



OPEN NATIONAL INVITATION TO TENDER No. 007 /AONO/MINSANTE/CNLS/CMPM/2015
OF 26-03-15 IN EMERGENCY PROCEDURE FOR THE RECRUITMENT OF A CONSULTANT TO DRAW UP A
COMMUNICATION AND MEDIA PLANNING STRATEGY FOR THE NATIONAL AIDS CONTROL COMMITTEE (NACC).

1- SUBJECT

This invitation to tender consists in the recruitment of consultant to draw up a communication and media planning strategy for the National Aids Control Committee (NACC).

2- PARTICIPATION

Participation in this invitation to tender is open to communication companies approved by the Ministry of Communication, with proven university and professional qualification in the area of communication and media management.

4- FUNDING

The services of the consultant selected shall be funded by PEPFAR Carry Over Year 2 and the state budget.

Analytical codes: 1N234 and 1N235.

5- CONSULTATION OF THE TENDER FILE

The tender file may be consulted at the Contracts service of the Ministry of Public Health (MOH) situated at Health Building near the National Malaria Control Programme in Yaoundé, Tel. /fax. :222 22 10 21 upon publication of this tender notice.

6- ACQUISITION OF THE TENDER FILE

The tender file may be obtained at the Contracts service of the Ministry of Public Health (MOH) situated at the Health Building near the National Malaria Control Programme in Yaoundé, Tel. /FAX. :222 22 10 21 against a receipt for the payment of FCFA 25 000 (twenty five thousand) to the Public Treasury.

7- SUBMISSION OF BIDS

Each bid drafted in English or in French in **7 (seven) copies** including one original and 6 (Six) copies marked as such, should be deposited during working hours and against a receipt, at the Contracts Service of the Ministry of Public Health (MOH) situated near the National Malaria Control Programme in Yaounde, Tel. /fax :222 22 10 21 no later than 28-04-15 at 10 local time and shall be labelled :

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8- TENDER COMPLIANCE

Each bidder shall attach to his administrative documents, a bid bond of three hundred thousand (300,000) issued by a first-class banking institution approved by the Ministry of Finance and valid for one thirty (30) days as from the bids validity deadline.

Under pain of rejection, the other administrative documents should be produced as original documents or photocopies certified as authentic by the issuing service or a competent authority, as provided for in the Tender Special Regulations.

They shall imperatively be valid in compliance with the bids validity deadline; or established after the signing date of the tender notice.

Any bid not in compliance with the specifications of this Tender notice and file shall be rejected. The absence of a bid bond issued by a first -class banking institution approved by the Ministry of Finance or non-compliance with the standard documents of the Tender File, shall lead to the rejection of the tender.

9 – OPENING OF BIDS

The opening of bids shall be done in two phases: opening of administrative and technical files in the first phase and financial bids in the second.

The opening of administrative file and technical bids shall be done on 28-04- 2015 at 11 local time by the Ministerial Tenders Board (MTB) in the Conference room located at the former PSFN building near the Cameroon Red Cross in Yaounde.

Only bidders or their duly representatives having mastery of the file shall be authorized to attend the opening of bids.

Financial bids shall be opened at a later date.

10 – EXECUTION DEADLINE

The maximum execution deadline provided for by the Contracting Authority to carry out these services shall be 12 (twelve) months.

11 – EVALUATION OF BIDS

11-1- Elimination criteria

- Fake declaration or false documents;
- Incomplete technical file
- Absence of bid bond
- Technical score below 70 marks on 100.

After opening the administrative and technical files by the competent commission, admissible tenders will be entrusted to a sub-committee for analysis and evaluation.

The sub-commission will evaluate the proposals based on their compliance with the Terms of Reference and Tender file prescriptions, using evaluation criteria, sub-criteria and score system specified in this Tender file. Each compliant bid shall receive a technical score (TS). Any bid which fails to obtain the minimal technical score specified in the tender file shall be rejected.

Financial bids with the required minimum technical score shall then be opened. The sub-commission shall check calculations and correct possible errors, a financial score (FS) will be attributed to each financial bid.

11- 2- Main evaluation criteria

11- 2- 1 Technical evaluation

No.	Criteria	Score/100
01	General presentation of bids	05
02	Proven experience in Media management, media and communication campaigns, of which one in the area of HIV/AIDS control and references of the consultant in similar services	30
03	Understanding of the terms of reference	10
04	Working plan and methodology relating to the ToR	20
05	Qualification and competence of key personnel	30
06	Financial capacity	05
	Total technical score (Ts)	100

Note: Any bid with a technical score below 70 on 100 shall be not be admissible for the evaluation of the financial bid.

11- 2-2 Financial evaluation

The financial evaluation shall be done as follows: $FS=100 \times Fm / F$

FS is the financial score of the bid;

FM is the lowest bid of the bidders selected after technical evaluation;

F is the amount of the bid considered.

12- Selection method of the consultant

The consultant shall be selected using the method based on "the technical quality and the cost".

The Contracting Authority shall award the contract to the lowest bidder, that is, the bidder with the highest combined technical and financial score. Global score (S) = (0,7xTS)+(0,3xFS).

13- Tender validity

Bidders shall be bound by their bids for a period of ninety (90) days with effect from the date of opening of bids.

14- Further information

Further information may be obtained during working hours from the Secretariat of the Tenders Section of the Central Technical Group of the National Aids Control Committee located behind Cameroon Red Cross near The Camp Bové Government School, Room 010, P.O. Box: 1459 Yaounde, Telephone 222 22 57 58.

Yaounde, 26 MARS 2015

The Minister of Public Health

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