



PORT AUTONOME DE KRIBI

PORT AUTHORITY OF KRIBI

NATIONAL OPEN CALL FOR TENDERS No. **027**/AONO/PAK/CIPM/2024
OF ~~29 JUL 2024~~ TO PROVIDE UPKEEP AND CLEANING SERVICES FOR THE
OFFICES AND PREMISES OF THE PORT AUTHORITY OF KRIBI IN NINE (9) LOTS.

FUNDING: PAK Budget, 2023 and subsequent FYs.

1. Purpose of the Call for Tenders

The General Manager of the Port, Project Owner, hereby launches a Call for Tenders to provide upkeep and cleaning services for the offices and premises of the Port Authority of Kribi (PAK) in nine (9) lots.

2. Nature of services

The service provider shall provide the following: sweeping and wet cleaning of surfaces, thorough polishing of floors with appropriate products, dry dusting of vertical wall surfaces, upkeep of green spaces, and any intervention if necessary.

Details on services shall be specified in the Terms of Reference (TOR).

3. Execution time

The time provided for each lot shall be twelve (12) months for each lot.

4. Allotment

This Call for Tenders shall comprise of the following nine (9) lots:

- Lot 1: Administrative building, PAK gatehouse, North gate in Mboro;
- Lot 2: Pumping station, drinking water treatment plant, fire brigade building and PAK KPS building in Mboro;
- Lot 3: Building of the Wastewater Treatment Plant, Electrical Station 1-SS1, South Entrance Gatehouse, Electrical Station 2-SS2, PAK Pilot Room and office of the maritime brigade in Mboro;
- Lot 4: Customs shed, health centre building and office of the onshore brigade in Mboro;
- Lot 5: PAK Head Office (EMERGENCE building) and 1st and 2nd floors of JULIENNE 2 building in Kribi;
- Lot 6: MEAO building in Kribi, and SETN office and PAK Representation in Douala;
- Lot 7: Cité du Port and guests houses in Kribi and DOMAYO building;
- Lot 8: PAK 2-storey building;
- Lot 9: PAK Representation in Yaoundé.



5. Provisional cost

The provisional cost after prior studies shall be four hundred million (400,000,000) CFAF all tax inclusive broken down as follows:

- Lot 1: forty million (40,000,000) CFAF all tax inclusive;
- Lot 2: thirty-six million (36,000,000) CFAF all tax inclusive;
- Lot 3: thirty-two million (32,000,000) CFAF all tax inclusive;
- Lot 4: thirty-three million (33,000,000) CFAF all tax inclusive;
- Lot 5: fifty-four million (54,000,000) CFAF all tax inclusive;
- Lot 6: thirty-nine million (39,000,000) CFAF all tax inclusive;
- Lot 7: sixty million (60,000,000) CFAF all tax inclusive;
- Lot 8: forty-three million (43,000,000) CFAF all tax inclusive;
- Lot 9: fifty-six million (56,000,000) CFAF all tax inclusive.

6. Participation and origin

This Call for Tenders is open to cleaning companies incorporated under Cameroonian law located in Cameroon with proven experience in carrying out similar services.

7. Funding

Services covered by this Call for Tenders shall be funded by PAK Budget, 2024 and subsequent FYs. Activity 5327: "Management of immovable assets". Task 5327001: "Property management". Line 5327001-624120: "cleaning of premises, port areas, buildings and green spaces".

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:

- Lot 1: eight hundred thousand (800,000) CFAF;
- Lot 2: seven hundred and twenty thousand (720,000) CFAF;
- Lot 3: six hundred and forty thousand (640,000) CFAF;
- Lot 4: six hundred and sixty thousand (660,000) CFAF;
- Lot 5: one million eighty thousand (1,080,000) CFAF;
- Lot 6: nine hundred and twenty thousand (920,000) CFAF;
- Lot 7: one million two hundred thousand (1,200,000) CFAF;
- Lot 8: eight hundred and sixty thousand (860,000) CFAF;



- Lot 9: one million one hundred and twenty thousand (1,120,000) CFAF.

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 in Kribi, Tel.: (237) 222 46 21 00 Fax: (237) 222 46 21 04, P.O.Box: 203 Kribi, email: contact@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 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 of the Public Contracts Regulatory Agency (ARMP) opened in this regard at BICEC.

The copy of the receipt shall be submitted when collecting the Tender File.

11. Site visit and pre-bidding meeting

Site visits shall take place on 03 SEPT 2024 at 10.

PAK teams and bidders shall meet at the PAK 2-storey building next to MEAO Building at 09. 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 03 SEPT 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 in seven (7) copies among which one (1) and six (6) copies marked as such must be submitted at the Public Contracts Division no later than 24 SEPT 2024 at 12 prompt. It shall have the following mention:

NATIONAL OPEN CALL FOR TENDERS No. 027/AONO/PAK/CIPM/2024 OF 29 MARS 2024 TO PROVIDE UPKEEP AND CLEANING SERVICES FOR THE OFFICES AND PREMISES OF THE PORT AUTHORITY OF KRIBI IN NINE (9) LOTS.



LOT No. _____ " TO BE OPENED ONLY DURING THE BID-OPENING SESSION."

FUNDING: Budget of the Port Authority of Kribi 2024 and subsequent FYs.

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, namely for the lack of a bid bond issued by a financial institution or a first-class bank approved by the Ministry of Finance.

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 ~~4~~ 4 SEPT 2024 at ~~1~~ 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

A. 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;
- 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.

B. Key criteria

No.	Evaluation criteria	Observation
1	Bidder's references in providing similar services	Yes/no
2	Financing capacity	Yes/no
3	Methodology	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.

A bidder cannot be awarded more than one (1) lot.

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

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

