

PUBLIC CONTRACTS REGULATORY AGENCY
AGENCE DE REGULATION DES MARCHES PUBLICS

CALL FOR CANDIDATURE No. 00000008 /ARMP/CCP-BTP/21 of 15 OCT 2021
for the categorisation of Engineering Companies and Consulting Firms
of the “Public Works” sub-sector.

1. BACKGROUND

In order to improve the performance of the public contracts system, the **Prime Minister, Head of Government** set the categorisation conditions of service providers of the Building and Public Works sector (BTP) by Order No.016/PM of 1 February 2016.

As such, the Director General of the Public Contracts Regulatory Agency launches a call for candidature for the categorisation of engineering companies and consulting firms of the ‘Public Works’ sub-sector.

***Note:** Individual consultants and geotechnical laboratories governed by specific texts are not concerned by this operation.*

2. SUBJECT

This call for candidature aims at categorising Engineering Companies and Consulting Firms constituted under Cameroonian law, able to conduct study missions and control the services provided in the sub-sector considered following one of the five (5) categories below:

CATEGORY	LEVEL OF COMPLEXITY	COMPANIES CONCERNED
A	Very large-scale services, independent of the level of complexity	Engineering Companies and Consulting Firms having more than twenty (20) employees with an annual turnover before tax higher than one billion (1,000,000,000) CFA F
B	large-scale and highly complex services	Engineering Companies and Consulting Firms having between eleven (11) and twenty (20) employees with an annual turnover before tax higher than one hundred million (100,000,000) CFA F and not greater than one billion (1,000,000,000) CFA F
C	Services of very high quality or of significant level of complexity.	Engineering Companies and Consulting Firms having between six (06) and ten (10) employees with an annual turnover before tax higher than fifty million (50,000,000) CFA F and not greater than one hundred million (100,000,000) CFA F
D	Medium-sized services with an intermediate level of complexity	Engineering Companies and Consulting Firms having between three (03) and five (5) employees with an annual turnover before tax higher than fifteen million (15,000,000)

		CFA F and not greater than fifty million (50,000,000) CFA F
E	Small-scale and low-complexity services	Engineering Companies and Consulting Firms having up to two (02) employees with an annual turnover before tax not higher than fifteen million (15,000,000) CFA F

Engineering Companies and Consulting Firms can be qualified and classified in one or various categories of the following fields of activity:

a- Roads

b- Engineering works

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 ARMP Regional Centres.*

3.2. Volume 2: Technical file

As concerns technical documents, the interested candidate shall submit the following:

❖ ***Qualification and experience of the 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, Hygiene, Security and Environment (QHSE) standards, pursuant to 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 labour legislation in force in Cameroon, pursuant to the evaluation grid:***

- 1- Minutes of the election of staff representatives;
- 2- Public liability insurance of the Engineering company or consulting firm

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

- 1- The detail accounts of achievements of the Engineering company or consulting firm in the area of activity requested for the last 10 years following the form No.6;
- 2- Minutes of the provisional and/or final acceptance;
- 3- copies of the essential pages (those related to the object, amount, identification of co-contractors) of the contracts, agreements or contracts executed in the 'Public works' sub-sector.

The forms hereinafter, duly filled, dated and signed, shall be attached to the submission file. 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 to categorisation shall be evaluated at three (3) levels:

- i. administrative status;
- ii. qualification;
- iii. classification.

As such, the following shall be taken into account:

For the administrative status:

- verification of the presence of the documents listed in Section 3.1.

The absence of any of these documents is a rejection criterion;

For the qualification:

- compliance of the service provider with the legal and regulatory provisions governing access to public contracts;
- administrative and technical structures as well as shared 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 engineering company or consulting firm signed by its manager with pictures (external view) of the head office.

For enterprises that have been created since less than three (3) years, experience and references of the founder or technical officials shall be taken into account during the evaluation.

For the classification:

- activities sector(s);
- 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, Hygiene, Security and Environment (QHSE) standards;
- level of compliance with the labour legislation in force in Cameroon;
- maximum amount of contracts for which the service provider can bid;
- experience in the delivery of the services concerned.

5. WITHDRAWAL AND SUBMISSION OF FILES

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/ESTABLISHMENT/COMPANY
CALL FOR CANDIDATURE No. _____/ARMP/CCP-BTP/21 OF _____ FOR THE
CATEGORISATION OF ENGINEERING COMPANIES AND CONSULTING FIRMS OF 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 categorised Engineering Companies and Consulting Firms will be informed on the results through a release from the Director General of ARMP published in the official publication organs and on the Websites of ARMP and the commission (www.armp.cm and categorisation.armp.cm).

Yaounde, **05 OCT 2021**

Copies: - MINMAP

- MINTP
- MINHDU
- Chairperson/CCP-BTP
- Head office (posting)
- Head of Centre/CRRMP (posting)
- Public Contracts Journal
- Website armp.cm

Le Directeur Général

Joseph Ngo