
PUBLIC CONTRACTS REGULATORY AGENCY
AGENCE DE REGULATION DES MARCHES PUBLICS

**COMMISSION IN CHARGE OF THE CATEGORISATION OF SERVICE PROVIDERS
IN THE BUILDING AND PUBLIC WORKS SECTOR**

SUB-SECTOR
"BUILDING AND URBAN DEVELOPMENT"

- CATEGORISATION CRITERIA -

"TECHNICAL STUDIES AND CONTROLS"

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CALL FOR CANDIDATURES

CALL FOR CANDIDATURES No. _____/ARMP/CCP-BTP/17 of _____
for the categorisation of Engineering Companies and Consulting Firms in the
"Building and Urban Development" sub-sector.

1. BACKGROUND

In order to improve the performance of the Public contracts system, the Prime Minister, Head of the Government by Order No. 016/PM of 1 February 2016 laid down the terms and conditions for the categorisation of service providers in the Building and Public Works (BTP) sector.

In this regard, the Director General of the Public Contracts Regulatory Agency hereby launches a call for candidatures for the categorisation of Engineering Companies and Consulting Firms of the "Building and Urban Development" sub-sector.

NB: this excludes individual consultants and geotechnical laboratories governed by specific texts.

2. SUBJECT OF THE CALL FOR CANDIDATURES

This call for candidatures is aimed at categorising engineering companies, consulting firms and individual consultants governed by Cameroonian law capable of conducting studies and control missions of services performed in the sub-sector concerned, in one of the following five (5) categories:

CATEGORY	LEVEL OF COMPLEXITY	COMPANIES CONCERNED
A	Very large-scale services, regardless of the level of complexity	Engineering companies and consulting firms which have a maximum of twenty (20) employees and whose annual turnover, before tax, is above one billion (1,000,000,000) CFA F
B	Large-scale or highly complex services	Engineering companies and consulting firms that have between eleven (11) and twenty (20) employees and an annual turnover above one hundred million (100,000,000) CFA F before tax and lower than one billion (1,000,000,000) CFA F
C	Fairly large-scale or relatively complex services	Engineering companies and consulting firms that have between six (6) and ten (10) employees and an annual turnover above fifty million (50,000,000) CFA F before tax and lower than one hundred billion (100,000,000) CFA F
D	Medium-scale services or services of intermediate complexity	Engineering companies and consulting firms that have between three (3) and five (5) employees, with an annual turnover above fifteen million (15,000,000) CFA F before tax and lower than one fifty million (50,000,000) CFA F
E	Small-scale services or low-complexity services	Engineering companies and consulting firms which have a maximum of five (2) employees with an annual turnover of less than fifteen million (15,000,000) CFA F before tax

Engineering companies and consulting firms may qualify for and be classified in one or more categories of the following sectors:

a- Building:

- Building Maintenance;
- General contacting.

b- Urban planning:

- Urban road and rainwater drainage works;
- Development of public spaces for leisure and/or embellishment
- Preparation of urbanism documents and/or urban development documents.

3. CATEGORISATION CANDIDATURE FILE

Interested candidates should submit a bound file, comprising two volumes as follows:

3.1. Volume 1 : Administrative file

The following administrative documents, not older than three (3) months, should be submitted:

❖ ***Compliance of the service provider with the legal and regulatory provisions governing access to public procurement.***

1. A stamped application on the official letterhead of the Engineering Company or Consulting Firm addressed to the Director General of the Public Contracts Regulatory Agency;
2. A Certificate of Non-Exclusion (CNE) from public contracts issued by ARMP;
3. A clearance certificate issued by the National Social Insurance Fund (CNPS), indicating the number of staff and the payroll reported by the service provider over the last three financial years or since the set up of the Engineering Company or Consulting Firm, if the latter was created less than three (3) years ago;
4. A proof of solvency of less than ninety (90) days issued by the Court Registry of the place where the candidate's head office is located;
5. A debt clearance certificate, attesting that the tax payer is in good standing with the Tax Administration;
6. Two (2) copies of the Statistical and Tax Declaration of the last three (3) financial years or since the creation of the Engineering Company or Consulting Firm, if the latter was created less than three (3) years ago;
7. A location plan of the Engineering Company or Consulting Firm signed by the General Manager with pictures (external views) of the head office building attached.

❖ ***Administrative and technical structures, as well as share capital***

1. A true certified copy of the certificate of registration in the Trade Register;
2. Certificate(s) of ownership and receipt of payment of the property tax or lease contract(s).

3.2. Volume 2 : Technical file

The candidate should submit the following technical documents:

❖ ***Qualification and experience of permanent staff:***

List of permanent supervisory and management staff, according to form no. 4 stating their professional skills in the given domain, as well as the required supporting documents, namely:

- A curriculum vitae dated and signed by the employee and the various documents justifying his/her experience;
- A copy of the diploma (or equivalent):
 - signed by the competent administrative authority (for secondary education);
 - authenticated by the competent academic authority (for higher education).

Note: As concerns diplomas obtained abroad, the equivalences delivered by MINESUP are required.

❖ ***Personal technical equipment and logistics related to the activity sector of the service provider:***

- 1- List of personal technical equipment and logistics with corresponding supporting documents attached according to form No. 5;
- 2- The descriptive sheet of the technical and administrative sites (number and surface area of offices at the head office, and of branches if any) in accordance with form No. 3.

❖ ***Degree of compliance with Quality, Hygiene, Safety and Environment (QHSE) standards, according to the evaluation scale:***

- 1- Curriculum vitae of the QHSE manager;
- 2- Logistics and equipment devoted to QHSE.

NB: Make sure you attach supporting documents.

❖ ***Level of compliance with the labour legislation in force in Cameroon, according to the evaluation scale:***

- 1- Official report of election of staff representatives;
- 2- Third party liability insurance of the Engineering Company or Consulting Firm.

❖ ***Experience and references of services delivered in Cameroon:***

- 1- Detailed list of services provided by the Engineering Company or Consulting Firm in the given sector over the last ten (10) years in accordance with form No. 6;
- 2- Official reports of provisional and/or final acceptance;
- 3- Copies of the essential pages (those relating to the subject, amount, identification of contractors) of contracts or agreements executed in the “Building and Urban Development” sub-sector.

The forms hereinafter, duly filled, dated and signed, should be attached to the candidature file. These are:

Form 1: Permanent authorisation to check the veracity of declarations;

Form 2: Summary of the file documents;

Form 3: Candidate’s identification form;

Form 4: List of permanent staff;

Form 5: List of personal technical equipment and logistics;

Form 6: List of the most relevant experiences and references of the enterprise in the last 10 years.

4. EVALUATION CRITERIA

4.1. Rejection criteria:

- Absence of a document in the administrative file;

- False declaration or forged documents;
- Absence of certificate(s) of ownership and a receipt indicating payment of property tax or lease contract(s);
- Absence of a minimum of required technical equipment and logistics in the smallest category of the sector concerned;
- Number of permanent technical staff inferior to the minimum required for each category;
- Absence of a location plan of the Engineering Company or Consulting Firm signed by the General Manager with pictures (external views) of the head office building attached.

4.2. Essential Criteria:

Candidates shall be evaluated at two (2) levels:

- i. Qualification;
- ii. Classification.

In this regard, the following shall be considered:

For the qualification:

- compliance of the service provider with legal and regulatory provisions governing access to public procurement;
- administrative and technical structures, as well as share capital;
- personal technical equipment and logistics related to the activities for which the service provider intends to provide services (refer to the minimum required in the smallest category of the sector concerned);
- experience and references for services already provided in Cameroon;
- qualification and experience of the permanent staff;
- location plan of the Engineering Company or Consulting Firm signed by the General Manager with pictures (external views) of the head office building attached.

For Engineering companies and consulting firms created less than three (3) years ago, the experience and references of the promoter or of the technical officials shall be taken into account during the evaluation.

For classification:

- domain(s) of intervention;
- administrative situation (number of staff and payroll);
- turnover;
- level of expertise of the permanent technical staff;
- quantity of technical equipment and logistics;
- level of compliance with Quality, Hygiene, Safety and Environmental (QHSE) standards;
- level of compliance with the labour legislation in force in Cameroon;
- maximum amount of contracts for which the enterprise can bid;
- experience in the delivery of the services concerned.

5. WITHDRAWAL AND SUBMISSION OF FILES

The candidature file and the evaluation scales can be obtained every day during working hours from (i) the Commission in charge of the Categorisation of Service providers in the Building and Public Works sector, found in the head office of ARMP located in Mballa II, telephone: 243 00 51 66, 243 00 49 78, 243 59 65 62, 243 73 36 49, e-mail: ccp-btp@armp.cm, (ii) ARMP Regional Centres or (iii) downloaded from the Commission's website (categorisation.armp.cm).

Candidature files prepared in English or French in seven (7) copies, including **one (1) original and six (6)** copies, should be submitted, against receipt, to the Mail Service of ARMP, telephone: 222 201 803, on the ground floor of the head office building in Mballa II, or in ARMP Regional Centres, between 7.30 a.m. and 3 p.m. latest, local time, with the indication:

"CALL FOR CANDIDATURES No. _____/ARMP/CCP-BTP/17 of _____ FOR THE CATEGORISATION OF ENGINEERING COMPANIES AND CONSULTING FIRMS IN THE "BUILDING AND URBAN DEVELOPMENT" SUB-SECTOR.

6. COMPLEMENTARY INFORMATION

Complementary information may be obtained everyday during working hours from the Commission in charge of the Categorisation of Service providers in the Building and Public Works sector, telephone: 243 00 51 66, 243 00 49 78, 243 59 65 62, 243 73 36 49, e-mail: ccp-btp@armp.cm or from ARMP Regional Centres.

7. PUBLICATION OF RESULTS

Categorised Engineering Companies and Consulting Firms shall be informed of the results by a release from the Director General of ARMP in authorised publications and on the websites of ARMP and the Commission (www.armp.cm and categorisation.armp.cm).

Yaounde, _____

DIRECTOR GENERAL,

8. FORMS

(Letterhead of the Engineering Company or Consulting Firm)

FORM 1: PERMANENT AUTHORISATION TO CHECK THE VERACITY OF DECLARATIONS

Ref. No. _____, on _____

**TO THE DIRECTOR GENERAL
OF ARMP
P.O. Box 6604
YAOUNDE**

Subject: Permanent authorisation to check the veracity of declarations and references

Sir,

I the undersigned _____, National ID No. _____, issued on _____, General Manager* of the Engineering Company or Consulting Firm _____, taxpayer card no. _____, with its head office located in _____, P.O. box _____, Tel. _____, hereby authorise the Commission in charge of the Categorisation of Service Providers in the Building and Public Works sector to carry out, within the framework of the execution of its missions, any check on the veracity of declarations found in the candidature file submitted by the enterprise, in view of its participation in the Call for Candidatures No. _____.

In witness whereof this authorisation is issued to serve the purpose for which it is intended./-

Signature of the General Manager

**Please indicate the function*

(Letterhead of the Engineering Company or Consulting Firm)

FORM 2: SUMMARY OF THE FILE DOCUMENTS

No.	DOCUMENTS	YES	NO
<i>Administrative file</i>			
<i>Compliance of the service provider with legal and regulatory provisions governing access to public procurement</i>			
	Stamped application on the official letterhead of the Engineering Company or Consulting Firm addressed to the Director General of the Public Contracts Regulatory Agency		
	Certificate of Non-Exclusion (CNE) from Public Contracts issued by ARMP		
	Clearance certificate issued by the National Social Insurance Fund (CNPS), indicating the payroll reported by the service provider over the last three financial years or since the set up of the Engineering Company or Consulting Firm, if the latter was created less than three (3) years ago		
	Proof of solvency of less than ninety (90) days issued by the Court Registry of the place where the candidate's head office is located		
	Debt clearance certificate, attesting that the tax payer is in good standing with the Tax Administration		
	Copies of the Statistical and Tax Declaration of the last three (3) financial years or since the set up of the Engineering Company or Consulting Firm, if the latter was created less than three (3) years ago		
	Location plan of the Engineering Company or Consulting Firm signed by the General Manager with pictures (external views) of the head office building attached		
<i>Administrative and technical structures, as well as share capital</i>			
	True certified copy of the certificate of registration in the Trade Register		
	Certificate of ownership and receipt of payment of the property tax or lease contract		
<i>Technical file</i>			
<i>Personal technical equipment and logistics related to the activity sector of the service provider</i>			
	List of personal technical equipment and logistics with corresponding supporting documents		
	Descriptive sheet of the technical and administrative sites (number and surface area of offices at the head office building, and of branches if any)		
<i>Experience and references for services provided in Cameroon</i>			
	Detailed list of services provided by the Engineering Company or Consulting Firm in the given sector over the last ten (10) years		
	Official reports of provisional and/or final acceptance		
	Copies of the essential pages (those relating to the subject, amount, identification of contractors) of contracts and agreements executed in the "Building and Urban Development" sub-sector		
<i>Qualification and experience of permanent staff</i>			
	List of permanent supervisory and management staff, stating their professional skills in the given domain, as well as required supporting documents		
<i>Level of compliance with Quality, Hygiene, Safety and Environment (QHSE) standards</i>			
	Curriculum vitae of the QHSE manager		
	List of QHSE technical equipment and logistics		
<i>Level of compliance with the labour legislation in force in Cameroon</i>			
	Official report of elections of staff representatives		
	Third party liability insurance of the Engineering Company or Consulting Firm		
<i>Total number of documents</i>			

Signature of the General Manager

FORM 3: CANDIDATE IDENTIFICATION FORM

Name of the Engineering Company or Consulting Firm:
.....

Head Office Address:
.....
Telephone:
Fax:
Website:
E-mail :
Corporate form: Ets Ltd PLC

Activities:
.....

Date of creation: ____(dd)/__(mm)/____(yyyy)

RCCM No.:

Tax payer No.:

Is the Engineering Company or Consulting Firm bound by a National or Professional Collective Agreement?

YES NO
If YES, which one?

Does the Engineering Company or Consulting Firm have a third party liability insurance? YES NO

Does the Engineering Company or Consulting Firm have staff representatives?
YES NO If YES, how many?

Does the Engineering Company or Consulting Firm have an occupational hygiene and safety committee? YES NO

Is the Engineering Company or Consulting Firm bound by an agreement with a medical centre or an occupational medical doctor? YES NO

Does the enterprise keep a register of its staff medical checks? YES NO

General Manager*:
Names and Surnames:.....

Deputy General Manager:
Names and Surnames:.....

Manager:**
Names and Surnames:.....

**Make sure you indicate the function
**If any*

Permanent staff of the Engineering Company or Consulting Firm (number)

Category	Men	Women
Senior staff		
Supervisory staff		
Executing staff		
Others		
TOTAL		

Turnover of the Engineering Company or Consulting Firm

Years	Amount (CFAF)
2016 financial year	
2015 financial year	
2014 financial year	

Description of the workplace

Offices	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: Surface: m ²
Workshops	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: Surface: m ²
Warehouses	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: Surface: m ²
Internal infirmary	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire fighting equipment	<input type="checkbox"/> Extinguishers <input type="checkbox"/> Sand boxes <input type="checkbox"/> Smoke detectors
Fire safety system and installations	<input type="checkbox"/> Automatic fire extinguishing system <input type="checkbox"/> Fire hose cabinet
Dustbins	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: Capacity: litres
Utilities	<input type="checkbox"/> Water <input type="checkbox"/> Facilities (WC, toilets, etc.) <input type="checkbox"/> Electricity <input type="checkbox"/> Telephone <input type="checkbox"/> Internet

Signature of the General Manager

(Letterhead of the engineering company or consulting firm)

FORM 6: LIST OF THE MOST RELEVANT REFERENCES FOR THE LAST 10 YEARS

No.	CRITERIA	SERVICE 1	SERVICE 2	SERVICE 3	SERVICE 4	SERVICE 5
1	Subject of the contract					
2	Sources of financing					
3	Nature of services					
4	Project owner					
5	Contract holder					
6	Amount including taxes					
7	Official report of provisional or final acceptance					
8	Additional clauses, if any					

Note: Make sure you attach photocopies of the first and last pages of contracts concerned and other supporting documents (reports, etc.).

Signature of the General Manager

9. EVALUATION SCALES

9.1-QUALIFICATION CRITERIA

No .	CRITERIA	SUB-CRITERIA		YES/NO		
1	Compliance of the service provider with legal and regulatory provisions governing access to public procurement	<i>Administrative file</i>	1.1.1	Stamped application addressed to the Director General of ARMP		
			1.1.2	Certificate of Non-Exclusion from Public Procurement		
			1.1.3	Clearance certificate issued by the National Social Insurance Fund (CNPS), indicating the number of staff and the payroll reported by the service provider over the last three financial years or since the set up of the Engineering Company or Consulting Firm, if the latter was created less than three years ago;		
			1.1.4	Proof of solvency of less than ninety (90) days issued by the Court Registry of the place where the candidate's head office building is located		
			1.1.5	Debt-clearance certificate		
			1.1.6	Two (2) copies of the Statistical and Tax Declaration of the last three (3) financial years or since the set up of the Engineering Company or Consulting Firm, if the latter was created less than three (3) years ago		
			1.1.7	Location plan of the Engineering Company or Consulting Firm signed by the General Manager with pictures (external views) of the head office building attached		
2	Administrative and technical structures, as well as share capital	<i>2.1 Administrative, technical and financial aspects</i>	2.1.1	True certified copy of the certificate of registration in the Trade Register		
			2.1.2	Ownership certificate(s) and a receipt of payment of property tax or the lease contract(s)		
3	Personal technical equipment and logistics related to the activity sector of the service provider:	<i>3.1 Personal technical equipment and logistics</i>	3.1.1	Check the list of technical equipment and logistics in the smallest category of the sector concerned (building maintenance; general works; urban road works and rainwater drainage; development of public leisure and/or embellishment of spaces)		
4	Experience and references of services delivered in Cameroon	<i>4.1 Company's experience and references to be considered if it was created less than three (3) years ago</i>	4.1.1	Check the references in the smallest category of the sector concerned (building maintenance, general works, urban road works and rainwater drainage, development of public leisure and/or embellishment of spaces)		
5	Qualification and experience of permanent staff	<i>5.1 Permanent technical staff</i>	<i>Existence of the following permanent staff:</i>			
			5.1.1	Check the technical staff list in the smallest category of the sector concerned (building maintenance; general works; urban road works and rainwater drainage; development of public leisure and/or embellishment of spaces)		
TOTAL					__YES/12	

9.2-CLASSIFICATION CRITERIA

9.2-1- BUILDING

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
A	1. Activity sector	1.1	<i>Studies or Surveys for the construction/rehabilitation of a building with more than 9 floors or buildings on a total floor area of more than 1000 m²</i>			
	2. Administrative situation	2.1 Number of employees	More than twenty (20) employees (cf. CNPS document)			
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years			
	3. Turnover	3.1	Annual turnover before tax higher than one billion (1,000,000,000)CFA F			
	4. Permanent technical staff	4.1	1 Architect/ ((GCE A Level)+6 years of experience) or Civil Engineer or equivalent ((GCE A Level)+10 years of experience or (GCE A Level)+8 years of experience)			
		4.2	1 Civil Engineer or equivalent (GCE A Level +3) +8 years of experience or (GCE A Level +5) +6 years of experience)			
		4.3	1 Senior Civil Engineering Technician or equivalent ((GCE A Level +2) +10 years of experience)			
	5. Personal technical equipment and logistics	5.1	1 structural analysis software licence			
		5.2	1 architecture software licence			
		5.3	1 flat-bed plotter			
		5.4	3 office computers			
		5.5	1 A3 printer			
		5.6	1 A3 photocopying machine			
		5.7	2 Liaison vehicles			
		5.8	1 topographic equipment (total station, levelling rod, GPS)			
		5.9	1 Geotechnical equipment (Proctor mould and rammer, concrete test hammer, set of sieves, concrete compression machine, concrete test piece)			
		5.10	Offices surface area above or equal to 80 square metres			
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	6.1	6 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
				1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance			
7.2		Official report of elections of staff representatives				
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	Unlimited				
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth 600 million or two (2) contracts with a total value of 800 million or more, within the last ten (10) years.				
B	1. Activity sector	1.1	<i>Studies and Surveys for the construction of a building with at most 9 floors or a height of not more than 25 m</i> <i>Studies or Surveys for the construction of a building on a cumulated floor area of not more than 5000 m²</i>			
	2. Administrative	2.1 Number	Between eleven (11) and twenty (20) employees (see			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
B	situation	of employees	CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax higher than one hundred million (100,000,000) CFA F and not exceeding one billion (1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Architect ((GCE A Level)+6 years of experience) or Civil Engineer or equivalent ((GCE A Level)+10 years of experience or (GCE A Level)+8 years of experience)		
		4.2	1 Civil Engineer or equivalent (GCE A Level +3) +5 years of experience or (GCE A Level +5) +3 years of experience)		
	5. Personal technical equipment and logistics	5.1	1 structural analysis software licence		
		5.2	1 architecture software licence		
		5.3	1 flat-bed plotter		
		5.4	2 office computers		
		5.5	1 A3 printer		
		5.6	1 A3 photocopying machine		
		5.7	1 liaison vehicle		
		5.8	1 topographic equipment (total station, levelling rod, GPS)		
		5.9	1 Geotechnical equipment (Proctor mould and rammer, concrete test hammer, set of sieves, concrete compression machine, concrete test piece)		
		5.10	Offices surface area above or equal to 40 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	4 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance			
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	2 billion			
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 60 million or two (2) contracts with a cumulative value of 80 million or more, within the last ten (10) years			
C	1. Activity sector	1.1	<i>Studies and Surveys for the construction of a building with at most 5 floors / Height of not more than 15 m</i> <i>Studies or Surveys for the construction of a building on a cumulated floor area of not more than 2500 m²</i>		
	2. Administrative situation	2.1 Number of employees	Between six (6) and ten (10) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax above fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F		
4. Permanent technical staff	4.1	1 Civil Engineer or equivalent (GCE A Level +3) + 5 years of experience or (GCE A Level +5) +3 years of			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
C			experience)		
	Personal technical equipment and logistics	5.1	1 office computer		
		5.2	1 A3 printer		
		5.3	1 A3 photocopying machine		
		5.4	1 liaison vehicle		
		5.5	1 set of small topographic equipment (water level, flask, twine, square, GPS)		
		5.6	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)		
		5.7	Offices surface area above or equal to 20 metres square		
	6. Level of compliance with QHSE Standards	6.2 Equipment and logistics	3 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance		
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	200 million			
9. Experience in the provision of the services concerned	9.1	Reference of a similar contract, worth at least 30 million or two (2) contracts with a cumulative value of 40 million or more, within the last ten (10) years.			
D	1. Activity sector	1.1	<i>Studies and Surveys for the construction of a building with at most 3 floors / Height of not more than 9 m</i> <i>-Studies or Surveys for the construction of a building on a total floor area of not more than 1500 m²</i>		
	2. Administrative situation	2.1 Number of employees	Between three (3) and five (5) employees (see CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before taxes above fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent (GCE A Level +3) + 5 years of experience or (GCE A Level +5) +3 years of experience)		
	5. Personal technical equipment and logistics	5.1	1 office computer		
		5.2	1 A3 printer		
		5.3	1 A3 photocopying machine		
		5.4	1 set of small topographic equipment (water level, flask, twine, square, GPS)		
		5.5	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)		
		5.6	Offices surface area above or equal to 12 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
7. Maximum amount of contracts for	7.1 Threshold	100 million			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
D	which the service provider can bid				
	8. Experience in the provision of services concerned	8.1	Reference of a similar contract, worth at least 9 million or two (2) contracts with a total value of 12 million or more, within the last ten (10) years.		
E	1. Activity sector	1.1	<i>Studies and Surveys for the construction of a building with at most 2 floors / height of not more than 6 m</i> <i>Studies or Surveys for the construction of a building on a total floor area of not more than 1000 m²</i>		
	2. Administrative situation	2.1 Number of employees	Not more than two (2) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover excluding taxes not exceeding fifteen million (15,000,000) CFA F		
	4. Permanent technical staff or promoter	4.1	1 Senior Civil Engineering Technician or equivalent ((GCE A Level 2) 5 years of experience)		
	5. Personal technical equipment and logistics	5.1	1 office computer		
		5.2	1 A3 printer		
		5.3	1 A3 photocopying machine		
		5.4	1 set of small topographic equipment (water level, flask, twine, square, GPS)		
		5.5	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)		
		5.6	1 set of individual protection equipment (helmets, blouses, safety shoes, gloves)		
		5.7	1 set of collective protection equipment (triangle, cones, marking tape)		
	5.8	Offices surface area above or equal to 12 square metres			
6. Maximum amount of contracts for which the service provider can bid	6.1 Threshold	30 million			

9-2-2 URBAN PLANNING

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
AT	1. Activity sector	1.1	<i>Construction of fast urban roads coated with furnished and/or grade separated junctions, construction of primary drains with utility water crossing over 7.5 m spa</i>		
	2. Administrative situation	2.1 Number of employees	More than twenty (20) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover excluding taxes higher than one billion (1,000,000,000)CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer expert in Roads and Services or equivalent (GCE A Level +3) +10 years of experience or (GCE A Level +5) +8 years of experience)		
		4.2	1 Civil Engineer expert in earthworks or equivalent (GCE A Level +3) +8 years of experience or (GCE A Level +5) + 6 years of experience)		
		4.3	1 Senior Civil Engineering Technician or equivalent ((GCE A Level +2) +10 years of experience)		
	5. Personal technical equipment and logistics	5.1	1 structural analysis software licence		
		5.2	1 architecture software licence		
		5.3	1 flat-bed plotter		
		5.4	3 office computers		
		5.5	1 A3 printer		
		5.6	1 A3 photocopying machine		
		5.7	2 Liaison vehicles		
		5.8	1 topographic equipment (total station, levelling rod, GPS)		
		5.9	1 Geotechnical equipment (Proctor mould and rammer, concrete test hammer, set of sieves, concrete compression machine, concrete test piece)		
		5.10	Offices surface area above or equal to 80 square metres		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	6 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape, flashing light)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance		
7.2		Official report of the elections of staff representatives			
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	Unlimited			
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth 600 million or two (2) contracts with a total value of 800 million or more, within the last ten (10) years.			
B	1. Activity sector	1.1	<i>Surveys and/or Controls of works for the construction/rehabilitation/maintenance of surfaced primary roads (through-way) or maintenance of surfaced urban roads with crossroads, construction of primary drains with grade separation structures ranging between 7.5 and 5 m</i>		
	2. Administrative situation	2.1 Number of employees	Between eleven (11) and twenty (20) employees (cf. CNPS document)		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
B		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before taxes higher than one hundred million (100,000,000) CFA F and not exceeding one billion (1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer expert in Roads and Services or equivalent (GCE A Level +3) +8 years of experience or (GCE A Level +5) +8 years of experience)		
		4.2	1 Surveys Engineer/ ((GCE A Level+3)+7 years of experience) or Civil Engineer specialising in earthworks ((GCE A Level+3)+7 years of experience or (GCE A Level+5)+5 years of experience or equivalent)		
	5. Personal technical equipment and logistics	5.1	1 structural analysis software licence		
		5.2	1 architecture software licence		
		5.3	1 flat-bed plotter		
		5.4	2 office computers		
		5.5	1 A3 printer		
		5.6	1 A3 photocopying machine		
		5.7	1 liaison vehicle		
		5.8	1 topographic equipment (total station, levelling rod, GPS)		
		5.9	1 Geotechnical equipment (Proctor mould and rammer, concrete test hammer, set of sieves, concrete compression machine, concrete test piece)		
		5.10	Offices surface area above or equal to 40 metres square		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	6.1	4 lots of individual protection equipment (helmets, blouses, safety shoes, gloves)	
			1 set of collective protection equipment (triangle, cones, marking tape, flashing light)		
7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance			
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	2 billion			
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 60 million or two (2) contracts with a total value of 80 million or more, within the last ten (10) years.			
C	1. Activity sector	1.1	<i>Surveys and/or Controls of works for the construction/rehabilitation/maintenance of tertiary earth roads, in surface dressing, tertiary roads or pedestrian pathways by HIMO, works for the maintenance of surfaced urban roads + drainage), works for the construction/rehabilitation/maintenance or primary drains with grade separation structures ranging between 5 and 2.5 m</i>		
	2. Administrative situation	2.1 Number of employees	Between six (6) and ten (10) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before taxes above fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
C	4. Permanent technical staff	4.1	Civil Engineer expert in Roads and Services or equivalent (GCE A Level +3) +5 years of experience or (GCE A Level +5) + 3 years of experience)			
	5. Personal technical equipment and logistics	5.1	1 office computer			
		5.2	1 A3 printer			
		5.3	1 A3 photocopying machine			
		5.4	1 liaison vehicle			
		5.5	1 set of small topographic equipment (water level, flask, twine, square, GPS)			
		5.6	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)			
	6. Level of compliance with QHSE Standards	6.2 Equipment and logistics	6.2	3 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
				1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance			
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	200 million				
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 30 million or two (2) contracts with a total value of 40 million or more, within the last ten (10) years.				
D	1. Activity sector	1.1	<i>Surveys and/or Controls of works for the construction/rehabilitation/maintenance of urban roads and rainwater drainage, works for the clearing and construction of secondary or tertiary earth roads, works for the construction of structures (box drain/drainage culvert, ranging between 2.5 and 1.5 m, works for the construction/rehabilitation/maintenance of urban roads coated in cheap seal-coats of tertiary roads or pedestrian pathways by HIMO</i>			
	2. Administrative situation	2.1 Number of employees	Between three (3) and five (5) employees (cf. CNPS document)			
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years			
	3. Turnover	3.1	Annual turnover before taxes above fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F			
	4. Permanent technical staff	4.1	1 Civil Engineer expert in Roads and Services or equivalent (GCE A Level +3) +5 years of experience or (GCE A Level +5) +3 years of experience)			
	5. Personal technical equipment and logistics	5.1	1 office computer			
		5.2	1 A3 printer			
		5.3	1 A3 photocopying machine			
5.4		1 set of small topographic equipment (water level, flask, twine, square, GPS)				
5.5		3 sets of small geotechnical equipment (wheel-barrows, buckets, sieves)				
	5.6	Offices surface area above or equal to 12 metres square				

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
D	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Maximum amount of contracts for which the service provider can bid	7.1 Threshold	100 million		
	8. Experience in the provision of services concerned	8.1	Reference of a similar contract, worth at least 9 million or two (2) contracts with a cumulative value of 12 million or more, within the last ten (10) years.		
E	1. Activity sector	1.1	<i>Surveys and/or Controls of works for the construction/rehabilitation/maintenance of roads and rainwater drainage, works for the construction of road ditches/small grade separation structures (nozzles, box drain, etc.) drainage works with a range of less than 1.5 m</i>		
	2. Administrative situation	2.1 Number of employees	Not more than two (2) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover excluding taxes not exceeding fifteen million (15,000,000) CFA F		
	4. Permanent technical staff or promoter	4.1	1 Civil Engineering Senior Technician expert in Roads and Services or equivalent ((GCE A Level+ 2)+5 years experience)		
	5. Personal technical equipment and logistics	5.1	1 office computer		
		5.2	1 A3 printer		
		5.3	1 A3 photocopying machine		
		5.4	1 set of small topographic equipment (water level, flask, twine, square, GPS)		
		5.5	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)		
		5.6	1 set of individual protection equipment (helmets, blouses, safety shoes, gloves)		
		5.7	1 set of collective protection equipment (triangle, cones, marking tape)		
	5.8	Offices surface area above or equal to 12 square metres			
6. Maximum amount of contracts for which the service provider can bid	6.1 Threshold	30 million			

**9-2-3- PREPERATION OF URBANISM
DOCUMENTS OR DEVELOPMENT PLANS**

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
B	1. Activity sector	1.1	- Preparation of an urbanism document and/or urban development plan, a strategic urbanism plan involving more than 5 councils - Preparation of a neighbourhood restructuring plan, an allotment plan, a development plan covering more than 500 ha		
	2. Administrative situation	2.1 Number of employees	Between eleven (11) and twenty (20) employees (cf. CNPS document)		
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before taxes higher than one hundred million (100,000,000) CFA F and not exceeding one billion (1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Urban Planner ((GCE A Level+5)+8 years of experience) or Architect ((GCE A Level+5)+ years of experience) or Civil Engineer ((GCE A Level+3)+10 years of experience or (GCE A Level+5)+ 8 years of experience) or equivalent		
		4.2	1 Urban Planner (GCE A Level+5)+5 years of experience/Surveys Engineer (GCE A Level+3)+7 years of experience/Geographical Information System Engineer (GCE A Level+3)+7 years of experience / Civil Engineer specialised in Roads and Services (GCE A Level+3)+ +7 years of experience or (GCE A Level +5)+ +5 years of experience/equivalent		
	5. Personal technical equipment and logistics	5.1	1 architecture software licence		
		5.2	1 architecture software licence		
		5.3	1 flat-bed plotter		
		5.4	2 office computers		
		5.5	1 A3 printer		
		5.6	1 A3 photocopying machine		
		5.7	1 liaison vehicle		
		5.8	1 topographic equipment (total station, levelling rod, GPS)		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	4 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance		
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	Unlimited			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 60 million or two (2) contracts with a total value of 80 million or more, within the last ten (10) years.			
C	1. Activity sector	1.1	- Preparation of an urbanism document and/or urban development plan, strategic urbanism plan involving more than 3 councils - Preparation of a neighbourhood restructuring plan, an allotment plan, a development plan covering 500 to 150 ha			
	2. Administrative situation	2.1 Number of employees	Between six (6) and ten (10) employees (cf. CNPS document)			
		2.2 Payroll	At least equal to 20% of the average turnover for the last three (3) years			
	3. Turnover	3.1	Annual turnover before taxes above fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F			
	4. Permanent technical staff	4.1	1 Urban Planner ((GCE A Level+5)5 years of experience) or Architect ((GCE A Level+5)+ years of experience) or Civil Engineer ((GCE A Level+3)+8 years of experience or (GCE A Level+5)+ 6 years of experience) or equivalent			
	5. Personal technical equipment and logistics	5.1	1 office computer			
		5.2	1 A3 printer			
		5.3	1 A3 photocopying machine			
		5.4	1 liaison vehicle			
		5.5	1 set of small topographic equipment (water level, flask, twine, square, GPS)			
		5.6	1 set of small geotechnical equipment (wheel-barrows, buckets, sieves)			
	6. Level of compliance with QHSE Standards	6.2 Equipment and logistics	6.2	3 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
				1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Level of compliance with labour legislation in force in Cameroon	7.1	Third-party liability insurance			
8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	200 million				
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 30 million or two (2) contracts with a cumulative value of 40 million or more, within the last ten (10) years.				
D	1. Activity sector	1.1	- Preparation of a restructuring plan, an allotment plan covering surface area of more than 150ha			
	2. Administrative situation	2.1 Number of employees	Between three (3) and five (5) employees (cf. CNPS document)			
		2.2 Payroll	At least equal to 20% of the average turnover of the last three (3) years			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
D	3. Turnover	3.1	Annual turnover before taxes above fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Urban Planner (GCE A Level+5)+3 years of experience/Surveys Engineer (GCE A Level+3)+5 years of experience/ Engineer (GCE A Level+3)+5 years of experience / Civil Engineer specialised in Roads and Services (GCE A Level+3)+ 5 years of experience or (GCE A Level +5)+ 3 years of experience/equivalent		
	5. Personal technical equipment and logistics	5.1	1 office computer		
		5.2	1 A3 printer		
		5.3	1 A3 photocopying machine		
		5.4	1 set of small topographic equipment (water level, flask, twine, square, GPS)		
		5.5	Offices surface area above or equal to 12 metres square		
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 sets of individual protection equipment (helmets, blouses, safety shoes, gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
	7. Maximum amount of contracts for which the service provider can bid	7.1 Threshold	100 million		
8. Experience in the provision of services concerned	8.1	Reference of a similar contract, worth at least 9 million or two (2) contracts with a total value of 12 million or more, within the last ten (10) years.			