

**OPEN NATIONAL TENDER**

**NO.001/AONO/CEN/CIPM/2024 OF 08 FEB 2024**, RELATIVE COVERAGE AND GUARANTEE  
OF RISKS RELATED TO ILLNESS AND FUNERAL EXPENSES FOR STAFF AND FAMILY (SINGLE LOT) OF  
THE CENAME

**1. OBJECT**

The General Manager of the Cameroon National Essential Drugs Procurement Center abbreviated "CENAME", launches an Open National Offer Call on Coverage and Guarantee of Risks relating to illness and funeral expenses for the staff and family (single lot) of the CENAME.

**2. NATURE OF SERVICE**

The services subject of this invitation to tender includes the insurance coverage as follows:

**Coverage and guarantee of risks related to illness and funeral expenses for staff and family (single lot) of the CENAME:**

This policy covers:

- Consultations and medical examinations;
- Medical expenses;
- The drug costs;
- The cost of medical tests;
- The cost of hospitalization;
- The legal fees specialties such as radiology, vaccination, electrotherapy;
- Dialysis;
- Medical evacuation;
- The repatriation of the body;
- Hospitalization abroad;
- The cost of sanatorium and sanatorium;
- The cost of spectacles;
- The cost of dentistry;
- The costs of motherhood;
- Funeral expenses;
- The maternity allowance;
- Coverage against all diseases, including AIDS, malaria, cancer, or any other particular affection;
- The cost of travel insurance.

This policy covers benefits for a period of thirty-six (36) months, divided into three tranches:

- **Firm tranches** : twelve (12) month period ;
- **1<sup>st</sup> conditional tranche** : twelve (12) month period ;
- **2<sup>nd</sup> conditional tranche**: twelve (12) month period.

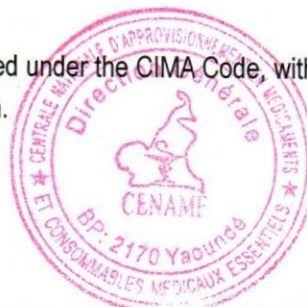
The details of the services are presented in the terms of reference of the tender file.

**3. PARTICIPATION**

This open invitation to tender is intended for insurance companies, approved under the CIMA Code, with relevant experience in this sector of activity and settled in the Republic of Cameroon.

**4. ALLOTMENT:**

Single lot.





## 5. FORECAST AMOUNT

The estimated amount of benefits is:

- **Firm tranche : thirty million (30,000,000) CFA Francs, All Taxes Included (12 months) ;**
- **1<sup>st</sup> conditional tranche : thirty million (30,000,000) CFA Francs, All Taxes Included (12 months);**
- **2<sup>nd</sup> conditional tranche: thirty million (30,000,000) CFA Francs, All Taxes Included (12 months).**

## 6. FUNDING

The services subject of this invitation to tender shall be financed by the CENAME 2024, 2025 & 2026 Operating budget.

## 7. CONSULTATION AND AVAILABILITY OF TENDER DOCUMENTS

Interested bidders can consult the tender file at open hours at CENAME headquarters, PO Box 2170 Yaoundé - Messa, Tel. : 222 23 29 20 / 222 23 29 22, 222 23 29 25; Fax : 222 23 29 23, E-mail : [contact@cename.org](mailto:contact@cename.org), Web site: [www.cename.org](http://www.cename.org), upon publication of tender notice.

## 8. ACQUISITION OF THE TENDER DOCUMENTS

Bidders can collect complete tender documents at the secretariat of the General Manager in CENAME's headquarters, PO Box 2170 Yaoundé - Messa, Tel. : 222 23 29 20 / 222 23 29 22, 222 23 29 25, Fax : 222 23 29 23, E-mail : [contact@cename.org](mailto:contact@cename.org), Web site : [www.cename.org](http://www.cename.org), during working hours from Monday to Friday, upon publication of tender notice, against presentation of payment receipt of non refundable sum of 80 000 (eighty thousand) F.CFA, to account n° 33598860001-94 « Special Account CAS-ARMP » with BICEC - Cameroun. The proof of payment shall be included in the bid.

## 9. SUBMISSION OF BIDS

Complete offers written in English or French, in 06 (six) copies (one original and five copies marked as such) sealed in an envelope shall be deposited against a receipt at Secretariat of the General Manager of CENAME, Tel.: 222 23 29 20 / 222 23 29 22, 222 23 29 25 Fax: 222 23 29 23, no later than 14 MARS 2024 at 02 pm local time and should carry these inscription: No later than 14 MARS 2024 at 2 p.m.

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COVERAGE AND GUARANTEE OF RISKS RELATED TO ILLNESS AND FUNERAL EXPENSES FOR STAFF  
AND FAMILY (SINGLE LOT) OF THE CENAME

**« TO BE OPENED ONLY DURING THE EVALUATION SESSION »**

## 10. BOND

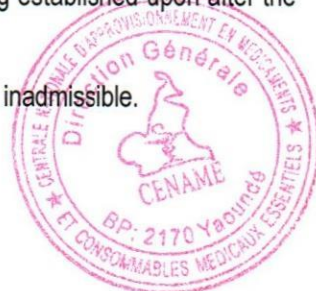
The bid bond is fixed at the amount of one million eight hundred thousand (1 800,000) CFA francs.

## 11. ADMISSIBILITY OF BIDS

Each bidder must include in their administrative documents a bid bond in the amount one million eight hundred thousand (1 800,000) CFA francs, issued by a first rate bank approved by the Minister of Finance and recognized by COBAC, remain valid for 120 (a hundred and twenty) days beyond the original date set for the validity of offers.

On the risk of being reject, all administrative documents should be product in original copies or attested certified copies by a public administrative authority or issuing service, in compliance with Invitation to tender Special clauses. They should being necessarily issued later not more than 03 (three) months or being established ~~upon~~ after the date of signatory of the tender notice.

Any bid not in compliance with the specifications of this tender notice shall be declared inadmissible.





## 12. OPENING OF BIDS

The bids shall be opened into two phases.

Opening of envelopes containing administrative and technical bids will be conducted on the **no later than 14 MARS 2024** at 03 pm local time by the Tenders Boards Committee of CENAME in the meeting hall at CENAME's headquarters.

Only bidders or duly authorized representatives heaving full knowledge of the file may be awaited during the bids open ceremony.

## 13. DURATION OF EXECUTION

Delays fixed by the project Owner for the execution of work is thirty-six (36) months after notification of execution service order of the contract, divided into three tranches:

- **Firm tranches** : twelve (12) month period ;
- **1<sup>st</sup> conditional tranche** : twelve (12) month period ;
- **2<sup>nd</sup> conditional tranche**: twelve (12) month period.

## 14. PRINCIPALS EVALUATION CRITERIA

Offers will be evaluated through marks notation, based on the following criteria:

### 11.1 *Eliminatory criteria*

- Absence or non-compliance of the bid bond at openinf ;
- Absence of an administrative document or not in accordance with the requirements of the DAO, after a period of forty-eight (48) hours granted to the opening of the envelopes;
- Absence of the sample financial offer ;
- False statement(s) or falsified document(s);
- Lack of MINFI approval in the branch concerned;
- Absence of the certificate of adherence to the CIMA code certifying that the tenderer is not subject to any special reorganization, safeguard or supervision procedure;
- Presence of financial information in the administrative or technical offer;
- Score less than 75 points on all essential criteria;
- Non-compliance with the Terms of Reference;
- Non-compliance of the financial prosal with the model of the call for tendres.

### 11.2 *Essential criteria*

| Criteria  | Scoring (points) |
|---|------------------|
| General presentation of the offer   | 03               |
| Bidder's References   | 10               |
| Bidder's References in similar risks during the last three years  | 25               |
| Detailed description of guarantees offered  | 10               |
| Modalities for putting the guarantee into action  | 22               |
| Coverage of regulated commitments   | 10               |
| Coverage of the solvency margin   | 10               |
| Rate of similar claims in the branch over the last five years for companies having a length (duration) of existence of less than five years of age. | 06               |
| Reassurance treaties in the similar branch currently valid  | 04               |
|   | 100              |

Only bids the score at least than 75 marks out of essential criteria would qualify for the financial evaluation.  
The financial score "NC" will be calculated using the following formula:

$$NF = Mn \times 100 / Moc$$

"Mn" with the full amount of the bid compliant and lowest and "Moc" and the amount of the bid in question.

The final grade will be calculated as follows: 70% Technical Note + 30% Financial Note.

#### 15. ATTRIBUTION

The Master of Work will award the contract to the bidder presenting the lowest evaluated offer, by combination of technical and financial criteria.

#### 16. VALIDITY OF BIDS

Bidders shall be bound by their bids for a period of 90 (ninety) days with effect from the date of opening of bids.

#### 17. COMPLEMENTARY INFORMATION

Any further information relating this tender file may be obtained for interested bidders during open working hours at the secretariat of the General Manager in CENAME's headquarters, PO Box 2170 Yaoundé - Messa, Tel. : 222 23 29 20 / 222 23 29 22, 222 23 29 25 Fax : 222 23 29 23, e-mail : [contact@cename.org](mailto:contact@cename.org).

#### 18. TECHNICAL ASSISTANCE

For technical assistance, in case of a problem related to the use of the platform please call (+237) 222 238 155 / 222 235 669 or write to the email address [dsi@minmap.cm](mailto:dsi@minmap.cm).

#### 19. FIGHTING CORRUPTION AND MALPRACTICE

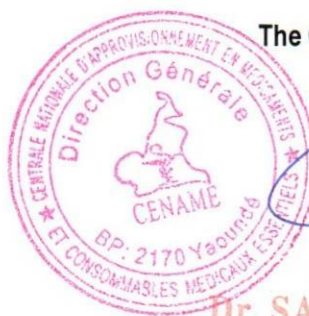
For any attempt at corruption or malpractice, please call MINMAP or send an SMS to the following numbers: (+237) 673 20 57 25 and 699 37 07 48, CONAC: 1517.

Yaoundé, the **08 FEB 2024**

The General Manager

#### COPY:

- ARMP-JDM;
- MINMAP;
- P/CPM-CENAME;
- ARCHIVES ;
- AFFICHAGE.



**Dr SALIHOU SADOU**