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REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

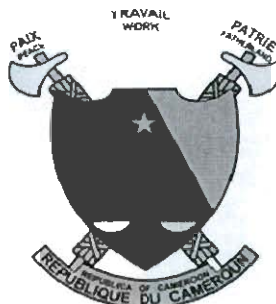
MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD OUEST

DEPARTEMENT DU BOYO

PREFECTURE DE FUNDONG

SERVICE DE PASSATION DES
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

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 :

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. 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. Lest 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.

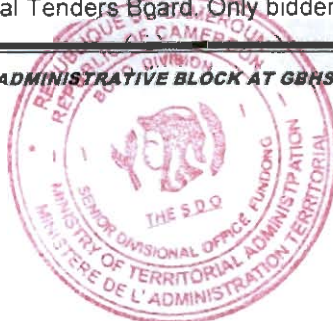
9 EXECUTION DEADLINE: The maximum execution deadline shall be **two (02) calendar months**, including the raining season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

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.

Fundong, the 29 AVR 2019
THE SENIOR DIVISIONAL OFFICER FOR BOYO
(CONTRACTING AUTHORITY)



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.