

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTRE DE LA DECENTRALISATION ET
DU DEVELOPPEMENT LOCAL

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REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

SOUTH WEST REGION
FAKO DIVISION

BUEA COUNCIL

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TENDER NOTICE

AN OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

N°: 001/ONIT/BUEA COUNCIL/BCTB/2025 OF 3rd April 2025

FOR

Construction of a Civil Status and Ceremonial Event Center at the New Council
Premises Phase 1

FINANCING: PUBLIC INVESTMENT BUDGET MINDDEVEL 2025

1. Subject of the Invitation to tender:

Within the framework of 2025 **Public Investment Budget of MINDDEVEL**, the Mayor of Buea Council, Contracting Authority, hereby launches an Open National Invitation to tender BY EMERGENCY PROCEDURE N°: 001/ONIT/BUEA COUNCIL/BCTB/2025 OF 3rd April 2025

FOR

Construction of a Civil Status and Ceremonial Event Center at the New Council Premises phase I

2. Nature of Services

The works comprise the output of the preliminary studies, foundation works, face works, metal work, electricity, painting, etc.

3. Lots:

The work is in a one (01) Lot as follows: **Construction of a Civil Status and Ceremonial Event Center at the New Council Premises phase I**

4. Estimated cost:

The estimated cost after preliminary studies is as follows:

Description	Amount/FCFA
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Construction of a Civil Status and Ceremonial Event Center at the New Council Premises phase 1	100,000,000
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5. Execution Deadline

The maximum execution deadline provided for by the Contracting Authority shall be:

Five (05) months

6. Participation and origin:

Participation is open to duly legalized Cameroonian enterprises or companies that fulfill the requirements of this invitation to tender.

7. Financing

Works which form the subject of this open invitation to tender shall be financed by Public Investment Budget of the 2025 financial year,

FINANCING BODY	BUDGET HEAD	Record No
BIP MINAS 2025	59 42 071 05 641950 464211 711	JA07345

8. Submission method

The mode of submission selected for this consultation is online.

9. Bid Bond:

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in document No. 11 of the Tender File, of an amount of (see table attached) and valid for thirty (30) days beyond the initial date limit of validity of bids.

Description	Amount of bid bond
Construction of a Civil Status and Ceremonial Event Center at the New Council Premises phase 1	2,000,000 FCFA

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 authorized 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 THE TENDER FILE:

Interested eligible bidders may obtain further information during working hours as from the date of publishing of this tender notice, at the project and Development Unit of the Buea Council, Room 213 Tel: +237 677 618 917

11. ACQUISITION OF TENDER FILE:

The complete tender file may be obtained from the COLEPS platform as soon as this notice is published against a payment of a non-refundable sum of One hundred thousand (100,000) FCFA payable at the **Buea Council Treasury**

12. SUBMISSION OF BIDS:

The submission of bids shall be done online on the COLEPS website not later than **06th May 2025 at 11 a.m.**

The offer must be transmitted by the bidder on the COLEPS platform. A backup copy of the offer saved on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "backup copy", in addition to the above mention within the time limits.

N.B.: File size and format, the maximum sizes of the documents that will transit on the platform and constitute the bidder's offer are as follows:

- **5 MB for the Administrative file;**
- **15 MB for the Technical Offer;**
- **5 MB for the Financial Offer.**

The accepted formats are as follows:

- PDF format for text documents; JPEG for images. The candidate will ensure that compression software is used to possibly reduce the size of the files to be transmitted in accordance with the sizes indicated above.

NB: 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 in 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.

13. ADMISSIBILITY OF OFFERS:

The administrative documents, the technical offer and the financial offer shall be submitted separately in the COLEPS Website

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 in 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 a single (01) phase on the **6th May 2025 at 9 a.m.** local time by the Buea Council Internal Tender Board in Room 106 Buea Council Chambers.

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

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.

NB: The original copies of the Administrative documents must be presented for verification during the opening of bids session by the bidder.

15. MAIN EVALUATION CRITERIA:

Any bid not meeting with the requirements of the Tender File will be declared inadmissible.

A. ELIMINATORY CRITERIA

The eliminatory criteria are identified as follows:

- ❖ Absence of bid bond at the opening of bids with its consignment receipt delivered by the CDEC ;
- ❖ 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 70% essential criteria (70% referring to the qualification threshold of technical bids)
- ❖ Execution time greater than that prescribed in the Tender
- ❖ False statement or falsified documents in the Tender Files;
- ❖ Omission in the financial offer of a quantified unit price
- ❖ Presence on MINMAP's list of Enterprises which abandoned the execution of contracts;

B. ESSENTIAL CRITERIA:

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

- Methodological approach and relevance of proposed solutions;	Yes / No
- References of the bidder (attach proof)	Yes / No
- Availability of the essential equipment	Yes / No
- Proof of Ownership or hire of the essential equipment proposed	Yes / No
- Experience of key supervisory staff (at least Civil Engineering Senior Technician with 7 years' experience or Civil Engineer with three (03) years of	Yes / No

experience).	
- Turnover \geq 150,000,000 FCFA	Yes / No
-Financial capacity, Access to credit or other financial sources, \geq 50,000,000 FCFA	Yes / No
- Deadline of execution respected.	Yes / No
-Absence of attestation of site visit and site visit report (attach pictures/photos) signed by the Contractor on his honour	Yes/No

The evaluation of the technical offers will be made according to the binary notation (Yes/No) on the basis of the essential points above in accordance with the RPAO, with a threshold of 70% for all the essential criteria taken into account.

16. AWARD CRITERIA

The contract shall be awarded to the bidder with the least evaluated financial offer having the technical and administrative files which are in conformity with the tender document/file.

17. VALIDITY OF OFFERS:

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

18. COMPLEMENTARY INFORMATION

Complementary information may be obtained during working hours from the office of the Project Development Unit Room 213, Buea Council, Tel. +237 677 618 917.

19. 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.

Done at Buea, the 03/04/2025

The Mayor, Buea Council
Contracting Authority

Copies:

- MINMAP/DD FAKO
- ARMP/SW (for publication and archiving)
- Private Secretary to the Mayor Buea Council (for archiving)
- Chairperson of Tender Board (for information)
- Notice boards (for information)
- CRTV local and National Station (for publication)


David Mafani Namange Esq.
MAYOR
BUEA COUNCIL