



OPEN NATIONAL CALL FOR TENDERS ✎

No. 03/AONO/CIPM/FR/2023 of 24/02/2023 for the provision of security guard services for persons and property of the Road Fund.

(In emergency procedure).

1. PURPOSE OF THE CALL FOR TENDERS:

The Road Fund hereby launches an Open National Call for Tenders for the provision of security guard services for persons and property of the Road Fund.

2. SCOPE OF SERVICES:

The services, subject of this consultation, aim at ensuring the protection of persons and property, by providing security guard services on the following premises and under the following conditions:

- provision of security guard services and general patrolling by security guards, twenty-four hours a day (24 hours a day) every day (including Sundays and public holidays), of the premises as well as the residences of the Management Committee Chairperson and the Road Fund Administrator;
- perform permanent screening of entrance to the premises to be secured (screening access and identifying staff and visitors, keeping a record of visitors and vehicles, opening, closing and securing gates, etc.)
- update the register of activities of each duty post, record all abnormalities observed during patrols and submit it to the Contract Engineer. This record may include:
 - doors and windows left open;
 - all abnormalities found;
- writing to the hierarchy to inform them of any incident occurring within the premises.

The distribution of service staff is as follows:

No.	Premises	Number of security guards			
		Day duty	Time	Night duty	Time
1	Residence of the Chairperson of the Road Fund Management Committee	01	From 6:00 a.m. to 6:00 p.m.	01	From 6:00 p.m. to 6:00 a.m.
2	Residence of the Road Fund Administrator	01	From 06:00 a.m. to 18:00 p.m.	01	From 6:00 p.m. to 6:00 a.m.
3	Offices of the Road Fund	03	From 06:00 a.m. to 18:00 p.m.	03	From 6:00 p.m. to 6:00 a.m.

To provide these services, each tenderer shall present in their technical proposal, the methodology considered as well as the list of the equipment to be used.

3. PARTICIPATION AND ORIGIN:

Participation in this Call for Tenders is open to contractors established in the Republic of Cameroon and operating in the field of security guard services (personnel placement).

4. FINANCING:

The services under this Call for Tenders will be financed by the Road Fund's operating budget of the 2023 financial year – "Maintenance Window".



5. ESTIMATED COST:

The estimated cost of the jobbing order is fifteen million five hundred thousand (15,500,000) CFA francs.

6. CONSULTATION OF TENDER DOCUMENTS:

Tender documents may be consulted during working hours (7.30 a.m. to 3.30 p.m.) at the Road Fund located on the 12th floor of the SNI Building in Yaounde (Mail service), Room 12-21, upon publication of this call for tenders.

7. ACQUISITION OF TENDER DOCUMENTS:

Tender Documents may be obtained from the Road Fund's offices at the SNI Building, 12th floor, Room 12.21 - Tel.: (237) 222 22 47 52 - Fax: (237) 222.22.47. 89 -Yaounde - Cameroon, upon presentation of the receipt of payment into the Earmarked Account PCRA No. 33598860001-94 at BICEC, of an amount of twenty-five thousand (25,000) CFA francs, non-refundable, representing the cost of the file. Upon withdrawal of tender documents, tenderers shall be registered by indicating their full address: PO Box..... ; FAX ; TEL.....

8. SUBMISSION OF TENDERS:

Drafted in English or French and in **septuplicate (7)** including **one (1) original and six (6) copies**, labelled as such, each tender shall be submitted at the mail service Room 12- 21, latest on Friday 24 March 2023 at 10:00 a.m. local time and must bear the following:

Open National Call for Tenders No. 03/AONO/CIPM/FR/2023 of **24/02/2023** for the provision of security guard services for persons and property of the Road Fund. **(In emergency procedure).**

"To be opened only during bids opening session."

9. TENDER COMPLIANCE

Each bidder shall submit their administrative documents, a bid bond amounting to **three hundred and ten thousand (310,000) CFA francs** valid for thirty (30) days, with effect from the original tender validity deadline. This guarantee may take either of the following forms:

- payment or transfer to the "guarantee account" opened at SCB Cameroon - 20 May Boulevard Branch:
Bank code: 10002 - Branch code: 00031
Account number: 12014073151 RIB key: 39
IBAN Code: CM21 1000
B.I.C. Code (SWIFT): CRLYCMXXXX
- Bid bond issued by a first class banking institution or insurance company, approved by the Minister in charge of Finance.

Lest they be rejected, shall be submitted only the originals or true copies of the other relevant administrative documents, certified by the issuing service, in keeping with the requirements of the Special Tenders Regulation.

They must be less than three (3) months old preceding the tender submission deadline or must have been established after the date of signature of the Call for Tenders.

Any bid not complying with the requirements of this Call for Tenders and Tender Documents shall be rejected, especially the absence of the bid bond or non-compliance with the model forms of Tender Documents.

10. OPENING OF TENDERS:

The opening of tenders shall be conducted in one stage. The opening of administrative documents, technical and financial offers shall take place on Friday 24 March 2023 at 11:00 a.m. and shall be conducted by the Road



Fund's Internal Tenders Board in the conference hall of the Road Fund located at the SNI Building, 13th floor, Room 13-06.

Only tenderers can attend the opening session or be represented therein by a duly mandated person of their choice.

11. EXECUTION TIME FRAME:

The execution timeframe set by the Project Owner is **nine (9) months** with effect from the date of notification of the Notice to Proceed.

12. MAIN EVALUATION CRITERIA:

12.1. Eliminary Criteria:

a) Administrative file:

- Absence of a bid bond at the bid opening;
- Absence, after an extension of 48 hours following the submission of tenders, of at least one of the documents in the administrative file;
- Non-compliance of at least one of the documents in the administrative file 48 hours after the submission of tenders;

b) Incomplete financial offer due to the absence of one the following required elements:

- A supervisor having the skills required in Tender Documents;
- A financial capacity of at least 15,000,000 million CFA francs delivered by a first class bank approved by the MINFI;
- Proof of tenderer's experience;
- An authorisation to operate as security guard, issued by a competent authority.

c) Incomplete financial offer or absence of one of the following documents:

- A stamped, dated and signed bid;
- A signed and sealed Unit Price Schedule (UPS) in compliance with the model indicating the prices exclusive of VAT in figures and in words;
- A signed and sealed Bill of Quantities (BOQ);
- A signed and sealed breakdown of unit prices.

d) Omission of a quantified price;

e) False declaration, forged or non-authentic document;

f) Technical score below 20 "yes" out of 25 "yes".

12.2. Essential Criteria:

Technical Offers

Technical offers shall be scored using the following essential criteria:

DESCRIPTION	POINTS
Minimum organisation of the contractor's team for providing the services	04
Experience of proposed staff (Office)	06
Experience of proposed staff (Residence)	04
Experience of the contractor in similar services	02
Material and equipment for staff	09
TOTAL	25



NOTE: Only the bids of tenderers having obtained a technical score of at least 20 "yes" out of 25 shall be opened.

13. TENDER VALIDITY PERIOD:

Tenderers shall be bound by their tenders for **ninety (90)** days, with effect from the tender submission deadline.

14. AWARD OF JOBBING ORDER:

The Project Owner shall award the Jobbing Order to the tenderer with the **lowest bid** whose offers are compliant with the Call for Tenders and who has the technical and financial capacity to satisfactorily provide the services.

The tenderer shall start their mission on the date and place specified in the Special Regulations of tender documents.

15. ADDITIONAL INFORMATION:

Additional information can be obtained from the Road Fund Administrator at the following address: PO Box: 6221 Yaounde; TEL. 00 (237) 222 22 47 52

Yaounde,

True copies:

- ✓ PCRA/Project logbook
- ✓ CIPM/FR
- ✓ SOPECAM (for publication)
- ✓ ARCHIVES
- ✓ NOTICE BOARD
- ✓ MINMAP.

The Administrator

ESSAIE MOUSSA Aubin

