

REPUBLIQUE DU CAMEROUN

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MINISTRY OF PUBLIC WORKS

**OPEN NATIONAL INVITATION TO TENDER No 90/AONO/MINTP/CMPM/2016 of 28/06/2016
for the geotechnical studies of road construction projects**

**financing: MINTP Budget for the 2016 Financial Year et seq, via the direct
labour studies treasury account**

line: 36 469 05 33 00 11 2031

Project Owner: Minister for Public Works

On behalf of the Government of the Republic of Cameroon, the Minister for Public Works, Project Owner, hereby issues an Open National Invitation to tender for the above works.

1. Object

The tender concerns the conduct of the geotechnical studies of road construction projects.

2. Scope of works

The Co-contractor shall:

- Analyse the test programme presented by the administration;
- Conduct the tests defined in the programme;
- Interpret the results and propose the size of structures;
- Look for and identify quarries and borrowed pits necessary for the execution of the works.

The works are defined in detailed in the Terms of Reference.

3. Eligibility

Participation in this tender shall be opened on equal conditions to authorized geotechnical laboratories for the quality control of soils and construction materials and for geotechnical studies.

4. Financing

The works under this tender made up of one lot, shall be financed by the Investment Budget of the Ministry of Public Works for the 2016 Financial Year et seq, line 36 469 05 33 00 11 2031, via the direct labour studies treasury account. The estimated budget shall stand at **fifty million three hundred and thirty-six thousand sixty (50 336 060 000) CFA F, inclusive of taxes.**

5. Timeframe

The execution timeframe shall be three (3) months, including the rainy periods and all vagaries and suggestions, the eventual timeframes for the correction of reports by the Co-contractor, but excluding the timeframes for the response of the Project Owner.

6. Contracting Authority

Following the evaluation of offers, the contract shall be signed between the successful tenderer and the Minister for Public Works.

7. Provisional guarantee (bid bond)

Tender shall include a provisional guarantee (bid bond) issued, in keeping with the model indicated in the tender file, by a first class banking institution approved by the Minister in charge of finance. The amount shall stand at **one million (1 000 000) CFA F**.

The absence of the provisional guarantee shall lead to rejection of the tender at the opening session.

The provisional guarantees of unsuccessful tenderers shall be released at most thirty (30) days with effect from the expiration of the tender-validity. That of the successful tenderer shall be released as soon as the definitive guarantee shall have been constituted.

Ordinary or certified cheques issues as provisional guarantee shall not be accepted.

8. Consultation of tender documents

The tender documents may be consulted at the **MINTP Sub-Department of Public Contracts (Tenders Service) located in Block G by the Yaounde Municipal Lake**.

9. Acquisition of tender documents

The tender documents may be obtained at the **MINTP Sub-Department of Public Contracts (Tenders Service) located in Block G by the Yaounde Municipal Lake**, upon presentation of a receipt of payment into the Public Treasury of a non-refundable fee of **one hundred thousand (100 000) CFA F**.

Such receipt must identify the payer as representing a laboratory willing to participate in the tender.

10. Presentation of tenders

The tender constituent documents shall be presented in the following three volumes enclosed in a double envelope:

- Envelope A containing the Administrative documents (Volume 1) and the Technical proposal (Volume 2);
- Envelope B containing the Financial offer (Volume 3).

All the constituent documents (envelopes A and B) shall be enclosed in a large and sealed outer envelope bearing only the subject of the tender.

The different documents of each offer shall be numbered in the order indicated in the tender and separated by coloured dividers other than white.

11. Submission of tenders

Drafted in English or French and in septuplicate (7) including one (1) original and six (6) copies labelled as such, tenders shall be submitted in a sealed envelope MINTP Sub-Department of Public Contracts (Tenders Service) located in Block G by the Yaounde Municipal Lake no later than **25/07/2016 at 1 p.m**. They shall bear the following:

“OPEN NATIONAL INVITATION TO TENDER No 90/AONO/MINTP/CMPM/2016 of 28/06/2016 for the geotechnical studies of road construction projects

To be opened only at the tender-evaluation session”.

Tenders received after the submission deadline shall be rejected.

12. Opening of tenders

Tenders shall be opened in two stages.

- The administrative documents and the technical proposals shall be opened on **25/07/2016 at 2 p.m** by the MINTP Central Tenders Board located at the Centre Regional Delegation of Public Works, behind Hotel des Députés in Yaounde.
- Only tenderers may attend this session or each have themselves represented (even in the event of a joint-venture) by one duly mandated person of their choice with sound knowledge of their files.

- The competent Tenders Board shall draft on the spot a report of the tender evaluation session.
- Following the examination of the administrative documents and the evaluation of the technical proposals, the financial offers shall be opened under the same conditions on a later date to be communicated to tenderers with compliant administrative documents and having scored a technical mark of at least 70 out of 100 points.

13. Tender compliance

Tenders not respecting the separation mode indicated in article 10 above shall be rejected.

- Any offer not in keeping with the tender requirements, especially the absence of the provisional guarantee, issued in keeping with the tender model by a first class banking institution approved by the ministry in charge of finance and valid for a period of **thirty (30) days** with effect from the tender validity deadline shall be rejected.
- Lest they be rejected, shall be submitted only the originals or true copies of the relevant administrative documents, certified by the issuing service in keeping with the requirements of the Special Tenders Regulation.
- Before any rejection, the consultants with compliant administrative documents shall be allowed an additional period of at least 48 hours either to provide further information or to carry out other verifications on the validity of the documents received.
- The administrative documents must date less than three (3) months on the initial tender-submission deadline.

14. Tender evaluation criteria

14.1 Eliminary criteria

- a) Incomplete administrative file due to the absence of a relevant document;
- b) Absence of a methodology note (organization, planning and understanding of the project);
- c) False declaration or forged documents;
- d) Incomplete financial offer due to the absence of the following documents:
 - Signed and stamped tender (see model document 7.A)
 - Unit price list (see model document 7.I).
 - Cost estimate indicating amounts exclusive of VAT and inclusive of taxes (see model document 7.J)
 - Price sub-details (see model document 7.K)
- e) Omission in the financial offer of a quantified unit price;
- f) Failure to score a technical mark of at least 70/100;

14.2 Essential criteria

➤ Technical proposal

The technical proposals shall be evaluated as per the following essential criteria:

- References of the laboratory: 15 points;
- Supervisory staff proposed by the consulting firm: 60 points;
- Logistics, technical resources and equipment to be mobilized by the consulting firm: 25 points;

NB : Administrative documents and technical proposals signed by personalities other than those indicated in the tender shall not be considered.

➤ Financial offer

Only the financial offers of tenderers having scored a technical mark of at least 70 out of 100 points shall be evaluated using the following formular:

➤ $SF=100 \times Fm/F$

SF : financial mark, Fm : lowest bidder's amount, F : amount of the offer considered

15. Tender validity

Tenderers shall be bound by their tender for a period of ninety (90) days with effect from the tender-submission deadline.

16. Contract award

The order letter shall be awarded to the tenderer with the lowest bid, that is, the tenderer with the highest overall mark, calculated according to the following weighting formula:

$$\text{Final mark} = (60 \times \text{technique mark} + 40 \times \text{financial mark}) / 100.$$

18. Further information

Additional technical information may be obtained at the Department of General Affairs, Sub-Department of Public Contracts (Tenders Service, tel: (237) 222 23 14 22) located in Block G by the Yaounde Municipal Lake) or at the Department of Roads and Engineering Structures Technical Studies, tel : (237) 222 22 06 54, Ministry of Public Works.

Yaounde, 28/06/2016

**The Minister for Public Works
(Project Owner)
Emmanuel NGANOU.D**

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