

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT**  
N° 19 /AAONO/MINREX/CIPM/2021 DU 17 ~~SEPTEMBRE~~ 2021  
**EN PROCEDURE D'URGENCE,**  
**POUR L'ACQUISITION D'UN MINI VAN POUR LES SERVICES CENTRAUX**  
**AU MINISTERE DES RELATIONS EXTERIEURES**  
**FINANCEMENT : BUDGET D'INVESTISSEMENT PUBLIC**  
**DU MINISTERE DES RELATIONS EXTERIEURES, EXERCICE 2021**

**Article 1: Objet**

Le Ministre des Relations Extérieures, Maître d'Ouvrage, lance, en procédure d'urgence, un Appel d'Offres National Ouvert pour l'acquisition d'un mini van pour les services centraux au Ministère des Relations Extérieures en un (01) lot unique.

**Article 2 : Consistance de la Fourniture**

La Fourniture, objet du présent appel d'offres, porte sur l'acquisition d'un véhicule mini van en un (01) lot unique et comprend le transport, la manutention, la mise en service et la livraison dudit véhicule, dont les spécifications techniques doivent être compatibles avec celles contenues dans le Descriptif de la Fourniture.

**Article 3 : Participation**

La participation au présent Appel d'Offres est ouverte à égalité de conditions aux entreprises de droit camerounais; exerçant autant que possible dans le secteur de la vente de l'automobile.

**Article 4 : Financement**

La Fourniture, objet du présent Appel d'Offres, est financée par le Budget d'Investissement Public du Ministère des Relations Extérieures, au titre de l'Exercice 2021, pour le coût prévisionnel de Trent millions (30 000 000) de Francs CFA Toutes taxes Comprises.

**Article 5 : Consultation du Dossier d'Appel d'Offres**

Le dossier peut être consulté, aux heures ouvrables, à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508) du Ministère des Relations Extérieures à Yaoundé, dès publication de l'Avis d'Appel d'Offres.

**Article 6 : Acquisition du Dossier d'Appel d'Offres**

Le dossier peut être obtenu à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508) du Ministère des Relations Extérieures à Yaoundé, dès publication du présent avis, sur présentation d'une quittance de versement au Trésor Public d'une somme non remboursable de soixante-cinq mille (65 000) Francs CFA, représentant les frais d'achat du dossier.

La copie de ladite quittance sera déposée au lieu de retrait du Dossier d'Appel d'Offres.

### **Article 7 : Remise des offres**

Chaque offre, rédigée en français ou en anglais en sept (07) exemplaires, dont un original et six (06) copies marqués comme tels, devra parvenir à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508) du Ministère des Relations Extérieures à Yaoundé, au plus tard le 11 OCT 2021 à 14 heures précises et devra porter la mention :

**« APPEL D'OFFRES NATIONAL OUVERT  
N°19/AONO/MINREX/CIPM/2021 DU 17 SEPT 2021,  
EN PROCEDURE D'URGENCE,  
POUR L'ACQUISITION D'UN MINI VAN POUR LES SERVICES GENERAUX  
AU MINISTERE DES RELATIONS EXTERIEURES.  
A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT. »**

Lesdites offres devront être présentées sous pli fermé.

Les offres parvenues après la date et l'heure de dépôt seront irrecevables.

### **Article 8 : Recevabilité des offres**

Chaque Soumissionnaire devra joindre, à ses pièces administratives, une caution de soumission établie par une banque ou une compagnie d'assurances agréée et habilitée par le Ministre chargé des Finances, d'un montant de Francs CFA Six Cent Mille (600 000).

Cette caution de soumission aura une durée de validité de cent vingt (120) jours à compter de la date limite de dépôt des offres.

Sous peine de rejet, les pièces du Dossier Administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles devront obligatoirement dater de moins de trois (03) mois à compter de la date limite de remise des offres ou être postérieures à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque ou une compagnie d'assurances agréée et habilitée par le Ministre chargé des Finances ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres entraînera le rejet pur et simple de l'offre sans aucun recours.

### **Article 9 : Ouverture des offres**

L'ouverture des offres sera effectuée le 11 OCT 2021 à 15 heures précises, dans la salle de conférences du nouveau bâtiment du Ministère des Relations Extérieures, par la Commission Ministérielle de Passation des Marchés (CIPM) du Ministère des Relations Extérieures.

Seuls les Soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix dûment mandatée et maîtrisant le dossier.

### **Article 10 : Délai de livraison**

Le délai maximum de livraison est fixé à soixante (60) jours à compter de la date de notification de l'ordre de service de livraison de la Fourniture.

La livraison se fera au garage administratif central de Yaoundé.

### **Article 11 : Critères d'évaluation**

Les offres seront évaluées selon les critères suivants :

#### **A. Critères éliminatoires**

- Absence ou non-conformité d'une pièce du Dossier Administratif ;
- Fausse (s) déclaration(s) et/ou pièce(s) falsifiée(s) ;

- Omission d'un prix unitaire ;
- Absence du prospectus du véhicule proposé ;
- Note des critères essentiels inférieure à 7 "oui" sur 9 ;
- Non-respect d'un des critères majeurs ci-après pour le véhicule mini van :

Critères majeurs véhicule mini van :

- Source d'énergie gas-oil ;
- Garde au sol  $\geq 170$  mm et  $\leq 180$  mm ;
- Puissance fiscale  $\geq 13$  CV ;
- Cylindrée  $\geq 2976$  cc et  $\leq 2986$  cc ;
- Réservoir carburant de capacité  $\geq 70$  L ;
- Climatisation manuelle ;
- Transmission manuelle ;
- Habillage des sièges en cuir.

**B. Critères essentiels**

- Au moins deux (02) références des fournitures similaires livrées au cours des cinq (05) dernières années (justifiées par des copies de la première et de la dernière page du contrat et du procès-verbal de réception) ;
- Représentation permanente dans au moins deux (02) régions sur le territoire national ;
- Existence d'un atelier de réparation à Yaoundé (justification d'un atelier de réparation à Yaoundé) ;
- Disponibilité de la fiche technique et du prospectus en couleur du véhicule mini van à livrer dans toutes les offres ;
- Délai de livraison  $\leq 60$  jours ;
- Disponibilité du stock de pièces de rechange/justification de l'existence d'un service de vente des pièces détachées ;
- CCAP et Descriptif de la Fourniture paraphés à toutes les pages et signés à la dernière ;
- Conformité de la présentation de l'offre ;
- Spécifications techniques du véhicule mini van à livrer conformes à au moins quatre-vingt-dix pour cent (90%) comparativement à celles du Descriptif de la Fourniture.

L'évaluation se fera de manière binaire, à savoir positive "oui" ou négative "non", avec une élimination immédiate de l'offre qui enregistre un seul critère éliminatoire.

**Article 12 : Durée de validité des offres**

Les Soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours, à compter de la date limite fixée pour le dépôt de ces dernières.

**Article 13 : Attribution**

Le Marché sera attribué au Soumissionnaire dont l'offre aura été jugée conforme pour l'essentiel aux stipulations du Dossier d'Appel d'Offres, avec une qualification technique à hauteur de sept (07) "oui" au moins sur les neuf (09) critères essentiels et dont l'offre financière aura été évaluée la moins disante.

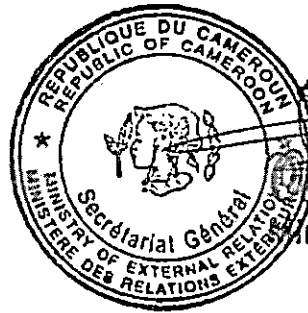
#### Article 14 : Renseignements complémentaires

Les renseignements complémentaires peuvent être obtenus, aux heures ouvrables, à la Direction des Affaires Générales (Sous-direction du Budget, du Matériel et de la Maintenance, Service des Marchés, Porte 508) du Ministère des Relations Extérieures à Yaoundé, dès publication du présent avis.

Yaoundé, le 17 SEP 2021

#### Ampliations :

- MINMAP
- Président/CIPM/MINREX
- ARMP
- SOPECAM
- Affichage /Archives



*Le Secrétaire Général a.i*

*Marou Chinmoun*  
Ministre Plénipotentiaire  
Hors Echelle

REPUBLIQUE DU CAMEROUN  
Paix - Travail - Patrie

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MINISTERE DES RELATIONS  
EXTERIEURES  
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REPUBLIC OF CAMEROON  
Peace - Work - Fatherland

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MINISTRY OF EXTERNAL  
RELATIONS  
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No. 19 **OPEN NATIONAL INVITATION TO TENDER** 17 SEP 2021  
**/ONIT/MINREX/ITB/2021 OF**  
**UNDER PROCEDURE OF URGENCY,**  
**FOR THE PURCHASE OF A MINIVAN FOR CENTRAL SERVICES IN THE**  
**MINISTRY OF EXTERNAL RELATIONS.**

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**FUNDING:**  
PUBLIC INVESTMENT BUDGET  
FINANCIAL YEAR: 2021

**1. PURPOSE**

The Minister of External Relations, Project Owner, hereby launches, under procedure of urgency, an Open National Invitation to Tender, for the purchase of a minivan for central services within the Ministry of External Relations in one single lot.

**2-CONSISTENCY OF THE SUPPLY:**

The Supply, purpose of this Invitation to Tender, relates to the purchase of a minivan for general services for the Ministry of External Relations in one (1) single lot and includes the commissioning and delivery of said minivan, including technical specifications must be compatible with those contained in the Supply Description.

**3-PARTICIPATION**

This Open National Invitation to Tender is opened on equal terms to companies or firms, operating under the Cameroonian law;

**4- FUNDING**

The supply, purpose of this Invitation to Tender, shall be funded by the Public Investment Budget of the Ministry of External Relations, Financial Year 2021, for a provisional cost of 30 000 000 (thirty million) CFA Francs.

**5- CONSULTATION OF THE TENDER FILE**

The Tender Documents may be freely consulted during working hours at the Department of General Affairs (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde, upon publication of this Notice in the print media and on notice boards in the premises of the Ministry of External Relations.

**6- ACQUISITION OF TENDER FILE**

The Tender Documents may be obtained from the Department of General Affairs (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde upon publication of this Notice in the print media and on notice boards in the premises of the Ministry of External Relations, against presentation of a receipt confirming payment into the Public

ONITpurchase of a minivan for general services in MINREX, September 2021

Treasury of a non-refundable fee of 65,000 (Sixty-five thousand) CFA francs, representing the purchase fee of the tender documents.  
A copy of the said receipt will be deposited at the place of withdrawal of the Tender Documents.

#### **7- SUBMISSION OF BIDS**

The bids, drafted in French or in English in 7 (seven) copies, including 1 (one) original and six (6) copies labelled as such, in compliance with the prescriptions of the Invitation to Tender, shall be submitted against a receipt or sent by Post with acknowledgment of receipt to the Department of General Administration (Sub-Department for Budget, Equipment and Maintenance, Procurement Service, Room 508, Tel: 222 20 39 40) of the Ministry of External Relations in Yaounde, no later than 11 OCT 2021 at 2 p.m. prompt.

The sealed envelopes containing the bids shall bear only the following inscription:

**“OPEN NATIONAL INVITATION TO TENDER”**  
No. 19 /ONIT/MINREX/ITB/2021 OF 11 OCT 2021  
**UNDER PROCEDURE OF URGENCY,**  
**FOR THE PURCHASE OF A MINIVAN FOR CENTRAL SERVICES IN THE MINISTRY**  
**OF EXTERNAL RELATIONS.**  
**TO BE OPENED ONLY DURING THE BID-OPENING SESSION”**

Those bids shall be submitted in a sealed envelope

The offers submitted after the date and time of deposit shall be declared inadmissible.

***N.B: The different documents of each offer shall be numbered in the order indicated in the Call to Tender and separated by coloured dividers to facilitate the evaluation.***

#### **8- ADMISSIBILITY OF BIDS**

Each Bidder must attach to his/her administrative documents a bid bond established by a bank or an insurance company approved and authorised by the Minister of Finance, in accordance with Exhibit 12, in the amount of six Hundred Thousand (600,000) Francs CFA.

This bid bond will be valid for one hundred and twenty (120) days from the deadline for submission of tenders.

Under penalty of rejection, the required administrative documents must absolutely be presented in original or certified true copies by the issuing service, in accordance with the listing as provided for in the Specific Rules for this Call to Tender. They must be dated less than 3 (three) months, from the deadline for submission of bids or after the date of this Notice.

Any bid not in conformity with the requirements of this Notice and Tender File shall be rejected, particularly, in the absence of the bid bond issued by a bank or insurance company accepted and authorised by the Minister of Finance, the non-respect of the tender documents model, a false declaration, or any false document, shall lead to outright rejection of the bid without appeal.

#### **9- OPENING OF BIDS**

The opening of the bids shall be carried out in a single stage, on the four envelopes. This shall be done on 11 OCT 2021 at 3 p.m. prompt, in the Conference Hall of MINREX, new building, by the Internal tender's board (ITB) of the Ministry of External Relations, in the presence of bidders or their authorized representatives having full knowledge of the file.

## **10-EXECUTION DEADLINE:**

The maximum time of delivery is sixty days (60) as of notification of the service order for delivery of the supply.

Delivery will be made to the Central Administrative Garage in Yaounde.

## **11- MAIN EVALUATION CRITERIA**

### **11-1 Eliminary Criteria**

- Absence of the bid bond;
- Absence or non-compliance beyond the additional 48 hour period to be granted, if applicable, of a document from the Administrative File;
- False declaration (s) and / or falsified document (s);
- Absence of declaration on honour attesting to non-abandonment of the market during the last three years or presence on the list of failing companies established by MINMAP;
- Absence of the prospectus of the proposed minivan;
- Failure to comply with one of the following major criteria for the proposed minivan:

#### **Major criteria of the proposed minivan:**

- Diesel fuel source;
- Ground clearance  $\geq 170$  mm and  $\leq 180$  mm;
- Fiscal power  $\geq 13$ HP ;
- Cylinder  $\geq 3650$  cc and  $\leq 3670$  cc;
- Fuel tank capacity  $\geq 70$  L
- Manual Air conditioning;
- Manual transmission;
- Leather seat covers;

### **11-2 Essential Criteria**

- At least two (02) references of similar supplies delivered during the last two (02) years (justified by copies of the first and last pages of the contract and of the acceptance report);
- Permanent representation in at least one (01) administrative region on the national territory;
- Existence of a repair shop in Yaoundé (justification for a repair shop in Yaoundé);
- Availability of the prospectus and the technical sheet of the vehicle offered for delivery in all offers;
- Delivery time  $\leq 60$  days;
- Availability of spare parts stock / proof of the existence of a spare parts sales service;
- CCAP and Description of the Supply initialled on all pages and signed on the last;
- Conformity of the presentation of the offer;
- Technical specifications of the vehicle offered for delivery at least ninety percent (90%) compliant, compared to those in the Supply Description.

The evaluation will be done in a binary manner, namely positive "yes" or negative "no", with an immediate elimination of the offer which records a single eliminatory criterion.

## **12. TENDER VALIDITY**

Bidders shall remain committed by their bids for 90 (ninety) days from the deadline set for the submission of tenders.

### **13- AWARDING OF THE CONTRACT**

The contract will be awarded to the Bidder whose bid is considered essentially in compliance with the Call to Tender, who will obtain at least seven (7) "yes" of the nine (09) essential criteria and deemed the lowest-priced bidder.

### **14-ADDITIONAL INFORMATION**

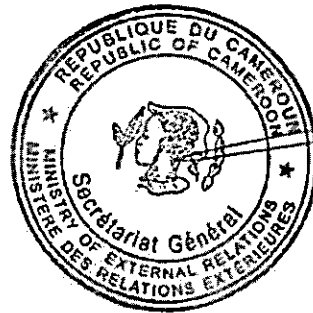
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#### **Copies:**

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Yaounde, 17 SEP 2021



*Cumaron Chinmoun*  
Le Secrétaire Général s.i.  
Ministre Plénipotentiaire  
Hors Echelle

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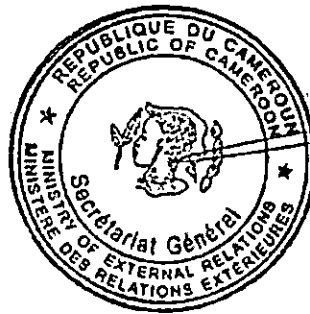
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Yaounde, 17 SEPT 2021



*Cumarou Chinmoun*  
Le Secrétaire Général a.i.  
Ministre Plénipotentiaire  
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