

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

BAFUT SUBDIVISION

BAFUT COUNCIL

RÉPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTÈRE DE LA
DECENTRALISATION ET DU
DEVELOPEMENT LOCALE

REGION DU NORD OUEST

ARRONDISSEMENT DE BAFUT

COMMUNE DE BAFUT

BAFUT COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

CONSULTATION FILE

CONSULTATION FILE N° 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024 FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE), BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF BAFUT COUNCIL

FUNDING: MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2024

BUBGET HEAD:

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE)	11,100,000	222,000	10,000



Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES

CONTENT

NOTICE FOR THE CONSULTATION OF A REQUEST FOR QUOTATION

DOCUMENT N° 0 - NOTICE FOR CONSULTATION	03
DOCUMENT N° I - LETTER OF INVITATION TO TENDER	07
DOCUMENT N° II - REGULATIONS FOR THE CONSULTATION	08
2.1 - The documents for consultation	08
2.2 - Preparation of the files	08
2.3 - Deposit of files	09
2.4 - Opening and evaluation of bids	09
2.5 - Award of the Jobbing Order	09
DOCUMENT N° III – ANNEXED MODELS	11
3.1 – Letter of submission	11
3.2 – Framework of unit prices	12
3.3 – Framework of the price, descriptive and quantitative estimates	13
DOCUMENT N° IV - DRAFT JOBBING ORDER	
JOBING ORDER	15
CONTENT.....	17
CHAPTER I: GENERALITIES	18
CHAPTER II : EXECUTION OF THE JOBBING ORDER.....	20
CHAPTER III : FINANCIAL DISPOSITIONS	22
CHAPTER IV : OTHER DISPOSITIONS	23



CONSULTATION NOTICE

Subject: CONSULTATION N° 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024, FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE), BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.

Within the framework of 2024 Public Investment Budget, the Mayor of Bafut Council, hereby launches a Request for Quotation for the **EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, and G.S MUCHWINE), BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

1. Participation:

Participation to this consultation is open to Small and Medium Size Enterprises that are in compliance with the fiscal laws.

2. Description of services:

The services of this request for quotation include:

- the equipping of classrooms with benches (G.S Agyati, G.S Ndung, And G.S Muchwine)

3. Project owner THE MAYOR OF BAFUT COUNCIL

4. Lots

The supply is in a single lot as indicated below.

5. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	imputation
Single	EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE)	11,100,000	222,000	

6. Funding

This project shall be financed by the 2024 Public Investment Budget of the Ministry of Basic Education (MINEDUB) with budget heads as indicated on the table above.

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 Two hundred and Twenty Two Thousand Francs (222000)CFA and valid for thirty (30) days beyond the date of validity of bids.

8. Consultation of the Tender file:

The file may be consulted during working hours at the Bafut Council, SIGAMP OFFICE, as soon as this notice is published.

9. Acquisition of consultation file:

The file may be obtained from the Bafut Council, SIGAMP OFFICE as soon as this notice is published against payment of the sum of Twenty Thousand Francs (20,000) CFA payable at the Bafut Council Treasury, representing the cost of purchasing the Tender File

10. Presentation of consultation file:

The tender file in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical/financial offer (Volume 2).

The two volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. Submission of Files:

Complete bidders' files, including all administrative documents, must be deposited in **07** copies including one (1) original file and **06** copies on the 20/02/2024 at 10:00 AM local time in sealed envelopes, in Bafut Council (SIGAMP OFFICE)

« CONSULTATION 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024, FOR THE EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"»

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

12. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative file, the Technical and Financial files will take place on the **20/02/2024** at 11:00 AM local time, in the conference hall of Bafut Council, by the Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice

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

13. Deadline of execution:

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

14. Evaluation criteria

The bids shall be evaluated according to the main criteria as follows:

A. Eliminary criteria

1. - Absence or insufficient bid bond
2. - 48hrs given for the absence or non-conformity of any other document in the administrative file;
3. - Deadline for delivery higher than prescribed;
4. - False declaration or falsified documents;
5. A bid bond with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. - Absence of a quantified unit price;
7. - Omission of a unit price in the financial bid;
8. - Score of less than 75% of essential criteria,

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



B. Essential criteria

NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their **TECHNICAL FILE** documents relating to ; *Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location.*

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- specifications and references;
- 5- Draft jobbing order duly filled initialed in all pages signed and dated on the last page.

15. Award

This evaluation will be done in a positive (**yes**) or Negative (**no**) with an acceptable minimum of **75%** of the essential criteria taken into account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **75%** of the essential criteria.

16. Period of validity of the bids:

Bidders will remain committed to their offers for sixty (60) days from the deadline set for the submission of tenders.

17. Complementary Information:

Complementary information which could be technical in nature can be obtained from the SIGAMP service of the Bafut Council

30 JAN 2024,
Bafut the _____
The Mayor, Bafut Council
Jivakengoh Lawrence



Circular copies

- MINMAP;
- ARMP/PCJ;
- President TB;
- Notice Board;
- Chrono.

AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

Objet: CONSULTATION N° 03/RQ/ BC/BCITB/ BIP/2024 DU 30/02/2024, POUR L'EQUIPEMENT DES SALLES DE CLASSE EN TABLE BANCS (G.S AGYATI, G.S NDUNG, G.S MUCHWINE), ARRONDISSEMENT DE BAFUT, DEPARTEMENT DE MEZAM, RÉGION DU NORD-OUEST

Dans le cadre de l'exercice budgétaire 2024, le Maire de la Commune de BAFUT, Autorité Contractante lance pour le compte des Maître d'Ouvrage Délégué, une Demande de Cotation **POUR L'EQUIPEMENT DES SALLES DE CLASSE EN TABLE BANCS (G.S AGYATI, G.S NDUNG, G.S MUCHWINE), ARRONDISSEMENT DE BAFUT, DEPARTEMENT DE MEZAM, RÉGION DU NORD-OUEST**

1. Participation :

La participation à cette consultation est ouverte aux petites et moyennes entreprises de droit camerounais

2. Description des prestations :

- Les prestations du présent marché comprennent,
➤ Pour L'équipement Des Salles De Classe En Bancs

3. Maitres d'Ouvrage : Le Maire de la Commune de Bafut

4. Allotissement

La fourniture et a un seul lot ci-après définis :

5. Coût prévisionnel

6. Le coût prévisionnel de l'opération sont présenté dans le tableau suivant

Lot	Projet	COÛT PREVISIONNEL	Cautionnement provisoire	Imputation
Unique	POUR L'EQUIPEMENT DES SALLES DE CLASSE EN TABLE BANCS (G.S AGYATI, G.S NDUNG, G.S MUCHWINE),	11,100,000	222,000	

6. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du Cameroun de l'exercice 2024

7. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de première ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO, d'un montant de 222000 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 au service de SIGAMP, Commune de Bafut 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 au Service de SIGAMP, dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **Vingt mille Francs (20 000) F CFA** à la Trésorerie Municipale de Bafut.

10- Présentation des Offres

Les documents constituant chaque offre sont repartis en deux (02) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre financière/technique (volume 2).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre de la Demande de Cotation et séparées par des intercalaires de même couleur.

11. 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 au conseil du Bafut au plus tard le **20/02/2024 à 10h00**, heure locale et devra porter la mention suivante :

<< CONSULTATION N°03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024, POUR L'EQUIPEMENT DES SALLES DE CLASSE EN TABLE BANCS (G.S AGYATI, G.S NDUNG, G.S MUCHWINE), ARRONDISSEMENT DE BAFUT, DEPARTEMENT DE MEZAM, RÉGION DU NORD-OUEST>>

12. Recevabilité :

Les offres seront remises à l'adresse sus indiquée et dépouillées le **20/02/2024 à 11 h** dans la salle de conférence de la Commune de Bafut, par la Commission Interne 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.

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.

14. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires:

Il s'agit notamment:

1. - Absence ou insuffisance d'une caution
- 2.- 48h pour absence ou non-conformité d'un document dans le dossier administratif;
3. - Délai de livraison supérieur à celui prescrit;
4. - Fausse déclaration ou documents falsifiés;
5. Une offre avec l'enveloppe extérieure portant un signe ou une marque menant à l'identification du soumissionnaire;
6. - Absence d'un prix unitaire quantifié ;

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



7. - Omission d'un prix unitaire dans l'offre financière;

8 - Score inférieur à 75% des critères essentiels,

B - Critères essentiels

B - Critères essentiels

N/B : La présence de la copie certifiée conforme d'attestation catégorisation délivré par le Ministre charge des marchés Publics ou par son représentant dument mandaté, disperse les soumissionnaires catégorisées de la production dans leurs dossiers techniques, des pièces justificatives relatives au chiffre d'affaires, aux références, aux moyens techniques et logistiques propres minima, au personnel permanent et à la localisation du siège.

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Les spécifications techniques et des références ;
- 5- Lettre command initiée dans toutes les pages signées et date dans la dernière page

15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères pénale/essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels..

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la Commune de Bafut, Service de SIGAMP.

Fait à BAFUT , le 30 JAN 2024

Le Maire, Commune de Bafut



Agwalingoh Lawrence

Copie :

- MINMAP
- ARMP ;
- Présidents CPM ;
- Affichage.
- File/Chrono



DOCUMENT N° 1

LETTER OF INVITATION TO BE SUBMITTED

Subject: REQUEST FOR QUOTATION N° 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024, FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

Dear Sir,

Within the framework of 2024 Public Investment Budget, the Mayor of Bafut Council, hereby launches, a Request for the equipping of classrooms with benches (G.S Agyati, G.S Ndung, G.S Muchwine Bafut Subdivision, Mezam Division of The North West Region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supply to be carried out which I am requesting you to cost them and return to the SIGAMP service on the 20/02/2024 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

“: REQUEST FOR QUOTATION N° 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/24, FOR THE EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

The bids will be submitted on the 20/02/2024 at 10 AM at the SIGAMP service of the Bafut Council, and opened the same day at 11 AM in the conference hall of the Bafut Council.

Your bid should be costed with value added taxes 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 heartfelt greetings.

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



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 supply which is 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 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. NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their TECHNICAL FILE documents relating to; their turnover, References of the company, own minimum technical and Logistics means, permanent staff and head office location.

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) equipment as specified,
- (d) Technical organization of the supply;
- (e) Logistics;
- (f) Attestation and report of site visit;
- (g) The descriptive and quantitative estimate duly filled, signed and dated ;
- (h) The draft Jobbing Order duly completed, initialed and signed ;
- (i) A complete administrative file comprising of the following :



DOC N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months.
A.5	Purchase receipt of Tender File issued by Bafut Council treasury
A.6	A bid bond of Two hundred and twenty two thousand (222,000 FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	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.
A.9	Copy of Business License stamped with the tariff in force
A.10	Valid copy of taxpayers card, stamped with the tariff in force
A.11	Attestation of Non Indebtedness same document business license stamped with the tariff in force
A.12	location plan of the enterprise stamped with the tariff in force
A.13	Power of attorney if necessary
A.14	Group agreement if need be

ARTICLE 4 : BID

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
- Exclusive of VAT
 - and
 - All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supply 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 contractor 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 - SUBMISSION OF BIDS

The bids will be submitted on the **20/02/2024** at **10 AM** at the Bafut Council and opened the same day at **11 AM** in the conference hall of the Bafut Council

ARTICLE 7: Stamping and marking of bids

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



Contractor shall enclose one original and six copies of their bids in an envelope Addressed to the Mayor, Bafut Council at the address indicated in the letter of invitation to tender and bearing the

REQUEST FOR QUOTATION N° 03/RQ/ BC/BCITB/ BIP/2024 OF 30/01/2024, FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

ARTICLE 8 : Latest time and date of submission of bids

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

2.4 - OPENING AND EVALUATION OF BIDS

ARTICLE 9 : Opening of bids by the Tenders Board

9.1 The Bafut council internal Tenders Board shall open the bids in the presence of the contractor or duly mandated representative of suppliers wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within an hour following that for the submission of bids.

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

ARTICLE 10 : Verification of compliance and comparison of bids

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

- study of the compliance of bids, as regards the 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 11: Award of the jobbing order

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

ARTICLE 12: Announcement of award of the jobbing order

The Mayor, Bafut Council shall 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 and of each lot (if the consultation had led to apportionment),
- d) The delivery deadline.

ARTICLE 13 : 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 contractor who shall be responsible for its registration according to the procedure in force.



ARTICLE 14 : Corruption and fraudulent practices

The Chairpersons and Member of Tenders Boards as well as Contractor 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 contractor 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° ____/RQ/ BC/BCITB/ BIP/2024 OF _____

To : The project owner

Dear Sir/Madam,

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

If our bid is approved, we undertake to do the supply 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 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.



3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

BILL OF QUANTITIES AND COST ESTIMATE FOR THE EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

NO	DESIGNATION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Supply of benches (2 places) Thickness of wood (3cm) Wood Type (IROKO)	U	240		
2	Transportation of benches	U	240		
TOTAL GENERAL HORS TAXES					
TVA : 19,25%					
AIR : 5.5% or 2.2%					
TOTAL TAXES					
NET A PAYER A L'ENTREPRENEUR					
TOTAL GENERAL TTC					



Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES

3.3 - TECHNICAL DESCRIPTION OF SERVICES

TABLE BENCH 02 PLACES

TABLE BENCH TYPE	CLASS	LENGTH (cm)	DESK HEIGHT (cm)	SEAT HEIGHT (cm)	Number of Desks
T B 1	CLASS ONE AND TWO	65	60	32	80
T B 2	CLASS THREE AND FOUR	70	66	35	80
T B 3	CLASS FIVE AND SIX	75	70	40	80



3.4 - BID COMPARISON TABLE

ADMINISTRATIVE DOCUMENTS.

DOC N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st Instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months.
A.5	Purchase receipt of Tender File issued by Bafut Council treasury
A.6	A bid bond of Two hundred and twenty two thousand (222,000) FCFA issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	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.
A.9	Copy of Business License stamped with the tariff in force
A.10	Valid copy of taxpayers card, stamped with the tariff in force
A.11	Attestation of Non Indebtedness same document business license stamped with the tariff in force
A.12	location plan of the enterprise stamped with the tariff in force
A.13	Power of attorney if necessary
A.14	Group agreement if need be



COMPANY NAME:

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
B)	ESSENTIAL CRITERIA		
B.1	<p>NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their TECHNICAL FILE documents relating to; their turnover, References of the company, own minimum technical and Logistics means, permanent staff and head office location.</p> <p>General presentation of the tender files</p>		
B.1.1	- Visual presentation of the bids (clear, paginated bound documents) Presentation of the documents in the order required in the tender file Clarity and legibility of the documents provided		
B.2	<p>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</p> <p>List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of supply executed. (minutes of final reception for up to 2024 projects) Minimum acceptable: 02 Contracts realized in the domain of supply of Equipment over the past 05 years</p>		
B.2.1	Reference 1		
B.2.2	Reference 2		
B.3	KNOWLEDGE OF THE SITE		
B.3.1	Comprehensive report of site visit signed by the company administrator		
B.4	<p>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</p> <p>01 works supervisor .Technical certificate in wood work (BT or Advanced Level certificate) with at least 05 (five) years' experience in the domain of wood work</p>		
B.4.1	<ul style="list-style-type: none"> ➤ A certified copy of the technical diploma, ➤ Certified copy of ID card 		
B.4.2	<ul style="list-style-type: none"> ➤ An Attestation of presentation of original of the technical diploma ➤ CV signed and date by the candidate 		
B.5	METHODOLOGY OF SUPPLY		
B.5.1	TIME FRAME FOR THE SUPPLIES		
B.5.1.1	Planning of the execution and the respect of the duration of the supplies		
B.5.1.2	Coherence in the execution of the supplies		
B.5.1.3	Realism: Logical sequence for the execution of the tasks		
B.5.2	QUALITY OF THE SUPPLIES AND MAINTENANCE		
B.5.2.1	Description of tests measures		
B.6	CAPACITY TO FINANCE THE PROJECT AND ACKNOWLEDGEMENT OF THE JOBBING ORDER AND THE SITE		
B.6.1	FINANCIAL CAPACITY An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 25%		

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



	of the estimated cost of the project		
B.6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
	TOTAL		

COMPANY NAME/.....

Date of submission:

BID COMPARISON TABLE FOR THOSE RETAINED

No	Names of Bidders	Address	Technical/ Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
01							
02							
03							

Members of the Bafut Council Internal Tenders Board

S/N	Name	Duty	Signature
Members of the Bafut council internal Tenders Board			
01			
02			
03			
04			
05			
06			
Invitee			
01			



MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

MINISTÈRE DE LA DECENTRALISATION ET
DU DEVELOPEMENT LOCALE

NORTH WEST REGION

REGION DU NORD OUEST

BAFUT SUBDIVISION

ARRONDISSEMENT DE BAFUT

BAFUT COUNCIL

COMMUNE DE BAFUT

DRAFT JOBBING ORDER

JOBBING ORDER N° ____/JO/BC/BCITB/ BIP/2024

AWARDED AFTER N° ____/RQ/ BC/BCITB/ BIP/2024 OF _____

CONTRACTOR : _____

TAX PAYER'S CARD NO : _____

ADDRESS : _____

BP : _____

TEL : _____

FAX : _____

BANK ACCOUNT NO. _____

SUBJECT : FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

TOTAL WITHOUT TAXES	
VAT	
AIR (Income tax)	
Net to be paid	
TOTAL TTC	

EXECUTION DEADLINE : _____ (_____) months

FINANCING : (PIB) - 2024

VOTE CHARGE : _____

ENTERED INTO ON : _____

SIGNED ON : _____

NOTIFIED ON : _____

REGISTERED ON : _____

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



BETWEEN: The Government of the Republic of Cameroon, represented by Mayor of Bafut council hereinafter referred to the "Contracting Authority" Delegated 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 contractor** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :



Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES

CONTENTS

CHAPTER I : GENERAL CONSIDERATIONS

- ARTICLE 1 : PURPOSE OF THE JOBBING ORDER
- ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4 : GENERAL TEXTS
- ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6 : PERIOD AND PLACE OF DELIVERY .
- ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

CHAPTER II : PERFORMANCE OF THE JOBBING ORDER

- ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES
- ARTICLE 9 : CONSISTENCY OF SERVICES
- ARTICLE 10 : DESCRIPTION OF SUPPLIES
- ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12 : ACCEPTANCE OF SUPPLIES
- ARTICLE 13 : GUARANTEE
- ARTICLE 14 : INSURANCE AND TRANSPORT
- ARTICLE 15: PENALTIES FOR DELAYS

CHAPTER III : FINANCIAL PROVISIONS

- ARTICLE 16 : GENERAL NOTIONS –PRICE
- ARTICLE 17 : AMOUNT OF THE JOBBING ORDER
- ARTICLE 18 TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 19 : BANK DOMICILIATION
- ARTICLE 20 : TAX SYSTEM
- ARTICLE 21 : STAMP DUTY AND REGISTRATION

CHAPTER IV : MISCELLANEOUS PROVISIONS

- ARTICLE 22 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 23 : DISPUTES
- ARTICLE 24 : CANCELLATION OF THE JOBBING ORDER
- ARTICLE 25 : VALIDITY OF THE JOBBING ORDER



CHAPTER I GENERAL CONSIDERATIONS

ARTICLE 1 : PURPOSE OF THE JOBBING ORDER FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE 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 **REQUEST FOR QUOTATION N° 03/RQ/ BC/BCITB/ BIP/2024
OF 30/01/2024, FOR THE EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S
MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE 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:

- This jobbing order is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARAP.
- Decree n° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



- the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- Circular [to be indicated as applicable] 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
- Unified Technical Documents (DTU) for building works;
- Applicable standards;
- 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 **Mayor of Bafut 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 Contract Engineer shall be the **Divisional Chief of Service for State Property Mezam**, hereinafter referred to as the Engineer;
- The contractor shall be **(to be specified)**;
- The authority in charge of ordering payment shall be the **Mayor of Bafut council**;
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of Finance for Mezam**.
- The body or official in charge of payment shall be the **Bafut Council Treasury**.
- The official competent to furnish information within the context of the execution of this contract shall be The **Mayor of Bafut council/ DD MINMAP-Mezam**.

ARTICLE 6 : PERIOD AND PLACE OF DELIVERY

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

Supplies shall be Delivered at **(G.S AGYATI, G.S NDUNG, G.S MUCHWINE,**



ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

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 contractor has as mission to effect the supply as described in Article 10 under the control of the **engineer**, 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 production and the supply of Benches (**G.S AGYATI, G.S NDUNG, G.S MUCHWINE**, Bafut Subdivision, Mezam Division of the North West Region.

ARTICLE 10 : DESCRIPTION OF SUPPLY

➤ The production and supply of benches to (**G.S AGYATI, G.S NDUNG, G.S MUCHWINE**,

ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED
plan of execution of the supplies.

ARTICLE 12 : ACCEPTANCE OF SUPPLY

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

- ❖ The Contracting AuthorityChairperson;
- ❖ The contract Engineer.....secretary.
- ❖ The supplier.....Member;
- ❖ Stores accountant, Bafut Council.....Member
- ❖ DD MINMAP Mezam.....Observer
- ❖ The Council Development Officer.....Member
- ❖ The Divisional Delegate for Basic Education mezam.....Member

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

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



Where the supply 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 benches and the compliance with the contractual clauses.

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 acceptance of the supply.

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.

ARTICLE 15: PENALTIES FOR DELAYS

1. The amount set for penalties for delays is set as follows:

- One two thousandth (1/2000th) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- One thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.



**CHAPTER III
FINANCIAL PROVISIONS**

ARTICLE 16: 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 delivery, charges, false charges and contingences and shall be understood to be inclusive of taxes.

ARTICLE 17: 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

SCHEDULE OF UNIT PRICES FOR THE EQUIPPING CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

S/N	DESIGNATION	UNIT PRICE	UNIT PRICE IN WORD	UNIT PRICE IN FIGURE
1	Production and supply of benches	U		

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



COST ESTIMATE

FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES (G.S AGYATI, G.S NDUNG, G.S MUCHWINE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

NO	DESIGNATION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Transportation and manual labour	U	240		
2	CLASS ONE AND TWO	U	80		
3	CLASS THREE AND FOUR	U	80		
4	CLASS FIVE AND SIX	U	80		
TOTAL GENERAL HORS TAXES					
TVA : 19,25%					
AIR : 5.5% or 2.2%					
TOTAL TAXES					
NET A PAYER A L'ENTREPRENEUR					
TOTAL GENERAL TTC					

ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT

17.1 Start up advance:

Upon notification of the contract to the contractor, an advance payment corresponding to **(20% 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 supply 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 supply.

ARTICLE 19: 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 20: 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 21: 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 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Seven (7) copies of this jobbing order shall be produced and circulated.

ARTICLE 23: 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 24: CANCELLATION OF THE JOBBING ORDER

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

ARTICLE 25: VALIDITY OF THE JOBBING ORDER

This jobbing order shall be valid only after its signature by the Project Owner (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.



AFTER
WITH THE COMPANY;
FOR THE SUPPLY
AMOUNT OF THE JOBBING ORDER: CFAF
(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 models

- 1 Model bid bond
- 1 Model final bond
- 1 Model of start-off advance bond
- 1 Model retention fund



MODEL BID BOND

Addressed to [indicate the Contracting Authority and his address] "Contracting Authority"

Whereas the undertaking _____ 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 guarantee payment to the Contracting Authority 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 successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the contract by the Contracting Authority 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 (final bond) as provided for by the contract;

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority 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 Contracting Authority 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 Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

This bond shall, for purposes of its interpretation 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]



MODEL FINAL BOND

Bank:

Reference of the bond: No _____

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

Whereas _____ [name and address of Contractor], hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out [indicate the nature of the supply].

Whereas it is stated in the contract that the Contractor 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 issue the Contractor this guarantee,

We, _____ [name and address of bank] represented by _____ [name of signatories], hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor 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 upon signature and notification of the contract. It shall be released within a deadline of [indicate the deadline] from the date of the provisional acceptance of the supply.

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 made 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 at _____ on _____

[Signature of the bank]

Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



MODEL OF START-OFF ADVANCE BOND

Bank: reference, address _____

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of _____ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. _____ of _____ relating to _____ supply [indicate the subject of the supply, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. _____, payable upon notification of the corresponding Administrative Order that is, _____ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of _____ [the holder] opened in the _____ bank under No. _____.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]



MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank: _____
Reference of the bond: No _____

Addressed to [Indicate the Project Owner]
[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas _____ name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the supply of [indicate the subject of the supply]

Whereas it is stipulated in the contract that the retention fund fixed at [percentage below 10 % to be specified] of the amount of the contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,
We, _____ [name and address of the bank],
Represented by _____ [names of signatories] and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of _____ [in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Project Owner within the meaning of the contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to [percentage below 10 % to be specified] of the total amount of the supply featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor the motive for the amount of the sum indicated above.

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

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the supply and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond 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 and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]



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



BANKS

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

II- Insurance companies

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.

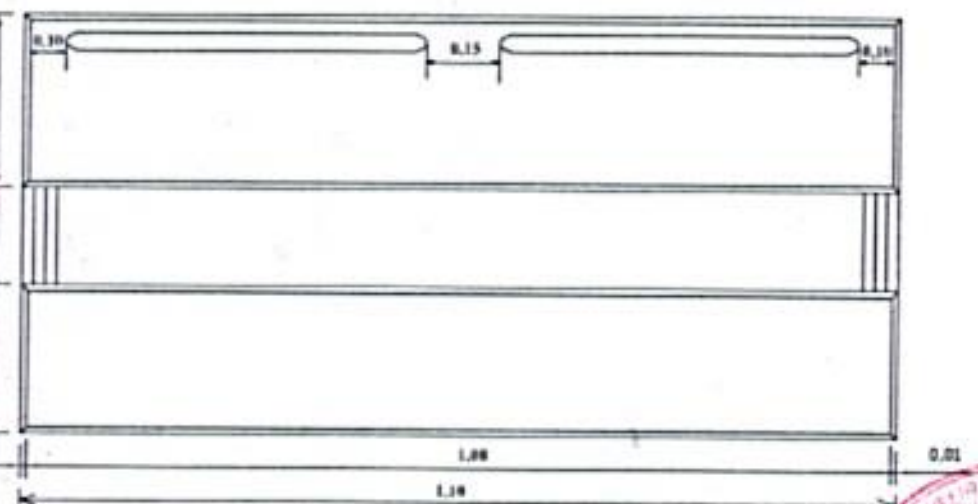
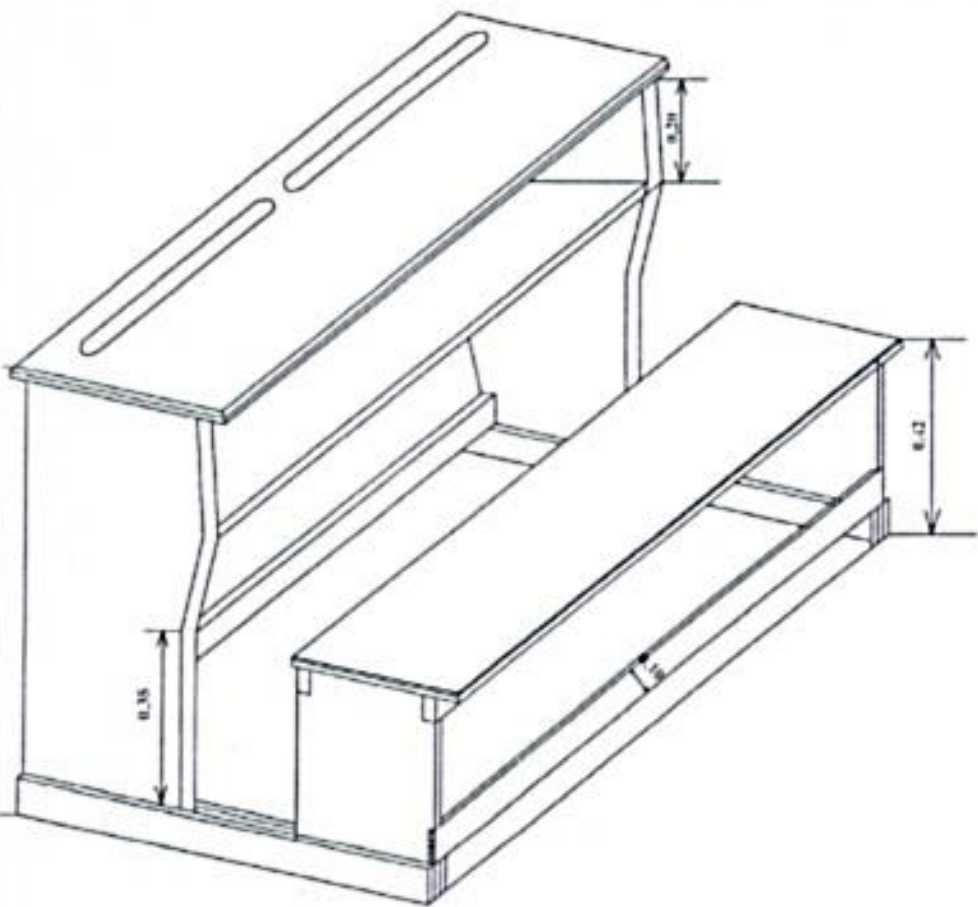
N.B: la liste ci-dessus est également disponible sur le site web :www.arnp.cm



DRAWINGS OF THE BENCHES

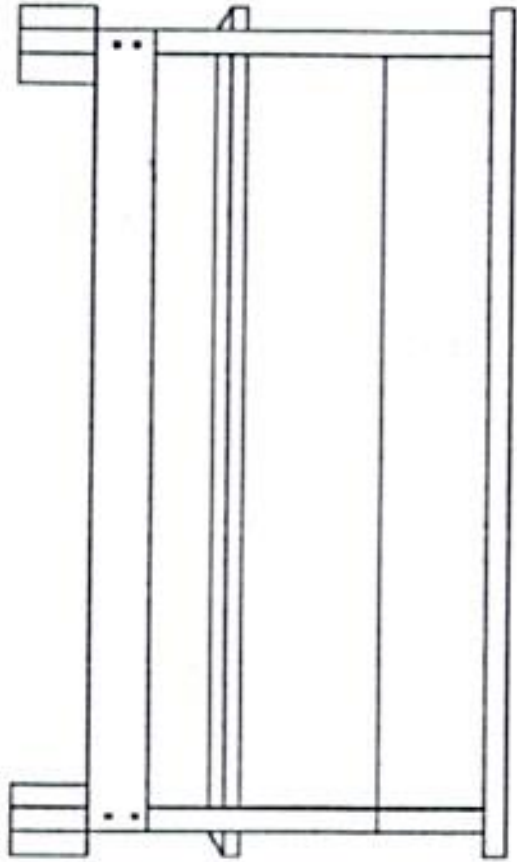
Request for quotation FOR THE EQUIPPING OF CLASSROOMS WITH BENCHES



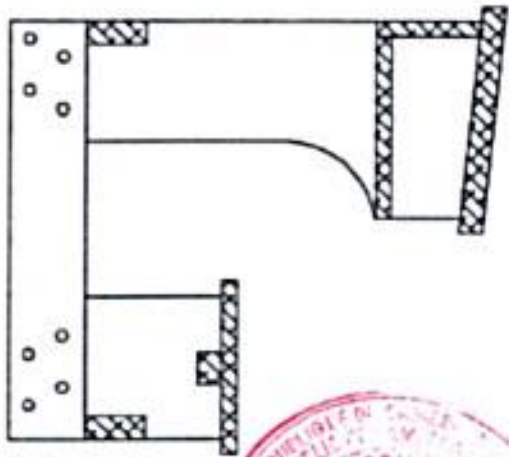


Desk for 2 places





FRONT VIEW



SIDE VIEW

