

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH-WEST REGION

OKU SUB DIVISION

ELAK - COUNCIL

ELAK - 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 NOTICE

OPEN NATIONAL INVITATION TO TENDER N°. 06/ONIT/MINDDEVEL/EC-FEICOM/ ECITB/2023 OF 24/10/2023
THROUGH THE EMERGENCY PROCEDURE FOR THE CONTROL OF THE CONSTRUCTION OF 102 SHOPS
INCLUDING 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.

FINANCING: FEICOM/ELAK -COUNCIL BUDGET - 2023

1. **Subject of the invitation to tender:**

The Lord Mayor of ELAK - COUNCIL, Contracting Authority launches an Open National Invitation to Tender for the control of the construction of the 102 shops including 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.. The works to be executed is spelt out in Article 29 (a) and 29 (d) of the Special Regulations governing the invitation to tender (RPAO) enclosed with the Tender File.

2. **Nature of services**

The services comprise notably the project for the Control of the construction of 102 shops including 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 Municipality,

The project management services include:

- The controlling of the of Execution Works;
- Project Compliance Review of Implementation Studies;
- Assistance distributed during reception operations;
- The plan for the reinforcement of the works.

3. **Execution deadline**

The maximum deadline provided by the Project Owner or Contracting Authority for the execution of the services forming the subject of this invitation to tender is **Eleven (11) months**.

4. **Lots**

The services are in one lot as follows.

-The control of the construction of 102 including 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 shops at ELAK Market in ELAK Municipality.

5. **Estimated cost**

The estimated cost after preliminary studies is **Twenty three million, six hundred and six thousand, seven hundred and forty nine (23 606 749) francs CFA**

6. Participation and origin

Participation to this invitation to tender is open to enterprises of Cameroonian nationality that have experience and have carried out control works in this domain

7. Financing

Works which form the subject of this invitation to tender shall be financed by FEICOM/ELAK - Council for 2023 financial year.

8. Bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking or insurance establishment approved by the Ministry in charge of finance and whose list is found in document N°. 12 of the Tender File, of an amount of **Four Hundred and Seventy Two Thousand (472 000) FCFA** and valid for thirty (30) days beyond the date of validity of bids.

9. Consultation of tender file:

The file may be consulted during working hours at the **Services SIGAMP of ELAK - COUNCIL**, Tel; 680 996 499, as soon as this notice is published.

10. Acquisition of tender file:

The file may be obtained from the **Service of SIGAMP of ELAK - COUNCIL**, Tel: 680 996 499, as soon as this notice is published against payment of the non-refundable sum of Thirty-five Thousand (35, 000) CFA francs, payable at the ELAK - Council Treasury.

11. Admissibility of bids

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) 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 may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

12. Submission of bids:

Each bid drafted in English or French in seven (7) copies including the original and six (6) copies marked as such, at the **Service of SIGAMP of ELAK - COUNCIL**, Tel: 680 996 499, not later than **Wednesday 22nd November 2023 at 10.00 a.m.** and should carry the inscription:

OPEN NATIONAL INVITATION TO TENDER N°. 06/ONIT/MINDDEVEL/EC-FEICOM/ ECITB/2023 OF 24/10/2023 THROUGH THE EMERGENCY PROCEDURE FOR THE CONTROL OF 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.

"To be opened only during the bid-opening session"

13. Opening of bids

The bids shall be opened in two phases. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The opening of administrative documents and the technical bids on **Wednesday the 22nd of November 2023 at 11 am** local time at the ELAK-COUNCIL conference hall.

Only bidders may attend or be represented by a duly mandated person.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of **70%**.

14. Execution deadline

The maximum deadline provided by the Project Owner for the provision of the services forming the subject of this Jobbing Order is *eleven (11) months*.

15. Evaluation criteria

15.1 Eliminary criteria

Eliminary 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,
- ◆ Noncompliance 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

15.2 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.

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).

Criteria relating to the qualification of bidders shall concern the following aspects:

| N0 | CRETERIA | EVALUATION |
|-------|--|------------|
| 1 | General presentation of bid | 5 pts |
| 2 | Financial guarantee | 20 pts |
| 3 | Organization, methodology and planning of execution of works | 25 pts |
| 4 | Human and material resources | 40 pts |
| 5 | Bidder's reference | 10 pts |
| TOTAL | | 100 % pts |

Only bidders who obtain a technical score of at least 75 points on 100 shall have their financial bids examined.

15.3. 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

16. Method of selection of consultant

The consultant shall be chosen using the method in accordance with the procedure described in this Tender File.

17. Award

The Jobbing Order shall be awarded to the realistic best bidder as specified in the Special Regulations of this tender.

18. Validity of bids

Bidders will remain committed to their bids for 90 days from the deadline set for the submission of bids.

19. Complementary information

Complementary information may be obtained during working hours from the Elak - Council, Services of SIGAMP of ELAK - COUNCIL, Tel: 680 996 499,

Done at ELAK OKU, on **12 4 OCT 2023**

**The Lord Mayor of ELAK COUNCIL
(Contracting Authority)**



Jerome Njick

Copies:

- MINMAP
- ARMP
- Chairpersons of TB
- Notice Boards