



Ref: No. \_\_\_\_/NWR/BOYO/FC/FCITB/2020

Fundong the \_\_\_\_\_

## FUNDONG COUNCIL INTERNAL TENDERS BOARD

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## REQUEST FOR QUOTATION

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### CONSULTATION

N°01/ RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/06/2020 FOR  
THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION SCHOOLS IN THE  
FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

PROJECT OWNER: THE MAYOR OF FUNDONG COUNCIL.

Lot	FINANCING	AUTHORISATION N°	IMPUTATIONS:
1	BIP MINEDUB 2020	54 15 197 01 641605 2279 426	IVO1222

FINANCING: PUBLIC INVESTMENT BUDGET (PIB) MINEDUB 2020

AUTHORISATION N°: IVO1222

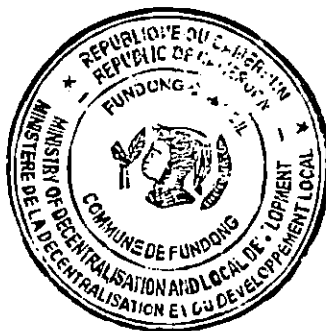
IMPUTATIONS: 54 15 197 01 641605 2279 426



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Ref. No. \_\_\_\_/NWR/BOYO/FC/FCITB/2020

Fundong the 10.06.2020

## LETTER OF INVITATION TO TENDER

**1) Subject:**

**CONSULTATION N°01/RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/06/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION FOR SCHOOLS IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION**

Within the framework of 2020 Investment Budget, the Mayor of FUNDONG Council, Contracting Authority, hereby launches, a Request for Quotation for the supply of tools for inclusive education for schools in The Fundong Municipality of Boyo Division, North West Region.

**2) Description of services:**

The work consists of **THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION FOR SCHOOLS IN THE FUNDONG MUNICIPALITY OF BOYO DIVISIO, NORTH WEST REGION**

**3) Participation:**

Participation to this consultation is opened to Small and Medium Sized Enterprises of Cameroonian Nationality who are in compliance with the regulations in force

**4) Project owner** The Mayor of FUNDONG Council.

**5) Estimated cost**

The estimated cost after preliminary studies is 5.000.000 (Five Million Francs CFA);

**6) Funding**

This project shall be financed by the Public Investment Budget (PIB) of the Ministry of Basic Education (**MINEDUB 2020**).

**7) Bid bond**

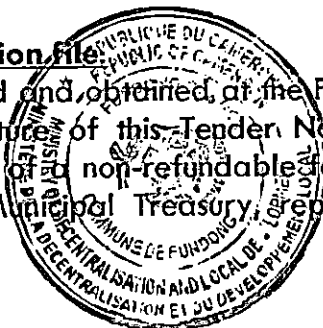
Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File an amount of **100.000 (One Hundred Thousand Francs CFA)**, valid for thirty (30) days beyond the date of validity of bid.

**8) Consultation of the Tender file:**

The Tender file could be consulted at the Fundong Council chambers, upon publication of this invitation.

**9) Acquisition of consultation file**

The file may be consulted and obtained at the Fundong Council secretariat with effect from the date of signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable fee of **25,000 (Thousand Five Francs CFA)** into FUNDONG Municipal Treasury, representing the cost of purchasing the tender file.



**10) Submission of files:**

Complete bidders' files, including all administrative and technical/financial documents, must be deposited in seven (07) copies including one (01) original file and six (06) copies on the 02/07/2020 at 10:00 AM local time in sealed envelopes, at the Fundong Council secretariat bearing on:

**« CONSULTATION N°02/LRQ/FUNDONG COUNCIL /FCITB /2020 OF 02/07/2020  
FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION FOR SCHOOLS IN THE  
FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION»**

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

**11) Opening of bids:** Bids shall be opened on the 02/07/2020 at 11:00 AM in the Fundong Council Hall, by the Fundong Council Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

**12) Evaluation of bids:** The bids will be evaluated exclusively of VALUE ADDED TAX (EVAT) and ALL TAXES INCLUSIVE (ATI) by the Fundong Council Internal Tender's Board.

**a) Verification of compliance and comparison of bids.**

The Tenders Board shall proceed with the evaluation of the bids. The evaluation shall proceed as follows:

- ✓ Verification that the Letter of Quotation is duly completed, dated and signed with the name and title of the signatory.
- ✓ Verification that the Bill of quantities and the schedule of prices are duly completed, dated and signed.
- ✓ Verification of the arithmetic operations, checking the coherence between unit prices, quantities, and totals by making verifications on the arithmetic calculations and using the amount stated in words. If necessary, proceed with the corrections.
- ✓ Study of the compliance of bids, as regards the documents submitted, delivery periods;
- ✓ Assess the number of past supplies contract done in the previous years by the bidders and justified with certified true copies of documents requested. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.
- ✓ Comparison of technical specifications/description
- ✓ Bidders should submit a guarantee or warrantee of EXPECTED PERIOD OF TIME.
- ✓ Setting up of a summary table showing the corrected amounts in increasing order.
- ✓ The Tenders Board shall establish a detailed evaluation report concluding with a recommendation of provisional award to the, contracting authority.

**a. The financial evaluation of the BID shall consist of examining the completeness and compliance of the financial file and a comparison of bidders proposed amounts.**

**b. Award of contract. The job shall be award to the bidder who fulfil the administrative/ technical conditions to the acceptable level (75%) stated in the tender file and proposes the lowest acceptable amount.**



**13) Deadline of execution:**

The deadline of execution for the lots shall be **Sixty (60) days** from the date of notification for the Jobbing Order to begin.

**14) Period of validity of the bids:**

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

**15) Complementary Information:**

Complementary information which could be technical in nature can be obtained from the Mayor of Fundong Council Tel.: Phone:(237) 677755510 Email: [fundongcouncil2014@gmail.com](mailto:fundongcouncil2014@gmail.com), Website: [fundongcouncil.org](http://fundongcouncil.org)

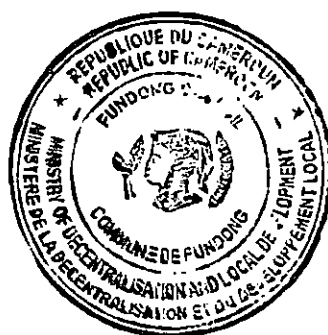
Fundong the 10.06.2020

**THE MAYOR OF FUNDONG COUNCIL  
(CONTRACTING AUTHORITY)**

**Circular copies**

- SDO – Boyo
- MINMAP;
- ARMP
- President FCITB;
- Notice Board;
- Project owner
- Chrono

  
*Denis Awah Ndong*





Ref: No. \_\_\_\_/NWR/BOYO/FC/FCITB/2020

Fundong, the 10.06.2020

**CONSULTATION N°01/ RQ/FUNDONG COUNCIL /FCITB /2020 DU 10/06/2020 POUR ACQUISITION DES EQUIPMENT DANS LE CADRE DE L'EDUCATION INCLUSIVE DANS LA COMMUNE DE FUNDONG, DEPARTEMENT DE BOYO, REGION DU NORD-OUEST**

**1) Objet de l'Appel d'Offres**

Dans le cadre de l'exécution du Budget d'investissement Public (BIP), le Maire de la Commune de FUNDONG, Autorité Contractante lance, une Demande de Cotation pour acquisition des équipements dans le cadre de l'éducation inclusive dans la COMMUNE de Fundong, Département de Boyo, Région du Nord-Ouest

**2) Participation :**

La participation à cette consultation est ouverte aux P.M.E. de droit camerounais

**3) Description des prestations :**

La prestation consiste en acquisition des Equipment dans le cadre de l'éducation inclusive à l'école premier de Fundong et équipement du CMPJ de Fundong, dans l'arrondissement de Fundong département de Boyo, Région du Nord-Ouest

**4) Maitre d'Ouvrage : Le Maire de la Commune de FUNDONG.**

**5) Coût prévisionnel**

Le coût prévisionnel de l'opération à l'issue des études préalables s'élève à **5.000.000 (Five Million Francs CFA)**

**6) Financement :**

Les prestations, objet de la présente consultation est financé par le Budget d'investissement Public (**BIP MINEDUB**), au titre de l'exercice 2020 assigné au Maire de la commune de FUNDONG.

**7) Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO une montant de **100.000 (Cent mille Francs CFA)**, valable pendant trente (30) jours au-delà de la date originale de validité des offres.

**8) Consultation du Dossier :**

Le dossier de consultation peut être consulté aux heures ouvrables à la Mairie de Fundong, dès publication du présent avis.



## 9) Acquisition du Dossier de consultation

Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (secrétariat privée du maire de la mairie de Fundong pendant les heures ouvrables contre présentation d'une quittance de versement de la somme non remboursable de F CFA 25 000 (Twenty Five Thousand Francs CFA) à la  
~~recette municipale de la Commune de FUNDONG.~~

## 10) 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, devra parvenir contre récépissé à la Délégation Départementale des Marchés Publics, Service de passation des marchés, au plus tard le 03/07/2020 à 10 heures, heure locale et devra porter la mention suivante :

**CONSULTATION N°03/ RQ/FUNDONG COUNCIL /FCITB /2020 DU 10/06/2020 POUR ACQUISITION DES EQUIPMENTS DANS LE CADRE DE L'EDUCATION INCLUSIVE DANS LA COMMUNE DE FUNDONG DEPARTEMENT DE BOYO, REGION DU NORD-OUEST**

## 11) Recevabilité :

Les offres seront remises à l'adresse sus indiquée et dépouillées le 03/07/2020 à 11 h dans la salle de conférence de la Mairie de Fundong, par la Commission de Passation des Marchés, en présence des soumissionnaires qui le désirent.

12) **Evaluation des offres:** Les offres seront évaluées exclusivement des taxes sur la valeur ajoutée (EVAT) et de toutes les taxes incluses (ATI) par la Commission interne de Passation des Marchés du Commune de Fundong;

### a) Vérification de la conformité et comparaison des offres.

La commission des appels d'offres procède à l'évaluation des offres. L'évaluation se déroule comme suit:

- ✓ Vérification que la lettre de soumission est dûment complétée, datée et signée avec le nom et le titre du signataire.
  - ✓ Vérification que le devis quantitatif et le bordereau de prix sont dûment complétés, datés et signés.
  - ✓ Vérification des opérations arithmétiques, vérification de la cohérence entre les prix unitaires, les quantités et les totaux en effectuant des vérifications sur les calculs arithmétiques et en utilisant le montant indiqué en mots. Si nécessaire, procédez aux corrections.
  - ✓ Etude de la conformité des offres, en ce qui concerne les documents soumis, les délais de livraison;
  - ✓ Évaluer le nombre de contrats de fournitures passés effectués au cours des années précédentes par les soumissionnaires et justifiés par des copies certifiées conformes des documents demandés. Un document original peut être demandé par les membres du comité d'appel d'offres pour les vérifications nécessaires; les documents falsifiés donnent automatiquement droit au rejet.
  - ✓ Comparaison des spécifications techniques / description
  - ✓ Les soumissionnaires doivent soumettre une garantie ou une garantie de la PÉRIODE ATTENDUE.
  - ✓ Mise en place d'un tableau récapitulatif reprenant les montants corrigés par ordre croissant.
  - ✓ Le comité d'appel d'offres établit un rapport d'évaluation détaillé se terminant par une recommandation d'attribution provisoire au pouvoir adjudicateur.
- b) L'évaluation financière de la BID consiste en un examen complet et en cohérence du dossier financier et en un comparatisme des montants proposés.



- c) Attribution du contrat. Le travail sera attribué au soumissionnaire qui remplit les conditions administratives et techniques jusqu'au niveau acceptable indiqué dans le dossier d'appel d'offres et qui propose le montant acceptable le plus bas

**13) Délai d'exécution:**

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

**13. Durée de validité des offres :**

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

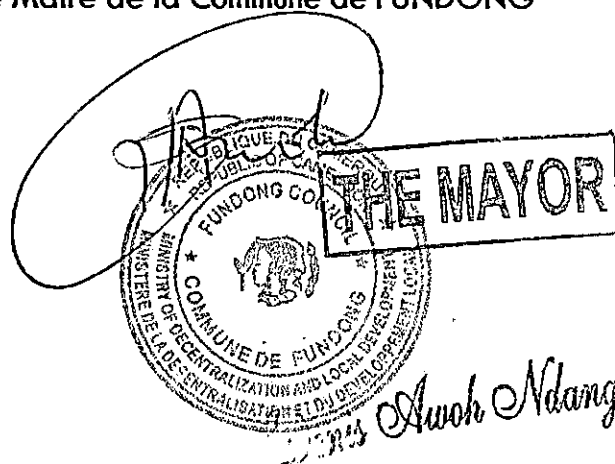
**14. Renseignements complémentaires**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du Délégué Départementale des marches Publics de BOYO Phone:(237) 677755510 Email: [fundongcouncil2014@gmail.com](mailto:fundongcouncil2014@gmail.com), Website: [fundongcouncil.com](http://fundongcouncil.com)

Fait à Fundong, le 10.06.2020  
Le Maire de la Commune de FUNDONG

**Ampliations :**

- Préfet - Boyo
- MINMAP;
- ARMP
- Président CPM;
- Affichage;
- Le Maître d'Ouvrage





## DOCUMENT No. II

### RULES OF THE CONSULTATION

#### 2.1 - CONSULTATION FILE

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

1.1 The consultation file shall describe the service providers which is subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Order.

1.2 The consultation file shall comprise the following documents:

- 1.1 the letter of invitation to tender,
- 1.2 technical specifications,
- 1.3 the bill of entry and quantities,
- 1.4 the model tender,
- 1.5 the draft Jobbing Order,
- 1.6 the model bid comparison table.

1.3 The service providers shall study the instructions, models, conditions and specifications contained in

The consultation file.

#### 2.2- BID PREPARATION

##### ARTICLE 2: Langage

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

**ARTICLE 3:** Bids shall be prepared and submitted in a two (02) volumes

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

**Volume I: - Administrative documents/technical offer.**

**A complete administrative/technical file shall comprise the following**

1. Declaration of intention to tender
2. Certified copy of business registration, validity not more than three months old
3. A valid Certificate of imposition;
4. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
5. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;
6. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;
7. A receipt showing the payment of FCFA 25 000 (twenty five thousand) representing the cost of the tender file issued by the FUNDONG Municipal Treasury ;
8. A bid bond of One Hundred Thousand (100 000) Francs CFA issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions.
9. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
10. An attestation of non-impediment to Public Contracts issued by the Public contract Regulatory Board (ARRETE DE NON-IMPEDIMENT)
11. Plan of Attestation of localization of company stamped and signed
12. A group agreement necessary
13. Power of attorney necessary



14. The draft Jobbing Order duly completed, initialed and signed;
15. PROFESSIONAL EXPERIENCE OF BIDDER – references
16. Planning and respect of the duration of the execution of supply
17. Packaging, labeling and transportation of the supply
18. Delivery and reception of supply at Fundong Council
19. Description of services after sales – maintenance during guarantee period
20. Technical specification as per the consultation initialed and signed

## **Volume II: The Financial offer**

- a. A stamped letter of submission signed and dated,
- b. Unit Price List, signed and dated
- c. The descriptive and quantitative estimates duly filled, signed and dated;
- d. The unit price break down duly filled, signed and dated
- e. **Financial Capacity**

### **ARTICLE 4: BID**

4.1 The service provider shall specify;

- a. Exclusive value added taxes (EVAT) and
- b. All taxes and customs duties inclusive (ATI).

4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the item in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the Jobbing Order.

4.3: The Supplier shall fill and sign the draft Jobbing Order.

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

Prices shall be written in CFA francs.

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

Bids shall be valid for the period of 60 days.

## **2.3 DEPOSIT OF FILES**

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

The bids will be submitted on the 03/07/2020 at **10 AM** at the Fundong Council Secretariat, and opened the same day at **11 AM** in the Fundong Council Hall

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

Suppliers shall enclose the original and six (06) copies of their bids in an envelope:

- (a) Addressed to the Mayor of Fundong Council at the address indicated in the letter of invitation for quotation and bearing on:

**CONSULTATION N°02/ RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/07/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION**

Any other mark on the bid shall lead to the disqualification of the offer

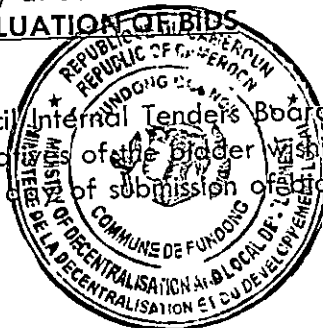
### **ARTICLE 9: Latest time and date of submission of bids**

Bids shall be received on the 03/07/2020 at **10 AM** at the Fundong Council Secretariat, and opened the same day at **11 AM** in the Fundong Council Hall

## **2.4 OPENING AND EVALUATION OF BIDS**

### **ARTICLE 10 OPENING**

10.1 The Fundong Council Internal Tenders Board shall open the bids in the presence of the bidders or the representative of the Bidder wishing to attend the bid-opening session to hold on the same day as the date of submission of bids and within one hour following that for the submission of bids.



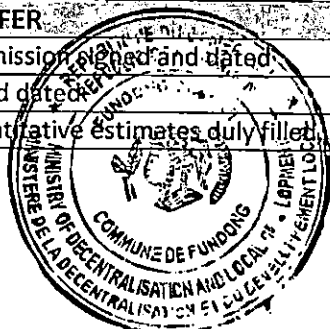
10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

# **ARTICLE 11: Evaluation of the Bids**

10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

# **ARTICLE 11: Evaluation of the Bids**

DESIGNATION		YES	NO
<b>VOLUME I: ADMINISTRATIVE / TECHNICAL OFFER</b>			
<b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>			
1	<ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Certified copy of business registration, validity not more than three months old</li> <li>➤ A valid Certificate of imposition;</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of FCFA 25 000 (twenty five thousand) representing the cost of the tender file issued by the FUNDONG Municipal Treasury ;</li> <li>➤ A bid bond of <b>One Hundred Thousand (100 000) Francs CFA</b> issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions as follows</li> <li>➤ Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of Attestation of localization of company stamped and signed</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul>		
<b>NB</b>	<ul style="list-style-type: none"> <li>➤ The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>➤ The absence of a bid bond shall result to direct elimination</li> </ul>		
<b>B: TECHNICAL EVALUATION</b>		YES	NO
-	Document spirally bound		
-	Hard back cover		
-	Content page		
-	Coloured separators		
-	Page Numbering		
-	Planning and respect of the duration of the execution of supply		
-	Packaging, labeling and transportation of the supply		
-	Delivery and reception of supply at Fundong Council		
-	Description of services after sales –maintenance during guarantee period		
-	The draft Jobbing Order duly completed, initialised and signed		
-	Technical specification as per the consultation initialed and signed		
-	List of Professional References BIDDER – at least two (2) References		
-	1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
-	2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
<b>VOLUME II: FINANCIAL OFFER</b>		YES	NO
B- 5:	A stamped letter of submission signed and dated		
B- 6:	Unit Price List, signed and dated		
B- 7:	The descriptive and quantitative estimates duly filled, signed and dated		



B- 8: The unit price break down duly filled, signed and dated		
B- 9: Financial Capacity		

**NB; A Technical evaluation Mark of Less Than 70% Shall Results to Elimination**

**Elimination criteria:** the bids shall be eliminated for the following reasons:

1. The Absence of an acceptable Bid Bond will result to the elimination of the offer
2. The absence or the non-conformity of one of the elements in documents in the financial offer of the evaluation grill above will result to the elimination of the offer
3. The candidate who score less than 70% in the technical evaluation will be eliminated

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document **administrative document** and at least 70% of those in **Technical evaluation**.

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

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

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

Preparation of a summary table of bids.

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

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

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

**2.5- AWARD OF THE JOBBING ORDER**

**ARTICLE 13: Award of the Jobbing Order**

The Fundong Council Internal Tenders Board shall propose the award of the Jobbing Order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

**ARTICLE 14: Announcement of award of the Jobbing Order**

The Contracting Authority (Mayor of Fundong Council) shall decide on the award and publish the result of the bids in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the Jobbing Order The delivery deadline.

**ARTICLE 15: Signing of the Jobbing Order**

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

**ARTICLE 16: Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Suppliers should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from



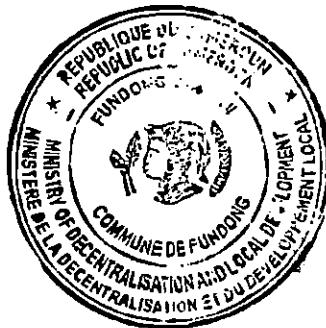
corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

(a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a Jobbing Order shall be guilty of "corruption", and

(b) Whoever provides, solicits or accepts several quotations tendered by the same supplier under different corporate names and/or under different registration numbers shall be guilty of "corruption",

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

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.



3.1 BID LETTER

Date .....

CONSULTATION N° 02/RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/01/2020 FOR THE  
SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF  
BOYO DIVISION, NORTH WEST REGION

To: The Chairperson of the Tenders Board

Dear Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to supply and deliver .....  
..... in accordance with the request for Consultation and for the sum of .....  
CFAF (in words) exclusive of Value Added Tax and all Taxes Inclusive.....  
CFAF (in figures), exclusive of Value Added Tax and all Taxes Inclusive

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

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

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

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.



# FUNDONG COUNCIL INTERNAL TENDERS BOARD

CONSULTATION N°01/ RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/01/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

Deadline for submission of bids .....

## 3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

(To be filled by the Candidate)

No	Description of item (including Marque and model)	Quantity	Unite price (in figures and word)	Total Price

CONSULTATION N°02/ RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/01/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

## 3.4 - BID COMPARISON TABLE

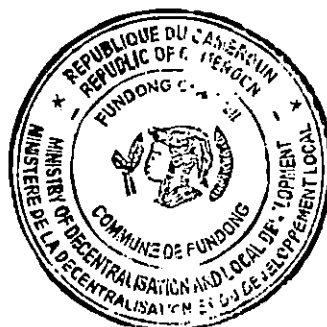
No	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								
5.								
6.								

Members of the Tenders Board

Name

Duty

Signature



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
MINISTÈRE DE DÉCENTRALISATION ET DU  
DÉVELOPPEMENT LOCAL  
REGION DU NORD-OUEST  
DEPARTEMENT DE BOYO  
COMMUNE DE FUNDONG



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT  
NORTH-WEST REGION  
BOYO DIVISION  
FUNDONG COUNCIL

Ref: No. \_\_\_\_\_/NWR/BOYO/FC/2020

Fundong the \_\_\_\_\_

## DRAFT JOBBING ORDER

JOBBING ORDER N° \_\_\_\_\_/ JO /NWR/BOYO/FC OF \_\_\_\_\_/ 2020  
AWARDED AFTER CONSULTATION  
CONSULTATION N° 02/RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/06/2020 FOR THE  
SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF  
BOYO DIVISION, NORTH WEST REGION.

CONTRACTOR : \_\_\_\_\_

TAX PAYER'S CARD NO : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

BP : \_\_\_\_\_

TEL : \_\_\_\_\_

FAX : \_\_\_\_\_

BANK ACCOUNT NO. \_\_\_\_\_

SUBJECT : \_\_\_\_\_

AMOUNT : \_\_\_\_\_ F CFA TTC  
(\_\_\_\_\_ F CFA TOUTES TAXES COMPRISES)

DELAI : Sixty (60) DAYS

FINANCING : Public Investment Budget (PIB) 2020

VOTE CHARGE : : \_\_\_\_\_

ENTERED INTO ON : \_\_\_\_\_

SIGNED ON : \_\_\_\_\_

NOTIFIED ON : \_\_\_\_\_

REGISTERED ON : \_\_\_\_\_





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

ON ONE HAND

AND

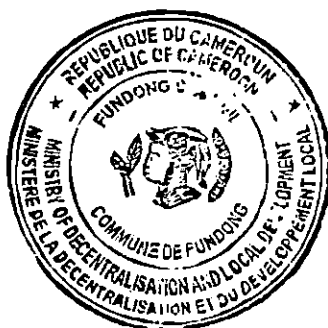
THE COMPANY

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

Represented by the General Manager .....  
Hereafter known as << **THE SERVICE PROVIDER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:



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ARTICLE 4: GENERAL TEXTS

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ARTICLE 6: PERIOD AND PLACE OF DELIVERY.

ARTICLE 7: RESIDENCE OF THE SUPPLIER

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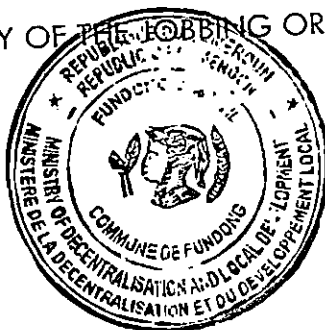
## **CHAPTER IV: MISCELLANEOUS PROVISIONS**

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ARTICLE 23: CANCELLATION OF THE JOBBING ORDER

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# CHAPTER I GENERAL CONSIDERATIONS

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

The purpose of this Jobbing Order for the supply of tools for inclusive education in the Fundong municipality of Boyo division, North West region

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

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

This Jobbing Order is awarded following a Request for CONSULTATION N°01/RQ/FUNDONG COUNCIL /FCITB /2020 OF 14/11/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF 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 terms of references
- The provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above ;
- The breakdown of estimates ;
- The descriptive bill of quantities.

## **ARTICLE 4: GENERAL TEXTS**

This Jobbing Order shall be governed by:

1. 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. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of the Tenders Boards amended and supplemented by Decree No.2013/271 of 5th August 2013 the Ministry in charge of Public Contracts;
7. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular No 001/C/MINFI of December 2019 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 for 2020 financial year
11. Unified Technical Documents (DTU) for Boyo works;
12. Applicable standards;
13. Other instruments specific to the domain concerned with the contract.
14. Circular no 403/MINAF of 21/OCT/2019 TO FIXED upper limit for payment of indemnities to presidents, rapporteurs and members of follow up, acceptance and technical financial commissions



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

In pursuance of the provisions of this Jobbing Order, it shall be specified that

- The Contracting Authority shall be the **Mayor of Fundong Council**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The project Owner (Authorizing Officer) shall be the **Mayor of FUNDONG Council**
- The Contract Manager shall be The **Secretary General of FUNDONG Council** hereinafter referred to as the Contract Manager.  
He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **divisional chief of state property for Boyo** hereinafter referred to as the Engineers.
- The Service Provider shall be *[to be specified]*.
- The authority in charge of ordering payment shall be **The Mayor of FUNDONG Council**.
- The authority in charge of the clearance of expenditures shall be the **Divisional Finance Controller –Boyo**.
- The body or official in charge of payment shall be the **Fundong Municipal Treasurer**
- The competent official to furnish information within the context of the execution of this contract shall be The **Divisional Delegation – MINMAP Boyo**.
- The authority in charge of monitoring and control shall be the **Divisional Control brigade – MINMAP Boyo**

## **ARTICLE 6: DURATION AND VENUE OF SUPPLY**

The duration shall be **Sixty (60) days** starting from the date of notification of supplies and the venue shall be the Fundong Council Hall.

The cost of transportation of the supplied items to the site sited above shall be duly bond by the suppliers.

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

The supplier's main residence shall be:

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

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

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

### **ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE SUPPLIER**

The Service provider has as mission to effect the services of items as described in Article 10 under the control of the **Contract Engineer** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

### **ARTICLE 9: CONSISTENCY OF SUPPLIES**

- The supplies shall consist of the supply of equipment FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY, BOYO DIVISION, NORTH WEST REGION



## ARTICLE 10: DESCRIPTION OF SUPPLIES

The services shall include:

S/N	MERCURIEL REFERENCE	DESCRIPTION	UNIT	QUANTITY
1	04-006-140036	FAUTUILLE EN CUIR BAS	PIECE	7
2	43-000-140142	WHITE CANES	UNITE	8
3	07-003-140315	PAIR OF CRUSHES FOR PUPILS	PIECE	18
4	46-003-140031	CRAIE SANS POUSSIERE SUPER COLOUR PAQUETTE DE 16X100 BATONS	UNITE	7
5	31-003-140110	PAPIERS ETIQUETTES MULTI USAGE 1600 ETIQUETTE OFFICE STAR	UNITE	8
6	13-002-140126	RENOVATEUR DE PEINTURE BRILL 852 SMALTO 1KG	PIECE	7
	07-003-140315	PAIR DE BEQUILLE	PIECE	18

## ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

Purchase receipt, insurance policy and all other documents to facilitate registration of the vehicle.

## ARTICLE 12: RECEPTION OF SUPPLIES

### A. Pre Reception Checks

Before provisional reception, a commission comprising the following shall meet to check the supplies and present a motivation statement in the minutes log book bearing on whether or not there are reserves. The outcome of this check will determine if the provisional reception can be organised. The commission members are:

1. The project owner or his representative.....Chairperson;
2. The contract Engineer - State property.....Secretary.
3. The stores accountant – Fundong Council-----Member;
4. The supplier.....Member;
5. The control brigade MINMAP Boyo ----- Observer

### B. Provisional Reception Of Supplies

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

- 1) The Authorizing Officer .....Chairperson;
- 2) The Contracting Authority.....Member;
- 3) The contract manager .....Member
- 4) The contract Engineer State property.....Secretary.
- 5) The stores accountant – Fundong Council-----Member;
- 6) The director youth multipurpose center .....member
- 7) The supplier.....Member;
- 8) The DD MINMAP or his representative -----Member

It shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of reception.

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



Where the supply does conform, the commission shall rule for reception. A report will then be prepared and shall be signed by all the members of the commission and the supplier. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

**C. Final Acceptance:** Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee. The commission and procedure for final acceptance shall be the same as for Provisional Acceptance

**N/B:** The chairman man rapporteur and members of all the commission shall be paid indemnities by the project owner following the regulation in force.

### **ARTICLE 13: GUARANTEE**

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

### **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 Contract 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 Project Owner must be named as beneficiary.

## **CHAPTER III FINANCIAL PROVISIONS**

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

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

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

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

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

### **UNITE PRICE SCHEDULE**

UNITE PRICE SCHEDULE ESTIMATES FOR THE ACQUISITION OF TOOLS FOR INCLUSIVE EDUCATION IN 68 PILOT SCHOOLS GS FUNDONG GROUP 1 (LOT 4)						
S/N	MERCURIEL REFERENCE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
1	04-006-140036	FAUTUILLE EN CUIR BAS	PIECE	7		
2	43-000-140142	WHITE CANES	UNITE	8		
3	07-003-140315	PAIR OF CRUSHES FOR PUPILS	PIECE	18		
4	46-003-140031	CRAIE SANS POUSSIERE SUPER COLOUR PAQUETTE DE 16X100 BATONS	UNITE	7		
5	31-003-140110	PAPIERS ETIQUETTES MULTI USAGE 1600 ETIQUETTE OFFICE STAR	UNITE	8		
6	13-002-140126	RENOVATEUR DE PEINTURE BRIL 892 S/MARCO 1KG	PIECE	9		
	07-003-140315	PAIR DE BEQUILLE	PIECE	20		



## Bill of quantities and cost estimates

BILL OF QUANTITIES AND COST ESTIMATES FOR THE ACQUISITION OF TOOLS FOR INCLUSIVE EDUCATION IN 68 PILOT SCHOOLS GS FUNDONG GROUP 1 (LOT 4)						
S/N	MERCURIEL REFERENCE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	04-006-140036	FAUTUILLE EN CUIR BAS	PIECE	8		
2	43-000-140142	WHITE CANES	UNITE	10		
3	07-003-140315	PAIR OF CRUSHES FOR PUPILS	PIECE	20		
4	46-003-140031	CRAIE SANS POUSSIERE SUPER COLOUR PAQUETTE DE 16X100 BATONS	UNITE	7		
5	31-003-140110	PAPIERS ETIQUETTES MULTI USAGE 1600 ETIQUETTE OFFICE STAR	UNITE	10		
6	13-002-140126	RENOVATEUR DE PEINTURE BRILL 852 SMAL TO 1KG	PIECE	9		
	07-003-140315	PAIR DE BEQUILLE	PIECE	20		
		TOTAL HT				
		VAT (19.25%)				
		TOTAL TTC				
		AIR (5.5%)				
		NET PAYABLE				

### ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

#### 17.1 Start-up advance:

Upon notification of the contract to the supplier, an advance payment corresponding to **(40% max of the contract amount, all tax inclusive)** 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 reception of all the supplies which were the purpose of the Jobbing Order.

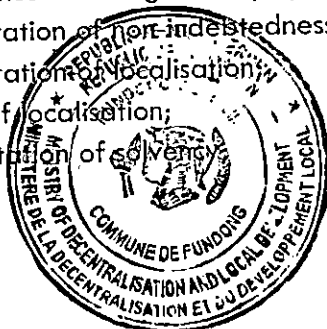
#### 17.2. Scheduling payments:

The contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment

Payment shall be done by the Paymaster General after receiving accounts drawn up by the Contract Engineer and signed by the Mayor upon presentation of an account drawn up by the contracting partners in seven (07) copies including the stamped original copy.

Each request for payment shall include the following documents:

- Seven copies of the account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Release of the retention guarantee signed by Mayor in case of final acceptance of supply;
- Copy of the stamped duty agreement for the funding of the project;
- The contractor shall submit the insurance policies for damages of all sorts caused to third parties by his personnel, salaried in service, by the equipment used and due to works.
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
- A copy of the performance bond:
  - > a taxpayer's card;
  - > a business licence;
  - > a clearance attesting to the payment of taxes;
  - > an attestation of non-indebtedness;
  - > an attestation of localisation;
  - > a plan of localisation;
  - > an attestation of solvency;



- > an attestation of Bank account;
  - > an attestation of tender from the NSIF.
  - > others
  - Default interests
- Default interests shall be paid by statement of the amounts owed.
- Currency
- The currency of the tender and payment shall be the CFA Franc.

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

The Paymaster General shall pay in full all sums owed for the execution of this Jobbing Order by bank transfer to account N°. .... at ..... in the name of .....

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

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

The Value Added Tax shall be borne by the Project Owner or Project Manager.

#### **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 (07) copies of this Jobbing Order shall be produced and circulated.

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

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

Failure of amicable settlement, the final verdict of any dispute stemming from this Jobbing Order shall be passed by the competent Cameroonian court in BOYO Division.

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

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

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

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





PAGE ..... AND LAST OF JO /NWR/BOYO/FC OF \_\_\_\_/2020/ (1) / (2)

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

EXECUTION TIME:

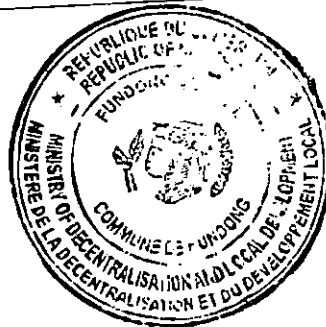
Read and accepted by the contractor

(place of signature) (date)

Signature of Contracting Authority

(place of signature) (date)

Registration



## TABLE OF MODEL DOCUMENTS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacture

Annex NO. 7: Model attestation site visit



## ANNEX No. 1: MODEL BID

I, the undersigned \_\_\_\_\_ [indicate the name and capacity of signatory]  
Representing the \_\_\_\_\_ enterprise or group of enterprises with head office  
at \_\_\_\_\_ registered in the trade register of \_\_\_\_\_ under the  
number No. \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File  
including the addenda of **CONSULTATION N°02/RQ/FUNDONG COUNCIL /FCITB /2020**  
**OF 10/01/2020 FOR THE SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE**  
**FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION**

Submit and commit myself to deliver the supplies in accordance with the Tender File, in return  
for the prices which I myself establish on the basis of the price and quantity schedule which  
give the amount of the bid for lot No. \_\_\_\_\_ at  
\_\_\_\_\_ [in figures and words] CFA francs exclusive of VAT

\_\_\_\_\_ CFA francs inclusive of all taxes [In figures and words].

- I pledge to deliver the supplies within a deadline of .....months.
- In addition, I pledge to maintain my offer for 60 days from the deadline of submission of  
tenders.

The rebates offered and modalities of application of the said rebates are as  
follows \_\_\_\_\_

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

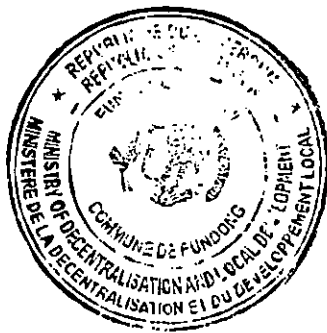
Prior to the signing of the contract, this bid accepted by you shall constitute an agreement  
between us.

Done at \_\_\_\_\_ on

Signature of \_\_\_\_\_

In the capacity as \_\_\_\_\_

Duly authorised to sign bids for and on behalf of \_\_\_\_\_



## ANNEX No. 2: MODEL BID BOND

Addressed to [indicate the Contracting Authority and his address]  
Whereas the Supplier ..... hereinafter referred to as the "bidder" has  
submitted his bid on ..... for [recall the subject of the invitation to tender],  
hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to  
[indicate the amount] CFA francs.

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

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period specified by him in the bid;

Or

If the bidder, having been notified of the award of the contract by the Project Owner during  
the validity period:

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

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

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

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

Signed and authenticated by the bank at.....  
on.....

[Bank's signature]



### ANNEX No. 3: MODEL FINAL BOND

Bank:

Référence de la bond: No. \_\_\_\_\_

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

Whereas \_\_\_\_\_ [name and address of Supplier], hereafter referred to as "the Supplier", has committed himself, in execution of the contract referred to "the contract", to carry out [indicate the nature of the services] .

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

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

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

This final bond shall enter into force as soon as it is signed and the Supplier is notified of the contract. It shall be released within a deadline of [indicate the deadline] from the date of the provisional acceptance of the supplies.

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

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

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

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

[Signature of the bank]



#### ANNEX No. 4: MODEL START-OFF ADVANCE BOND

Bank: Reference, Address: \_\_\_\_\_

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of: \_\_\_\_\_

Project Owner [Address of Project Owner] ("beneficiary")

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_

\_\_\_\_\_ of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of Contract No. \_\_\_\_\_ Payable upon notification of the corresponding Administrative Order that is \_\_\_\_\_ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance on the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under number \_\_\_\_\_

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

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

Signed and authenticated by the bank

at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]



## ANNEX No. 5: MODEL OF MANUFACTURER'S AUTHORISATION

*[The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorisation must be on the manufacturer's letter-head and must be signed by a person duly mandated to sign documents which commit the manufacturer. The bidder should include this letter in his bid, if so required by the Tender File]*

Date *[insert the date, (day, month, year) of submission of tender]*

IT No \_\_\_\_\_ of \_\_\_\_\_:  
**CONSULTATION N°01/RQ/FUNDONG COUNCIL /FCITB /2020 OF 10/06/2020 FOR THE  
SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF  
BOYO DIVISION, NORTH WEST REGION.**

*[Insert the identification number if this tender is proposed for a variant]*

To: The Mayor of FUNDONG *[Insert full name of Project Owner]*

We the undersigned *[Insert full name of manufacturer]* hereby attest that *[indicate the full name of the bidder]* is authorised to commercialise our products (or where applicable, has a concession agreement).

We confirm all the guarantees and are guarantors for the supplies offered.

Signature *[insert the signature]*

Done on \_\_\_\_\_ day of \_\_\_\_\_ *[insert date of signature]*



**CONSULTATION N°01/ RQ/FUNDONG COUNCIL /FCITB /2020 OF \_\_\_\_/2020 FOR THE  
SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF  
BOYO DIVISION, NORTH WEST REGION**

**ANNEX 6: MODELE ATTESTATION OF SITE VISIT**

I, Mr./Mrs./Miss ..... (Surname and  
Name)

Director or Engineer of the Company: ..... (Name of  
Enterprise),

have actually visited the sites which is going to receive the structure relative **CONSULTATION N°01/  
RQ/FUNDONG COUNCIL /FCITB /2020 OF 6/06/2020 FOR THE SUPPLY OF TOOLS FOR  
INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH  
WEST REGION**

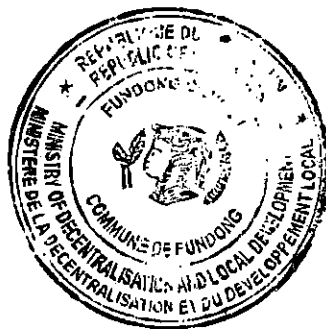
I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the  
execution of the job with respect to norms.
- To establish his unit price schedules taking into account the difficulties of the site relative to the execution  
of the works and shall on no condition claim the Contracting Authority for any increase of unit price.

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

**DATE:**

**VISA OF THE CONTRACTOR  
OR HIS REPRESENTATIVE**

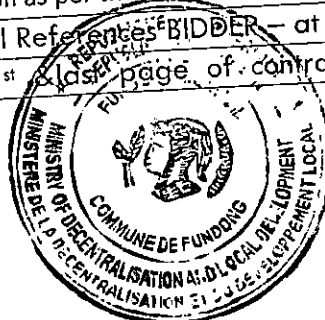




# ANNEX N° 07 THE EVALUATION GRID

ANNEX 7: EVALUATION GRID  
CONSULTATION N° 07/RQ/FUNDONG COUNCIL /ECITB./2020 OF 10/01/2020 FOR THE  
SUPPLY OF TOOLS FOR INCLUSIVE EDUCATION IN THE FUNDONG MUNICIPALITY OF  
BOYO DIVISION, NORTH WEST REGION

DESIGNATION	YES	NO
<b>VOLUME I: ADMINISTRATIVE / TECHNICAL OFFER</b>		
<b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>		
<ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Certified copy of business registration, validity not more than three months old</li> <li>➤ A valid Certificate of imposition;</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of FCFA 25 000 (twenty five thousand) representing the cost of the tender file issued by the FUNDONG Municipal Treasury ;</li> <li>➤ A bid bond of <b>One Hundred Thousand (100 000) Francs CFA</b> issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions as follows</li> <li>➤ Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of Attestation of localization of company stamped and signed</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul>		
<b>NB</b>		
<ul style="list-style-type: none"> <li>➤ The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>➤ The absence of a bid bond shall result to direct elimination</li> </ul>		
<b>B: TECHNICAL EVALUATION</b>	YES	NO
- Document spirally bound		
- Hard back cover		
- Content page		
- Coloured separators		
- Page Numbering		
- Planning and respect of the duration of the execution of supply		
- Packaging, labeling and transportation of the supply		
- Delivery and reception of supply at Fundong Council		
- Description of services after sales –maintenance during guarantee period		
- The draft Jobbing Order duly completed, initialised and signed		
- Technical specification as per the consultation initialed and signed		
- List of Professional References BIDDER – at least two (2) References		
- 1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement,		



reception minutes - provisional and final)		
- 2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
<b>VOLUME II: FINANCIAL OFFER</b>	<b>YES</b>	<b>NO</b>
B- 5: A stamped letter of submission signed and dated		
B- 6: Unit Price List, signed and dated		
B- 7: The descriptive and quantitative estimates duly filled, signed and dated		
B- 8: The unit price break down duly filled, signed and dated		
B- 9: Financial Capacity		

**NB; A Technical evaluation Mark of Less Than 70% Shall Results to Elimination**



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

### **BANKS**

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

### **II- Insurance companies**

ANY APPROVED INSURANCE COMPANY IN THE REPUBLIC OF CAMEROON

