

REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF WATER
AND ENERGY

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTERE DE L'EAU ET DE
L'ENERGIE

NOTICE OF CALL FOR EXPRESSION OF INTEREST
No. 00000005 /EOI/MINEE/SG/CI/2023 OF 17 8 JAN 2023

**FOR THE PRESELECTION OF FIRMS OR TECHNICAL CONSULTING FIRMS FOR THE
DEVELOPMENT OF THE 2024-2027 IT MASTER PLAN OF THE MINISTRY OF WATER
AND ENERGY**

FINANCING: 2023 PIB

The Minister of Water and Energy intends, by this Open Expression of Interest, to shortlist national firms qualified to submit tenders for the elaboration of the 2024-2027 IT master plan of the Ministry of Water and Energy, financed by State resources, for the 2023 budget year.

I. BACKGROUND

As part of its mission, the Ministry of Water and Energy is responsible for preparing and implementing Government policy on water and energy production, transport and distribution.

As such, it is in charge of:

- drawing up government strategies and plans for water and energy supply;
- prospecting, conducting research and exploiting water in urban and rural areas;
- ensuring the quantitative and qualitative improvement of water and energy production.
- promoting investment in the water and energy sectors, in collaboration with the Ministry of Economy, Planning and Regional Development and the relevant administrations;
- promoting new energies together with the Ministry of Scientific Research and Innovation;
- regulating the use of water in agricultural, industrial and sanitary activities in liaison with the administrations concerned;
- monitoring the management of water basins;
- monitoring the management of water tables;
- monitoring the downstream petroleum and gas sector;
- monitoring regulatory companies in the water and energy sectors.

The Ministry has a Computer Unit, whose main mission is to design and implement the IT master plan in line with the strategies of the Water and Energy sector. Moreover, the Computer Unit is responsible for:

- the choice of equipment as regards the computerisation and operation of systems;
- the setting up of databases for the Ministry's various IT sub-systems;
- the security, availability and integrity of the computer system;
- technological watch in the IT field;

- the promotion of Information and Communication Technologies;
- studies related to the development, operation and maintenance of the Ministry's software and computer network;
- the promotion of e-government.

With a view to designing and implementing the IT master plan for its sector, the Ministry of Water and Energy is seeking to preselect firms or consulting firms that will participate in the Restricted National Invitation to Tender to draw up the 2024-2027 IT master plan.

II. PURPOSE OF THE CALL FOR EXPRESSION OF INTEREST

This Call for Expression of Interest aims at the pre-qualification of firms or consulting firms with proven references in the elaboration of a master plan, the production of strategy documents, plans, audits and IT security.

III. DESCRIPTION OF SERVICES

The services, subject of this Call for Expression of Interest, consist of the production of a document that will enable a forward-looking vision of projects over the next 3 years (2024-2027). Specifically, this involves:

- defining the scope of the study, specifying and validating the expected results and proposing a methodological approach;
- evaluating the level of implementation of the previous IT master plan and proposing recommendations for its inclusion in the new master plan;
- obtaining a detailed mapping of the current IT master plan, including technical, business, organisational and economic aspects;
- presenting an updated vision of norms, standards and best practices and making a proposal;

- establishing the current and future needs in order to determine their impact on the existing master plan;
- defining the main axes of the strategy in terms of computerisation and modernisation of MINEE;
- developing the strategic axes into scenarios to enable the establishment of an optimal target;
- defining the optimal organisational target;
- drawing up and updating the project portfolio to align it with the defined target;
- producing the IT Master Plan;
- developing a change management plan.

IV. FINANCING:

The work will be financed by the budget of the State of Cameroon for the 2023 financial year.

V. DURATION OF THE WORK

The duration of the services relating to the elaboration of the 2024-2027 IT master plan is four (04) contractual months from the signature of the Order to Start Services.

VI. PARTICIPATION CRITERIA

Participation in this call for expression of interest is open to all firms or consulting firms established in Cameroon:

- ❖ With proven administrative, technical and financial capacities required, in particular they must:
 - present a compliant administrative file;
 - have the appropriate equipment and personnel for the services to be provided;
 - have a good experience in the production of water and energy policy documents, water and energy strategy documents, documents on plans, audits and IT security;
 - have a financial capacity of at least CFA F 5,000,000 (five million).
- ❖ Never have been the subject of a technical or financial deficiency report in relation to the monitoring and or study of previous contracts in the energy sector.

VII. DOCUMENTS TO BE PROVIDED AND PRESENTATION OF THE BID

The Minister of Water and Energy hereby invites interested firms with the required expertise to apply. They may form a consortium to strengthen their respective skills.

They must submit their application in a sealed envelope containing two envelopes:

The **first envelope**, known as "**envelope A**", will be sealed and marked "**administrative documents**". It will 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 outright rejection of the application.

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

1- The complete organisational chart and the staff making up the Consulting Firm;

2- The list of the management staff;

The firm or consulting firm and/or group of consulting firms will provide a list indicating the key personnel including:

- A project manager;
- An expert in IS security;
- An expert in networks and systems.

The firm will provide a detailed Curriculum Vitae of each designated expert. These experts must have the following required profiles:

a. Project manager:

The Project Manager must be a computer/telecommunication engineer with a GCE A' level/Baccalauréat +5, 15 years of professional experience; registered with the order of engineers ONIGE, have at least a professional ITIL certification and must have conducted at least four similar projects.

b. Expert in information systems security

The IS Security Expert must have a GCE A' level/Baccalauréat +5, 10 years of professional experience, hold at least two security certifications: CCSE, CCNA, CCIE, CCNP, etc., has participated in at least two similar projects.

c. Expert in networks and systems.

The Specialist in Systems, Networks and Security must be a computer engineer, GCE A' level/Baccalauréat +5 in project management/IT works, with 5 years of experience and has participated in at least two similar projects.

3 - The references of the consulting firm for similar services

The firm or consulting firm and/or group of consulting firms will present its references for similar services. These will be validated 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 type of work performed, the place of execution, the profile of the experts involved, the name of the team leader, the financial value, the names and addresses of the beneficiaries as well as the start and end dates of the said work.

VIII. METHODOLOGICAL NOTE

The consulting firm 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 execution as well as its execution schedule.

IX. TECHNICAL AND MATERIAL RESOURCES

The firm or consulting firm must provide evidence of the logistical, technical and material resources in its possession, necessary for the performance of the services and sign a verification certificate authorising the project owner to check the efficiency of the said equipment.

For this purpose, it must provide a list specifying the age, photos and technical description of the means at its disposal, with proof of ownership (certified photocopies of vehicle registration documents and/or invoices) or presentation of the rental agreement.

NB: Any false declaration shall lead to a rejection of the bidder's tender.

X. A CERTIFICATE OF FINANCIAL CAPACITY

It must be issued by a first class banking institution approved by the Minister of Finance and the amount must be greater than or equal to CFAF 5,000,000 (five million).

XI. ACQUISITION OF DOCUMENTS

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

However, the acquisition of the Restricted Tender File shall be done in accordance with the regulations in force governing public contracts in the Republic of Cameroon.

Consulting 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 at the IT Unit.

XII. SUBMISSION OF FILES

The application files, drafted in English and/or French must be submitted, in seven (7) copies of which one (1) original and six (6) duplicates marked as such, in a sealed envelope, latest on 08 FEB 2023 at 2:00 pm local time, at the Ministry of Water and Energy, Computer Unit, Immeuble Ministériel N°1, door 02T03, P.O. Box 70 Yaoundé, and shall be labelled as follows:

NOTICE OF CALL FOR EXPRESSION OF INTEREST
No. 0000005 /EOI/MINEE/SG/CI/2023 OF 18 JAN 2023
FOR THE PRESELECTION OF FIRMS OR TECHNICAL CONSULTING FIRMS
FOR THE ELABORATION OF THE 2024-2027 IT MASTER PLAN OF THE MINISTRY OF
WATER AND ENERGY

“To be opened only during the bid opening session”

XIII. PUBLICATION OF RESULTS

At the end of this call for Expression of Interest, a shortlist of prequalified firms will be drawn up. The consulting firms thus selected will be invited to participate in the Restricted National Invitation to Tender which will be sent to them in accordance with Article 57 (8) of Decree No. 2018/355 of 12 June 2018 to lay down the common rules applicable to the contracts of public companies.

XIV. CRITERIA FOR EVALUATING FILES

XIV.1- Eliminary Criteria

1. Absence of a document from the administrative file at the end of the forty-eight (48) hour period granted by the Internal Tenders Board;
2. Non-conformity of a document in the administrative file and failure to regularise it during the 48-hour period granted to bidders;

3. False declaration, false document, falsified or non-authentic document;
4. Non-execution of a previous contract;
5. Presence of financial information in the technical or administrative file;
6. Score less than 75 points out of 100 on the essential criteria;
7. Absence of an attestation on honour by which the bidder certifies that he has not abandoned a contract in the last six years, and that he is not on the list of defaulting companies drawn up annually by MINMAP.

XIV.2- Essential Criteria

1. The general presentation of the bid;
2. The qualifications and experience of the staff;
3. The references of bidder in similar projects;
4. The understanding of the task, the methodology presentation;
5. Execution Time limit
6. Logistical and technical means.

CRITERIA	POINTS	OBSERVATION
I-General presentation	2	
Binding	1	
Divider	1	
II-Company reference (copy of 1st page and last page of contract + work acceptance report or certificate of completion).	35	
Must have successfully completed a contract of 180,000,000 in the IT field.	10	
Justified reference in terms of IT master plan (2 references).	2.5*2	
Justified reference in terms of IT studies with 10 years of experience.	5*2	
Reference in terms of computer network/telecommunication security (2 references)	5x2	
III- Understanding of the mission, methodology presentation and execution time	25	
Understanding of the mission	10	
Methodology and deadline	15	
Staff qualification and experience	35	
1 - Head of Mission	15	
Head of Mission diploma: Computer /Telecommunication Engineer, GCE A' level/Baccalauréat+5, 15 years of experience.	5	
Attestation from the order of engineers ONIGE and ITIL professional certification.	2.5 x 2	

Experience in two similar projects (IT master plan) acting as project manager.	2.5 x 2	
2 - Network and security expert	10	
Certified diploma as a network and security expert: GCE A' level/Baccalauréat+5; 10 years of professional experience.	5	
2 security certifications: CCSE, CCNA, CCIE, CCNP, etc.	1 x 2.	
Experience in two similar projects	1.5 x 2	
3 - Computer engineer	10	
Certified diploma in computer engineering: GCE A' level/Baccalauréat +5 in project management/IT work; 5 years of professional experience	5	
Experience in two similar projects	2.5*2	
V-Logistical and material resources	3	
Vehicle registration document	2	
Computers	1	
Total	100	

Only those applicants who obtain a score of 75 points/100 or more at the end of this evaluation will be prequalified for the Restricted National Invitation to Tender.

XV. ADDITIONAL INFORMATION


Any additional information concerning this notice can be obtained from the Computer Unit of the Ministry of Water and Energy.

Yaoundé, 11^e 8 JAN 2023

Copies:

- MINMAP
- ARMP (for publication)
- MINEE
- Chairman of CMPM/MINEE
- SOPECAM (for publication)
- Notice board;
- Chrono
- Archives

THE MINISTER OF WATER AND ENERGY



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