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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 WORK SECTOR**

**SUB-SECTOR**  
**“ENERGY”**

**CATEGORISATION CRITERIA**  
**“TECHNICAL STUDIES AND CONTROL”**

# **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 \_\_\_\_\_, tax payer 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 engineering company or consulting firm, 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***

*\*Make sure you indicate the function*

(Letterhead of the engineering company or consulting firm)

**FORM 2: SUMMARY OF THE FILE DOCUMENTS**

No.	DOCUMENTS	YES	NO
<b>Administrative file</b>			
<b>Compliance of the service provider with legal and regulatory provisions governing access to public procurement</b>			
	Stamped application on the engineering company's or consulting firm's letterhead 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), mentioning the number of employees and the payroll reported by the service provider during the last three financial years or since the creation of the engineering company or consulting firm, if the later 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 tax payer 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 later was created less than three years ago		
	Location plan of the engineering company or consulting firm signed by its manager with pictures (external views) of the head office building attached Engineering company or consulting firm		
<b>Administrative and technical structures as well as share capital</b>			
	True certified copy of the certificate of registration in the Trade Register		
	Certificate(s) of ownership and receipt indicating payment of the property tax or lease contract(s)		
<b>Technical file</b>			
<b>Personal technical equipment and logistics related to the activity sector of the service provider</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, and of branches if any)		
<b>Experience and references for services delivered in Cameroon</b>			
	Detailed list of services performed by the engineering company or consulting firm in the given activity sector over the last ten (10) years		
	Official reports for provisional and/or final acceptance		
	Copies of the essential pages (those relating to the subject, the amount and the identification of contractors) of contracts or agreements executed in the "Energy" 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 required supporting documents		
<b>Level of compliance with Quality, Hygiene, Safety and Environment (QHSE) standards</b>			
	Curriculum vitae of the QHSE manager		
	List of technical equipment and logistics devoted to QHSE		
<b>Level of compliance with the labour legislation in force in Cameroon</b>			
	Official report of the election 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*

(Letterhead of the engineering company or consulting firm)

**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.: .....  
 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 engineering Company or consulting firm 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		
Executing 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
Firefighting 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 5: LIST OF PERSONAL TECHNICAL EQUIPMENT AND LOGISTICS**

<b>No.</b>	<b>DESIGNATION</b>	<b>QUANTITY</b>

**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 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	1.1 Administrative file	1.1 .1	Stamped application addressed to the Director General of ARMP		
			1.1 .2	Certificate of non-exclusion from public contracts		
			1.1 .3	Clearance certificate issued by the National Social Insurance Fund (CNPS), mentioning the number of employees and the payroll reported by the service provider during the last three (3) financial years or since the creation of the engineering company or consulting firm, if the later 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 later was created less than three (3) years ago		
			1.1 .7	Location plan of the engineering company or consulting firm signed by its manager with pictures (external views) 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 receipt indicating payment of the property tax or 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 technical equipment and logistics of the smallest category related to the activity sector concerned(Rural, urban and suburban electrification; Interior electric facilities; Rural, urban and suburban electrification by solar system)		
4	Experience and references for services delivered in Cameroon	4.1 The experience and references of the founder or technical officials shall be taken into account for engineering companies or consulting firms created less than three (3) years ago.	4.1 .1	See the references of the smallest category related to the activity sector concerned(Rural, urban and suburban Electrification; Interior electric facilities; Rural, urban and suburban electrification by solar system.)		
5	Qualification and experience of the permanent staff	5.1 Permanent technical staff	Existence of the following permanent staff			
			5.1 .1	Check the list of technical staff of the smallest category related to the activity concerned(Rural, urban and suburban Electrification; Interior electric facilities; Rural, urban and suburban electrification by solar system.)		
<b>TOTAL</b>					<b>TOTAL</b>	

## **2.2 CLASSIFICATION CRITERIA**

## **2.2-1. ENERGY**

CATEGORY	CRITERIA	SUB-CRITERIA		YES	NO
TO	1. Activity sector	1.1	<i>All research study and/or controls of projects services for rural electrification and public lighting, interior electric and renewable solar energy whose amount is above 1 billion.</i>		
	2. Administrative situation (checkCNPS document)	2.1 Number employees	More than twenty (20) employees		
		2.1 Payroll	At least equal to 20% of the average turnover of 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 Electrical engineer (GCE A level +5) +8 years of experience or (GCE A level +3) +10 years of experience or equivalent		
		4.2	1 Civil, rural or mechanical engineer (GCE A level +5) +8 years of experience or (GCE A level +3) +10 years of experience or equivalent		
		4.3	1 Senior Surveys Technician (GCE A level +2) +7 years of experience or equivalent		
	5. Personal technical equipment and logistics	5.1	2 Tellurometers		
		5.2	1 Software licence for electrical projects study		
		5.3	1 Software licence for electrical projects management		
		5.4	Grounding device		
		5.5	1 Total station		
		5.6	2 light metres		
		5.7	6 Decametres		
		5.8	3 Pedometers		
		5.9	1 Plotter		
		5.10	1 camera		
		5.11	3 Computers		
		5.12	3 Printers		
		5.13	2 Photocopy machine		
		5.14	2 Temperature sensor probe		
		5.15	2 Solarimeters		
		5.16	1 isolation controller		
		5.17	2 Liaison vehicle (4x4)		
		5.18	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, hearing protective helmet, respiratory protection mask, chasuble, safety shoes, gloves)		
			1 Lot 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			
	7.2	Report of election of staff representatives			
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, of an amount at least equal to 600 million or two (2) contracts which cumulative value is less than or equal to 800 million, within the last ten years.		
<b>B</b>	1. Activity sector	<b>1.1</b>	<b><i>All research study and/or controls of projects services for rural electrification and public lighting, interior electric and renewable solar energy whose amount is above 100 billion.</i></b>		
	2. Administrative situation (checkCNPS document)	2.1 Number of employees	Between eleven (11) and twenty (20) employees		
		2.2 Payroll	At least equal to 20% of the average turnover of the last three (3) years		
	3. Turnover	3.1	Annual turnover before tax above one hundred million (100,000,000) CFA F not exceeding one billion (1,000,000,000) CFA F		
	4. Permanent technical staff	4.1	1 Electrical engineer ( GCE A level +5) +6 years of experience or (GCE A level +3) +8 years of experience or equivalent		
		4.2	1 Civil, rural or mechanical engineer (GCE A level +5) +6 years of experience or (GCE A level +3) +8 years of experience or equivalent		
	5. Personal technical equipment and logistics	5.1	1 Software licence for electricity projects management		
		5.2	Software licence for electricity projects study		
		5.3	1 Tellurometer		
		5.4	Grounding device		
		5.5	1 Total station		
		5.6	2 light metres		
		5.7	4 measuring tape		
		5.8	2 Pedometers		
		5.9	1 Plotter		
		5.10	1 camera		
		5.11	2 Computers		
		5.12	2 Printers		
		5.13	1 Photocopy machine		
		5.14	2 Temperature sensor probe		
		5.15	1 isolation controller		
5.16	2 Liaison vehicle (4x4)				
5.17	2 Solarimeters				
5.18	Surface area of offices above or equal to 40 metres square				
6. Level of compliance with QHSE standards	6.1 Equipment and logistics		4 sets of individual protection equipment ( helmets, hearing protective helmet, respiratory protection mask, chasuble, safety shoes, 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		

CATEGORY	CRITERIA	SUB-CRITERIA		YES	NO
<b>B</b>	8. Maximum amount of contracts for which the service provider can bid	8.1 Threshold	<b>2 billion</b>		
	9. Experience in the provision of services concerned	9.1	Reference of a similar contract, of an amount at least equal to 60 million or two (2) contracts with cumulative value less than or equal to 80 million, within the last ten years.		
<b>C</b>	1. Activity sector	<b>1.1</b>	<ul style="list-style-type: none"> <li>- <i>Study and/or control of an MT/BT three-phase network conversion with H59 or H61 station, MT/BT single-phase network, underground MT/BT network with H59 station, conversion of single-phase networks into three-phase expansion networks, central+ BT network, light Points, control cabinet, MT/BT station, BT and light Points network expansion, control cabinet, BT network expansion ;</i></li> <li>- <i>Interior electric facilities (building for offices, housing, laboratory)</i></li> <li>- <i>Electrification through solar station, solar street light</i></li> </ul>		
	2. Administrative situation (check CNPS document)	2.1 Number of employees	Between six (6) and ten (10) employees		
		2.2 Payroll	At least equal to 20% of the average turnover of 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 Electrical engineer (GCE A level +5) 4 years of experience or (GCE A level +3) 6 years of experience or equivalent		
	5. Personal technical equipment and logistics	5.1	1 Software licence for electricity projects management		
		5.2	Software licence for electricity projects study		
		5.3	Computer		
		5.4	1 Tellurometer		
		5.5	1 Photocopy machine		
		5.6	1 Printer		
		5.7	1 Pedometer		
		5.8	1 Theodolite		
		5.9	3 measuring tape		
5.10		1 camera			
5.11	Temperature sensor probe				
5.12	1 liaison vehicle				
5.13	1 light metre				
5.14	1 Solarimeter				



CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
C		5.15	Grounding device			
		5.16	1 isolation controller			
		5.17	Surface area of offices above or equal to 20 metres square			
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	3 sets of individual protection equipment (helmets, hearing protective helmet, respiratory protection mask, chasuble, safety shoes, 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, of an amount at least equal to 30 million or two (2) contracts with cumulative value less than or equal to 40 million, within the last ten years.				
D	1. Activity sector	1.1	<ul style="list-style-type: none"> <li>- <i>Study and/or control of a single-phase network into three-phase network conversion and BT network expansion, central + BT network, light Points, control cabinet, MT/BT station, BT and light Points network expansion, control cabinet, BT network expansion ;</i></li> <li>- <i>Interior electric facilities (building for offices, housing, laboratory; renewable solar energy)</i></li> <li>- <i>Electrification by solar station, solar street light</i></li> </ul>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	Between three (3) and five (5) employees			
		2.2 Payroll	At least equal to 20% of the average turnover of the last three (3) years			
	3. Turnover	3.1	Annual turnover before tax 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 Electrical engineer (GCE GCE A level +5) +2 years of experience or (GCE A level +2) +4 years or advanced technician (GCE A level +2) +7 equivalent years of experience			
	5. Personal technical equipments and logistics	5.1	1 Tellurometer			
		5.2	1 Pedometer			
		5.3	Temperature sensor probe			
		5.4	Computer			
5.5		1 Printing-copy machine				

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
D		5.6	1 Software licence for electricity projects management			
		5.7	1 Software licence for electricity projects study			
		5.8	1 camera			
		5.9	1 isolation controller			
		5.10	2 measuring tape			
		5.11	Grounding device			
		5.12	1 light metre			
		5.13	1 Theodolite			
		5.14	1 Solarimeter			
		5.15	1 Transport means			
		5.16	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, hearing protective helmet, respiratory protection mask, chasuble, 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, of an amount at least equal to 9 million or two (2) contracts with cumulative value less than or equal to 12 million, within the last ten years.				
E	1. Activity sector	1.1	<p><b>- Study and/or control of a single-phase network into three-phase network conversion and BT network expansion, central + BT network, light Points, control cabinet, MT/BT station, BT and light Points network expansion, control cabinet, BT network expansion ;</b></p> <p><b>- Interior electric facilities (building for offices, housing, laboratory)</b></p>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	At most two (2) employees			
		2.2 Payroll	At least equal to 20% of the average turnover of the last three (3) 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 Senior Civil Engineering Technician (GCE A level +7 years of experience) or equivalent			
	5. Personal technical equipment and logistics	5.1	1 Computer			
		5.2	1 printing copy machine			
		5.3	1 Software licence for electricity projects study			
5.4		1 Software licence for electricity projects management				

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
E		5.5	1 Solarimeter		
		5.6	1 Pedometer		
		5.7	1 Motorized transport means		
		5.8	1 camera		
		5.9	1 measuring tape		
		5.10	Grounding device		
		5.11	1 Temperature sensor probe		
		5.12	1 Tellurometer		
		5.13	1 Theodolite		
		5.14	1 light metre		
		5.15	1 set of individual protection equipment (helmets, hearing protective helmet, respiratory protection mask, chasuble, safety shoes, gloves)		
		5.16	1 set of collective protection equipment (triangle, cones, marking tape)		
		5.17	Surface area of offices above or equal to 12 square metres		
		6. Maximum amount of contracts for which the service provider can bid	6.1 Threshold	30 million	