



NATIONAL OPEN CALL FOR TENDERS No 030/AONO/PAK/CIPM/2024 OF 29 OCT 2024 TO TAKE OUT HEALTH INSURANCE FOR THE PORT AUTHORITY OF KRIBI.

Funding: PAK Budget, 2024 and subsequent FYs.

1. Purpose of the Call for Tenders

The General Manager of the Port Authority of Kribi (PAK), Project Owner, hereby launches a National Open Call for Tenders to take out a health insurance policy for the Port Authority of Kribi.

2. Nature of services

Services to be carried out consist of a single lot: health insurance.

The detailed description of services shall be provided in the Terms of Reference (TOR) of this Tender File.

3. Execution time

The cover period shall be twelve (12) months, from 1st April 2025 to 31st March 2026 at midnight.

4. Allotment

This Call for Tenders shall not be divided.

5. Provisional cost

The provisional cost for the services after prior studies shall be **four hundred and fifty million (450,000,000) CFAF all tax inclusive.**

6. Participation and origin

This National Open Call for Tenders shall be open to insurance companies incorporated under Cameroonian law and established in Cameroon, duly certified by the Minister in charge of Finance, meeting all the requirements provided for by the regulations in force in the Members States of the Inter-African Conference on Insurance Markets (CIMA).

The insurance broker for this Call for Tenders shall be the Broker of the Port Authority of Kribi. The Broker shall be paid by the insurer as provided for in the regulations applicable in the insurance sector.



7. Funding

Services covered by this Call for Tenders shall be funded by the Budget of the Port Authority of Kribi, 2024 and subsequent FYs, and allocated as follows:

Activity 5365: underwriting and management of insurance policies

Task 5365001: "underwrite and manage insurance policies"

Line 625400: health insurance.

8. Bid bond

Bids must be accompanied by a bid bond issued by a first-rate banking or financial institution approved by the Minister in charge of finance (see Document 15 in the Tender File) and amounting to **nine million (9,000,000) CFAF** to be automatically released no later than 30 days after the expiry of the validity of the tenders.

9. Consultation of the Tender File

The Tender File can be consulted during opening hours at the Public Contracts Division located on the ground floor of the PAK 2-storey building in Kribi, Tel.: (237) 222 46 21 00, Fax: (237) 222 46 21 04, P.O.Box: 203 Kribi, e-mail: contact@pak.cm upon publication of this Call for Tenders.

10. Acquisition of the Tender File

The Tender File can be collected during opening hours at the PAK Public Contracts Division, on the ground floor of the PAK 2-storey building next to MEAO Building, tel.: (237) 222 46 21 04, P.O.Box: 203 Kribi, email: contact@pak.cm or cipm@pak.cm, upon publication of this Call for Tenders and presentation of a deposit receipt of a non-refundable amount of **one hundred thousand (100,000) CFAF** in the special account CAS-ARMP n°33598860001 94 opened in this regard at BICEC.

A copy of the receipt shall be submitted when submitting bids at the PAK Public Contracts Division.

11. Submission of bids

Each bid drafted in seven (7) copies among which one (1) original and six (6) copies marked as such must be received no later than on **03 DEC 2024** at 12 p.m. prompt, at the following address:

PAK Public Contracts Division, ground floor of the PAK 2-storey building next to MEAO Building, Tel.: (237) 222 46 21 00 Fax: (237) 222 46 21 04, P.O.Box: 203 Kribi, e-mail: contact@pak.cm.

It shall bear the following mention:



**"NATIONAL OPEN CALL FOR TENDERS No. 030/AONO/PAK/CIPM/2024 OF
29 OCT 2024 TO TAKE OUT HEALTH INSURANCE FOR THE PORT AUTHORITY
OF KRIBI.
TO BE OPENED ONLY DURING THE BID-OPENING SESSION".**

12. Admissibility of bids

Under penalty of rejection, administrative documents required must have been issued less than three (3) months before the original date of submission of bids or after the signing date of the Tender File.

The other administrative documents required must be provided in originals or copies certified by the issuing institution or the competent administrative authority (Divisional Officer, Senior Divisional Officer...) in accordance with the provisions of the Specific Rules of the Call for Tenders. They must have been issued less than three (3) months before the original date of submission of bids or after the signing date of the Tender File.

Any bid that is not compliant with the requirements of this Call for Tenders and the Tender File shall be declared inadmissible.

13. Opening of bids

The opening of bids shall take place in two stages, The opening of administrative and technical files shall take place first, followed by the opening of financial files for the bidders with the minimum technical score.

The opening of administrative and technical files shall take place on 03 DEC 2024 at 1 p.m. by the Internal Procurement Committee in the conference room of the PAK 2-storey building next to MEAO Building.

Bidders or their duly mandated representatives shall attend this opening session.

The opening of financial files shall take place the technical analysis and shall apply only to bidders with the minimum score of 80.

14. Evaluation criteria

14.1 Eliminary criteria

- 1) Insufficient number of copies (less than 7 copies);
- 2) **Administrative file**
 - False statement or forged document;
 - Incomplete administrative file;
 - No site visit certificate issued by the Project Owner's departments;
 - Non-compliant administrative document after the 48-hour deadline provided by the Internal Procurement Committee;
 - No CIMA membership issued by the Ministry of Finance in Cameroon;



- No authorisation issued by the Ministry of Finance in Cameroon;
- No certificate of approval issued by PAK, for companies that have already covered this risk;
- Be under provisional administration, receivership or permanent supervision by a guardian;
- Failure to provide a sworn statement that you have not received a reprimand from the CRCA in the last three years;
- No declaration on honour that, during the last three years, the bidder has not been excluded from public contracts for services not carried out, only partially carried out or for default;
- Financial information found in the administrative file.

3) Technical file

- False statement or forged document;
- Non-acceptance of the terms and conditions of the contract (TOR, CCAP, Integrity Charter, Special Administrative Specifications (CCAP), declaration of commitment to comply with the social and environmental clauses and Declaration of Commitment to involve a reinsurer not initialled, not signed, on the last page);
- Technical score below 80;
- Financial information found in the technical file.

4) Dossier financier

- No quantified unit price;
- Financial offer below ninety per cent (90%) of the provisional budget;
- No sub-details on quantified unit prices.

N.B.: Failure to comply with an eliminatory criterion shall result in the withdrawal of the tender.

14.2. Key criteria

Technical files shall be evaluated on 100 on the following criteria:

No.	Criteria	Score (Points)
1	Bid general presentation	3 pts
2	Bidder's general references	5 pts



3	Bidder's specific references for similar risks over the last three (3) years (2021, 2022 and 2023)	12 pts
4	Detailed description of the cover offered	13 pts.
5	Terms and conditions of the cover	10 pts
6	Coverage of regulated liabilities	20 pts
7	Coverage of the solvency margin	16 pts
8	Claim settlement rate over the last five years or for the duration of existence for companies established less than 5 years.	15 pts
9	Reinsurance cover in the branch concerned	6 pts
TOTAL		100 pts

The minimum technical score required is 80. Only financial bids with such score shall be opened.

The key criteria and sub-criteria are detailed in the Special Rules for the Call for Tenders (RPAO).

15. Selection Method

The method used to select the services provider shall be based on quality and cost in accordance with the provisions of the Specific Regulations of the Call for Tenders, namely: the respective weights assigned to the technical and financial bids are:

Weight of the technical bid (T) = 80%

Weight of the financial bid (F) = 20%

The overall score (Ng) of a bid is obtained by weighting the technical score (Nt) by the weight of the technical bid (T) and the financial score (Nf) by the weight of the financial bid (F) according to the following formula: $Ng = (Nt \times T + Nf \times F)$.

The bid with the highest overall score (Ng) shall be ranked as the "best bid". The other bids shall be ranked in descending order of overall scores.

The contract shall be awarded to the bidder with the most competitive bid.

16. Validity of bids

Bidders shall be bound by their tenders for thirty (30) days with effect from the tender submission deadline.

17. Additional information

Additional information shall be obtained during working hours at the following address:



Head Office of the Port Authority of Kribi, ground floor of the PAK 2-storey building next MEAO Building, tel.: (237) 222 46 21 00, fax.: (237) 222 46 21 04, P.O.Box: 203 Kribi, email: cipm@pak.cm

Kribi, 29 OCT 2024

THE GENERAL MANAGER OF THE PORT AUTHORITY OF KRIBI
PROJECT OWNER

Copy to:

- PCA/PAK
- DG/ARMP
- PCIPM
- CHRONO
- RECORDS
- BILLBOARD



Patrice Melom