



REQUEST FOR EXPRESSION OF INTEREST

N° **113** / **ASMI/MINTP/2016** OF **2 DEC 2016** FOR THE CONDUCT OF STUDIES AND/OR THE CONTROL OF THE CONSTRUCTION AND/OR REHABILITATION WORKS OF CERTAIN ROADS AND HIGHWAY OR CERTAIN ENGINEERING STRUCTURES ON BEHALF OF MINTP FOR THE 2017 BUDGETARY YEAR

As part of operations for the construction and/or rehabilitation of certain roads or highway or certain engineering structures of the National Road Network, the Ministry of Public Works, Project Owner, hereby issues a Request for Expression of Interest intended for Cameroon-based consulting firms willing to participate in the pre-selection in view of the conduct of studies and/or the control of the construction and/or rehabilitation works of certain roads or highway or certain engineering structures of the National Road Network.

The works shall be financed by the Budget of the Ministry of Public Works for the 2017 budgetary year.

I-OBJECT

The object of this Request for Expression of Interest is the pre-selection of consulting firms willing to participate in the Limited National Invitation to tender for the conduct of studies and/or the control of the construction and/or rehabilitation works of certain roads or highway or certain engineering structures of the National Road Network.

II- DESCRIPTION OF WORKS

The works expected from the consulting firms shall include the following tasks:

- Management of the conduct of studies ;
- Management of the execution of works (DET) ;
- Scheduling and piloting of sites (OPC) ;
- Assistance to acceptance operations (AOR).

Specifically, the consulting firms shall conduct the studies and/or the technical, environmental and safety control of maintenance and pavement works of the paved roads of the national priority network, executed by enterprises under contract with MINTP, supervise and identify degradations on the network with jurisdiction, assist the Project Owner in its monitoring missions. The geotechnical control shall be carried out by geotechnical laboratories approved by MINTP, following a limited invitation to tender, in keeping with directive N°0174/D/MINTP/SG/DENP/CNT of 10 February 2009, to define the modalities and conditions for the conduct of studies and geotechnical control by public and private laboratories.

III- SELECTION CRITERIA

1. Be a consulting firm or studies Cabinet.
2. Show proof of the relevant administrative, technical and financial capacities, especially
 - Present a compliant administrative file ;
 - Dispose of relevant equipment and staff compatible with the works to be executed;
3. Present a financial capacity compatible with the works to be executed;
4. Be well experienced in similar projects.

IV- APPLICATION FILE

Lest they be rejected, the consultant shall present in a clear and detailed way possible, the following elements which must be communicated and be subject to verification.

IV-1 : Volume 1 (administrative documents)

« Volume 1 » shall comprise the following:

- **For national consultants :**

The following administrative documents (originals or certified true copies, dated less than three (3) months old and valid for the current financial year) :

- a duly signed cover letter indicating that the consultant intends to tender for the Limited Invitation to Tender if he is pre-selected;

- the address and company name of the consultant ;
- the statutes or instruments justifying the existence of the consultant ;
- the authorization of the joint-venture, if need be ;
- an attestation of non-bankruptcy dating less than ninety (90) days and issued by the Court of First Instance with jurisdiction ;
- a copy of a current taxpayer's card, certified by the issuing service;
- a copy of the current business licence at the real tax rate, certified by the issuing service;
- a taxation certificate ;
- the authorization to check references. Duly signed by the General Manager, this authorization shall enable to carry out any verifications deemed necessary, in order to ensure the exactness of information relating to the references presented ;
- the original of the attestation of non-exclusion from Public Contracts issued by ARMP.

It should be noted that the absence or non-validity of one of the above documents shall lead to disqualification of the consultant.

• **For foreign consultants :**

The following administrative documents :

- a duly signed cover letter indicating that the consultant intends to tender for the Limited Invitation to Tender if he is pre-selected;
- the address and company name of the consultant ;
- the statutes or instruments justifying the existence of the consultant ;
- the authorization of the joint-venture, if need be ;
- the authorization to check references. Duly signed by the General Manager, this authorization shall enable to carry out any verifications deemed necessary, in order to ensure the exactness of information relating to the references presented;

IV- 2 : Volume 2 (Technical proposal)

The technical proposal shall comprise the following:

IV-2-1 : Human resources :

IV-2-1-1 : List of supervisory staff

The consultant shall provide the list defining the supervisory staff, accompanied by:

- the signed curriculum vitae of each staff ;
- the certified true copy of the diploma of each staff ;
- the attestation of availability ;
- the attestation of enrolment into the National Order of Civil Engineers (NOCE) for local Civil Engineers proposed for a post.

The expert shall score a zero (0) for the non-production or non-acceptance of one of the above documents.

To this effect, the consulting firm shall show proof of its capacity to mobilize a supervisory staff composed of the following :

Composite 1: studies of the construction and/or rehabilitation works of certain roads or certain engineering structures

N°	Experts	Qualification/experience
1	Mission Head	<u>Diploma</u> : at least the GCE A/L+ 5 years ; <u>Experience</u> : at least 8 years
2	Road Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 6 years
3	Engineering Structures Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 6 years
4	Architect developer	<u>Diploma</u> : at least the GCE A/L+ 6 years ; <u>Experience</u> : at least 6 years

5	Geotechnician	<u>Diploma</u> : at least the GCE A/L+ 5 years ; <u>Experience</u> : at least 6 years
6	Hydrology/hydraulic Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
7	Topographer	<u>Diploma</u> : at least the GCE A/L+ 2 years ; <u>Experience</u> : at least 5 years
8	Geographer or Cartographer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
9	Environmentalist	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
10	Landscape artist	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 8 years
11	Transport economist	<u>Diploma</u> : at least the GCE A/L+ 5 years ; <u>Experience</u> : at least 5 years

Composite 2: the control of the construction and/or rehabilitation works of certain roads or certain engineering structures

N°	Experts	Qualification/experience
1	Mission Head	<u>Diploma</u> : at least the GCE A/L+ 5 years ; <u>Experience</u> : at least 8 years
2	Road Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 6 years
3	Engineering Structures Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 6 years
4	Geotechnician	<u>Diploma</u> : at least the GCE A/L+ 5 years ; <u>Experience</u> : at least 6 years
5	Hydrology/hydraulic Engineer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
6	Topographer	<u>Diploma</u> : at least the GCE A/L+ 2 years ; <u>Experience</u> : at least 5 years
7	Geographer or Cartographer	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
8	Environmentalist	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 5 years
9	Landscape artist	<u>Diploma</u> : at least the GCE A/L+ 3 years ; <u>Experience</u> : at least 8 years

IV-2-1-2: Complete organization chart of the consulting firm

IV-2-1-3 : List of fixed qualified staff : The consultant shall provide a list of the fixed qualified staff (at least the GCE A/L+2 years) and employed without interruption for one year at the headquarters of the consulting firm (provide photocopies of work contracts of the supervisory staff as well as the CVs signed by the concerned).

NB: The staff proposed shall be considered in the evaluation only if the relevant justification documents dating less than three (3) months old concerning the said staff are duly signed and submitted.

-2-2 : Consultant's, promoter's or technical official's references:

IV-2-2-1 : Consultant's references :

The consultant shall submit his/her references, stating:

- The number of years of experience in road or engineering structures works, if need be;
- The number and importance of the consultant's references in the conduct of studies and/or technical control during the past five (5) years. (Provide attestations of proper execution issued by the Project Owner as well as the address of Project Owners to enable the verification of these information).

To be validated, each reference for similar works of more than 100 million shall be justified by the following elements:

- Extract of contract (bearing the 1st, 2nd, 3rd and 4th pages as well as the detailed estimates and signature pages). The documents must be clear and legible;
- The name of the Project Owner;
- The place of execution of the project;
- The certificate of proper execution issued by the Project Owner or its services. The technical acceptance report or the attestation of proper execution issued by the Project Owner of its services.

IV-2-3 : Logistics, technical resources and equipment

The consultant shall provide the following:

IV-2-3-1 The localization plan of the headquarters as well as its detailed description

On the other hand, he must justify ownership of the following logistics, technical resources and equipment:

IV-2-3-2 Logistics (vehicles, communication means, etc.)

- At least two (2) 4WD vehicles for the movement of the Mission Head and the supervisory staff;
- At least four (4) mobile telephones and one telephone fixe at the consulting firm's headquarters;

Each consultant shall show proof of ownership of every equipment cited.

IV-2-3-3 Technical resources and equipment

- The list of computer and office equipment (computer, printer, plotter, scanner, software, photocopiers, etc.) present at the consulting firm's headquarters.
- The list of geotechnical and topographical equipment owned by the consultant, necessary during the conduct of the study and/or quality control of equipment.

NB : The localization of the equipment must be specified for eventual verification by the Project Owner if need be.

IV-2-4 : Authorization to verify declarations

Duly signed by the General Manager of the consulting firm, this authorization shall enable the Ministry of Public Works to carry out necessary verifications to ensure the existence of the equipment indicated by the consultant, as well as the exactness of the information relating to the references presented to the Project Owner concerned.

V : EVALUATION AND SELECTION CRITERIA

After the reception of offers, they shall be evaluated as per the following criteria :

V-1 : Eliminatory criteria

- Incomplete administrative file ;
- Key staff experience mark of less than 30/40;
- Consultant's reference mark of less than 30/40.

V-II : Essential criteria

- Key staff other than the Mission Head (out of 40 points) ;
- Experience and qualification of the Mission Head. He must be a Civil Engineer with at least the GCE A/Level + 5 years, with at least 8 years' experience in the field of either road technical/engineering structures studies, or in the control of road construction and/or rehabilitation/engineering structures works with a signed CV (out of 10 points) ;
- References of the consulting firm or Cabinet for similar works executed and average turnover of 100 million during the last five (5) years (out of 40 points) ;
- Logistics and equipment (out of 10 points).

Only consultants who shall have scored a technical mark of at least seventy-five (75) out of one

NB: Any file containing false declarations shall be rejected automatically by the competent commission at any moment of the process.

V- SUBMISSION OF TENDERS

Drafted in English or French and in quintuplicate (5) including one (1) original and four (4) copies, labelled as such, the tender files shall be submitted in a sealed envelope at the MINTP Sub-Department of Public Contracts, Ministerial Building No.1, 11th floor, room 8, no later than 4 JAN 2017 at 3 p.m. They shall bear the following:

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« TO BE OPENED ONLY AT THE EVALUATION SESSION».

VI- FURTHER INFORMATION

Additional information may be obtained during working hours at the MINTP Department of General Affairs, Sub-Department of Public Contracts, Ministerial Building No.1, 11th floor, room 8, Telephone +237 222 22 95 11.

VII- PUBLICATION OF RESULTS :

The consulting firms pre-selected after this evaluation shall be consulted for the limited national invitation to tender for the conduct of studies and/or the control of the construction and/or rehabilitation works of certain roads or highway or certain engineering structures of the National Road Network, in keeping with article 12. 6 of Decree N° 2004/275 to lay down the Public Contracts Code in Cameroon.

Yaoundé, 12 DEC 2016

**THE MINISTER FOR PUBLIC WORKS,
Project Owner**



Emmanuel NGANOU D.