



MINISTRY OF BASIC EDUCATION

**CALL FOR EXPRESSION OF INTEREST
N°001CEI/MINEDUB/2019 OF 07 FEB 2019 FOR THE RECRUITMENT OF FIRMS TO RELATE THE
STUDIES ON THE SCHOOL MAPPING**

FUNDING: 2019 FUNCTIONAL BUDGET (FB)

N.B.: For any corrupt practice, call or send an sms to MINMAP to the following numbers: 673 20 57 25/699 37 07 48.

1. Background: As part of his activities funded by the 2019 Functional Budget (FB), the Ministry of Basic Education intends to recruit Firms to relate the studies on the School Mapping. The services shall be divided into three (03) lots defined as follows

PROJET	LOT N°	NATURE DES PRESTATIONS
Collection geographical and statistical data on schooling, literacy and Non Formal Basic Education (updating the school programme)	1	Revision and multiplication of questionnaires
	2	Conduct and evaluate of the school census
	3	Processing and production of support instrument for decision: inputting, coding, editing and production of analysis reports and statistic diary

In this regard, the Minister of Basic Education (Contracting Authority) hereby issues a Call for Expression of Interest to Firms governed by the Cameroonian law who wish to take part in this pre-selection.

2. Purpose: The aim of this Call for Expression of Interest is to short list Consultancy Firms that will further participate in the Restricted Invitation for those projects.

3. Participation and origin: This call for expression of interest is open to Firms based in Cameroon and which have a track record on the collect, the treatment and the analysis of data.

4. Funding: This project shall be funded on MINEDUB Functional Budget (FB) for the 2019 financial year on the line **53-15-198-18-340050-6111**.

5. Dossier: Each dossier shall comprise the following documents in two separate files:

5.1 File I: Administrative documents

- 1) A covering letter duly signed by the head of the Firm (original);
- 2) A photocopy of valid tax payer's card;
- 3) The original of the Firm's credit worthiness issued by the Registry of the Court of First Instance in the Firm's area domiciliation);
- 4) An original attestation of non-exclusion from public contracts issued by the Public Contract Regulatory Board (PCRB);

N.B: Under pain of rejection, all administrative documents must necessarily be produced in original copies or certified true copies by the emitting service. They must not necessarily be current within three (3) months.

5.2 File II: Technical documents

- 1) An introductory note for the Firm accompanied by the top manager's CV
- 2) List and the references of personnel (including that of the head of the mission) to be involve in the mission CVs dated and duly signed, photocopy of certificate, employment contract or attestation of availability;
- 3) List of the Firm's references of similar performances during the last five (5) years (Copies of the 1st and last pages of contracts, acceptance statement or attestation of good completion).

6. Evaluation criteria

6. 1. Eliminary criteria

- Failure to include an administrative document;
- Inclusion of forged or falsified documents in the application file;
- Technical score below 70 marks/100.

6. 2. Essential criteria

1 - Presentation of bids + CV of the chief dated and signed **10 marks**

2 – STAFF (70 marks/lot)

N° LOTS	Mission Head	Others Consultant Experts	
LOT 1	Statistics Engineer with at least eight (8) years experience, and has participated in five (5) survey or projects relating to statistics as a member technical team (25pts)	Three (3) other experts: Statistic Engineer with at least five (5) years experience and have participated as a member of technical team in three (3) similar projects or statistics works (45pts)	
LOT 2	Statistics Engineer with at least twelve (12) years experience and has participated as project manager or technical coordinator in five (5) survey or projects relating to statistics (25pts)	Three (3) other experts: Statistics Engineer with at least eight (8) years experience, and have participated as member of a technical team in which they have led three (3) survey or statistic projects(45) pts	
LOT 3	Mission Head Computer Design Engineer at least eight (08) years work experience and has participated as computer consultant in similar projects (25 pts)	Assistant Mission Head Statistics Engineer with at least five (5) years experience, and has participated as a technical expert in two (2) survey projects relating in the domain of social statistics (18 pts)	Others Consultant Experts Three (3) other experts: Statistics Engineer with at least five (5) years experience (27pts)

N.B.: Each Firm will produce for his personnel (including the head of the mission) the following documents: photocopy of certificate, (CVs, employment contract or attestation of availability dated and duly signed).

3 - References of the firm

20 pts

-Similar references. (04 pts/ref)

2x4=8 pts

-References in the collect, the treatment and analysis of data 6marks/ref)....2x6=12 pts

TOTAL: 100 MARKS

7. Submission of Dossiers: Files shall be drafted in English or French in three (03) copies, of which one (01) original and two (02) copies respectively labelled as such, and comprising Files I and II, shall be submitted in a sealed envelope against a receipt to MINEDUB, Department of Financial and Material Resources, Service of Contracts, Sub department of Budget, Tender's Bureau, Block" B" building, (Door B01), no later than 05 MARS 2019 at 1 pm local time, and shall be labelled as follows:

CALL FOR EXPRESSION OF INTEREST N° 001/CEI/MINEDUB/2019 OF 07 FEV 2019 FOR THE RECRUITMENT OF FIRMS TO RELATE THE STUDIES ON THE SCHOOL MAPPING.

NB: "TO BE OPENED ONLY AT MEETING TO EXAMIN APPLICATIONS"

8. File review and publication of results: The bids received shall be examined by a technical board established by the Minister of Basic Education, and the publication of the above Restricted National Invitation to Tender will give the result of the prequalification list of Consultancy Firms selected.

9. Further information: Further information may be obtained during working hours at the Ministry of Basic Education, Department of Financial and Material Resources, Sub department of Budget, Service of Public Contracts, Tender's Bureau Block" B" building (Door B01) P. O. Box 1 600 Yaoundé, Tel. (237) 222 22 28 15 / 222 22 28 46.

Yaoundé, on 07 FEV 2019

THE CONTRACTING AUTHORITY
(Minister of Basic Education)

Copies:

MINPC (for information)
PCRB (for publication and records)
MINEDUB (for information)



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