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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**  
**“WATER AND SANITATION”**

**- 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 \_\_\_\_\_, 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 attachedEngineering 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 "Water and Sanitation" 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 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 (drinking water supply ; drinking water boreholes ; dikes and dams ; agro-sylvo-pastoral development; wastewater treatment)		
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 (drinking water supply ; drinking water boreholes ; dikes and dams ; agro-sylvo-pastoral development; wastewater treatment)		
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 (drinking water supply ; drinking water boreholes ; dikes and dams ; agro-sylvo-pastoral development; wastewater treatment)		
<b>TOTAL</b>					___YES/12	

## **2-2 CLASSIFICATION CRITERIA**

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
<b>A</b>	1 Activity sector	<b>1.1</b>	<i>Studies and/or controls of drinking water supply, dikes and dams, agro-sylvo-pastoral development, sewage sludge plant, water treatment plant and latrines</i>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	More than twenty (20) employees			
		2.2 Payroll	Not lower than 20% of the average turnover of 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 Water Engineer or equivalent ((GCE GCE A Level+5) + 8 years of experience)			
		4.2	1 Rural Engineer or equivalent (GCE GCE A Level +5) 8 years of experience or (GCE GCE A Level +3) +10 years of experience			
		4.3	1 Advanced topographical technician or equivalent ((GCE GCE A Level+2) +5 years experience)			
	5. Personal technical equipment and logistics	5.1	3 Liaison vehicles			
		5.2	1 Theodolite and accessories (total station)			
		5.3	1 Plotter			
		5.4	3 Kits for water analysis			
		5.5	3 Light and sound probes (minimum length of 100 metres)			
		5.6	3 GPS			
		5.7	3 Computers			
		5.8	3 Printers			
		5.9	3 Scanners			
		5.10	2 Photocopiers			
		5.11	1 Licence of the software used for hydraulic drawing and calculation			
	5.12	Offices space not less than 80 square metres				
6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	6 Lots of individual protection equipment (chasubles, helmets, noise-cancelling headphones, protective breathing mask, pairs of gloves, pairs of safety shoes)				
		1 Lot of collective protection equipment (speed reducer, triangle, cones, beacons)				
7. Level of compliance with the labour 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 service provider can bid	8.1 Threshold	unlimited				
9. Experience in the provision of services concerned	9.1	Reference of a similar contract, worth at least 600 million or two (2) contracts with a cumulative value of 800 million or more, within the last ten (10) years.				
<b>B</b>	1 Activity sector	<b>1.1</b>	<i>Studies and/or controls of drinking water supply, dikes and dams, agro-sylvo-pastoral development, sewage sludge plant, water treatment plant and latrines</i>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	Between eleven (11) and twenty (20) employees			
		2.2 Payroll	Not lower than 20% of the average turnover of the last three (3) years			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
<b>B</b>	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 Water Engineer or equivalent ((GCE GCE A Level+5) + 6 years of experience		
		4.2	1 Rural Engineer or equivalent (GCE GCE A Level +5) +6 years of experience or (GCE GCE A Level +3) +8 years of experience		
	5. Personal technical equipment and logistics	5.1	2 Liaison vehicles		
		5.2	1 Theodolite and accessories (total station)		
		5.3	1 Plotter		
		5.4	2 Kits for water analysis		
		5.5	2 Light and sound probes (minimum length of 100 metres)		
		5.6	2 GPS		
		5.7	2 Computers		
		5.8	2 Printers		
		5.9	2 Scanners		
		5.10	2 Photocopiers		
	6- Level of compliance with QHSE Standards	6.1 Equipment and logistics	4 Lots of individual protection equipment (chasubles, helmets, noise-cancelling headphones, protective breathing mask, pairs of gloves, pairs of safety shoes)		
1 Lot of collective protection equipment (speed reducer, triangle, cones, beacons)					
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	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.			
<b>C</b>	1. Activity sector	1.1	<i>Studies and/or controls of drinking water supply, dikes and dams, agro-sylvo-pastoral development, sewage sludge plant, water treatment plant and latrines</i>		
	2. Administrative situation (check 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 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 Rural Engineer or equivalent (GCE A Level +5) 4 years of experience or (GCE A Level +3) 6 years of experience		
	5. Personal technical equipment and logistics	5.1	1 Liaison vehicle		
		5.2	1 Automatic level		
		5.3	2 Odometers		
		5.4	1 Plotter		
		5.5	1 Kit for water analysis		
5.6		1 Light and sound probe (minimum length of 100 metres)			
5.7		1 GPS			
	5.8	1 Computer			
	5.9	1 Printer			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO		
<b>C</b>		5.10	1 Scanner			
		5.11	1 Photocopier			
		5.12	Offices space not less than 20 square metres			
	6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	3 Lots of individual protection equipment (chasubles, helmets, noise-cancelling headphones, protective breathing mask, pairs of gloves, pairs of safety shoes)			
			1 Lot of collective protection equipment (speed reducer, triangle, cones, beacons)			
	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 contracts with a cumulative value of 40 million or more, within the last ten (10) years.				
<b>D</b>	1. Activity sector	<b>1.1</b>	<b><i>Studies and/or controls of drinking water supply, dikes and dams, agro-sylvo-pastoral development, sewage sludge plant, water treatment plant and latrines</i></b>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	Between three (3) and five (05) 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 fifteen million (15,000,000) CFA F and not exceeding fifty million (50,000,000) CFA F			
	4. Permanent technical staff	4.1	1 Rural Engineer or equivalent (GCE A Level +5) +2 years of experience or (GCE A Level +3) + 4 years of experience			
	5. Personal technical equipments and logistics	5.1	1 Automatic level			
		5.2	1 Oedometer			
		5.3	1 Plotter			
		5.4	1 Kit for water analysis			
		5.5	1 GPS			
		5.6	1 Computer			
		5.7	1 Printer			
		5.8	1 Scanner			
	5.9	1 Photocopier				
5.10	Office space not less than 12 square metres					
6. Level of compliance with QHSE Standards	6.1 Equipment and logistics	2 Lots of individual protection equipment (chasubles, helmets, noise-cancelling headphones, protective breathing mask, pairs of gloves, pairs of safety shoes)				
		1 Lot of collective protection equipment (speed reducer, triangle, cones, beacons)				
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.				
<b>E</b>	1. Activity sector	<b>1.1</b>	<b><i>Studies and/or controls of drinking water supply, dikes and dams, agro-sylvo-pastoral development, sewage sludge plant, water treatment plant and latrines</i></b>			
	2. Administrative situation (check CNPS document)	2.1 Number of employees	At most two (02) employees			
		2.1 Payroll	Not lower than 20% of the average turnover of the last three (3) years			

CATEGORY	CRITERIA	SUB-CRITERIA		YES/NO	
	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 Advanced Civil/Rural Engineering Technician or equivalent (GCE A Level +2) + 4 years of experience or Rural/Civil Engineering Technician + 6 years of experience		
	5. Personal technical equipment and logistics	5.1	1 Computer		
		5.2	1 Kit for water analysis		
		5.3	1 GPS		
		5.4	1 Lot of individual protection equipment (chasuble, helmets, pairs of gloves, pairs of safety shoes)		
		5.5	1 Lot of collective protection equipment / Lot of work site signalling equipment (speed reducer, cone, beacons)		
		5.6	Offices space not less than 12 square metres		
	6. Maximum amount of contracts for which the service provider can bid	6.1 Threshold	30 million		