

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
NORTH WEST REGION  
DONGA MANTUNG DIVISION  
NKAMBE COUNCIL  
NKAMBE COUNCIL INTERNAL  
TENDERS BOARD



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
REGION DU NORD OUEST  
DEPARTMENT DU DONGA MANTUNG  
COMMUNE DE NKAMBE  
COMMISSION INTERNE DE PASSASSION DES  
MARCHES DE LA COMMUNE DE NKAMBE

# TENDER FILE

**PROJECT OWNER:**

THE MAYOR OF NKAMBE COUNCIL

**CONTRACTING AUTHORITY:**

THE MAYOR OF NKAMBE COUNCIL

**TENDER BOARD:**

NKAMBE COUNCIL INTERNAL TENDERS BOARD

## REQUEST FOR QUOTATION

N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE  
SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY  
CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF  
NORTH-WEST REGION

**FINANCING: PIB MINEDUB 2024**

BUDGET HEAD: IZ01287

CHARGE: 58 15 103 01 641648 464211 426

2024 FISCAL YEAR

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## NOTICE OF REQUEST FOR QUOTATION

### **SUBJECT: REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

Within the framework of the execution of the 2024 state budget of the Republic of Cameroon the State represented by the Mayor of NKAMBE Council, Contracting Authority, hereby launches in an **emergency procedure** a Request for Quotation **FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

- 1) PARTICIPATION:** Participation in this Request for Quotation is opened to all Cameroonian companies and business concerns that have proven capacities in the domain of supplies. THE COMPETING COMPANY MUST ATTACH A SPECIAL FIELD REPORT CO- SIGNED WITH THE MAYOR OF NKAMBE COUNCIL (PROJECT OWNER) CLEARLY INDICATING DUE DILIGENCE AND SUFFICIENT UNDERSTANDING OF THE LOCAL SECURITY CONTEXT
- 2) FUNDING:** The supplies, subject of this Request for Quotation, shall be financed through the Public Investment Budget of 2024 of MINEDUB of the Republic of Cameroon as follows:

S/N	Subject	Provisional Amount	Purchase of file	Bid bond
1	FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION	12,000,000	24,000	240,000

- 3) CONSULTATION AND ACQUISITION OF TENDER FILES:** In compliance with circular N° 000001/CL/PR/MINMAP/CAB of 15 January 2021 relating to the issuance of tender files purchase receipts and making of these tender files available to the potential bidders, the file may be consulted at the Service for the awards of contracts at the NKAMBE Council, the Divisional Delegation of Public Contracts Donga-Mantung and the Regional Agency for the Regulation of Public Contracts (ARMP), Bamenda.
- 4) Eliminary criteria**
  1. - Absence of a document in the administrative file; and not submitted within 48H on request
  2. Bids submitted after the deadline for submission;
  3. Duration of execution not more than the prescribed;
  4. False declaration or falsified documents;
  5. External envelope bearing identification marks of the Bidder;
  6. Absence of, or insufficient bid bond;
  7. Omission of a quantified task on the bill of quantities and cost estimates
  8. Enterprise with an abandoned or overdue contract beyond contractual deadline.
  9. Failure to obtain at least 75% in the evaluation of the Technical proposal.
  10. Absence of A SPECIAL FIELD REPORT CO- SIGNED WITH THE MAYOR OF NKAMBE COUNCIL (PROJECT OWNER) CLEARLY INDICATING DUE DILIGENCE AND SUFFICIENT UNDERSTANDING OF THE LOCAL SECURITY CONTEXT

- 5) **ACQUISITION OF THE TENDER FILE:** The consultation file may be acquired from the NKAMBE Council upon presentation of a nonrefundable Treasury receipt of TWENTY-FOUR THOUSAND (24,000) FCFA, payable at the Municipal Treasury of NKAMBE. Such a receipt shall identify the payment as representing the company that wants to participate in the tender.
- 6) **SUBMISSION OF BIDS:** Each bid drafted either in English or French in seven (07) copies that is the original and six (06) copies marked as such in accordance with the prescriptions of the consultation file should be submitted against a receipt at the NKAMBE Council not later than **19/03/2024 AT 10 A.M** local time and should carry the inscription:

**REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**  
**"TO BE OPENED ONLY AT THE TENDERS OPENING SESSION"**

- 7) **OPENING AND EVALUATION OF THE BIDS:** The opening and evaluation of the bids shall be done in one phase on **19/03/2024** at **11 A.M** in the Conference Hall of NKAMBE Council Internal Tenders Board. Only bidders may attend or they may be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed submission letter.
- 8) **COMPLEMENTARY INFORMATION:** Complementary technical information may be obtained every day during working hours from the NKAMBE Council, NKAMBE THE, \_\_\_\_\_

THE LORD MAYOR  
NKAMBE COUNCIL



*for Musa They*  
LORD MAYOR NKAMBE COUNCIL

- Copies:
- ARMP
  - MINMAP
  - MINEDUB
  - Chairperson of NK.CITB
  - Local Media
  - Notice boards



## **AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION**

**OBJET : CONSULTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 DU 19/02/2024 POUR FOURNITURE DE MATERIELS DIDACTIQUE DANS LA COMMUNE DE NKAMBE, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST.**

Dans le cadre de l'exécution du Budget d'Investissement Public 2022 l'Etat du Cameroun représenté par, le Maire de la Commune de NKAMBE, Autorité Contractante, lance en **procédure d'urgence** une demande de quotation pour la **POUR FOURNITURE DE MATERIELS DIDACTIQUE DANS LA COMMUNE DE NKAMBE, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST.**

**PARTICIPATION:** La participation à cette consultation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises Camerounaises régulièrement inscrites dans le registre de commerce et justifiant des capacités pour la fourniture des équipements. Dans tous les cas échéant, chaque soumissionnaire doit joindre un rapport spécial de terrain co-signé avec le maire de la commune de Nkambe (Maitre D'ouvrage) indiquant clairement les vérifications nécessaires et une maîtrise adéquate du contexte sécuritaire local.

- 1) **FINANCEMENT:** Les prestations de la présente demande de quotation, sont financées par le BUDGET DU MINEDUB comme suit

S/N	SUJET	Cout provisionnel	Caution	Montant DAO
1	<b>POUR FOURNITURE DE MATERIELS DIDACTIQUE DANS LA COMMUNE DE NKAMBE, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST.</b>	12,000,000	240,000	24,000

- 2) **CONSULTATION DU DOSSIER DE CONSULTATION:** Selon Lettre Circulaire N°. 000001/CL/PR/MINMAP/CAB of 15 January 2021, le dossier d'appel d'offres peut être consulté dès publication du présent avis d'appel d'offre aux services de l'Autorité Contractante (Service de passation des marchés de la commune DE NKAMBE), à la Délégation Départementale des Marchés Publics du Donga Mantung et au Bureau Régional de l'Agence de Régularisation des Marchés Publics (ARMP) Nord-Ouest pendant les heures ouvrables.

### **3) Critères éliminatoires**

Il s'agit notamment :

- 1- Absence ou non-conformité d'une pièce administrative ;
- 2- Un dépôt après la date limite
- 3- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 4- Fausses déclarations ou pièces falsifiées ;
- 5- L'enveloppe avec les signes d'identification du soumissionnaire ;
- 6- Absence ou insuffisance de la caution provisoire de soumission ;

- 7- Omission d'un prix quantifié dans le devis
- 8- Entreprise avec un chantier abandonnée ou avec un chantier incomplet au delà de délai contractuelle.
- 9- Non satisfaction d'au moins 75% des critères d'expériences requis.
- 10- Tout soumissionnaire n'ayant pas achevé ou ayant abandonné un projet durant une année budgétaire antérieure
- 11- Absence d'UN RAPPORT SPECIAL DE TERRAIN CO-SINGNE AVEC LE MAIRE DE LA COMMUNE DE NKAMBE (MAITRE D'OUVRAGE) INDIQUANT CLAIREMENT LES VERIFICATION NECESSAIRES ET UNE MAITRISE ADEQUATE DU CONTEXTE SECURITAIRE LOCAL.

4) **ACQUISITION DU DOSSIER DE CONSULTATION** : Le dossier de consultation peut être obtenu aux heures ouvrables auprès de la Commune de NKAMBE sur présentation d'une quittance de versement d'une somme non remboursable de VINGT QUATRE mille (24,000) francs CFA à la recette Municipal de NKAMBE. Cette quittance devra identifier le payeur comme représentant de l'Entreprise désireuse de participer à l'Appel d'Offres.

5) **REMISE DES OFFRES**; Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marqués comme tels, conformes aux prescriptions du Dossier de consultation, devra être déposée contre un récépissé sous pli fermé, dans les services de la Commune de NKAMBE, au plus tard le 19/03/2024 à 10 heures, heure locale et devra porter la mention suivante:

**CONSULTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 DU 19/02/2024 POUR FOURNITURE DE MATERIELS DIDACTIQUE DANS LA COMMUNE DE NKAMBE, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST.** « A n'ouvrir qu'en séance de dépouillement »

6) **OUVERTURE DES OFFRES**: L'ouverture des offres aura lieu en un temps le 19/03/2024 à 11 heures précises dans la salle des Conférences de Commune de NKAMBE, par la Commission Interne de Passation des marchés Compétente en présence des soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandaté à cet effet.

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

7) **RENSEIGNEMENTS COMPLEMENTAIRES**: Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la Commune de NKAMBE.

19 9 FEB 2024

**NKAMBE,**  
Le Maire de la Commune de NKAMBE



*Musa Shery*  
LORD MAYOR NKAMBE COUNCIL



## SPECIAL RUGULATIONS OF THE CONSULTATION

### 2.1. REQUEST FOR QUOTATION FILE

#### **Article 1: CONTENT OF THE REQUEST FOR QUOTATION FILE**

1.1 The request for quotation file shall describe the supplies which are subject of the consultation and the procedures of the Jobbing Order.

1.2 The request for quotation file shall comprise the following documents:

- a. The letter of invitation to tender,
- b. Special rules of the consultation
- c. Technical specification,
- d. The bill of quantities,
- e. The draft jobbing order,

1.3 The Supplier shall study the instructions, models, conditions and specifications contained in the consultation file.

### 2.2 BID PREPARATION

#### **Article 2: Language**

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

#### **Article 3: Documents that constitute the bid**

The bid presented by the bidders shall comprise the following documents:

**IN A SINGLE ENVELOPE:** containing one original Bound Booklet and six photocopies of the original Bound Booklets comprising the following:

1. Declaration of intent to tender
2. A certified copy of a taxpayer's card (Carte du contribuable).
3. An Affidavit of non-bankruptcy issued by the competent Court (original).
4. An attestation of fiscal conformity
5. An attestation issued by the National Social Insurance Fund (original)
6. An attestation of Bank Account COBAC affiliated (original).
7. A temporary guarantee deposit for the tender of **TWO HUNDRED AND FORTY (240,000)** CFA francs (Bid Bond) issued by a first class bank recognized by COBAC for each lot.
8. Receipt showing amount paid to obtain the consultation File.,
9. A Certificate of Non Exclusion issued by ARMP.
10. An attestation of site visit signed in the contractor's honour.
11. The power of Attorney or "Authorization" where necessary.
12. An attestation of categorization.
13. A SPECIAL FIELD REPORT CO- SIGNED WITH THE MAYOR OF NKAMBE COUNCIL (PROJECT OWNER) CLEARLY INDICATING DUE DILIGENCE AND SUFFICIENT UNDERSTANDING OF THE LOCAL SECURITY CONTEXT.
14. References of the company, at least 2 (1st and last page of the contract of similar jobs executed within the past three years with minutes of reception)
15. Technical specifications or descriptions
16. A submission letter duly filled, dated and signed with a 1500 FCFA fiscal stamp.
17. The Unit price list, duly filled, dated and signed
18. Bill of quantities and cost estimates, duly filled, dated and signed
19. Detail of Unit Prices completed and dated and signed on the last page

#### **Article 4: Bid**

4.1 The Bidder shall specify in the bid the place of delivery and nature of prices, all taxes and customs duties inclusive (ATI).

4.2 The Supplier shall complete the Bill of Quantities and Cost estimates provided in the consultation file, including the characteristics of the supplies in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

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

**Article 5: Bid Currencies**

Prices shall be written in CFA francs.

**Article 6: Bid validity period:** Bids shall be valid for 60 days.

## 2.3 DEPOSITE OF FILES

**Article 7: Submission of offers and Opening of Bids**

All documents shall be sealed in an envelope. This sealed envelope shall carry the following inscriptions:

**REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024  
FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN  
NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION  
(TO BE OPENED ONLY AT THE TENDER BOARD OPENING SESSION")**

**Article 8: Latest time and date of submission of bids:** Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

## 2.4 OPENING AND EVALUATION OF BIDS

**Article 9: Opening of bids by the Tenders Board.**

9.1 The Tenders Board attached to the NKAMBE Council shall open the bids in the presence of representatives of suppliers wishing to attend the bid-opening session to hold on the same day as the last day of submission at 11:00 am prompt.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session as prescribed by the laws in force.

**Article 10: Verification of compliance and comparison of bids:** The Tenders Board shall verify compliance and compare the bids in the following order;

- Study of the compliance of bids, as regards the administrative documents submitted, delivery periods;
- Verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections;
- Assess the number of past supplies contract done in the previous years by the bidders and justified with certified true copies of documents requested in 5 of envelope B. Original document can be requested by the members of the Tender Board for necessary verifications; forged documents shall automatically give right to rejection.
- Preparation of a summary table of bids.
- Comparison of technical specifications/description
- Bidders should submit a guarantee or warrantee for six (06) months.

## 2.5 AWARD OF THE JOBBING ORDER

**Article 11: Award of the jobbing order:** The Tender Board shall propose the award of the contract to the bidder whose bid would have been deemed compliant with the provisions of the request for quotation, is the lowest and realistic, having past experience in the domain.

**Article 12: Announcement of award of the jobbing order:** The Mayor of NKAMBE Council shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by board pasting, stating;

- a) The name of the Holder,
- b) The subject of the request for quotation,
- c) The amount of the jobbing order.
- d) The delivery deadline.



**Article 13: Signing of the jobbing order:** Within 2 (two) weeks following the award, the jobbing order to be produced at the supplier's cost shall be signed by the Bidder and visa by the Divisional Controller of finance for Donga-Mantung. Thereafter, the Mayor of NKAMBE, Contracting Authority shall sign the jobbing order and notify it to the supplier who shall be responsible for its registration according to the procedure in force.

**Article 14: Corruption and fraudulent practices:** The Chairpersons and Members of Tender Board as well as Suppliers should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State Worker during the award or execution of a jobbing order shall be guilty of "corruption", and
  - (b) Whoever provides, solicits or accepts several quotations tendered by the same suppliers under different corporate names and/or 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.

**Article 15: Evaluation of Bids**

**15.1 Evaluation of Administrative Bid**

		YES	NO
	ENTREPRISE :		
01	Declaration of intent to tender		
02	A certified copy of a taxpayer's card (Carte du contribuable).		
03	An Affidavit of non-bankruptcy issued by the competent Court (original).		
04	An attestation of fiscal conformity		
05	An attestation issued by the National Social Insurance Fund (original)		
06	An attestation of Bank Account COBAC affiliated (original).		
07	A temporary guarantee deposit for the tender of <b>two hundred and forty thousand (240,000)</b> CFA francs (Bid Bond) issued by a first class bank recognized by COBAC for each lot.		
08	Receipt showing amount paid to obtain the consultation File.		
09	A Certificate of Non Exclusion issued by ARMP.		
10	An attestation of conformity		
11	Technical descriptions		
12	The draft jobbing order duly filled and signed by the bidders.		
13	An attestation of site visit signed in the contractor's honour		
14	A SPECIAL FIELD REPORT CO- SIGNED WITH THE MAYOR OF NKAMBE COUNCIL (PROJECT OWNER) CLEARLY INDICATING DUE DILIGENCE AND SUFFICIENT UNDERSTANDING OF THE LOCAL SECURITY CONTEXT		
15	References of the company at least 2 (1 <sup>st</sup> and last page of the contract of similar jobs executed within the past 3 years and minutes of reception		
16	A submission letter duly filled, dated and signed with a 1500 FCFA fiscal stamp.		
17	The Unit price list, duly filled, dated and signed		
18	Bill of quantities and cost estimates, duly filled, dated and signed		
19	Detail of Unit Prices completed and dated and signed on the last page		

**Article 16: Eliminary criteria**

- Any offer not in conformity with the prescriptions of this request for quotations file shall be declared inadmissible. Especially the absence or insufficient provisional guarantee;
- False declaration or falsified documents.
- Incomplete or non-compliant document and not submitted within 48 hours if request;
- Incomplete financial offer;
- Omission of quantified unit price in the financial offer;
- Unit prices not in accordance with the official commodity price list or not within the generally accepted price scale
- Proof of not having abandoned or not having left uncompleted a project in the past financial year(s)

- Absence of a special field report co- signed with the mayor of Nkambe Council (Project Owner) clearly indicating due diligence and sufficient understanding of the local security context

**Document N°. 4:**  
**SPECIAL ADMINISTRATIVE CLAUSES (SAC).**  
**CONTENT**

**Chapter I: General**

- Article 1 - Subject of the contract
- Article 2 - Award procedure (GAC supplemented)
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
- Article 8 - Communication (article 6 of GAC supplemented)
- Article 9 - Administrative Orders (article 8 of GAC)
- Article 10 - Contracts with conditional phases (article 9 of GAC)
- Article 11 - Supplier's material and personnel (GAC supplemented)

**Chapter II: Financial conditions**

- Article 12 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 13 - Amount of contract
- Article 14 - Place and method of payment (GAC supplemented)
- Article 15 - Price variation (article 17 of GAC)
- Article 16 - Price revision formula (article 18 of GAC)
- Article 17 - Price updating formula (article 18 of GAC)
- Article 18 - Advances (article 21 of GAC)
- Article 19 - Payment (article 19 supplemented)
- Article 20 - Interest on overdue payments (article 20 of GAC)
- Article 21 - Penalties for delay (article 34 of GAC supplemented)
- Article 22 - Tax and customs schedule (article 10 of GAC)
- Article 23 - Stamp duty and registration of contracts (article 11 of GAC)

**Chapter III: Execution of services**

- Article 24 - Patent rights (GAC supplemented)
- Article 25 - Place of delivery and deadline (articles 31 and 33(1))
- Article 26 - Role and responsibilities of supplier (GAC supplemented)
- Article 27 - Transport and insurance (article 31 of GAC)
- Article 28 - Trials and related services (article 28)
- Article 29 - After-sales service and consumables (article 14 of GAC)

**Chapter IV: Acceptance**

- Article 30 - Documents to be furnished before the technical acceptance (article 41 of GAC supplemented)
- Article 31 - Provisional acceptance (articles 40 and 41 of GAC)
- Article 32 - Documents to be furnished after provisional acceptance (article 40 of GAC supplemented)
- Article 33 - Guarantee deadline (article 40 of GAC supplemented)
- Article 34 - Final acceptance (article 48 of GAC)

**Chapter V: Sundry provisions**

- Article 35 - Termination of the contract (article 57 of GAC)
- Article 36 - Case of force majeure (article 56 of GAC)
- Article 37 - Differences and disputes (article 61 of GAC)

## CHAPTER I: GENERAL

### Article 1: Subject of tender

**Subject of the contract:** The subject of this contract is the **FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

according to the characteristics defined in the technical specifications and the quantities defined in the estimates.

#### 1.2. Nature of services **FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

**Article 2: Award procedure (GAC supplemented):** The Contracting Authority shall award the contract to the bidder whose bid shall be judged essentially in conformity with the Request for Quotation and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid is evaluated as the lowest by including, where necessary, proposed rebates.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definition:

- **The Contracting Authority:** is the Mayor of NKAMBE. He awards the contract and ensures the preservation of originals of contract documents and the transmission of copies to the Ministry in charge of Public Contracts and ARMP.
- The authority in charge of the control of effectiveness of execution of the services shall be the Ministry in charge of Public Contracts;
- **The Authorizing Officer:** is the Mayor of NKAMBE Council, Donga Mantung Division; he represents the beneficiary administration of the services;
- **The Contract Manager:** is the **INSPECTOR OF BASIC EDUCATION NKAMBE CENTRAL;** He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- **The Contract Engineer:** is the Divisional Chief of State Property for Donga-Mantung
- **The project Manager:** is the **CDO NKAMBE COUNCIL**
- **The control brigade of MINMAP** shall ensure the respect of technical and administrative procedures during the execution and on reception.
- **The Contractor:** Shall be.....

3.2. **Security:** This contract may be used a security subject to any form of transfer of the debt. In this case:

- The authority in charge of ordering payment shall be: **The Mayor of NKAMBE Council.**
- The authority in charge of the clearance of expenditures shall be **is the Divisional Controller of Finance D/M**
- The body or official in charge of payment shall be **Municipal Treasurer of NKAMBE Council**
- The official competent to furnish information within the context of execution of this contract shall be the **Mayor of NKAMBE Council.**

### Article 4: Language, applicable law and regulation (GAC supplemented)

- The language to be used shall be *English and/or French.*
- The supplier shall be bound to observe the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract. If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

### Article 5: Standards (article 3 of GAC supplemented)

5.1 The supplies done in execution of this contract shall be in conformity with the standards laid down in the Technical Specifications and where no standard is mentioned, to the authoritative standard on the issue and applicable in Cameroon; this standard shall be the most recent standard approved by the competent authority.

5.2 The supplier shall study, execute and guarantee the supplies and services of this contract by taking into consideration the best practices in Cameroon for operations of similar technology.

**Article 6: Constituent documents of the contract (Article 9 of GAC):** The constituent contractual documents of this contract in order of priority are;

- 1) The bid or commitment letter;
- 2) The supplier's bid and its annexes in all provisions not contrary to the SPECIAL ADMINISTRATIVE CLAUSES (GAC) and the Technical Specifications referred to above;
- 3) The SPECIAL ADMINISTRATIVE CLAUSES (SAC);
- 4) The Technical Specifications (TS);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Decree No. 033 of 13 February 2007;
- 7) The General Technical Conditions applicable to services forming the subject of the contract.

**Article 7: General instruments in force:** This contract shall be governed by the following general instruments:

1. The instruments governing the professional corps;
2. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
3. Decree N.2018/345 of 12 June 2018 to lay down the common rules applicable to Public enterprises
4. Decree No. 2012/076 of 8 March 2012 to amend and supplement some provisions of Decree No. 048/2001 of 23 February 2001 on the creation, organization and functioning of the Public Contracts Regulatory Agency;
5. Decree No. 2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency;
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. Circular letter N°00000026/c/MINFI of 29/12/2023 on the instruction relating to the implementation finance law on the monitoring and control of the implementation of the budget of the state and other public entities for the 2024 fiscal year
8. The applicable standards;
9. Other instruments specific to the domain concerned in the contract.

**Article 8: Communication (Article 6 of GAC supplemented)**

8.1. All notifications and written communication within the framework of this contract shall be sent to the following address:

8.2. In the case where the contractor is the addressee Sir, Madam, **the contractor**, beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the contract manager, correspondences will be validly addressed the DO of NKAMBE, where the supplies shall be delivered.

8.3. In the case where the Project Owner is the addressee: Mr. /Madam, **The Mayor of NKAMBE Council**, with a copy addressed to the Contract Manager, Project Manager and Contract Engineer, where necessary.

8.4. In the case where the Contracting Authority is the addressee: Mr. /Madam **The Mayor of NKAMBE Council**, with a copy addressed within the same deadline to the Project Owner, Contract Manager, Engineer Project Manager, where necessary.

8.5. The supplier shall address all written notifications or correspondences to the Project Owner, with copies to the Contracting Authority, Project Manager, the Contract Manager and to DD MINMAP

**Article 9: Administrative Orders (Article 8 of GAC):** *The various Administrative Orders shall be established and notified as follows:*

9.1. The Administrative Order to start execution of supplies shall be signed by the Contracting Authority and notified to the contractor by the Contract Manager with copies to the Project Owner, the Contract Engineer, and the Paying Body.

9.2. On the proposal of the Project Owner, Administrative Orders with incidence on the objective, amount or supply deadline shall be signed by the Contracting Authority and notified to the supplier by Contract Manager with a copy to the Project Owner, Contract Engineer, Project Manager and Paying Body. The prior endorsement of the Payment Body shall possibly be required for those with an incidence on the amount.

9.3. Administrative Orders of a technical nature linked to the normal progress of the supplies shall be signed by Contracting Authority and notified to the supplier by the Contract Manager with copies to the contract Engineer and project owner.

9.4. Administrative Orders serving as warnings shall be signed by the Contracting Authority and notified to the supplier by Contract Manager and a copy to the Contract Engineer and Project Manager.

9.5. Administrative Orders for suspension or resumption of supplies for reasons of the weather or other cases of force majeure shall be signed by the Contract Manager upon the proposal of the Project Manager and notified to the supplier by the Engineer (as per type of supplies).

9.6. With regard to Administrative Orders signed by the Contracting Authority and notified by the Project Owner, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Contracting Authority to the Project Owner. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner and proceed to carry out the said notification.**

**Article 10: Contracts with conditional phases (article 9 of GAC)**

10.1 The contract shall be in one phase. At the end of the phase, the Project Owner shall accept the services and issue an attestation of proper execution to the supplier.

**Article 11: Supplier's equipment and staff**

1. Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the supplier shall have himself replaced by a member of staff of equal competence (qualifications and experiences) or by equipment of similar performance and in good working order.
2. In any case, the lists of equipment and supervisory staff to be used shall be subject to the approval of the Project Manager within 15 days of the notification of the Administrative Order to start execution. The Project Manager has 07 days to notify his opinion in writing with a copy to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.

11.3 Any unilateral modification on the proposed equipment and supervisory staff made in the technical bid prior to and during the execution shall be a reason for termination of the contract as mentioned in article 34 below or application of penalties (specify). In case of replacement of key staff (site foreman etc.) in non-conformity with this article, the contractor shall be liable to a penalty worth a fifth part of one thousand (5/1000th) of the amount of the contract all taxes inclusive.

1. The supplier shall use the appropriate equipment in the proper execution of the project according to the rules of article 10(5). Any modification must be made known to the Contracting Authority.

**CHAPTER II: FINANCIAL CONDITIONS**

**Article 12: Guarantees and securities (Articles 21 and 40 of GAC)**

12.1 **Final bond:** The final bond shall be in conformity with Article 41.2. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the contract.

The guarantee must be returned or released within one month following the date of provisional acceptance of the supplies, following a release issued by the Project Owner upon request by the supplier.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Project Owner upon request by the contractor.

**1. Guarantee of start-off advance**

**b) Refund of the start-off advance:** The start-off advance shall be refunded by deducting 30% of the amount of each payment on account right from the first account of the contract. It must be entirely refunded by the time the amount of work reaches 80% of the value of the contract.

**Article 13: Amount of the contract:** The amount of this contract as shown on the attached [detail or estimates] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs inclusive of All Taxes; that is:

1. Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
2. Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.

**Article 14: Place and method of payment (GAC supplemented):** The Project Owner shall pay the sums due by transfer into account No. \_\_\_\_\_ opened in the name of the supplier in \_\_\_\_\_ bank.

**Article 15: Price variation (Article 17 of GAC)**

1. Prices shall be firm.

- Payments on bills made to the supplier as advances shall not be revisable.
- Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

**Article 16: Price revision formulae (article 18 of GAC):** The prices on the unit price schedule shall be revisable only in case where the difference is more than 25% of the contract amount.

**Article 17: Price updating formulae (article 18 of GAC):** The prices on the unit price schedule shall be updated only in case where the difference is more than 25% of the contract amount.

**Article 18: Advances (article 21 of GAC)**

1. **Request for the start-off advance:** At the express request of the contractor, a start-off advance not exceeding 30% of the contract ATI may be granted. This advance shall be 100% guaranteed by banking institution in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.

2. The time-limit for payment of the start-off advance is fixed at **05 days** from the date of its request by the supplier.

**Article 19: Payment (article 19 of GAC supplemented):** The Contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment.

**Article 20: Interest on overdue payments (Article 20 of GAC):** Possible interests on overdue payments are paid by statement of sums due in accordance with Decree N°. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code.

**Article 21: Penalties for delays (Article 34 of GAC supplemented)**

• **Penalties for delay**

1. The amount set for penalties for delays is fixed as follows (modifiable):

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

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

• **Specific penalties (amounts to be specified)**

1. Independently of penalties for overrun of contractual time-limit, the supplier shall be liable for the following special penalties for non-observation of provisions of the contract

- Late submission of final bond;
- Late submission of insurances.

**Article 22: Tax and customs regulations (article 10 of GAC)**

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
- Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
- Council dues and taxes;

All taxes inclusive prices means VAT included.

**Article 23: Stamp duty and registration of contracts (article 11 of GAC):** Seven (7) original copies of the contract shall be stamped by and at the cost of the supplier, in accordance with the applicable regulations.

## CHAPTER III: EXECUTION OF SERVICES

**Article 24: Patent rights (GAC supplemented):** The supplier shall guarantee the Authorizing officer against claims by third parties relating to the infringement or unauthorized use of a patent right, a trademark or industrial creation right resulting from the use of supplies or their components.

**Article 25: Place and delivery deadline (articles 31 and 33(1) of GAC)**

1. The place of delivery shall be the NKAMBE Council.

2. The delivery deadline of the services forming the subject of this contract shall be: two (02) months (sixty (60) calendar days).

3. This deadline shall run from the date of notification of the Administrative Order to start execution.

**Article 26: Role and responsibilities of the supplier (GAC supplemented):** The mission of the supplier shall be to ensure the supply of goods as described in the Technical Specifications under the control of the Project Manager and in conformity with this contract and the applicable rules and standards.

**Article 27: Transport and insurance (article 31 of GAC)**

1. **Packaging for transportation:** The supplier must take all the necessary measures so that the supplies proposed are protected by careful packaging appropriate for maritime, air, rail or road transport. The supplier must take all measures to repair the possible damages caused during transportation up to the place of delivery.

2. **Insurance:** All types of risks during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

**Article 28: After-sales service and consumables (article 14 of GAC): NOT APPLICABLE**

## CHAPTER IV: ACCEPTANCE

**Article 29: Documents to be furnished prior to the technical acceptance (article 41 of GAC supplemented)**  
Within at least ten (10) days prior to the provisional acceptance, the supplier shall forward to the Project Owner the following documents:

1. Copy of the supplier's bill describing the supplies indicating their quantities, prices and total amount;
2. Notification of the delivery;
3. Certificate of guarantee by the manufacturer or supplier;
4. Certificate of origin.

**Article 30: Acceptance (articles 40 and 41 of GAC):** Prior to the Provisional Acceptance, the supplier shall request in writing to the Contract Manager with a copy to the Engineer, the organization of a technical visit before the acceptance.

1. Trials included in preliminary operations to the acceptance shall be the testing of the equipment.
2. The Acceptance Commission shall comprise the following members for guidelines only:

- The Authorizing Officer .....	(Chairman)
- The Contract Engineer.....	(Secretary)
- HEAD OF CONTRACT DEPARTMENT .....	(MEMBER)
- The contract manager.....	(Member)
- The DD MINMAP....L.....	(OBSEVER)
- The Project manager.....	(Member)
- THE Stores Accountant .....	(Member)
- The Contractor or his Representative.....	(Member)
- Control Brigade MINMAP .....	(Observer)
- ANY OTHER MEMBER DESIGNATED AT THE DISCRETION OF THE PROJECT OWNER.....	(OBSERVER)

Members of the Commission shall be convened by the chairman to the acceptance by mail at least ten (03) days before the date of acceptance. The supplier is bound to attend. He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission.

The Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the supplies if there is need.

The visit for acceptance shall be the subject of minutes of acceptance signed on the spot by all the members of the Commission. There shall be no partial acceptance of the supplies.

**NB. All minutes (follow up, controls and reception) relating to this jobbing order shall indicate all the members present, signed by all statutory members except MINMAP representatives. And attached to the minutes, the attendance sheet signed by all members present including MINMAP representative's present.**

The Guarantee period commences as of the date of provisional reception which is also the final reception

**Article 31: Documents to furnish after provisional acceptance (article 40 of GAC supplemented):** The following documents shall be furnished after the provisional acceptance;

1. Operation Manual

**Article 32: Guarantee period (article 40 of GAC supplemented) (Not Applicable)**

**Article 33: Final acceptance (article 48 of GAC)**

1. The provisional acceptance shall serve as the final acceptance.
2. The acceptance shall mark the end of the contract and shall release the Contract Manager of all obligations. The joint signature of the final detailed bills by the **Project Owner**, the **supplier** and the **Contracting Authority** shall definitely end the contract.

## Chapter V: SUNDRY PROVISIONS

**Article 34: Termination of the contract (article 57 of GAC):** The contract may be terminated as provided for in Decree No. 2018/366 of 20<sup>th</sup> June 2018 instituting the Public Contracts Code.

**Article 35: Case of force majeure (article 56 of GAC).**

**Article 36: Disagreements and disputes (article 61 of GAC):** Differences or disputes born out of the execution of this contract may be the subject of amicable solution. Where no amicable solution can be found to a dispute, it shall be brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be]*.

**Article 37: Production and dissemination of this contract (GAC supplemented):** Ten (10) copies of this contract shall be produced at the cost of the supplier and furnished to the Contracting Authority.

**Article 38 and last: Entry into force of the contract (GAC supplemented):** This contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the supplier by the Contracting Authority.

(See coherence with the General Administrative Conditions)

## DOCUMENT N<sup>o</sup>. 5: TECHNICAL SPECIFICATIONS

The TS constitute the basis of verification of the conformity of the supplies and their evaluation. Consequently, well defined TS ease the preparation of conforming bids by bidders as well as the preliminary examination, evaluation and comparison of bids by the Evaluation Sub-committee.

- The TS require that all supplies as well as the materials that make them up be new, unused, be the recent or current model and that they include all the improvements in issues of conception and materials, except the contract stipulates otherwise.
- The TS take into account practices considered as being the best by experience. The use of specifications prepared in the same country and applied to the same sector may constitute a safe base to prepare the TS.
- The use of the metric system is highly recommended.
- The standardization of TS may have advantages and depends on the complexity of the supplies and the repetitive nature of the award of contracts under consideration. The TS must be sufficiently general to avoid creating difficulties in use by the laborers of the materials, equipment generally used in the manufacture of similar supplies.



• The standards in terms of equipment, materials and labour specified in the tender documents should not have an exclusion character. As far as possible, international standards must be used. References to trade marks, catalogue numbers or other details which circumscribe the materials or articles to a particular manufacturer must, as far as possible, be avoided. Where inevitable, such description of an article must always include the inscription "or equivalent in substance".

- The TS describe in detail the requirements concerning, among others, the following aspects:
  - Standards required concerning materials and manufacturing and production of supplies;
  - Details concerning tests (type and number);
  - Complementary ancillary services necessary to ensure delivery/execution in due form;
- d) Detailed activities borne by the bidder, possible participation of the buyer in these activities;
- e) List of functioning guarantees (details) covered by the Guarantee and details concerning the applicable damages in case of the non-respect of this functioning guarantees.

• TS specify the main technical and functioning characteristics required as well as the other requirements such as the guaranteed maximum or minimum values, as the case may be. If necessary, the Contracting Authority includes an ad hoc formula (document attached to the tender letter) in which the bidder furnishes the detailed information on the acceptable values or guarantees of the functioning guarantees.

When the Project Owner requires that the bidder furnish in his bid part or all the TS, technical documents or other technical information, the nature and quantity of information requested as well as their presentation in the bid must be specified.

#### **1- SPECIAL TECHNICAL CONDITION FOR SUPPORT**

Owing that agriculture is a routine activity, farmers supports often comes in terms of inputs (seeds of various types, fertilizers, fungicides, insecticides, herbicides etc), materials/equipment such as hoes, cutlasses, sprayers, wheelbarrows, files etc. these supports always come to help farmers to have the minimum to carry on with his/her agricultural production.

#### **Prospections**

This shall be done by a well-trained and experienced agricultural technician who has a mastery of the rural milieu and agricultural extension activity. Prospection of groups to be supported is done to take stock of who is to be involved, where, when, and need assessment. Support is supposed to be done base on the need of the group as to what they want to be trained on. The various groups to be supported has to meet up with minimum condition of who is considered a group in the law governing groups and cooperatives in Cameroon.

**SPECIFICATIONS FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

SN	Description	Unit	Quantity
101	WHITE CHALK	Cartons	4
102	COLORED CHALK	Cartons	1
103	BLUE PENS	PACKETS	100
104	RED PENS	packets	40
105	Pencils	packets	10
106	LESSON NOTE BOOKS	PACKETS	250
107	Daily ATTENDENCE Records	U	250
108	SCHEMES/RECORD OF WORK	U	250
109	A4 PAPERS	CARTOONS	10
110	80 LEAVES EXCERSISE BOOKS PLAIN	CARTOONS	5
111	80 LEAVES EXCERSIS BOOKS SQUARE	CARTOON	5
112	BOLD MARKERS	PACKETS	10
113	CORRECTION FLUIDS	PACKETS	10
114	STAPLING PINS	PACKETS	12
115	PENCILS	U	10
116	ERASERS	PACKETS	10
117	STAPLERS	PIECES	10
118	SHARPENERS	PACKETS	10
119	CARDBOARDS	PACKETS	10
120	STAMP PAD/INK	PACKETS	4
121	RULERS	CARTONS	1
122	TOILET TISSUE	PACKET	3
123	DISINFECTANT	CARTONS	2
124	A4 ENVELOPES	PACKETS	10
125	BLACK BOARD RULERS	U	10
126	FLODERS	CARTONS	2

**DOCUMENT NO. 6:**  
**SCHEDULE OF UNIT PRICES**

The Schedule of unit and all-in prices must be included in the Tender File must in the minimum include the description of supplies and services forming the subject of the tender file.

**UNIT PRICE SCHEDULE FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

SN	Description	Unit	UNIT PRICE IN WORD	UNIT PRICE IN FIGURE
101	WHITE CHALK	Cartoon		
102	COLORED CHALK	Cartoon		
103	BLUE PENS	PACKETS		
104	RED PENS	packets		
105	Pencils	packets		
106	LESSON NOTE BOOKS	PACKETS		
107	Daily ATTENDENCE Records	U		
108	SCHEMES/RECORD OF WORK	U		
109	A4 PAPERS	CARTOONS		
110	80 LEAVES EXCERSISE BOOKS PLAIN	CARTOONS		
111	80 LEAVES EXCERSIS BOOKS SQUARE	CARTOON		
112	BOLD MARKERS	PACKETS		
113	CORRECTION FLUIDS	PACKETS		
114	STAPLING PINS	PACKETS		
115	PENCILS	U		
116	ERASERS	PACKETS		
117	STAPLERS	PIECES		
118	SHARPENERS	PACKETS		
119	CARDBOARDS	PACKETS		
120	STAMP PAD/INK	PACKETS		
121	RULERS	CARTONS		
122	TOILET TISSUE	PACKET		
123	DISINFECTANT	CARTONS		
124	A4 ENVELOPES	PACKETS		
125	BLACK BOARD RULERS	U		
126	FLODERS	CARTONS		

DOCUMENT N<sup>o</sup>. 7:**QUANTITIES AND COST ESTIMATES**

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

SN	Description	Unit	Quantity	UNIT COST	TOTAL COST
101	WHITE CHALK	Cartoon			
102	COLORED CHALK	Cartoon			
103	BLUE PENS	PACKETS			
104	RED PENS	packets			
105	Pencils	packets			
106	LESSON NOTE BOOKS	PACKETS			
107	Daily ATTENDENCE Records	U			
108	SCHEMES/RECORD OF WORK	U			
109	A4 PAPERS	CARTOONS			
110	80 LEAVES EXCERSISE BOOKS PLAIN	CARTOONS			
111	80 LEAVES EXCERSIS BOOKS SQUARE	CARTOON			
112	BOLD MARKERS	PACKETS			
113	CORRECTION FLUIDS	PACKETS			
114	STAPLING PINS	PACKETS			
115	PENCILS	U			
116	ERASERS	PACKETS			
117	STAPLERS	PIECES			
118	SHARPENERS	PACKETS			
119	CARDBOARDS	PACKETS			
120	STAMP PAD/INK	PACKETS			
121	RULERS	CARTONS			
122	TOILET TISSUE	PACKET			
123	DISINFECTANT	CARTONS			
124	A4 ENVELOPES	PACKETS			
125	BLACK BOARD RULERS	U			
126	FLODERS	CARTONS			
	TOTAL WITHOUT TAXES				
	VAT 19.25%				
	AIR 5.5%				
	TOTAL TAXES				
	TOTAL TAXES INCLUSIVE				
	NET PAYABLE				

Close this estimate at the sum of

# APPENDICES

## Appendix I

### DECLARATION OF THE INTENTION TO TENDER

I, the undersigned Mr. ....

Nationality .....

Function .....

In my capacity as General Manager of ..... P.O. BOX .....

Hereby acknowledge receipt of the file for the **REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

Concerning the **FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

And hereby declare my intention to tender for the said contract.

Done at ..... On the .....

General Manager

# Model Submission letter

Date:

.....

## REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION

The Mayor of Nkambe Council

Dear Sir/Madam,

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

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

(in words) exclusive of Value Added Tax and..... all Taxes inclusive  
(in figures),..... Exclusive of Value Added Tax and .....all Taxes inclusive.

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

We are bound by the terms of this bid for a period of ninety (90) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

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

On the .....

Signature.....

Name and capacity of signatory  
On behalf of the Candidate

## Appendix 3

### MODEL BID BOND

Reference of the guarantee: N° \_\_\_\_\_

Invitation to tender N° \_\_\_\_\_

We understand that \_\_\_\_\_ (hereinafter called "the bidder"), has submitted his bid on  
**REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE  
SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA,  
DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

We, \_\_\_\_\_ (Bank) of \_\_\_\_\_ (country), with our head  
quarter in \_\_\_\_\_ hereby declare to guarantee payment to the contracting  
authority of the sum of \_\_\_\_\_ (in letters and in figures), that the Bank  
is committed to pay completely to the contracting authority, bidding itself, its successors and  
assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period specified by himself in his tender, or
2. If the bidder, having been notified of the award of the contract by the contracting authority during the period of bid validity:
  - Fails or refuses to sign the contract even though required to do so:
  - Fails or refuses to furnish the final bond for the contract as provided for by the contract.

We undertake to pay the contracting authority an amount up to the maximum of the sum referred to above upon receipt of his written demand, without the contracting authority having to substantiate his demand, provided that in its demand the contracting authority shall note that the amount claimed by him is due, because on or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation, be submitted to Cameroon law.

Signature and stamp of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_

## MODEL OF UNDERTAKING

(To be submitted after the award)

I the undersigned (name and first name of the signatory)  
\_\_\_\_\_ acting as  
\_\_\_\_\_ (quality of the signatory with respect to the  
company), of Nationality \_\_\_\_\_, and residence in  
\_\_\_\_\_.

After having read and taken note of all the parts of the **REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024 FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**

We, \_\_\_\_\_ (Bank) of \_\_\_\_\_

I submit and commit myself to carry out the aforementioned Contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, in particular the quantitative and qualitative confirmation of work, the respect of the deadlines, the guarantees and the insurance.

I commit myself moreover to ensure the registration and paying the forwarding costs of the contractual parts.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialed copy of the aforesaid document to my offer.

I declare moreover that I remain committed by the present tender during a ninety (90) days deadline as from the date of opening of the bids.

Done in.....on the .....

The CONTRACTOR (Signature and seal)



**INTERNAL TENDERS BOARD OF NKAMBE COUNCIL**

**REQUEST FOR QUOTATION N° 001/RQ/NWR/DMD/NK.C/NK.CITB/2024 OF 19/02/2024  
FOR THE SUPPLY OF DIDATIC MATERIALS TO SOME FUNCTIONAL LITERACY CENTERS IN  
NKAMBE COUNCIL AREA, DONGA MANTUNG DIVISION OF NORTH-WEST REGION**  
Deadline for submission of bids 19/03/2024

**BID COMPARISON TABLE**

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

**Members of the Tenders Board**

Name	Duty	Signature

**Document N° 12:**  
**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE  
BONDS FOR PUBLIC CONTRACTS IN CAMEROON.**

- Afriland First Bank
- BanqueAtlantique
- Banque Gabonaise pour le Financement International (BGFI BANK)
- Banque International du Cameroun pour l'Epargne et le Cr dit (BICEC)
- CITI Bank
- Commercial Bank of Cameroon (CBC)
- Ecobank
- National Financial Credit Bank
- Soci t  Camerounaise de Banque au Cameroun
- Soci t  G n rale de Banque au Cameroun
- Standard Chartered Bank Cameroon
- Union Bank of Cameroon
- United Bank for Africa.

**II- Insurancecompanies**

- Chanas Insurance;
- Activa Insurance
- Zenith Insurance