

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
**MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT**

NORTH-WEST REGION

ELAK OKU SUB DIVISION

ELAK - COUNCIL

**ELAK OKU COUNCIL INTERNAL
TENDERS' BOARD**



REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
**MINISTERE DE LA DECENTRALISATION ET
DU DEVELOPPEMENT LOCAL**

REGION DU NORD-OUEST

ARRONDISSEMENT D'OKU

COMMUNE D'ELAK

**COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE
D'ELAK**

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER N° 05
/ONIT/MINDDEVEL/ EC-FEICOM /ECITB /2023 OF 24th OCTOBER
2023 THROUGH THE EMERGENCY PROCEDURE FOR THE
CONSTRUCTION OF 102 SHOPS IN BLOCKS OF 12 SHOPS, 14
SHOPS, 16 SHOPS, 18 SHOPS, 20 SHOPS AND 22 SHOPS, AN
EXTERNAL LAYOUT USING COBBLESTONES AND THE
CONSTRUCTION OF GUTTERS AT ELAK MARKET IN ELAK COUNCIL
AREA, BUI DIVISION OF THE NORTH WEST REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/ELAK COUNCIL 2023 BUDGET

DOCUMENT N°-1

TENDER NOTICE

1. Subject of the invitation to tender:

Within the framework of the Funding Agreement No. _____/CCF/FEICOM/DG/CAJ/DCCC/2023 between FEICOM and ELAK Council for the execution of the Public Investment Budget of the 2023 financial year, the Contracting Authority, the Lord Mayor of ELAK Council, hereby launches an open national invitation to tender through the Emergency procedure for the construction of 102 shops including 01 block of 12 shops, 01 block of 14 shops, 01 block of 16 shops, 01 block of 18 shops, 01 block of 20 shops, 01 block of 22 shops, an external layout with cobblestones and the construction of gutters in ELAK Market in Oku Sub Division in BUI Division of the North West Region.

2. Nature of works: The works comprise notably: Construction of 102 shops including 01 block of 12 shops, 01 block of 14 shops, 01 block of 16 shops, 01 block of 18 shops, 01 block of 20 shops, 01 block of 22 shops, an external layout with cobblestones and the construction of gutters.

The works comprise notably

N°	Designation
1	Studies - site installation
2	Earthworks
3	substructure -foundations concrete/masonry works
4	Super structure
5	Roofing works
6	Tillingworks
7	Wood works
8	Metallic works
9	Aluminum works
10	Painting works
11	Electrical installation
12	Plumbing sanitary installation
13	External works

3. Execution deadline:

The maximum deadline provided by the Project Owner / Contracting Authority for the execution of the works forming the subject of this invitation to tender is Ten calendar (10) months, as from the date of notification of the contractor by the control engineer to start work.

4. Lots

The works are divided into one lot.

5. Estimated cost

The estimated cost after preliminary studies stands at **three hundred forty two million, two hundred and thirty nine thousand, two hundred and seventy four (342,239,274) FCFA** all taxes inclusive.

6. Participation and origin

Participation is opened under the same conditions to all Cameroonian Companies and business concerns that have proven experience in the field of building construction and civil engineering in general and who are not in a period of suspension by the authority in charge of public contracts.

7. Financing

The said works shall be financed jointly as per the convention signed between FEICOM and ELAK Council assigned to the Lord Mayor ELAK Council as Authorising Officer with the budgets of 2023 assigned to the Mayor in the Funding Agreement No. _____/CCF/FEICOM/DG/CAJ/DCCC/2023.

8. Bid bond

Each bidder must include in his/her administrative documents, a bid bond that respects the models of this tender file, issued by a first-rate banking establishment or insurance company approved by the Ministry in charge of finance, (see list in document No. 12 of this tender file), of an amount of **Six million eight hundred and forty four thousand, seven hundred and eighty five FCFA (6 844 785 FCFA)**, valid for thirty (30) days as from the date of validity of the offers. Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided.

9. Consultation of tender file:

The tender file may be consulted during working hours at the internal structure for the management and administration of public contracts (SIGAMP) and tel: 680 996 499,

10. Acquisition of tender file:

contracts may be acquired from the internal structure for the management and administration of public (SIGAMP) of ELAK Council, tel: 680 996 499, upon presentation of a non-refundable treasury receipt (payable at the Treasury of the ELAK Council) of **Two hundred thousand (200, 000) FCFA**. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

11. Submission of bids:
Each bid drafted in English or French shall be presented in two copies. The original and one copy presented in colour must be accompanied by a receipt of deposit of the bid.

OPEN NATIONAL INVITATION TO TENDER
EC-FEICOM / FSI

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12. Admissibility of Bids: "In case of any ambiguities or differences, only the bids submitted during the bid-opening session" shall be considered.

Under penalty of being considered authentic, the original shall be considered authentic.

authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or new bids established after the signature of the tender notice. Any bid not in compliance with the above conditions shall be rejected, only originals or true copies certified by the issuing service or administrative authority or being rejected, only originals or true copies certified by the issuing service or administrative authority.

13. Opening of bids: Bids received after the time specified in the Instructions to Bidders and especially to the absence of a bid bond issued by a first-rate bank approved by the Ministry of Finance, shall be declared inadmissible. This refers to the opening of bids.

The opening of the bids in one phase shall be at the discretion of the Minister in charge of Finance.

the conference hall of the Elak-Council by the competent tender board. Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that regard.

14. Evaluation criteria

The evaluation of bird shell has been mandated in that capacity.

- 1st Stage: verification of the conformity of each administrative document;
2nd Stage: Evaluation technical bids;
3rd Stage: Analyses of Financial bids.
- The criteria of evaluation shall be as follows:

14.1-Eliminatory criteria

Eliminatory criteria fix the minimum conditions to be fulfilled to be admitted for evaluation according to the essential criteria. The non-respect of these criteria leads to the rejection of the bid made by the bidder. They refer especially to:

- ◆ Absence of bid bond or amount lower than specified.
- ◆ False declaration or forged document
- ◆ Absence of receipt showing purchase of tender file
- ◆ Mark or sign leading to the identification of the bidder,
- ◆ Non compliance with major technical specifications following the title of the document,
- ◆ Absence of quantified unit price.
- ◆ A total score less than 75%
- ◆ Absence of an administrative file not rectified within 48hrs

14.1-Essential criteria

Essential criteria are primordial in the judgment of the technical and financial capacity of candidates to execute the works forming the subject of the invitation to tender.

Décryptage Avertiss

Simon Pierre ETOUNDI

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The criteria relating to the qualification of candidates are based on the following:

- ◆ General presentation of the tender files;
- ◆ References of the company in similar achievements;
- ◆ Experience of supervisory staff,
- ◆ Logistics (Equipment);
- ◆ Methodology;
- ◆ Financial capacity;
- ◆ compliance with the model bid,
- ◆ Attestation of site visit signed by the Contractor,
- ◆ Report of site visit signed by the Contractor,
- ◆ The Special Technical Clauses (STC). (Each page should be initialed and the last page signed and stamped);
- ◆ Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped);
- ◆ Pre – Financing capacity **not less than 75%** of the amount required in the offer.

The essential criteria are subjected to minima whose detail is given in the Special Regulation of the Invitation to tender (RPAO).

14.3. Main Qualification criteria:

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO). This evaluation shall be done in a purely binary method with a (yes) or a (no) with an acceptable minimum of 75% of the essential criteria taken in to account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having scored 100% of the eliminatory criteria and at least 75% of the essential criteria.

Indicatively, the criteria related to the qualification of candidates will be on:

- ◆ Financial situation;
- ◆ Experience;
- ◆ Personnel;
- ◆ Equipment.

15. Award

The jobbing order shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the lowest bid and technical quality, confer article 99 of the public contracts code.

16. Validity of bids

The bidders shall remain committed to their offers during a period of (ninety) 90 days from the deadline set for the submission of bids.

17. Complementary information

Complementary technical information may be obtained every day during working hours from the ELAK Council, SIGAMP, Tel: 680 996 499.

ELAK OKU, the 12 4 OCT 2023

THE LORD MAYOR
ELAK COUNCIL

COMMUNE D'ELAK
LE MAIRE
TELOLOKYO
J. Agum Jerome Njich

Copies:

- ARMP
- Chairpersons of TB
- MINMAP
- Notice Boards