

## UNIVERSITY OF BUEA INTERNAL TENDERS BOARD

## TENDER NOTICE

**URGENT OPEN NATIONAL INVITATION TO TENDER No.004/UONIT/TB/UB/2025 of  
04/04/2025**

**For the Rehabilitation of Open Amphi Stage and Basement at the University of Buea**

*FINANCING: PUBLIC INVESTMENT BUDGET, FINANCIAL YEAR 2025*

**1. Subject of the Invitation to Tender:**

The Vice-Chancellor of the University of Buea, for the Rehabilitation of Open Amphi Stage and Basement at the University of Buea.

**2. Nature of services**

The works consist of demolition and reconstruction of the floor slab, electricity, painting and repair of window awnings.

**3. Lots**

Not applicable

**4. Estimated cost**

The estimated costs of the project after preliminary studies is 25,000,000 (twenty-five million) FCFA including Taxes.

**5. Execution duration**

The maximum duration provided by the Project Owner for the execution of these works is Four (04) months. This period runs from the date of notification of the service order to start the work.

**6. Participation and origin**

This call for tenders is open to all qualified national companies specialised in the domain of building construction.

**7. Financing**

This project is financed by the Public Investment Budget of the University of Buea, Programme 119 Article 220017, Paragraph 119910.

**8. 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. 14 of the Tender File, of an amount of 500,000 (five hundred thousand) FCFA including taxes and valid for thirty (30) days beyond the initial date limit of validity of bids.

The bid bond provide in accordance with the Circular Letter No. 000019/LC/MINMAP of 5<sup>th</sup> 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 which 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.

**9. Method of Submission**

The method of submission chosen for this consultation is online.

**10. Consultation of tender file**



The file may be consulted online on the COLEPS platform.

#### 11. Acquisition of tender file

The file may be obtained from COLEPS platform as soon as this notice is published against payment of the sum of forty thousand (40,000) CFA francs, to be paid into the special ARMP account No. 97568660001-28 at BICEC.

#### 12. Submission of bids

For online submission by electronic means, 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 for online submission, 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. Opening of bids

The bids shall be opened in a single phase on the 29/04/2025 at 1PM local time by the University of Buca Internal Tenders Board in the Conference Room of the Central Administration Building of the University of Buca.

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.

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 not be more than 3 (three) months old from the original deadline for the submission of tenders and 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

#### 14. Evaluation criteria

##### i. Eliminary criteria

The eliminary criteria are the following:

- 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);



- Absence of a quantified unit price in the financial offer;
- Absence of the site engineer;
- Absence of an element in the financial offer (submission, Bill of quantities and cost estimate, Schedule of Unit Prices, Sub-detail of Unit Price);

ii. Essential criteria

Technical bids shall be evaluated on the basis of essential criteria below using a binary (Yes/No) scale.

- A - Presentation of tender: (Maximum 4 yeses)
- B - References of the Enterprise- (Previous experience on construction projects) (Maximum 7 yeses)
- C - Proof of availability of relevant equipment to be used for the project: (Maximum 5 yeses)
- D - Quality of personnel for this project (presentation of signed, dated Curriculum Vitae of key personnel: Supervisor and Foreman.....(Maximum 12 yeses)
- E - Methodology of execution .....(maximum 4 yeses)
- F - Organisation of the Company and organization of work .....(maximum 2 yeses)
- G - Work Programme:.....(maximum 3 yeses)
- H - Knowledge of Site.....(maximum 2 yeses)
- I - Accessibility of the Company.....(maximum 01 yeses)
- TOTAL.....(maximum 40 yeses)**

Only bids which obtain a technical score of 28 on 40 shall be submitted for financial analysis.  
NB: Each item may score more than one Yes/No (see Technical Evaluation of Bids).

15. Award

The contract shall be awarded to lowest bidder fulfilling the best technical and financial conditions

16. Maximum number of lots

Single lot.

17. Validity of bids

Bidders will remain committed to their bids for ninety (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 Development Office, Room 211, of the Central Administrative Building at the University.

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.

BUEA, 04 APR 2008

Professor Ngomo Horace Manga  
Vice-Chancellor/ Project Owner

Copies:

- MINMAP
- ARMP/SW,
- Chairpersons of TB,
- Notice Boards