

Benin Deposits and Consignments Fund (CDC Benin)

INTELLECTUAL SERVICES CONTRACT REQUEST FOR QUOTATION

PRESELECTION FILE

Issued on: Monday, November 19 2025

For the services of: Recruitment of a Project Management Assistant (PMA) specializing in treasury and investment, supporting the implementation of a cash and asset management solution.

Notice of Expression of Interest No.: PI_DF_101090

Source of funding: Autonomous Budget

Management: 2025

Budget allocation: DF (X1.P2)

May 2025

Closing Date: 03 June, 2025

NOTICE OF EXPRESSION OF INTEREST (CEI)

Subject: Recruitment of a Project Management Assistant (PMA) specializing in treasury and investment to support the implementation of a treasury and asset management solution.

Contract reference: PI_DF_101090
Notice No.: AMID/CDCB/DG/PRMP/2025 of

19/05/2025

1. This call for expressions of interest follows the public procurement plan of the Caisse des Dépôts et Consignations du Bénin, version no. 2 published on the public procurement web portal on April 29, 2025
2. The Caisse des Dépôts et Consignations du Bénin (CDC Bénin) has obtained funds, as part of its budget execution, to finance the activities listed in the PTA 2025, and intends to use a portion of these funds to make payments under the intellectual services contract relating to the recruitment of a Project Management Assistant (PMA) specializing in treasury and investment to support the implementation of a treasury and asset management solution.
3. The services consist of supporting CDC Bénin in the implementation of a high-performance treasury and financial asset management solution, ensuring better anticipation of financial flows and optimization of investments. Specifically, the PMA will:
 - Act as an interface between the business and technical teams;
 - Monitor the implementation of the solution while ensuring compliance with business requirements, deadlines, and the quality of deliverables;
 - Organize and manage functional testing and the acceptance of the solution;
 - Support the change and user training on the new solution.
4. The deadline for completing the mission is six (06) months.
5. Interested candidates are invited to express their interest in the services described above by providing information indicating that they are qualified to perform the services (the candidate's qualifications in the field of services, including diplomas, professional references concerning the execution of similar contracts through certificates of successful completion and/or previous contracts). At the deadline date and time for submitting applications, if fewer than three (03) applications are submitted, the contracting authority may either directly contact other consultants based on their abilities to perform

The Public Procurement Manager (PRMP) of the CDCB located on the 1st Floor of the "LE JATOBA" Building, Avenue Jean-Paul II, Lot 20, Residential Zone in Cotonou, Tel: (+229) 21 31 00 52 01 PO Box: 1689 Cotonou, Email: prmp.cdcb@cdcb.bj
Opening Hours: 8:00 a.m. to 12:30 p.m. and 2:00 p.m. to 5:30 p.m., local time.

Expressions of interest must be accompanied by a letter of expression of interest duly signed by the candidate

11. Interested candidates may obtain the complete preselection file free of charge as of 20. 2025. The preselection file in electronic version in PDF format will be immediately given to interested candidates upon simple presentation to the Permanent Secretariat for Public Procurement, Person Responsible for Public Procurement (PRMP) of CDC Benin located on the 1st Floor of the Building << LE JATOBA >>, Avenue Jean-Paul II, lot 20, Residential Zone in Cotonou, Tel: (+229) 21 31 00 52 01 PO Box: 1689 Cotonou, Email: prmp.cdcb@cdcb.bj, Opening hours: 8 a.m. to 12:30 p.m. and 2 p.m. to 5:30 p.m., local time, provided that the candidate completes the file withdrawal form.

This withdrawal is evidenced by a discharge form drawn up according to a model made available by ARMP

12. Expressions of interest are written in French and must be submitted in two (02) physical copies, namely one (01) original and one (01) copy, as well as one (01) electronic version scanned on a USB key in PDF format, all in a single envelope bearing the following mention: <<AMI.../CDCB/DG/PRMP/2025 of 19.05 2025 relating to the recruitment of a Project Management Assistant (AMOA) specialist in treasury and investment support for the implementation of a treasury and asset management solution.>> to the following address: Caisse des Dépôts et Consignations du Bénin (CDC Bénin); Secretariat of the Person Responsible for Public Procurement (PRMP), located on the 1st Floor of the building "LE JATOBA" next to the Directorate of Emigration and Immigration, Avenue Jean Paul II, lot 20, residential area, Tel: 21 31 0052; 01 BP: 1689 Cotonou; no later than...03...2025, at... 09:00. Failure to submit expressions of interest in accordance with the procedures set out above will be disqualifying. Applications that do not arrive at the deadline date and time indicated above will be purely and simply rejected and returned unopened, at the expense of the candidates concerned.

Expressions of interest (physical and electronic versions) will be opened in the presence of bidders or their representatives who wish to be present at the following address: Caisse des Dépôts et Consignations du Bénin (CDC Bénin); Meeting room located on the 1st floor of the "LE JATOBA" building next to the Management of

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Recruitment of a Project Management Assistant (AMOA) specializing in treasury and investment, support for the implementation of a treasury and asset management solution

Disclaimer: The above information is machine translated. For precise details, refer to the original language text given below.

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