



## Open National Invitation to tender

### 1. Subject of the invitation to tender

Within the framework of a **drilling project**, the Project Owner or the Delegated Project Owner hereby launches an **Open National Invitation to Tender for the Construction of a drilling system equipped with an autonomous solar pump and water tower within Bafoussam City Council's premises.**

### 2. Nature of Works

*The services provided under this project essentially consist of drilling work, the installation of a solar-powered submersible pump and the construction of a high-rise water tower with HDPE cubitainer. There will also be the construction of a drawing area, and the installation of a water supply system for the CUB's main building and watering systems for green spaces.*

The work, which is the subject of this consultation, consists of carrying out the tasks defined below:

- Preparatory works;
- Plastic elevated storage system (Hr=08 M; Vol = 10 M3);
- Earthworks;
- Piping;
- Solar power and pumping system;
- Masonry works;
- Plumbing works;
- Miscellaneous services;
- Resource Mobilisation

### 3. Execution deadline

The maximum period allowed for the performance of the services covered by this National Open Call for Tenders is three (03) months.

### 4. Allotment

The services shall be divided into (1) lot defined as follows:

### 5. Estimated cost

The estimated cost of this work is 18,000,000 (eighteen) million CFA francs, all taxes included.

**NB:** *There is no bonus for this Invitation to Tender on (Design and Execution).*

### 6. Participation and origin

Participation is open to Cameroonian companies operating in the field of supplying similar or related equipment, and to any company with the proven skills to carry out the service.

## 7. Financing

The works covered by this National Open Call for Tenders will be financed by the Bafoussam City Council's own funds for the 2025 financial year on budget line No. 23412.

## 8. Bids submission method

The submission method chosen for this consultation is exclusively online. The consultation notice is published on the COLEPS platform and in the JDM.

## 9. Provisional bond

Each bidder must attach to his administrative documents a bid bond issued by a first-class financial institution approved by the Ministry of Finance and listed in Exhibit 17 of the DAO, in the amount of 360,000 (three hundred and sixty) thousand CFA francs, and valid for thirty (30) days beyond the original date of validity of the bids. Under penalty of rejection, the deposit must be stamped and accompanied by the deposit receipt issued by the Deposit and Consignment Office (CDEC) in accordance with Circular-Letter N°000019/LC/MINMAP OF 05 JUNE 2024. The absence of a bid bond issued by a first-class bank or a first-class financial institution authorized by the Ministry of Finance to issue bonds in the context of public contracts will result in the outright rejection of the tender. A bid bond produced but having no connection with the consultation concerned is considered to be absent. A bid bond presented by a tenderer during the tender opening session is inadmissible.

## 10. Consultation of tender file

The physical file can be consulted free of charge at the Public Contracts Procurement Service of the Bafoussam City Council during working hours (located near the Secretary General meeting room) as soon as this notice is published, Tel: 675 356 563. It can also be consulted online on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website ([www.arpmp.cm](http://www.arpmp.cm)) or by any other electronic means indicated by the project owner (to be specified).

## 11. Acquisition of tender file

The physical version of the file can be obtained from the Public Contracts Procurement Service of the Bafoussam City Council (located near the General Secretariat meeting room), Tel: 675 356 563 against presentation of a payment receipt or any other proof (provided by the project owner) of payment of a non-refundable sum of 50,000 (fifty thousand). CFA Francs payable to the municipal revenue office of the Bafoussam City Council.

It is also possible to obtain the electronic version of the file by downloading it free of charge from the above-mentioned addresses.

However, physical or electronic submission is subject to payment of the DAO fees.

## 12. Submission of offers

- Each offer drafted in English or French *in the original accompanied by a copy key marked as such, must reach the Public Contracts Procurement Service of the Bafoussam City Council TEL: 6 75 35 65 63), no later than 20 AUG 2025 at 10H00 and must bear the mention:*

**Open National Invitation to tender N°03/AONO/CUB/SG/DAF/SDMGP/SPMP/CIPM/2025 OF THE \_\_\_\_\_ FOR THE CONSTRUCTION OF A DRILLING SYSTEM EQUIPPED WITH AN AUTONOMOUS SOLAR PUMP AND A WATER TOWER AT THE BAFOUSSAM CITY COUNCIL.**

**"To be opened only during the bid-opening session"**

- *For submission online, the bid must be submitted by the bidder on the COLEPS platform or any other official electronic means of communication to be specified by the Project Owner latest on [deadline for receipt of bids] at [time limit]. A back-up copy of the tender recorded on a USB key or CD/DVD must be sent in a*





*sealed envelope with the clear and legible indication "back-up copy", in addition to the above-mentioned indication, within the deadline set.*

**NB: File size and format**

For the online submission, the maximum sizes of the documents that will transit on the platform and constitute the bidder's offer are as follows: o 5 Mo for the Administrative file; o 15 Mo for the Technical offer; o 5 Mo for the Financial offer.

The formats accepted are as follows:

- o PDF format for text documents; o JPEG for images.

Candidates must use compression software to reduce the size of the file to be transmitted in accordance with the above-mentioned sizes.]

**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**

All bids (administrative documents, technical bids and financial bids) will be opened in a single session on **20 AOÛT 2025** at 11:00 a.m. by the Bafoussam City Council's Internal Contract Award Commission in the General Secretariat's meeting room. Only bidders may attend this opening session, or be represented by a single person of their choice, duly mandated, even in the case of a joint venture, and having a good knowledge of the file.

**Under pain of rejection, the documents in the administrative file required must be produced in originals or in certified true copies by the issuing department/service or the competent administrative authority, in accordance with the stipulations of the Special Regulations of the Invitation to Tender. They must be less than three (3) 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 a document in the administrative file at the bids opening session, the bidders concerned are given a period of forty-eight hours to produce or replace the document in question.

Failure to comply with the number of copies indicated in the Special Regulations shall lead to the rejection of the bids at the bids opening session, *the file shall be rejected.*

**15. Evaluation criteria**

*The evaluation criteria are of two types: the eliminatory criteria and the essential criteria. No criterion shall be both eliminatory and essential.*

**a) Eliminatory criteria**

*[The eliminatory criteria set the minimum conditions to be fulfilled in order to be admitted to the evaluation according to the essential criteria. They should not be subject to scoring. Failure to comply with these criteria leads to the rejection of the bidder's offer].*





*These include:*

- A. Absence of the bid bond at the bid opening session;
- B. Failure to produce, after the deadline of 48 hours following the opening of the envelopes, a document in the administrative file that is deemed to be non-compliant or missing;
- C. False declarations, fraudulent schemes or forged documents;
- D. Non-conformity of the tender (absence of one or more constituent elements of volumes 2, 3, and 4;
- E. Failure to obtain the required Minimum Artistic Score;
- F. Failure to provide a sworn statement for not having abandoned works in the last three years;
- G. Failure to comply with the bid file format (in the case of electronic submission).

NB: Depending on the specific nature of the service, other relevant criteria may be added when the TF is prepared.

#### **b) Essential criteria**

*[These criteria must be detailed by sub-criteria in the Special Regulations of the Invitations to Tender. It is up to the PO to specify which criteria are essential and which are eliminatory. It is understood that a criterion cannot be both eliminatory and essential. The essential criteria for the qualification of bidders shall relate to the artistic and technical proposals].*

#### **For the evaluation of the Artistic Proposal:**

- A. The Preliminary Draft Design (APS) including in particular:
  - A.1) an explanatory and descriptive detailed account presenting a technical project in line with the program, following the evaluation of the general context after visiting the site and analyzing the needs specified in the program;
  - A.2) an explanatory and descriptive brief detailed account, in particular, the chosen design in terms of layout and volume, the siting on the site in strict compliance with the regulations, the principle of the framework and the principles of functional organization;
  - A.3) a file of graphic documents presenting the proposed project.
  - A.4) Methodology: The RPAO specifies the constituent elements of the bidders' artistic proposal, in particular: a methodological note covering an analysis of the work and specifying the organization and program that the bidder intends to put in place or implement to carry it out (installations, planning, QAP, subcontracting, certificate of site visit if applicable, etc.).
- B. Proof of acceptance of the contract terms: The bidder shall submit duly initialed copies of the administrative and technical documents governing the contract.
  - B.1) The Special Administrative Clauses (SACs)
  - B.2) The Terms of Reference.
- C. A description of the methodology and work plan proposed for carrying out the mission (Table 12D);
- D. The composition of the proposed team by specialty, together with a description of the tasks entrusted to each member (Table 12E);
- E. The full and detailed list of studies to be carried out during the design phase.

**The Minimum Artistic Score (MAS) required to open the Technical Proposal is ... *[Indicate the minimum marks required]* ..... / 100.**

#### **For the evaluation of the Technical Proposal:**

- A. The bidder's references over the last ten (10) years in the field of studies, in the field of execution of works and in the specific field of design and execution;
- B. The qualifications and experience of the personnel: Project Manager, key personnel for the studies (Head of mission, Other key personnel), key personnel for the execution of the works (Works Supervisor, Other key personnel);
- C. Justification of the availability of the proposed equipment (logistical means for the study and for implementation). The Bidder must prove that it has the equipment requested.



- D. Compliance with deadlines and consistency between deadlines and the mobilization of key personnel (for the study and for implementation);
- E. Financial capacity to cover the total cost of the Project, or the amount determined by the PO/DPO (access to a line of credit or other financial resources, turnover, attestation of financial solvency).

*[It is up to the Project Owner to specify the criteria, both eliminatory and essential, in the Special Regulations for Invitation to Tender with Design Competition].*

## 16. Award

The project owner or delegated project owner awards the contract to the bidder who has submitted a bid that is substantially compliant with the Open National Invitation To Tender, has been evaluated as the lowest bidder and is technically qualified.

## 17. Duration of validity of bids

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

## 18. Further information


Further information may be obtained during working hours from [(SIGAMP) service, phone number 6 75 35 65 63 or online on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, or any other electronic means of communication specified by the project owner.

## 19. Fighting corruption and malpractices

To report corrupt practices, facts or acts, please call CONAC on 1517, the Authority in Charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48, ARMP on ..... or the PO/DPO on .....

28 JUL 2025

[Place and date of signature<sup>(7)</sup>  
Signature, name and stamp of the  
Project Owner or the Delegated Project Owner]



*Roger Tafam.*

## Copies:

- Authority in charge of Pubic Contracts (MINMAP);
- ARMP;
- Project Owner or Delegated Project Owner concerned, as appropriate;
- Chairpersons of TB, as appropriate; • Chairpersons of the CCCB, if applicable
- Notice board, file.