and systems on the client's site, provide operational support, intervene in the event of breakdowns or malfunction, take



into account the security aspects of IS and networks and have a good knowledge of SUN, EXADATA and Super Cluster platforms;

- **Specialist in Computer Systems Security**, qualification: GCE A/L + 5 years in IT security, with at least 5 (five) years of experience in web and mobile application development projects, with certificates in this domain.

For each staff mentioned above, the candidate shall provide the following documents of not more than 3 (three) months old:

- A curriculum vitae with the photograph of the expert dated and signed by the person concerned;
- A certified true copy of the required diploma;
- A certified true copy of certified qualifications required.

**N.B.:** Failure to produce one of the above mentioned documents for one of the expert shall lead to the disqualification of the file.

#### **V.2.4. Authorization of verification of statements**

This authorization signed by the Director General of the Consulting firm or enterprise or by the legal Representative of the joint venture, shall allow the Minister of the Public Service and Administrative Reform, Project Owner to carry out any verification deemed necessary to ensure the accuracy of the information and declarations made by the candidate within the frame work of this International Call for Expression of Interest.

## **VI. EVALUATION GRID PER LOT**

The evaluation grid is as follows:

- a) **Experience and references of the enterprise for Lot 1 (60 marks)**
  - Seniority of the Enterprise on 10 marks ( $\geq 5$  ans);
  - One justified reference in the domain of implementation of computerized human resources management systems of at least one billion CFA francs, on 20 marks. (20 marks per project);
  - Two justified references in the domain of implementation of computerized human resources management systems of of the Public Administration in French-speaking countries in Africa, on 20 marks. (10 marks per project);
  - Two justified references in the domain of implementation of computer system, on 10 marks. (5 marks per project).
- b) **Experience and references of the enterprise for Lot 2 (60 marks)**
  - Seniority of the Enterprise on 10 marks ( $\geq 5$  ans);
  - Two justified references in the domain of biometrics in the Public Administration, on 25 marks. (12.5 marks per project);



- One justified reference in the domain of biometrics on 10 marks. (10 marks per project);
- One justified reference in the domain of implementation of computer system, on 5 marks. (5 marks per project).

Have carried out a similar project in the domain (Biometrics) of at least five hundred million (500 000 000) CFA francs (on 10 marks).

**c) Personnel for Lot 1 (on 40 marks)**

**a) Staff of Lot 1 (on 50 marks)**

**1. Project Head, Solution Integration Specialist, (10marks)**

1.1	<b>Training</b>		
	Level	<GCE A/L +5	≥GCE A/L+5 at least in Computer Science
	Mark	0	05
1.2	<b>Experience in similar works</b>		
	Level	<10years	≥10years
	Mark	0	05

**2. - Specialist in HRM or other equivalent field, expert in the domain (7marks)**

2.1	<b>Training</b>		
	Level	<< GCE A/L +5	≥ GCE A/L+5 in human resources management
	Mark	0	
2.2	<b>Experience in similar works</b>		
	Level	<7years	≥07years
	Mark	0	

**3. Computer Engineer, Expert in DBMS (6 marks)**

3.1	<b>Training</b>		
	Level	<GCE A/L +5	≥GCE A/L+5 in Computer Science
	Mark	0	1.5
	<b>Certification in database</b>		
	Mark		1.5
3.2	<b>Experience in similar works</b>		
	Level	<05years	≥ 05years
	Mark	0	3

**4 . Computer Engineer( 6 Marks)**

4.1	<b>Training</b>		
	Level	<GCE A/L +5	>=GCE A/L+5in Computer Science



	Mark	0	2
4.2	<b>Experience in similar works</b>		
	Level	<05years	>=05years
	Mark	0	4

**5. Specialist in Web Development and HR Information Systems (6 marks)**

5.1	<b>Training</b>		
	Level	<GCE A/L +5	>=GCE A/L +5in Computer Science
	Mark	0	2
5.2	<b>Experience in similar works</b>		
	Level	<05years	>= 05years
	Mark	0	4

**6. Expert No. 6, Specialist in Computer Systems Security (6 marks)**

6.1	<b>Training</b>		
	Level	<GCE A/L +5	>=GCE A/L+5 in Computer Science
	Mark	0	1.5
6.2	<b>Certification</b>		
	Mark		1.5
	<b>Experience in similar works</b>		
6.2	Level	<05years	>= 05years
	Mark	0	3

d) **Staff of Lot 2 (on 40 marks)**

**1. Head of Project Solution Integration Specialist, (13 marks)**

1.1	<b>Training</b>		
	Level	<GCE A/L +5	>= GCE A/L +5 at least in Computer Science
	Mark	0	
1.2	<b>Experience in similar works</b>		
	Level	<10years	>=10years
	Mark	0	



**2. Computer Engineer, Expert in DBMS (9 marks)**

3.1	<b>Training</b>		
	Level	<GCE A/L +5	≥GCE A/L+5 in Computer Science
	Mark	0	2
3.2	<b>Certification in database</b>		
	Mark		2
	<b>Experience in similar works</b>		
3.2	Level	<05years	≥ 05years
	Mark	0	5

**3. Computer Engineer, (9 marks)**

4.1	<b>Training</b>		
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	Level	<GCE A/L +5	>=GCE A/L +5 in Computer Science
	Mark	0	3
4.2	<b>Experience in similar works</b>		
	Level	<05 years	>= 05 years
	Mark	0	6

#### 4. Computer Systems Security Specialist (9 marks)

6.1	<b>Training</b>		
	Level	<GCE A/L +5	>=GCE A/L+5 in Computer Science
	Mark	0	2
	<b>Certification</b>		
	Mark		2
6.2	<b>Experience in similar works</b>		
	Level	<05years	>= 05years
	Mark	0	5

### VII. SUBMISSION AND REVIEW OF TENDERS

Tenders, which shall include volumes 1 and 2, drafted in English or French and submitted in 6 (six) copies including one original and 5 (five) copies inserted in a sealed envelope and labelled as such, shall be submitted to the Ministry of the Public Service and Administrative Reform, Department of General Affairs (**Contracts Service**), 5<sup>th</sup> floor of the main building, **Room 506**, not later than 18 SEPT 2020 at 14h prompt (local time) and carrying the following indication:

**“INTERNATIONAL CALL FOR EXPRESSION OF INTEREST**  
**No. S/1431016 /AMIN/MINFOPRA/2020 OF 18 AOUT 2020 FOR**  
**THE PRE-SELECTION OF FIRMS FOR THE DESIGNING, DEVELOPMENT AND**  
**COMMISSIONING OF A NEW COMPUTERIZED SYSTEM FOR THE INTEGRATED**  
**MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2)**  
**SPECIFIC TO THE STATE OF CAMEROON IN 2 (TWO) LOTS.**

#### TO BE OPENED ONLY AT THE BID-REVIEW SESSION

Bids shall be opened on 22 SEPT 2020 at 14h in the Conference hall, 5<sup>th</sup> floor, **Room 510** of the Ministry of the Public Service and Administrative Reform.

### VIII. PUBLICATION OF RESULTS

The results of this International Call for Expression of Interest shall be made public through a communiqué signed by the project owner. The invitation to tender serves as the publication of results of the pre-selection.

After publication of the results, pre-selected firms shall prepared and forward to the Joint Ministerial Committee in of monitoring and supervising the implementation of the SIGIPES 2 Project, an audio-visual presentation of their skills in the domain related to these services and following the expression of their centre of interest in the realization.



In that respect, the Project Owner shall address to them individual letters two weeks before the holding of the presentation sessions to give to all the members of the above mentioned Committee an overview of the seriousness, reputation and professionalism of each of the firms shortlisted.

All the enterprises preselected at the end of this International Call for Expression of Interest shall be consulted within the framework of the Restricted International Invitation to Tender that will be launched for the **designing, development and commissioning of a new Computerized System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2)**, in accordance with Article 76 of Decree No. 2018/366 relating to the Public Contracts Code in Cameroon.

Yaounde, 18 AOUT 2020

MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM



*Joseph Lé*