

REPUBLIQUE DU CAMEROUN
**CHAMBRE DE COMMERCE
D'INDUSTRIE DES MINES
ET DE L'ARTISANAT**

B.P. 4011 - DOUALA
Tél. : 233 42.67.87/33 42.98.81 - FAX : 233 42.55.96
E-MAIL : siege@ccima.cm



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**CHAMBER OF COMMERCE
INDUSTRY MINES
AND CRAFTS**

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**REQUEST FOR EXPRESSION OF INTEREST No. 001/AMI/CCIMA/2023 FOR THE
PROJECT MANAGEMENT OF WAREHOUSE DEVELOPMENT WORK AT THE PORT
AREA (WAREHOUSE No. 1).**

1) Context

The President of the Cameroon Chamber of Commerce, Industry, Mines and Crafts intends to rehabilitate the ~~former~~ warehouse at the Port Authority of Douala.

2) Purpose of the solicitation

This Request for Expression of Interest aims to pre-qualify firms that will participate in the Restricted National Invitation to Tender for the rehabilitation work of the ~~former~~ warehouse at the Port Authority of Douala

3) Scope of the services

The services of this contract relate to the project management of the rehabilitation work of the ~~former~~ warehouse at the Port Authority of Douala and consist of:

- The management of the work execution (DET), verification of all construction documents and companies, holding of site meetings and drafting of minutes;
- Scheduling, construction management and coordination (SCMC), coordination of the parties involved from the start of the site until the lifting of reservations;
- Acceptance (AOR).

4) Qualification criteria

- Must be a Cameroonian or foreign company (state-owned or private) established or having a representative in Cameroon;
- Must demonstrate the administrative, technical and financial capacities required for this purpose:
 - submit an administrative file in accordance with the specifications in paragraph 5 below;
 - have proven experience in the field in question
 - have the equipment and personnel compatible with the services to be provided
 - have sufficient financial capacity to carry out the services.

5) Application file

Companies wishing to express interest in performing the services covered by this Request of Expression of Interest must provide the following documents presented in two (2) volumes:

5.1. Volume 1 (administrative file)

"Volume 1" shall include administrative documents (in original or certified copies) dated less than three (3) months prior to the date of submission of bids:



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- a declaration of expression of interest ;
- a certificate of non-bankruptcy issued by the Chamber of Commerce, Industry, Mines and Crafts or by the Court of First Instance with territorial jurisdiction over the bidder's place of residence
- a certified copy of registration certificate;
- a valid certificate of registration in the company database of the Cameroon Chamber of Commerce, Industry, Mines and Crafts;
- a certificate of non-exclusion from public contracts issued by the Public Contracts Regulation Agency
- a certificate issued by the National Social Insurance Fund (NSIF) attesting of the bidder's fulfilment of his obligations towards the said Fund;
- a tax certificate;
- a plan and location certificate;
- an authorization of the grouping, where appropriate.

If the applicant is a grouping of companies, each constituent member must provide the above-mentioned documents. In this case, the representative of the grouping must be duly designated by a document attached to this file.

If any of the above documents is absent or invalid, the application shall be rejected.

5.2. Volume 2 (technical file)

The technical file must include:

5.2.1. **Human resources**

To this end, the company will have to justify its capacity to mobilise key personnel for the execution of the mission, and the personnel shall include:

A mission or project head

The mission or project head shall be a professional, GCE A-level + 5 years of higher education, a Civil Engineer, with proven expertise in the field of Civil Engineering. He/she must have at least five (5) years of experience in the field of Civil Engineering and be registered with the Order of Civil Engineers.

Two (2) assistants to the mission head

They must have a GCE A-level + 5 years of higher education and at least three (3) years of professional experience each in their own field:

- a Civil Engineer registered with the Order of Civil Engineers;
- an electrical engineer

For all staff, this list shall be accompanied by the following supporting documents dated less than three (3) months prior to the date of submission of bids:

- a Curriculum Vitae (CV) dated and signed by the person concerned;
- a certificate of presentation of the original of the highest diploma
- a document attesting to the availability of each staff member.

Absence of one of these documents shall result in zero (0) score for the personnel concerned.

5.2.2. Organisational chart of the company

The candidate shall provide a detailed organisational chart of his company.

5.2.3. The company's references in the field concerned

The applicant shall provide a list of references specifying:

- The number of years of experience in the field concerned by the service;
- Similar assignments already carried out.

In order to be considered during the evaluation, each reference in similar services must be justified by an extract of the contract including the first and last page, the pages of joint signatures as well as related certificates of successful completion or corresponding acceptance reports issued by the services of the project owner. All documents must be clear and legible.

5.2.4. A location map of the head office

The applicant shall provide a location map and a detailed description of the company's head office.

5.2.5. Logistical, technical and material resources.

The candidate shall present the technical and material resources that he intends to use to carry out the service. To this end, he must provide:

- logistical resources (vehicles, etc.);
- material resources (computers, printers);
- desks, cupboards and filing cabinets, etc., present at the structure's head office, with an indication of the date of acquisition (provide suppliers' invoices).

For all equipment, proof of ownership (photocopies certified by services issuing the vehicle registration documents or invoices) must be provided. The location of the said equipment must be specified, it being understood that the project owner if necessary may make checks).

6) Evaluation criteria

6.1. Elimination criteria

- Incomplete or non-compliant administrative file;
- false declaration and falsified documents;
- technical score below 75 points out of 100.

6.2. Essential criteria

the technical file shall be evaluated on 100 points following the below criteria:

- | | |
|--|------------|
| • Presentation of the file of expression of interest | 5 points; |
| • References of the company in similar domains | 40 points; |
| • References of personnel | 40 points; |
| • Company equipment | 15 points. |

Only companies that score at least seventy (75) out of one hundred (100) points in the evaluation will be pre-qualified to participate in the Restricted National Invitation to Tender.

7) Submission of application files

Application files drawn in English or French must be submitted in seven (7) copies, one of which shall be original and six (6) copies labelled as such, in sealed envelopes and addressed to the President of the Cameroon of Commerce, Industry, Mines and Crafts, located in BONANJO, Phone: 233 42 68 55 - fax: 233 42 55 96, Email : siege@ccima.cm before 12 noon on 29 MARS 2023, bearing the label:

REQUEST FOR EXPRESSION OF INTEREST No. 001/AMI/CCIMA/2023 FOR THE PROJECT MANAGEMENT OF WAREHOUSE REHABILITATION WORK AT THE PORT AUTHORITY OF DOUALA.

(TO BE UNSEALED ONLY DURING THE OPENING SESSION)

8) Bid validity period

Bids received shall be valid for a period of three (3) months from the date of their submission.

9) Service execution period

The execution period of the works shall not exceed thirteen (7) months from the date of notification of the order to start services.

10) Additional information

For any technical information, kindly contact the President of the Cameroon Chamber of Commerce, industry, Mines and Crafts, located in Bonanjo, Phone: 233 42 68 55 – Fax: 233 42 55 96, Email: siege@ccima.cm.

11) Publication of results

Following the analysis of bids, results shall be made known to bidders through the press and/or notice board. Pre-qualified companies shall be invited to participate in the restricted national invitation to tender in accordance with the procedures of award of contracts in force in Cameroon.

Douala, _____

PRESIDENT OF THE CCIMC

Christophe EKEN

Cc:

- Cab/SG CCIMC (follow-up)
- CIPM/CCIMC secretariat
- ARMP/SOPECAM (publication)
- Notice Board