

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
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PRESIDENCY OF THE REPUBLIC  
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SECRETARIAT GENERAL



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
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PRESIDENCE DE LA REPUBLIQUE  
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SECRETARIAT GENERAL

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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**  
**"BUILDING AND URBAN DEVELOPMENT"**

**- CATEGORISATION CRITERIA -**  
**"TECHNICAL STUDIES AND CONTROLS"**

# **1. 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
<b><i>Administrative file</i></b>			
<b><i>Compliance of the service provider with legal and regulatory provisions governing access to public procurement</i></b>			
	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		
<b><i>Administrative and technical structures, as well as share capital</i></b>			
	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		
<b><i>Technical file</i></b>			
<b><i>Personal technical equipment and logistics related to the activity sector of the service provider</i></b>			
	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)		
<b><i>Experience and references for services provided in Cameroon</i></b>			
	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		
<b><i>Qualification and experience of permanent staff</i></b>			
	List of permanent supervisory and management staff, stating their professional skills in the given domain, as well as required supporting documents		
<b><i>Level of compliance with Quality, Hygiene, Safety and Environment (QHSE) standards</i></b>			
	Curriculum vitae of the QHSE manager		
	List of QHSE technical equipment and logistics		
<b><i>Level of compliance with the labour legislation in force in Cameroon</i></b>			
	Official report of elections of staff representatives		
	Third party liability insurance of the Engineering Company or Consulting Firm		
<b><i>Total number of documents</i></b>			

***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		
<b>TOTAL</b>		

**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 <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 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***

## **2. EVALUATION SCALES**

## **2.1-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)		
<b>TOTAL</b>					__YES/12	

## **2.2-CLASSIFICATION CRITERIA**

## **2.2-1- BUILDING**

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
<b>A</b>	<b>1. Activity sector</b>	<b>1.1</b>	<b><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 m<sup>2</sup></i></b>			
	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 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>B</b>	<b>1. Activity sector</b>	<b>1.1</b>	<b><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></b> <b><i>Studies or Surveys for the construction of a building on a cumulated floor area of not more than 5000 m<sup>2</sup></i></b>			
	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 m<sup>2</sup></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	<b><i>Studies and Surveys for the construction of a building with at most 3 floors / Height of not more than 9 m</i></b> <b><i>-Studies or Surveys for the construction of a building on a total floor area of not more than 1500 m<sup>2</sup></i></b>		
	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	<b>1. Activity sector</b>	<b>1.1</b>	<b><i>Studies and Surveys for the construction of a building with at most 2 floors / height of not more than 6 m</i></b> <b><i>Studies or Surveys for the construction of a building on a total floor area of not more than 1000 m<sup>2</sup></i></b>		
	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		

## **2-2-2 URBAN PLANNING**

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
<b>A</b>	<b>1. Activity sector</b>	<b>1.1</b>	<b><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></b>		
	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>B</b>	<b>1. Activity sector</b>	<b>1.1</b>	<b><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></b>		
	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			

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

**B**

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	<b>1. Activity sector</b>	<b>1.1</b>	<b>- 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</b>			
	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	<b>1. Activity sector</b>	<b>1.1</b>	<b>- Preparation of a restructuring plan, an allotment plan covering surface area of more than 150ha</b>			
	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.			