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**REQUEST FOR EXPRESSION OF INTEREST No. /ASMI/MINTP/2016 OF  
29 DEC 2016 THE TECHNICAL CONTROL AND SUPERVISION OF ROUTINE  
MAINTENANCE WORKS ON CERTAIN PAVED ROADS FOR THE 2017 FINANCIAL YEAR.**

The Minister for Public Works, Project Owner, hereby issues a Request for Expression of Interest intended for the public works and civil engineering sector consulting firms or joint ventures willing to participate in the pre-selection in view of the technical control and supervision of routine maintenance works on certain paved roads.

These works shall be financed by the budget of the Ministry of Public Works for the 2017 financial year.

### **I-OBJECT**

The objective of this Request for Expression of Interest is to pre-select consulting firms or joint-ventures of the public works and civil engineering sector willing to participate in a Limited National Invitation to Tender for the technical control and supervision of routine maintenance works on certain paved roads.

### **I-DESCRIPTION OF SERVICES**

Globally, the works expected from the consulting firms are the following:

- Works Execution Management (DET);
- Scheduling and Piloting of Sites (OPC)
- Assistance to Acceptance Operations (AOR)

Specifically, the consulting firms shall ensure the technical, geotechnical, environmental and safety controls of routine maintenance works on certain paved roads, executed by contractors under contract with MINTP, monitor and update the degradation data of structure under his control, assist the Project Owner in his follow-up missions.

It should also be noted that the geotechnical control shall be ensured by the geotechnical laboratories approved by MINTP, following a limited tender, in compliance with directive No.0174/D/MINTP/SG/DENP/CNT of 10 February 2009 to define the modalities and conditions for the conduct of studies and geotechnical controls by public and private laboratories.

### **III-QUALIFICATION CRITERIA**

1. Be a consulting firm or joint venture of the public works and civil engineering sector;
2. Show proof of the relevant administrative, technical and financial capabilities, namely:
  - Present a compliant administrative file;
  - Dispose of the equipment and staff compatible with the works to be executed;
3. Be well experienced in the area of the studies of projects.



#### **IV- TENDER FILE**

Lest they be disqualified, the applicant shall present, in a very clear and detailed manner, the following documents that will be transmitted and subject to verification.

##### **IV-1: Volume 1 (Administrative files)**

"Volume 1" shall comprise:

The following administrative documents (originals and certified true copies not older than three (3) months and valid for the current year):

- a cover letter duly dated and signed by the consultant specifying that he intends to tender for the Limited International Invitation to Tender if he is pre-selected;
- the authorization for joint-venture, if need be;
- an attestation of non bankruptcy not older than ninety (90) days and issued by the court of first instance with jurisdiction;
- the authorization to verify the references duly signed by the General Manager to ascertain the exactness of the information provided; to ensure the accuracy of information relating to the references presented;
- the original of the attestation of non-exclusion from public contracts issued by ARMP.
- The original of the attestation signed by the General Manager of the National Social Insurance Fund, or one of his duly authorized representatives, certifying that the applicant is up to date with his contribution.

##### **IV- 2: Volume 2 (Technical file)**

The technical file shall comprise;

###### **IV-2-1: Human resources:**

###### **IV-2-1-1: Supervisory Staff list**

The consultant shall submit the list of the supervisory staff accompanied by:

- the curriculum vitae signed by a each personnel;
- the certified true copy of the diploma of each personnel;
- Attestation of availability of each personnel;
- Attestation of enrolment into the National Order of Civil Engineers (NOCE) for all civil engineers that work in Cameroon and who can be enrol in this order, proposed for the position.

To this effect, the contractor shall show proof of its capability to mobilize the following supervisory staff:

No.	Experts
1	<b>One Mission Head:</b> <ul style="list-style-type: none"><li>• Be a Civil Engineer (G.C.E A/Level + 5) or more, with five (05) years general experience, or a Follow-up Engineer who have follow-up four (04) or more technical control and supervision of routine maintenance works on paved roads.</li><li>• Has done as mission head two (02) or more projects in the technical control and supervision of routine maintenance works on paved roads. (Enclose diploma + CV and enrolment to NOCE + attestation of presentation of the original of the diploma).</li></ul>
2	<b>Follow-up Engineer No.1</b> <ul style="list-style-type: none"><li>• Be a Bachelor of Civil Engineering (G.C.E A/Level +3) with five (05) years general experience, or a Higher Civil Engineering Technician (GCE A/L+2) with at least eight (08) years general experience;</li><li>• Has done as a Follow-up Engineer two (02) or more projects for the technical control and supervision of routine maintenance paved roads. (Enclose diploma+CV and enrolment to NOCE + attestation of presentation of the original of the diploma).</li></ul>



3	<p><b>Follow-up Engineer No.2</b></p> <ul style="list-style-type: none"> <li>• Be a Bachelor of Civil Engineering (G.C.E A/Level +3) with five (05) years general experience, or a Higher Civil Engineering Technician (GCE A/L+2) with at least eight (08) years general experience;</li> <li>• Has done as Follow-up Engineer two (02) or more projects for the technical control and supervision of routine maintenance paved roads.</li> </ul> <p>(Enclose diploma+CV and enrolment to NOCE + attestation of presentation of the original of the diploma).</p>
4	<p><b>One Geotechnician:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Civil Engineering (G.C.E A/Level +3) or more or of earth science (G.C.E A/Level +3) or more;</li> <li>• Has done as Geotechnician two (02) or more projects for the technical control and supervision of routine maintenance paved roads.</li> <li>• With at least five (05) years general experience as Geotechnical Official</li> </ul> <p>(Enclose diploma+CV+attestation of presentation of the original of the diploma).</p>
5	<p><b>Hydrologist Engineer:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Civil or Rural Engineering (G.C.E A/Level +3) or more;</li> <li>• Has done as Hydrologist Engineer two (02) or more projects for the technical control and supervision of routine maintenance paved roads.</li> <li>• With at least five (05) years general experience</li> </ul> <p>(Enclose diploma+CV+attestation of presentation of the original of the diploma).</p>

*IV-2-1-2: The comprehensive organisation chart of the consulting firm*

*IV-2-1-3: Permanent qualified Staff list:*

The applicant shall submit the list of the permanent qualified staff (Minimum GCE AL+3) employed continuously for one year at the consultant's headquarters (provide photocopies of contract of employment of the supervisory staff as well as CVs signed by the concerned).

*IV-2-2: References of the consulting firms*

The consultant or joint ventures of the public works and civil engineering sector shall present documents attesting that it successfully executed, during the past ten (10) years, at least two (2) projects in the technical control and supervision of routine maintenance works on paved roads for 200 million or more.

The bidder shall support these references with the first and last pages of the contracts as well as the attestation of proper completion established by the Project Owner, with their address to enable an eventual technical control. One of the two projects must have been carried out in sub-Saharan Africa.

To be validated, each reference on similar services shall be justified by the following elements:

- an extract of the contract bearing the 1st, 2nd, 3rd and 4th as well as the cost estimate and signature pages. These documents must be clear and legible;
- The Project Owner's name;
- The project execution place
- The Attestation of Proper Completion issued by the Project Owner or by his services. The works acceptance report and the attestation of proper completion issued by the project owner or his services.

*III-2-3 : Logistics, technical resources and equipment*

The consultant shall show proof of:

- a) *The headquarters localisation plan, as well as its detailed description*



Moreover they shall show proof of the following logistics, technical resources and equipment:

**b) Logistics (vehicles and communication means)**

- At least two (02) off-road 4X4 for the Mission Head and supervisory staff transportation;
- At least four mobile phones and a fixed phone at the headquarters;
- Each consultant shall show proof of ownership of each equipment listed.

**c) Technical resources and equipment**

the technical resources and equipment are:

- List of computer and office equipment (computers, printers, software, photocopier, etc. ...) found at the consulting firm's headquarters.
- List of topographical, geotechnical equipment belonging to the consultant and necessary for carrying out the control and/or supervision of the works quality.

**NB:** The location of the said equipment must be stated to enable verification by the Project Owner, if need be.

**IV-2-4 : Authorization to verify declarations**

This authorisation duly signed by the General Manager of the consulting firm, shall enable the Minister for Public Works to carry out all verifications deemed necessary, to ensure the existence and quality of the equipment listed in the application file and the accuracy of information relating to the references presented to the concerned project owners.

**V: EVALUATION AND SELECTION CRITERIA OF THE CONSULTING FIRM**

After the offers have been submitted, they shall be evaluated as per the following criteria:

**V-1: Eliminatory criteria**

- Technical mark less than 70/100;

**V-II: Essential criteria**

- Key Staff (out of 55 points);
- The references of the consultant for the technical control and supervision of routine maintenance works on paved road for the last ten (10) years (out of 30 points);
- Logistics and equipment (out of 15 points).

Only consultants having scored an overall technical mark of at least 70 out of 100 points shall be pre-selected. The Project Owner reserves the right not to pre-select consultants who, in an ongoing contract with MINTP, have received notification of a formal warning, establishment of shortcoming or termination.

The Limited International Invitation to Tender that will be issued following this Request for Expression of Interest shall serve as result for this pre-selection.

**NB:** Any file with false declarations shall be simply rejected by the relevant sub-committee at any moment during the procedure.

**V-SUBMISSION OF FILES**

Drafted in English or French and in quintuplicate (5) including one (01) original and four (04) copies, the applications shall be submitted, in a sealed envelope at the MINTP Sub-Department of Public Contracts, Ministerial Building No1, 11th floor, Door 08, not later than 24 JAN 2017 at 3 p.m. prompt, local time. They shall bear the following:

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\_\_\_\_\_ FOR THE TECHNICAL CONTROL AND SUPERVISION OF ROUTINE  
MAINTENANCE WORKS ON CERTAIN PAVED ROADS ON BEHALF OF MINTP FOR THE  
BUDGET YEAR 2017.**

**"TO BE OPENED ONLY AT THE EVALUATION SESSION."**

**VII- FURTHER INFORMATION**

Additional information on this Request for Expression of Interest may be obtained at the Ministry of Public Works, Department of General Affairs, Sub-Department of Public Contracts, Ministerial Building No1, 11th floor, Door 08, Telephone +237 222 22 95 11 or the Department of Roads and Engineering Structures Technical Studies Telephone +237 222 220 654 .

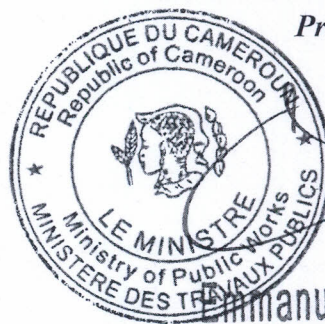
**VIII-PUBLICATION OF RESULTS:**

Pre-selected consulting firms or joint-ventures of the public works and civil engineering sector shall be consulted for the Limited International Invitation to Tender for the technical control and supervision of routine maintenance works on certain paved roads in keeping with decree No. 2004/275 to govern the Cameroon Public Contracts Code.

Yaoundé, 29 DEC 2016

**THE MINISTER FOR PUBLIC WORKS**

**Project Owner**



**Emmanuel NGANOU D.**