

AVIS D'APPEL D'OFFRES (AAO) EN ANGLAIS



REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

CONSEIL NATIONAL DES
CHARGEURS DU CAMEROUN

COMMISSION INTERNE DE
PASSATION DES MARCHES



REPUBLIC OF CAMEROON

Peace-Work-Fatherland

CAMEROON NATIONAL
SHIPPERS'S COUNCIL

INTERNAL TENDER BOARD

OPEN NATIONAL INVITATION TO TENDER
No. 007/AONO/CNCC/CIPM/2025 OF 07/10/2025
RELATING TO SELECTION OF A CONSULTANT TO CARRY OUT ARCHITECTURAL
AND TECHNICAL STUDIES TOWARDS THE CONSTRUCTION OF A REGIONAL OFFICE
FOR THE CAMEROON NATIONAL SHIPPER'S COUNCIL (CNSC) IN
LIMBE, SOUTH-WEST REGION
(EMERGENCY PROCEDURE)

Financing: CNSC 2025 Budget
Budget Line: 155 05 15 04

1. Subject of the invitation to tender

The **Cameroon National Shippers' Council (CNSC)** is planning to construct a regional office in Limbe, South-West region of Cameroon, with a view to improve its services and optimise its operations in the region. Prior to the start of construction works, the General Manager of the Cameroon National Shippers' Council (CNSC) is launching a call for tenders to select a **consultancy firm which will carry out architectural and technical studies towards the construction of the CNSC South-West regional office in Limbe.**

2. Nature of services

The services to be provided under this tender include:

- Site development works;
- Elaboration of a preliminary project outline on a scale of 1/100;
- Elaboration of a preliminary detailed project outline on a scale of 1/50;
- Drafting of the tender documents following the new ARMP model;
- **Architectural study:** Design of a functional and aesthetic building compliant with modern standards and environmental requirements;
- **Technical study:** Preparation of technical plans, including structure, electricity, plumbing, fire safety, etc.;

3. Allotment

The works subject of this tender call shall constitute one (1) lot.

4. Execution deadline

The maximum time limit for the performance of the services covered by this tender is set at **two (2) months.**

5. Estimated Cost

The estimated cost of the operation following prior studies stands at **twenty-one million (21,000,000) CFA Francs**.

6. Participation and origin

Participation in this tender is open to Cameroonian engineering firms with experience in similar projects.

7. Financing

The services subject to this invitation to tender will be financed by the 2025 budget of the Cameroon National Shippers' Council (CNSC), under budget line No. 155 05 15 04.

8. Submission

All bids must be submitted offline.

9. Provision of bid bond

Each bidder must include in their administrative documents a bid bond of **420,000 (four hundred and twenty thousand) CFA francs**, tax inclusive, issued by a reputable bank approved by the Cameroon Ministry in charge of Finance to issue such bonds for public contracts and listed in document 14 of the tender file. This bid bond must be valid for thirty (30) days from the bid submission deadline, and comply with the requirements of Circular-Letter No.000019/LC/MINMAP of 5 June 2024 relating to the modalities for the constitution, deposit, conservation, restitution and withdrawal of bonds on public contracts.

The absence of a bid bond issued by a reputable bank or financial institution authorised by the Ministry of Finance to issue such bonds for public contracts will result in the outright rejection of the bid. Any bid bond submitted but having no relevance to the tender in question shall be deemed null and void and will not be accepted.

All bid bonds must be accompanied by a consignment receipt issued by the Deposit and Consignment Fund (CDEC).

10. Consultation of tender file

The tender file may be consulted during working hours at the **Secretariat of the General Manager of the Cameroon National Shippers' Council in Douala**, 3rd floor, IGH Building, Centre des Affaires Maritimes, Tel: **233 43 67 67** Fax: **233 43 70 17**, as soon as this tender notice is published.

It can also be consulted **online on the COLEPS platform at <http://www.marchespublics.cm>, <http://www.publiccontracts.cm>** and on the ARMP website (www.armp.cm) upon publication of this tender call.

11. Acquisition of tender file

The tender file is obtainable during working hours from the **Secretariat of the General Manager of the Cameroon National Shippers' Council**, 3rd floor, IGH Building, Centre des Affaires Maritimes. Tel.: **233 43 67 67** Fax: **233 43 70 17**, upon presentation of the original receipt showing that the candidate has paid a non-refundable amount of **thirty-five thousand (35,000) CFA Francs** into the CAS-ARMP account No. 335 98800001-89 domiciled in BICEC, subject to the presentation of a tender file purchase receipt.

Electronic copies of the tender file can also be downloaded free of charge from the above websites. However, the submission of offers shall be subject to the payment of the tender file purchase fee.



12. Submission of bids

Each bid drafted in English or French in 7 (seven) copies, including 1 (one) original and 6 (six) copies marked as such, should reach the **Secretariat of the General Manager of the Cameroon National Shippers' Council**, Tel: 233 43 67 67 Fax: 233 43 70 17 not later than **12 o'clock local time on 05/08/2025** and should be labelled:

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"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"

13. Admissibility of bids

Under pain of rejection, the administrative documents required must be produced in originals or true copies certified by the issuing service, following the Special Regulations of the Invitation to Tender.

They must not be more than three (3) months old from the official date for the submission of bids or must have been established after the tender notice was signed.

Any incomplete offer per the prescriptions of this notice and tender file, especially the absence of a bid bond issued by a reputable bank duly approved by the Cameroon Ministry in charge of Finance, shall be declared inadmissible.

The bidder is required to submit a copy of the financial bid in a sealed envelope to serve as a reference bid, marked as such, and intended for the public procurement regulatory body for safekeeping. Failure to submit this reference bid shall render the candidate's offer inadmissible once the bid opening session is launched by the Internal Tender Board.

14. Opening of bids

The bids shall be opened in two phases. The opening of the administrative and technical offers will be done in the first phase, followed by that of the financial offers of bidders who obtain the required minimum mark.

Administrative and technical offers will be opened on 05/08/ **2025** at **1:00 PM** by the Internal Tender Board attached to the CNSC.

Only bidders may attend or be duly represented by a person of their choice and who are knowledgeable of the tender file.

Each bidder will be informed of their result once the technical and administrative bids have been evaluated and only bids that obtain a score of 75 out of 100 points during this analysis will be invited for the opening of financial bids at a later date.

15. Evaluation criteria

15.1. Eliminary criteria



The eliminatory criteria are:

- Absence or non-conformity of a bid bond during the bid opening;
- Failure to produce an administrative document deemed non-compliant or missing (except the bid bond) within 48 hours of the bid opening session;
- False declarations, fraud or forged documents;
- Technical score below 75%;
- Failure to respect the two-month completion deadline;
- Absence of a sworn declaration that no contracts have been abandoned in the last three (3) years;
- Absence of a sealed reference financial bid;

15.2. Main evaluation criteria

Technical bids will be evaluated on a scale of 100 points according to the essential criteria and by the special texts on the classification of companies. These include:

No.	Essential criteria	Points
1	General presentation of the offer;	5
2	References	10
3	Key personnel	60
4	Methodology	20
5	Evidence of acceptance of contractual conditions.	5
Total score of the technical offer (NT)		100

Technical bids with a score of less than **75 out of 100** will not be selected for the evaluation of financial bids.

16. Evaluation of financial offers

The financial bid will be scored on **100 points**. The **lowest bid** will receive the full number of points and the others will be scored using the following formula:

$$\text{NMD} = 100 / 100$$

$$\text{NFS} = \frac{\text{MMD} \times 100}{\text{MS}}$$

NMD: Lowest bid score

NFS: Bidder's financial score

MMD: Lowest bid amount

MS: Bidder's amount

Overall **technical and financial score**:

The final score (ND) for the technical and financial offers will be calculated using the following formula:

$$\text{ND} = 0.75 \times \text{Technical score} + 0.25 \times \text{Financial score}$$

17. Consultant selection method

The consultant will be selected based on technical quality and costs, using the following criteria :

- 1) Review of the compliance of administrative documents;
- 2) Evaluation of technical offers;
- 3) Evaluation of financial offers.

18. Award

The Project Owner will award the contract to the bidder whose bid meets the required technical and financial qualification criteria and has been evaluated as the best offer based on the final score (ND).

19. Validity of offers

Bidders will remain committed to their offers for **ninety (90) days** from the bid submission deadline.

20. Complementary information

Complementary technical information is obtainable during working hours from the Secretariat of the General Manager of the Cameroon National Shippers' Council in Douala, Centre des Affaires Maritimes, 3rd floor, Immeuble IGH. 233 43 67 67 Fax: 233 43 70 17.

21. Fight against corruption and other malpractices

To report any malpractices, incidents or acts of attempted corruption, please call CONAC on 1517, the Public Procurement Authority (MINMAP) (SMS or call) on (+237) 673 20 57 25 et 699 37 07 48.

Douala, 07/07/2025

Copy:

- JDM/ARMP
- MINMAP
- CHAIR CIPM/CNSC
- ARCHIVES
- NOTICE BOARDS

[Handwritten signature]



Mbappe Penda Auguste

General Manager