



PROJECT OWNER:

THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

CONTRACTING AUTHORITY:

THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

TENDERS BOARD:

INTERNAL TENDERS BOARD OF THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

REQUEST FOR QUOTATION

**N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE
PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE
PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**

SUMMARY CONTENT OF THE TENDER FILE

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DOCUMENT N ° I
NOTICE OF CONSULTATION FOR THE REQUEST FOR
QUOTATION



TENDER NOTICE

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

1. Subject

The state of Cameroon represented by the Public Independent Conciliator, Contracting Authority, hereby launches a REQUEST FOR QUOTATION for the provision of **CLEANING SERVICES FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, North-West Region.**

2. Participation

Participation in this invitation is open to registered and qualified contractors of the Republic of Cameroon with financial ability, technical and professional expertise in the provision of **CLEANING SERVICES.**

3. Delivery period;

The delivery period provided by the Project Owner or Contracting Authority for the delivery of the cleaning services forming the subject of this Request for Quotation is **12 months.**

4. Allotment

The project is in a single lot.

5. Estimated cost

The estimated cost after preliminary studies is 20,000,000 (Twenty Million) FCFA all taxes inclusive.

6. Financing

The services that form the subject to this Request for Quotation shall be financed by the 2024 Budget of the Office of the Public Independent Conciliator.

7. Consultation of tender file:

The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82) as soon as this notice is published.

8. Acquisition of tender file:

The file may be acquired from the Office of the Public Independent Conciliator, North West Region upon presentation of a non-refundable treasury receipt of Thirty-Four Thousand (34,000) FCFA bearing the name of the company.

9. Submission of bids:

Each bid drafted in English or French in seven (7) copies including the original and six (6) copies marked as such, should reach the Office of the Public Independent Conciliator not later than **Wednesday, 22 May 2024 at 10:00am** and should carry the inscription:

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

"To be opened only during the bid-opening session"

10. Bid bond

Each bidder must include in his/her 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 document No. 11 of the Tender File, of an amount of 400,000 (**Four Hundred Thousand**) **FCFA** all taxes inclusive, and valid for thirty (30) days beyond the date of validity of bids.

11. Admissibility of bids:

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid.

Bids that do not respect the method of separating the financial offer from administrative and technical offers will be inadmissible.

12. Opening of bids:

The bids shall be opened in **two phases**. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **Wednesday, 22 May 2024 at 11:00 am** in the conference room of the Office of the Public Independent Conciliator, North-West Region, by the Tenders Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

Only bidders may attend or be represented by a duly mandated person.

13. PRINCIPAL EVALUATION CRITERIA.

13.1- Eliminary criteria.

- i. Deadline for delivery higher than prescribed;
- ii. False declaration or falsified documents;
- iii. Absence or insufficient bid bond;
- iv. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- v. Incomplete financial file;
- vi. Change of quantity or unit;
- vii. Non-respect of 80% (4/5) of essential criteria;
- viii. Suspension by MINMAP in 2023;
- ix. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.

N.B. For absence or non-conformity of an element in the administrative file, except absence of the bid bond, the bidder shall be given 48 hours to produce the valid element failure which the file shall be automatically rejected.

13.2- Essential Criteria. The evaluation of the technical offers would be based on the criteria outlined in the table below. It shall be done in the following manner **positive (YES) or negative (NO)**.

Nº	Criteria
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	Experience of the bidder (01 contract justifying the provision of similar services and justified by the first and last pages of the contract and the Reception Minutes).
3	The execution time of this Delivery is fixed at: 12 months The bidder should show how they intend to carry out the cleaning within the timeframe.
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialled, signed and dated on the last page. The Technical specifications initialled, signed and dated on the last page
5	Technical specifications, descriptions of the cleaning services to be provided

13.3- Technical Evaluation.

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of four (04) on five (05) positive responses would be needed for a bid to be retained for the financial evaluation.

13.4- Financial Evaluation.

Only the prices of Bidders retained after the examination of the elimination and essential criteria shall be considered during this financial evaluation. Only the prices of the Unit Price List expressed in letters shall prevail over those in figures.

14. ACCEPTABILITY OF OFFERS.

Every bid, in order not to be rejected, should meet the expressed requirements.

15. ADMINISTRATIVE DOCUMENTS.

The required administrative documents should be, under penalty of being rejected; only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily not be older than **Three (3) months** preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

16. ENGAGEMENT PERIOD.

The bidders shall remain engaged by their offers for a period of **Ninety (90) days** as from the date fixed for the reception of offers.

17. COMPLEMENTARY INFORMATION

Complementary technical information may be obtained every day during working hours from the Office of the Public Independent Conciliator, North West Region within working hours from 7:30am to 3:30pm.

18. EXECUTION PERIOD.

The execution period for these cleaning services which is the subject of this invitation shall be fixed for 12 months as from the date of notification of the Service Order to commence work by the Contracting Authority.

Bamenda, _____
The Public Independent Conciliator, North West Region
(Contracting Authority)

Copies:

- ARMP (for publication and archiving)
- RD/MINMAP/NW
- Chairperson of the ITB/OPIC
- Notice boards
- Archives

DOCUMENT N ° II
RULES OF THE FILE CONSULTATION

REQUEST FOR QUOTATION

Article 1: Contents of the Invitation

- 1.1. The file shall describe the supply which is subjected to a certain type of Jobbing Order, laid down by the Request for consultation procedure and conditions specified by the Jobbing Order.
- 1.2. The file shall comprise the following documents:
 - a. The letter of invitation to tender,
 - b. Technical description of the supply,
 - c. The bill of quantities and cost,
 - d. The draft jobbing order,
 - e. The model bid comparison table.
 - f. The model tender
- 1.3 The bidder 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:

ENVELOPE A: Containing one original Bound Booklet and four photocopies of the original Bound Booklets comprising the following:

- 1 Declaration of intention to tender. (Stamped with a fiscal stamp of 1500frs)
- 2 Bid Bond
- 3 A certified copy of a taxpayer's card (Carte du contribuable).
- 4 An Affidavit of non-bankruptcy issued by the competent Court (original).
- 5 Certified Copy of Business Licence (Patente) for the current financial year
- 6 An attestation issued by the National Social Insurance Fund (original)
- 7 An Original attestation of Bank Account (COBAC affiliated)
- 8 The power of Attorney or "Authorization" where necessary.
- 9 The site location plan of the enterprise.
- 10 Receipt showing amount paid to obtain the Consultation File, issued by the State Treasury.
- 11 A Certificate of Non-Exclusion issued by ARMP.
- 12 Certified copy of certificate of business incorporation.
- 13 Draft Jobbing Order initialled, signed and dated on the last page

ENVELOPE B: TECHNICAL/FINANCIAL DOCUMENTS

- B.1** Technical specifications or descriptions
- B.2** A bid letter duly filled, dated and signed with a 1500 FCFA fiscal stamp.
- B.3** The Bill of estimates, entry and Quantities duly filled dated and signed.
- B.4** The draft jobbing order duly filled signed and dated by the bidder.
- B.5** Model quotation comparison table.
- B.6** Certified true Copies of past contracts and reception minutes done by the bidders for the previous years.
(The members of the PIC Tenders Board for any necessary verification can request the originals of these documents). Not applicable to newly created enterprises.
- B.7** Description of the items

Article 4 : Bid

- 4.1 The Bidder shall specify in the bid the place of delivery and nature of prices
 - (a) Exclusive of Value Added Taxes (EVAT) and
 - (b) All Taxes and Customs Duties Inclusive (ATI)

- 4.2 The contractor shall complete the Bill of Quantities and Cost provided in the consultation file, the unit prices, the total cost for each work and the execution 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 ninety (20) days.

2.3 SUBMISSION OF BIDS

Article 7: Submission of offers and Opening of Bids

Envelopes A and B shall be sealed. Each envelope shall be marked "ADMINISTRATIVE DOCUMENTS and FINANCIAL/TECHNICAL OFFER" respectively. The two envelopes shall be placed in a third envelope, sealed and carrying the following inscriptions:

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION
"TO BE OPENED ONLY AT THE TENDER 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 Internal Tenders Board

- 9.1 The Internal Tenders Board attached to the Office of the Public Independent Conciliator of the North-West Region (Contracting Authority) shall open the bids in the presence of representatives of contractors 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 Internal Tenders Board shall prepare a report of the bid-opening session.

Article 10: Verification of compliance and comparison of bids

The Internal 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 B5 of envelope B. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.
- Preparation of a summary table of bids.
- Comparison of technical specifications/description

10.1-Elimination criteria

1. Deadline for delivery higher than prescribed;
2. False declaration or falsified documents;
3. Absence or insufficient bid bond;

4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Incomplete financial file;
6. Change of quantity or unit;
7. Non respect of 80% (4/5) of essential criteria;
8. Non completion of any project in the previous years in the North West Region and suspended by MINMAP in 2023.
9. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.

N.B. For absence or non-conformity of an element in the administrative file, except absence of the bid bond, the bidder shall be given 48 hours to produce the valid element failure which the file shall be automatically rejected.

10.2- Essential Criteria.

The evaluation of the technical offers would be based on the criteria outlined in the table below. It shall be done in the following manner positive (YES) or negative (NO).

N°	Criteria
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	Experience of the bidder (01 contract justifying the provision of similar services and justified by the first and last pages of the contract and the Reception Minutes).
3	The execution time of this Delivery is fixed at: 12 months The bidder should show how they intend to carry out the cleaning within the timeframe.
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialled, signed and dated on the last page. The Technical specifications initialled, signed and dated on the last page
5	Technical specifications, descriptions of the cleaning services to be provided

10.3- Technical Evaluation.

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of four (04) on five (05) positive responses would be needed for a bid to be retained for the financial evaluation.

10.4 – Financial Evaluation

Only the prices of Bidders retained after the examination of the elimination and essential criteria shall be considered during this financial evaluation. Only the prices of the Unit Price List expressed in letters shall prevail over those in figures.

2.5 AWARD OF THE JOBBING ORDER

Article 11: Award of the jobbing order

The Tender's Board shall propose the award of the contract to the bidder whose bid would have been deemed compliant with the provisions of the invitation to tender, the lowest and has the best specification. **Past experience will be considered as an additional advantage.**

Article 12: Announcement of award

The Public Independent Conciliator of the North West 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 beneficiary,
- b) The subject of the invitation,
- 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 contractor's cost shall be signed by the Bidder and visa by the Specialised Finance Controller of the Office of the Public Independent Conciliator of the North West Region. Thereafter, the Public Independent Conciliator of the North West Region, Contracting Authority shall sign the Jobbing Order and notify it 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 Members of Tenders' Board as well as contractors 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 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 N ° III
MODEL APPENDICES

3.1 BID LETTER

Date:

**REQUEST FOR QUOTATION
N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO
THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**

To: The Public Independent Conciliator, North West Region (Contracting Authority)

Dear Sir,

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

In accordance with the invitation to tender and for the sum of (in words)(in figures) exclusive of Value Added Tax and..... (in words)(in figures) all Taxes inclusive.

If our bid is approved, we undertake to carry out 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 twenty (20) 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**

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

Deadline for submission of _____

3.2- TECHNICAL DESCRIPTION OF SUPPLIES

FOR CLEANING SERVICES FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR

S/N	Item	Quantity	Specifications
1.	CLEANING SERVICES	1	<ul style="list-style-type: none">• Cleaning of office space, meeting rooms, stairways and common areas• Cleaning of all bathrooms and their fixtures;• Cleaning of the kitchens and balcony;• Cleaning of windows – internal and external• Provide air fresheners for the offices, toilets and meeting rooms.• Waste management;

QUALITY OF ENVISAGE PRODUCTS

CONSISTENCY OF THE PROJECT

The project consists of the **CLEANING SERVICES** (see table of quantity and cost estimate at annex for details) or contact the contract engineer for more details on the technical characteristics.

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

Deadline for submission of _____

3.3– ESTIMATE AND COST OF THE CLEANING SERVICES

FOR CLEANING SERVICES FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR

N°	Description of items	Unit	Qty	U.P		TOTAL.P
				In figures	In letters	
TOTAL						

THIS BILL IS CLOSED AT THE SUM OF

FRANCS CFA ALL TAXES INCLUSIVE

NET PAYMENT.....

PIC NORTH WEST TENDERS' BOARD

FOR CLEANING SERVICES FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR

Deadline for submission of bids.....

3.4 BID COMPARISON TABLE

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

Members of the Internal Tenders Board

Name

Duty

Signature

DOCUMENT N ° IV
DRAFT JOBBING ORDER



JOBGING ORDER N°. 006/JO/OPIC/PIC/ITB/2024 OF

**N°. 008/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO
THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**

CONTRACTOR:
ADDRESS: P.O. BOX
PHONE:
Tax Registration N°:
Tax Payer's No:
Bank Account N°:Branch
PURPOSE:
PLACE OF DELIVERY
AMOUNT: (inclusive of taxes)
Period of Execution:
DELIVERY SITE:
Assigned Treasury:
FUNDING;
BUDGETARY CHARGE:
AUTHORISATION No:
CONTRACT MADE on:
SIGNED ON:
NOTIFIED ON:
REGISTERED ON:

BETWEEN

The State of Cameroon represented by the Public Independent Conciliator here in after referred to as the Contracting Authority.

ON THE ONE HAND

AND

CONTRACTOR:
ADDRESS: P.O BOX
PHONE:
Tax Registration N°:
Tax Payer's No:
Bank Account N°:Branch

Represented;
Here in after referred to as:

"THE CONTRACTOR"
ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

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- 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 SUPPLIES
- ARTICLE 7: RESIDENCE OF THE CONTACTOR.

CHAPTER II: PERFORMANCE OF THE JOBBING ORDER

- ARTICLE 8: CONTRACTOR'S ROLE AND RESPONSIBILITIES
- ARTICLE 9: CONSISTENCY OF SERVICES
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CHAPTER I GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this Jobbing Order is a description of the supplies that shall be given in Article 10 below.

Article 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

This Jobbing Order is awarded following N°. 006/RQ/OPIC/PIC/ITB/2024 OF 05 APRIL 2024 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, 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 Contractor's Bid and his overall proposal;
- The provisions, which are not repugnant to the booklet of Special Administrative Clauses, mentioned above;
- The descriptive bill of quantities.

Article 4: GENERAL TEXTS

- The special General Administrative Clauses (CCLS);
- The Decree N° 2018/366 of 20 June 2018 bearing on procurement code and its circular;
- Decree n° 2001/048 of 23 February 2001 on the Organization and functioning of the Public contract regulation agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 bearing on the taxation regime for public procurement;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the public Procurement system;
- 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 No. 00000026/C/MINFI of 29 December 2023 on the instructions relating to the execution of finance laws, the monitoring and control of the execution of the budgets of the State and other public entities for the 2024 fiscal year;
- The Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.
 - The present estimate

Article 5: DUTIES OF THE SERVICE HEAD AND ENGINEER

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

- The duties of the Contract Manager shall devolve on **The Public Independent Conciliator, North West Region.**
- The authority in charge of authorising payment shall be: **The Public Independent Conciliator, North West Region**
- The authority in charge of clearance of expenditures shall be **The Specialised Finance Controller at the Office of the Public Independent Conciliator, North West Region.**
- The body or official in charge of payment shall be **The Accounting Officer at the Office of the Public Independent Conciliator, North-West Region.**
- The duties of the Engineer shall be discharged by a staff designated by the **Public Independent Conciliator, North West Region.**

Article 6: PERIOD AND PLACE OF SUPPLIES

The supplies period for the cleaning services shall be fixed at **Twelve (12) months** with effect from the date of notification of this jobbing order.

Article 7: RESIDENCE OF THE CONTRACTOR

The Contractor'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 CONTRACTOR

The contractor has as mission to effect the provision of the service as described in Article 10 under the control of the reception commission members 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 Contractor shall comprise the provision of CLEANING SERVICES.

Article 10: DESCRIPTION OF WORKS

The services shall include the works listed in the table of Bill of Quantities and Cost Estimate below:

***BILL OF QUANTITIES AND COST ESTIMATES FOR the Provision of CLEANING SERVICES to THE OFFICE OF
THE PUBLIC INDEPENDENT CONCILIATOR***

N°	Description of items	Unit	Qty	U.P		TOTAL.P
				In figures	In letters	
1.						
2.						
TOTAL						
GRAND TOTAL EXCLUSIVE OF ALL TAXES						
VAT (19.25%)						
IT (5.5%)						
TOTAL (ALL TAXES INCLUSIVE)						

Article 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

.....

Article 12: RECEPTION

The Project Owner shall fix the date for the reception of the cleaning services in the presence of the contractor by a commission composed of:

- The Project Owner (The Public Independent Conciliator) Chairman
- The Contract Manager (A Research Officer of the Office of the Public Independent Conciliator) Member
- The Contract Engineer or Rep..... Secretary
- The Regional Delegate MINMAP-NW or His Representative..... Observer
- The Contractor..... Observer
- The Stores Account at the Office of the Public Independent Conciliator..... Member

They shall cross-check the conformity of the works with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of acceptance.

Where the works does not conform, the contractor shall be requested to correct the defective works at his own cost.

Where the works conforms, 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 contractor. Such report shall clearly state the type of works, the quality of the works 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 works shall be borne by the contractor within a period of **(Not applicable)** from the date of reception.

Article 14: INSURANCE

Hazards of whatever nature during realisation of the works must be covered by an insurance policy taken by the contractor.

The Project Owner or Project Manager must be freed from all obligations.

The insurance must represent 110% (one hundred and ten percent) of the CIF value, including war and strikes, in a freely convertible currency. The beneficiary is The Regional Delegate of Employment and Vocational Training for the North West.

CHAPTER III

FINANCIAL PROVISIONS

Article 15: GENERAL NOTION AND PRICES

The contractor 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 subjected to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of all taxes.

Article 16: AMOUNT OF THE JOBBING ORDER

The total amount of this jobbing order stands atCFAF inclusive of taxes (amount in words)

Article 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Advance payment

Upon notification of the contractor, an advance payment not exceeding **20%** of the Jobbing Order 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 services 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 Contractor shall be paid upon presentation of minutes of reception of the works.

Article 18: BANK DOMICILIATION

The Project Owner or Project Manager shall pay all sums owed for the execution of this jobbing order by Bank transfer to Account N^o.....at.....in the name of.....

Article 19: TAXES

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

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

Article 20: STAMP DUTY AND REGISTRATION

Seven (7) original copies of this jobbing order shall be stamped and registered by the contractor at his cost in accordance with the regulations in force.

CHAPTER IV

MISCELLANEOUS PROVISIONS

Article 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Twenty (20) copies of this jobbing order shall be produced at the expense of the contractor and circulated.

Article 22: DISPUTES

Any dispute arising between the contracting parties shall be a subject of amicable direct negotiation. Failing an amicable settlement, the competent court in Bamenda shall pass the final verdict of any dispute stemming from this jobbing order.

Article 23: CANCELLATION OF THE JOBBING ORDER

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

Article 24: VALIDITY OF THE JOBBING ORDER

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

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

BANKS

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

I- Compagnies d'assurances

15. Chanas assurances;
16. Activa Assurances
17. Zenithe Insurance