

No. 52/43/001 **OPEN NATIONAL INVITATION TO TENDER** OF 01 FEB 2021 ON THE  
**ASSISTANCE TO THE PROJECT MANAGEMENT FOR DESIGNING, DEVELOPPING  
AND COMMISSIONING THE NEW COMPUTERIZED SYSTEM FOR THE INTEGRATED  
MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2) SPECIFIC TO  
THE STATE OF CAMEROON**

**IN EMERGENCY PROCEDURE**

**Funding: PIB, 2021 financial year and the following years**

### **20-Subject**

The Minister of the Public Service and Administrative Reform, Project Owner, hereby launches on behalf of Public Administration, an Open National Invitation to Tender on the **Assistance to the project management for designing, developping and commissioning the new Computerized System for the Integrated Management of State Personnel and the Payroll (SIGIPES 2) specific to the State of Cameroon.**

### **21-Description of Work**

The consistency of the services covered by these Tender Documents is specified in the Terms of Reference, part No. 5

The services, subject of the contract, are divided as follows:

- Elaboration of an implementation plan for the system;
- Preparation of the organisational prerequisites and study of the regulations;
- Assistance to the administration in the implementation of the system;
- Monitoring the implementation of SIGIPES 2;
- Quality control of services;
- Audit of the implementation of SIGIPES 2 (organisational, security, etc.);
- Control of the supply, installation and configuration of the platform's various IT equipment;
- Periodic evaluation of the various works;
- Prior validation of each revenue;
- Control of the integration of all the modules that make up SIGIPES 2.

The SIGIPES 2 configurations must allow its accessibility in both official languages, notably English and French.

### **22-Delivery Deadline**

The maximum deadline for delivery provided by the Project Owner is 36 (thirty-six) months from the date of notification of the Service Order to start the work. It shall run from the date of notification of the Service Order to start the work.

### **23-Allotment**

The services are in one single lot.

### **24-Estimated Cost**

The estimated cost of services on the project management is **FCFA 955 870 000 (nine hundred and fifty-five million eight hundred and seventy thousand)**.

### **25-Participation and Origin**

Participation in this Invitation to Tender is open to all business companies involved in the commissioning of computer applications.

### **26- Funding**

Services of this invitation to tender are funded by the Public Investment Budget of MINFOPRA, 2021 financial year and the following years,

Budgetary charge **55 50 320015 2022**

### **27-Bid Bond**

Under penalty of rejection, the bidder shall submit together with his administrative documents, a bid bond amounting to **FCFA 19 117 400 (Nineteen million one hundred and seventeen thousand four hundred)**, issued by a financial institution approved by MINFI and valid for 30 (thirty) days beyond the original date of validity of tenders.

### **28-Consultation of Tender Documents**

Tender documents may be consulted during working hours, upon publication of this Invitation to tender at the Contracts Service, 5th floor, Room 506 of the main building of the Ministry of the Public Service and Administrative Reform, telephone 222 22 05 23.

### **29- Acquisition of Tender Documents**

The OPEN National Invitation to Tender Documents can be obtained from the Contracts Service, 5th Floor, Room 506 of the main building of the Ministry of the Public Service and Administrative Reform, upon publication of this Invitation to Tender on presentation of a receipt for payment of a non-refundable sum of CFA F 400 000 (four hundred thousand) to the Public Treasury.

### **30- Submission of Bids**

Tenders, which shall be drafted in English or French and submitted in 7 (seven) copies, including one original and 6 (six) copies labelled as such, shall be submitted against a receipt at the Contracts Service, **Room 506** not later than 10 MARS 2021 at 1pm (local time) and shall carry the following:

No. S2/43/001 **"OPEN NATIONAL INVITATION TO TENDER**  
**/AONO/ MINFOPRA/CIPM/2021 OF 01 FEB 2021 ON THE**  
**ASSISTANCE TO THE PROJECT MANAGEMENT FOR DESIGNING, DEVELOPPING**  
**AND COMMISSIONING THE NEW COMPUTERIZED SYSTEM FOR THE INTEGRATED**  
**MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2) SPECIFIC**  
**TO THE STATE OF CAMEROON."**  
**IN EMERGENCY PROCEDURE**

**"TO BE OPENED ONLY AT THE BID-OPENING SESSION"**

**N.B.: envelope C containing an additional copy of the financial offer drafted in English or in French shall carry the following:**

No. S21431001 /AONO/ MINFOPRA/CIPM/2021 OF 11 FEV 2021 ON THE  
"OPEN NATIONAL INVITATION TO TENDER  
ASSISTANCE TO THE PROJECT MANAGEMENT FOR DESIGNING, DEVELOPPING  
AND COMMISSIONING THE NEW COMPUTERIZED SYSTEM FOR THE INTEGRATED  
MANAGEMENT OF STATE PERSONNEL AND THE PAYROLL (SIGIPES 2) SPECIFIC  
TO THE STATE OF CAMEROON."

"SAMPLE TENDER NOT TO BE OPENED, TO BE HANDED OVER TO ARMP FOR RECORDS".

**31- Reception of Bids**

Bids not in conformity to the method of separation of the administrative, technical and financial files or not containing the sealed witness financial bid shall lead to the disqualification of the file.

The other required administrative documents should be produced in original or certified copies by the service that has issued them or an administrative authority in conformity with the provisions of the Special Rules of the Invitation to Tender.

**32- Opening of Bids**

The opening of bids shall be done in two stages:

- The opening of administrative and technical documents shall be held first;
- Followed by the opening of financial bids that shall concern only bidders with the minimum required technical score.

The opening of administrative and technical documents shall be done on 10 MARS 2021 at 2p.m. (local time) in the conference room, 5th floor of the main building.

Only bidders or their duly authorized representatives can take part in this exercise.

The opening of financial bids shall be held at the end of the technical analysis and shall concern only bidders with the minimum technical score of **80 marks over 100**.

**33- Evaluation Criteria**

**\* Eliminary 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 and 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:

6.	General experience of the bidder in the field of work concerned	35
7.	Skills and references of the key staff affected to the mission	40
8.	Methodology approach and comprehension of the TORs	15

9.	Working material of the Consulting firm	05
10.	General presentation of the technical bid	05
<b>TOTAL</b>		<b>100</b>

### **34- Selection Method of the Consultant**

The contract shall be awarded to the lowest bidder 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:

Considering **Fm** the amount of the lowest bidder, his/her financial mark should not be more than 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 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.

### **35- Award of the Contract**

The contract shall be awarded to the lowest bidder by summing the technical and financial criteria.

### **36- Commitment Deadline**

Co-contractor shall remain bound by their bids within 120 (one hundred and twenty) days of the submission of tenders.

### **37- Further Information**

Further information can be obtained during working hours at the Contracts Service, 5<sup>th</sup> floor, **Room 506** of the main building of the Ministry of the public Service and Administrative Reform, telephone: 222 22 05 23.

### **38- Fight against Corruption**

In case of any bribery attempt 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 (for publication and filing);
- CIPM/MINFOPRA.



**Joseph LÉ**