

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

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AND CRAFTS**

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**REQUEST FOR EXPRESSION OF INTEREST No. 002/AMI/CCIMA/2023 FOR THE  
PROJECT MANAGEMENT OF THE CONSTRUCTION WORKS OF THE LEATHER  
TRADES PROFESSIONAL RESOURCE CENTRE IN MAROUA.**

**1) Background**

*For the execution of a project on the creation of a Leather Trades Professional Resource Centre in Maroua, the President of the Cameroon Chamber of Commerce, Industry, Mines and Crafts hereby launches a request for expression of interest for the construction of a Leather Trades Professional Centre in Maroua – Far North Region.*

**2) Purpose of the request**

*This Request for Expression of Interest aims to prequalify companies that will participate in the Restricted National Invitation to Tender for the construction works of the Leather Trades Professional Centre in Maroua – Far North Region.*

**3) Scope of the services**

*The services subject of this contract relate to the project management of the construction works of the Leather Trades Professional Resource Centre in Maroua - Far North Region and consist of:*

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

*More specifically,*

**• Supervision of work execution**

*Verification of the various documents intended for the site follow-up, in particular the site notebooks, which record minutes of meetings and site visits including:*

- *remarks on the quality of work;*
- *work weekly progress;*
- *problems relating to the execution of the work and modifications and requests;*
- *observations concerning the site safety;*
- *work stoppages beyond the contractor's control;*
- *inspection of health and safety conditions on the site;*
- *validation of construction documents, conformity control on the execution of the work, complying with rules of the art, the technical specifications and the contractual terms. Drafting of monthly reports on the quality of work carried out;*
- *drawing up of technical reports to present additional work necessary for the stability of the project or the continuation of the work, at the request of the project owner or the contract manager;*



- drawing up of a supplementary price list at the request of the project owner or the contract manager for the evaluation of any additional works;
- assistance in the verification of monthly statements of quantities for works carried out at the request of the project owner or the contract manager
- verification of the monthly and final accounts at the request of the project owner or the contract manager;
- assistance to the project owner with operations relating to provisional and final acceptance (technical acceptance, provisional acceptance and final acceptance, each time bringing together the service provider, the contract manager, the head of the contracts unit and the project owner's representative). Drawing up of a report following the acceptance, noting any reservations. Recording of the memoranda and complaints made by the contractor in charge of the work execution);
- drafting of an analysis report at the end of the project: the designer must analyse the work progress, highlighting any difficulties encountered which could reduce performance at the site. In addition, technical information intended to inform the project owner about the nature of the soil, materials, local production and other elements which would facilitate the extension of the project on the same site and under the same conditions must be included in this report;
- verification of the administrative situation of the site;
- preparation and transmission of technical service orders
- management of site meetings, and drafting of minutes and reports;
- assistance in the verification of monthly statements of quantities relating to the work carried out in agreement with the company;
- submission, within seven days, of architectural and technical documents relating to the shortcomings observed in the studies;
- management of the exercise of guarantees by the company and the lifting of reservations;
- assistance to the project owner in arbitrating and settling disputes;
- drawing up of work execution sheet;
- assistance to the project owner with any amendments to the contract.

- **Geotechnical control**

This control consists of carrying out a campaign of geotechnical studies to verify:

- the technical quality of the backfill;
- the quality of the materials used in the composition of concrete and mortar: sand, cement, steel, gravel
- water dosages;
- regularity of formwork types;
- concrete and mortar compositions in accordance with the company's formulations.

- **Environmental and social management control**

The environmental control shall consist of verifying that the Company carries out all the works specified in the specifications and the scope of work in accordance with the environmental protection clauses or laws and directives referred to in the Special Administrative Clauses.

#### 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:

- 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 formally 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 shall 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.

#### **Three (3) 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
- a computer 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-DOUALA, Phone: 233 42 68 55 - fax: 233 42 55 96, Email : [siege@ccima.cm](mailto:siege@ccima.cm) before 12 noon on 29 MARS 2023, bearing the label:

**REQUEST FOR EXPRESSION OF INTEREST No. 002/AMI/CCIMA/2023 FOR THE PROJECT  
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**(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 submission of bids.

**9) Service execution period**

The execution period of the works shall not exceed thirteen (13) 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](mailto: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. B

Douala, \_\_\_\_\_

**THE PRESIDENT OF THE CCIMC**

**Christophe EKEN**

**Cc:**

- CIPM/CCIMC secretariat
- ARMP/SOPECAM (publication)
- Notice Board