



TENDER NOTICE

N° 005/ONIT/KC/ITB/2024 OF 08/08/2024 FOR THE SUPERVISION AND CONTROL OF CONSTRUCTION WORKS OF THE KONYE COUNCIL CHAMBERS, MEME DIVISION, SOUTH WEST REGION (BY EMERGENCY PROCEDURE).

FINANCING: FEICOM'S BUDGET, FINANCIAL YEAR 2024

1. **Subject of the invitation to tender:**
The Mayor of KONYE Council hereby launches an open national invitation to tender (Through emergency procedure) for the **SUPERVISION AND CONTROL OF CONSTRUCTION WORKS OF THE KONYE COUNCIL CHAMBERS, MEME DIVISION, SOUTH WEST REGION.**
2. **Nature of services**
The services provided include:
 - Mission 1 – EXE: Examination of conformity with the project and approval of the execution studies carried out by the company
 - Mission 2 – DET-OPC : Management of the execution of works contracts, scheduling and coordination of worksites
 - Mission 3 – AOR: Assistance during the Acceptance Operations
3. **Lots**
Single lot.
4. **Estimated cost**
The estimated cost after preliminary studies is **CFA Francs twenty-three million one hundred and sixty-seven thousand nine hundred and thirty-seven (23,167,937) including taxes.**
5. **Execution deadline**
The maximum duration of execution provided by the Project Owner for the execution of the service forming the subject of this invitation to tender is **ten (10) months including one (01) month for production of the final report.**

This execution duration shall start from the date of notification of the administrative order to commence services.
6. **Participation and origin**
Participation in this invitation to tender is open to duly legalized Cameroonian enterprises that fulfil the requirements of the invitation to tender.
7. **Financing**
The services subject of this invitation to tender shall be funded by **FEICOM Budget, 2024 financial year.**
8. **Submission method**
The submission method chosen for this consultation is **offline.**
9. **Bid bond**
Each bidder shall include in his administrative documents, a hand-endorsed bid bond issued by a first-rate banking institution authorised to issue bonds for public contracts, approved by the Ministry in charge of Finance and whose list is found in document 13 of the Tender File, of an amount of **four hundred and sixty-three thousand three hundred and fifty-nine (463,359) CFA francs** and **valid for thirty (30) days beyond the date of validity of bids.**

The bid bond provide in accordance with the Circular Letter No. 000019/LC/MINMAP of 5th of June 2024 relating to the modalities of constitution, deposit, conservation, restitution and withdrawal of bond on public contracts.

The absence of the bid bond issued by a first-rate bank or financial body of first category authorised by the Minister in charge of Finance to issue bonds for public contracts shall lead to the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be accepted.

10. Consultation of tender file

The hard copy of the file may be consulted free of charge at the services of the Project Owner during working hours at the **KONYE Town Hall, Service of contract award** upon publication of this notice.

11. Acquisition of tender file

The tender file may be obtained from the **KONYE Town Hall, Service of Contract award** as soon as this notice is published against of the payment of a non-refundable sum of **fifty thousand (50,000) CFA francs**, payable at the **KONYE Municipal Treasury**.

12. Submission of bids

Each bid, drafted in English or French in **seven (7) copies (including the original and six (6) copies) and a "witness" financial offer** marked as such, should reach the **KONYE Town Hall, Service of contract award** not later than **29/08/2024 at 10 a.m. o'clock** and must be marked as follows:

**OPEN NATIONAL INVITATION TO TENDER No. 005/ ONIT/KC/ITB/2024 OF 08/08/2024
FOR THE SUPERVISION AND CONTROL OF CONSTRUCTION WORKS OF THE KONYE COUNCIL CHAMBERS,
MEME DIVISION, SOUTH WEST REGION. (IN EMERGENCY PROCEDURE)
"To be opened only during the bid-opening session"**

13. Admissibility of bids

Administrative documents and technical and financial bids must be submitted in different and separate sealed envelopes.

The following shall be inadmissible by the Project Owner:

- Bids revealing the identity of the bidder;
- Bids received after the date and time for submission;
- Bids with indication on the identity of the invitation to tender;
- Bids non-compliant with the bidding method.
- Failure to produce the number of copies specified in the Special Regulations or offer only in copies

Any incomplete offer in accordance with the requirements of the tender documents shall be declared inadmissible. In particular, the absence of a bid bond issued by a first-rate body or financial institution approved by the Minister in charge of finance to issue bonds in the field of Public Contracts or failure to comply with the model documents in the tender documents shall result in the outright rejection of the tender without any appeal. A bid bond produced but having no connection with the consultation concerned is considered to be absent. A bid bond submitted by a tenderer during the tender opening session is inadmissible.

In the case of a restricted invitation to tender (opening in 2 phases): it should be noted that, in addition to the number of copies of the financial bid required, the tenderer shall submit one copy of this financial bid in a sealed envelope to serve as a sample offer, marked as such and intended for the body responsible for regulating public contracts (ARMP) for safekeeping. Failure to submit this sample bid will result in the inadmissibility of the bid of the candidate concerned, as soon as the bids are opened by the Tenders Board.

14. Opening of bids

The bids shall be opened in two (02) phases.

The opening of the administrative documents and technical offers shall take place on **29/08/2024 at 11 a.m. o'clock** by the **KONYE Council Tenders Board** in the **conference hall of the KONYE Town hall** located at **KONYE**.

Only the financial offers of the tenderers that obtained a **qualificative technical score of 75/100** shall be opened by the same Tenders Board and in the same room on a date to be announced later after the publication of the technical evaluation results.

Only bidders may attend this opening session or be represented by a single duly authorised person of their choice, even in the case of a group of enterprises.

Under pain of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be less than three (03) months old from the original date of submission of tenders or have been drawn up after the date of signature of the tender notice. In the event of the absence or non-conformity of any document in the administrative file at the bids opening session after a period of 48 hours granted by the Board, the bid shall be rejected.

15. Evaluation criteria

i. Eliminary criteria

The eliminary criteria are the following:

- Absence of the bid bond at the opening of bids;
- Failure to produce, beyond 48 hours after the opening of bids, a document in the administrative file deemed to be non-compliant or missing (except the bid bond);
- False declarations, fraudulent schemes or forged documents;
- Technical score less than **75 out of 100 marks** (referring to the qualification threshold of technical bids);
- Absence of a sworn statement that it has not abandoned any contracts in the last three years;
- Failure to comply with the bids file format;
- Absence of categorisation certificate, where applicable;
- Absence of a quantified unit price in the Financial offer;
- Absence of an element of the financial offer (submission, Bill of quantities and cost estimate, Schedule of Unit Prices, Sub-detail of Unit Price);
- Absence of the Head of Mission or the Environmentalist as technical staff;
- Absence of the Integrity charter dated and signed;
- Absence of the Commitment statement to comply with social and environmental clauses duly filled and signed.

ii. Essential criteria

Technical score (St):

- Presentation of the bid
- Experience
- Technical proposal (methodology and planning of execution)
- Personnel (qualification and experience)
- Equipment

N.B : Any government worker listed among the staff of a bidder and who has not presented all the documents likely to justify his release from the Administration, shall be considered invalid.

16. Award

The contract will be awarded to the bidder whose bid is evaluated as the best bid, i.e. the bid with the highest overall score.

The overall score will be weighted as follows: $Sg = 0.70 \times St + 0.30 \times Sf$

Where:

- **Sg**: overall score; **St**: technical score; **Sf**: financial score
- The financial evaluation will be carried out as follows: $Sf = (100 \times Fm) / Fi$
 - o **Sf** is the score of the bid in question;

- **Fm** is the amount of the lowest bidder among the qualified bidders at the end of the technical evaluation;
- **Fi** is the amount of the bid under consideration.

In the event of a tie between two tenderers, the contract will be awarded to the tenderer with the best technical score.

17. Maximum number of lots

Single lot.

18. Validity of bids

Bidders shall remain bound by their tender for **ninety (90) days** from the initial deadline for submission of tenders

19. Complementary information

Complementary technical information may be obtained during working hours from the **KONYE Council, Service of contract award, Phone No. 675138668 / 678771726, Email: konyecouncil@gmail.com.**

20. Fight against corruption and malpractices

For any denunciation of corruption attempt practices, facts or acts, please call the National Anti-Corruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48.

KONYE, the 08/08/2024

THE MAYOR OF KONYE COUNCIL
(The Contracting Authority)



Masima George Lobo
Officer of Cameroon Order of Merit
Lord Mayor

Copies:

- SDO/MEME;
- MINMAP/MEME;
- ARMP/SWR,
- FEICOM's SW Regional Agency,
- Contracting Entity,
- Chairpersons of TB,
- Notice Boards.