



**NATIONAL OPEN CALL FOR TENDERS No. 026/AONO/PAK/CIPM/2024  
OF 29 JULI 2024 TO PROVIDE SECURITY AND GUARDING SERVICES  
FOR THE OFFICES AND PREMISES OF 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, Project Owner, hereby launches a Call for Tenders to provide security and guarding services for the offices and premises of officials of the Port Authority of Kribi (PAK).

**2. Nature of services**

Services shall be to ensure the security of people and property by enough guards and controllers, who shall be the interlocutors of the PAK Security Officer on a round-the-clock basis.

Details of services are specified in the Terms of Reference (TOR).

**3. Execution time**

The maximum deadline provided by the Project Owner to carry out the services covered by this call for Tenders shall be twelve (12) months.

**4. Allotment**

This Call for Tenders shall not be divided.

**5. Provisional cost**

The provisional cost for all the services shall be one hundred and fifty million CFAF.

**6. Participation and origin**

This Call for Tenders is open to security companies incorporated under Cameroonian law and established in Cameroon. They must be certified as per the regulations in force and meet all the conditions thereof.



## 7. Funding

The services covered by this Call for Tenders shall be funded by the PAK BUDGET 2024 and subsequent FYs. ACTIVITY 5327: « Management of immovable assets»; Task 5327001: Property management, Line 5327001-632440: consultancy fees.

## 8. Bid bond

Bids must be accompanied by a bid bond issued by a financial institution, or a first-rate banking institution approved by the Minister in charge of finance (see Document 10 in the Tender File) to be automatically released no later than 30 days after the expiry of the validity of the tenders and amounting to two million three hundred thousand (2,300,000) CFA francs.

## 9. Consultation of the Tender File

The file can be consulted during working hours at the Public Contracts Division located at the ground floor of the PAK 2-storey building next MEAO Building, Head Office of PAK in Kribi, Tel.: (237) 222 46 21 00 Fax: (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.

## 10. Acquisition of the Tender File

The file can be collected during working hours at the Public Contracts Division located at the 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: contact@pak.cm or cipm@pak.cm upon 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.

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

## 11. Site visit and pre-bidding meeting

Site visits shall take place on 13 AOUT 2024 at 10.

PAK teams and bidders shall meet at the PAK 2-storey building next to MEAO Building at 09h. Each bidder must provide his/her team with vehicles to go to the various sites. In accordance with the provisions of the General Rules of the Call for Tenders, each bidder shall incur expenses pertaining to the effective participation of his/her team in the various sites.

Bidders shall be issued a site visit certificate by the representative of the Project Owner at the end of the above-mentioned visits.

The pre-bidding meeting shall take place on 13 AOUT 2024 at 21 in the conference room of the PAK 2-storey building in Kribi located next to MEAO Building.

Only bidders that went for the site visit will be allowed to take part in the pre-bidding



meeting.

## 12. Submission of bids

Each bid drafted in English or French must be sent in hard copies no later than ~~27 AOUT 2024~~ at 12 p.m. prompt, local time.

In addition, the information in the financial file listed above (price sub-details, unit price list, cost estimate) will be provided on a USB key and 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 received by express mail no later than on the day of the bid-opening session at the following address:

Head Office of the Port Authority of Kribi à Kribi, Public Contracts Division, ground floor of the PAK 2-storey building, next to MEAO Building, tel.: (237) 233 431 610, P.O.Box: 203 Kribi, e-mail: [contact@pak.cm](mailto:contact@pak.cm).

They shall bear the following mention:

"NATIONAL OPEN CALL FOR TENDERS No ~~026~~ /AONO/PAK/CIPM/2024 OF ~~29 JUIL 2024~~ TO PROVIDE SECURITY AND GUARDING SERVICES FOR THE OFFICES AND PREMISES OF THE PORT AUTHORITY OF KRIBI.

« TO BE OPENED ONLY DURING THE BID-OPENING SESSION ».

## 13. Admissibility of bids

Under penalty of rejection, administrative documents required must be provided in originals or copies certified 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 Tender File.

Any incomplete bid as per the requirements of the Tender File shall be declared inadmissible.

## 14. Opening of bids

The opening of bids shall take place in one stage. The opening of administrative and technical and financial files shall take place on ~~27 AOUT 2024~~ at ~~1~~ in the conference room of PAK 2-storey building in Kribi.

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



## 15. Evaluation criteria

- **Eliminatory criteria**

1. **Insufficient number of copies (less than 7 copies);**

2. **Administrative file**

- Incomplete administrative file;
- Non-compliant administrative document after the 48-hour deadline provided by the Internal Procurement Committee;
- No certificate of satisfaction of service issued by the PAK for companies having provided similar services to PAK;
- No site visit certificate issued by the services of the Project Owner;
- No authorisation to operate as a security provider in Cameroon;
- False statement or forged document.

3. **Technical file**

- False statement or forged document;
- Non-acceptance of the contract requirements (No Terms of Reference (TOR), Special Administrative Specifications (CCAP), declaration of commitment to comply with the social and environmental clauses and Integrity Charter not initialled on each page, not signed, not stamped and not dated by the bidder on the last page);
- Non-compliance with 3 key criteria out of 5.

4. **Financial file**

- No quantified unit price;
- No sub-details on quantified unit prices.

### A. Key criteria

No.	Evaluation criteria	Observation
1	Bidder's references in providing similar services	Yes/no
2	Financing capacity	Yes/no
3	Methodology: workplan, understanding of the mission, knowledge of the site and technical suggestions	Yes/no
4	Qualification and experience of key staff assigned to carry out the mission	Yes/no
5	Logistic resources allotted to the mission	Yes/no



16. Award

The contract shall be awarded to the bidder meeting the required technical and financial capacities, the eliminatory criteria and with the most competitive bid.

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:

Public Contracts Division, 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)

Kribi, 29 JUL 2024

THE GENERAL MANAGER OF THE PORT AUTHORITY OF KRIBI  
PROJECT OWNER

Copy to:

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



*Patrice Melom*