

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

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MINISTERE DE LA  
DECENTRALISATION ET DU  
DEVELOPMENT LOCALE

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REGION DU NORD-OUEST

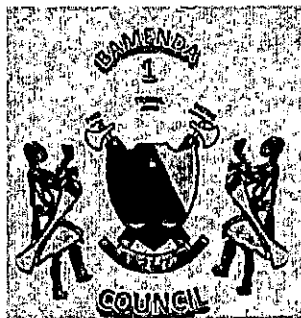
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DEPARTMENT DE LA MEZAM  
COMMUNE DE BAMENDA I

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Tel: 677 177 974 / 6 99 29 83 69  
P.O BOX 4152

Website: [bda1council.com](http://bda1council.com)

Email : [infobda1council@gmail.com](mailto:infobda1council@gmail.com)

[support@bda1council.com](mailto:support@bda1council.com)



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

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## BAMENDA 1 COUNCIL INTERNAL TENDERS BOARD

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# REQUEST FOR QUOTATION

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**CONSULTATION N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE PURCHASE/SUPPLY OF AGRICULTURAL EQUIPMENT AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH WEST REGION.**

**EMERGENCY PROCEDURE**

**PROJECT OWNER: THE LORD MAYOR BAMENDA 1 COUNCIL.**

**FINANCING: MINPMEESA PUBLIC INVESTMENT BUDGET – 2021**

**BUDGET HEADS 55 39 513 04 641603 2275 915**

<b>PURCHASE/SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL</b>	<b>7 000 000</b>
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**By Emergency Procedure**

**FINANCIAL YEAR 2021**

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## NOTICE OF CONSULTATION

**Subject: CONSULTATION N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL, MEZAM DIVISION IN NORTH WEST REGION.**

The Government of Cameroon, represented by the lord mayor of Bamenda 1 Council, contracting authority hereby launches a request for quotation for the purchase and supply of agricultural equipments and tools for the production and processing of organic mushrooms for ZIMIFARM in Bamenda I

### **1. Participation:**

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

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

The services of this request for quotation include the supply of items described in the bill of quantities and cost estimates below

**3. Project owner** The Lord Mayor Bamenda 1 Council

### **4. Lots**

The supply is in a unique lot:

**THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL, MEZAM DIVISION IN NORTH WEST REGION.**

### **5. Estimated cost**

The estimated cost after preliminary studies is 7 000 000 (seven million)

### **6. Funding**

Supplies which form the subject of this request for quotation are financed by the 2021 public investment budget of MINPMEESA budget head no. 55 39 513 04 641603 2275 915

**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, of an amount of 140.000 CFA (one hundred and forty thousand francs) CFA and valid for thirty (30) days beyond the date of validity of bids.

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

The Tender file could be consulted in the Bamenda 1 Council office, Service of Award on publication of this invitation.

**9. Acquisition of consultation file:**

The file may be consulted and obtained at the Bamenda 1 Council office, Contracts Award Service 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 20.000 (Francs CFA) into the Bamenda 1 Council Treasury, representing the cost of purchasing the tender file.

**10. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in 07 copies including the original file and 06 copies on the 15/06/2021 at 10:00 AM local time in sealed envelopes, in the Bamenda 1 Council office, Service of Award bearing on:

« CONSULTATION N°01/RQ/BICTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA 1 COUNCIL, MEZAM DIVISION IN NORTH WEST REGION. To be opened only during the Tenders Board Opening session ».

**11. Opening of bids:**

Bids will be opened on the 15/06/2021 at 11:00 AM in the conference hall of the Bamenda 1 Council, by the Bamenda 1 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.

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

**12. Deadline of execution:**

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

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

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

**14. Complementary Information:**

Complementary information which could be technical in nature can be obtained from the Contract award service of the Bamenda 1 Council

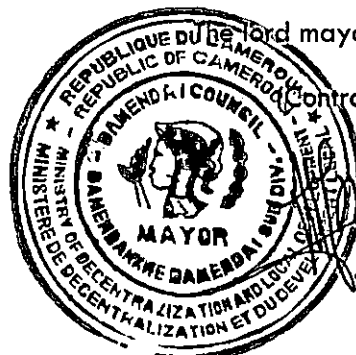
Bamenda the \_\_\_\_\_

The Lord mayor Bamenda 1 council

(Contracting Authority)

**Circular copies**

- MINMAP;
- ARMP/;
- President TB;
- Notice Board;
- concerned
- Chrono



*Felicia Njah Njah*  
**MAYOR**  
**BAMENDA 1 COUNCIL**

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## AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

**Objet : CONSULTATION N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL, MEZAM DIVISION IN NORTH WEST REGION.**

The Government of Cameroon, represented by the lord mayor of Bamenda I Council, contracting authority hereby launches a request for quotation for the **SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL** Mezam division of the North West Region

### 1. Participation :

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

### 2. Description des prestations :

Cite dans le devis estimative

### 3. Allotissement

La fourniture est en un lot

### 4. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de sept millions (7 000 000)

### 6. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du MINPMEESA (2021) sur la ligne d'imputation budgétaire No 55 39 513 04 641603 2275 915

### 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 cet DAO, d'un montant de 140.000( cent quarante mille francs CFA) et 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 Bamenda 1, Service d'attribution, dès publication du présent avis.

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

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la mairie de Bamenda 1, Service de Passation des Marchés Publics dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de F (20.000) à la Trésorerie de Bamenda 1.

#### **10. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en sept (7) exemplaires dont un (1) original et six (6) copies marqués comme tels, devra parvenir contre récépissé à la commission communale des passation des Marchés Publics, Service d'attribution, au plus tard le 15/06/2021 à 10 heures, heure locale et devra porter la mention suivante :

**<< CONSULTATION N°02./RQ/BICTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL, MEZAM DIVISION IN NORTH WEST REGION.>>**

#### **11. Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le 15/06/2021 à 11 h dans la salle de conférence de la mairie de Bamenda 1, par la Commission communale de Passation des Marchés, en présence des soumissionnaires qui le désirent.

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

#### **12. 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.

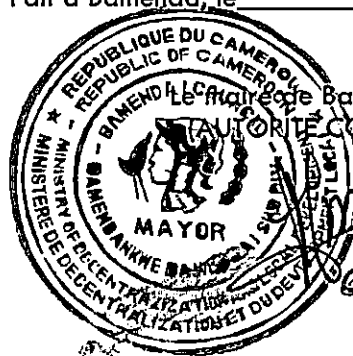
#### **14. Renseignements complémentaires :**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la commune de Bamenda 1 .

Fait à Bamenda, le \_\_\_\_\_

#### **Ampliations :**

- MINMAP;
- ARMP/JDM;
- Président CPM;
- Affichage;
- Le Concerné
- Chrono / Archives.



Bamenda 1 Council  
Le Maire (Autorité Contractante)  
*Meligha Njah Felix*  
MAYOR  
BAMENDA 1 COUNCIL

# **DOCUMENT N° I**

## **LETTER OF INVITATION TO BE SUBMITTED**

**Objet: CONSULTATION N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA 1 COUNCIL, MEZAM DIVISION IN NORTH WEST REGION.**

Dear Sir,

THE LORD Mayor of Bamenda 1 council, the contracting authority hereby launches a request for quotation for the supply of agricultural equipment and tools for the production and processing of organic mushrooms for ZIMIFARM in the Bamenda 1 Council .

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the 15/06/2021 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

**“REQUEST FOR QUOTATION N°02./RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA 1 COUNCIL MEZAM DIVISION IN NORTH WEST REGION**

The bids will be submitted on the 15/06/2021 at 10 AM at the Bamenda 1 Council office, Service of Award and opened the same day at 11 AM in the conference hall of the Bamenda 1 Council

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

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

Accept Sir, Madam, my heart felt greetings.

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

**2.1 - Consultation File**

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

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

**2.2- Bid preparation**

**ARTICLE 2: Language**

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

**ARTICLE 3: Documents comprising the bid**

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

- (a) A stamped letter of submission signed and dated,
- (b) The descriptive and quantitative estimates duly filled, signed and dated ;
- (c) The draft Jobbing Order duly completed, initialed and signed ;
- (d) A complete administrative file comprising of the following :
  - 1. A valid Certificate of imposition;
  - 2. Certificate of non-bankruptcy established by the Court of 1st Instance of the place of residence of the bidder, not more than three (03) months.
  - 3. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old ;
  - 4. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;
  - 5. A receipt showing the payment of FCFA 20.000 representing the cost of the tender file issued by the Ndop Council treasury ;
  - 6. A bid bond of 140.000 FCFA (One hundred and forty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
  - 7. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;
  - 8. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
  - 9. A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old ;
  - 10. A Certified Copy of the Business Registration, not more than three months old.

11. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);
12. Deadline for the execution of the works;
13. An attestation of site visit signed by the Chief Centre of the Health Centre.
- 14- Conformity and compliance of the supplies backed by photographs of the equipment to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer)

**ARTICLE 4: BID**

4.1 The Supplier shall specify in the bid the place of delivery and nature of prices

- a. Exclusive value added taxes (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 supplies in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

4.3: The Supplier shall fill and sign the draft jobbing order.

**ARTICLE 5: Bid currencies**

Prices shall be written in CFA francs.

**ARTICLE 6: Bid validity period**

Bids shall be valid for the period of 60 days.

**2.3 Deposit of Bid**

**ARTICLE 7: SUBMISSION OF BIDS**

The bids will be submitted on the 15/062021 at 10 AM at the Bamenda 1 Council office, Service of Award and opened the same day at 11 AM in the conference hall of the Bamenda 1 Council

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

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

- (a) Addressed to the Lord Mayor of Bamenda 1 Council at the address indicated in the letter of invitation to tender and bearing on:

**N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-WEST REGION**

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

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

**2.4 Opening and evaluation of bids**

**ARTICLE 10 OPENING**

10.1 The Bamenda 1 Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the suppliers wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.

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

**ARTICLE 11: Evaluation of the Bids**

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		

1- Document spirally bound		
2- Hard back cover		
3- Content page		
4- Colored separators		
5- Page Numbering		
<b>B- PROFESSIONAL EXPERIENCE OF BIDDER</b>		
6- Table of past supplies realized (at least one reference) joint certified copy of the first and last page of the contract (indicate amount, year, Contract number, funding body and place of execution)		
<b>C- ADMINISTRATIVE DOCUMENTS</b>		
7- A stamped letter of submission signed and dated		
8- The descriptive and quantitative estimates duly filled, signed and dated		
9- The draft Jobbing Order duly completed, initialed and signed		
10- A complete administrative file comprising of the following		
- A valid Certificate of imposition;		
- 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.		
- An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old ;		
- 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 ;		
- A receipt showing the payment of FCFA 25.000 ( ) representing the cost of the tender file issued by the Bamenda Treasury ;		
- A bid bond of 140.000. FCFA (One hundred and fourty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
- A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;		
- Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
- A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old ;		
- A Certified Copy of the Business Registration, not more than three months old.		
- An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);		
- Deadline for the execution of the works;		
- An attestation of site visit signed by the contractor		
- Conformity and compliance of the supplies backed by photographs of the equipment to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer)		

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

The evaluation will be done in a purely positive way "yes" or negative "no" with an acceptance minimum of 75% in the elements that appear in documents A and B

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

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

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

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

## **2.5- Award of the Jobbing Order**

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

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

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

The contracting authority (Lord Mayor Bamenda 1 Council) shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by bill posting, stating:

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

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

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

### **ARTICLE 16: Corruption and fraudulent practices**

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

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

# DOCUMENT No. III

## MODEL APPENDICES

### 3.1 BID LETTER

Date .....

**CONSULTATION N°01/RQ/BICTITB/BIC/BISD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-WEST REGION**

To : *The Chairperson of the Tenders Board*

Dear Sir/Madam,

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

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

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

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

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

We are bound by the terms of this bid for a period of (60) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

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

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate

**BAMENDA 1 COUNCIL INTERNAL TENDERS BOARD CONSULTATION  
 N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF  
 AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF  
 ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA 1 COUNCIL MEZAM DIVISION IN 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

**BAMENDA 1 COUNCIL INTERNAL TENDERS BOARD CONSULTATION N°  
02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF  
AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF  
ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-  
WEST REGION**

**3.3 - TECHNICAL DESCRIPTION OF SERVICES**

MERCURIAL REF	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
26-001-170564	POUBELLE PVC + COUVERCLE 120L	8		
04-007-170168	ETAGERE EN BOIS 243x43x200cm MARRON PIEDS METAL 2C REF:94913	3		
27-002-170148	SEAU LOVER 10L	10		
27-002-170041	PELLE A TARTE BOVARY 057153 (420517)	15		
41-001-170119	PULVERISATEUR COTABI ELECTRIQUE 16L	10		
27-001-170586	BALANCE DE CUISINE SEVERIN 0.5 A 3KG	3		
41-001-170015	ARROSOIR IMPORTE EN 11L PVC	10		
41-001-170278	BROUETTE CANAT 1 ROUE	6		
41-001-170279	BROUETTE CANAT 2 ROUE	2		
04-002-170160	TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311	4		
40-012-170009	CHAISE VISITEUR MARRON METAL ET BOIS C11201	6		
10-001-170097	SEMENCE DE BASSILIQUE GRAND VERT PROFESSIONAL SEED 100G	4		
48-008-170078	RACCORD UNION GALVA RVP DE 16/10 PAR 3/4	35		
27-002-172137	CUISSEUR DE RIZ A VAPEUR MOULINEX INICIO 760W	2		
48-007-170182	CHAUX VIVE BIDON POT/15KG	3		
48-001-170043	BOIS DE CHARPENTE : CHEVRON EN SAPELLI DE DIMENSIONS : 5X0,08X0,08METRE	84		
19-011-170235	PLACARD MURAL EN CONTREPLAQUE A VERNIR OU A PEINDRE Y COMPRIS TOUTES SUJETIONS	12		
	<b>TOTAL</b>			
	<b>VAT 19.25%</b>			
	<b>LESS AIR 2.2%</b>			
	<b>TOTAL TAXES</b>			
	<b>NET AMOUNT PAYABLE</b>			
	<b>TOTAL</b>			

**BAMENDA I COUNCIL INTERNAL TENDERS BOARD CONSULTATION  
 N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF  
 AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF  
 ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN 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.								

**Members of the Tenders Board**

**Name**

**Duty**

**Signature**

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTRE DE LA  
DECENTRALISATION ET DU  
DEVELOPPEMENT LOCALE

REGION DU NORD-OUEST

DEPARTMENT DE LA MEZAM  
COMMUNE DE BAMEDA I

Tel: 677 177 974 / 6 99 29 83 69  
P.O BOX 4152

Website:bda1council.com  
Email : infobda1council@gmail.com  
support@bda1council.com



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF  
DECENTRALISATION AND LOCAL  
DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMEDA I COUNCIL

Tel: 677 177 974 / 6 99 29 83 69  
P.O BOX 4152

Website:bda1council.com  
Email : infobda1council@gmail.com  
support@bda1council.com

## DRAFT JOBBING ORDER

JOBBING ORDER N° \_\_\_\_/JO/B1C/BICITB/2021

AWARDED AFTER CONSULTATION CONSULTATION N°02 /RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021  
of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE  
PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMEDA I  
COUNCIL MEZAM DIVISION IN NORTH-WEST REGION

CONTRACTOR:.....

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

ADDRESS : .....

BP : .....

TEL: .....

FAX : .....

BANK ACCOUNT NO.....

SUBJECT : .....FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR  
THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMEDA I  
COUNCIL MEZAM DIVISION IN NORTH-WEST REGION "AMOUNT : 7 000 000 F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

DELAJ :Thirty (60) DAYS

FINANCING : MINPMEESA BIP - 2021

VOTE CHARGE: .....

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

BETWEEN : : The state of Cameroon, represented by the Lord Mayor Bamenda 1 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 SUPPLIER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

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# **CHAPTER I**

## **GENERAL CONSIDERATIONS**

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

The purpose of this jobbing order is for the supply of agricultural equipments and tools for the production and processing of organic mushrooms for zimifarm in bamenda i council mezam division in north-west region

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

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

This jobbing order is awarded following a Request for quotation N°02/RQ/B1CTITB/B1C/B1SD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-WEST REGION

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

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

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

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

This jobbing order shall be governed by:

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

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

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

- The Contracting Authority shall be the **Lord Mayor Bamenda 1 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 Authorizing Officer shall be **The Lord Mayor Bamenda 1 Council**
- The project Manager shall be the **Council Development Officer**  
He ensures the respect of the administrative, technical, financial conditions and Contractual time-limits
- The Contract Engineer shall be the **Divisional Delegate of MINPMEESA Mezam**, hereinafter referred to as the Engineer.
- The supplier shall be [**a Cameroonian**].
  - The authority in charge of ordering payment shall be **The Lord Mayor Bamenda 1 Council**
  - The authority in charge of the clearance of expenditures shall be the **Finance Controller Bamenda City Council**
- The body or official in charge of payment shall be the **Bamenda 1 municipal Treasurer**
  - The official competent to furnish information within the context of the execution of this contract shall be **The Lord Mayor Bamenda 1 Council**

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

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

Delivery shall be made at the **Bamenda 1 Council Office**

**ARTICLE 7: RESIDENCE OF THE SUPPLIER**

The supplier's main residence shall be:

at : .....

P .O. Box : .....

TEL : .....

FAX : .....

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

**CHAPTER II  
PERFORMANCE OF THE JOBBING ORDER**

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

The supplier has as mission to effect the supply of items as described in Article 10 under the control of the **Divisional Delegate of MINPMEEESA Mezam** and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

**ARTICLE 9 : CONSISTENCY OF SERVICES**

The services of the supplier shall comprise the supply of agriculture equipment and tools for the production and processing of organic mushrooms, technical receipt and insurance charges.

**ARTICLE 10: DESCRIPTION OF SUPPLIES**

The services shall include the supply of:

MERCURIAL REF	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
26-001-170564	POUBELLE PVC + COUVERCLE 120L	8		
04-007-170168	ETAGERE EN BOIS 243x43x200cm MARRON PIEDS METAL 2C REF:94913	3		
27-002-170148	SEAU LOVER 10L	10		
27-002-170041	PELLE A TARTE BOVARY 057153 (420517)	15		
41-001-170119	PULVERISATEUR COTABI ELECTRIQUE 16L	10		
27-001-170586	BALANCE DE CUISINE SEVERIN 0.5 A 3KG	3		
41-001-170015	ARROSOIR IMPORTE EN 11L PVC	10		
41-001-170278	BROUETTE CANAT 1 ROUE	6		
41-001-170279	BROUETTE CANAT 2 ROUE	2		
04-002-170160	TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311	4		
40-012-170009	CHAISE VISITEUR MARRON METAL ET BOIS C11201	6		
10-001-170097	SEMENCE DE BASSILIQUE GRAND VERT PROFESSIONAL SEED 100G	4		
48-008-170078	RACCORD UNION GALVA RVP DE 16/10 PAR 3/4	35		
27-002-172137	CUISSEUR DE RIZ A VAPEUR MOULINEX INICIO 760W	2		
48-007-170182	CHAUX VIVE BIDON POT/15KG	3		
48-001-170043	BOIS DE CHARPENTE : CHEVRON EN SAPELLI DE DIMENSIONS : 5X0,08X0,08METRE	84		
19-011-170235	PLACARD MURAL EN CONTREPLAQUE A VERNIR OU A PEINDRE Y COMPRIS TOUTES SUJETIONS	12		

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

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

**ARTICLE 12: ACCEPTANCE OF SUPPLIES**

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

- ❖ The authorizing officer ..... Chairperson
- ❖ The Contract Engineer .....Secretary
- ❖ The Council Development officer.....Member
- ❖ DD MINMAP Mezam.....Member
- ❖ The Stores Accountant B1C..... Member
- ❖ CTS .....(Member)
- ❖ The supplier..... Member

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

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

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

**ARTICLE 13: GUARANTEE**

They shall be no guarantee retention to the supplies in question. The beneficiary shall bone the cost of repairs of the supplied materials from the date of acceptance of the supplies

**ARTICLE 14: INSURANCE**

Hazards of whatever nature during transportation up to the place of delivery must be 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 7 000 000 (Seven millions) CFAF inclusive of taxes in accordance with the breakdown of estimates appended here to .

**UNITE PRICE SCHEDULE**

<b>MERCURIAL REF</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE IN WORDS</b>	<b>AMOUNT IN WORDS</b>
26-001-170564	POUBELLE PVC + COUVERCLE 120L		
04-007-170168	ETAGERE EN BOIS 243x43x200cm MARRON PIEDS METAL 2C REF:94913		
27-002-170148	SEAU LOVER 10L		
27-002-170041	PELLE A TARTE BOVARY 057153 (420517)		
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48-008-170078	RACCORD UNION GALVA RVP DE 16/10 PAR 3/4		
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48-001-170043	BOIS DE CHARPENTE : CHEVRON EN SAPELLI DE DIMENSIONS : 5X0,08X0,08METRE		
19-011-170235	PLACARD MURAL EN CONTREPLAQUE A VERNIR OU A PEINDRE Y COMPRIS TOUTES SUJETIONS		
	<b>TOTAL</b>		
	<b>VAT 19.25%</b>		
	<b>LESS AIR 2.2%</b>		
	<b>TOTAL TAXES</b>		
	<b>NET AMOUNT PAYABLE</b>		
	<b>TOTAL</b>		

**COST ESTIMATE**

<u>No</u>	<u>Item Description</u>	<u>2021 reference</u>	<u>Technical specification</u>	<u>Unit price</u>	<u>quantity</u>	<u>Total price</u>

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

**17.1 Start up advance:**

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

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

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

**17.2. Scheduling payments:**

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

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

**ARTICLE 18: BANK DOMICILIATION**

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

**ARTICLE 19: TAX SYSTEM**

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

The 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.

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

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

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

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

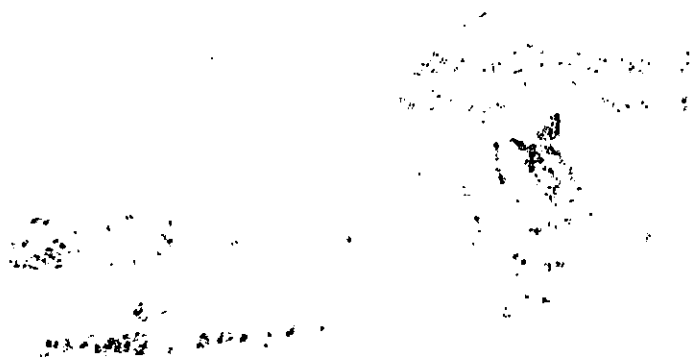
This jobbing order shall be valid only after its signature by the Delegated Contracting Authority and shall become enforceable only after its notification to the Supplier.

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

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

EXECUTION TIME:

<p><b>Read and accepted by the contractor</b></p> <p>(place of signature) _____ (date)</p>
<p><b>Signature of Contracting Authority</b></p> <p>(place of signature) _____ (date)</p>
<p><b>Registration</b></p>



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE L' DECENTRALISATION  
ET DU DEVELOPMENT LOCALE

REGION DU NORD-OUEST

DEPARTMENT DE LA MEZAM

COMMUNE DE BAMENDA 1



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA 1 COUNCIL

## Tender Notice Mezam Divisional Tenders' Board

**CONSULTATION N° 02/RQ/BICTITB/BIC/BTSD/MEZAM/NWR/2021 of 25/05/2021 FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-WEST REGION**

1. Contracting Authority: **The Lord Mayor of Bamenda I Council**

2. Subject: **FOR THE SUPPLY OF AGRICULTURAL EQUIPMENTS AND TOOLS FOR THE PRODUCTION AND PROCESSING OF ORGANIC MUSHROOMS FOR ZIMIFARM IN BAMENDA I COUNCIL MEZAM DIVISION IN NORTH-WEST REGION**

3. Project Owner: **The Lord Mayor of Bamenda I Council**

4. Funding : **Public Investment Budget 2021**

No	Project Amount (FCFA)	Duration of execution (Month)	Bid bond	DAO Amount (FCFA)
	7.000.000	TWO MONTHS	140.000	20.000

5. Place and time of Consultation: **Bamenda I Council, Service of Award from 8a.m to 3:30 pm every working day.**

6. Place, date and time of deposit: **10 a.m. local time on the 15/06/2021 at the Bamenda I Council, Service of Award.**

7. Place, Date and time of Bids Opening: **11am local time 15/06//2021/2021in the Conference Hall of Bamenda I Council, Service of Award.**

8. Validity of Bids: **60days**



Bamenda I Council, the 25 MAI 2021  
The Lord Mayor (Contracting Authority)

*Moïgha Njah Felice*  
MAYOR  
BAMENDA I COUNCIL

