

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

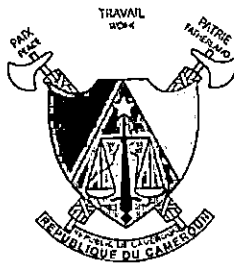
NORTH WEST REGION

BUI DIVISION

DIVISIONAL OFFICE KUMBO

PRIVATE SECRETARIAT

TEL/FAX: 233-22- 12 – 12



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU NORD – OUEST

DEPARTEMENT DE BUI

PREFECTURE DE KUMBO

SECRETARIAT PARTICULIER

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

N^o 03/RQ/ E.26/BDTB/MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO, IN BUI DIVISION, NORTH WEST REGION.

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

BUDGET HEAD: 5327351064516062240381

2019 FISCAL YEAR

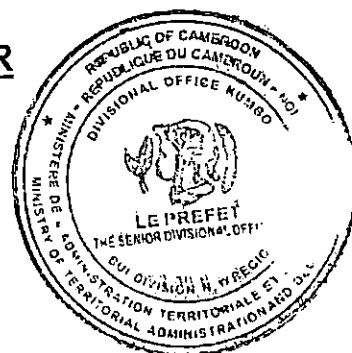
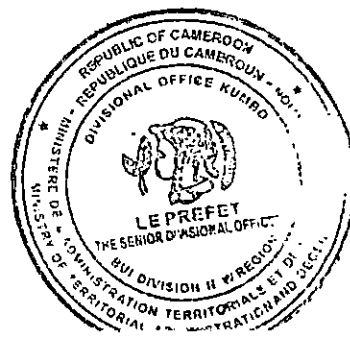
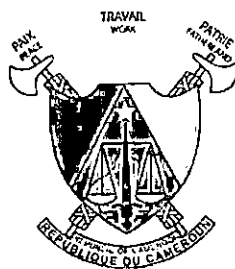


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NOTICE OF REQUEST FOR QUOTATION

SUBJECT: REQUEST FOR QUOTATION N^o 03/RQ/ E.26/BDTB/MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI 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 Bui, Delegated Contracting Authority, hereby launches a request for quotation for the equipment of the Divisional Delegation for MINDDEVEL Bui Division, North West Region

1. PARTICIPATION: Participation in this Request for Quotation is opened to all Cameroonian companies and business concerns that have proven capacities in the domain of office equipments.

The works subject to this invitation to tender include detail description of the items found in the bill of quantities and cost estimates (detail cost estimate).

2. DURATION OF EXECUTION: The maximum deadline for the supplies shall be fixed at two (02) months with effect from the date of notification of the service order.

3. FUNDING: The supplies, subject of this request for quotation, shall be financed by the Public Investment Budget of 2019 for the Ministry of Decentralisation and Local Development (MINDDEVEL) of the Republic of Cameroon.

4. CONSULTATION OF TENDER FILES: The file may be consulted during working hours at the Senior Divisional Officer's Private Secretariat Bui-Kumbo.

5. ACQUISITION OF THE TENDER FILE: The consultation file may be acquired from the Divisional Office Kumbo upon presentation of a non refundable Treasury receipt of twenty thousand (20,000) FCFA, payable at the Divisional Treasury Kumbo. Such a receipt shall identify the payment as representing the company that wants to participate in the tender

The bill of estimate, entry and quantities of the items is to be completed and returned latest 27/06/2019 At 10 a.m. local time and should carry the inscription:

REQUEST FOR QUOTATION N^o 03/RQ/E.26/BDTB/MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

6. 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 Officer's Private Secretariat Bui-Kumbo not later than 27/06/2019 at 10 a.m. local time and should carry the inscription:

REQUEST FOR QUOTATION N^o 03/RQ /E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

"TO BE OPENED ONLY AT THE TENDER OPENING SESSION"



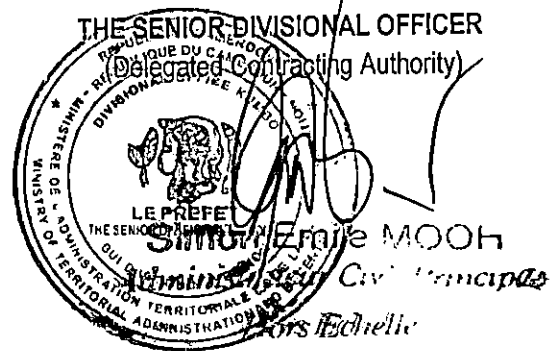
7. OPENING AND EVALUATION OF THE BIDS: The opening and evaluation of the bids shall be done in one phase on **27/06/2019 at 11 a.m.** in the Conference Hall of the Divisional Office, Kumbo by the Bui Divisional Tenders Board. Only bidders may attend or be duly represented by a person of their choice, 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.

8. COMPLEMENTARY INFORMATION: Complementary technical information may be obtained every day during working hours from the Private Secretariat of the Senior Divisional Officer (DCA) for Bui.

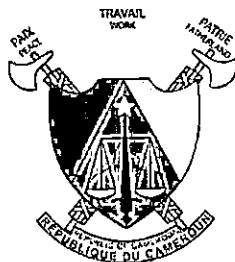
Kumbo, the..... **23 MAY 2019**

Copies:

- MINMAP
- GNWR/B'DA
- ARMP
- Project owner
- Chairperson of BDTB
- File/Chrono
- Notice Boards



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SECRETARIAT PARTICULIER

AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

OBJET: CONSULTATION N° 03/DC/ E.26/CDPMB/ MINDDEVEL/2019 du 23/05/2019 POUR LA FOURNITURE DES EQUIPEMENTS A LA DÉLEGATION DEPARTEMENTALE MINDDEVEL- KUMBO, DEPARTEMENT DU BUI 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 Préfet du Département du Bui, Autorité Contractante, lance une demande de cotation pour la fourniture des équipements à la Délégation Départementale du MINDDEVEL Kumbo, Département du Bui dans la Région du Nord-Ouest.

1. PARTICIPATION : La participation à cette consultation est ouverte à l'égalité de conditions à toutes les sociétés et entreprise Camerounaises régulièrement inscrites dans le registre de commerce et justifiant des capacités pour la fourniture des équipements de Bureau.

2. FINANCEMENT : Les prestations de la présente demande de cotation, sont financées par le Budget d'Investissement Publics 2019 pour le MINDDEVEL. Imputation N°5327351064516062240381

3. CONSULTATION DU DOSSIER DE CONSULTATION : Le dossier de consultation peut être consulté aux heures ouvrable auprès de la Préfecture de Kumbo.

4. ACQUISITION DU DOSSIER DE CONSULTATION : Le dossier de consultation peut être obtenu aux heures ouvrable auprès du Secrétariat Particulier du Préfet du Bui sur présentation d'une quittance de versement d'une somme non remboursable de vingt mille (20.000) francs CFA à la recette des Finances de Kumbo. 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 **27/06/2019 à 10 heures**, heure locale, sous enveloppe cachetée adressée à l'Autorité Contractante et devra porter la mention suivante :

CONSULTATION N° 03/DC/ E.26/CDPMB/ MINDDEVEL/2019 du 23/05/2019 POUR LA FOURNITURE DES EQUIPEMENTS A LA DELEGATION DEPARTEMENTALE DU MINDDEVEL- KUMBO, DEPARTEMENT DU BUI DANS LA REGION DU NORD-OUEST.

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

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, au Secrétariat Particulier du Préfet du Bui, au plus tard le **27/06/2019 à 10 heures**, heure locale et devra porter la mention suivante :

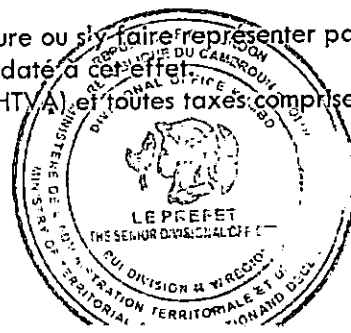
CONSULTATION N° 03/DC/ E.26/CDPMB/ MINDDEVEL/2019 du 23/05/2019. POUR LA FOURNITURE DES EQUIPEMENTS A LA DELEGATION DEPARTEMENTALE DU MINDDEVEL- KUMBO, DEPARTEMENT DU BUI DANS LA REGION DU NORD-OUEST.

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

27/06/2019 à 11 heures précises dans la salle des Conférences de la Préfecture de Kumbo, 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 hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.



7. DELAI D'EXECUTION : Le délai d'exécution des prestations objet de la présente Consultation est de deux (02) mois à compter de la date de notification de l'Ordre de Service de commencer par l'Ingénieur de Suivi.


8. RENSEIGNEMENTS COMPLEMENTAIRES : Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrable auprès du Secrétariat Particulier du Préfet du Bui , à KUMBO.

Copies:

- MINMAP
- GRNO
- ARMP;
- Maître d'Ouvrage;
- Président CDPM;
- Chrono
- Affichage.

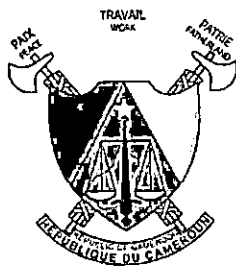
Kumbo, the..... **23 MAI 2019.**

PREFET DU BUI
(Autorité Contractante)



MOOH
Président Civil Principal
Hors Echelle

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SECRETARIAT PARTICULIER

DOCUMENT N° I

LETTER OF INVITATION

SUBJECT: REQUEST FOR QUOTATION N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL- KUMBO IN BUI 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 supply of office equipment at the Divisional Delegation for MINDDEVEL- Kumbo, in Bui Division, North West Region. In this regard, find enclosed herein the bill of entry and quantities of these items, which you are requested to cost and return to me latest on **27/06/2019 at 10 a.m.** in a sealed envelope bearing the inscription below:

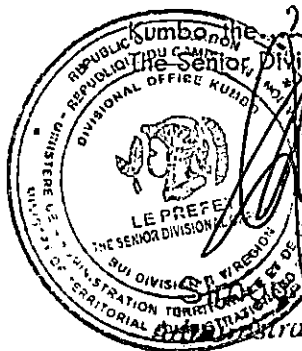
REQUEST FOR QUOTATION

N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL- KUMBO IN BUI DIVISION, NORTH WEST REGION.

"TO BE OPENED ONLY AT THE TENDER OPENING SESSION"

Bids shall be submitted latest on **27/06/2019 at 10 a.m.** and reviewed in the Conference Hall of the Divisional Office Kumbo. 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 the Divisional Delegation for MINDDEVEL Kumbo within sixty (60) days as from the date of entry into force of the subsequent Jobbing Order.

Yours Sincerely



Emile MOOH
Préfet
Hors Echelle

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

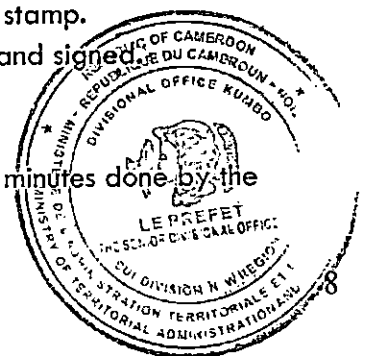
The bid as well as any correspondence comprising the bid shall be written in English or French.

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 One Hundred and twenty thousand (120,000) 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 Bui Divisional Treasury.
14. A certificate of Non Exclusion issued by ARMP.
15. Technical specifications or descriptions
16. A submission letter duly filed, 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 supplier
19. A site visit report signed by a representative of the contractor
20. Certified true copies of attestation of past similar supplies and reception minutes done by the bidders for the previous 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 one of these documents will result to the elimination of the offer.

4.2 The supplier shall complete the Bill of Quantities and Cost estimate 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 valid for 60 days.

2.3 DEPOSIT OF FILES

Article 7: Submission of offers and Opening of Bids

All documents shall be sealed in an envelope marked " ADMINISTRATIVE DOCUMENT OR TECHNICAL/FIANANCIAL OFFER". This sealed envelope shall carry the following inscriptions:

REQUEST FOR QUOTATION

N⁰ 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI 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 Bui (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 a.m. prompt.

9.2 The above-mentioned Tenders shall prepare a report of the bid-opening 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 contract done in the previous 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 tenders board for necessary verifications; forged documents shall automatically give right to rejection.
- 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 Tenders 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 Bui Division shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the 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 Bui. Thereafter, the Senior Divisional Officer for Bui, Contracting Authority shall sign the jobbing order and notified by the Divisional Chief of State Property and Movables Bui, to the supplier who shall be responsible for its registration according to the procedure in force..

Article 14: Corruption and fraudulent practices: The Chairperson and Members of Tenders 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 different registration numbers shall be guilty of "corruption",

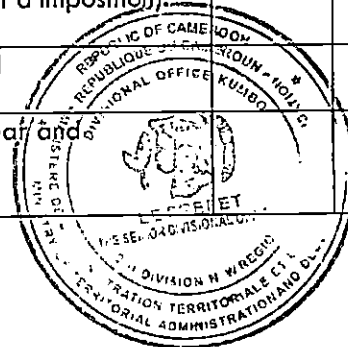
(c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "Fraudulent practices".

"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.

Article 15: Evaluation of Bids

15.1 Evaluation of Administrative Bid

S/N°	ENTERPRISE:	YES	NO
01	Declaration of intent to tender by bidder stamped, signed and dated in conformity with the model attached		
02	Certificate of Nationality of the Contractor		
03	A certified copy of a taxpayer's card		
04	A tax assessment notice issued by the competent Tax service (Certificat d'imposition)		
05	An Affidavit of non-bankruptcy issued by the competent Court (original		
06	Certified Copy of Business Licence (Patente) for the current financial year and registered.		



07	An Attestation issued by the National Social Insurance Fund (Original)		
08	An attestation of Bank Account COBAC affiliated (original)		
09	A temporary guarantee deposit for the tender of One Hundred and twenty (120,000) CFA Francs (Bid Bond, certified cheque not accepted) 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 "Authorisation" where necessary		
12.	The site location plan of the enterprise.		
13	Receipt showing amount paid to obtain the consultation File, issued by the Bui Divisional Treasury.		
14	A certificate of Non Exclusion issued by ARMP.		
15	Technical descriptions		
16	A submission letter 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	The draft jobbing order duly filled and signed by the bidders		
19	An attestation of site visit signed by the contractor in his honour		
20	A site visit report signed by the contractor or his representative		
21	Certified true copies of attestations of past supplies and reception minutes done by the bidders for the previous years. Not applicable to newly created enterprises.		

Article 16: Eliminary criteria

- Absence of an administrative document;
- Bids submitted after the deadline or time limit;
- Absence of the bid bond or bid bond not issued directly in bidder's name by a first rate bank approved by the Ministry in charge of Finance;
- Deadline for delivery higher than prescribed;
- False declaration or forged documents;
- Bids submitted in unsealed external envelopes;
- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- Incomplete financial file;
- Technical assessment mark lower than 80% of "Yes";
- Absence of quantified unit price;
- Financial situation below a third of the estimated cost;
- Bidders who have abandoned a project within the last two previous years.

DOCUMENT N° III

TECHNICAL CONDITION FOR EXECUTION

A-MODEL AND DESIGNS

It is the duty of the contractor to carry out the supplies as per the designs and models 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.

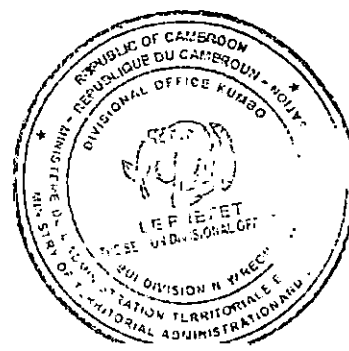
3. GENERALITIES AND DESCRIPTION OF PROJECT: This consists of the execution of supplies of Office equipment at the Divisional Delegation MINDDEVEL- Kumbo. These supplies are to be carried to the Divisional Delegation MINDDEVEL in Kumbo, Bui Division, North West Region.

REQUEST FOR QUOTATION N° 03/ E.26/RQ/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

3.2 TECHNICAL SPECIFICATIONS

SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO

S/N	Designation
BUREAU DU DELEGUE DEPARTEMENTAL	
1	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1m80 x 0,90m avec 04 tiroirs
2	Retour informatique en bois LC iroko ou pachyloba assorti au bureau
3	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).
4	Fauteuil visiteur avec accoudoir en bois massif, rembourrage mousse haute densité.
5	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 m x 0,90 m.
BUREAU CHEF DE SERVICE + SECRETARIAT DELEGUE	
6	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1,40m x 0,9 m avec 03 tiroirs
7	Retour informatique en bois LC iroko ou pachyloba assorti au bureau
8	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité.
9	Chaise visiteur avec accoudoir en bois massif, rembourrage mousse haute densité
10	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 x 0,85



**REQUEST FOR QUOTATION N° 03/RQ/BDTB/E.26/MINDDEVEL/2019 OF 23/05/2019, FOR THE
SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL
KUMBO IN BUI DIVISION, NORTH WEST REGION.**

BILL OF QUANTITIES AND COST ESTIMATES

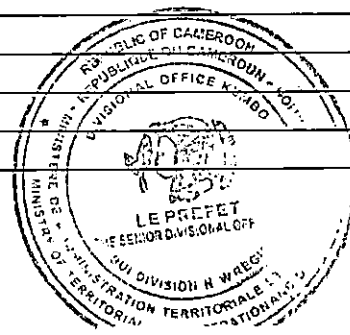
S/N	Designation	UNIT	QTE	PU	PT
BUREAU DU DELEGUE DEPARTEMENTAL					
1	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1m80 x 0,90m avec 04 tiroirs	U	1		
2	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U	1		
3	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).	U	1		
4	Fauteuil visiteur avec accoudoir en bois massif, rembourrage mousse haute densité.	U	2		
5	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 m x 0,90 m.	U	1		
BUREAU CHEF DE SERVICE + SECRETARIAT DELEGUE					
6	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1,40m x 0,9 m avec 03 tiroirs	U	4		
7	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U	4		
8	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).	U	4		
9	Chaise visiteur avec accoudoir en bois massif, rembourrage mousse haute densité	U	8		
10	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 x 0,85	U	4		
ALL TAXES INCLUSIVE					
VAT (19,25%)					
AIR (5.5% OR 2.2%)					
ALL TAXES INCLUSIVE					
NET PAYABLE					

COST ESTIMATES CLOSED AT _____ (_____)FCFA WITH
TAXES INCLUSIVE

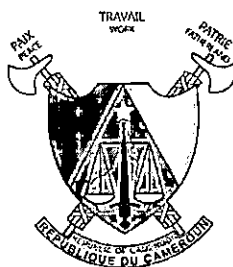
**REQUEST FOR QUOTATION N^o 03/RQ/BDTB/E.26/MINDDEVEL/2019 OF
23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL
DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.**

**3.4 UNIT PRICE SCHEDULE FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL
DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION**

S/N	Designation	UNIT	QTE	Unit Price in figure	Unit price in words
BUREAU DU DELEGUE DEPARTEMENTAL					
1	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1m80 x 0,90m avec 04 tiroirs	U			
2	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U			
3	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).	U			
4	Fauteuil visiteur avec accoudoir en bois massif, rembourrage mousse haute densité.	U			
5	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 m x 0,90 m.	U			
BUREAU CHEF DE SERVICE + SECRETARIAT DELEGUE					
6	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1,40m x 0,9 m avec 03 tiroirs	U			
7	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U			
8	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité.	U			
9	Chaise visiteur avec accoudoir en bois massif, rembourrage mousse haute densité	U			
10	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 x 0,85	U			
ALL TAXES INCLUSIVE					
VAT (19,25%)					
AIR (5.5% OR 2.2%)					
ALL TAXES INCLUSIVE					
NET PAYABLE					



REPUBLIC OF CAMEROON
 Peace – Work – Fatherland
NORTH WEST REGION
BUI DIVISION
DIVISIONAL OFFICE KUMBO
 PRIVATE SECRETARIAT
 TEL/FAX: 233-22- 12 – 12



REPUBLIQUE DU CAMEROUN
 Paix – Travail – Patrie
REGION DU NORD – OUEST
DEPARTEMENT DE BUI
PREFECTURE DE KUMBO
 SECRETARIAT PARTICULIER

DOCUMENT N° IV

DRAFT JOBBING ORDER

JOBING ORDER N° /JOB/E.26/BDTB/MINDDEVEL/2019 OF..... AWARDED
 AFTER **REQUEST FOR QUOTATION N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF**
23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL
DELEGATION MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

PROJECT OWNER: DIVISIONAL DELEGATE MINDDEVEL-BUI
 HOLDER

SUBJECT: **SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION**
FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION

DURATION: TWO (02) MONTHS

AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25%)	
A.I.R (2.2% or 5.5%)	
Net Payable	

FUNDING: PUBLIC INVESTMENT BUDGET OF MINDDEVEL 2019 FISCAL YEAR

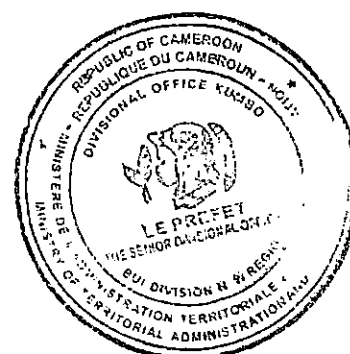
RECORD N°: IU00057 VOTE OF CHARGE N° _____

ENTERED INTO:.....

SIGNED ON:.....

NOTIFIED ON:.....

REGISTERED ON:.....



BETWEEN

The State of Cameroon represented by the Senior Divisional Officer for Bui 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 N°..... at.....
Tax Payer's Card N°.....

ON THE OTHER HAND

Here in after referred to as:

"THE SUPPLIER"

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENTS

CHAPTER 1: 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
- 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

CHAPTER III: FINANCIAL PROVISIONS

ARTICLE 15: GENERAL NOTION AND PRICES

ARTICLE 16: AMOUNT OF THE JOBBING ORDER

ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

ARTICLE 18: BANK ACCOUNT

ARTICLE 19: TAXES

ARTICLE 20: STAMP DUTY AND REGISTRATION

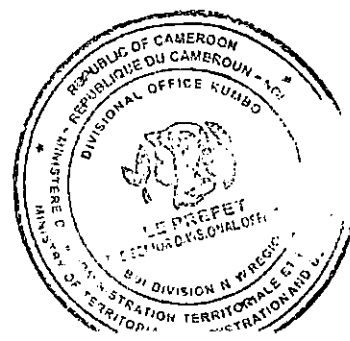
CHAPTER IV: MISCELLANEOUS PROVISIONS

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 supply of Office equipment at the Divisional Delegation For MINDDEVEL Kumbo, in Bui Division.

Article 2: PROCEDURE FOR AWARDING THE JOBBING ORDER: This Jobbing order is awarded following **REQUEST FOR QUOTATION N^o 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05//2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.**

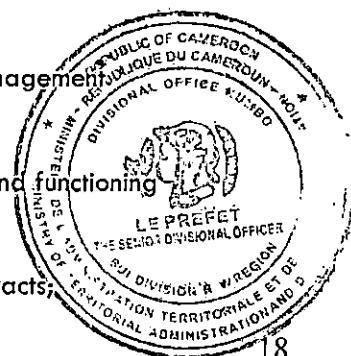
Article 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

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);
- The texts governing the trade;
- The Decree N° 2004/275 of 24 September 2004 bearing on procurement code and its circular;
- Decree No.2002/030 of 28th January 2002 relating to the setting up, organization and functioning of Public Contracts Tenders Boards,
- The Decree N ° 2018/366 of 20 June 2018 to institute the Public Contracts Code;
- Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order No.033/CAB/PM of 13th February 2007 bearing the general administrative conditions,
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the Purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of Individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 February 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 February 2012 to organize the Ministry of Public Contracts;



- Decree N°2012/076 of 08 February 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the Award, the Control of Execution of Public Contracts;
- Decree No 2013/271 of 05 August 2013 modifying and completing certain disposition of Decree No 2012/074 of 8 February 2012 relating to the Setting up, Organising and Functioning of Tenders Boards.
- Letter No.0005193/L/PR/MINMAP/CAB of 24th October 2013 bearing method of evaluation of financial bids, Total without taxes (THT) and Total all taxes inclusive (TTC),
- The circular N° 001/C/MINFI of 28th December 2018 on instructions relating to the execution of the finance law, the monitoring and execution of the State Budget, Administrative, Public Establishment, Regional and local Authorities for the 2019 financial Year;
- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.

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

- The Contracting Authority: The Senior Divisional Officer for Bui.
- The Authorizing Officer: Shall be the Divisional Delegate MINDDEVEL-Bui.
- The Contract Engineer: Shall be the Chief of Service for State Property MINDCAF Bui
- The Project Manager: Shall be The Chief of Service Local Development Bui
- The Tenders Board is Bui Divisional Tenders 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 the Divisional Delegation For MINDDEVEL Kumbo.

Article 7: RESIDENCE OF THE SUPPLIER: The supplier's main residence shall be:

At:.....P.O.Box:.....tel:.....Fax:.....

-All notification to him shall validly be forwarded to this address

Chapter II

PERFORMANCE OF THE JOBBING ORDER

Article 8: ROLE AND RESPONSIBLIT 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 the household 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 Estimate below:

Article 11: ACCEPTANCE OF SUPPLIES: At the request of the supplier, the Project Owner 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.....Chairman
- The Contracting Authority or his representative.....Member
- The Contract Engineer.....Secretary
- A representative of MINMAP Bui..... Observer
- The Stores Accountant attached to DDMINDDEVEL Bui..... Member
- The Contractor or 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 12: GUARANTEE: The cost of the usual commercial guarantee 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 13: 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 Divisional Officer Kumbo Sub Division.

CHAPTER III FINANCIAL PROVISIONS

Article 14: 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 15: AMOUNT OF THE JOBBING ORDER: The total amount of this jobbing order stands at.....FCFA inclusive of taxes (amount in words).

Article 16: TERMS AND CONDITIONS FOR PAYMENT

16.1 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.

16.2: Scheduling payments: Payments shall be made in proportion to the services performed and deduction mode of the advance payment.

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

Article 17: BANK DOMICILIATION: The Project Owner shall pay all sums owed for the execution of this jobbing order by Bank transfer to account N°.....at..... in the name of.....

Article 18: 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 Owner.

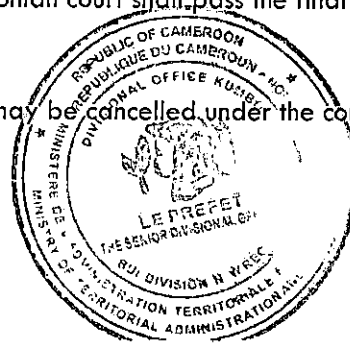
Article 19: STAMP DUTY AND REGISTRATION: Seven (07) original copies of this jobbing order shall be stamped and registered by the supplier at his cost in accordance with the regulation in force.

CHAPTER IV MISCELLANEOUS PROVISIONS

Article 20: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER: Seven (07) copies of this jobbing order shall be produced at the expense of the contractor and circulated.

Article 21: 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 22: CANCELLATION OF THE JOBBING ORDER: This jobbing order may be cancelled under the conditions and formalities provided for by the regulations in force.



Article 23: 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.

BUI DIVISIONAL TENDERS BOARD.

REQUEST FOR QUOTATION N^o 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05//2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

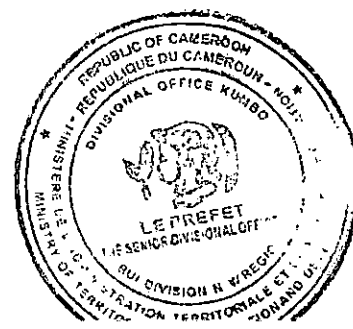
Deadline for submission of bids _____

3.2- UNIT PRICE LIST

SCHEDULE OF UNIT PRICE FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.				
S/N	Designation	UNIT	Unit Price in figure	Unit price in words
BUREAU DU DELEGUE DEPARTEMENTAL				
1	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1m80 x 0,90m avec 04 tiroirs	U		
2	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U		
3	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).	U		
4	Fauteuil visiteur avec accoudoir en bois massif, rembourrage mousse haute densité.	U		
5	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 m x 0,90 m.	U		
BUREAU CHEF DE SERVICE + SECRETARIAT DELEGUE				
6	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1,40m x 0,9 m avec 03 tiroirs	U		
7	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U		
8	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité.	U		
9	Chaise visiteur avec accoudoir en bois massif, rembourrage mousse haute densité	U		
10	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 x 0,85	U		

BILL OF QUANTITIES AND COST ESTIMATES

S/N	Designation	UNIT	QTE	PU	PT
BUREAU DU DELEGUE DEPARTEMENTAL					
1	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1m80 x 0,90m avec 04 tiroirs	U	1		
2	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U	1		
3	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité).	U	1		
4	Fauteuil visiteur avec accoudoir en bois massif, rembourrage mousse haute densité.	U	2		
5	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 m x 0,90 m.	U	1		
BUREAU CHEF DE SERVICE + SECRETARIAT DELEGUE					
6	Bureau en bois massif iroko ou pachyloba avec sous-main en simili cuir incorporé : caisse laquée marron foncée ou noir, satinée Dim : 1,40m x 0,9 m avec 03 tiroirs	U	4		
7	Retour informatique en bois LC iroko ou pachyloba assorti au bureau	U	4		
8	Fauteuil de bureau (grand confort, mécanisme synchrone, accoudoir, roulettes, assise réglable en hauteur, rembourrage mousse haute densité.	U	4		
9	Chaise visiteur avec accoudoir en bois massif, rembourrage mousse haute densité	U	8		
10	Bloc classeur en bois LC iroko ou pachyloba, caisse laquée, marron ou noir foncée satinée battant vitré et battant fermé, avec étagères Dim : 2,10 x 0,85	U	4		
ALL TAXES INCLUSIVE					
VAT (19,25%)					
AIR (5.5% OR 2.2%)					
ALL TAXES INCLUSIVE					
NET PAYABLE					



BUI DIVISIONAL TENDERS BOARD

REQUEST FOR QUOTATION N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

Deadline for submission of bids _____

BILLS OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION						
S/N	REF	ITEM	UNIT	QTY	U.P	COST
1						
2						
ALL TAXES INCLUSIVE						
VAT (19,25%)						
AIR (5.5% OR 2.2%)						
ALL TAXES INCLUSIVE						
NET PAYABLE						

THIS ESTIMATE IS CLOSED AT THE SUM OF ...

PAGE..... And last of JOBBING ORDER N° 01/JOB/E.26/BDTB/MINDDEVEL/2019 OF..... AWARDED AFTER REQUEST FOR QUOTATION N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF _____, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

WITH THE COMPANY.....

SUBJECT: FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI 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 (2.2% or 5.5%)	
Net Payable	

READ AND ENTERED INTO (CONTRACTOR) Kumbo, the.....	SIGNED BY THE SENIOR DIVISIONAL OFFICER BUI (DELEGATED CONTRACTING AUTHORITY) Kumbo, the.....
REGISTRATION	

DOCUMENT N° V

APPENDICES

Appendix I

DECLARATION OF THE INTENTION TO TENDER

I, the undersigned Mr.....

Nationality.....

Function.....

In my capacity as General Manager ofP.O. Box.....

Hereby acknowledge receipt of the file of the **REQUEST FOR QUOTATION N° 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF _____**, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

Concerning **the SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI 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^o 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF _____, FOR
THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR
MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.**

**The Chairperson of the Bui Divisional
Tenders Board**

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 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
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° _____

Request for Quotation N° _____

We understand that _____ (hereinafter called "the bidder"), has submitted his bid on _____ for **FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI 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.

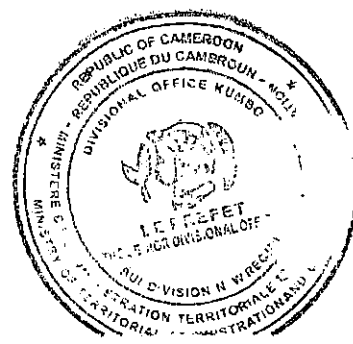
This bond shall enter into force from the date of signature and from the date set by the contracting authority for the submission of tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by the contracting authority 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 N^o 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF _____, **FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.**

We, _____ (Bank) of _____

I submit and commit myself to carry out the aforementioned Contract in accordance with the condition 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 supplies, the respect of the deadline, 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)

**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED
TO ISSUE BONDS FOR PUBLIC CONTRACTS**

**Note relating to banking establishments and
financial bodies authorized to issue bonds**

The Contracting Authority or Delegated Contracting Authority is bound to insert, at this level, a copy of the instrument by the Minister in charge of Finance giving the updated list of banking establishments approved by MINFI to issue bonds for public contracts in accordance with the Public Contracts Code.

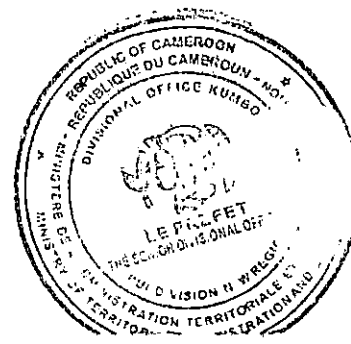
LISTE DES BANQUES AGREEES PAR LE MINFI

- 1- Afrikland First Bank (First Bank);
- 2- Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICEC) ;
- 3- CITI BANK Cameroon (CITI-C);
- 4- COMMERCIAL BANK CAMEROON (CBC);
- 5- ECOBANK Cameroun (ECOBANK);
- 6- National Financial Credit Bank (NFC-BANK);
- 7- Société Commerciale de Banque Cameroun (CA-SCB);
- 8- Société Générale des Banques au Cameroun (SGBC) ;
- 9- Standard Chartered Bank Cameroon (SCBC);
- 10- City Bank Cameroon (City group);
- 11- Union Bank of Cameroon (UBC).
- 12- United Bank for Africa (UBA)
- 13- Banque Atlantique du Cameroun (BACM);

This list is available at ARMP

B- INSURANCE COMPANIES

- 1- Chanas Assurances;
- 2- Activa Assurances
- 3- ZINETH Insurance

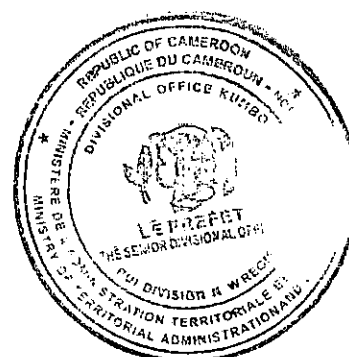


DECLARATION OF ONGOING PROJECTS

Contractors with ongoing projects should fill the table below and attach first and last pages of contracts/jobbing orders, a copy of Notification for ongoing projects.

Serial N°	Project Title	Place of Execution	Project Owner	Contracting Authority	Time consumed	Percentage physical of Execution

N.B: Failure to declare may lead to the elimination of the bidder in the evaluation.



TENDERS BOARD OF BUI DIVISION

N^o 03/RQ/ E.26/BDTB/ MINDDEVEL/2019 OF 23/05/2019, FOR THE SUPPLY OF OFFICE EQUIPMENT AT THE DIVISIONAL DELEGATION FOR MINDDEVEL KUMBO IN BUI DIVISION, NORTH WEST REGION.

Deadline for Submission of bids.....

BIDS COMPARISON TABLE

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

Members of the Tenders Board

Name	Duty	Signature

