



S.A. avec Conseil d'Administration au capital de 47,148.690.000 FCFA | Siège social : Avenue de Gaulle, B.P. 4077 – Douala
RCCM : Douala n° RC/Dia/1974/B/4624 Numéro statistique 211511001 – S | N° de Contribuable MO57400001633D
Tél : (+237) 233 42 99 72 - 233 43 00 33 - 233 43 00 35 | Fax : (+237) 233 42 22 47
E-mail : contact@eneo.cm | Site Web : www.eneocameroon.cm

***Open National Call for Tenders No. 074/DGA/DAP/2021
For the subscription of a funeral expenses insurance for the staff of ENEO, its subsidiary
and their families***

INSTRUCTIONS TO BIDDERS

1. Tender process

Bidders should provide their bids on Soft form only.

Bidders are free to submit in the English or French language. The bids will be issued in separate parts in the following forms:

- **Administrative Bids:** Bidders must register via the SMP application at the web address <https://suppliers.eneoapps.com> to compile and complete their administrative file.
- **Technical and Financial bids** shall be send separately in soft form by E-mail address to: Eneo.Tenders@eneo.cm. The Technical and financial bids-related documents should be submitted in two separate ZIP files, one for each proposal, on **PDF format and protected by different passwords**.
- **These different passwords** (one for Technical bid and another for financial bid) will be send to : rosalie.obele@eneo.cm and mebada.ekani@eneo.cm
- Bidders shall organize their response in the same order as specified in the bids forms.
- In response to this tender, the Bids submission **will not exceed 10 MB** of data. If the bid is more than, Bidders shall send multiple Mail under the same subject.

2. Disclaimer

The information in this tender is provided for information purposes only. No representation, warranty or undertaking, express or implied, is or will be made and ENEO shall have no responsibility or liability as to or in relation to the accuracy or completeness of this Request for proposals or any other written or oral information made available to any party responding to this Request for proposals ("Bidders"), or their advisers. No information contained in this Request for proposals will form the basis of any warranty or representation made by or on behalf of ENEO to any Bidder.

No response made by or on behalf of ENEO to any response to this Request for proposals shall constitute an agreement or contract between ENEO and any Bidder unless expressly stated to that effect by ENEO.

All Bidders responding to this Request for proposals do so at their own cost and expense. All of the costs associated with this tender up to the signing of the contract (preparation of tenders, additional information required, negotiations, any other type of research undertaken by the bidder), and without being limited to the preceding, are the sole responsibility of the bidder and will not in any case be reimbursed by Eneo or any other entity belonging to or of which Eneo is a subsidiary whether or not an award of contract is made..

3. Confidentiality

This Request for proposals and the information it contains are confidential and may be used only for the purposes of preparing and submitting a response to this document. Any unauthorised use by any Bidder of the information contained in this Request for proposals may lead to disqualification of that Bidder.

This Request for proposals and its accompanying documents are and shall remain the property of ENEO and any party receiving a copy of the same will return them upon demand by ENEO.

Bidders must note that all information provided by Bidders may therefore be made publicly available by ENEO at the end of the procurement process except such limited information as ENEO considers is sensitive commercial information in respect of which there may be an adverse effect on Bidders' commercial position if disclosed. To avoid doubt, it is for ENEO at its sole discretion to determine whether or not any exemptions to disclosure may be applied. Examples where ENEO may accept that confidentiality in terms of aforesaid is justified are trade secrets and sensitive personal information. Any information which Bidders consider should be kept confidential on the basis set out above should be clearly identified as such in their bid.

4. Conditions of bid

Every bid received by ENEO shall be deemed to have been made subject to these Conditions unless ENEO shall previously have expressly agreed in writing to the contrary. Any alternative Terms or Conditions offered on behalf of a Bidder shall, if inconsistent with these Conditions, be deemed to have been rejected by ENEO unless expressly accepted by them in writing.

5. Collusion

Any Bidder who:

- a. fixes or adjusts the amount of this tender by or in accordance with any agreement or arrangements with any other person; or
- b. communicates to any person other than ENEO the amount or approximate amount of his proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the bid for insurance); or
- c. enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; or
- d. offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid for the Services;
- e. Shall without prejudice to any other civil remedies available to ENEO (and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

6. Parent Company Guarantee

In the event that any Bidder is a subsidiary company it must as part of its bid submission provide confirmation that the parent company will provide a parent company guarantee.

7. Bid validity

Bids must have a validity of 90 days.

8. Schedule

4.1. Intend to Bid: Using the intend to bid form, bidders shall indicate by e-mail their intent to bid before **September 27th, 2021**

4.2. **Bidders Questions/Due diligence:** Bidders must, by the date of submission of their bid, undertake such Due diligence as they consider appropriate. ENEO shall facilitate Due diligence by providing further information where requested. ENEO may at its discretion, communicate any request for information and the response, in a suitably anonymous form, to all Bidders, Bidders must not provide any proprietary information in their questions. All questions shall be sent by E-mail until **September 22nd, 2021**. Questions by phone are prohibited. Eneo shall reply to the questions received using the same way, up to **September 27th, 2021**.

4.3. The submitted bid will be held as confidential and proprietary information.

4.4. The bid schedule and corresponding instructions are as follows:

Milestones	Start dates	Due Dates
Tender release	16/09/2021	17/09/2021
Intend to bid	17/09/2021	27/09/2021
Bidders Questions	17/08/2021	27/09/2021
Eneo responses	21/09/2021	28/09/2021
Bid submittal	05/10/2021	05/10/2021
Technical bids opening	06/10/2021	06/10/2021

5. Cancellation of the tender

Eneo reserves the right to accept or reject any or all bids received, or to cancel in part or entirely this tender, to suspend the tender and/or the negotiation process at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to give proof to the affected bidder or bidders and does not make any commitment, implicit or other, that this process results in a contract with one of the bidders.

6. Contract award

6.1. Acceptance

ENEEO is not bound to accept the lowest of any bid. The Contract will be awarded to the Bidder whom bid fits to the requirements of this tender and is most advantageous to Eneo.



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6.2. Form of Contract

The successful Bidder will be required to enter into a formal Contract with ENEO.

Until the execution of such Contract, the successful Bidder, together with ENEO's written acceptance, will form a binding agreement with ENEO.

Eneo reserves the right to conduct further investigations on information's provided by bidders as well as negotiation with bidders.