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REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

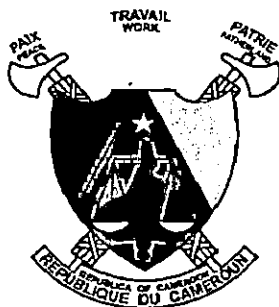
MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD OUEST

DEPARTEMENT DU BOYO

PREFECTURE DE FUNDONG

SERVICE DE PASSATION DES
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REPUBLIC OF CAMEROON
PEACE- WORK-FAHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH WEST REGION

BOYO DIVISION

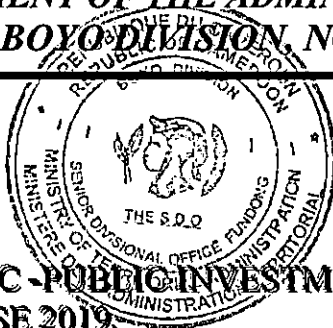
SENIOR DIVISIONAL OFFICE FUNDONG

SERVICE OF AWARD OF PUBLIC
CONTRACTS

TENDER FILE

BOYO DIVISIONAL TENDERS BOARD (BDTB)

REQUEST FOR QUOTATION
No. 001/RQ/MINAT/SDO/FUNDONG/DTB/2019, OF 29/04/2019
FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS
FUNDONG, BOYO DIVISION, NORTH WEST REGION.



FINANCING: MINESEC - PUBLIC INVESTMENT BUDGET (PIB)
EXERCISE 2019.

AUTHORISATION N°:

IMPUTATIONS: 33 25 551 02 6616E0 2261 122

LOT	AMOUNT OF THE PROJECT	AMOUNT OF THE BID BOND	COST OF TENDER FILE
1	12 750 000 FCFA	255 000 FCFA	25 000 FCFA

CONTENT

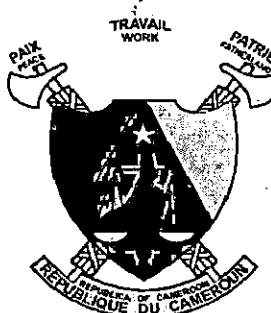
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REGION DU NORD OUEST

DEPARTEMENT DU BOYO

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NORTH WEST REGION

BOYO DIVISION

SENIOR DIVISIONAL OFFICE FUNDONG

SERVICE OF AWARD OF PUBLIC
CONTRACTS

AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

OBJET : CONSULTATION N° 001/DC/MINAT/PREFECTURE/FUNDONG/CDPMB/2019 du 29/04/2019, POUR L'EQUIPEMENT DU BLOC ADMINISTRATIF CLASSIQUE DE LYCEE BILINGUE DE FUNDONG, DEPARTEMENT DU BOYO DANS LA REGION DU NORD-OUEST.

Dans le cadre de l'exécution du Budget d'Investissement Public 2019, l'Etat du Cameroun représenté par, le Prefet du Département du Boyo, Autorité Contractante, lance une demande de quotation pour Consultation N° 001/DC/MINAT/PREFECTURE/FUNDONG/CDPMB/2019 Du 29/04/2019, Pour L'Equipement du Bloc Administratif Classique de Lycee Bilingue de Fundong, Département du Boyo dans la Region du Nord-Ouest.

1. **CONSISTANCE DES TRAVAUX :** Les prestations de la presente lettre commande comprennent la fourniture de :

A - PRINCIPAL'S OFFICE	
1	Executive chair with set back.
2	Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.
3	Office visitor's chair
4	Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.
5	Printers (A4 HP laser jet)
6	Complete i5 system Computer sets and accessories plus UPC.
7	i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other accessories
8	Voltage regulators
9	Woolen carpet
10	Distributors of 5m lengh cable and 8 suckets.
11	Cotton blinds with all accessories (hangers, poles etc).
B - PRINCIPAL'S SECRETARIAT	
1	Executive chair with set back.
2	Office executive table of 1.8x0.9x0.8m with drawers and one side stand.
3	Office visitor's chair
4	Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.
5	Canon Photocopiers (A3 size)
6	Printers (A4 HP laser jet)
7	Complete i3 system Computer sets and accessories plus UPC.
8	Voltage regulators
9	Distributors of 5m lengh cable and 8 suckets.
10	Cotton blinds with all accessories (hangers, poles etc).
C - BURSAR AND VICE PRINCIPALS' OFFICES	

1	Executive chair with set back.
2	Office executive table of 1.8x0.9x0.8m with drawers and one side stand.
3	Office visitor's chair
4	Cotton blinds with all accessories (hangers, poles etc).

2. **FINANCEMENT:** Les prestations de la présente demande de quotation, sont financées par le BUDGET D'INVESTISSEMENTS PUBLICS 2019 du MINESEC. L'ACTE N° IUO2152, IMPUTATIONS N° 33 25 551 02 6616E0 2261 122.

3. **CONSULTATION DU DOSSIER D'APPEL D'OFFRE:** Le dossier d'appel d'offre peut être consulté aux heures ouvrables auprès de la Prefecture de Fundong.

4. **ACQUISITION DU DOSSIER D'APPEL D'OFFRE:** Le dossier d'appel d'offre peut être obtenu aux heures ouvrables auprès de la Prefecture de Fundong sur présentation d'une quittance de versement d'une somme non remboursable de **Ving Cing mille (25,000) francs CFA** à la recette des finances de Fundong. Cette quittance devra identifier le payeur comme représentant de l'Entreprise désireuse de participer à l'Appel d'Offres. Le bordereau descriptif et quantitatif de ces équipements doit être chiffré et déposé au plus tard le **24/05/2019 à 10 heures**, heure locale, sous enveloppe cachetée adressée à l'Autorité Contractante et devra porter la mention suivante:

CONSULTATION N° 001/DC/MINAT/PREFECTURE/FUNDONG/CDPMB/2019 du 29/04/2019, POUR L'EQUIPEMENT DU BLOC ADMINISTRATIF CLASSIQUE DE LYCEE BILINGUE DE FUNDONG, DEPARTEMENT DU BOYO DANS LA REGION DU NORD-OUEST.

« A n'ouvrir qu'en séance de dépouillement »

5. **REMISE DES OFFRES:** Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marqués comme tels, conformes aux prescriptions du Dossier de consultation, devra être déposée contre un récépissé sous plis fermé, dans les services de la Prefecture de Fundong, au plus tard le **24/05/2019 à 10 heures**, heure locale et devra porter la mention suivante:

CONSULTATION N° 001/DC/MINAT/PREFECTURE/FUNDONG/CDPMB/2019 du 29/04/2019, POUR L'EQUIPEMENT DU BLOC ADMINISTRATIF CLASSIQUE DE LYCEE BILINGUE DE FUNDONG, DEPARTEMENT DU BOYO DANS LA REGION DU NORD-OUEST.

« A n'ouvrir qu'en séance de dépouillement »

6. **OUVERTURE DES OFFRES:** L'ouverture des offres aura lieu en un temps le **24/05/2019 à 11 :00 heures** précises dans la salle des Conférences de la Prefecture de Fundong, par la Commission de Passation des marchés Compétente en présence des soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandaté à cet effet.

Les offres devront être chiffrées/notes taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

7. **PRESENTATION DES OFFRES :** Les documents constituant chaque offre sont repartis en deux (02) volumes ci – apres contenus dans une enveloppe fermée et scellée dont

- L'enveloppe A contenant les pieces administratives (volume 1).
- L'enveloppe B contenant l'offre financière/technique (volume 2).

Les offres ainsi presentees seront placées dans une simple enveloppe, fermée et scellée portant uniquement la mention de l'appel d'offres en cause. Le différentes pieces de chaque offre seront numerotées dans l'ordre de la demande de quotation et séparées par des intercalaires de même couleur.

8. PARTICIPATION

La participation à cette consultation est ouverte à l'egalite de conditions à toutes les sociétés et entreprises de droit Camerounais, régulièrement inscrites au registre de commerce et justifiant des capacités , specialisees dans la fourniture des équipements de Batiment Administrative de Lycee Bilingue de Fundong, departement du Boyo dans la Region du Nord-Ouest.

9. RECEVABILITE DES OFFRES

Les offres ne respectant pas le mode de séparation de l'offre financière /technique, des offres administratives seront irrecevables.

Toute offre non conforme aux prescriptions du present avis et de la Demande de cotation sera declarée irrecevable, notamment l'absence de la caution de soumission delivreee par une banque de premier ordre agréee par le Ministere en charge des finances, valable pendant 30 jours au dela du delai de validite des offres.

Sous peine de rejet, les autres pieces administratives requises devront être imperativement produites en originaux ou en ocopies certifiées conformes par les services emetteurs ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

10. DELAI DE REPONSE DES SOUMISSIONNAIRES

Pour cette Demande de Cotation, le delai de reponse est fixé a vingt six (26) jour calendaire, pour les entreprises desireuses d'y participer, a compter de la date de publication de l'Avis de la Demande de cotation.

11. DELAI D'EXECUTION DES TRAVAUX

Le delai global d'execution des travaux est deux (02) mois calendaire. Ce delai comprend les periodes de pluie et tout autre intemperie, et court a compté de la date de notification de l'offre de service de commencer les services.

12. CAUTIONNEMENT PROVISOIRE (GARANTIE) DE SOUMISSION.

Les offres devront etre accompagnées d'un cautionnement provisoire (garantie bancaire desoumission) etabli, selon le modele indique dans le dossier de la Demande de cotation, par un etablissement bancaire agrée par le Ministere des finances et d'un montant egal a 255 000 FCFA (Deux Cent cinquante cinq milles) francs.

Le cautionnement provisoire sera libéré d'office au plus tard trente (30) jours après l'expiration de la validité des offres pour les soumissionnaire n'ayant pas été retenus. Dans le cas ou le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

13. EVALUATION DES OFFRES

13.1 Dossiers Administratives

L'évaluation des offres se fera en deux (02) etapes:

1ere etape : Vérification de la conformité du dossier administratif de chaque soumissionnaire ;

2eme etape : Evaluation des offres financières/techniques

Les critères d'évaluation des offres sont les suivantes:

13.2 Offres: financieres/techniques

- Dossier incomplet ou pièces non conformes ;
- Fausse declaration ou documents falsifiés ou scannés;
- Absence d'une Capacite de préfinancement d'au moins 25% du montant global du projet;
- De facon systematique, tout offre n'ayant pas atteint ou dépassé après evaluation technique, la barre de 80% oui sera ecartee et non eligible a l'analyse financiere;
- Offre financiere incomplete;
- Pièces non conformes;
- Omission dans l'offre financiere d'un prix unitaire quantifié;
- Non respect du formulaire du sous-detail des prix attaché dans la demande de cotation;
- Absence d'un sous-detail de prix.

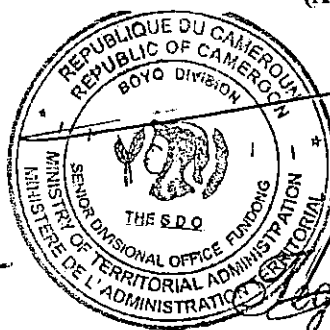
Criteres Essentiels:

L'offre technique du soumissionnaire sera évaluée sur les elements suivants:

N°	CRITERES	MARKS
1	Méthodologie d'exécution des fournitures	OUI/NON
2	Capacité de préfinancement	OUI/NON
3	Références du soumissionnaire	OUI/NON

14. RENSEIGNEMENTS COMPLEMENTAIRES: Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la Prefecture de Fundong. 29 AVR 2019

Fundong, le.....
LE PREFET DE DEPARTEMENT DU BOYO
(AUTHORITE CONTRACTANTE)



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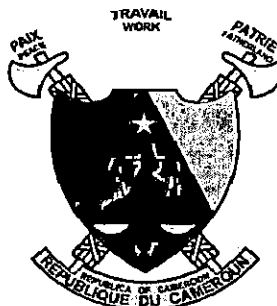
- GOV./RNO/B,DA ;
- DD/MINMAP/BOYO ;
- ARMP/B,da ;
- PRÉSIDENTS CPMB ;
- DD/MINEPAT/BOYO;
- DD/MINESEC/BOYO;
- AFFICHAGE;
- CHRONO.

REGION DU NORD OUEST

DEPARTEMENT DU BOYO

PREFECTURE DE FUNDONG

SERVICE DE PASSATION DES
MARCHES PUBLICS



NORTH WEST REGION

BOYO DIVISION

SENIOR DIVISIONAL OFFICE FUNDONG

SERVICE OF AWARD OF PUBLIC
CONTRACTS

NOTICE OF REQUEST FOR QUOTATION.

SUBJECT: REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION.

Within the framework of the execution of the 2019 state budget of the Republic of Cameroon represented by the Senior Divisional Officer for Boyo, Contracting Authority, hereby launches a request for quotation for For the Equipment of the Administrative Block at GBHS Fundong, Boyo Division, North West Region.

1 **WORK CONSISTENCY:** The services of this jobbing Order include the supply of :

PRINCIPAL'S OFFICE	
1	Executive chair with set back.
2	Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.
3	Office visitor's chair
4	Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.
5	Printers (A4 HP laser jet)
6	Complete i3 system Computer sets and accessories plus UPC.
7	i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other accessories
8	Voltage regulators
9	Woolen carpet
10	Distributors of 5m length cable and 8 sockets.
11	Cotton blinds with all accessories (hangers, poles etc).
B - PRINCIPAL'S SECRETARIAT	
1	Executive chair with set back.
2	Office executive table of 1.8x0.9x0.8m with drawers and one side stand.
3	Office visitor's chair
4	Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.
5	Canon Photocopiers (A3 size)
6	Printers (A4 HP laser jet)
7	Complete i3 system Computer sets and accessories plus UPC.
8	Voltage regulators
9	Distributors of 5m length cable and 8 sockets.
10	Cotton blinds with all accessories (hangers, poles etc).

C - BURSAR AND VICE PRINCIPALS' OFFICES	
1	Executive chair with set back.
2	Office executive table of 1.8x0.9x0.8m with drawers and one side stand.
3	Office visitor's chair
4	Cotton blinds with all accessories (hangers, poles etc).

2. PARTICIPATION: Participation in this Request for Quotation is opened to all Cameroonian companies and business concerns that have proven capacities in the domain of supply of equipments with the exception of enterprises who failed in completing or abandoning their execution or delivery within Boyo Division.

3. FUNDING: The supplies, subject of this request for quotation, shall be financed by the 2019 Public Investment Budget of the Ministry of Secondary Education (MINESEC) of the Republic of Cameroon.

4. CONSULTATION OF TENDER FILES: The file may be consulted at the Service for Award of the Senior Divisional Office Fundong during working hours.

5. ACQUISITION OF THE TENDER FILE: The consultation file may be acquired from the Senior Divisional Office Fundong upon presentation of a non refundable Treasury receipt of **Twenty Five Thousand (25,000) FCFA**, payable at the Public Treasury of Fundong in Boyo. Such a receipt shall identify the payment as representing the Company that wants to participate in the tender.

6 PRESENTATION OF THE REQUEST FOR QUOTATION: The tender files in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the Administrative documents (volume 01)
 - Envelope B containing the financial/Technical offer (volume 02).
- The two volumes shall then be enclosed in a single sealed envelope bearing only the reference of the Tender in question. The different document of each offer shall be numbered as indicated in the tender and separated by separators of the same colour.

7. SUBMISSION OF BIDS: Each bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the consultation file should be submitted against a receipt at the Senior Divisional Office Fundong not later than **24/05/2019 at 10:00 a.m** local time and should carry the inscription:

"REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION."

TO BE OPENED ONLY AT THE TENDER OPENING SESSION

8 ADMISSIBILITY OF BIDS: The bids not respecting the separation mode of the financial/technical bids from the administrative bids shall be rejected. Any bids not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible, especially the absence of a bid bond of a first rate bank approved by the ministry of finance and valid for a period of thirty (30) days, and shall be rejected. Least they be rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. The most obligatorily not be older than three (03) months and must be valid during the bids opening session.

9 EXECUTION DEADLINE: The maximum execution deadline shall be **two (02) calendar months**, including the raining season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

10 PROVISIONAL GUARANTEES (BID BOND). Bids shall be accompanied by a provisional deposit (bank guarantee bond) established in accordance with the model annex in the tender file by a banking institution approved by the ministry of finance and with a sum of **255 000 FCFA (Two hundred and fifty five thousand). FCFA**. The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contracts, the provisional deposit shall be released after the constitution of the final bond.

11. OPENING AND EVALUATION OF THE BIDS: The opening and evaluation of the bids shall be done in two phases:

- Step one: verification of the conformity of the administrative file;
- Step two: Evaluation of the financial/Technical file.

The Opening shall take place on **24/05/2019 at 11:00 am** prompt at the Conference Hall of the Senior Divisional Office Boyo in Fundong by the Divisional Tenders Board. Only bidders may attend or be duly represented by a person

of their choice, who has full knowledge of the file and mandated in that capacity. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed submission letter

The criteria of evaluation are the following:

11.1 Eliminary criteria

11.1. Administrative Documents.

- Incomplete or non compliant documents;
- False declaration forged or scanned documents.

11.2 Financial/Technical file:

- Incomplete or non compliant documents;
- False declaration, forged or scanned documents;
- Absence of the pre financial capacity of atleast 25% of the projected cost of the project.
- Technical assessment mark lower than 80% of "YES".
- Absence of medical personnel with atleast a diploma of Diplome Nurse;
- Incomplete financial offer;
- Non compliant documents;
- Omission of quantified unit price in the financial offer;
- Non respect of the model of the unit price breakdown in the Requet for Quotation;
- Absence of breakdown price.

Essential Criteria: The technical offer of the bidder shall be assessed along the following lines.

N°	CRITERIA	MARKS
1	Execution methodology of the supplies	YES/NO
2	Pre financing capacity	YES/NO
3	References of the bidder	YES/NO

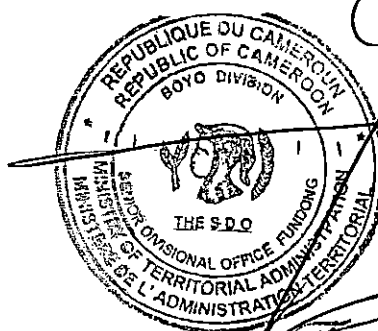
12. Award of the Jobbing Order: The contracting Authority will award the contracts to the bidder whose offer has been recognized substantially responsive to the requirement of the tender file and has submitted the lowest feasible evaluated bid price.

13. Period of validity of bids: The bidders shall remain committed to their offers during a period of sixty (60) days from the deadline set for the submission of bids.

14. COMPLEMENTARY INFORMATION: Complementary technical information may be obtained every day during working hours from the service of award at the Senior Divisional Office Fundong.

29 APR 2019

Fundong, the.....
THE SENIOR DIVISIONAL OFFICER FOR BOYO
(CONTRACTING AUTHORITY)



Tegni Fidele
SENIOR ADMINISTRATIVE OFFICER

Copies:

- GOV./NWR/B;DA;
- DD/MINMAP/BOYO;
- ARMP/B,DA;
- CHAIRPERSON OF DTB/BOYO;
- DD/MINEPAT/BOYO;
- DD/MINESEC/BOYO;
- NOTICE BOARDS;
- FILE/CHRONO.

REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

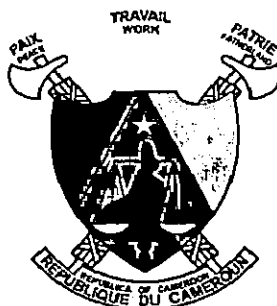
MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD OUEST

DEPARTEMENT DU BOYO

PREFECTURE DE FUNDONG

**SERVICE DE PASSATION DES
MARCHES PUBLICS**



REPUBLIC OF CAMEROON
PEACE- WORK-FAHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH WEST REGION

BOYO DIVISION

SENIOR DIVISIONAL OFFICE FUNDONG

**SERVICE OF AWARD OF PUBLIC
CONTRACTS**

DOCUMENT N° I

LETTER OF INVITATION

SUBJECT: REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION.

Sir/Madam,

Within the framework of the 2019 public investment budget, the Government of the Republic of Cameroon has allocated credits for the Equipment of the Administrative Block at GBHS Fundong in Fundong sub-Division, Boyo Division, North West Region. In this regard, find enclosed herein is the bill of entry and quantities of these items, which you are requested to cost and return to me latest on 24/05/2019 at 10:00:a.m. in a sealed envelope bearing the inscription below:

"REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG,BOYO DIVISION, NORTH WEST REGION."

(TO BE OPENED ONLY AT QUOTATION OPENING SESSION").

Bids shall be submitted latest on 24/05/2019 at 10:00 a.m and reviewed in the Conference Hall of the Senior Divisional Office Fundong. Your bid should be costed, exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by the signed submission letter. The items are to be supplied at GBHS Fundong, Fundong subdivision, Boyo Divivision, North West Region, within Thirty (30) days as from the date of entry into force of the subsequent Jobbing Order.

Yours sincerely

Fundong, the.....
The Senior Divisional Officer Boyo.

DOCUMENT N ° II

SPECIAL REGULATIONS OF THE CONSULTATION

2.1. REQUEST FOR QUOTATION FILE

Article 1: CONTENT OF THE REQUEST FOR QUOTATION FILE

1.1 The request for quotation file shall describe the supplies which are subject of the consultation and the procedures of the Jobbing Order.

1.2 The request for quotation file shall comprise the following documents:

- a. The letter of invitation to tender,
- b. Special rules of the consultation
- c. Technical specification,
- d. The bill of quantities,
- e. The draft jobbing order,

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 that constitute the bid

The bid presented by the bidders shall comprise the following documents:

IN A SINGLE ENVELOPE: containing one original Bound Booklet and six photocopies of the original Bound Booklets comprising the following:

1. Declaration of intent to tender
2. Certificate of Nationality of the Contractor
3. A certified copy of a taxpayer's card (Carte du contribuable).
4. A tax assessment notice issued by the competent Tax service (Certificat d'imposition).
5. An Affidavit of non-bankruptcy issued by the competent Court (original).
6. Certified Copy of Business Licence (Patente) for the current financial year
7. An attestation issued by the National Social Insurance Fund (original)
8. An attestation of Bank Account COBAC affiliated (original).
9. A temporary guarantee deposit for the tender of **Two hundred and fifty five thousand (255,000) CFA francs (Bid Bond)** issued by a first class bank recognised by COBAC.
10. A certificate of payment of all assessed taxes issued by the competent tax service (Non redevance).
11. The power of Attorney or "Authorization" where necessary.
12. The site location plan of the enterprise.
13. Receipt showing amount paid to obtain the consultation File, issued by the Fundong Divisional Treasury.
14. A Certificate of Non Exclusion issued by ARMP.
15. Technical specifications or descriptions
16. A submission letters duly filled, dated and signed with a 1000 FCFA fiscal stamp.
17. The Unit price list, Bill of quantities and cost estimates, duly filled, dated and signed.
18. An attestation of site visit signed by the bidder or his representative.
19. A site visit report signed by the contractor or his representative.
20. Copies of Jobbing Orders (first and the last page) of past similar supplies and reception minutes done by the bidders for the past three (03) years.

Article 4: Bid

4.1 The Bidder shall specify in the bid the place of delivery and nature of prices, all taxes and customs duties inclusive (ATI). The absence or the non conformity of the one of these documents will result to the elimination of the offer

4.2 The Supplier shall complete the Bill of Quantities and Cost estimates provided in the consultation file, including 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 sixty (60) days.

Article 7: Submission of offers and Opening of Bids

All documents shall be sealed in an envelope marked "ADMINISTRATIVE DOCUMENTS or TECHNICAL/FINANCIAL OFFER". This sealed envelope shall carry the following inscriptions:

**"REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE
EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST
REGION**

(TO BE OPENED ONLY AT THE TENDER OPENING SESSION")

Article 8: 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.

2.4 OPENING AND EVALUATION OF BIDS

Article 9: Opening of bids by the Tenders Board.

9.1 The Tenders Board attached to the Senior Divisional Officer Boyo (Contracting Authority) shall open the bids in the presence of representatives of suppliers wishing to attend the bid-opening session to hold on the same day as the last day of submission at 11:00 am prompt.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session as prescribed by the laws in force.

Article 10: 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 administrative documents submitted, delivery periods;
- Verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections;
- Assess the number of past supplies contracts done in the past three (03) years by the bidders and justified with certified true copies of documents requested in 5 of envelope B. Original document can be requested by the members of the tender board for necessary verifications; forged documents shall automatically give right to elimination.
- Preparation of a summary table of bids.
- Comparison of technical specifications/description
- Bidders should submit a guarantee or warrantee for six (06) months.

2.5 AWARD OF THE JOBBING ORDER

Article 11: Award of the jobbing order: The Tender Board shall propose the award of the contract to the bidder whose bid would have been deemed compliant with the provisions of the request for quotation, is the lowest and realistic, having past experience in the domain.

Article 12: Announcement of award of the jobbing order: The Senior Divisional Officer for Boyo shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the local media and/or by board pasting, stating;

- a) The name of the Holder,
- b) The subject of the request for quotation,
- c) The amount of the jobbing order.
- d) The delivery deadline.

Article 13: Signing of the jobbing order: Within 2 (two) weeks following the award, the jobbing order to be produced at the supplier's cost shall be signed by the Bidder and visaed by the Divisional Controller of finance for -Boyo. Thereafter, the Senior Divisional Officer for Boyo, Contracting Authority shall sign the jobbing order which shall be

notified by the **Principal of GBHS Fundong** to the suppliers who shall be responsible for its registration according to the procedure in force.

Article 14: Corruption and fraudulent practices: The Chairpersons and Members of Tender Board 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 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 suppliers 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.

GRADING SCHEME – TECHNICAL FILE.

Article 15: Evaluation of Bids

GRADING SCHEME- TECHNICAL FILE

ENTERPRISE

I- REFERENCES

No	DESIGNATION	EXISTENCE		OBSERVATION
	02 references in Office equipment of at least 10 000 000 fcfa	NO	YES	
1	First project			
2	Second project			
	TOTAL		/02yes	

II – METHODOLOGY OF INTERVENTION AND EXECUTION OF THE SUPPLIES

No	DESIGNATION	EXISTENCE	OBSERVATION
1	Planning and respect of the duration of the execution of the supplies	NO	YES
2	Identification of the suppliers, Ordering, procurement and reception of the supplies		
3	Inspection, tests and counter tests of the supplies		
4	Packaging, labeling, loading, transportation and unloading of the supplies		
5	Delivery and reception of the supplies at GBHS Fundong		
6	Description of services after sales (maintenance during the guarantee period)		
7	Presence of Technician with at least a Diploma in Furniture works and supply		
	TOTAL		/07yes

II- PRE-FINANCING/DRAFT JOBBING ORDER

No	DESIGNATION	EXISTENCE		OBSERVATION
		NO	YES	
1	An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract) The available amount must be at least equal to 25% of the projected amount of the project			
	TOTAL		/01yes	

TOTAL GENERAL: 10 POINTS

VERIFICATION OF THE ADMINISTRATIVE DOCUMENTS

NO	ENTERPRISE	NO	YES
1	Undertaking by bidder stamped, signed and dated in conformity with the model attached		
2	Attestation of non- bankruptcy dated less than three (03) months, issued by the court of competent jurisdiction of the place of residence of the bidder		
3	Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first –order credit institution approved by the Ministry in charge of finance		
4	Bank guarantee (of the same bank) on the list of banking institutions of first order approved by the Ministry in charge of finance, for an amount in francs CFA of 255 000 FCFA		
5	Treasury Receipt of purchase of the Request for quotation, as stipulated in the consultation notice		
6	Attestation of C.N.P.S, valid and for the tender concerned		
7	A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most three (03) months and issued by ARMP		
8	An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most three (03) months		
9	An attestation of non-indebtedness signed by the Director or the head of the tax centre		
10	A certified copy of taxpayer card valid, dated at most three (03) months		
11	A certified copy of business license valid dated at most three (03) months		
12	Plan and attestation of localization signed by the taxation authorities		
13	A submission letter duly filled, dated and signed with a 1000 FCFA fiscal stamp.		
14	The unit price list, Bill of quantities and cost estimates, duly filled dated and signed.		
15	The draft jobbing order duly filled and signed by the bidders.		
16	An attestation of site visit signed by the bidder, or his representative.		
17	The power of Attorney or "Authorization" where necessary.		

VERIFICATION OF TECHNICAL/FINANCIAL DOCUMENTS

NO	ENTERPRISE	NO	YES
B.1	A bid letter duly filled, dated and signed with a '1000 FCFA fiscal stamp' model attached		
B.2	The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures		
B.3	The bill of estimates and quantities of the supplies		
B.4	The unit price break down (sub-details of prices according to the model attached)		
B.5	Planning of the delivery of supplies		
B.6	The draft jobbing order duly filled and signed by the bidders		
B.7	A site visit report with photos signed by contractors or their representatives.		
B.8	Copies of Jobbing Orders of past supplies (first and the last page) and reception minutes done by the bidders for the past five (05) years. (The members of the Boyo tender board for any necessary verification can request the originals of these documents). Not applicable to newly created enterprises.		

Article 17: Eliminary criteria

- Any offer not in conformity with the prescriptions of this request for quotation's file shall be declared inadmissible, especially the lack of the provisional guarantee;
- False declaration or falsified documents.
- Incomplete and non compliant documents;

- Incomplete financial offer;
- Omission of quantified unit price in the financial offer;
- Unit prices not in accordance with the official commodity price list or not within the generally accepted price scale
- Bidders with any record of incomplete /or abandoned projects without any valid justification at the time (date) of publication of this tender shall be eliminated.

DOCUMENT N ° III

TECHNICAL CONDITIONS FOR EXECUTION

A-MODEL AND DESIGNS

It is the duty of the contractor to carry out the supplies as per the designs and modes that shall be approved by the contract engineer and the beneficiary.

1- PROTECTION OF EQUIPMENT: The contractor shall be responsible for the protection of the equipment before the provisional reception. He shall be equally responsible for all tools and materials used for fitting and fixing. He shall seek an insurance policy to cover theft and fire incidence.

2- PRECAUTION AGAINST ACCIDENTS SAFETY: The contractor shall take all preventive measures against accidents. The beneficiary of the equipment reserves the right to intervene in case of any emergency without necessary interfering with the responsibilities of the contractor.

3- GENERALITIES AND DESCRIPTION OF PROJECT: This consists the execution of equipment of the Administrative Block at GBHS Fundong. These supplies are to be carried at GBHS Fundong- Fundong Sub-Division, Boyo Division, North West Region.

DOCUMENT N ° IV

TECHNICAL SPECIFICATIONS

This present special technical specifications concern the supplies of Equipment of the Administrative Block at GBHS Fundong in Fundong subdivision, Boyo Division, North West Region. It is the duty of the contractor to carry out the supplies as per these specifications. These technical specifications have as objective the definition of the consistence of supplies to be made, and thus shall be strictly respected.

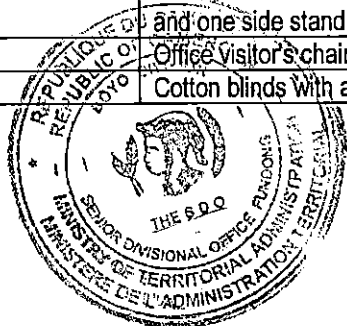
TECHNICAL SPECIFICATIONS FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, BOYO DIVISION, NORTH WEST REGION.				
S/N	REFERENCE	DESCRIPTION OF ARTICLE	UNIT	Quantity
A - PRINCIPAL'S OFFICE				
1		Executive chair with set back.	Nº	1
2		Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.	Nº	1
3		Office visitor's chair	Nº	2
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1
5		Printers (A4 HP laser jet)	Nº	1
6		Complete i5 system Computer sets and accessories plus UPC.	ff	1
7		i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other accessories	ff	1
8		Voltage regulators	Nº	1
9		Woolen carpet	M²	25
10		Distributors of 5m length cable and 8 suckets.	Nº	2
11		Cotton blinds with all accessories (hangers, poles etc).	ml	4
B - PRINCIPAL'S SECRETARIAT				
1		Executive chair with set back.	Nº	1

2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	1
3		Office visitor's chair	Nº	2
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1
5		Canon Photocopiers (A3 size)	ff	1
6		Printers (A4 HP laser jet)	Nº	1
7		Complete i3 system Computer sets and accessories plus UPC.	ff	1
8		Voltage regulators	Nº	1
9		Distributors of 5m length cable and 8 sockets.	Nº	1
10		Cotton blinds with all accessories (hangers, poles etc).	ml	2
C - BURSAR AND VICE PRINCIPALS' OFFICES				
1		Executive chair with set back.	Nº	3
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	3
3		Office visitor's chair	Nº	6
4		Cotton blinds with all accessories (hangers, poles etc).	ml	6

DOCUMENT N° V
SCHEDULE OF UNIT PRICE

UNIT PRICE SCHEDULE FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION					
S/N	REFERENCE	DESCRIPTION OF ARTICLE	UNIT	UP IN FIGURES	UP IN WORDS
A - PRINCIPAL'S OFFICE					
1		Executive chair with set back.	Nº		
2		Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.	Nº		
3		Office visitor's chair	Nº		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº		
5		Printers (A4 HP laser jet)	Nº		
6		Complete i5 system Computer sets and accessories plus UPC.	ff		
7		i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other accessories	ff		
8		Voltage regulators	Nº		
9		Woolen carpet	M²		
10		Distributors of 5m length cable and 8 sockets.	Nº		
11		Cotton blinds with all accessories (hangers, poles etc).	ml		
B - PRINCIPAL'S SECRETARIAT					

1		Executive chair with set back.	Nº		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº		
3		Office visitor's chair	Nº		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº		
5		Canon Photocopiers (A3 size)	ff		
6		Printers (A4 HP laser jet)	Nº		
7		Complete i3 system Computer sets and accessories plus UPC.	ff		
8		Voltage regulators	Nº		
9		Distributors of 5m length cable and 8 suckets.	Nº		
10		Cotton blinds with all accessories (hangers, poles etc).	ml		
C - BURSAR AND VICE PRINCIPALS' OFFICES					
1		Executive chair with set back.	Nº		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº		
3		Office visitor's chair	Nº		
4		Cotton blinds with all accessories (hangers, poles etc).	ml		



DOCUMENT N ° VI
BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITY AND ESTIMATES FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION

S/N	REFERENCE	DESCRIPTION OF ARTICLE	UNIT	QTY	UNIT PRICE	TOTAL PRICE
A - PRINCIPAL 'S OFFICE						
1		Executive chair with set back.	Nº	1		
2		Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.	Nº	1		
3		Office visitor's chair	Nº	2		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1		
5		Printers (A4 HP laser jet)	Nº	1		
6		Complete i5 system Computer sets and accessories plus UPC.	ff	1		
7		i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and .all other accessories	ff	1		
8		Voltage regulators	Nº	1		
9		Woolen carpet	M²	25		
10		Distributors of 5m length cable and 8 suckets.	Nº	2		
11		Cotton blinds with all accessories (hangers, poles etc).	ml	4		
B - PRINCIPAL'S SECRETARIAT						
1		Executive chair with set back.	Nº	1		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	1		
3		Office visitor's chair	Nº	2		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1		
5		Canon Photocopiers (A3 size)	ff	1		
6		Printers (A4 HP laser jet)	Nº	1		
7		Complete i3 system Computer sets and accessories plus UPC.	ff	1		
8		Voltage regulators	Nº	1		
9		Distributors of 5m length cable and 8 suckets.	Nº	1		
10		Cotton blinds with all accessories (hangers, poles etc).	ml	2		
C - BURSAR AND VICE PRINCIPALS' OFFICES						
1		Executive chair with set back.	Nº	3		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	3		
3		Office visitor's chair	Nº	6		
4		Cotton blinds with all accessories (hangers, poles etc).	ml	6		
TOTAL AMOUNT WITHOUT TAXES						
VAT (19.25%)						
AIR (2.2 % OR 5.5 %)						
TOTL AMOUNT TAXES INCLUSIVE						
NET PAYABLE						

REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

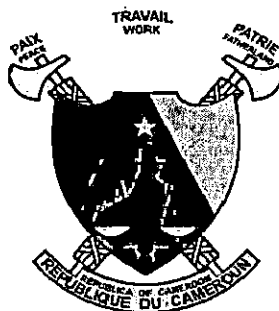
MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD OUEST

DEPARTEMENT DU BOYO

PREFECTURE DE FUNDONG

**SERVICE DE PASSATION DES
MARCHES PUBLICS**



REPUBLIC OF CAMEROON
PEACE- WORK-FAHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH WEST REGION

BOYO DIVISION

SENIOR DIVISIONAL OFFICE FUNDONG

**SERVICE OF AWARD OF PUBLIC
CONTRACTS**

DRAFT JOBBING ORDER

JOBGING ORDER N° 001/JO/MINAT/SDO/FUNDONG/DTB/2019 of..... AWARDED AFTER REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION.

PROJECT OWNER: The Principal of GBHS Fundong

HOLDER:

SUBJECT: FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION.

DURATION: TWO (02) MONTHS

AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25%)	
A.I.R. (5.5 %)	
Net Payable	

FUNDING: PUBLIC INVESTMENT BUDGET OF MINESEC 2019 FISCAL YEAR

ENTERED INTO:

SIGNED ON:

NOTIFIED ON:

REGISTERED ON:

BETWEEN

The State of Cameroon represented by the **Senior Divisional Officer for Boyo** here in after referred to as the **Contracting Authority**.

ON THE ONE HAND

AND

Enterprise

Whose head office is at

Hereinafter referred to as the "Contractor"

Represented by its Director,

Address: **P.O. Box** **AT** **Tel:** **Fax**

Business Registry No. at

Tax Payers' Card No

ON THE OTHER HAND

Here in after referred to as:

"THE SUPPLIER"

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

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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
ARTICLE 10: DESCRIPTION OF SUPPLIES
ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED
ARTICLE 12: ACCEPTANCE OF SUPPLIES
ARTICLE 13: GUARANTEE
ARTICLE 14: INSURANCE AND TRANSPORT

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ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT
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ARTICLE 19: TAXES
ARTICLE 20: STAMP DUTY AND REGISTRATION

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ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
ARTICLE 22: DISPUTES
ARTICLE 23: CANCELLATION OF THE JOBBING ORDER
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 EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION.

Article 2: PROCEDURE FOR AWARDING THE JOBBING ORDER: This jobbing order is awarded following REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, 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 Special Administrative Clauses, mentioned above;
- The descriptive bill of quantities.

Article 4: GENERAL TEXTS

- The special General administrative Clauses (CCLS);
- 1. - Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
- 2. The Mining Code;
- 3. Instruments governing the various professional bodies;
- 4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
- 5. 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;
- 6. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
- 7. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
- 8. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
- 9. L'Arrêté N°0271/MINMAP/CAB du 27/09/2018 instituant et organisant les modalités de rémunération et de paiement basés sur la performance de certains acteurs du système des marchés publics.
- 10. La loi N°2018/011 du 11 juillet 2018 portant code de transparence et de bonne gouvernance dans la gestion des finances publiques au Cameroun;
- 11. La loi N°2018/012 du 11 juillet 2018 portant régime financier de l'Etat et des Autres entités publiques ;
- 12. Le Décret N° 2018/4992/PM du 21 juin 2018 fixant les règles régissant le processus de maturation des projets d'investissement public
- 13. Le Décret N° 2018/366 du 20 juin 2018 portant Code des Marchés publics ;
- 14. Le Décret N°2018/355 du 12 juin 2018 fixant les règles applicables aux marchés des entreprises publiques, en application de la Loi N°2017/011 du 12 juillet 2017 portant statut général des entreprises publiques ;
- 15. Le Décret N°2018/001/PM du 05 janvier 2018 portant création d'une plateforme de dématérialisation dans le cadre des marchés publics et fixant ses règles d'utilisation ;
- 16. Le Décret N°2018/002/PM du 05 janvier 2018 fixant les conditions de passation des marchés publics par voie électronique au Cameroun ;
- 17. Circular NO 001/C/MINFI of 28 December 2018, relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
- 18. Unified Technical Documents (DTU) for Boyo works;
- 19. Applicable standards;
- 20. Other instruments specific to the domain concerned with the contract.

Article 5: DEFINITION OF DUTIES: In pursuance of the provisions of this jobbing order, it shall be specified that

1. **The Contracting Authority:** The Senior Divisional Officer for Boyo.
2. **The Authorizing Officers:** Shall be Principal GBHS Fundong;
3. **The Contract Engineer:** Shall be the Divisional Chief of State Property and Movables (MINDCAF) Boyo.
4. **The Project Manager:** Chief of Technical services at GBHS Fundong.
5. **The Control Brigade** of the Divisional Delegation of Public Contracts for Boyo will do control rounds for the supplies of this Jobbing Order as per their attributions.
6. **The Tenders Board** is Boyo Divisional tender Board

Article 6: PERIOD AND PLACE OF DELIVERY: The delivery period for the supplies shall be fixed at **two (02) months** with effect from the date of notification of this jobbing order, Supplies shall be made at GBHS Fundong..

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 or to the Office of the Fonfuka and Njinikom Councils.

CHAPTER II PERFORMANCE OF THE JOBBING ORDER

Article 8: ROLE AND RESPONSIBILITY OF THE SUPPLIER: The supplier has as mission to affect the supply of items as described under the control of the reception commission members 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 purchase of equipment, delivery, installation, technical receipt and insurance charges.

Article 10: DESCRIPTION OF SUPPLIES: The services shall include the supply of items listed in the table of Bill of Quantities and Cost Estimates below:

TECHNICAL SPECIFICATIONS

This present special technical specifications concern the Equipments of the Administrative Block at GBHS Fundong In Fundong Subdivision, Boyo Division, North West Region..It is the duty of the contractors to carry out the supplies as per these specifications. These technical specifications have as objective the definition of the consistence of supplies to be made, and thus shall be strictly respected.

TECHNICAL SPECIFICATIONS FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION .				
S/N	REFERENCE	DESCRIPTION OF ARTICLE	UNIT	Quantity
A - PRINCIPAL 'S OFFICE				
1		Executive chair with set back.	Nº	1
2		Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.	Nº	1
3		Office visitor's chair	Nº	2
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1
5		Printers (A4 HP laser jet)	Nº	1
6		Complete i5 system Computer sets and accessories plus UPC.	ff	1
7		i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other	ff	1

		accessories		
8		Voltage regulators	Nº	1
9		Woolen carpet	M²	25
10		Distributors of 5m length cable and 8 sockets.	Nº	2
11		Cotton blinds with all accessories (hangers, poles etc).	ml	4
B - PRINCIPAL'S SECRETARIAT				
1		Executive chair with set back.	Nº	1
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	1
3		Office visitor's chair	Nº	2
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1
5		Canon Photocopiers (A3 size)	ff	1
6		Printers (A4 HP laser jet)	Nº	1
7		Complete i3 system Computer sets and accessories plus UPC.	ff	1
8		Voltage regulators	Nº	1
9		Distributors of 5m length cable and 8 sockets.	Nº	1
10		Cotton blinds with all accessories (hangers, poles etc).	ml	2
C - BURSAR AND VICE PRINCIPALS' OFFICES				
1		Executive chair with set back.	Nº	3
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	3
3		Office visitor's chair	Nº	6
4		Cotton blinds with all accessories (hangers, poles etc).	ml	6

DOCUMENT N ° VII

BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITY AND ESTIMATES FOR THE EQUIPMENTS OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG IN FUNDONG SUBDIVISION, -BOYO DIVISION, NORTH WEST REGION

S/N	REFERENE	DESCRIPTION OF ARTICLE	UNIT	QTY	UNIT PRICE	TOTAL PRICE
A - PRINCIPAL 'S OFFICE						
1		Executive chair with set back.	Nº	1		
2		Office executive table of 1.8x2x0.8x0.8m with drawers and two side stands.	Nº	1		
3		Office visitor's chair	Nº	2		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1		
5		Printers (A4 HP laser jet)	Nº	1		
6		Complete i5 system Computer sets and accessories plus UPC.	ff	1		

7		i5 system HP Laptop with 1terabyte hard drive, 40cm screen size, 4gb graphic, laptop bag and all other accessories	ff	1		
8		Voltage regulators	Nº	1		
9		Woolen carpet	M²	25		
10		Distributors of 5m length cable and 8 suckets.	Nº	2		
11		Cotton blinds with all accessories (hangers, poles etc).	ml	4		
B - PRINCIPAL'S SECRETARIAT						
1		Executive chair with set back.	Nº	1		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	1		
3		Office visitor's chair	Nº	2		
4		Wooden Wall Cupboards of 2x0.5x1.8m with hard wood.	Nº	1		
5		Canon Photocopiers (A3 size)	ff	1		
6		Printers (A4 HP laser jet)	Nº	1		
7		Complete i3 system Computer sets and accessories plus	ff	1		
8		Voltage regulators	Nº	1		
9		Distributors of 5m length cable and 8 suckets.	Nº	1		
10		Cotton blinds with all accessories (hangers, poles etc).	ml	2		
C - BURSAR AND VICE PRINCIPALS' OFFICES						
1		Executive chair with set back.	Nº	3		
2		Office executive table of 1.8x0.9x0.8m with drawers and one side stand.	Nº	3		
3		Office visitor's chair	Nº	6		
4		Cotton blinds with all accessories (hangers, poles etc).	ml	6		
TOTAL AMOUNT WITHOUT TAXES						
VAT (19.25%)						
AIR (2.2 % OR 5.5 %)						
TOTL AMOUNT TAXES INCLUSIVE						
NET PAYABLE						

THIS ESTIMATE IS CLOSED AT THE SUM OF -----

Article 11: Definitions and duties (article 2 of GAC supplemented)

General definitions (cf. Code)

- **The Contracting Authority:** shall be the **Senior Divisional Officer for Boyo**: He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- **The Contract Engineer:** shall be the **Divisional Chief of State Property and Movables Boyo**, hereinafter referred to as the Engineer.
- **The Project Owner:** Shall be the **Principal of GBHS Fundong**. He represents the beneficiary administration of the works.
- **The Contract Manager:** shall be, **Any Vice Principal at GBHS Fundong** He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- **The Project Manager** shall be: the **Chief of Technical Service at GBHS Fundong** He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- The contractor shall be the supplier.

3.1 Security: This contract may be used as security subject to any form of transfer of the debt.
In this case:

- The authority in charge of ordering payment shall be *the the Principal of GBHS Fundong*.
- The authority in charge of the clearance of expenditures shall be *the Divisional Treasurer Fundong*.
- The body or official in charge of payment shall be *the Divisional Treasurer Fundong*.
- The official competent to furnish information within the context of execution of this contract shall be *the Senior Divisional Officer Boyo*.

Article 12: ACCEPTANCE OF SUPPLIES: At the request of the supplier, the Project Owners shall fix the date for the reception of supplies to be effected in the presence of the supplier by a commission composed of:

- The authorizing officer or his representative..... **Chairman**
- The contracting authority or his representative..... **Member**
- The contract engineer or his representative **Secretary**
- The Stores Accountant attached to Institution concerned.....**Member**
- The Divisional Delegate of MINEPAT or his representative**Member**
- The Divisional Delegate of MINMAP or his representative**Member**
- The Contractor or representative.....**Member**
- The Divisional Controller of Finance **Boyo** or his representative**Member**

They 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 conforms, 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 on the site. 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 supplier shall be bound to ensure the maintenance of all the equipments supplied within a period of six (6) months from the date they have been received.

Article 14: INSURANCE: Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the supplier. The Project Owner or Project Manager must be freed from all obligations. The insurance must represent 110% (one hundred and ten percent) of the CIF value of the "shop to shop" supplies on a "blanket policy", including war and strikes, in a freely convertible currency. The beneficiary is the Principal of GBHS Fundong.

CHAPTER III FINANCIAL PROVISIONS

Article 15: GENERAL NOTION AND 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 subjected to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive in the taxes.

Article 16: AMOUNT OF THE JOBBING ORDER: The total amount of this jobbing order stands at (12 750 000FCFA) inclusive of taxes **TWELVE MILLION SEVEN HUNDRED AND FIFTY THOUSAND FCFA**

Article 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Advance payment: Upon notification of the supplier, an advance payment corresponding to (percentage to be specified and not exceeding 40% 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 invoice after acceptance of supplies.

Article 18: BANK DOMICILIATION: The Project Owners shall pay all sums owed for the execution of this jobbing order by Bank transfer to account No atin the name of.....

Article 19: TAXES: This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon. The Value Added Tax shall be borne by the Project Owners.

Article 20: STAMP DUTY AND REGISTRATION: Seven (7) 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: Seven (7) copies of this jobbing order shall be produced at the expense of the contractor and circulated.

Article 22: DISPUTES: Any dispute arising between the contracting parties shall be a subject of reconciliation through direct understanding. Failing an amicable settlement, the competent Cameroonian court shall pass the final verdict of any dispute stemming from this jobbing order.

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.

BOYO DIVISIONAL TENDERS BOARD
REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE
EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, -BOYO DIVISION, NORTH WEST
REGION.

Deadline for submission of bids _____

TECHNICAL SPECIFICATIONS FOR THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, -BOYO DIVISION, NORTH WEST REGION							
S/N	REF.	ITEM	DESCRIPTION	U	Qty	U/P	COST
		SPWT					
		VAT = 19.25%					
		AIR = 5.5 %					
		SPWAT					
		NET PAYABLE					

Page.....and last of JOBBING ORDER N°
/JO/MINAT/SDO/FUNDONG/DTB /2019 of.....

AWARDED AFTER:

REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of 29/04/2019, FOR THE
EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST
REGION

WITH THE COMPANY:

SUBJECT: THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION,
NORTH WEST REGION.

Execution DEADLINE: TWO. (02) MONTHS

Amount of jobbing order in FCFA:

AMOUNT TAX INCLUSIVE	
AMOUNT WITHOUT TAXES	
VAT (19.25%)	
A.I.R. (5.5%)	
NET PAYABLE	

READ AND APPROVED BY THE CONTRACTOR

Fundong the

**SIGNED BY THE SENIOR DIVISIONAL OFFICER FOR BOYO
(CONTRACTING AUTHORITY)**

Fundong the

REGISTRATION

Fundong the

DOCUMENT N° VIII
APPENDICES
Appendix I

DECLARATION OF THE INTENTION TO TENDER

I, the undersigned Mr.

Nationality

Function

In my capacity as General Manager of P.O. BOX

Hereby acknowledge receipt of the file of the **REQUEST FOR QUOTATION N°**
001/RQ/MINAT/SDO/FUNDONG/DTB /2019 of ----- THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK
AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION

Concerning the **THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION,**
NORTH WEST REGION

And hereby declare my intention to tender for the said contract.

Done at On the

General Manager

Appendix 2
Model Submission letter

Date:

**REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of ----- THE EQUIPMENT OF
THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION**

**The Chairperson of the Divisional
Tender Board Boyo**

Dear Sir/Madam,

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

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

.....
(in words) exclusive of Value Added Tax and..... all Taxes inclusive
(in figures),..... Exclusive of Value Added Tax andall Taxes
inclusive.

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

We are bound by the terms of this bid for a period of ninety (90) 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 the

Signature.....
Name and capacity of signatory
On behalf of the Candidate

Appendix 3

MODEL BID BOND

Reference of the guarantee: N° _____

Invitation to tender N° _____

We understand that _____ (hereinafter called "the bidder"), has submitted his bid on
**THE THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH
WEST REGION.**

We, _____ (Bank) of _____ (country), with our head quarter in
_____ hereby declare to guarantee payment to the contracting authority of the sum of
_____ (in letters and in figures), that the Bank is committed to pay completely to
the contracting authority, bidding itself, its successors and assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period specified by himself in his tender, or
2. If the bidder, having been notified of the award of the contract by the contracting authority during the period of bid validity:
 - Fails or refuses to sign the contract even though required to do so:
 - Fails or refuses to furnish the final bond for the contract as provided for by the contract.

We undertake to pay the contracting authority an amount up to the maximum of the sum referred to above upon receipt of his written demand, without the contracting authority having to substantiate his demand, provided that in its demand the contracting authority shall note that the amount claimed by him is due, because on 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 tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. 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, be submitted to Cameroon law.

Signature and stamp of the Guarantors

Date _____

Address _____

Appendix 4

MODEL OF UNDERTAKING

(To be submitted after the award)

I the undersigned (name and first name of the signatory)

_____ acting as _____
(quality of the signatory with respect to the company), of Nationality _____, and residence in _____.

After having read and taken note of all the parts of the REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of _____ THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION

We, _____ (Bank) of _____

I submit and commit myself to carry out the aforementioned Contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, in particular the quantitative and qualitative confirmation of work, the respect of the deadlines, the guarantees and the insurance.

I commit myself moreover to ensure the registration and paying the forwarding costs of the contractual parts.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialed copy of the aforesaid document to my offer.

I declare moreover that I remain committed by the present tender during a ninety (90) days deadline as from the date of opening of the bids.

Done in.....on the

The CONTRACTOR (Signature and seal)

**LISTE DES ETABLISSEMENTS BANCAIRES ET ORGANISMES FINANCIERS AUTORISES A EMETTRE DES
CAUTIONS DANS LE CADRE DES LETTRE COMMANDES PUBLICS.**

BANKS

1. Afriland First Bank (AFB)
2. Banque atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Credit (BICEC)
4. CITI Bank NA CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Societe Commercial de Banque au Cameroun (CA-SCB)
9. Societe Generale de Banque au Cameroun (SGBC)
10. Standard chartered Bank Cameroon PLC (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

II – INSURANCE COMPANIES

1. Chanas Assurances SA BP 109/Douala
2. Activa Assurances SA BP 12970/Douala
3. Zenithe Insurance SA BP 1540/Douala

N.B : la liste ci-dessus est également disponible sur le site web : www.armp.cm

TENDERS BOARD OF BOYO DIVISION.

**REQUEST FOR QUOTATION N° 001/RQ/MINAT/SDO/FUNDONG/DTB/2019 of ----- THE EQUIPMENT OF THE ADMINISTRATIVE BLOCK
AT GBHS FUNDONG, BOYO DIVISION, NORTH WEST REGION**

Deadline for submission of bids.....

BID COMPARISON TABLE

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

Members of the Tenders Board

[illegible]