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**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***  
***“PUBLIC WORKS”***

**- CATEGORISATION CRITERIA -**

***“TECHNICAL AND CONTROL STUDIES”***

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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 “Public Works” 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 categorization of engineering companies and consulting firms in the “Public Works” sub-sector.

***Note:** 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 and consulting firms and individual consultants governed by Cameroonian law and capable of conducting studies and control missions of services performed in the sub-sector concerned, in one of the following five (5) categories:

<b>CATEGORY</b>	<b>LEVEL OF COMPLEXITY</b>	<b>COMPANIES CONCERNED</b>
<b>A</b>	Very large-scale services, regardless of the level of complexity	Engineering companies and consulting firms that have more than twenty (20) employees with an annual turnover before tax higher than one billion (1,000,000,000) CFA F
<b>B</b>	Large scale or highly complex services	Engineering companies and consulting firms that have between eleven (11) and twenty (20) employees with an 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.
<b>C</b>	Fairly large-scale or relatively complex services	Engineering companies and consulting firms that have between six (6) and ten (10) employees with an annual turnover before tax higher than fifty million (50,000,000) CFA F and not exceeding one hundred million (100,000,000) CFA F.
<b>D</b>	Medium-scale services or services of intermediate complexity	Engineering companies and consulting firms that have between three (3) and five (5) employees with annual turnover before tax is more than fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F.
<b>E</b>	Small-scale services or low-complexity services	Engineering companies and consulting firms that have more than two (2) employees with an annual turnover before tax of more than fifteen million (15,000,000) CFA F

Engineering companies and consulting firms can be qualified and classified in one or more categories of the following activities sectors:

*a- Roads*

*b- Engineering structures*

### **3. CATEGORISATION CANDIDATURE FILE**

The candidate 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 legal and regulatory provisions governing access to public procurement*

1. A stamped application on the engineering company's or consulting firm's letterhead 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 employees and the payroll reported by the service provider over the last three financial years or since the creation of the engineering company or consulting firm, if the latter was created less than three 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) years or since the creation of the engineering company or consulting firm, if the latter was created less than three years ago;
7. A location plan of the Engineering Company or consulting firm signed by its manager with pictures (external view) 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 a receipt indicating payment of the property tax or the 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 the form No. 4 stating their professional skills in the domain concerned, 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- The 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.

❖ **Level 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.

**Note:** Make sure you attach supporting documents.

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

- 1- The official report of the election of staff representatives;
- 2- Third party liability insurance of the Engineering Company or consulting firm.

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

- 1- Detailed list of services performed by of the Engineering company or consulting firm within the given activity sector over the last 10 (10) years according to 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 "Public works" 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 for the last 10 years.

#### **4. EVALUATION CRITERIA**

##### **4.1. Rejection criteria:**

- Absence of a document in the administrative file;
- False declarations or forged documents;
- Absence of certificate(s) of ownership and a receipt indicating payment of the 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 regular technical staff inferior to the minimum required for each category;
- Absence of a location plan of the engineering company or consulting firm signed by its manager with pictures (external view) 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 qualification:***

- compliance of the service provider with the 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 its manager with pictures (external view) of the head office building attached.

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

##### ***For classification:***

- activities sector(s);
- 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 Environment (QHSE)) standards;
- level of compliance with the labour legislation in force in Cameroon.
- maximum number of contracts for which the company 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 in located in Mballa II, telephone: 243 00 51 66, 243 00 49 78, 243 59 65 62, 243 73 36 49, e-mail address: ccp-btp@armp.cm, (ii) ARMP Regional Centres or (iii) downloaded from the Commission's website (categorization.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 the 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 "PUBLIC WORKS" 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 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](http://www.armp.cm) and [categorisation.armp.cm](http://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 mission, any check on the veracity of declarations found in the candidature file submitted by the company, 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.	DOCUMENT	YES	NO
<b>Administrative file</b>			
<b>Compliance of the services provider with legal and regulatory provisions governing access to public procurement</b>			
	Stamped application on the 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 the payroll reported by the service provider over the last three financial years or since the creation of the engineering company or consulting firm if the latter was created less than three 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 taxpayer is in good standing with the Tax Administration;		
	Copies of the Statistical and Tax Declaration of the last three (3) years or since the creation of the engineering company or consulting firm, if the latter was created less than three years ago;		
	Location plan of the company signed by its manager with pictures (external view) of the head office building attached.		
<b>Administrative and technical structures, as well as shared capital:</b>			
	True certified copy of the certificate of registration in the Trade Register		
	Certificate(s) of ownership and a receipt indicating payment of the property tax or the lease contract(s)		
<b>Technical file</b>			
<b>Personal technical equipment and logistics, related to the activity sector of the services provider:</b>			
	List of personal technical equipment and logistics with the corresponding supporting documents		
	Descriptive sheet of the technical and administrative sites (number and surface area of offices at the head office and of branches, if any)		
<b>Experience and references of services provided in Cameroon :</b>			
	Detailed list of services performed by the engineering company or consulting firm in the given sector over the last ten (10) years		
	Official reports of the provisional and/or final acceptance;		
	Copies of the essential pages (those relating to the subject, amount and identification of the contractors) of contracts or agreements executed in the "public works" sub-sector		
<b>Qualification and experience of permanent staff:</b>			
	List of permanent supervisory and management staff stating their professional skills in the given domain, as well as the required supporting documents		
<b>Level of compliance with Quality, Hygiene Safety and Environment (QHSE) standards:</b>			
	Curriculum vitae of the QHSE manager		
	List of QHSE technical equipment and logistics		
<b>Level of compliance with the labour legislation in force in Cameroon:</b>			
	Official report of the elections of staff representatives		
	Third party liability insurance of the Engineering company or consulting firm		
<b>Total number of documents</b>			

**Signature of the General Manager**

**FORM 3: CANDIDATE'S 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.: .....

Taxpayer 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 engineering company or consulting hold 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		
Execution staff		
Others		
<b>TOTAL</b>		

**Turnover of the Engineering company or consulting firm**

Years	Amount (CFA F)
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 <sup>2</sup>
Workshops	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Surface: _____ m <sup>2</sup>
Warehouses	<input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Number: _____ Surface: _____ m <sup>2</sup>
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 4 : LIST OF PERMANENT MANAGEMENT AND SUPERVISORY STAFF**

No.	NAME AND SURNAME	DIPLOMA	EXPERIENCE	CURRENT POSITION	CONTRACT REFERENCE	CNPS REFERENCE

***Note:*** Make sure you attach true certified or authenticated copies of certificates or diplomas, ID photocopies, CV and supporting documents for the experience. mentioned.

*Signature of the General Manager*

*(Letterhead of the engineering company or consulting firm)*

**FORM 5 : LIST OF THE PERSONAL TECHNICAL EQUIPMENT AND LOGISTICS**

No.	DESIGNATION	QUANTITY

***Note:*** Make sure you attach true certified or authenticated copies of vehicle registration documents and receipts of other equipment and logistics.

*Signature of the General Manager*

*(Letterhead of the engineering Company or consulting firm)*

**FORM 6: LIST OF THE MOST RELEVANT REFERENCES FOR THE LAST TEN (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 and/or final acceptance;					
8	Additional clauses, if any.					

***Note: Make sure you attach photocopies of the first and last pages of the 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	Service provider's compliance with the legal and regulatory provisions governing access to public procurement	1.1 Administrative document	1.1.1	Stamped application on the company letterhead addressed to the Director General of ARMP		
			1.1.2	Certificate of Non-Exclusion (CNE) from public contracts		
			1.1.3	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 creation of the engineering company or consulting firm if the latter was created less than three (3) 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 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) years or since the creation of the engineering company or consulting firm, if the latter was created less than three years ago		
			1.1.7	Location plan of the Engineering company or consulting firm signed by its manager with pictures (external view) of the head office building attached		
2	Administrative and technical structures as well as share capital:	2.1 Administrative, technical and financial aspects	2.1.1	True certified copy of the certificate of registration in the Trade Register		
			2.1.2	Certificate(s) of ownership and a receipt indicating payment of the property tax or the lease contract(s)		
3	Personal technical equipment and logistics related to the activity sector of the service provider:	3.1 Personal technical equipment and logistics	3.1.1	Check the list of the technical equipment and logistics of in the smallest category of the sector concerned( roads; engineering structures)		
4	Experience and references for services provided in Cameroon	4.1 Promoter's experience and references can be taken into account for companies created less than three (3) years ago	4.1.1	Check the references in the smallest category of the sector concerned( roads; engineering structures)		
5	Qualification and experience of the permanent staff	5.1 Permanent technical supervisory staff	Existence of the following permanent staff:			
			5.1.1	Check list of the technical staff in the smallest category of the sector concerned (roads; engineering structures)		
<b>TOTAL</b>						
<i>(Note: The company which obtains 100% of YES shall be declared qualified)</i>					___YES/12	

## **9.2-CLASSIFICATION CRITERIA**

## **9.2-1- ROADS AND ENGINEERING STRUCTURES**

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
A	1. Activity sector	1.1	<i>Study or controls for which the amount exceed one billion (1,000,000,000) CFAF, for the construction of tarred roads or engineering structures</i>		
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	More than twenty (20) employees		
		2.2 Payroll	Not lower than 20% of the average turnover for the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax above one billion ( 1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent (GCE GCE A level +3) +10 years of experience or (A Level +5) +8 years of experience)		
		4.2	1 Surveys Engineer or equivalent ( GCE A level +3) +5 years of experience or (GCE GCE A Level +5) +3 years of experience)		
		4.3	1 Senior Civil Engineering Technician or equivalent ((GCE A Level+2) +10 years experience)		
	5. Personal technical equipment and logistics	5.1	3 Liaison vehicles		
		5.2	1 Surveys equipment (set)		
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)		
		5.4	3 Computers		
		5.5	1 Software licence for road design		
		5.6	1 design Software licence		
		5.7	1 Software licence for structures calculation		
		5.8	3 Printers		
		5.9	3 Scanners		
		5.10	2 Photocopy machine		
		5.11	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 personal protective equipment (helmets, blouses, safety shoes and gloves)	
			1 Lot of collective protection equipment (triangle, cones, marking tape)		
7. Level of compliance with labour the legislation in force in Cameroon	7.1	Third party liability insurance			
	7.2	Official report of the election of staff representatives			
8. Maximum amount of contracts for which the company 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 cumulative value of 800 million or more, within the last ten (10) years.			
B	1. Activities sector	1.1	<i>Studies or controls for which the amount exceeds one hundred million (100,000,000) CFAF, for the construction/rehabilitation of tarred roads or engineering structure.</i>		
	2. Administrative situation (cf. CNPS documents)	2.1 Number of employees	Between eleven (11) and twenty (20) employees		
		2.2 Payroll	Not lower than 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		

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
B	4. Permanent technical staff	4.1	1 Civil Engineer or equivalent ( GCE A level +3) +10 years of experience or (GCE A Level +5) +8 years of experience)		
		4.2	1 Civil Engineer or equivalent ( GCE A level +3) +7 years of experience or (GCE A Level +5) +5 years of experience)		
	5. The company's technical and logistical resources	5.1	2 Liaison vehicles		
		5.2	1 Topography equipment (set)		
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)		
		5.4	2 Computers		
		5.5	1 Software licence for road design		
		5.6	1 design Software licence		
		5.7	1 Software licence for structures calculation		
		5.8	2 Printers		
		5.9	2 Scanners		
		5.10	2 Photocopy machine		
	5.11	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 personal protective equipment (helmets, blouses, safety shoes and gloves)		
			1 set of collective protection equipment (triangle, cones, marking tape)		
7. Level of compliance with the labour legislation in force in Cameroon	7.1	Third party Liability insurance			
8. Maximum amount of contracts for which the company 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	<b>1. Domain of intervention</b>	<b>1.1</b>	<b>Studies or survey whose amount exceed fifty million (50,000,000) CFA F on road traffic or road deterioration Management of roads weigh stations whose amount exceed fifty million (50,000,000) CFA F</b>		
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	Between six (6) and ten (10) employees		
		2.2 Payroll	Not lower than 20% of the average turnover of the three (03) last 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 experience)		
	5. Personal technical equipment and logistics	5.1	1 liaison vehicle		
		5.2	1 Computer		
		5.3	1 Printer		
		5.4	1 Photocopy machine		
	5.5	Offices surface area above or equal to 20 square metres			
6. Level of compliance with	6.1 Equipment	3 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
C	QHSE Standards	and logistics	1 set of collective protection equipment (triangle, cones, marking tape)			
	7. Level of compliance with the labour legislation in force in Cameroon	7.1	Third party liability insurance			
	8. Maximum amount of contracts for which the company 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 (02) contracts with a cumulative value of 40 million or more, within the last ten (10) years.			
C	<b>1. Activity sector</b>	<b>1.1</b>	<b><i>Study or controls for which the with amount exceed fifty million (50,000,000) CFAF, for the construction or rehabilitation of engineering structures.</i></b>			
	2. Administrative situation (cf. CNPS document)	2.1 Number of employees	Between six (6) and ten (10) employees			
		2.2 Payroll	Not lower than 20% of the average turnover of the three (3) last years			
	3. Turnover	3.1	Annual turnover before tax higher than 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 experience)			
	5. Personal technical equipment and logistics	5.1	2 Liaison vehicles			
		5.2	1 Surveys equipment (set)			
		5.3	1 Geotechnical equipment (densitometer, Proctor mould and rammer, scale, sieves)			
		5.4	1 Computer			
		5.5	1 Printer			
		5.6	1 Photocopy machine			
	6. Level of compliance with QHSE Standards	6.1 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 the 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	<b>1. Activity sector</b>	<b>1.1</b>	<b><i>- Study or surveys, whose amount exceed fifteen million (15,000,000) CFA F, on road traffic or road deterioration; Study or controls, whose amount exceed fifteen million (15,000,000) CFA F, for the construction or rehabilitation of engineering structure.</i></b>			
	2. Administrative	2.1 Number	Between three (3) and twenty (5) employees			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO
	situation (cf. CNPS documents)	of employees		
		2.2 Payroll	Not lower than 20% of the average turnover of the three (3) last years	
	3. Turnover	3.1	Annual turnover before tax higher than 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 Engineering Technician or equivalent (GCE A Level + 5 years experience)	
	5. Personal technical equipment and logistics	5.1	1 liaison vehicle	
		5.2	1 Computer	
		5.3	1 Printer	
		5.4	1 Photocopy machine	
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 sets of personal protective equipment (helmets, blouses, safety shoes and gloves)	
			1 set of collective protection equipment (triangle, cones, marking tape)	
7. Maximum amount of contracts for which the company 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.		
<b>E</b>	<b>1. Activity sector</b>	<b>1.1</b>	<b>- Study on road traffic or road deterioration survey which amount to not more than 30 million; -Study or controls which amount to not more than 30 million, for the construction or rehabilitation of engineering structure.</b>	
	2. Administrative situation (cf. CNPS documents)	2.1 Number of employees	At most two (2) employees	
		2.2 Payroll	Not lower than 20% of the average turnover of the three (03) last years	
	3. Turnover	3.1	Annual turnover before tax not exceeding fifteen million ( 15,000,000) CFA F	
	4. Permanent technical staff or promoter	4.1	1 Civil Engineering Technician or equivalent (A Level 5 years experience)	
	5. Personal technical equipment and logistics	5.1	1 Computer	
		5.2	1 Printer	
		5.3	1 set of individual protection equipment ( helmets, blouses, safety shoes, gloves)	
		5.4	1 set of collective protection equipment (triangle, cones, marking tape)	
	6. Maximum amount of contracts for which the company can bid	6.1 Threshold	30 million	