
NOTICE OF REQUEST FOR EXPRESSIONS OF INTEREST

00000004
N° 00000004 /ASMI/MINEE/SG/CI/2023 OF 18 JAN 2023

**FOR THE PRESELECTION OF FIRMS OR TECHNICAL CONSULTANCIES (B.E.T) FOR
THE MODERNISATION OF THE MINISTRY OF WATER AND ENERGY (MINEE)
THROUGH THE PURCHASE, INSTALLATION AND CONFIGURATION OF A
SOFTWARE FOR THE MANAGEMENT AND CENTRALISATION OF MINEE'S MAIL**

FUNDING: 2023 PIB

The Minister of Water and Energy proposes by this Request for Expressions of Interest to establish a short list of qualified National Firms to bid on MINEE's modernization through the **purchase, installation and configuration of a software for the management and centralization of MINEE's mail**, financed by State resources, for the 2023 budget year.

I. BACKGROUND AND JUSTIFICATION

In view of the current socio-economic challenges (access to drinking water and energy for all social strata, etc.), the Ministry of Water Resources and Energy has seen its field of competence expand, with the result that there has been a considerable increase in the amount of mail to be processed on a daily basis and in the number of documents to be archived. The mail and documents that have been processed manually up to now have led to a real problem of traceability, which has made it difficult for them to be followed up and has resulted in constant complaints from users.

It is imperative to dematerialize the management of mail and the conservation of MINEE's archives for traceability, diligence in the processing of files and in the face of various issues such as:

- Legal issues: MINEE must streamline its processes and retain its records for a minimum period of time. This retention period, which varies according to the nature of the documents, can be as long as 120 years. It must protect its rights in case of litigation and justify its activity during an audit.
- Security issues: MINEE will need to secure application hosting sites and physical or digital archive storage locations. They must have several security tools (passwords, firewalls, traceability, etc.). MINEE will also have to gain in efficiency while ensuring the security and reliability of processes.
- Financial issues: MINEE will have to reduce the time spent searching for archives and increase the rapidity with which files are processed, thus improving efficiency, saving space and optimizing costs.
- Technological challenges: MINEE's information/data must be durable, interoperable between different systems and reversible between formats. MINEE will also have to transform all its paper flow into digital flow and automate their processing.

From the above, it seems appropriate to consider a sustainable solution to the problem of mail management and archiving of documentation through the acquisition of a modern, secure, reliable and efficient system of mail management and preservation of digital archives.

II. PURPOSE OF THE REQUEST FOR EXPRESSIONS OF INTEREST

The Request for Expression of Interest aims at the pre-qualification of Firms or Consultancy Offices with proven references in the field of dematerialization (switching from paper to digital flow), mail management processes, centralization of information and conservation (storage) of physical and digital archives.

III. DESCRIPTIONS OF SERVICES

The services covered by this Request for Expressions of Interest consist of :

Task 1 : Purchase a mail management and digital document retention software.

- Identify the real needs of users ;
- Make an assessment of the existing situation ;
- Develop specifications ;
- Propose a flexible web application (able to be modified according to the uses)
- Propose a software that will run on the latest browsers (Microsoft edge, Mozilla Firefox, Google Chrome, Opera, Safari, Konqueror, ...) ;

Therefore, the application must ensure:

- Management of all types of incoming, outgoing and internal document flows ;
- Dematerialization (digitization) and filing of information
- Sharing and circulation of information ;
- A customizable Workflow ;
- The use of monitoring indicators, deadlines and associated alerts (reminders) ;
- Processing and exploitation of statistical data (statistics on types of documents, volume, deadlines) ;
- Linking documents in the same folder ;
- Linking and merging with the Microsoft Office suite ;
- Full Web access possibility ;
- "Full Text" and multi-criteria searches ;
- Management of reminders ;
- Monitoring of distribution in the departments ;
- Follow-up on the progress of files in the departments ;
- The constitution of predefined queries and the possibility to compose new queries ;
- Automatic and manual archiving;
 - Management of user access levels and user groups;
- Offer a multi-site and multi-platform application ;
- Ensure that workstations are effective.

Bilingual mail management and archive scanning software would be an asset.

Task 2: purchase the equipment for digitisation and storage of documents.

The service provider shall acquire specific hardware for the use of the software for mail management and preservation of physical and digital archives.

Description	Quantity
Complete computer	5
Professional printer	3
Professional scanner	5
Hard disk for server	6
Server Memory Tray	4

The characteristics of the equipment to be purchased must be greater than or equal to the following technical specifications:

Complete computer

- **Processor:** Intel® Core™ i3-10100 (3.6 GHz base frequency, up to 4.3 GHz with Intel® Turbo Boost Technology, 6 MB L3 cache, 4 cores) ;
- **RAM:** 4 GB DDR4-2666 SDRAM (1 x 4 GB) ;
- **Hard disk:** 1 TB SATA hard disk 7200 rpm;
- **Graphics card:** Integrated ;
- **Screen:** 20.7 inches;
- **Operating system:** Windows 10 Pro 64 bit installed with license ;
- **Office package:** 2016 version installed and licence delivered;
- **Antivirus:** installed and license delivered.

Professional printer

- **Printer type:** Workgroup printer - laser - monochrome
- **Supported paper sizes:** A4, A5, A6, B5 (JIS)
- **Maximum media size (custom):** 216 mm x 356 mm
- **Print speed:** Up to 35 ppm - black & white - ANSI A (Letter) (216 x 279 mm)
- **Maximum resolution (B&W):** 1200 dpi x 1200 dpi
- **Double-sided printing:** Double-sided
- **Standard connectivity:** USB 2.0/3.0
- **Interface:** USB 2.0, Ethernet 10Base-T/100Base-TX/1000Base-T
- **Processor:** 800 MHz
- **Installed RAM (max):** 256 MB
- **Printing language(s):** PCL 5C, PostScript 3, PCL 6
- **Media type:** Envelopes, transparencies, labels, plain paper, cards, paper, recycled paper
- **Total capacity: 300 sheets**
- **Media handling:** 250 sheet input tray, 50 sheet multipurpose tray
- **Monthly usage rate:** 50,000 pages
- **Recommended monthly volume:** 750 - 3,000 pages
- **Networks: Print server -** Ethernet, Fast Ethernet, Gigabit Ethernet - integrated
- **Power supply:** AC 120/230 V (50/60 Hz)
- **System requirements:** UNIX, Novell NetWare, Linux, Microsoft Windows 2000, Windows XP Home Edition, Windows XP Professional, Microsoft Windows Server 2003, Apple MacOS X 10.4, Apple MacOS X 10.3.9, Microsoft Windows Vista, Apple MacOS X 10.5.x, Microsoft Windows 7/8/10...

- **Two appropriate Toner Cartridges**
- **Driver CD and user manual in French**
- **The most recent version of the above model can be accepted.**

Professional scanner

- **Scanner type :** Sheet feeder
- **Scanning resolution:** optical Up to 600 dpi
- **Usage rate (daily) :** Up to 5,000 pages
- **Multiple feed detection:** Yes
- **Supported media types:** Paper (plain, inkjet), envelopes, labels, cards (business, insurance, embossed, plastic ID)
- **File formats for scanning:** PDF (image only, accessible, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compression: G3, G4, LZW, JPEG, DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG ;
- **Automatic feeder capacity:** 150 sheets as standard
- **Auto feeder scan speed:** up to 60ppm/120ipm(b&w, 200 dpi)
- **Scanning Options (ADF) :** Double-sided in one pass
- **Maximum scan size (auto feeder):** 300 x 864 mm
- **Compatible operating systems:** Windows 8 (32-bit, 64-bit), Windows 7 (32-bit, 64-bit), Windows Vista (32-bit, 64-bit), Windows XP (32-bit, 64-bit) with Service Pack 3, Linux, Mac OS
- **Standard connectivity:** Hi-Speed USB 2.0
- **Twain version:** 2.1
- **Power supply:** AC 100 to 240 V (+/- 10%), 50/60 Hz (+/-3 Hz)
- **Contents of the package :**
 - o Scanner with HP Scanjet Enterprise 9000 feed tray
 - o USB 2.0/3.0 high-speed cable
 - o power module and power cord
 - o CD-ROM with scanning software [HP Intelligent Document Scanning Software, Kofax VirtualRescan (VRS) Professional, IRIS Readiris Pro OCR, EMC ISIS/TWAIN drivers, WIA drivers, HP TWAIN drivers]
 - o cleaning sheet for the automatic document feeder
 - o quick start guide
- **Software included :**
 - o HP Intelligent Document Scanning Software
 - o EMC/Captiva ISIS drivers
 - o TWAIN
 - o Kofax VirtualReScan (VRS) Professional
 - o I.R.I.S. Readiris Pro OCR
 - o WIA drivers
 - o HP Web Jetadmin SNMP Proxy Agent
- **The most recent version of the above model can be accepted.**

Hard disk for server

- Hard drive for HP Proliant DL 380, 2.5" 2Tb 10000 RPM SAS 12Gb/s

Server Memory Tray

- 16 GB DDR4 RAM for HP Proliant DL 380

Task 3: Putting the said mail software into production

Preparing the production environment:

- ✓ Boosting the ProLiant DL 380 server with disks and RAM ;
- ✓ Virtualise the server and set up raid 5;
- ✓ Install the most recent and stable operating system (Ubuntu server) or Windows server if the licence is purchased;
- ✓ Deploy the software and create administration and user accounts;
- ✓ Carry out a one-month trial and prepare a test report;
- ✓ Readjust the application and finalise the installation, configuration and creation of user profiles;
- ✓ Propose a specification and an adaptation of the said application to the electronic signature;

The application must operate at the Ministerial Building No. 1 and the two annex sites of Mvog Ada.

Task 4: transfer of skills to MINEE staff

- Train 3 administrators and ensure the follow-up and maintenance of the said application for 1 year;
- Train users in the use of the equipment purchased ;
- Train 10 users of the application according to their profiles ;
- Produce software installation CDs and/or source codes ;
- Produce the user manual (in French and English) ;
- Produce the administrator manual (in French and English) ;
- Produce a letter of commitment to maintain and monitor the application for a period of one (01) year after the start of operations.

IV. FRAMEWORK FOR EXECUTION OF THE MISSION

In order to better guarantee the adequacy of the results with the exact needs, the implementation of the application must be done in close collaboration with the following structures of the Minister of Water and Energy:

- the SDACL of MINEE ;
- the MINEE cabinet ;
- the IT UNIT of MINEE ;
- the DAJ of MINEE ;
- the DAG of MINEE ;
- the SIGIPES unit ;
- the Technical Departments;
- the Personnel Sub-Directorate.

In order to avoid any form of disruption, the training of central services staff will have to be relocated. The final product will be officially accepted by the project owner and may be extended to the Regional Delegations.

V. FUNDING

The financing of the services will be provided by the 2023 budget of the State of Cameroon.

VI. DURATION OF SERVICES

The duration of services related to the purchase, production and training of the said modern management and centralisation tool for MINEE's mail and archives is of three (03) contractual months as from the signature of the Order to Start Services.

VII. PARTICIPATION CRITERIA

Participation in this request for expressions of interest is open to all firms or consultancy offices established in Cameroon:

- Proof of administrative, technical and financial capacity, in particular:
 - Present an administrative file that complies with the requirements;
 - Have the appropriate equipment and personnel for the services to be provided
 - Have good experience in modernising mail and archiving processes;
 - Have a financial capacity greater than or equal to seven million (7,000,000) FCFA.
- Have never been the subject of a finding of technical or financial deficiency in the context of the monitoring and or study of previous contracts in this field at MINEE

VIII. DOCUMENTS TO BE PROVIDED AND PRESENTATION OF THE TENDER

The Minister of Water Resources and Energy invites interested firms or consultancies with the required expertise to express their interest. They may form a grouping to strengthen their respective skills.

They should apply by submitting their application in a sealed envelope containing two envelopes:

The first envelope, known as "envelope A", will be sealed and marked "administrative documents". It shall contain the following documents:

A1	Declaration of intention to tender (according to model) stamped, signed and dated showing the names, first names, quality and nationality of the Contractor
A2	The consortium agreement (if applicable);
A3	Power of signature(if applicable)
A4	The legal status of the company or the trade register supplemented, if necessary, by an authentic deed giving power to the signatories to bind with all the legal consequences the company(ies) for which the tender is presented. The agreement of the certified group if applicable.
A5	A certificate of non-bankruptcy established by the Court of First Instance or any other document established by the competent institution of the country of residence of the foreign tenderer dating from less than three (3) months preceding the date of submission of tenders;
A6	The certificate of bank domiciliation issued by a first-rate banking establishment approved by the MINFI? unless otherwise provided in financing convention.

A7	A bank bid bond valid for one hundred and twenty (120) days. The bank bond and the bank domiciliation must be from the same Establishment.
A8	A certificate of non-exclusion from public contracts issued by the Director General of ARMP or one of his duly authorized representatives.
A9	A certificate, of less than three months, issued by the National Social Insurance Fund certifying that the bidder has fulfilled its obligations to the said fund;
A10	A certificate issued by the competent authority of the tax administration dated less than three months, certifying that the tenderer has made the regulatory tax declarations for the current financial year.
A11	Sworn statement of non-abandonment on worksite or market

N.B: The absence or non-validity of the above-mentioned documents will result in the application being simply rejected.

The second envelope, known as "envelope B", will be sealed and marked "technical offer". It shall contain the following documents:

1. **The complete organisational chart and the staff making up the Consultancy;**
2. **The list of management staff.**

The consultancy firm or group of consultancy firms will provide a list defining the key personnel including:

- a. Project Manager: Computer/Telecommunication Engineer BAC +5, 15 years of experience and registered with the order of engineers ONIGE and holding at least an ITIL professional certification having led at least 04 archive/mail modernisation projects;
- b. Archivist/documentalist: BAC+5, more than 05 years of experience. Having participated in at least 02 projects related to the modernisation of archives ;
- c. A computer engineer: BAC +5 in project management /computer work 05 years of experience and having participated in at least two projects related to GEC/GED.

The above staff list will be accompanied by:

- A certified photocopy of the National Identity Card ;
- A CV of each staff member, dated and signed, clearly indicating the assignments carried out, the locations, the names and addresses of the clients, the financial value and the start and end dates of the missions;
- A certified true copy of each staff member's diploma, together with a certificate of presentation of the original diploma ;
- A certificate of availability signed by each staff member or a copy of their employment contract;
- A description of the proposed assignments for each staff member.

3. **The references of the Consultancy Firm for similar services**

The consultancy firm or group of consultancy firms will present its references for similar services. These will be approved on the basis of supporting documents signed by the beneficiaries of the said services (first and last pages of the contracts, certificates of completion, or any other authentic document, etc.). The said references must clearly indicate the designation of the services, the place of execution, the profile of the experts used, the name of the team leader, the financial value, the names and addresses of the beneficiaries and the start and end dates of the said services.

4. Methodological note

The firm or consultancy will write a methodological note explaining its understanding of the study to be carried out, the organisation, the approach to be put in place for its realisation and its execution schedule.

5. Technical and material resources

The Firm or Consultancy must provide evidence of the logistical, technical and material resources it possesses necessary for the performance of the services and sign a verification certificate that authorises the project owner to check the effectiveness of the said equipment.

To do so, he/she must provide a list specifying the age, photos and technical description of the means at his/her disposal, with proof of ownership (certified photocopies of vehicle registration documents and/or invoices) or presentation of the rental agreement.

NB: Any false declaration will result in the automatic rejection of the tenderer's offer.

6. A certificate of financial capacity

It must be issued by a first class banking institution approved by the Minister in charge of Finance and the amount must be greater than or equal to twenty million (20 000 000) CFA francs.

IX. ACQUISITION OF DOCUMENTS

The acquisition of the document relating to this Request for Expression of Interest is free of charge.

However, the acquisition of the Restricted Tender Documents will be done in accordance with the regulations in force in the field of public contracts in the Republic of Cameroon.

Consultancy firms may, during working hours, obtain or consult the Terms of Reference of the services requested and additional information, as soon as this notice is published, from the IT unit.

X. SUBMISSION OF FILES

The application files written in French and/or English shall be submitted in seven (07) copies of which one (01) original and six (06) copies marked as such in a closed envelope against an acknowledgement of receipt at the latest on 10 8 FEB 2023 at 2:00 p.m. local time at the Ministry of Water and Energy, PO Box 70, Yaounde, IT Unit:

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(B.E.T) FOR THE MODERNISATION OF THE MINISTRY OF WATER AND
ENERGY (MINEE) THROUGH THE PURCHASE, INSTALLATION AND
CONFIGURATION OF A SOFTWARE FOR THE MANAGEMENT AND
CENTRALISATION OF THE MINEE'S MAIL**

(To be opened only at the counting session) »

XI. PUBLICATION OF RESULTS

At the end of this call for expressions of interest, a shortlist of pre-qualified firms will be drawn up.

The selected consultancy firms will be consulted within the framework of the Restricted National Invitation to Tender which will be addressed to them in accordance with Article 57 paragraph 8 of Decree No. 2018/355 of 12 June 2018 laying down the common rules applicable to the contracts of public enterprises

XII. CRITERIA FOR THE EVALUATION OF FILES

A. Elimination criteria:

1. Absence of a document from the administrative file at the end of the forty-eight (48) hour period granted by the Internal Contract Award Commission ;
2. Non-conformity of a document in the administrative file and failure to regularise it within the 48-hour period allowed to tenderers
3. False declaration, false document, falsified or unauthentic document
4. Non-performance of a previous contract
5. Presence of information on the financial offer in the administrative file or in the technical file
6. Have at least 70 points out of 100 on the essential criteria;
7. Absence of a sworn statement in which the bidder certifies that he has not abandoned the contract in the last 6 years, and that he is not on the list of defaulting companies drawn up annually by MINMAP.

B. Essential criteria

CRITERION	POINT	OBSERVATION
I- General presentation	2	
spacer	1	

Binding	1	
II- Company reference (copy of 1st page and last page of the contract +Statement of receipt of the service or certificate of completion.	26	
Have completed 01 contract of 300,000,000 in the field of archive modernisation.	6	
Participation in two archive/mail modernisation projects	5*2	
Reference of three projects relating to physical/electronic archiving in Cameroonian public administration to the tune of over 50 000 000	5*2	
III- Understanding of the mission, presentation of the software, methodology and deadline	36	
understanding of the mission	4	
Presentation of the software + screenshot of the application	8	
Software features (modules and descriptions)	4	
Software requirement/constraint	3	
Software architecture	2	
Type of software (open source/proprietary)	3	
Bar code and ticket reading	3	
Integration with Microsoft Office, GED, CRM, ERP, etc.	2	
Data security	3	
Existence of a collaborative work module	1	
Method of acquisition and use (cost and number of users)	1	
Methodology and timeframe	2	
IV Qualification and experience of the firm	26	
1- Head of Mission	10	
Certified diploma Head of Mission: Computer/Telecommunication Engineer BAC +5, 15 years of experience	5	
ONIGE Order of Engineers certificate and ITIL professional certification	1.5*2	
Have led as a project manager 02 projects related to the modernisation of archives/mail in a public administration	1.5*2	
2- Archivist and documentalist	8	
Certified archivist-documentalist diploma: BAC+5, minimum 05 years experience	5	
Experience in 02 archive/mail modernisation projects with more than 5 years of experience	1.5*2	
3- A computer engineer: BAC +5 in project management /computer work 05 years of experience and have participated in at least two projects related to GEC/GED	8	
Certified computer engineer diploma: BAC +5 in project management/IT work 05 years experience	5	
Experience in the execution of two archive modernisation projects less than 5 years old.	1.5*2	
V- Logistical and material resources	2	
1 Vehicle registration documents	1	
2 Computers	1	
VI- Compliance with technical specifications, purchase of hardware and software to be provided	8	

Complete computer	2	
Professional printer	2	
Professional scanner	2	
Hard disk for server	1	
Server Memory Tray	1	
Total	100	

Only tenderers with a score of 70 points/100 or more in this evaluation will be pre-qualified for the restricted national tender.

XIII. ADDITIONAL INFORMATION

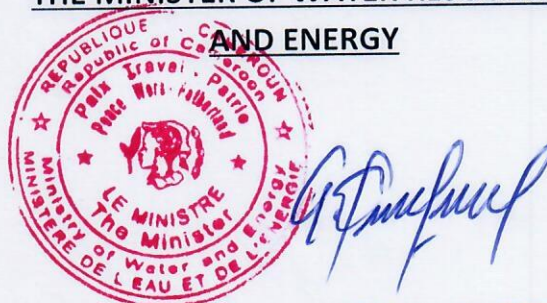
Additional information on this notice can be obtained from the IT Unit of the Ministry of Water Resources and Energy.

Yaounde, 18 JAN 2023

Copies :

- MINMAP
- ARMP (For publication)
- MINEE
- SOPECAM (For publication)
- Display
- Chrono
- Archives

**THE MINISTER OF WATER RESOURCES
AND ENERGY**



ELOUNDOU ESSOMBA GASTON