

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MEZAM DIVISION  
BAMENDA III COUNCIL  
Private Secretariat  
P.O. Box 5012 Bamenda  
Tel : (237) 677665180



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCAL  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MEZAM  
COMMUNE DE BAMENDA III  
B.P. Box 5012 Bamenda  
Tel: (237) /6 77665180  
NO.008/L/MINDDEVEL /BIIC/PS/-----

## BAMENDA III COUNCIL TENDERS BOARD

\*\*\*\*\*

# REQUEST FOR QUOTATION

**CONSULTATION No..001/RQ/BIIC/BIICTB/2019 OF 02<sup>nd</sup> APRIL /2019**

**FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED  
HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM IN  
THE NORTH WEST REGION.**

**PROJECT OWNER: THE MAYOR OF BAMENDA III COUNCIL**

**FINANCING: MINSANTE PUBLIC INVESTMENT BUDGET (PIB) - 2019**

**BUDGET HEADS**

**NKWEN MEDICALIZED HEALTH CENTRE**

**53 40 531 07 641607 2272**

**FINANCIAL YEAR 2019**

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## NOTICE FOR CONSULTATION

**Subject:** CONSULTATION No. 001/RQ/MINMAP/BIIC/BIICTB/2019 of 02/04/2019

### **FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION.**

Within the framework of 2019 Investment Budget, the Mayor of Bamenda III Contracting Authority, hereby launches, a Request for Quotation for the Furnishing of Medical Equipment in NKWEN MEDICALIZED Health Centre Bamenda III in Mezam Division of the North West Region.

#### **1. Participation:**

Participation to this consultation is open to Small and Medium Size Enterprises with proven experience in this domain.

#### **2. Description of services:**

See document 3.3 technical description

#### **3. Project owner** The Mayor of Bamenda III Council.

#### **4. Estimated cost**

The estimated cost after preliminary studies is 8 500 000 (Eight million five hundred thousand).

#### **5. Funding**

This project shall be financed by the MINSANTE 2019 Public Investment Budget.

#### **6. Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of **170 000 CFA (One Hundred and Seventy Thousand Francs) CFA** and valid for thirty (30) days beyond the date of validity of bids.

#### **7. Consultation of the Tender file:**

The file may be consulted during working hours at the Bamenda III Council, Telephone N° (237) 677 665 180, as soon as this notice is published.

### **8. Acquisition of consultation file:**

The tender file may be obtained from the Bamenda III Council Telephone N° (237) 677 665 180 as soon as this notice is published against payment of the sum of **25.000 CFA francs** payable at the Bamenda III Municipal Treasury, representing the cost of purchasing the tender file.

### **9. Submission of bids:**

Each offer drafted in English or French in 08 (eight) copies including 01 (one) original and 07 (seven) copies marked as such, should reach the Bamenda III Council not later than **22/04/2019 at 10 AM** local time and should carry the inscription:

**« CONSULTATION No...../RQ/BIIC/BIICTB/2019 OF 02/04/2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM IN THE NORTH WEST REGION.**

**To be opened only during the Tenders Board Opening session ».**

### **10 Admissibility of bids**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance. .

### **11. Opening of bids:**

Bids will be opened on the **22/04/2019 at 11 AM** in the conference hall of Bamenda III Council, by the Bamenda III Council Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The bids will be evaluated inclusively of value added tax (VAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

### **12. Deadline of execution:**

The dead line of execution is **Sixty (60) days** from the date of notification for this Jobbing Order to begin.

### **13. Period of validity of the bids:**

The bidder is bound by his bid for a period of sixty (60) days with effect from the deadline fixed for the submission of the bids.

### **14. Complementary Information:**

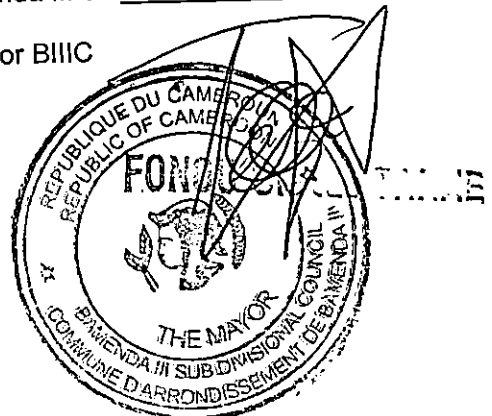
Complementary technical information may be obtained during working hours at the Bamenda III Council Telephone N° (237) 677 665 180

Done at Bamenda III on 02 AVR 2019

The Mayor BIIC

Copies:

- MINMAP
- ARMP
- Chairpersons of TB
- Notice Boards



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## AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

**Objet : CONSULTATION N°001/DC/ MINMAP/BIIC/BIICTB/2019 DU 02/04/2019 POUR LA FOURNITURE DES EQUIPEMENTS MEDICAUX DANS LE CENTRES DE SANTE MEDICALE DE NKWEN A BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM, REGION DU NORD-UEST.**

Dans le cadre de l'exercice budgétaire 2019, le Maire de Bamenda III, Autorité Contractante lance, une Demande de Cotation pour la fourniture des équipements médicaux dans le centres de santé intégré NKWEN à Bamenda III dans le Département de la Mezam, Région du Nord-Ouest.

### 1. Participation :

La participation à cette consultation est ouverte aux P.M.E. de droit camerounais ayant une expérience avérée dans le domaine concerné.

### 2. Description des prestations :

Voir le document 3.3 description technique

### 3. Maitre d'Ouvrage : Le Maire de la Commune de BAMENDA III.

### 4. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de huit millions cinq cent milles (8 500 000) par lot

### 5. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du MINSANTE (2019).

### 6. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans cet DAO, d'un montant de cent soixante dix mille (170 000 FCFA) et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

### 7. Consultation du Dossier :

Le dossier de consultation peut être consulté et obtenu aux heures ouvrables à la commune de Bamenda III Tél. : (237) 677 665 180 , dès publication du présent avis.

#### **8. Acquisition du Dossier de consultation**

Le dossier peut être obtenu aux heures ouvrables à la commune de Bamenda III Tél. : (237) 677 665 180, dès publication du présent avis, contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de F 25.000 CFA.

#### **9. Remise des offres :**

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, devra parvenir contre récépissé à la commune de Bamenda III Tél. : (237) 677 665 180 au plus tard le 22/04/2019 à 10, heures locale et devra porter la mention suivante :

**<< CONSULTATION N°.001/RC /BIIC/BIICTB/2019 DU ...../...../2019 POUR LA FOURNITURE DES EQUIPEMENTS MEDICAUX DANS LE CENTRES DE SANTE INTEGRE DE NDZAH A BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM, REGION DU NORD-OUEST. >>**

**«A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»**

#### **10. Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le 22/04/2019 à 11 heures dans la salle de conférence de Bamenda III, en présence des soumissionnaires qui le désirent. Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

#### **11. Délai d'exécution :**

Le délai d'exécution est fixé à **soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

#### **12. Durée de validité des offres :**

Les soumissionnaires restent engagés par leur offre pendant une période de **soixante (60) jours**, à compter de la date limite fixée pour la réception des offres.

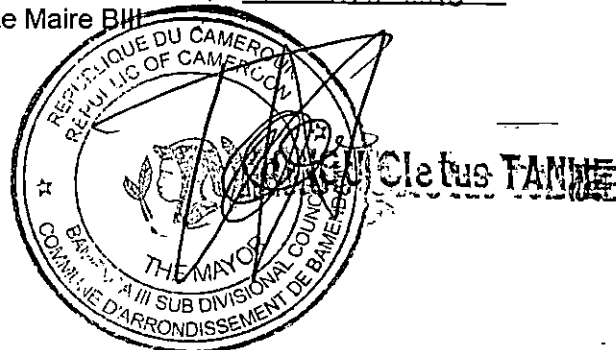
#### **13. Renseignements complémentaires :**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la commune de Bamenda III Tél. : (237) 677 665 180

Fait à Bamenda III, le 02 AVR 2019  
Le Maire BUI

Copies :

- MINMAP
- ARMP ;
- Présidents CPM ;
- Affichage.



# DOCUMENT N° I

## LETTER OF INVITATION TO BE SUBMITTED

**Objet:** CONSULTATION No...001/RQ/BIIC/BIICTB/2019 OF 02/04/2019

**FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION.**

Dear Sir,

Within the framework of 2019 Investment Budget, the Mayor of Bamenda III Contracting Authority, hereby launches, a Request for Quotation for the Furnishing of medical equipment at NKWEN medicalized health Centre in Bamenda III Mezam Division of the North West region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the **22/04/2019** at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on :

**"REQUEST FOR QUOTATION No. .... /RQ/BIIC/BIICTB/2019 OF 2<sup>nd</sup> OF April 2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM IN THE NORTH WEST REGION."**

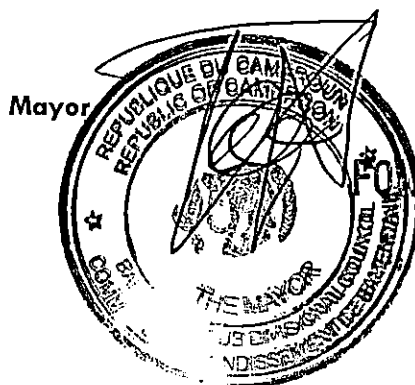
The bids will be submitted on or before the **22/04/2019** at **10 AM** at the Mayor's Private Secretariat or at the CDO's office Bamenda III Council, and opened on the **22/04/2019** at **11AM** at the conference hall of Bamenda III Council.

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

This supply shall be carried out within deadline of 60 (Sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heart felt greetings.

Done on the 02 AVR 2019



**FOUGU Cletus TANWE**

**DOCUMENT No. II**  
**RULES OF THE CONSULTATION**

**2.1 - CONSULTATION FILE**

**ARTICLE 1 : Contents of the consultation file**

- 1.1 The consultation file shall describe the supplies which are subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- 1.1 the letter of invitation to tender,
  - 1.2 technical specifications,
  - 1.3 the bill of estimates and quantities,
  - 1.4 the model tender,
  - 1.5 the draft jobbing order,
  - 1.6 the model bid comparison table.
- 1.3 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

**2.2- BID PREPARATION**

**ARTICLE 2: Language**

The bid as well as any correspondence comprising the bid shall be written in English or French.

**ARTICLE 3: Documents comprising the bid**

The bid presented by the Supplier shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) The descriptive and quantitative estimates duly filled, signed and dated ;
- (c) The draft Jobbing Order duly completed, initialed and signed ;
- (d) A complete administrative file comprising of the following :
  - 1. A valid Certificate of imposition;
  - 2. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
  - 3. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old ;
  - 4. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;
  - 5. A receipt showing the payment of **FCFA Thirty thousand (30.000)** representing the cost of the tender file issued by the Bamenda III Council treasury;
  - 6. A bid bond of 170 000 FCFA (one hundred and sixty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
  - 7. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;
  - 8. Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.



9. A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old ;
10. A Certified Copy of the Business Registration, not more than three months old.
11. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);
12. Deadline for the execution of the works;
13. An attestation of site visit signed by the Chief of Centre NDZAH Integrated Health Centre.

#### **ARTICLE 4 : BID**

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
  - a. Exclusive value added taxes (VAT) and
  - b. All taxes and customs duties inclusive (ATI).
- 4.2: The Supplier shall complete the Bill of Estimates and Quantities provided in the consultation file, indicating the characteristics of the supplies in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.
- 4.3: The Supplier shall fill and sign the draft jobbing order.

#### **ARTICLE 5: Bid currencies**

Prices shall be written in CFA francs.

#### **ARTICLE 6: Bid validity period**

Bids shall be valid for the period of 60 days.

#### **ARTICLE 7: SUBMISSION OF BIDS**

The bids will be submitted on before the **22/04/2019** at **10 AM** in the conference hall of Bamenda III Council and opened on the **22/04/2019** at **11 AM** in the conference hall.

#### **ARTICLE 8: Stamping and marking of bids**

Suppliers shall enclose the original and copies of their bids in an envelope:

- (a) Addressed to the Mayor of Bamenda III Council at the address indicated in the letter of invitation to tender and bearing on:

**REQUEST FOR QUOTATION No. ...001/RQ /BIIIC/BIIICTB/2019 of 02/04/2019 FOR THE  
FURNISHING OF MEDICAL EQUIPMENT AT MEDICAIZED HEALTH CENTRE NKWEN IN BAMENDA III  
SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION**

#### **ARTICLE 9: Latest time and date of submission of bids**

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

#### **ARTICLE 10 OPENING**

- 10.1 The Bamenda III Tenders Board shall open the bids in the presence of the bidders or the representatives of the suppliers wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.
- 10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

**ARTICLE 11: Evaluation of the Bids**

DESIGNATION	YES	NO
<b>A- GENERAL PRESENTATION</b>		
1- Document spirally bound or slot		
2- Hard back cover		
3- Content page		
4- Coloured separators		
5- Page Numbering		
<b>B- PROFESSIONAL EXPERIENCE OF BIDDER</b>		
6- Table of past supplies realized for the past 5 years (at least two references) joint certified copy of the first and last page of the contract (indicate amount, year, Contract number, funding body and place of execution)		
<b>C- ADMINISTRATIVE DOCUMENTS</b>		
7- A stamped letter of submission signed and dated		
8- The descriptive and quantitative estimates duly filled, signed and dated		
9- The draft Jobbing Order duly completed, initialed and signed		
10- A complete administrative file comprising of the following		
1 A valid Certificate of imposition;		
2 Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.		
3 An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old ;		
4 Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;		
5 A receipt showing the payment of <b>FCFA Thirty thousand francs (30.000)</b> representing the cost of the tender file issued by the Bamenda III Council Treasury ;		
6 A bid bond of 170 000 FCFA (one hundred and sixty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
7 A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;		
8 Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.		
9 A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old ;		
10 A Certified Copy of the Business Registration, not more than three months old.		
11 An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);		
12 Deadline for the execution of the works;		
13 An attestation of site visit signed by the contractor.		

The absence or the non-conformity of one of the elements in documents "C" of the evaluation grill above will result to the elimination of the offer

The evaluation will be done in a purely positive way" yes" or negative "no" with an acceptance minimum of 4/6 in the elements that appear in documents A and B

The project will be awarded to the bidder who would have proposed the lowest and realistic amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document C and at least 4/6 of those in A and B

**ARTICLE 12: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

**2.3 - AWARD OF THE JOBBING ORDER**

**ARTICLE 13: Award of the jobbing order**

The Tenders Board shall propose the award of the jobbing order to the contracting authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest and realistic.

**ARTICLE 14: Announcement of award of the jobbing order**

The contracting authority Mayor of Bamenda III shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the jobbing order
- d) The delivery deadline.

**ARTICLE 15: Signing of the jobbing order**

Within 7 (seven) days following the award, the jobbing order shall be signed by the Contracting Authority and notified to the supplier who shall be responsible for its registration according to the procedure in force.

**ARTICLE 16: Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Suppliers should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same supplier under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".  
"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

## DOCUMENT No. III

### MODEL APPENDICES

#### 3.1 BID LETTER

Date .....

Consultation No 001/RQ /BIIIC/BIIICTB/2019 OF ...02/04/2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION  
MEZAM DIVISION IN THE NORTH WEST REGION

To : The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to supply and deliver .....

..... in accordance with the request for Consultation and for the sum of .....

CFAF (in words) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (in figures), exclusive of Value Added Tax and all Taxes Inclusive

If our bid is approved, we undertake to deliver the supplies in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a jobbing order, this bid completed by your written acceptance and the notification of award of the jobbing order, shall serve as a jobbing order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.

## BAMENDA III TENDERS BOARD

**Consultation No. 001/RQ /BIIC/BIICTB/2019 OF 02/04/2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM IN THE NORTH WEST REGION**

Deadline for submission of bids:

**22/04/2019 AT 10 am**

### 3.2 - BILL OF ESTIMATES AND QUANTITIES

(To be filled by the Candidate)

NO.	REFERENCE NO.	Description of item (including Marque and model)	Qty	Unite price	Total Price
1		Adjustable Hospitalization bed (stainless SK057) with anti-bed sore mattresses	05		
2		Bedside cupboard with drawers for patients (stainless steel with wheels	25		
3		Electronic suction machine for the theatre	02		
4		Oxygen concentrator 220V	01		
5		Pulse oxymetre	04		
6		Operation bed	01		
7		Scialytic overhead theatre lamps	01		
8		Anesthetic machine	01		
<b>TOTAL WITHOUT TAXES</b>					
<b>VAT (19.25% for both Real and Simplified</b>					
<b>AIR(IT) (2.2% for Real and 5.5% for simplified</b>					
<b>TOTAL WITH TAXES INCUSIVE (TTC</b>					
<b>NET TO BE PAID</b>					

### 3.3 Schedule of unit prices

NO.	REFERENCE NO.	Description of item (including Marque and model)	Qty	U.P in figure	U.P in Word
1		Adjustable Hospitalization bed (stainless SK057) with anti-bed sore mattresses	08		
2		Bedside cupboard with drawers for patients (stainless steel with wheels)	25		
3		Electronic suction machine	02		
4		Oxygen concentrator 220V	01		
5		Pulse oxymeter	04		
6		Operation bed	01		
7		Scialytic overhead theatre lamp	01		
8		Anesthetic machine	01		

## BAMENDA III TENDERS BOARD

Consultation No. 001/RQ /BIIIC/BIIICTB/2019 OF 02/04/ 2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION

### 3.4 - TECHNICAL DESCRIPTION OF SERVICES

NO.	Reference NO.	Description of item (including Marque and model)	Qty	Period time	place
1		Adjustable Hospitalization bed (stainless SK057) with anti-bed sore mattresses	08		
2		Bedside cupboard with drawers for patients (stainless steel with wheels	25		
3		Electronic suction machine	02		
4		Oxygen concentrator 220V	01		
5		Pulse oxymeter	04		
6		Operation bed	01		
7		Scialytic overhead theatre lamp	01		
8		Anesthetic Machine	01		

## BAMENDA III TENDERS BOARD

Consultation No. 001/RQ /BIIC/BIICTB/2019 OF 02/04/ 2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICLIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM IN THE NORTH WEST REGION

### 3.5 - BID COMPARISON TABLE

No	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								

#### Members of the Tenders Board

**Name**

**Duty**

**Signature**

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MEZAM DIVISION  
BAMENDA III COUNCIL  
Private Secretariat  
P.O. Box 5012 Bamenda  
Tel : (237) 677665180



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCAL  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MEZAM  
COMMUNE DE BAMENDA III  
B.P. Box 5012 Bamenda  
Tel: (237) /6 77665180  
NO.008/L/MINDDEVEL /BIIC/PS/-----

## DRAFT JOBBING ORDER

**JOBING ORDER No...../JO/RQ /BIIC/BIICTB/2019**

**AWARDED AFTER CONSULTATION No. .... /JO/RQ/BIIC/BIICTB/2019 OF 02/04/2019 FOR THE  
FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III  
SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION**

**CONTRACTOR :** .....

**TAX PAYER'S CARD NO :** .....

**ADDRESS :** .....

**BP :** .....

**TEL:** .....

**FAX :** .....

**BANK ACCOUNT NO.....**

**SUBJECT : FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN  
BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION**

**AMOUNT :** ..... F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

**DELAJ :Thirty (30) DAYS**

**FINANCING : MINSANTE BIP - 2019**

**VOTE CHARGE ::** .....

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....



BETWEEN: The state of Cameroon, represented by the Mayor of Bamenda III Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP : .....  
TEL : .....  
FAX : .....  
BANK ACCOUNT NO.....

Represented by the General Manager

.....  
Hereafter known as << **THE SUPPLIER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

# CONTENTS

## **CHAPTER I : GENERAL CONSIDERATIONS**

- ARTICLE 1 : PURPOSE OF THE JOBBING ORDER
- ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4 : GENERAL TEXTS
- ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6 : PERIOD AND PLACE OF DELIVERY .
- ARTICLE 7 : RESIDENCE OF THE SUPPLIER

## **CHAPTER II : PERFORMANCE OF THE JOBBING ORDER**

- ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES
- ARTICLE 9 : CONSISTENCY OF SERVICES
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## **CHAPTER III : FINANCIAL PROVISIONS**

- ARTICLE 15 : GENERAL NOTIONS –PRICE
- ARTICLE 16 : AMOUNT OF THE JOBBING ORDER
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- ARTICLE 21 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 22 : DISPUTES
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- ARTICLE 24 : VALIDITY OF THE JOBBING ORDER

## **CHAPTER I GENERAL CONSIDERATIONS**

### **ARTICLE 1: PURPOSE OF THE JOBBING ORDER**

The purpose of this [jobbing order] is **FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION**

A description of this supply shall be given in Article 10 below.

### **ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER**

This [jobbing order] is awarded following a Request for quotation

**No. 001/JO/RQ/BIIC/BIICTB/2019 OF .....2019 FOR THE FURNISHING OF MEDICAL EQUIPMENT AT MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III SUB DIVISION MEZAM DIVISION IN THE NORTH WEST REGION**

### **ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER**

The constituent contractual documents of this [jobbing order] are in order of priority:

- this booklet of Special Administrative Clauses;
- the Supplier's bid and his overall proposal;
- the provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above;
  - the breakdown of estimates;
- the descriptive bill of quantities.

### **ARTICLE 4: GENERAL TEXTS**

This [jobbing order] shall be governed by:

1. Decree No.2012/074 of 08 March 2012 bearing on the creation, organisation and functioning of Tender Boards;
2. Decree No.2012/075 of 08 March 2012 bearing on the organisation of the Ministry of Public Contracts;
3. Decree No.2012/076 of 08 March 2012 modifying and completing some dispositions of decree No 2001/048 of 23 February 2001 bearing on the creation, organisation and functioning of the Public Contracts Regulatory Board
4. Circular No 001/CAB/PR of 19 June 2012 relating to the award and the control of execution of Public Contracts
5. Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code;
6. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
7. DTU for building works;
8. Applicable standards;
9. Other instruments specific to the domain concerned with the contract.

### **ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER**

In pursuance of the provisions of this [jobbing order], it shall be specified that

- The Contracting Authority shall be the **Mayor of Bamenda III Council**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The Contract Engineer shall be the **District Medical Officer for Bamenda**, hereinafter referred to as the Engineer.
- The supplier shall be *[to be specified]*.
- The authority in charge of ordering payment shall be The Mayor of Bamenda III Council.
- The authority in charge of the clearance of expenditures shall be the **Municipal Treasurer for the Bamenda III Council**.

The body or official in charge of payment shall be the **SPECIALISED FINANCE CONTROLLER BAMENDA CITY COUNCIL**

- The official competent to furnish information within the context of the execution of this contract shall be The **Mayor of Bamenda III Council**.

#### **ARTICLE 6: PERIOD AND PLACE OF DELIVERY**

The delivery period for supplies shall be fixed at **60 Days** with effect from the date of notification of this jobbing order.

Delivery shall be made at **NKWEN MEDICALIZED HEALTH CENTRE**

#### **ARTICLE 7 : RESIDENCE OF THE SUPPLIER**

The supplier's main residence shall be :

at : .....  
P .O. Box : .....  
TEL : .....  
FAX : .....

All notifications to him shall validly be forwarded to this address.

## CHAPTER II PERFORMANCE OF THE JOBBING ORDER

### **ARTICLE 8 : ROLE AND RESPONSIBILITY OF THE SUPPLIER**

The supplier has as mission to effect the supply of items as described in Article 10 under the control of the **District Medical Officer for Bamenda** and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

### **ARTICLE 9 : CONSISTENCY OF SERVICES**

The services of the supplier shall comprise the supply of Medical equipment.

### **ARTICLE 10 : DESCRIPTION OF SUPPLIES**

The services shall include the supply of:

<u>No</u>	<u>Item Description</u>	<u>2019reference</u>	<u>Technical specification</u>	<u>Unit price</u>	<u>quantity</u>	<u>Total price</u>

### **ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED**

Purchase receipt, and all other documents of the equipment inherent in the procurement.

### **ARTICLE 12 : ACCEPTANCE OF SUPPLIES**

The Project Owner or Contract Manager shall fix the date for the reception of supplies to be effected in the presence of the supplier by a commission composed of:

- ❖ The Contracting Authority (Mayor)..... Chairperson;
- ❖ The DDMINMAP or his representative .....Member
- ❖ The contract Engineer (D.M.O).....Secretary.
- ❖ The Chief Medical Officer Medicalized Health Centre Nkwen.....Member
- ❖ The Council Service Head For The Follow Up Of Projects.....Member
- ❖ The supplier.....Member

It shall cross-check the conformity of the supplies with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.

Where the supply does not conform, the supplier shall be requested to replace the defective items at his own cost.

Where the supply is in conformity, the commission shall rule for acceptance. An acceptance report will then be prepared and shall be signed by all the members of the commission and the supplier. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

### **ARTICLE 13: GUARANTEE**

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the items shall be borne by the supplier. The supply will bear the cost of repairs of the supplied equipment for six months from the date of acceptance of the supplies.

### **ARTICLE 14: INSURANCE**

Hazards of whatever nature during transportation up to the place of delivery must be repaired or replaced by the supplier.

The Project Owner or Contract Manager must be freed from all obligations.

## **CHAPTER III FINANCIAL PROVISIONS**

### **ARTICLE 15: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this jobbing order shall be final and not subject to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

### **ARTICLE 16: AMOUNT OF THE JOBBING ORDER**

The total amount of this jobbing order stands at .....  
..... CFAF inclusive of taxes (amount in words)  
.....  
in accordance with the breakdown of estimates appended here to .

### **ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT**

#### **17.1 Start up advance:**

Upon notification of the contract to the supplier, an advance payment corresponding to **(30% of the contract amount, after tax)** may be granted to the holder of the jobbing order, at his request.

This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon acceptance of all the supplies which were the purpose of the jobbing order.

#### **17.2. Scheduling payments:**

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The supplier shall be paid upon presentation of invoices after acceptance of supplies.

### **ARTICLE 18: BANK DOMICILIATION**

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. .... at  
..... in the name of .....

### **ARTICLE 19: TAX SYSTEM**

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

The taxes shall be borne by the Public Investment Budget Credit Card.

### **ARTICLE 20: STAMP DUTY AND REGISTRATION**

Eight (08) original copies of this jobbing order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force.

## **CHAPTER IV**

### **MISCELLANEOUS PROVISIONS**

#### **ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Eight (08) copies of this jobbing order shall be produced and circulated.

#### **ARTICLE 22: DISPUTES**

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failing an amicable settlement, the final verdict of any dispute stemming from this jobbing order shall be passed by the competent Cameroonian court.

#### **ARTICLE 23: CANCELLATION OF THE JOBBING ORDER**

This jobbing order may be cancelled under the conditions and formalities provided for by the regulations in force.

#### **ARTICLE 24: VALIDITY OF THE JOBBING ORDER**

This jobbing order shall be valid only after its signature by the Contracting Authority and shall become enforceable only after its notification to the Supplier.



PAGE ..... AND LAST OF JOBBING ORDER No....LC/

AFTER .....  
WITH THE COMPANY: .....  
FOR THE SUPPLY .....  
AMOUNT OF THE JOBBING ORDER: ..... CFAF  
(In words .....  
CFA francs inclusive of taxes)

EXECUTION TIME:

**Read and accepted by the contractor**

(place of signature)\_\_\_\_\_ (date)

**Signature of Contracting Authority**

(place of signature)\_\_\_\_\_ (date)

**Registration**

## Forms and models to be used by bidders

## **Table of models**

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Attestation of site visit

ANNEX No 7; Model Bid Letter

Annex No 8; Model Declaration of Intention to Tender

## Annex No. 1: Model tender

I, the undersigned \_\_\_\_\_ *[indicate the name and capacity of signatory]*

Representing the \_\_\_\_\_ company or enterprise or group with head office at \_\_\_\_\_  
registered in the trade register of \_\_\_\_\_ under the number No \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addendum (addenda): the Invitation to Tender *[recall the subject of the Invitation to Tender]*

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender for lot No. \_\_\_\_\_ at \_\_\_\_\_ *[in figures and words]* CFA francs exclusive of VAT and at \_\_\_\_\_ CFA francs Inclusive of all Taxes. *[In figures and words]*.
- I pledge to execute the works within a deadline of .....months.
- I pledge to maintain my bid for *[indicate duration of validity, in principle 90 days for national invitations to tender 120 days for international invitations to tender]* from the deadline of submission of bids.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

The Project Owner shall pay the sums due for this Contract by crediting account No.....  
opened in.....Bank.....Branch

Prior to the signing of the Contract, this tender accepted by you shall constitute an agreement between us.

Done at..... on.....

Signature of.....

in the capacity of.....duly authorised to sign the bids on behalf of.....

## ANNEX No. 2: MODEL BID BOND

Addressed to *[indicate the Contracting Authority and his address]* "Contracting Authority"

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for *[recall the subject of the Invitation to Tender]*, hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to *[indicate the amount]* CFA francs.

We \_\_\_\_\_ *[name and address of the bank]*, represented by \_\_\_\_\_ *[names of signatories]*, hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of *[indicate the amount]* CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the Contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the Contract, even though required to do so;
- Fails or refuses to furnish the final bond for the Contract (final bond) as provided for by the Contract;

We pledge to pay to the *[Contracting Authority]* an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall enter into force from the date of signature and from the date set by the Contracting Authority for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

*[Bank's signature]*

### Annex No. 3: Model final bond

Bank:

Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the Contract referred to as "the Contract", to carry out *[indicate the nature of the works]*.

Whereas it is stated in the Contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5%]* of the amount of the corresponding portion of the Contract, as guarantee of the execution of his full obligations in accordance with the terms of the Contract,

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*  
represented by \_\_\_\_\_ *[name of signatories]*,  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Contractual commitments within the meaning of the Contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]*.

We agree that no change or addendum or any other amendment to the Contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force upon signature and notification of the Contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment made by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

*[Signature of the bank]*

#### ANNEX No. 4: Model of start-off advance bond

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the Invitation to Tender and the lot, if possible] of the total sum corresponding to to the advance of [twenty (20) %] of the amount inclusive of all taxes of Contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

**ANNEX No. 5: Model of performance bond (Retention fund)**

Bank: \_\_\_\_\_

Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner]*

*[Address of Contracting Authority]*

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ *name and address of Supplier*] hereinafter referred to "the Contractor", pledged, in execution of the Contract, to carry out the works of *[indicate the subject of the works]*

Whereas it is stipulated in the Contract that the retention fund fixed at *[percentage below 13 % to be specified]* of the amount of the Contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,

We, \_\_\_\_\_ *[name and address of the bank]*,

Represented by \_\_\_\_\_ *[names of signatories]* and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of \_\_\_\_\_ *[in figures and letters]* corresponding to *[percentage below 13 % to be specified]* of the Contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Contractor has not fulfilled his Contractual obligations or is indebted to the Project Owner within the meaning of the Contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to *[percentage below 13 % to be specified]* of the total amount of the works featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby incline by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

*[Signature of the bank]*



## ANNEX 6: MODELE ATTESTATION OF SITE VISIT

I, the undersigned Mr./Mrs./Miss ..... (Name) .....

.....The Manager, Director, Proprietor OR Engineer  
of the ..... (Name of Enterprise),

**Confirm that I actually visited the site for the Consultation;**

**N°...../RQ/BIIC/BIICITB/2019 OF ---/---/2019 FOR THE SUPPLY OF MEDICAL EQUIPMENT TO  
MEDICALIZED HEALTH CENTRE NKWEN IN BAMENDA III  
COUNCIL, MEZAM DIVISION OF THE NORTH WEST REGION**

**I, the interested contractor declare:**

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the supply of the Medical Apparatus with respect to norms.
- To establish my unit price schedules taking into account the difficulties of the site relative to the supply of the Medical Apparatus and shall in no account claim the Contracting Authority for any increase of unit price.

**In Testimony Whereof**, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

**THE Contractor**\_\_\_\_\_

**SIGN**\_\_\_\_\_

**DATE**\_\_\_\_\_

**(STAMP)**

## ANNEX No 7; Model BID LETTER

Date .....

Consultation N°....001/RQ/BIIC/BIICITB/2019 OF 22/04/2019

To : The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which i officially acknowledge its receipt, I hereby tender to supply and deliver .....

..... in accordance with the request for Consultation File and for the sum of .....

CFAF (*in words*) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive

If my bid is approved, i undertake to deliver the supplies in accordance with the provisions specified in the Bill of Entry and Quantities.

I am bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of Invitation to Tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a Jobbing Order, this bid completed by your written acceptance and the notification of award of the Jobbing Order, shall serve as a Jobbing Order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Enterprise.

**Annex No. 8; Model Declaration of Intention to Tender**

I, the undersigned \_\_\_\_\_ (name) Nationality \_\_\_\_\_

Function \_\_\_\_\_ (Manager, Proprietor, Engineer, Director) of

The \_\_\_\_\_ (enterprise)

**Acknowledged having received the Tender File or Request for Quotation**

No; \_\_\_\_\_ (reference) of \_\_\_\_\_ (date)

For the; \_\_\_\_\_ (subject)

**And hereby declare my intention to tender for the aforementioned project.**

**DONE IN** \_\_\_\_\_

**BY** \_\_\_\_\_

**ON** \_\_\_\_\_

**SIGN/STAMP** \_\_\_\_\_

# Evaluation grid of the Bids

## ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
<b>A- GENERAL PRESENTATION</b>		
1-Document spirally bound		
2-Hard back cover		
3-Content page		
4- Presentation of documents in the order given in this tender		
5-Coloured separators		
6-Page Numbering		
<b>B- PROFESSIONAL EXPERIENCE OF BIDDER</b>		
7-Table of past supplies realized for the past 5 years (at least two references) joint certified copy of the first and last page of the Contract (indicate amount, year, Contract number, funding body and place of execution) new companies are however encourage to tenders		
<b>C- ADMINISTRATIVE DOCUMENTS</b>		
8-A stamped bid letter of submission signed and dated(see model document III)		
9-The descriptive and quantitative estimates duly filled, signed and dated		
10-The draft Jobbing Order duly completed, initialed and signed		

### 11.1- EVALUATION GRID OF ADMINISTRATIVE BIDS COMPRISING THE FOLLOWING.

NO	DESCRIPTION	YES	NO
11.1	Certified Copy of the Business Registration, not more than three months old.		
11.2	Declaration of intention to tender stamped with the tariff in force.		
11.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
11.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
11.5	Purchase receipt of Tender File issued by public treasury		
11.6	A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
11.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
11.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
11.9	A valid Certificate of imposition certified by the chief of tax centre		
11.13	Business License (photocopy certified by the chief of tax centre, not more than than three months).		
11.11	Certified Copy of a valid taxpayer's card, delivered by the chief of tax centre		

11.12	<b>A Clearance Certificate signed by the chief of tax centre stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.</b>		
11.13	<b>Conformity and compliance of the supplies backed by photographs of the APPARATUS to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer</b>		
11.14	<b>Power of attorney if necessary</b>		
11.15	<b>Deadline for the execution of work</b>		
11.16	<b>An Attestation of Site Visit signed by the Contractor</b>		
11.17	<b>Non completion of any project in the previous years in Cameroon and must have not been suspended by MINMAP CIRCULAR</b>		

The absence of one of the elements in documents "C" of the evaluation grid above will result to the elimination of the offer

The evaluation will be done in a binary way "yes" or "no" with an acceptance minimum of **6/8** in the elements that appear in documents **A** and **B**

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied **100%** of the elements in document **C** and at least **6/8** of those in **A** and **B** added together

# List of banking establishments and financial bodies authorised to issue bonds for public Contracts

## **I-**

## **BANKS**

1. Afriland First Bank
2. Banque Atlantique
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank
5. Commercial Bank of Cameroon (CBC)
6. Ecobank
7. National Financial Credit Bank
8. Société Camerounaise de Banque au Cameroun
9. Société Générale de Banque au Cameroun
10. Standard Chartered Bank Cameroon
11. Union Bank of Cameroon
12. United Bank for Africa.

## **II- Insurance Companies**

13. Chanas Insurance;
14. Activa Insurance
15. Zenithe Insurance SA

