

PORT AUTONOME DE KRIBI



PORT AUTHORITY OF KRIBI

NATIONAL OPEN CALL FOR TENDERS No. 029/AONO/PAK/CIPM/2024 OF 27 AOUT 2024
TO TAKE OUT CAR INSURANCE FOR THE PORT AUTHORITY OF KRIBI.

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

1) Purpose of the Call for Tenders

In the context of taking out insurance policies, the General Manager of the Port Authority of Kribi (PAK), Project Owner, hereby launches a National Open Call for Tenders to take out car insurance for the Port Authority of Kribi.

2) Nature of services

The fleet of motorised land vehicles comprises a total of sixty (60) cars assigned to the Head Office in Kribi and to the Representations in Yaoundé and Douala.

Services to be provided are grouped in a single lot: car insurance for the Port Authority of Kribi.

Details on such services shall be provided in the Terms of Reference.

3) Execution time

The cover period shall be twelve (12) months running from 1st January 2025, the date of full payment of the premium, in accordance with the provisions of the CIMA Code.

4) Allotment

This Call for Tenders shall not be divided.

5) Provisional cost

The provisional cost after prior studies shall be one hundred and thirty-two million (132,000,000) 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, 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 specified in this Call for Tenders shall be managed by the Broker of the Port Authority of Kribi, PARTNERS SARL, P.O.Box: 5740 Douala, Tel.: (237) 233 42 04 85 /



699 68 81 92. Email: partners.c@hotmail.fr. 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; Lines 625200: transport equipment 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 11 in the Tender File) and amounting to two million six hundred and forty thousand (2,640,000) CFAF to be automatically released no later than 30 days after the expiry of the validity of the tenders. Bonds issued by any bidding insurance company, as a provisional or definitive guarantee on its own behalf, shall not be accepted.

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 in Kribi, 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 French or English in seven (7) copies among which one (1) original and six (6) copies must be submitted at the Public Contracts Division no later than 01 OCT 2024 at 12 p.m. prompt, local time with the following mention:

The General Manager of the Port Authority of Kribi,



PAK Head Office in Kribi P.O.Box: 203 Kribi tel.: (+237) 222 46 21 00, E-mail: contact@pak.cm website: www.pak.cm.

It shall bear the following mention:

"NATIONAL OPEN CALL FOR TENDERS No. 029/AONO/PAK/CIPM/2024 OF 27 AOUT 2024 TO TAKE OUT CAR 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 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 deemed incomplete after the moratorium provided by the Internal Procurement Committee as per the requirements of the Tender File shall be declared inadmissible.

13) Opening of bids

The opening of bids shall take place in one stage.

The opening of administrative, technical and financial files shall take place on 01 OCT 2024 at 1 p.m. by the Internal Procurement Committee in the Conference Room of the PAK 2-storey building in Kribi.

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

14) Evaluation criteria

A. Eliminatory criteria

- 1) Insufficient number of copies (less than 7 copies);
- 2) Administrative file
 - Incomplete administrative file;
 - False statement or forged document;
 - Failure to provide a compliant administrative document after the 48-hour deadline provided by the Internal Procurement Committee;



- No CIMA membership issued by MINFI;
- No MINFI license;
- Be under provisional administration, receivership, or permanent supervision of the legal guardianship;
- No statement of honour for having no reprimand from the CRCA (Regional Insurance Control Commission) in the last three years;
- No statement of honour for not being excluded from the public procurement process for non-performance, partial performance or default in the last three years.

3) Technical file

- False statement or forged document;
- Non-acceptance of the contract requirements (TOR, CCAP, declaration of commitment to comply with the social and environmental clauses and Integrity Charter not initialled on each page, not signed, by the bidder on the last page);
- Non-compliance with seven (7) key criteria out of nine (9).

4) Financial file

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

B. Key criteria

No.	Criteria	Observations (yes/no)
1	General presentation of the bid	
2	Bidder's general references, experience	
3	Bidder's specific references in similar coverage over the last three (3) years (2021, 2022 and 2023)	
4	Detailed description of the coverage offered	
5	Terms for coverage activation	
6	Coverage of regulated liabilities (2021, 2022 and 2023)	
7	Solvency margin coverage (2021, 2022 and 2023)	
8	Claims settlement record in a similar sector over the last five (5) years or for the duration of existence for companies established for less than five years (2019, 2020, 2021 2022 and 2023)	
9	Valid reinsurance treaty in the similar branch	
RESULT		



15) Award

The contract shall be awarded to the bidder with the minimum technical score and the most competitive bid.

16) Validity of bids

Bidders shall be bound by their tenders for ninety (90) 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, Public Contracts Division, ground floor of the PAK 2-storey building next MEAO Building, tel.: (237) 233 431 610, P.O.Box: 203 Kribi, e-mail : contact@pak.cm

Kribi,

THE GENERAL MANAGER OF THE PORT AUTHORITY OF KRIBI
PROJECT OWNER

Copy to:

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



Patrice Melom