

PUBLIC CONTRACTS REGULATORY AGENCY
AGENCE DE REGULATION DES MARCHES PUBLICS
CALL FOR CANDIDATURE No. 007 /ARMP/CCP-BTP/21 OF
for the categorisation of works companies in the
"Public Works" sub-sector.

05 OCT 2021

1. BACKGROUND

As part of the improvement of the performance of the Public Contracts system, **the Prime Minister, Head of Government** has set, by Order No. 016/PM of 1 February 2016, the modalities for the categorisation of service providers in the Building and Public Works (BTP) sector.

In this regard, the Director General of the Public Contracts Regulatory Agency hereby launches a call for candidature for the categorisation of works companies in the "Public Works" sub-sector.

2. SUBJECT OF THE CALL FOR CANDIDATURE

This call for candidature is aimed at selecting companies under Cameroonian law that are capable of providing services in the sub-sector under consideration, in one of the five (5) categories below:

CATEGORY	LEVEL OF COMPLEXITY	COMPANIES CONCERNED
A	Very large-scale works, whatever the level of complexity	Large companies employing more than two hundred (200) people and with an annual turnover excluding taxes of more than ten billion (10,000,000,000) CFA F
B	Large-scale works or works with a high level of complexity	Companies employing between one hundred and one (101) and two hundred (200) people and with an annual turnover excluding taxes of more than one billion (1,000,000,000) CFA francs and below ten billion (10,000,000,000) CFA F
C	Works of a fairly large scale or of a relatively high level of complexity	Companies employing between twenty-one (21) and one hundred (100) people and with an annual turnover excluding taxes of more than one hundred million (100,000,000) CFA francs and below one billion (1,000,000,000) CFA F
D	Works of medium scale or intermediate complexity	Small and medium-sized enterprises (SMEs) employing between six (6) and twenty (20) people and with an annual turnover excluding taxes of more than fifteen million (15,000,000) CFA francs and below one hundred million (100,000,000) CFA F
E	Works of lesser scope or complexity	Very Small Enterprises (VSE) which employ no more than five (5) people and whose annual turnover excluding taxes does not exceed fifteen million (15,000,000) CFA F

Companies may be qualified and classified in one or more categories of the following fields of activity:

- a- Roads;*
- b- Structures.*

Note: The candidate is required to produce a file for each of the areas applied for, with the receipt of payment of the application fee.

3. COMPOSITION OF THE CANDIDATURE FILE

The candidate shall submit a bound file, comprising two volumes as follows:

3.1. Volume 1: Administrative documents

The following administrative documents, issued within the last three (03) months, shall be presented:

1. a stamped application with the engineering company or consulting firm letterhead addressed to the Director General of the Public Contracts Regulatory Agency;
2. a certificate of non-exclusion (CNE) from public contracts issued by ARMP;
3. a certificate issued by the National Social Insurance Fund (NSIF), mentioning the number of employees and the pay roll declared by the service provider during the last three financial years or since the creation of the engineering company or consulting firm, if it has less than three years of existence;
4. a proof of solvency of less than ninety (90) days issued by the Court registry of the head office of the candidate;
5. a debt clearance certificate, attesting that the taxpayer is regular with the Tax administration;
6. one (1) copy of the statistical and tax declaration of the last three (3) years or since the creation of the engineering company or consulting firm, if it has less than three years of existence;
7. the localisation plan of the engineering company or consulting firm signed by its manager with pictures (external view) of the head office.
8. a true certified copy of an extract of the registration document to the Register of commerce;
9. the title certificate(s) of the structure and the receipt of payment of the property tax or the lease contract(s) registered to date or the registered deed of transfer of ownership to the structure;
10. the receipt of payment of the application fees as follows:
 - Category A: 300,000 CFA F;
 - Category B: 200,000 CFA F;
 - Category C: 100,000 CFA F;
 - Category D: 50,000 CFA F;
 - Category E: 25,000 CFA F.

***Note:** These fees are paid to ARMP's Accounting Officer or to the administrative and financial services of the Public Contracts Regional Regulatory Centres.*

3.2. Volume 2: Technical file

At the technical level, the applicant must produce the following documents:

- ❖ ***Qualification and experience of permanently available staff:***

List of permanent supervisory and managing staff, according to the form No. 4 stating their professional skills within the concerned domain, as well as required supporting documents, namely:

- A curriculum vitae dated and signed by the employee and various proofs of experience;
- True copy of the diploma (or equivalent):
 - certified by the competent administrative authority;
- the certificate of registration with socio-professional associations.

Note: *As concerns degrees obtained abroad, the equivalences delivered by MINESUP are required.*

❖ ***Technical equipment and own logistical means, in relation to the provider's field of activity:***

- 1- the list of own technical and logistical means accompanied by the corresponding supporting documents according to form No. 5;
- 2- the description of the administrative and technical premises (number and surface area of the offices at the head office, and of the branches if applicable) according to form No.3.

❖ ***Level of compliance with Quality, Health, Safety and Environment (QHSE) standards, in accordance with the evaluation grid:***

- 1- Curriculum vitae of the head of the QHSE department;
- 2- Logistics and equipment dedicated to QHSE.

Note: *Make sure you attach supporting documents.*

❖ ***Level of compliance with the labour legislation in force in Cameroon, in accordance with the evaluation grid:***

- 1- Minutes of the elections of the staff representatives;
- 2- Civil liability insurance of the company.

❖ ***Experience and references of services provided in Cameroon:***

- 1- A detailed list of the company's achievements in the field of activity applied for during the last ten (10) years following form No. 6;
- 2- the provisional and/or final acceptance reports;
- 3- Copies of the essential pages (those relating to the subject, the amount, the identification of the co-contractors) of the contracts, agreements or contracts executed in the "Public Works" sub-sector.

The candidature file must be accompanied by the forms below duly completed, dated and signed. These are:

Form 1: Permanent authorisation to check the veracity of declarations;

Form 2: Summary of the file documents;

Form 3: Identification form of the enterprise;

Form 4: List of permanent staff of the enterprise;

Form 5: List of personal technical and logistical equipment of the enterprise;

Form 6: List of the most pertinent experiences and references of the enterprise for the last 10 years.

4. EVALUATION CRITERIA

4.1. Rejection criteria:

- absence of a document in the administrative file;
- false statement or falsified document;
- absence of the title certificate(s) of the structure and the receipt of payment of the property tax or the lease contract(s) registered to date or the registered deed of transfer of ownership to the structure;
- absence of a minimum of required logistical and technical means in the smallest category of the sector concerned;
- number of permanent technical staff below the minimum required for each category;
- turnover below the minimum required in the category concerned.

4.2. Essential criteria:

Candidates will be evaluated in three (3) stages:

- i. Administrative status ;
- ii. Qualification; and
- iii. Classification.

In this respect, the following shall be considered:

For the Administrative status:

- Verification of the presence of the documents mentioned in Paragraph 3.1.
- The absence of any of these documents is a rejection criterion;

For the qualification:

- the compliance of the service provider with the legal and regulatory provisions governing access to public contracts;
- the administrative and technical structures as well as the share capital;
- technical equipment and personal logistical means related to the activities for which the enterprise intends to offer its services (refer to the minimum required in the smallest category of the sector concerned);
- experience and references of services delivered in Cameroon;
- qualification and experience of the permanently available staff;
- the localisation plan of the company signed by its manager, together with pictures (external views) of the head office.

For service providers with less than three (3) years of existence, the experience and references of the promoter or the technical managers will be taken into account in the evaluation.

For the classification:

- activities sector(s);
- the administrative status;
- turnover;
- minimum number of staff required in the category concerned;
- level of expertise of the permanent technical staff;
- importance of technical and logistical means;
- level of compliance with Quality, Health, Safety and Environment (QHSE) standards;
- level of compliance with the labour legislation in force in Cameroon;

- maximum amount of the contracts to which the contractor may tender;
- experience in the delivery of the services concerned.

5. WITHDRAWAL AND SUBMISSION OF APPLICATIONS

The candidature file and the evaluation grids can be obtained every day during working hours from (i) the Commission in charge of the categorisation of service providers of the BTP sector, to be found in the head office of ARMP located in Mballa II, telephone: 699 97 71 21 / 696 11 53 98, E-mail: ccp-btp@armp.cm; (ii) ARMP Regional centres or (iii) downloaded on the following websites: armp.cm and categorisation.armp.cm.

Candidature files shall be written in French or English in seven (7) copies, **one (1) original and six (6) copies**, and submitted against receipt to the Mails service of ARMP (To the Technical Secretariat of the Commission in charge of the categorisation of service providers of the BTP sector (CCP-BTP)), telephone: 222 201 803, on the ground floor of the head office located in Mballa II, or in ARMP Regional Centres, between 7.30 a.m. and 3 p.m. latest, _____ local time, with the indication:

**"NAME OF THE STRUCTURE/INSTITUTION/ASSOCIATION
CALL FOR CANDIDATURE No. _____/CFC/ARMP/CCP-BTP/21 OF _____ FOR
THE CATEGORISATION OF WORKS COMPANIES IN THE "PUBLIC WORKS" SUB-
SECTOR.**

Note: The deadline for the admissibility of candidature files is **20 NOV 2021**.

6. FURTHER INFORMATION

Further information concerning this call for candidature may be obtained every day during working hours from the Commission in charge of the categorisation of service providers of the Building and Public Works (BTP) sector, telephone: 699 97 71 21 / 696 11 53 98, E-mail: ccp-btp@armp.cm, or in ARMP Regional Centres.

7. PUBLICATION OF RESULTS

The selected companies will be informed of the results by a release from the Director General of ARMP published in the official publication organs and on the ARMP and CCP-BTP websites.

Yaounde,

05 OCT 2021

Directeur Général
Joseph Ngo

