
PUBLIC CONTRACTS REGULATORY AGENCY
AGENCE DE REGULATION DES MARCHES PUBLICS

**COMMISSION IN CHARGE OF THE CATEGORISATION OF SERVICE PROVIDERS
IN THE BUILDING AND PUBLIC WORKS SECTOR**

SUB-SECTOR
“PUBLIC WORKS”

- CATEGORISATION CRITERIA -

“TECHNICAL AND CONTROL STUDIES”

1. FORMS

(Letterhead of the engineering company or consulting firm)

**FORM 1: PERMANENT AUTHORISATION TO CHECK THE VERACITY OF
DECLARATIONS**

Ref. No. _____, on _____

**TO THE DIRECTOR GENERAL
OF ARMP
P.O. Box 6604
YAOUNDE**

**Subject: Permanent authorisation to check the veracity
of declarations and references**

Sir,

I the undersigned _____, National ID No. _____, issued on _____, General Manager* of the Engineering company or consulting firm _____, taxpayer card No. _____ with its head office located in _____, P.O. Box. _____, , Tel. _____, hereby authorise the Commission in charge of the categorisation of service providers in the Building and Public Works sector to carry out, within the framework of the execution of its mission, any check on the veracity of declarations found in the candidature file submitted by the company, in view of its participation in the Call for Candidatures No. _____.

In witness whereof this authorisation is issued to serve the purpose for which it is intended/-

Signature of the General Manager

**Please indicate the function*

(Letterhead of the engineering company or consulting firm)

FORM 2: SUMMARY OF THE FILE DOCUMENTS

No.	DOCUMENT	YES	NO
Administrative file			
Compliance of the services provider with legal and regulatory provisions governing access to public procurement			
	Stamped application on the letterhead of the engineering company or consulting firm addressed to the Director General of the Public Contracts Regulatory Agency		
	Certificate of Non-Exclusion (CNE) from Public Contracts issued by ARMP		
	Clearance certificate issued by the National Social Insurance Fund (CNPS) indicating the the payroll reported by the service provider over the last three financial years or since the creation of the engineering company or consulting firm if the latter was created less than three years ago		
	Proof of solvency of less than ninety (90) days issued by the Court Registry of the place where the candidate's head office is located		
	Debt clearance certificate, attesting that the taxpayer is in good standing with the Tax Administration;		
	Copies of the Statistical and Tax Declaration of the last three (3) years or since the creation of the engineering company or consulting firm, if the latter was created less than three years ago;		
	Location plan of the company signed by its manager with pictures (external view) of the head office building attached.		
Administrative and technical structures, as well as shared capital:			
	True certified copy of the certificate of registration in the Trade Register		
	Certificate(s) of ownership and a receipt indicating payment of the property tax or the lease contract(s)		
Technical file			
Personal technical equipment and logistics, related to the activity sector of the services provider:			
	List of personal technical equipment and logistics with the corresponding supporting documents		
	Descriptive sheet of the technical and administrative sites (number and surface area of offices at the head office and of branches, if any)		
Experience and references of services provided in Cameroon :			
	Detailed list of services performed by the engineering company or consulting firm in the given sector over the last ten (10) years		
	Official reports of the provisional and/or final acceptance;		
	Copies of the essential pages (those relating to the subject, amount and identification of the contractors) of contracts or agreements executed in the "public works" sub-sector		
Qualification and experience of permanent staff:			
	List of permanent supervisory and management staff stating their professional skills in the given domain, as well as the required supporting documents		
Level of compliance with Quality, Hygiene Safety and Environment (QHSE) standards:			
	Curriculum vitae of the QHSE manager		
	List of QHSE technical equipment and logistics		
Level of compliance with the labour legislation in force in Cameroon:			
	Official report of the elections of staff representatives		
	Third party liability insurance of the Engineering company or consulting firm		
Total number of documents			

Signature of the General Manager

FORM 3: CANDIDATE'S IDENTIFICATION FORM

Name of the Engineering company or consulting firm

.....

Head office address:

.....

Telephone:

Fax:

Website:

E-mail:

Corporate form: Ets ☐ LTD ☐ PLC ☐

Activities:

.....

.....

.....

Date of creation: ____ (dd)/____ (mm)/____(yyyy)

RCCM No.:

Taxpayer No.:

Is the Engineering Company or consulting firm bound by a National or Professional Collective Agreement?

YES ☐ NO ☐

If YES, which one?

Does the Engineering Company or consulting firm have a third party liability insurance?

YES ☐ NO ☐

Does the Engineering Company or consulting firm have staff representatives?

YES ☐ NO ☐ If YES, how many?

Does the Engineering Company or consulting firm have an occupational hygiene and safety committee? YES ☐ NO ☐

Is the Engineering Company or consulting firm bound by an agreement with a medical centre or an occupational medical doctor? YES ☐ NO ☐

Does the engineering company or consulting hold a register of its staff medical checks? YES ☐ NO ☐

General Manager *:

Names and Surnames:.....

Deputy General Manager

Names and Surnames:.....

Manager:**

Names and Surnames:.....

**Make sure you indicate the function*

***If any*

Permanent staff of the Engineering company or consulting firm (number)

Category	Men	Women
Senior staff		
Supervisory staff		
Execution staff		
Others		
TOTAL		

Turnover of the Engineering company or consulting firm

Years	Amount (CFA F)
2016 financial year	
2015 financial year	
2014 financial year	

Description of the workplace

Offices	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Surface: _____ m ²
Workshops	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Surface: _____ m ²
Warehouses	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Surface: _____ m ²
Internal infirmary	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire fighting equipment	<input type="checkbox"/> Extinguishers <input type="checkbox"/> Sand boxes <input type="checkbox"/> Smoke detectors
Fire safety system and installations	<input type="checkbox"/> Automatic fire extinguishing system <input type="checkbox"/> Fire hose cabinet
Dustbins	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Capacity: _____ litres
Utilities	<input type="checkbox"/> Water <input type="checkbox"/> Facilities (WC, toilets, etc.) <input type="checkbox"/> Electricity <input type="checkbox"/> Telephone <input type="checkbox"/> Internet

Signature of the General Manager

(Letterhead of the engineering company or consulting firm)

FORM 4 : LIST OF PERMANENT MANAGEMENT AND SUPERVISORY STAFF

No.	NAME AND SURNAME	DIPLOMA	EXPERIENCE	CURRENT POSITION	CONTRACT REFERENCE	CNPS REFERENCE

Note: Make sure you attach true certified or authenticated copies of certificates or diplomas, ID photocopies, CV and supporting documents for the experience. mentioned.

Signature of the General Manager

(Letterhead of the engineering company or consulting firm)

FORM 5 : LIST OF THE PERSONAL TECHNICAL EQUIPMENT AND LOGISTICS

No.	DESIGNATION	QUANTITY

Note: Make sure you attach true certified or authenticated copies of vehicle registration documents and receipts of other equipment and logistics.

Signature of the General Manager

(Letterhead of the engineering Company or consulting firm)

FORM 6: LIST OF THE MOST RELEVANT REFERENCES FOR THE LAST TEN (10) YEARS

No.	CRITERIA	SERVICE 1	SERVICE 2	SERVICE 3	SERVICE 4	SERVICE 5
1	Subject of the contract					
2	Sources of financing					
3	Nature of services					
4	Project Owner					
5	Contract holder					
6	Amount including taxes					
7	Official report of provisional and/or final acceptance;					
8	Additional clauses, if any.					

Note: Make sure you attach photocopies of the first and last pages of the contracts concerned and other supporting documents (Reports etc.).

Signature of the General Manager

2. EVALUATION SCALES

2.1-QUALIFICATION CRITERIA

No .	CRITERIA	SUB-CRITERIA				YES/NO	
1	Service provider’s compliance with the legal and regulatory provisions governing access to public procurement	1.1 Administrative document	1.1.1	Stamped application on the company letterhead addressed to the Director General of ARMP			
			1.1.2	Certificate of Non-Exclusion (CNE) from public contracts			
			1.1.3	Clearance certificate issued by the National Social Insurance Fund (CNPS) indicating the payroll reported by the service provider over the last three financial years or since the creation of the engineering company or consulting firm if the latter was created less than three (3) years ago			
			1.1.4	Proof of solvency of less than ninety (90) days issued by the Court Registry of the place where the candidate’s head office is located;			
			1.1.5	Debt-clearance certificate			
			1.1.6	Two (2) copies of the Statistical and Tax Declaration of the last three (3) years or since the creation of the engineering company or consulting firm, if the latter was created less than three years ago			
			1.1.7	Location plan of the Engineering company or consulting firm signed by its manager with pictures (external view) of the head office building attached			
2	Administrative and technical structures as well as share capital:	2.1 Administrative, technical and financial aspects	2.1.1	True certified copy of the certificate of registration in the Trade Register			
			2.1.2	Certificate(s) of ownership and a receipt indicating payment of the property tax or the lease contract(s)			
3	Personal technical equipment and logistics related to the activity sector of the service provider:	3.1 Personal technical equipment and logistics	3.1.1	Check the list of the technical equipment and logistics of in the smallest category of the sector concerned(roads; engineering structures)			
4	Experience and references for services provided in Cameroon	4.1 Promoter’s experience and references can be taken into account for companies created less than three (3) years ago	4.1.1	Check the references in the smallest category of the sector concerned(roads; engineering structures)			
5	Qualification and experience of the permanent staff	5.1 Permanent technical supervisory staff	Existence of the following permanent staff:				
			5.1.1	Check list of the technical staff in the smallest category of the sector concerned (roads; engineering structures)			
	TOTAL (Note: The company which obtains 100% of YES shall be declared qualified)					___ YES/12	

2.2-CLASSIFICATION CRITERIA

2.2-1- ROADS AND ENGINEERING STRUCTURES

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
A	1. Activity sector	1.1	<i>Study or controls for which the amount exceed one billion (1,000,000,000) CFAF, for the construction of tarred roads or engineering structures</i>		
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	More than twenty (20) employees		
		2.2 Payroll	Not lower than 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax above one billion (1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent (GCE GCE A level +3) +10 years of experience or (A Level +5) +8 years of experience)		
		4.2	1 Surveys Engineer or equivalent (GCE A level +3) +5 years of experience or (GCE GCE A Level +5) +3 years of experience)		
		4.3	1 Senior Civil Engineering Technician or equivalent ((GCE A Level+2) +10 years experience)		
	5. Personal technical equipment and logistics	5.1	3 Liaison vehicles		
		5.2	1 Surveys equipment (set)		
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)		
		5.4	3 Computers		
		5.5	1 Software licence for road design		
		5.6	1 design Software licence		
		5.7	1 Software licence for structures calculation		
		5.8	3 Printers		
		5.9	3 Scanners		
		5.10	2 Photocopy machine		
		5.11	Offices surface area above or equal to 80 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	6 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 Lot of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour the legislation in force in Cameroon	7.1	Third party liability insurance		
		7.2	Official report of the election of staff representatives		
	8. Maximum amount of contracts for which the company can bid	8.1 Threshold	Unlimited		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth 600 million or two (2) contracts with a cumulative value of 800 million or more, within the last ten (10) years.		
B	1. Activities sector	1.1	<i>Studies or controls for which the amount exceeds one hundred million (100,000,000) CFAF, for the construction/rehabilitation of tarred roads or engineering structure.</i>		
	2. Administrative situation (cf. CNPS documents)	2.1 Number of employees	Between eleven (11) and twenty (20) employees		
		2.2 Payroll	Not lower than 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax higher than one hundred million (100,000,000) CFA F and not exceeding one billion (1,000,000,000) CFA F		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
B	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent (GCE A level +3) +10 years of experience or (GCE A Level +5) +8 years of experience)		
		4.2	1 Civil Engineer or equivalent (GCE A level +3) +7 years of experience or (GCE A Level +5) +5 years of experience)		
	5. The company's technical and logistical resources	5.1	2 Liaison vehicles		
		5.2	1 Topography equipment (set)		
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)		
		5.4	2 Computers		
		5.5	1 Software licence for road design		
		5.6	1 design Software licence		
		5.7	1 Software licence for structures calculation		
		5.8	2 Printers		
		5.9	2 Scanners		
		5.10	2 Photocopy machine		
		5.11	Offices surface area above or equal to 40 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	4 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with the labour legislation in force in Cameroon	7.1	Third party Liability insurance		
	8. Maximum amount of contracts for which the company can bid	8.1 Threshold	2 billion		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 60 million or two (2) contracts with a cumulative value of 80 million or more, within the last ten (10) years.		
C	1. Domain of intervention	1.1	<i>Studies or survey whose amount exceed fifty million (50,000,000) CFA F on road traffic or road deterioration</i> <i>Management of roads weigh stations whose amount exceed fifty million (50,000,000) CFA F</i>		
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	Between six (6) and ten (10) employees		
		2.2 Payroll	Not lower than 20% of the average turnover of the three (03) last years		
	3. Turnover	3.1	Annual turnover before tax above fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent ((GCE A level +3) +5 years of experience or (GCE A Level +5) +3 years of experience)		
	5. Personal technical equipment and logistics	5.1	1 liaison vehicle		
		5.2	1 Computer		
		5.3	1 Printer		
		5.4	1 Photocopy machine		
		5.5	Offices surface area above or equal to 20 square metres		
	6. Level of compliance with	6.1 Equipment	3 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
C	QHSE Standards	and logistics	1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with the labour legislation in force in Cameroon	7.1	Third party liability insurance		
	8. Maximum amount of contracts for which the company can bid	8.1 Threshold	200 million		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 30 million or two (02) contracts with a cumulative value of 40 million or more, within the last ten (10) years.		
C	1. Activity sector	1.1	<i>Study or controls for which the with amount exceed fifty million (50,000,000) CFAF, for the construction or rehabilitation of engineering structures.</i>		
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	Between six (6) and ten (10) employees		
		2.2 Payroll	Not lower than 20% of the average turnover of the three (3) last years		
	3. Turnover	3.1	Annual turnover before tax higher than fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent ((GCE A level +3) +5 years of experience or (GCE A Level +5) +3 years of experience)		
	5. Personal technical equipment and logistics	5.1	2 Liaison vehicles		
		5.2	1 Surveys equipment (set)		
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)		
		5.4	1 Computer		
		5.5	1 Printer		
		5.6	1 Photocopy machine		
		5.7	Offices surface area above or equal to 20 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	3 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with the labour legislation in force in Cameroon	7.1	Third party liability insurance		
	8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	200 million		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 30 million or two (2) contracts with a cumulative value of 40 million or more, within the last ten (10) years.		
D	1. Activity sector	1.1	<i>- Study or surveys, whose amount exceed fifteen million (15,000,000) CFA F, on road traffic or road deterioration; Study or controls, whose amount exceed fifteen million (15,000,000) CFA F, for the construction or rehabilitation of engineering structure.</i>		
	2. Administrative	2.1 Number	Between three (3) and twenty (5) employees		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
	situation (cf. CNPS documents)	of employees			
		2.2 Payroll	Not lower than 20% of the average turnover of the three (3) last years		
	3. Turnover	3.1	Annual turnover before tax higher than fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineering Technician or equivalent (GCE A Level + 5 years experience)		
	5. Personal technical equipment and logistics	5.1	1 liaison vehicle		
		5.2	1 Computer		
		5.3	1 Printer		
		5.4	1 Photocopy machine		
		5.5	Offices surface area above or equal to 12 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Maximum amount of contracts for which the company can bid	7.1 Threshold	100 million		
	8. Experience in the provision of services concerned	8.1	Reference of a similar contract, worth at least 9 million or two (2) contracts with a cumulative value of 12 million or more, within the last ten (10) years.		
E	1. Activity sector	1.1	- Study on road traffic or road deterioration survey which amount to not more than 30 million; -Study or controls which amount to not more than 30 million, for the construction or rehabilitation of engineering structure.		
	2. Administrative situation (cf. CNPS documents)	2.1 Number of employees	At most two (2) employees		
		2.2 Payroll	Not lower than 20% of the average turnover of the three (03) last years		
	3. Turnover	3.1	Annual turnover before tax not exceeding fifteen million (15,000,000) CFA F		
	4. Permanent technical staff or promoter	4.1	1 Civil Engineering Technician or equivalent (A Level 5 years experience)		
	5. Personal technical equipment and logistics	5.1	1 Computer		
		5.2	1 Printer		
		5.3	1 set of individual protection equipment (helmets, blouses, safety shoes, gloves)		
		5.4	1 set of collective protection equipment (triangle, cones, marking tape)		
		5.5	Offices surface area above or equal to 12 square metres		
	6. Maximum amount of contracts for which the company can bid	6.1 Threshold	30 million		