

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MENCHUM DIVISION

FURU AWA COUNCIL



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE LA MENCHUM

COMMUNE DE FURU AWA

OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

NO 001 /ONIT/MINDDEVEL/FAC/FACITB/2024 OF 05/01.....2024 FOR
THE CONSTRUCTION OF BLOCK OF TWO CLASSROOMS AND A
REGULAR OFFICE AT GOVERNMENT INCLUSIVE NURSERY
SCHOOL, FURU AWA, FURU AWA SUB DIVISION MENCHUM
DIVISION, NORTH WEST REGION

CONTRACTING AUTHORITY: THE LORD MAYOR OF FURU AWA COUNCIL

PROJECT OWNER

THE MAYOR OF FURU AWA COUNCIL

FINANCING: PIB 2024/MINEDUB, 2024 FINANCIAL YEAR

EXPENDITURE AUTHORIZATION N°

.....

VOTE OF CHARGE N°

.....

TENDER FILE

TABLE OF CONTENTS

This Invitation to tender comprises:

| | |
|-----------------|--|
| Document N°1 : | Tender Notice (" <i>AAO</i> ") |
| Document N°2 : | General Regulations of the invitation to tender (" <i>RGAO</i> ") |
| Document N°3 : | Special Regulations of the invitation to tender (" <i>RPAO</i> ") |
| Document N°4 : | The special administrative conditions (" <i>CCAP</i> ") |
| Document N°5 : | The special technical conditions (" <i>CCTP</i> ") |
| Document N°6 : | The Schedule of Unit Prices (<i>Price Elaboration Schedule=PES</i>) |
| Document N°7 : | The Bill of quantities and cost estimates (<i>BQCE</i>) |
| Document N°8 : | Framework of Sub-detail of prices |
| Document N°9 : | Model Contract |
| Document N°10 : | Model forms to be used by bidders |
| Form N° 1 | <i>Declaration of the intention to tender</i> |
| Form N° 2 | <i>The tender letter</i> |
| Form N° 3 | <i>The surety bond</i> |
| Form N° 4 | <i>The bid Bond</i> |
| Form N° 5 | <i>The performance bond</i> |
| Form N° 6 | <i>The bank guarantee for the refund of the start-off advance</i> |
| Form N° 7 | <i>The undertaking by the bidder</i> |
| Form N° 8 | <i>Information of key personnel deployed to the project</i> |
| Form N° 9 | <i>The commitment of availability</i> |
| Form N° 10 | <i>The curriculum vitae</i> |
| Form N° 11 | <i>The professional references of the company</i> |
| Form N° 12 | <i>The equipment list</i> |
| Form N° 13 | <i>The Attestation of site visit</i> |
| Form N° 14 | <i>The site visit report</i> |
| Form N° 15 | <i>The Evaluation grid</i> |
| Document N°11 : | Justification of prior feasibility studies |
| Document N°12 : | List of banking establishments and financial bodies authorised to issue bonds for public contracts |
| Document N°13: | Plans, diagrams and/or pictures, <i>as the case may be</i> |

REPUBLIC OF CAMEROON

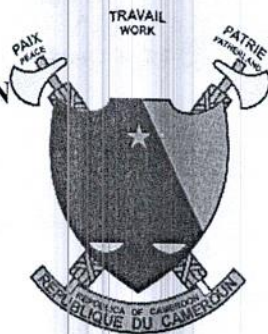
Peace - Work - Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MENCHUM DIVISION

FURU AWA COUNCIL



REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE LA MENCHUM

COMMUNE DE FURU AWA

DOCUMENT

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE
NO 001 /ONIT/MINDDEVEL/FAC/FACITB/2024 OF 05/01/2024...2024 FOR THE
CONSTRUCTION OF BLOCK OF TWO CLASSROOMS AND A REGULAR OFFICE AT
GOVERNMENT INCLUSIVE NURSERY SCHOOL, FURU AWA, FURU AWA SUB
DIVISION MENCHUM DIVISION, NORTH WEST REGION

1) SUBJECT OF THE INVITATION TO TENDER:

Within the frame-work of the 2024 Public Investment Budget, the Contracting Authority (The Mayor of Furu awa Council), hereby representing the State of Cameroon, launches an Open National Invitation to tender by EMERGENCY PROCEDURE FOR THE CONSTRUCTION OF BLOCK OF TWO CLASSROOMS AND A REGULAR OFFICE AT GOVERNMENT INCLUSIVE NURSERY SCHOOL, FURU AWA, FURU AWA SUB DIVISION MENCHUM DIVISION, NORTH WEST REGION

2) CONSISTENCY/NATURE OF SERVICE:

The works subject of this invitation to tender shall require for the construction of block of two classrooms and a regular office at government inclusive nursery school, Furu awa, Furu awa sub Division Menchum Division, north west region. The works and service required are found in the detail description mentioned in the respective bills of quantities and cost estimates.

3) EXECUTION DEADLINE:

The maximum execution deadline provided for by the Project Owner for the execution of the works subject of this tender shall be **ninety (90) calendar days (three months)** with effect from date of notification of the Service Order to start execution.

4) ALLOTMENT:

The works subject of this invitation to tender shall be in one lot defined with specifications as in the table below:-

| Lot | Works | Locality |
|-----|---|--|
| 1 | The construction of block of two classrooms and a regular office at government inclusive nursery school, Furu awa, Furu awa sub divisionMenchum | Furu awa Council area in Menchum Division of North West Region |

5) COST ESTIMATE:

The estimated cost of the operations (tasks) following feasibility studies stands as specified in the table below:-

| Lot | Works | Locality | Estimated Cost |
|-----|---|--|--------------------|
| 1 | The construction of block of two classrooms and a regular office at government inclusive nursery school, Furu awa, Furu awa sub divisionMenchum | Furu awa Council area in Menchum Division of North West Region | 30,000,000 FCFA |

6) PARTICIPATION AND ORIGIN:

Participation in this invitation to tender is open to all registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise in the domain of **construction** accompanied by the necessary financial capability.

7) FINANCING:

Works which form the subject of this invitation to tender shall be financed as per the program budget head of the 2024 Public Investment Budget (PIB 2024) of the Republic of Cameroon as specified in the table below:-

| Lot | Ministry | Project Owner | Works | Provisional Amount | Vote of charge N° | Expenditure authorization N° |
|-----|----------|------------------------|--|--------------------|-------------------|------------------------------|
| 1 | MINEDUB | Mayor Furu awa Council | The construction of block of two classrooms and a regular office at Government Inclusive Nursery school, Furu awa, Furu awa sub division Menchum | 30,000,000 FCFA | | |

8) BID BONDS (PROVISIONAL GUARANTEE):

Each bidder shall enclose in his administrative documents a bid bond, or Certified cheque, Bank cheque, Legal mortgage or Bank Guarantee issued directly in the bidder's name by a first rate bank approved by the Ministry in charge of Finance and that shall respect the model in this tender file featuring on the list in document 12 of the tender file and valid for ninety (90) days beyond the original date of the validity of the offers.

| Lot | Works | Locality | Estimated Cost | Bid Bond | Tender Fee |
|-----|--|--|-----------------|--------------|-------------|
| 1 | Construction of Block of two Classrooms and a regular office at Government Inclusive Nursery school Furu awa | Furu awa Council area in Menchum Division of North West Region | 30,000,000 FCFA | 600,000 FCFA | 60,000 FCFA |

9) CONSULTATION OF TENDER FILE:

The Tender documents may be consulted immediately after publication of this invitation to tender from the Services of the Contracting Authority (*Furu awa Council office*) during working hours.

10) ACQUISITION OF TENDER FILE:

The Tender documents shall be obtained immediately after publication of this invitation to tender from the Service of the Contracting Authority during working hours at the Furu awa Council office. The document shall be obtained upon presentation of a Public Treasury receipt showing the payment of a non-refundable sum of **sixty thousand (60,000) francs CFA**.

11) SUBMISSION OF BIDS (OFFERS):

Each bid written in English or French shall be signed by the bidder or by a duly authorized Representative and presented in Seven (7) copies that is **one (01) original and Six (06) copies** labelled as such. These shall be submitted in one sealed external envelope containing three (3) envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical documents and Envelope C: Financial documents. It shall reach the office of the Furu awa Council office, not later than **31-1-24** at **10:00 am** local time. The sealed external envelope shall be free of all identification marks, failing which it shall be rejected.

The sealed external envelope addressed to the Contracting Authority shall bear the following inscriptions:

**OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE
NO 001/ONIT/MINDDEVEL/FAC/FACITB/2024 OF 05/01/2024 FOR THE CONSTRUCTION
OF A BLOCK OF TWO CLASSROOMS AND A REGULAR OFFICE AT GOVERNMENT
INCLUSIVE NURSERY SCHOOL, FURU AWA, FURU AWA SUB DIVISION MENCHUM
DIVISION, NORTH WEST REGION**

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION OF THE TENDERS BOARD)

12) ADMISSIBILITY OF OFFERS:

Under risk of being rejected, administrative documents must be produced in originals or true copies certified by the issuing services of the required administrative documents (*Examples: Taxation Officials, Bank Officials, etc.*) or by Administrative Authorities as the case may be (*Example: SDO, DO etc*) and must imperatively be produced in accordance with the Special Tender Regulations. They must obligatorily not be older than three (03) months or must not be produced after the submission of the tender file. Double certification shall not be accepted. Any bid that shall not be in conformity with the prescriptions of this notice and tender file shall be declared null and void, especially bids containing a bid bond not issued directly in the bidder's name by a first rate bank approved by the Ministry in charge of Finance.

The bid bond which shall only be released by the Contracting Authority shall be released for unsuccessful bidders not later than thirty (30) days after the period of bid validity. For the successful bidder to whom the contract will be awarded, the bid bond shall be returned to the contractor by the Contracting Authority once the final bond has been provided.

Bidders shall remain committed to their offers for a period of ninety (90) calendar days from the last date for the submission of tenders, that is, the tenders shall be valid for ninety (90) calendar days with effect from their submission deadline.

NB: The contractor shall, present the originals of the respective certified documents for strict verification of their authenticity during site installation.

13) OPENING OF BIDS (OFFERS):

Bids shall be opened by the Furu awa Council Internal Tenders Board in a single phase on the 81-1-24 at 11:00 am local time in the conference hall of the Furu awa Council Office. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic, that is, any bid which shall not comply with the requirements of the tender file shall be rejected.

14) EVALUATION CRITERIA:

Tender conformity shall be evaluated as per the following:

- Offers (bids) submitted after the deadline or time limit shall be rejected;
- Bids submitted in unsealed external envelopes shall be rejected.
- External envelopes with identification marks or inscriptions which may lead to the identification of the said company shall be rejected.
- Absence of original or properly certified administrative document or documents certified more than one time shall be given 48 hours to replace it.
- False declaration or forged documents shall be given 48 hours to replace them;
- Absence of bid bond, or Certified cheque, Bank cheque, Legal mortgage or Bank Guarantee or bid bond not issued directly in bidder's name by a first rate bank approved by the Ministry in charge of Finance the bidder shall simply be rejected.

NB: Bid bond or any bid security for a group of enterprises must bear the name of mandated enterprise with the names of the other enterprises mentioned as well.

A) **Essential Criteria** They are primordial or key modalities in the judgment of the technical and financial capacity of candidates to execute the tasks forming the subject of the invitation to tender. They were determined in relation to the nature and content of the tasks to be executed. Hence in the evaluation of:-

(i) Technical documents, it shall be the binary method (YES or NO) based on the following distribution of points:

| CRITERIA | POINTS |
|--|--------|
| GENERAL PRESENTATION OF THE BIDS | 6 |
| EXPERIENCE OF THE COMPANY | 9 |
| QUALITY OF PERSONNEL AND MANAGEMENT OF THE COMPANY | 9 |
| TECHNICAL EQUIPMENT | 5 |
| METHODOLOGY FOR THE EXECUTION OF WORKS | 11 |
| TOTAL | 40 |

NB:

-Any Bid that shall not obtain 75 % evaluation in the technical documents shall simply be rejected.
 -Details of these main qualification criteria are specified in the evaluation grid found in the Special Tender Regulations (RPAO).

(ii) Financial Offer, it shall consist of going through the bill of quantities in reference to the unit price schedule and the sub detail of unit prices.

15) VALIDITY OF OFFERS:

Bidders shall remain committed to their offers for ninety (90) calendar days from the deadline set for the submission of tenders (offers).

16) AWARD OF THE CONTRACT:

The contract shall be awarded to the lowest bidder who must have fulfilled the administrative, technical and financial requirements.

17) COMPLEMENTARY INFORMATION:

Additional information may be obtained during working hours from the Service of award of contracts at Furu awa Council.

18) AMENDMENT TO THE INVITATION TO TENDER:

The Contracting Authority may at any time, amend this invitation to tender. Delays caused by such amendments shall also be considered in the period given to bidders to submit their bids.

He shall publish the amendments and communicate same to companies that bought the tenders file.

Furu awa, the 05/01/2024

Mayor Furu awa
 (Contracting Authority)

Danjuma Fidelis Poncha

Copies :

- CHAIRMAN, ITB Furu awa Council
- ARMP Bamenda (for publication and filing)
- Divisional Delegate of Public Contracts (for filing)
- CRTV
- Local Radio House(s), to facilitate publicity
- BILL BOARDS
- CHRONO