

## BANGANGTE DIVISIONAL OFFICE

GENERAL AFFAIRS SERVICE 8

## OPEN NATIONAL INVITATION TO TENDER

N°001/ONIT/MINTA/F.36/CDPM-NDE/GAS/2025 OF 31 JANUARY 2025 FOR  
THE BUILDING OF THE NDE DIVISIONAL DELEGATION OF EMPLOYMENT AND  
VOCATIONAL TRAINING

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

Within the framework of the public investment budget of 2025, the senior divisional officer of Nde division hereby launches an Open National Invitation to Tender for the building for the Nde Divisional delegation of employment and vocational training

**2. Nature of works**

Works comprise especially:

- . preliminary works
- . carpentry works
- . tiles works
- . paints works
- . electricity works
- . plumbing works
- . masonry and conceted works
- . wood and metallic works
- . VRD-drainage works

**3. Tranches/Allotment**

One lot.

**4. Estimated cost**

The estimated cost of the operation following preliminary studies is 87.490.000 (eight millions forty hundred and ninety thousands) FCFA

**5. Estimated execution deadline**

The maximum time frame provided for by the Project Owner or Delegated Project Owner for the execution of works subject of this invitation to tender is **06 (six months)**. This time frame shall run from the date of notification of the administrative order to commence the services.

**6. Participation and origin**

Participation in this invitation to tender is open with equal conditions to all enterprises of public work opening under the Cameroon law with the experience in the domain of publics contracts.

**7. Funding**

The works under this invitation to tender shall be financed by public investment budget of 2025, for the Ministry of employment and vocational training

**8. Bidding method**

The mode of submission selected for this consultation is offline.

**9. Bid bond**

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 14 of the

Tender File (TF), of an amount of [specify the all-in amount in CFA francs for each lot, if applicable. It is not more than 2 % of the estimated cost of the contract all taxes inclusive (ATI), in accordance with the Order in force] and valid up to thirty (30) days beyond the initial date limit of the validity of bids. 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 during working hours in the General Affairs service of Bangangte Divisional office as soon as this notice is published.

It may equally be consulted on the ARMP website ([www.armp.cm](http://www.armp.cm)).

The hard copy of the file may be obtained from [(place of withdrawal of the TF (service, door number, P.O.

Box, telephone, fax, e-mail)] as soon as this notice is published against payment of a non-refundable sum of 70000 (seventy thousands) CFA Francs payable at the Public Treasury for Public Administrations.

It is equally possible to obtain the electronic version of the Tender File by downloading it free of charge through the addresses indicated above. However, online submission is subject to the payment of Tender File purchase fees

#### **12.Submission of bids**

Each bid shall be drafted in English or French

- For submission off line, the offer in seven (7) copies including the original and six (6) copies marked as such, should reach [place of registration of bids] no later than [deadline for receipt of bids] at [time limit] and should carry the indication:

#### **OPEN NATIONAL INVITATION TO TENDER**

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DIVISIONAL DELEGATION OF EMPLOYMENT AND VOCATIONAL TRAINING**

**“To be opened only during the bid-opening session”**

#### **13. Admissibility of bids**

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope.

The Project Owner shall not accept:

- Bids bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Envelopes without indication on the identity of the Invitation to Tender;
- Bids non-compliant with the bidding mode;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only;

**Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue bonds for public contracts or the failure to comply with the model documents of the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to consultation**



concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

#### **14. Opening of bids**

The bids shall be opened in single phase and shall take place on 27 february 2025 at 11A.M at the conference room of the Nde divisional office

Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in case of a group of companies.

**Under pain of being rejected, the required administrative documents must be submitted in originals or copies certified by the issuing service or the relevant administrative authority, in accordance with the provisions of the Special Regulations of the invitation to tender.** They shall be no later than 3 (three) months old from the original deadline for the submission of tenders or must have been issued after the date of signature of the Tender Notice.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48(forty-eight) hours deadline granted by the Board, the file shall be rejected.

[The opening of bids must take place no later than one hour after the deadline for receipt of tenders set out in the Tender File].

#### **15. Evaluation criteria**

[Evaluation criteria are of two types: the eliminatory criteria and essential criteria. No criterion can be eliminatory and essential at the same time.

The aim of these criteria is to identify and reject incomplete offers and substantially not compliant with the conditions laid down in the Tender File, especially with regard to the admissibility of administrative documents, the compliance if the technical offer with the Tender File technical specifications and with the qualification of tenderers.

##### **15.1 Eliminatory criteria**

The eliminatory criteria set the minimum conditions to be fulfilled in order to be admitted to evaluation following the essential criteria. They should not be the subject of notation. The failure to comply with these criteria shall lead to the rejection of the bidder's offer.

The eliminatory criteria include:

- Absence of bid bond at the opening of bids;
- Failure to submit, beyond the 48(forty-eight) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);
- False declarations, fraudulent schemes or forged documents;
- Failure to comply with X essential criteria (X referring to the qualification threshold of technical bids)
- Absence of the sworn statement for not having abandoned contracts during the last three years;
- Failure to comply with bids file format;
- Absence of a quantified unit price in the financial offer;
- Absence of prospectus accompanied by manufacture's technical sheet produced (where applicable)
- Absence of approval or authorisation of manufacturer, if applicable;
- Absence of own or hired minimum equipment (to be specified by the Project Owner);
- Absence of grading(categorisation) certificate if applicable;



- Absence of an element in the financial offer (submission, BPU, DQE);
- Absence of integrity charter dated and signed
- Absence of the dated and signed commitment statement to comply with environmental and social clauses.

**NB:** Depending on the specificity of the service, other relevant criteria may be added when drafting the Tender File

## 15.2 Essential criteria

Essential criteria are the fundamental or key ones that will help to measure the financial and the technical capacity of candidates to execute the services subject of the tender. They should be determined depending on the nature and the content of the services to be executed.

It is necessary to clearly specify the modalities for validating a criterion from the number of sub-criteria to be respected.

The essential criteria for the qualification of bidders shall focus especially on:

- ✦ Presentation of bid; **(01 criteria)**
- ✦ Bidder's references; **(04 criterias)**
- ✦ After-sales service (availability of spare parts, repair workshop, technical personnel) if applicable; **(01 criteria)**
- ✦ Financial capacity; (Access to a line of credit or other financial resources, turnover, attestation of financial solvency); **(04 criterias)**
- ✦ Personnel qualification and experience; **(06 criterias)**
- ✦ Logistic means, **(06 criterias)**
- ✦ Methodology. **(03 criterias)**

[The notation system of bids by giving points (marks) shall be prohibited to give way to the binary mode (Yes or No)]

## **16. Award of contract**

The Project Owner or the Delegated Project Owner shall award the contract to the bidder whose bid meets the required technical and financial qualification criteria and whose offer was evaluated as the lowest by including as the case may be, the rebates proposed

(In case of allotment, specify the maximum number of lots a candidate may be awarded)

## **17. Maximum number of lots:**

One lot.

## **18. Duration of validity of bids**

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

## **19. Further information**

Additional information may be obtained during working hours from General Affairs service .

## **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 (MINMAE (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48.

Bangangté, the.....

The senior Divisional officer

13 JAN 2025

