

**NATIONAL CALL FOR EXPRESSION OF INTEREST  
N°001/AMI/TRADEX/COSEF/2020 OF 19th OCTOBER 2020 FOR  
THE SELECTION OF SUPPLIERS OF THE SUPPLIERS ROASTER OF  
TRADEX**

**01. PURPOSE**

TRADEX S.A launches a national Call for Expression of interest with the aim of selecting companies under Cameroonian law, this in order to constitute a roaster of suppliers, who will be allowed to participate in restricted consultations to provide goods or services to TRADEX SA, valued less than FCFA 25 000 000 inclusive of VAT, for the year 2021.

**02. APPLICATION CONDITIONS**

This call for expression of interest is open to companies under Cameroonian law, in accordance with the tax administration, operating in the following fields :

- Supplies ;
- Works ;
- General and intellectual services.

**03. ACTIVITIES**

The activities are grouped into three areas :

- General supplies and works ;
- Specific supplies and works ;
- General and intellectual services.

***3.1 General supplies and works***

**GENERAL SUPPLIES**

1	PRINTING WORKS, SCREEN PRINTING, PAD PRINTING, ENGRAVINGS
2	OFFICE SUPPLIES
3	HARDWARE SUPPLIES
4	FURNITURE AND EQUIPMENTS
5	HOME APPLIANCE AND COOKING TOOLS
6	HYGIENE AND DESINFECTION DEVICES AND PRODUCTS
7	PHARMACEUTICAL PRODUCTS
8	COMPUTER ACCESSORIES AND CONSOMMABLES
9	SOFTWARE AND COMPUTER EQUIPMENT
10	NETWORK AND TELECOMMUNICATION EQUIPMENT
11	AUTOMOTIVE SPARE PARTS
12	CARS AND TRANSPORTATION EQUIPMENT
13	ELECTRONIC DEVICES/AUDIOVISUAL AND CONSOMMABLES
14	GENERAL DOCUMENTATION

15	HYGIENIC DRINKS, WINE AND LIQUORS
16	ADVERTISING MEDIA AND GADGETS
17	PERSONAL PROTECTIVE EQUIPMENT
18	SPORT MATERIAL AND SPORTS ITEMS
19	SMALL EQUIPMENT AND VARIOUS TOOLS
20	VARIOUS SUPPLIES

### **GENERAL WORKS**

1	BUILDING AND PUBLIC WORKS
2	METALWORK, JOINERY AND ALUMINIUM
3	PLUMBING
4	GENERAL ELECTRICITY
5	MAINTENANCE AND VEHICLE REPAIR
6	BUILDING AND GREEN SPACES MAINTENANCE
7	GARBAGE AND WASTE REMOVAL
8	APPAREL/TAILORING
9	DISINFECTION, DISINSECTIZATION, DERATIZATION AND SNAKES DESINFESTATION
10	VARIOUS WORKS

### ***3.2 Specifics supplies and works***

#### **SPECIFIC SUPPLIES**

1	PETROLEUM EQUIPMENTS FOR GAS STATIONS
2	SERVICING EQUIPMENTS
3	MEASURING DEVICES AND QUALITY CONTROL EQUIPMENT
4	AIR CONDITIONING EQUIPMENT
5	SIGNAGE AND CORPORATE VISUAL IDENTITY
6	SECURITY DEVICES / INSPECTION, FIRE FIGHTING AND ENVIRONMENT PROTECTION
7	VARIOUS SUPPLIES

#### **SPECIFIC WORKS**

1	RENEWABLE ENERGIES
2	ENGINEERING AND METALWORKS
3	HYDROCARBON PIPING
4	SANDBLASTING AND INDUSTRIAL PAINTING
5	INDUSTRIAL CLEANING, CLEANING OF DRAINS, SEPTIC TANK EMPTYING (HYGIENE AND SANITATION), FACADE CLEANING
6	AIR CONDITIONING
7	CONSTRUCTION AND MAINTENANCE OF COMPUTER NETWORKS AND TELECOMMUNICATIONS
8	RETEST OF HYDROCARBON TANKS
9	RETEST OF GAS BOTTLES

### 3.3 General and intellectual services

#### GENERAL AND INTELLECTUAL SERVICES

1	TRAINING
2	STAFF PLACEMENT
3	AUDIT, COUNSELLING, AND ACCOUNTING ASSISTANCE
4	LEGAL AND TAX ADVICE
5	OCCUPATIONAL MEDICINE
6	TRADUCTION AND INTERPRETING
7	HANDLING AND MOVING
8	VEHICLE AND MACHINE RENTAL
9	COMMUNICATIONS CONSULTING SERVICES
10	MARKETING CONSULTING SERVICES
11	ADVERTISING SALES DIVISION
12	CHEMICAL AND BIOLOGICAL ANALYSIS
13	ENVIRONMENTAL STUDIES
14	PROJECT MANAGEMENT
15	ACHITECTURAL, TECHNICAL ET GEOTECHNICAL STUDIES
16	TRANSPORT PACKAGE
17	FLIGHT TICKETS/ADMINISTRATIVE INTERMEDIATION
18	CATERING AND HOTELS
19	GUARDING
20	VARIOUS SERVICES

#### 04. TENDER FILE

Applicants shall submit the following documents in two envelopes labelled A and B, written in English or French. Six copies shall be produced comprising an original and five copies marked as such in a sealed unstamped envelope with no indications as to the identity of the candidate.

##### a) **Bid A: The Administrative File**

Each bidder shall submit a tender file comprising the following original documents dated less than three (3) months:

N°	NAME OF DOCUMENT
A1	An information form (Company name, name, surname and function of leaders, address, telephone, fax, email)
A2	A debt clearance certificate signed
A3	A photocopy of the trade register
A4	Certificate of registration
A5	Non-disqualification from public contracts certificate
A6	Declaration on the honour that there is no conflict interest, and respect of TRADEX ethical policy

<b>A7</b>	Bank domiciliation certificate
<b>A8</b>	Application for licence letter, signed by the company's head

**b) Bid B: The technical file:**

**GENERAL AND SPECIFIC SUPPLIES**

<b>N°</b>	<b>NAME OF DOCUMENT</b>
<b>B1</b>	Structure of the company (organizational chart)
<b>B2</b>	<b><u>Company references:</u></b> Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest.
<b>B3</b>	Products and service catalogue
<b>B4</b>	QSHE Policy

**GENERAL AND SPECIFIC WORKS**

<b>N°</b>	<b>NAME OF DOCUMENT</b>
<b>B1</b>	Structure of the company (organizational chart)
<b>B2</b>	<b><u>Company references:</u></b> Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest.
<b>B3</b>	CVs for key technical employees
<b>B4</b>	QSHE Policy
<b>B5</b>	Copy of the agreement (in case of a regulated activity)

**GENERAL AND INTELLECTUAL SERVICES**

<b>N°</b>	<b>NAME OF DOCUMENT</b>
<b>B1</b>	Structure of the company (organizational chart)
<b>B2</b>	<b><u>Company references:</u></b> Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest.
<b>B3</b>	CVs for key technical employees
<b>B4</b>	QSHE Policy
<b>B5</b>	Copy of the agreement (in case of a regulated activity)

Bids A and B above which shall be in two separate envelopes and marked as such shall be submitted in a sealed envelope to:

**“THE GENERAL MANAGER OF TRADEX S.A.:**

**NATIONAL CALL FOR EXPRESSION OF INTEREST  
N°001/AMI/TRADEX/COSEF/2020 OF 19th OCTOBER 2020 FOR THE SELECTION OF  
SUPPLIERS OF THE SUPPLIERS ROASTER OF TRADEX”**

**- CONFIDENTIAL -**

**“TO BE OPENED ONLY DURING THE BID OPENING SESSION”**

**01. EVALUATION OF BIDS**

The bids shall be evaluated by the TRADEX Internal Tender’s Board as follow

**Elimination criteria :**

- a. Incomplete administrative file ;
- b. Non-compliance of one of the documents in the administrative file ;
- c. False déclarations ;
- d. Substitution or falsification of administrative documents ;
- e. Lack of agreement (in case of a regulated activity) ;
- f. Technical file score below seventy marks (70/100).

**Essentiel criteria :**

- **General and specific supplies**

<b>ESSENTIAL CRITERIAS</b>	<b>Max. points /100</b>
<b>1. Company references</b>	<b>/30</b>
Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest. <b>10 pts/Each justified reference</b>	
<b>2. Products and services catalogue</b>	<b>/60</b>
<i>Relevance of products (At least one category). /30 pts</i>	
<i>Diversity of products. /10 pts</i>	
<i>Quality of products (Recognized brands). /20 pts</i>	
<b>3. QHSE Policy</b>	<b>/10</b>
<i>Lack of QHSE Policy. 0 pt</i>	
<i>QHSE Policy with little details 5 pts</i>	
<i>Detailed QHSE Policy. 10 pts</i>	

- **General and specific works**

<b>ESSENTIAL CRITERIAS</b>	<b>Max. points /100</b>
<b>1. Company references</b>	<b>/50</b>
Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest. <b>10 pts/Each justified reference</b>	

<b>2. CVs of technical team</b>	<b>/40</b>
<i>Technical Director skills/20 pts</i> <i>Technical Supervisor skills /20 pts</i>	
<b>3. QHSE Policy</b>	<b>/10</b>
<i>Lack of QHSE Policy. 0 pt</i>	
<i>QHSE Policy with little details 5 pts</i> <i>Detailed QHSE Policy. 10 pts</i>	

- **General and intellectual services**

<b>ESSENTIAL CRITERIAS</b>	<b>Max. points /100</b>
<b>1. Company references</b>	<b>/50</b>
Bidders shall present references while specifying their experience for the services outlined in this call for expression of interest. <b>10 pts/Each justified reference</b>	
<b>2. CVs of technical team</b>	<b>/40</b>
<i>Head of project skills /20 pts</i> <i>/20 pts</i>	
<b>3. Politique HSEQ</b>	<b>/10</b>
<i>Lack of QHSE Policy. 0 pt</i>	
<i>QHSE Policy with little details 5 pts</i> <i>Detailed QHSE Policy. 10 pts</i>	

## **02. SUBMISSION BIDS**

Each bid, drafted in French or English, in six (06) copies, including one (1) original and five (05) copies labeled as such, shall be submitted in a sealed unmarked envelope to the Directorate General of TRADEX S.A, P.O. Box 1468, DOUALA, Rue Christian Tobie Kuoh Tel: (237) 333 43 63 75- (237) 333 43 6376 latest **9<sup>th</sup> November 2020 at 4pm**, local time.

## **03. ADDITIONAL INFORMATION**

Additional information can be obtained during working hours from the following address **cosef@tradexsa.com**

**The General Manager,  
Project Owner**

**Simon PALEY**