



**LIMITED NATIONAL INVITATION TO TENDER
NO 64/AONR/MINTP/2015 of 20/08/2015**

**in emergency procedure for the production and broadcast of audiovisual programmes
on the infrastructure projects executed by the Ministry of Public Works**

Financing: MINTP Budget for the 2015 Financial Year, line: 36 470 05 28 00 01 2029

The Ministry of Public Works hereby issues a Limited National Invitation to Tender for the above works.

1. Object

The tender concerns the recruitment, in emergency procedure, of a consultant in view of the production and broadcast of audiovisual programmes on the infrastructure projects executed by the Ministry of Public Works in audio-visual press organs.

2. Scope of works

The services whose details are indicated in the Terms of Reference shall include the following tasks:

- Production and broadcast of six (6) documentaries of thirteen (13) minutes each;
- Production of ten (10) reports of three (3) minutes each on the projects underway for broadcast in the information slots of audio-visual press organs.

3. Eligibility

Participation in this tender shall be open on equal conditions to the following consultants selected after Request for Expression of Interest No. 045/ASMI/MINTP/SG/CELCOM/2015 of 15 May 2015 for the recruitment of a consultant in view of the execution of the “audio-visual productions” project in audio-visual press organs:

No.	Consulting firm	Address	Telephone
1	INTER ACTIVE CONSULTING	P.O Box 16257, Yaounde	242 676 285/677 765 059/694 590 816
2	LES FILMS TERRE AFRICAINE	P.O Box 11371, Yaounde	242 897 601/675 082 965

Joint-venture between the pre-selected consulting firms shall not be authorized.

4. Financing

The works shall be financed by the MINTP budget for the 2015 Financial Year, line 36 470 05 28 00 01 2029 for an estimated amount of **fifty million (50 000 000) CFA F**, inclusive of taxes.

5. Supply timeframe

The supply timeframe shall be **three (3) calendar months**.

6. Contracting Authority

Following the evaluation of tenders, the contract shall be signed between the Minister for Public Works (Project Owner) and the successful tenderer.

7. Provisional guarantee

Tenders shall include a provisional guarantee (bid bond), issued in keeping with tender model by a first class banking institution approved by the ministry in charge of finance. The amount shall stand at **nine hundred thousand (900 000) CFA F**

The provisional guarantees of unsuccessful tenderers shall be released at most thirty (30) days with effect from the tender-validity deadline. That of the successful tenderer shall be released only when the definitive guarantee shall have been constituted.

Ordinary or certified cheques shall not be accepted as provisional guarantee.

8. Consultation of tender documents

Tender documents may be consulted at the MINTP Department of General Affairs, Sub-Department of Public Contracts, Tenders Service, Block G by the Yaounde Municipal Lake.

9. Acquisition of tender documents

Tender documents may be obtained at the MINTP Department of General Affairs, Sub-Department of Public Contracts, Tenders Service (Block G) by the Yaounde Municipal Lake, upon publication of this tender and upon payment into the Public Treasury of a non-refundable fee of **fifty thousand (50 000) CFA F**.

The said receipt shall identify the payer as representing the constant willing to participate in the tender.

10. Presentation of offers

The tender constituent documents shall be divided into three volumes and enclosed in a double envelope as follows:

- Envelope A containing the administrative documents (volume 1) and the technical proposal (volume 2);
- Envelope B containing the financial offer (volume 3).

All the constituent documents (Envelopes A and B) shall be enclosed in a large and sealed envelope bearing only the subject of the tender concerned.

The different documents of each tender shall be numbered in the order indicated in the tender file and separated by dividers of the same colour.

11. Application deadline

Interested tenderers shall have **twenty-one (21) days** to apply, with effect from the date of publication of this tender.

12. Submission of tenders

Drafted in English or French and in septuplicate (7) including one (1) original and six (6) copies, labelled as such, tenders shall be submitted in a sealed envelope at the MINTP Department of General Affairs, Sub-Department of Public Contracts, Tenders Service, tel: 222 23 14 22, Bloch G by the Yaounde Municipal Lake, no later than **16/09/2015** at **10 a.m.** They shall bear the following:

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To be open only at the tender-evaluation session”

13. Tender compliance

Any tender received after the submission deadline or those not respecting the presentation

and separation mode of offers shall be rejected at the opening session.

Any tender not in keeping with the tender requirements, especially the absence of the provisional guarantee issued in keeping with tender model by a first class banking institution and valid for a period of thirty (30) days with effect from the tender validity deadline shall be rejected.

Lest they be rejected, shall be submitted only the originals or true copies of administrative documents, certified by the issuing service in keeping with the requirements of the Special Tenders Regulation. They must date no more than three (3) months old at the initial tender-submission deadline.

14. Opening of tenders

Tenders shall be opened in two stages:

The administrative documents and the technical proposals shall be opened on **16/09/2015** at 11 a.m in the meeting room of the MINTP Tenders Board (CMPM), situated at the Centre Regional Delegation of Public Works.

All tenderers may attend the opening session or each have themselves represented by one duly mandated person (even in the event of a joint-venture) of their choice with sound knowledge of their files.

Following the examination of the administrative documents and the evaluation of the technical proposals, the financial offers shall be opened under the same conditions at a later date to be communicated to tenderers having scored a technical mark of at least 70 out of 100 points.

15. Evaluation criteria

15.1 Eliminary criteria

1. Incomplete or non-compliant administrative and financial files;
2. *False declaration or forged document;*
3. *Absence of the provisional guarantee;*
4. *Omission of a quantified unit price in the financial offer;*
5. *Technical mark of less than 70/100.*

15.2 Essential criteria

➤ Technical proposals

The technical proposal shall be evaluated as per following essential criteria whose details are indicated in the evaluation grid:

- | | |
|--|-------------------|
| a) Staff : | 5 points; |
| b) Technical resources and equipment : | 18 points; |
| c) Consultant's experience : | 30 points; |

N.B: Only the financial offers of tenderer having scored a technical mark of at least **seventy out of one hundred (70/100)** points shall be evaluated.

➤ Financial offers

Only the financial offers of tenderers pre-selected after the evaluation for compliance of the administrative documents (stage 1) and the assessment of the technical proposals (stage 2) shall be evaluated as per the following criteria:

MMd x 100/MS

NM = Tenderer's financial amount

MMd = Lowest bidder's amount;

MS = Tenderer's evaluated amount.

The technico-financial marks shall be weighted to obtain the final mark **N** (technico-financial mark) according to the following formula:

$$N = [(70 \times \text{Technical mark}) + (30 \times \text{Financial mark})] / 100$$

16. Tender validity

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

17. Contract award

The contract shall be awarded to the tenderer with the **lowest bid** and having the relevant technical and financial capacities to successfully execute the works.

18. Further information

Additional information may be obtained during working hours at the MINTP Communication Unit, Room 11 on the 10th floor of Ministerial Building No. 1, situated at the Central Post Office Round About.

Yaounde, **20/08/2015**

**The Minister for Public Works
Project Owner**

AMBA SALLA Patrice

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