

MINISTRY OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM



MINISTERE DE LA FONCTION PUBLIQUE
ET DE LA REFORME ADMINISTRATIVE

NATIONAL CALL FOR EXPRESSION OF INTEREST

No. 52/43/015 /AMIN/MINFOPRA/2020 OF 18 AOUT 2020 FOR
THE PRE-SELECTION OF CONSULTING FIRMS TO PROVIDE ASSISTANCE TO
THE PROJECT MANAGEMENT FOR THE DESIGN, DEVELOPMENT AND
IMPLEMENTATION OF A NEW COMPUTERISED 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 the career and payroll aspects within the same application, with funding from the State Budget, 2020 financial year, the Minister of the Public Service and Administrative Reform, Project Owner, hereby launches a National Call for Expression of Interest (AMIN) for Technical Consulting Firms based in Cameroon wishing to participate in the pre-selection for these services.

II. SUBJECT OF THE NATIONAL CALL FOR EXPRESSION OF INTEREST

The purpose of this National Call for Expression of Interest is to pre-select approved consulting firms for the assistance to the contracting authority for the design, development and implementation of a new Integrated Management Information System for State Personnel and Payroll (SIGIPES 2) specific to the State of Cameroon, financed by the State Budget for the financial year 2020 and following, the duration estimated at thirty-six (36) months. This execution period could be extended in case the services relating to Lot 2 are delayed. The SIGIPES 2 system will combine, within the same application, the career and pay aspects for the human resources management of the Cameroonian Public Service.

III. NATURE OF THE SERVICE

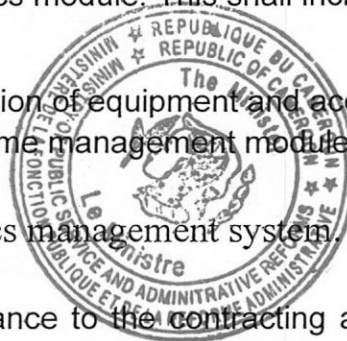
The bidders apply to provide Assistance to the Contracting Authority for the two (02) lots.

LOT 1 (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: 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 firm applying will provide assistance to the contracting authority for the design, development and commissioning of a new Computerised System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2) specific to the State of Cameroon consisting of two (02) lots whose services consist in the commissioning of the fourteen (14) fully integrated modules that constitute the new SIGIPES 2.

The configurations of SIGIPES 2 (all 14 modules that compose it) must allow its accessibility in both official languages, notably English and French.

IV. PRE-QUALIFICATION CRITERIA

The bidder shall meet the following criteria:

1. Must be a Cameroonian Company
2. Must meet the required administrative and technical capacities, in particular:
 - Present an administrative file in accordance with the specifications in point V.1 below;
 - Have sufficient experience in the field in question (assistance to the contracting authority);
 - Have staff in accordance with points V.2.2.

IV.1. Eliminating criteria

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

IV.2. Essential criteria

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

- References.....60 points
- Staff.....40 points

Only firms which scored a technical mark equal or above 70/100 at the end of the evaluation shall be pre-selected.

V. Application file

The consulting firms or enterprise who wish to express their interest in carrying out the services described above must provide the following documents presented in two (2) volumes:



V.1 VOLUME A (Administrative documents)

"Volume A" 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;
- the agreement of the joint venture signed before a notary, where applicable ;
- the statute or text justifying the existence of the applicant(s) in the case of a joint venture;

- an attestation of non-bankruptcy issued by the Registry of the Court of First Instance of the bidder's domiciliation (Original);

In the case of a joint venture, a certificate of non-bankruptcy must be provided by each of the applicants forming the grouping.

Note: the absence or invalidity of one of the above-mentioned documents will result in the elimination of the candidate.

V.2 VOLUME B (Technical File)

V.2.1 Cabinet experience

The IT Specialist Firm must:

- have at least ten (10) years of successful experience in the implementation of computer systems;
- have a proven experience in the control of the implementation of human resources management computer systems;
- have experience in carrying out reforms within the public administration, in particular in the field of human resources management in public administration and payroll management
- have a specific knowledge of the administration of French-speaking African countries is desirable;
- have proven experience in designing computer system architecture

The firm must have a team of experts with expertise in a variety of fields with the following profiles:

V.2.2 Candidate's References

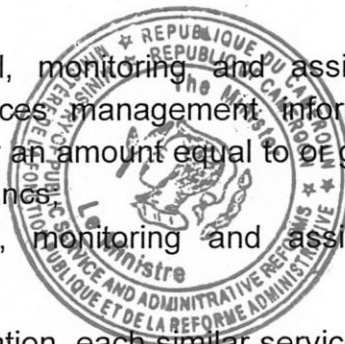
The candidate, must have a seniority of at least ten (10) years, will justify his references as follows

- Two (02) contracts for the control, monitoring and assistance for the implementation of a human resources management information system, including at least one (01) contract for an amount equal to or greater than two hundred million (200,000,000) CFA francs.
- two (02) contracts for the control, monitoring and assistance for the commissioning of a computer system.

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 readable).

V.2.3 Personnel profile

The candidate will provide a list of the key personnel he or she intends to mobilize for the mission, namely:



- **Head of the project:** He/she shall play the role of the project head. Must be a trained Computer Engineer (GCE A/L + 5 or more) with sufficient experience in the designing and implementation of a complex and integrated computer system. Have at least 15 (fifteen) years experience, in the management of large scale computer projects. He/she must master the various computer fields, especially the establishment of networks, the development of software and HRM software packages available on the market. He/she must write and speak fluently in English or French.
- **One Senior Computer specialist in the development of software package:** must be a trained Computer Engineer (GCE A/L + 5) with at least 10 (ten) years of experience in the field of software development and the implementation of software packages. The Senior Computer specialist must have mastery of the most currently used development platforms, have written database management programmes and applications relating either to human resources management or payroll management. He/she must write and speak fluently in English or French.
- **One specialist in Computer Network:** must be a computer or telecommunications engineer by training.(GCE A/L + 5) specialized in the development of computer networks with a network certification. He/she must have at least 10 (ten) years experience in the design and implementation of integrated computer network. This specialist must also justify work experience in the African context. He/she must have a perfect command of the English or French language.
- **One specialist in database management systems:** must be a trained Computer Engineer (GCE A/L + 5) with certifications in database management systems. He/she must have at least 10 (ten) years experience in the setting up of DBMSs. He/she must have a perfect command of the English or French language.
- **One specialist in information systems security:** must be a trained Computer Engineer (GCE A/L + 5) with at least 5 (five) years experience in information systems security. Besides the perfect mastery of the English or French language, he/she should show proof of work experience in the African context.
- **One Specialist in Computer Systems Audit:** must be a computer engineer by training (GCE A/L + 5) with five (05) years of experience in the security of information systems more particularly in auditing Computer Systems. In addition to mastering one of the national languages (French or English), they must also have a certification in IT systems auditing.

For each of the above personnel, the candidate will provide the following documents, dated less than three (03) months before the opening of the bids received:

- A curriculum vitae with photo, dated and signed by the concerned person;
- A certified true copy of the required diploma;
- A certified true copy of the required certificate(s)

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.

V.2.5 A declaration testing mastery of working environment

This commitment, signed by the Managing Director of the company or the the legal Representative of the joint venture, must indicate that the candidate masters the environment in which he will be called upon to perform this service in the event where he is the successful bidder.

VI. V.EVALUATION GRID

The evaluation grid shall comprise the following elements:

- a) Company experience and references (on 60 marks)
- Seniority of the company in the implementation of IT systems on 20 (≥ 10 years);
 - A justified reference in the control, supervision of work and assistance in the implementation of a Human Resources Management Information System on 15 (15 marks/ project controlled) ;
 - A justified reference in the control, supervision of works and assistance in the implementation of a Human Resources Management Information System for an amount greater than or equal to two hundred million (200,000,000) CFA francs on 15 (15 marks/ project controlled);
 - Two justified references in the control, monitoring and assistance in the commissioning of a computer system on 10 (5 marks/ project controlled);

b) Staff (on 40 marks)

1. Head of Mission, Computer Engineer (10 points)

1.1	Training		
	Level	<A levels+5	$\geq A$ levels+5
	Point	0	03
1.2	Experience in similar work		
	Level	<15 years	≥ 15 years
	Point	0	07

2. Senior Computer Engineer (06 points)

2.1	Training		
	Level	<A levels+5	$\geq A$ levels+5
	Point	0	02

2.2	Experience in similar work		
	Level	<10 years	≥10 years
	Point	0	04

3. Network Specialist, Computer or Telecommunication Engineer (06 points)

3.1	Training		
	Level	<A levels+5	≥A levels +5
	Point	0	1.5
3.2	Certification		
	Point		1.5
3.3	Experience in similar work		
	Level	<10 years	≥ 10 years
	Point	0	03

4. Database Management System Specialist, Computer Engineer (06 points)

4.1	Training		
	Level	<A levels+5	≥A levels +5
	Point	0	1.5
4.2	Certification		
	Point		1.5
4.3	Experience in similar work		
	Level	<10 years	≥ 10 years
	Point	0	03

5. Information Systems Security Specialist, Computer Engineer (06 points)

5.1	Training		
	Level	<A levels+5	≥A levels +5
	Point	0	3
5.2	Experience in similar work		
	Level	<05 years	≥ 05 years
	Point	0	3

6. IT Systems Audit Specialist, Computer Engineer (06 points)

6.1	Training		
	Level	<A levels+5	≥A levels +5
	Point	0	1.5
6.2	Certification		
	Point		1.5
6.3	Experience in similar work		
	Level	<10 years	≥ 10 years
	Point	0	3

VII. SUBMISSION AND REVIEW OF TENDERS

Tenders, shall include volumes 1 and 2, drafted in English or French. They shall be 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**), 5th floor of the main building, **Room 506**, not later than 18 SEPT 2020 at 14h prompt (local time) carrying the following indication:

NATIONAL CALL FOR EXPRESSION OF INTEREST

No. S2/43/DA5 /AMIN/MINFOPRA/2020 OF 18 AOUT 2020 FOR THE PRE-SELECTION OF CONSULTING FIRMS TO PROVIDE ASSISTANCE TO THE PROJECT MANAGEMENT FOR THE DESIGN, DEVELOPMENT AND COMMISSIONING OF THE NEW COMPUTER SYSTEM FOR THE INTEGRATED MANAGEMENT OF STATE PERSONNEL AND THE PAY (SIGIPES 2) OF THE STATE OF CAMEROON.

TO BE OPENED ONLY AT THE BID-REVIEWSESSION

Bids shall be opened on 21 SEPT 2020 at 10h in the Conference hall, 5th floor, Room 510 of the Ministry of the Public Service and Administrative Reform.

VIII. PUBLICATION OF RESULTS

The invitation to tender serves as the publication of results of the pre-selection.

The consulting firm or enterprise selected at the end of this National Call for Expression of Interest shall be consulted within the framework of the Restricted national Invitation to Tender to provide assistance to the project management for the implementation of a new computerized system for the integrated management of State personnel and the payroll, (SIGIPES 2) specific to Cameroon, single lot for both services, in accordance with Article 76 of decree No. 2018/366 relating to the Public Contracts Code in Cameroon.

Done in Yaounde 18 AOUT 2020

THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM



Joseph Le