



**RESTRICTED INTERNATIONAL INVITATION TO TENDER IN EMERGENCY
PROCEDURE**
OF 01 FEB 2021 N° 2/43/002 /AOIR/MINFOPRA/CIPM/2021
ON **DESIGNING, DEVELOPING AND
COMMISSIONING THE BASIC FUNCTIONALITIES OF THE NEW
COMPUTERISED SYSTEM FOR INTEGRATED MANAGEMENT OF STATE
PERSONNEL AND THE PAYROLL (SIGIPES 2) SPECIFIC TO THE STATE
OF CAMEROON.**

Funding: PIB, 2021 FINANCIAL YEAR AND THE FOLLOWING YEARS

1. Subject

The Minister of the Public Service and Administrative Reform, Project Owner, hereby launches on behalf of Public Administration, an invitation to tender for DESIGNING, DEVELOPING AND COMMISSIONING THE BASIC FUNCTIONALITIES OF THE COMPUTERISED SYSTEM FOR INTEGRATED MANAGEMENT OF STATE PERSONNEL AND PAYROLL (SIGIPES 2) SPECIFIC TO THE STATE OF CAMEROON.

This invitation results from the International Call for Expression of Interest n°S2/43/016/AMII/MINFOPRA/2020 of 18 August 2020.

2. Description of Work

The work, subject of this Tender, consists in designing, developing and commissioning the basic functionalities of SIGIPES 2. This involves commissioning the fourteen (14) fully integrated and coherent modules as follows:

- supplying, installing and setting the hardware, software and accessories platform on commissioning the SIGIPES 2 modules;
- developing and commissioning the organisation, jobs and skills management module;
- developing and commissioning the recruitment management module;
- developing and commissioning the career management module;
- developing and commissioning the scheduling, pay and pension processing module;
- developing and commissioning the electronic mail and archive management module;
- developing and commissioning the dashboard and forecasting management indicator module;

- developing and commissioning the administrative management module (public employee file);
- developing and commissioning the Forecast Management of Staff, Jobs and Skills (GPEEC) module;
- developing and commissioning the retirement and rights calculation management module;
- developing and commissioning the discipline and rewards management module;
- developing and commissioning the notification management module;
- developing and commissioning the user file tracking module;
- the development and commissioning of the service quality assessment management module.

The configurations of all the 14 (fourteen) modules must make it accessible and its use (interface and data) in the two official languages of Cameroon: English and French.

The source codes of the final solution will be the property of the State of Cameroon and will be surrendered entirely with the transfer of competence.

The new system will have a multi-layered architecture and will have to bear several platforms.

3. Delivery Deadline

The delivery deadline for providing the services is twenty-four (24) months. This shall begin from the date of notification of the Service Order to start the service provision.

4. Allotment

The services, subject of the present Tender, are in a single lot.

5. Estimated Cost

The estimated cost of the operation at the end of preliminary studies is FCFA **5 181 650 000** (five billion one hundred and eighty-one million six hundred and fifty thousand FCFA).

6. Bidder's Participation and Origin

The participation in this Tender is restricted to the companies selected following the International Call for Interest No. S2/43/016/AMII/MINFOPRA/2020 of 18 August 2020 launched by the Ministry of the Public Service and Administrative Reform.

7. Funding:

The services, subject of this Tender, are funded by the Public Investment Budget of the MINFOPRA 2021 Financial Year and the years that follow.

Budget Allocation 55 50 32 00-2022

8. Bid Bond

Subject to rejection, the bidder must attach to its administrative documents, a bid bond issued by a first class financial institution approved by the Ministry of Finance and valid for thirty (30) days beyond the original date of validity of bids amounting to: FCFA 103 633 000 (One hundred three million six hundred and thirty-three thousand FCFA).

9. Consultation of the Tender File

The Tender Documents can be consulted during working hours as soon as this Notice is published at the Contract Service, 5th floor, door 506 of the main building of the Ministry of the Public Service and Administrative Reform, phone 222 22 05 23.

10. Acquisition of the Tender File

The Tender file can be obtained from the Contract Service, 5th floor, door 506 of the main building of the Ministry of the Public Service and Administrative Reform, upon the publication of this Notice, against presentation of the payment receipt to the Public Treasury of a non-refundable sum of FCFA600 000 (six hundred thousand FCFA).

11. Submission of Bids

Each tender drafted in English or French in (7) seven copies, 1 (one) original and 6 (six) copies marked as such, must be submitted against a receipt to the Contracts Service, not later than 17 MARS 2021 at 12 noon (local time) and must be marked:

"FILE FOR RESTRICTED INTERNATIONAL INVITATION TO TENDER IN EMERGENCY PROCEDURE No. 22/43/012 /AOIR/MINFOPRA/CIPM/2020 OF 01 FEV 2021 ON DESIGNING, DEVELOPING AND COMMISSIONING THE BASIC FUNCTIONALITIES OF THE NEW COMPUTERISED SYSTEM FOR INTEGRATED MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2) SPECIFIC TO THE STATE OF CAMEROON.
"TO BE OPENED ONLY DURING THE COUNTING SESSION".

12. Reception of bids

Subject to rejection, the required documents of the administrative file must be produced in original copies or in certified true copies by the issuing service or an administrative authority (SDO, DO...), in accordance with the provisions of the Special Rules of Invitation to Tender.

They must be dated not later than 3 (three) months prior to the date of submission of bids or must have been issued after the date of the signature of the Invitation to Tender.

Any bid not complying with the requirements of this Bidding Notice and the Tender file will be declared inadmissible, particularly due to the absence of a bid security issued by a first class financial institution approved by the Ministry of Finance, or failure to comply with the models of the documents in the Tender Files.

13. Opening of Bids

The opening of bids shall be done in two sessions.

The opening of administrative and technical bids will take place first. It will be followed by the opening of the financial bid of the bidders who have obtained the minimum required technical score of 80 marks over 100.

The opening of the administrative documents and the technical bid will take place on 17 MARCH 2021 at 2 p.m. (local time), by the Ministerial Tender's Board of the Ministry of Public Service and Administrative Reform in the conference room on the 7th floor of the main building.

Bidders may attend this opening session or be represented by a duly authorised person of their choice.

The opening of the financial bid will take place at the end of the technical analysis and will only concern bidders having obtained the minimum technical score of 80 marks over 100.

14. Assessment Criteria

*** Rejection Criteria**

- appearance on the list of enterprises suspended from public order;
- absence of a Declaration on oath of non-abandonment of the contract over the last 3 (three) years;
- false declaration, falsified documents;
- non-compliance of administrative documents after deadline of 48 hours;
- absence of the bid bond at the opening of the bids;
- lack of financial capacity;
- non-compliance of the Mission Head profile;
- absence of a quantified unit price in the estimate;
- presence of financial information in the administrative or technical bid;
- technical score below 80 marks.

*** Essential Criteria**

The scoring system of bids, which detail is given in the Special Rules of the Invitation to Tender, shall be done according to the following criteria:

1.	General experience of the bidder in the field of work concerned	25
2.	Skills and references of the staff affected to the mission	50
3.	Methodology approach and comprehension of the TORs	15
4.	Working material of the Consulting firm	05
5.	General presentation of the technical bid	05
TOTAL		100

15. Selection Method

The Contract will be awarded to the bidder with the best bid by summing the technical and financial criteria.

The formula for awarding marks is as follows:

The final mark (N) shall be awarded by summing technical marks (NT) and financial marks (NF), according to the following formula:

$$N = 0,8 \times NT + 0,2 \times NF$$

The financial mark NF is obtained as follows:

Consider Fm the amount of the lowest bidder, his/her financial mark should be 100 marks.

F is the amount of the bid under study

Other bidders' marks shall be awarded from NF of the lowest bidder, according to the following formula:

$$NF = \frac{Fm \times 100}{F}$$

The contract shall be awarded to the bidder with the highest mark.

Bidders shall be then classified by order of merit and according to the overall mark.

NOTE:

Bids should be cross-checked and where necessary corrected. In the event of a disparity between the amount in the figure and the amount in letters, the amount in letters will be considered. The amount of the bid will be therefore corrected. If the bidder does not agree with the correction, his/her bid shall be rejected.

16. Award of the Contract

The Letter of Purchase shall be awarded to the lowest bidder by summing the technical and financial criteria.

17. Commitment deadline

Each co-contractor shall remain bound by their bids within one hundred and twenty (120) days, as from the date of the submission of the said bid.

18. Further information

Further information can be obtained during working hours from the Contract Service, 5th floor, room 506 of the main building of the Ministry of the Public Service and Administrative Reform, telephone: 222 22 05 23.

19. FIGHT AGAINST CORRUPTION

For any attempt at bribery or malpractice, please call MINMAP or send an SMS to the following numbers: 677 20 57 25 or 699 37 07 48 or call CONAC on 222 20 37 32.

**MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM,**

Copies:

- MINMAP (ATI);
- ARMP (publications and records);
- CIPM/MINFOPRA.

