

MINISTRY OF FORESTRY AND WILDLIFE



**NATIONAL OPEN CALL FOR TENDERS IN EMERGENCY PROCEDURE N°0001/AONO/MINFOF/CSPM/FC-PSFE/18 OF 02 JANUARY 2019 ON THE SELECTION OF A STUDY OFFICE FOR THE EXECUTIVE AUDIT OF THE PSFE JOINT FUND FOR THE YEARS 2017 AND 2018.**

**1. OBJECT :**

The Minister of Forests and Wildlife launches, on behalf of his ministerial department, an Open National Invitation to Tender in emergency procedure for the recruitment of a firm in charge of the realization of the External Audit of the Common Funds PSFE, for the fiscal years 2017 and 2018.

**2. CONSISTENCY OF BENEFITS :**

The services that are the subject of this invitation to tender consist of :

- Conduct of the audit of the financial statements;
- Conduct of the audit of the expenditure, Assessment of Internal Control, in particular: the financial and budgetary information system, procurement, fixed assets, missions, seminars and workshops, the reporting system;
- Analysis of the role of the different managers involved in the implementation of the activities as defined in the MoP;
- Analysis of the procurement process and its compliance with the provisions of the Procedural Manual;
- Analysis of the process of monitoring providers and validation of results by the officials of MINFOF and MINEPDED, together with the assessment of their conformity with the provisions of the Procedural Manual;
- Analysis of the role of the various stakeholders in the management of fiduciary risk;
- Review of the implementation of the recommendations of previous audits;
- Analysis of the co-management firm's mission as set out in its contract, in particular its responsibility in managing the fiduciary risk of the common fund;
- Presentation of any malfunctions noted with corrective proposals.
- Formulation of recommendations to improve the performance of the Common Fund.

**3. FINANCING:**

This benefit will be financed in the amount of fifteen million seven hundred and forty-one thousand (15,741,000) CFA including tax by the Common Fund / PSFE, Exercise 2018.

**4. PARTICIPATION:**

This invitation to tender is open to all Cameroonian law firms operating in the field of accounting and financial audits and having proven experience.

**5. BID SECURITY:**

Tenders must be accompanied by a bid bond issued by a first-rate bank approved by the Ministry of Finance and an amount equal to three hundred thousand (300,000) FCFA. The validity period of the deposit is thirty (30) days.

**6. AWARD OF CONTRACT:**

The contract will be awarded to the tenderer who has submitted the best offer and substantially complies with the requirements of the Tender Documents and who has obtained the minimum technical mark of 80/100.

**7. CONSULTATION AND WITHDRAWAL OF THE TENDER FILE:**

The file of this restricted national invitation to tender can be consulted and withdrawn by the tenderers at the Market Service of the Ministry of Forests and Wildlife, door 807 of the ministerial building No. 2 (8th floor) against presentation of a receipt of payment to the public treasury of a sum of **twenty-five thousand (25,000) CFA** non-refundable.

**8. OFFERING OFFERS:**

The application file, written in French or English and in seven (07) copies, one (01) original and six (06) copies marked as such, must be filed against receipt, at the Market Service of the Ministry of Forests and Wildlife, door 807 of Ministerial Building Number 2 (8th Floor) no later than **07/02/2019 at 1 pm hours.**

They will be presented under a sealed envelope and must be marked:

**"NOTICE OF NATIONAL OPEN CALL FOR TENDERS IN EMERGENCY PROCEDURE N° 0001/AONO/MINFOF/CSPM/FC-PSFE/18 OF 02 JANUARY 2019 ON THE SELECTION OF A STUDY OFFICE FOR THE EXECUTIVE AUDIT OF THE PSFE JOINT FUND FOR THE YEARS 2017 AND 2018. to open only in session of counting"**

**9. ADMISSIBILITY OF OFFERS:**

Under pain of rejection, the administrative documents required below must imperatively be produced in originals:

- the declaration of intention to bid dated, stamped and signed;

- The trade register;
- the taxpayer card;
- the grouping agreement where appropriate;
- the signing power;
- the certificate of non-royalties dating from less than three (03) months;
- the purchase receipt of the DAO;
- the certificate of non-bankruptcy;
- Bank domiciliation;
- the bid bond;
- the certificate for CNPS submission;
- the certificate of non-exclusion of markets;
- signed declaration of commitment

**10. OPENING OFFERS:**

a) The opening of tenders will be made in two (02) times and will be on the than **07/02/2019 at 2 pm** hours by the Special Commission for Procurement from the Common Fund PSFE, in the conference room of the Fund Management Unit Common, located on the 2nd floor of the building housing the Regional Delegation of Forests and Wildlife Center.

b) Only bidders may attend this opening session or be represented by a person of their choice duly mandated.

**11. TIME LIMIT:**

The execution deadlines provided by the Client for the realization of the present services is of two (02) months, as from the date of notification of the order to begin the services.

**12. CRITERIA FOR EVALUATION OF THE TECHNICAL FILE:**

**Elimination Criteria**

- Non-compliant administrative record;
- False declaration or falsified documents;
- Technical score strictly less than 80 points out of 100;
- No registration of the Head of Mission to the order of accountants

**Evaluation criteria**

The evaluation of the technical offers will be made on 100 points on the basis of the criteria below:

N°	Criteria	Notes
1	Cabinet Reference in accounting and financial audits.	40
2	Qualification and experiences of the proposed experts	55
	2.1 Senior Expert (Chef de Mission) (35 points)	
	2.2 Junior Expert (20 points)	
3	General presentation of the file	05
TOTAL		100 points

Any technical offer with a rating of less than eighty (80) points out of (100) will be eliminated.

The financial offer will make it possible to choose the consultant to be selected by applying the selection method within a fixed budget, in accordance with the procedures described in this DAO.

**13. DURATION OF VALIDITY OF TENDERS**

The consultant will remain engaged by his offer for a period of ninety (90) days from the date of submission of his offer.

**14. ADDITIONAL INFORMATION:**

Additional information can be obtained at working hours and days from the Ministry of Forests and Wildlife, General Affairs Directorate (Sub-Directorate of Budget and Equipment, Markets Department) located at the Ministerial Building No. 2, door 807.

**NB:** "for all acts of corruption, please call or text an SMS to the following numbers: 673 20 57 25 / 699 37 07 48"

The Minister of Forests and Wildlife  
**Jules Doret NDONGO**