

# INVITATION NOTICE TO MANIFEST INTEREST

## N° 07/AMI/CIPM-TRADEX/2019 OF 31 MAY 2019

Relating to the pre-selection of enterprises specialized in consultancy in strategy and governance of information and corporate systems for the implementation of an Activity Continuity Plan at TRADEX S.A.

### 01 OBJECT

This Invitation Notice to Manifest Interest shall aim at preselecting enterprises specialized in consultancy in strategy and governance of information and corporate systems that have an obvious experience in the domain, in order to constitute a restricted list of enterprises that can participate in the International Invitation to Tender relating to the implementation of an Activity Continuity Plan at TRADEX S.A. for the 2019 financial year.

### 02 PARTICIPATION

Participation in this Invitation to Manifest Interest shall be opened to enterprises specialized in consultancy in strategy and governance of information and corporate systems that have sufficient administrative, technical and financial capacities.

### 03 COMPOSITION AND PRESENTATION OF THE MANIFESTATION OF INTEREST FILE.

Candidates must provide the following documents, presented in two envelopes (Envelop A and Envelop B), written in French or English, produced in seven (07) copies comprising one (01) original and six (06) copies marked as such, contained in a closed and sealed envelop and comprising neither stamp nor any mention of the candidate's identity.

#### a) Envelop A : ADMINISTRATIVE FILE:

Each bidder must individually provide the following justifications of less than three (03) months old in original copies:

ORDER N°	DESCRIPTION OF DOCUMENT
A1	An information sheet (company name, names, surname and functions of the managers, address, phone, fax and e-mail
A2	An Attestation of non-indebtedness signed by the Director General of Taxation or one of his tax representatives or the equivalent for foreign companies.
A3	A certified true copy of a valid taxpayer's card or the equivalent for foreign companies.
A4	A photocopy of the trade register or the equivalent for foreign companies.
A5	A photocopy of the attestation of location and location plan.
A6	The turnover for the last three years
A7	An attestation of submission issued by the National Social Insurance Fund (only for local enterprises.

**b) Envelop B: TECHNICAL FILE:**

ORDER N°	DESCRIPTION OF DOCUMENT
B1	<p><b>The company's references:</b> The candidate shall present references while specifying the list of its experience for the envisaged services in this AAMI over the last three (03) years. In order to be validated, each reference must be justified by the following elements:</p> <ul style="list-style-type: none"> <li>• Name of Contracting Authority;</li> <li>• Copies of contracts signed (first and last pages);</li> <li>• Place of execution, amount and duration;</li> <li>• Copy of reception report or certificate of good execution issued by the Contracting Authority concerned.</li> </ul>
B2	<p><b>List of key staff members</b></p> <p><b>1- One project manager (Senior Manager)</b></p> <ul style="list-style-type: none"> <li>a. IT Risk</li> <li>b. Ten (10) years experience justified in the domains of activity continuity, information and cartography governance of computer risks.</li> </ul> <p><b>2. A professional Expert</b></p> <ul style="list-style-type: none"> <li>a. Master 11 or post graduate engineer or ten (10) years experience in the domain of consultancy in organization of the Oil and Gas sector.</li> </ul>

The above mentioned envelops A and B, presented in separate envelops marked as such, must be put into a closed envelop bearing the following remark :

**« For the Attention of the General Manager of TRADEX S.A.  
INVITATION NOTICE TO MANIFEST INTEREST N°7/AMI/CIPM – TRADEX/2019 of 31  
May 2019 relating to the pre-selection of enterprises specialized in strategy and govern-  
ance consultancy on information and corporate systems, for the implementation of an  
Activity Continuity Plan (PCA) at TRADEX S.A. »**

*Confidential – To be opened only during the tender examination process.*

## 04 EVALUATION OF MANIFESTATION OF INTEREST FILES.

**Eliminations criteria :**

- Absence of an administrative file document or required administrative documents not produced in original copies;
- False declaration, substitution or falsification of administration documents;
- Technical file mark below 70% (70/100)

**Essential Criteria :**

N°	Essential Criteria	Marks
1	The company's professional references in the elaboration of the Computer Development and Change Conduct plans.	25
2	The company's professional references in the implementation of the Activity Continuity Plan (PCA)	30
3	Qualifications and experiences of the company's staff sent to execute the envisaged services	40
4	Presentation of the technical tender	5
	<b>Total</b>	<b>100</b>

## 05 SUBMISSION OF THE MANIFESTATION OF INTEREST FILES

The manifestation of interest files written in French or English, produced in seven (07) copies marked as such, contained in a closed and sealed envelop and comprising neither stamp nor mention of the candidate's identity, must be submitted at the head office of TRADEX S.A, P.O. Box 1468 DOUALA, Rue de la Trieste, phone (237) 333 43 63 75 / (237) 333 43 63 76 latest **Thursday 04 July 2019 at 10 a.m. prompt, local time.**

## 06 COMPLEMENTARY INFORMATION

Complementary information can be obtained during working hours from the secretariat of the **TRADEX S.A. Internal Contracts Award Commission**, phone: 675 29 40 71 or through the address: [secretariat.cipm@tradexsa.com](mailto:secretariat.cipm@tradexsa.com)

## 07 TENDER ASSESSMENT SCALE

I - ELIMINATION CRITERIA	YES/NO
<ul style="list-style-type: none"> <li>• <b>Absence of an administrative file document or required administrative documents not produced in original copies;</b></li> <li>• <b>False declaration, substitution or falsification of administrative documents;</b></li> <li>• <b>Technical file mark below 70%</b></li> </ul>	
II - ESSENTIAL CRITERIA	Max. Mark
1. <b>The company's references in the elaboration of development and change conducts plans</b>	25
2. <b>The company's justified references in the elaboration of information development and change conduct plans. 5 marks/justified project</b>	30
<i>The company's justified references in the elaboration of activity continuity plans. 10 marks/project justified</i>	
<b>3. Qualification and experience of the staff members:</b>  <b>A project manager (Senior Manager): 25 marks</b> <ul style="list-style-type: none"> <li>• IT Risk. <b>5 marks</b></li> <li>• Ten (10) years justified experience in the activity continuity domain, information governance and cartography of computer risks – <b>5 marks.</b> Experience (Number of similar projects as project manager)            0 to 2 references : <b>0 mark</b>            2 to 3 references : <b>5 mark</b>            3 to 5 references : <b>10 mark</b>            More than 5 references : <b>15 mark</b></li> </ul> <b>A professional expert: 15 marks</b> <ul style="list-style-type: none"> <li>• Ten (10) years experience in the domain of consultancy in organization of the Oil and Gas sector (<b>15 marks</b>)</li> </ul>	40

The General Manager,  
**Contracting Authority**

Perrial Jean NYODOG