



**PORT AUTONOME DE KRIBI**

**PORT AUTHORITY OF KRIBI**

**OPEN NATIONAL CALL FOR TENDERS**  
**No. 006/AONO/PAK/CIPM/2025 OF 06 MARS 2025 TO RENEW THE IT LICENCES OF THE PORT AUTHORITY OF KRIBI.**

**Funding: Budget of the Port Authority of Kribi. 2025 and 2026 FYs.**

**1. PURPOSE OF THE CALL FOR TENDERS**

The General Manager of the Port Authority of Kribi (PAK), Project Owner, hereby launches a Call for Tenders to renew the IT licenses of the Port Authority of Kribi.

**2. NATURE OF SERVICES**

Services covered by this Call for Tenders shall include the renewal of PAK IT licenses which must meet the major technical specifications provided in the Supply Description.

**3. PART/ALLOTMENT**

This Call for Tenders shall not be divided. Services will be provided in instalments.

**4. PROVISIONAL COST**

The provisional cost for all the services is **two hundred and eighty million (280,000,000) CFAF** all tax inclusive.

**5. PROVISIONAL EXECUTION AND PLACE OF DELIVERY**

The maximum execution time provided for by the Project Owner to renew the PAK IT licenses shall be **four (4) months**.

This period shall run from the date of notification of the service order to start work. The delivery place is the site of the Port Authority of Kribi located in Kribi.

**6. PARTICIPATION AND ORIGIN**

This Call for Tenders is open to Cameroonian companies specialised in supplying IT licenses.

**7. FUNDING**

Services covered by this Call for Tenders shall be funded by the Budget of the Port Authority of Kribi, 2025 and 2026 FYs.

**ACTIVITY 4110: DEVELOP, INTEGRATE AND MAINTAIN APPLICATIONS**

**Task 4110001: Renewal of IT licenses used in the company**

**Line: 212001- Patents, licences, concessions and similar rights**





## 8. SUBMISSION MODE

The submission mode chosen for this Call for Tenders is offline mode.

## 9. BID BOND

Bids must be accompanied by a bid bond issued by a financial institution approved by the Minister in charge of finance to issue bid bonds for public contracts (see Document 15 in the Tender File) and amounting to **two million (2,000,000) CFAF** to be automatically released no later than 30 days after the expiry of the validity of the tenders. Failure to provide a bid bond issued by a first-rate banking or financial institution approved by the Minister in charge of finance to issue bid bonds for public contracts, shall result in the outright rejection of the bid. A bid bond provided that has no relation with the Call for Tenders shall be considered as a failure to provide such bid bond.

A bid bond shall be deemed non-compliant in the following instances:

- A bid that does not mention the names of all the parties in the grouping, where applicable ;
- A bid for which the guaranteed amount is lower than the amount required by the Specific Rules of the Call for Tenders;
- A bid that contains a material error likely to have an adverse effect on the legal effect intended.

**The stamped bid bond must be accompanied by a deposit receipt issued by the Deposits and Consignment Fund (CDEC).**

## 10. CONSULTATION OF THE TENDER FILE

The hard copy of the Tender File can be consulted free of charge during opening hours in the services of the Project Owner or Deputy Project Owner at the PAK Public Contracts Division, on the ground floor of the PAK 2-storey building next to MEAO 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](mailto:contact@pak.cm) or [cipm@pak.cm](mailto:cipm@pak.cm) upon publication of this Call for Tenders.

It can also be consulted online on the ARMP website ([www.armac.cm](http://www.armac.cm)).

## 11. ACQUISITION OF THE TENDER FILE

The hard copy of 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 in Kribi, tel.: (237) 222 46 21 00 Fax: (237) 222 46 21 04, P.O.Box: 203 Kribi, email: [contact@pak.cm](mailto:contact@pak.cm) or [cipm@pak.cm](mailto: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 No.33598860001 94 opened in this regard at BICEC.

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





## 12. SUBMISSION OF BIDS

Each bid drafted in French or English in seven (7) copies among which one (1) original and six (6) copies marked as such must be submitted no later than on ~~01 AVR. 2025~~ **01 AVR. 2025** at 12 p.m. prompt, local time 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](mailto:contact@pak.cm).

In addition, the information in the financial file (price sub-details, unit price list, cost estimate) will be provided on a USB key during the bid-opening session.

Each bid shall bear the following mention:

**“OPEN NATIONAL CALL FOR TENDERS No. ~~006~~ **006** :/AONO/PAK/CIPM/2025 OF ~~06 MARS 2025~~ **06 MARS 2025** TO RENEW THE IT LICENCES OF THE PORT AUTHORITY OF KRIBI.**

**TO BE OPENED ONLY DURING THE BID-OPENING SESSION.”**

## 13. ADMISSIBILITY OF BIDS

Administrative documents, the technical file and the financial file must be placed in separate envelopes and submitted in a sealed envelope.

The Project Owner shall declare the following inadmissible:

- *envelopes bearing details of the bidders' identity;*
- *bids received after the deadline for submission (date and time);*
- *Bids that do not comply with the principle of separating administrative, technical and financial files;*
- *bids that do not specify the Call for Tenders;*
- *bids that do not comply with the submission mode (as the submission is offline, all the bids that will not be submitted in **hard copies** in the condition provided in this Call for Tenders shall be inadmissible);*
- *Failure to comply with the number of copies indicated in the Special Rules of the Call for Tenders or bid submitted only in copies.*

**Any bid deemed incomplete as per the requirements of the Tender File shall be declared inadmissible, namely for the lack of a bid bond issued by a first-rate banking or financial institution approved by the Minister in charge of finance to issue bid bonds for public contracts or for failure to comply with the templates specified in the Tender File, shall result in the outright rejection of the bid with no right of appeal. A bid bond provided that has no relation with the Call for Tenders shall be considered as a failure to provide such bid bond.**

However, an administrative document, including the bid bond, submitted during the bid-opening session shall be admissible.





#### **14. OPENING OF BIDS**

The opening of bids shall take place in one stage on ~~01 AVR 2025~~ at 1 p.m. prompt by the Internal Procurement Committee of the Port Authority of Kribi in the conference room located on the 2<sup>nd</sup> floor of the PAK 2-storey building next to MEAO Building in Kribi.

Bidders or their duly mandated representatives shall attend this opening session. Such representatives must be one person per bidder even in the event the bidder is a consortium.

Under penalty of rejection, administrative documents required must be provided in originals or certified copies signed by the issuing institution or the competent administrative authority 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 Call for Tenders.

Any bid whose administrative file is deemed incomplete, including the bid bond, after the 48h deadline provided by the Committee shall be declared inadmissible.

#### **15. MAIN EVALUATION CRITERIA**

##### **1.1. ELIMINATORY CRITERIA**

##### **1) Insufficient number of copies (less than 7 copies)**

##### **2) Administrative file**

- No bid bond when opening the bid;
- Non-compliant or incomplete administrative file 48 hour after the bid-opening session (except for the bid bond);
- False statement, fraudulent manoeuvre or forged document.

##### **3) Technical file**

- No catalogue brochure, drawing or technical data sheet produced by the manufacturer;
- In case the supplier is not the manufacturer, no supplier's approval or authorisation issued by the manufacturer or no supplier's approval or authorisation issued by a dealer approved by the manufacturer accompanied by the dealer's approval;
- No authorisation or evidence to operate, in case the supplier is the manufacturer;
- Non-compliance with 80% of the technical specifications for supplies;
- Failure to meet 4 out of 5 essential criteria;





- No Integrity Charter initialled on each page, stamped, dated and signed;
- No declaration of commitment to comply with the social and environmental clauses initialled on each page, stamped, dated and signed;
- No declaration of commitment to pay customs clearance costs and all transport-related charges;
- No Supply Description (SD) initialled on all pages, stamped, dated and signed;
- No Specific Administrative Specifications (CCAP) initialled on each page, stamped, dated and signed;
- False statement, fraudulent manoeuvre or forged document.

**4) Financial file**

- No quantified unit price;
- No sub-details on quantified unit prices;
- False statement, fraudulent manoeuvre or forged document.

**1.2. KEY CRITERIA**

The key criteria for the qualification of candidates shall focus on:

No.	Evaluation criteria	Result
1	Bid presentation	Yes/No
2	Bidder's references	Yes/No
3	Schedule and delivery times	Yes/No
4	Financing capacity	Yes/No
5	Customer care	Yes/No

*Any bid that does not meet all the eliminatory criteria and obtains at least four (04) out of the five (05) evaluation criteria shall be eliminated.*

**16. AWARD**

The Project Owner shall award the contract to the bidder with the bid that meets the required technical and financial qualification criteria and is evaluated as the most competitive bidder after proposed discounts if necessary.

**17. VALIDITY OF BIDS**

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





## 18. ADDITIONAL INFORMATION

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

PAK Public Contracts Division, ground floor of the PAK two-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](mailto:contact@pak.cm).

## 19- FIGHT AGAINST CORRUPTION AND MALPRACTICE

To report any corrupt practices, facts or acts, kindly contact the PAK Anti-Corruption Unit, the PAK Procurement Authority (Board of Directors), the ARMP or the Project Owner.

Kribi, 06 MARS 2025

**THE GENERAL MANAGER OF THE PORT AUTHORITY OF KRIBI,  
PROJECT OWNER**

**Copy to:**

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



*Patrice Melom*