



## BATIBO COUNCIL INTERNAL TENDERS' BOARD

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### REQUEST FOR QUOTATION

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#### CONSULTATION FILE

CONSULTATION FILE N° 03/RQ/BC/BCITB/2024 OF 05/04/2024, FOR THE  
SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN  
BATIBO SUB-DIVISION MOMO DIVISION OF THE NORTH WEST  
REGION

PROJECT OWNER: THE MAYOR OF BATIBO COUNCIL

FUNDING: MINDDEVEL- PUBLIC INVESTMENT FOR 2024

AUTHORIZATION N°: XXXXXXXXXXXXXXXX

IMPUTATION N°: XXXXXXXXXXXXXXXX

#### BUBGET HEADS

| Lot | Name of project  | Estimated cost of project            | Amount of bid bond                         | Cost of tender file :                |
|-----|--|--------------------------------------|--|--------------------------------------|
| 1   | THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION. | 10,000,000<br>(Ten million)<br>F CFA | 200,000<br>(Two hundred thousand)<br>F CFA | 20,000<br>(Twenty thousand)<br>F CFA |



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## CONSULTATION NOTICE

### **REQUEST FOR QOUTATION**

### **N° 02/RQ/BC/BCITB/2024 OF 26/03/2024, FOR THE SUPPLY OF EQUIPMENTS TO THE BESSI COMMUNITY HALL IN BATIBO SUB-DIVISION MOMO DIVISION OF THE NORTH WEST REGION**

**FUNDING: MINADER - PUBLIC INVESTMENT BUDGET FOR 2024**

| Lot | Name of project  | Estimated cost<br>of project         | Amount of bid<br>bond                         | Cost of tender file                  |
|-----|--|--------------------------------------|---|--------------------------------------|
| 1   | THE SUPPLY OF EQUIPMENTS TO THE<br>EWAI COMMUNITY HALL IN BATIBO<br>SUB DIVISION, MOMO DIVISION. | 10,000,000<br>(Ten million)<br>F CFA | 200,000<br>(Two hundred<br>thousand)<br>F CFA | 20,000<br>(Twenty thousand)<br>F CFA |

#### **1. SUBJECT:**

Within the framework of the execution of public investment fund and to promote the social economy sector and handicraft in Batibo Council area, the Mayor of Batibo Council, Contracting Authority, on behalf of the Republic of Cameroon, hereby launches, a Request for Quotation FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB-DIVISION

#### **2. Participation:**

Participation is open under the same conditions to all Cameroonian companies and business concerned that have proven experience in the field of Supplies of equipment's and materials .

#### **3. Description of services:**

The services of this request for quotation include the supply of;

|   |   |
|---|---|
| 1 | Conference metalis chairs                 |
| 2 | Executive chairs                          |
| 3 | Executive table                           |
| 4 | cabinet wooden filing with glass shutters |
| 5 | Plastic charis                            |
| 6 | wall clock                                |

#### **4. Project owner** The Mayor of Batibo Council-Momo Division

#### **5 Estimated cost**

The estimated cost is 10,000,000( Ten thousand) FCFA

**6. Funding MINDDEVEL – PUBLIC INVESTMENT FUND-2024**

**7. Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of 200,000 (Two hundred thousand) F CFA and valid for thirty (21) days beyond the date of validity of bids.

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

The tender file may be consulted at the Batibo Council office during working hours, as soon as this tender notice is published.

**9. Acquisition of consultation file:**

The file may be consulted and obtained at the Batibo Council office, with effect from the date of signature of this Tender Notice, upon presentation of a receipt attesting to the payment of a non-refundable fee of 20,000 (twenty thousand) Francs CFA payable at the BATIBO Council Treasury, representing the cost of purchasing the tender file.

**10. Presentation of consultation file:**

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

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

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

**11. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in 07 copies including the original file and 06 copies not later than 03/05/2024 at 10:00 AM local time in sealed envelopes, in the Batibo Council Office and should carry the inscription:

**“ REQUEST FOR QUOTATION N°03/RQ/BC/BCITB/2024 OF 05/04/2024 FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY IN BATIBO SUB DIVISION, MOMO DIVISION OF THE NORTH WEST REGION.**

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

**12. Opening of bids:**

Bids will be opened on the 03/05/2024 at 11:00 AM in the Conference Hall of Batibo Council, by the Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

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

**13. Deadline of execution:**

The maximum execution deadline shall be two (02) calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

**14. Evaluation criteria**

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

**A. Eliminatory criteria**

- 1- Absence of bid bond in the administrative file;

- 2- Deadline for delivery higher than prescribed;
- 3- False declaration or falsified documents;
- 4- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- 5- Absence or nonconformity of a document in the administrative file which is not provided by the bidder within 48 hours after opening as requested by the tender's board.
- 6- Incomplete or non-compliant documents;
- 7- False declaration, forged or scanned documents;
- 8- Technical assessment mark less than 70% of "Yes".
- 9- Incomplete financial offer;
- 10- Omission of quantified unit price in the financial offer;
- 11- Change of quantity or unit.

**B. Essential criteria**

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Logistics;
- 7- Attestation and report of site visit;
- 8- Draft purchase order duly filled initialed in all pages signed and dated on the last page.

**15. Award of the purchase order**

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum of 70% of the essential criteria taken in account.

The contract will be awarded to the bidder whose bid fulfils the required technical and financial (**total without taxes**) criteria and is deemed to be the lowest, in conformity with the regulations of the Tender Documents and having satisfied to 70% of "Yes".

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

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

**17. Complementary Information:**

Complementary technical information may be obtained during working hours from the Batibo Council. Tel. : 677 980 303/ 679 204 915

**Copies:**

- ARMP (for publication and archives);
- Chairperson of TB (for information);
- DDMINMAP MOMO;
- Notice boards (for information);
- Archives.

**For the Mayor**  
 Done at BATIBO, the \_\_\_\_\_  
 and By Delegation  
 The Mayor BATIBO Council  
  
*Jebe Emmanuel N.*

PAIX—TRAVAIL—PATRIE

MINISTRE DE LA DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL

REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE BATIBO

B.P BOX 06, BATIBO  
TEL: BUREAUX fixe (237) 2226 596 27  
CELL (237) 677 980 303  
Email batiboruralcouncil@yahoo.com



PEACE—WORK—FATHERLAND

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION  
MOMO DIVISION  
BATIBO COUNCIL

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## AVIS DE CONSULTATION

### DEMANDE DE COTATION

**N°03/DC/MB/CIPMMB/2024 OF 05/04/2024, POUR LA FOURNITURE  
D'EQUIPEMENTS A LA SALLE COMMUNAUTAIRE D'EWAI, DANS LA COMMUNE  
D'ARRONDISSEMENT DE BATIBO, DEPARTEMENT DE LA MOMO.**

**FINANCEMENT: MINDDEVEL- BUDGET D'INVESTISSEMENT PUBLIC – 2024**

| Lot | Projet  | COUT<br>PREVISIONNEL                 | Cautionnement<br>provisoire              | Imputation                       |
|-----|---|--------------------------------------|--|----------------------------------|
| 1   | LA FOURNITURE<br>D'EQUIPEMENTS A LA SALLE<br>COMMUNAUTAIRE D'EWAI,<br>DANS LA COMMUNE<br>D'ARRONDISSEMENT DE<br>BATIBO, DEPARTEMENT DE<br>LA MOMO | 10 000 000<br>(Dix million)<br>F CFA | 200 000<br>(doux cent<br>mille)<br>F CFA | 20,000<br>(Vingt miles)<br>F CFA |

#### **1- Objet de la consultation**

Dans le cadre de l'exécution du Budget d'Investissement Public 2024 et la promotion du secteur de l'économie sociale et des techniques artisanales, le Maire de la Commune de Batibo, Autorité Contractante lance pour le compte de la république du Cameroun, une Demande de Cotation pour la fourniture des alevins aux aquaculteurs et au centre de production des alevins de la Commune d'Arrondissement de Batibo, dans le Département de la Momo.

#### **1. Participation :**

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine de la fourniture de matériaux.

#### **2. Description des Prestations:**

Les prestations du présent marché comprennent,

#### **3. Maîtres d'Ouvrage : Le Maire de la Commune de Batibo.**

#### **4. Allotissement**

Les travaux sont subdivisés en un (01) lot ci-après définis :

#### **5. La fourniture**

Le coût prévisionnel de l'opération est de 10 000 000 (Dix millions) F CFA;

#### **6. Financement : MINDDEVEL - BUDGET D'INVESTISSEMENT PUBLIC – 2024**

## **7. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de première ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO, d'un montant de **Doux cent mille (200 000 F CFA)** et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

## **8. Consultation du Dossier :**

Le dossier de consultation peut être consulté aux heures ouvrables à la Mairie de la Commune de Batibo, dès publication du présent avis.

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

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Mairie de la Commune de Batibo, dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **F CFA 20 000 (vingt mille Francs CFA)** à la Trésorerie publique

## **10. Présentation des offres :**

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

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

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

## **11. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en **sept (7) exemplaires** dont un (1) original et six (6) copies marqués comme tels, devra parvenir contre récépissé dans les services de la Mairie de Batibo, au plus tard le **03/05/2024 à 10 heures**, heure locale et devra porter la mention suivante :

**" CONSULTATION N °03/DC/MB/CIPMMB/2024 OF 05/04/2024 POUR LA FOURNITURE  
D'EQUIPEMENTS A LA SALLE COMMUNAUTAIRE D'EWAI, DANS LA COMMUNE  
D'ARRONDISSEMENT DE BATIBO, DEPARTEMENT DE LA MOMO**

**« A n'ouvrir qu'en séance de dépouillement. »**

## **12. Ouverture des plis :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le **03/05/2024 à 11 h** dans la salle de conférence de la Mairie de Batibo, par la Commission Interne de Passation des Marchés Publics, en présence des soumissionnaires qui le désirent.

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

## **13. Délai d'exécution :**

Le délai d'exécution est fixé à **deux (02) mois calendaires** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

## **14. Principaux critères d'évaluation :**

Les offres seront évaluées selon les principaux critères suivants :

### **A. Critères éliminatoires:**

*Il s'agit notamment:*

#### **A.1- Pièces administratives**

1. Absence d'une caution de soumission dans l'offre administrative ;
2. Délai de fourniture au-delà de la période prescrite ;
3. Fausses déclaration ou document falsifiés ;
4. Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire.

5. Absence ou non-conformité d'une pièce administrative qui n'est pas fournie par le soumissionnaire dans un délai de 48 heures après ouverture à la demande de la commission.

#### **A.2- Pièces technique et financière**

- Dossier incomplet ou pièces non conformes ;
- Fausse déclaration ou documents falsifiés ou scannés ;
- De façon systématique, toute offre n'ayant pas atteint ou dépassé après évaluation technique, la barre de 70% du OUI sera écartée et non éligible à l'analyse financière ;
- Offre financière incomplète ;
- Omission dans l'offre financière d'un prix unitaire quantifié ;
- Modification d'une unité ou d'une quantité.

#### **B - Critères essentiels**

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

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Moyens logistiques ;
- 7- Attestation et rapport de visite du site ;
- 8- Lettre command initiée sur toutes les pages, signée et date à la dernière page.

#### **15. Attribution**

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 70% de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, (montante hors taxe) conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait au moins 70% des "Oui".

#### **16. Durée de validité des offres :**

Les soumissionnaires restent engagés par leur offre pendant une période de soixante (60) jours, à compter de la date limite fixée pour la réception des offres.

#### **17. Renseignements complémentaires :**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Mairie de Batibo - Services des Marchés Publics. Tél. : 677 980 303/ 679 204 915.

Fait à Batibo, le \_\_\_\_\_

Le Maire de la Commune de Batibo

#### **Amplifications :**

- ARMP / JDM;
- Président CPM;
- DDMINMAP MOMO
- Affichage;
- Chrono / Archive

# **DOCUMENT N° I**

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

**Subject: REQUEST FOR QUOTATION N°03/RQ/BC/BCITB/2024 OF 05/04/2024, LA FOURNITURE D'EQUIPEMENTS A LA SALLE COMMUNAUTAIRE D'EWAI, DANS LA COMMUNE D'ARRONDISSEMENT DE BATIBO, DEPARTEMENT DE LA MOMO**

Dear Sir,

Within the framework of the execution of public investment fund and to promote the social economy sector and handicraft in Batibo Council area, the Mayor of Batibo Council, Contracting Authority, on behalf of the Republic of Cameroon, hereby launches, a Request for Quotation for THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION, For this reason, you will find attached, the descriptive and the quantitative estimates of the purchase of materials which I am requesting you to cost them and return to me on the **03/05/2024 at 10 AM** in sealed envelopes addressed to the Contracting Authority bearing on :

**REQUEST FOR QUOTATION N°03/RQ/BC/BCITB/2024 OF 05/04/2024, THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION"**

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

The bids will be submitted on the **03/05/2024 at 10 AM** at the Batibo Council and opened the same day at **11 AM** in the conference hall of the Batibo Council.

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

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

Accept Sir, Madam, my heartfelt greetings.



**For the Mayor  
and by Delegation**

**The mayor of Batibo Council**

*Jebe Emmanuel N.*

## DOCUMENT No. II

### RULES OF THE CONSULTATION

#### 2.1 - CONSULTATION FILE

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

1.1 The consultation file shall describe the works which are subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.

1.2 The consultation file shall comprise the following documents:

- a) The letter of invitation to tender,
- b) Material specifications,
- c) The bill of entry and quantities,
- d) The model tender,
- e) The draft purchase order,
- f) The model bid comparison table.

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 comprising the bid

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

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

| NO   | DESCRIPTION  | YES | NO |
|------|--|-----|----|
| A.1  | Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp  |     |    |
| A.2  | Certified Copy of the Business Registration, not more than three months old.   |     |    |
| A.3  | Certificate of non-bankruptcy established by the Court of 1 <sup>st</sup> instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months. |     |    |
| A.4  | Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.                    |     |    |
| A.5  | Purchase receipt of Tender File of Twenty thousand (20,000) CFAF issued by Public treasury   |     |    |
| A.6  | A bid bond Two hundred thousand (200,000) CFAF issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions                            |     |    |
| A.7  | An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)   |     |    |
| A.8  | An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.                                |     |    |
| A.9  | Certified Copy of a valid taxpayers card,  |     |    |
| A.10 | Power of attorney if necessary   |     |    |
| A.11 | Plan of location of the Company signed by the contractor   |     |    |

## **ENVELOPE B: TECHNICAL/FINANCIAL DOCUMENTS**

- B.1** Planning of execution and work methodology.
- B.2** A bid letter with a fiscal stamp.
- B.3** The Bill of estimates, entry and Quantities duly filled dated and signed.
- B.4** The draft jobbing order duly filled and signed by the bidders.
- B.5** catalogue showing pictures of equipment's

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

### **ARTICLE 4 : BID**

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

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the works in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

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

### **ARTICLE 5 : Bid currencies**

Prices shall be written in CFA francs.

### **ARTICLE 6 : Bid validity period**

Bids shall be valid for the period of 60 days.

### **1.3 - SUBMISSION OF BIDS**

The bids will be submitted on the 03/05/2024 à 10 AM at the Batibo Council and opened the same day at 11 AM in the conference hall of the Batibo Council.

### **ARTICLE 7: Stamping and marking of bids**

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

**▮ REQUEST FOR QUOTATION N°03/RQ/BC/BCITB/2024 OF 05/04/2024, FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION."**

**« To be opened only during the Tenders 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 Batibo Internal Tenders Board shall open the bids in the presence of representatives of bidders wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.

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

### **ARTICLE 10 : Verification of compliance and comparison of bids**

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

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

## **2.5 - AWARD OF THE JOBBING ORDER**

### **ARTICLE 11 : Award of the jobbing order**

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

### **ARTICLE 12 : Announcement of award of the jobbing order**

The Mayor of Batibo Council shall decide on the award and publish the result of the jobbing order in the

Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the jobbing order and (if the consultation had led to apportionment),
- d) The execution deadline.

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

Within 2 (two) weeks following the award, the jobbing order shall be signed by the Contracting Authority and notified to the contractor who shall be responsible for its registration according to the procedure in force.

### **ARTICLE 14 : Corruption and fraudulent practices**

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

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

- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".  
"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

## DOCUMENT No. III MODEL APPENDICES

### 3.1 BID LETTER

Date .....

Consultation N°...../RQ/BC/BCITB/2024 OF .....

To : *The Chairperson of the Tenders Board*

Dear Sir/Madam,

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

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

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

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

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

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

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

On .....

Signature .....  
Name and capacity of signatory  
On behalf of the Candidate.

## BATIBO INTERNAL TENDERS' BOARD

" REQUEST FOR QUOTATION N°03/RQ/BC/BCITB/2024 OF 05/04/2024, FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION"

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

Deadline for submission of bids 23/04/2024

### 3.2 - LIST OF UNIT PRICE SCHEDULE

| UNIT PRICE LIST FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI HALL IN BATIBO SUB- DIVISION/MOMO |   |                     |                       |
|--|---|---------------------|-----------------------|
| S/N  | DESCRIPTION OF WORK                       | UNIT PRICE IN WORDS | UNIT PRICE IN FIGURES |
| 1  | Conference metalis chairs                 |                     |                       |
| 2  | Executive chairs                          |                     |                       |
| 3  | Executive table                           |                     |                       |
| 4  | cabinet wooden filing with glass shutters |                     |                       |
| 5  | Plastic charis                            |                     |                       |
| 6  | wall clock                                |                     |                       |

### BILL OF QUANTITIES AND COSTINGS FOR THE EQUIPMENTS OF THE EWAI COMMUNITY HALL IN BATIBO SUB-DIVISION/MOMO

| S/N | DESCRIPTION OF WORK       | UNIT | U. QUANTITY | AMOUNT |
|-----|---------------------------|------|-------------|--------|
| 1   | Conference metalis chairs | 130  |             |        |
| 2.  | Executive chairs          | 3    |             |        |

THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION.

|                       |   |     |  |  |
|-----------------------|---|-----|--|--|
| 3                     | Executive table                           | 2   |  |  |
| 4                     | cabinet wooden filing with glass shutters | 1   |  |  |
| 5                     | Plastic charis                            | 165 |  |  |
| 6                     | wall clock                                | 3   |  |  |
| <b>TOTAL (HT)</b>     |   |     |  |  |
| <b>VAT (19.25%)</b>   |   |     |  |  |
| <b>AIR (2.2/5.5%)</b> |   |     |  |  |
| <b>NET TO BE PAID</b> |   |     |  |  |
| <b>TOTAL (TTC)</b>    |   |     |  |  |

## CHAPTER I GENERAL CONSIDERATIONS

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

The purpose of this Jobbing Order is THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION, and North West Region  
A description of this supply shall be given in Article 10 below.

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

This Jobbing Order is awarded following a Request for quotation N° 03/RQ/BC/BCITB/2024 OF 03/05/2024 FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION

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

The constituent contractual documents of this Jobbing Order are in order of priority:

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

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

This Jobbing Order shall be governed by:

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. 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;

6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
7. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
8. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
9. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Circular N°00000026/C/MINFI of 29th December 2023 relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
11. Applicable standards;
12. Other instruments specific to the domain concerned with the contract.

#### **ARTICLE 5: DUTIES OF THE SERVICE HEADS**

In pursuance of the provisions of this Jobbing Order, it shall be specified that

- The Contracting Authority shall be the **Mayor of Batibo Council**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The project Owner (Authorizing Officer) shall be the **Mayor of Batibo Council**
- The Project manager shall be the **Council Development Officer** hereinafter referred to as the Project Manager.  
He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Secretary shall be the **Divisional Chief of state property for Momo**, hereinafter referred to as the Engineer.
- The supplier shall be **[to be specified]**.
- The body or official in charge of payment shall be the **Batibo Municipal Treasurer**

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

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

Delivery shall be made **at the Batibo Council**

#### **ARTICLE 7: RESIDENCE OF THE SUPPLIER**

The supplier's main residence shall be:

at: .....  
P.O. Box: .....  
TEL: .....  
FAX: .....

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

### **CHAPTER II PERFORMANCE OF THE JOBBING ORDER**

#### **ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE SUPPLIER**

The supplier has as mission to effect the supply of items as described in Article 10 under the control of the state property for **Momo** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

#### **ARTICLE 9: DESCRIPTION OF SUPPLIES**

The services shall include the supply of: See BOQ.

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

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

It shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of reception.

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

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

#### **ARTICLE 14: INSURANCE**

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the supplier.

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

The insurance must represent 110% (one hundred and ten percent) of the CIF value of the "shop to shop" supplies on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.

### **CHAPTER III FINANCIAL PROVISIONS**

#### **ARTICLE 15: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this Jobbing Order shall be final and not subject to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

#### **ARTICLE 16: AMOUNT OF THE JOBBING ORDER**

The total amount of this Jobbing Order stands at .....  
..... CFAF inclusive of taxes (amount in words) ..... in  
accordance with the breakdown of estimates appended here to

### 3.5 - BID COMPARISON TABLE

#### ADMINISTRATIVE DOCUMENTS.

| NO   | DESCRIPTION  | YES | NO |
|------|--|-----|----|
| A.1  | Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp  |     |    |
| A.2  | Certified Copy of the Business Registration, not more than three months old.   |     |    |
| A.3  | Certificate of non-bankruptcy established by the Court of 1 <sup>st</sup> instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months. |     |    |
| A.4  | Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.                    |     |    |
| A.5  | Purchase receipt of Tender File of twenty thousand (20,000) CFAF issued by Public treasury   |     |    |
| A.6  | A bid bond of two hundred thousand (200,000) CFAF issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions                         |     |    |
| A.7  | An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)   |     |    |
| A.8  | An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.                                |     |    |
| A.9  | Certified Copy of a valid taxpayers card   |     |    |
| A.10 | Power of attorney if necessary   |     |    |
| A.11 | Plan and attestation of location of the Company signed by the contractor   |     |    |

| EVALUATION GRID OF TECHNICAL BID |  |     |    |
|----------------------------------|--|-----|----|
| N°                               | EVALUATION CRITERIA AND SUB-CRITERIA   | YES | NO |
| B)                               | ESSENTIAL CRITERIA   |     |    |
| B.1                              | General presentation of the tender files   |     |    |
| B.1.1                            | Presence, clearness of all documents, presentation of document in the order given in this tender and properly bound, Table of contents, pages numbered and separators in a colour apart from white, quality of document.   |     |    |
| TOTAL B.1                        |  |     |    |
| B.2                              | LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS   |     |    |
|                                  | ➤ List of references of similar supplies executed. The contractor will provide evidence of similar supplies carried out during the last two (05) years of at least 5,000,000 (fifteen millions) F CFA. Show proof of similar supplies executed by presenting certified true copies of jobbing orders (front and last pages) and minutes of final reception before 2024 |     |    |
| B.2.1                            | References   |     |    |
| TOTAL B.2                        |  |     |    |
| B.3                              | QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF  |     |    |
| B.3.1                            | SUPPLY SUPERVISOR (Carpentry technician (BAC or Equivalents ))   |     |    |
| B.3.1.1                          | <ul style="list-style-type: none"> <li>➤ A certified copy of the technical diploma,</li> <li>➤ Certified copy of ID card ,</li> <li>➤ CV signed and dated by the candidate,</li> </ul>   |     |    |

|              |   |  |  |
|--------------|---|--|--|
|              | <ul style="list-style-type: none"> <li>➤ Professional experience ≥ 03 years</li> <li>➤ Attestation of availability signed and dated.</li> </ul>   |  |  |
|              | <b>TOTAL B.3</b>  |  |  |
| <b>B.4</b>   | <b>TECHNICAL PROPOSALS</b>  |  |  |
| <b>B.4.1</b> | Organigram of the project   |  |  |
| <b>B.4.3</b> | Pictures of the various elements (as mentioned in the estimate) to be supplies and their technical characteristics  |  |  |
| <b>B.4.4</b> | Draft jobbing order duly filled initialed in all the pages and signed on the last page  |  |  |
|              | <b>TOTAL B.4</b>  |  |  |
| <b>B.5</b>   | <b>LOGISTICS / FINANCIAL CAPACITY</b>   |  |  |
| <b>B.5.1</b> | Proof of ownership or rental of 4*4 pickup  |  |  |
| <b>B.5.2</b> | <b>FINANCIAL CAPACITY</b> An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 85% of the estimated cost of the project |  |  |
|              | <b>TOTAL B.5</b>  |  |  |
|              | <b>TOTAL TECHNICAL ASSESSMENT</b>   |  |  |

## THE BATIBO COUNCIL INTERNAL TENDERS' BOARD

### " REQUEST FOR QUOTATION

**CONSULTATION FILE N° 03/RQ/BC/BCITB/2024 OF 05/04/2024, THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION."**

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

Deadline for submission of bids \_\_\_\_\_ **03/05/2024**

### 3.6 SUMMARY OF THE EVALUATION

| No. | Names of Bidders | Address | Technical/Financial Compliance |    | Execution deadline | Total Price TTC | Observation |
|-----|------------------|---------|--------------------------------|----|--------------------|-----------------|-------------|
|     |                  |         | Yes                            | No |                    |                 |             |
| 1   |                  |         |                                |    |                    |                 |             |
| 2   |                  |         |                                |    |                    |                 |             |
| 3   |                  |         |                                |    |                    |                 |             |
| 4   |                  |         |                                |    |                    |                 |             |

### Members of the Batibo Council Internal Tenders' Board

REPUBLIQUE DU CAMEROUN  
PAIX—TRAVAIL—PATRIE

MINISTRE DE LA DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL

REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE BATIBO

B.P BOX 06, BATIBO  
TEL: BUREAUX fixe (237) 2226 596 27  
CELL (237) 6776 536 48  
Email batiboruralcouncil@yahoo.com



REPUBLIC OF CAMEROON  
PEACE—WORK—FATHERLAND

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION  
MOMO DIVISION  
BATIBO COUNCIL

P.O BOX 06, BATIBO  
TEL: OFFICE (237) 2226 596 27  
CELL (237) 6776 536 48  
Email batiboruralcouncil@yahoo.com

## DRAFT JOBBING ORDER

**JOBGING ORDER N° ...../JO/RQ/BC/BCITB/2024**

**AWARDED AFTER REQUEST FOR QUOTATION N°...../RQ/BC/BCITB/2024 OF .....**

**CONTRACTOR :** .....

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

**ADDRESS:** .....

**BP :** .....

**TEL:** .....

**FAX :** .....

**BANK ACCOUNT NO.....**

**SUBJECT: FOR THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB  
DIVISION, MOMO DIVISION**

**AMOUNT :** .....

(.....) F CFA TOUTES TAXES COMPRISES)

**DELA :** Sixty (60) DAYS

**FINANCING : MINDDEVEL - PUBLIC INVESTMENT FOR 2024**

**VOTE CHARGE : :** .....

**ENTERED INTO ON :** .....

**SIGNED ON :** .....

**NOTIFIED ON :** .....

**REGISTERED ON :** .....

BETWEEN : : The state of Cameroon, represented by the Mayor of Batibo Council Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP : .....  
TEL : .....  
FAX : .....  
BANK ACCOUNT NO.....

Represented by the General

Manager .....

Hereafter known as << **THE 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
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- ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
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## **CHAPTER II : PERFORMANCE OF THE JOBBING ORDER**

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## **CHAPTER III : FINANCIAL PROVISIONS**

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- ARTICLE 25 : VALIDITY OF THE JOBBING ORDER

## **CHAPTER I GENERAL CONSIDERATIONS**

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

The purpose of this jobbing order is "THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION."

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

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

This jobbing order is awarded following **REQUEST FOR QUOTATION N°...../RQ/BC/BCITB/2024 OF .....**, THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION **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 Technical Clauses and of Special Administrative Clauses mentioned above ;
- The breakdown of estimates ;
- The descriptive bill of quantities.

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

This jobbing order shall be governed by:

- This jobbing order is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;

- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 june 2012 on the award,the control of execution of public contracts;
- The circular N°00000026/C/MINF1 of 29<sup>th</sup> December 2023 on instructions relating to the execution of the finance law, the control and the follow up of the execution of the State Budget, Administrative, Public Establishment, of Councils and State Organizations for the 2024 Financial Year;
- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Order No 00002/MINEPDED of 08th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).
- Other texts specific to contracting fields.

#### **ARTICLE 5 : RECEPTION OF SUPPLIES**

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

1. The Contracting Authority .....Chairperson;
2. Project Owner.....Member
3. The Project Manager.....Member;
4. The Chief of state property MINCAF Momo.....Secretary.
5. The supplier.....Member;
6. The stores accountant .....Member;
7. The Contract Manager.....DD MINDEVEL
8. DD MINMAP MOMO.....Observer

#### **ARTICLE 6 : PERIOD AND PLACE OF EXECUTION**

The execution period for works shall be fixed at **60 (sixty) Days** with effect from the date of notification of this jobbing order.

Works shall be done **at the BATIBO MUNICIPALITY, BATIBO SUB DIVISION, MOMO DIVISION.**

#### **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.

## **ARTICLE 12: PENALTIES FOR DELAYS**

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

- 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.

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

## **CHAPTER III FINANCIAL PROVISIONS**

### **ARTICLE 16: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this jobbing order shall be final and not subject to review. They shall take into account all works, charges, false charges and contingences and shall be understood to be inclusive of taxes.

### **ARTICLE 17: AMOUNT OF THE JOBBING ORDER**

The total amount of this jobbing order stands at .....  
..... CFAF inclusive of taxes (amount in words)  
.....  
in accordance with the breakdown of estimates appended here to .

### **ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT**

#### **17.1 Start up advance:**

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request.

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

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

#### **17.2. Scheduling payments:**

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

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

### **ARTICLE 19: BANK DOMICILIATION**

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

### **ARTICLE 20: TAX SYSTEM**

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

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

#### **ARTICLE 21: STAMP DUTY AND REGISTRATION**

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

### **CHAPTER IV**

#### **MISCELLANEOUS PROVISIONS**

#### **ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Ten (10) copies of this jobbing order shall be produced and circulated.

#### **ARTICLE 23: DISPUTES**

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

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

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

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

#### **ARTICLE 25: VALIDITY OF THE JOBBING ORDER**

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

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

EXECUTION TIME:

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

## **Table of models**

## **Table of models**

Annex No. 1: Undertaking by the Bidder

Annex No. 2: Model bid bond

Annex No. 3: Model of start-off advance bond

Annex No. 4: Model of performance bond (Retention fund)

Annex No. 5: Attestation of site visit

### Annex No. 1: Undertaking by the Bidder

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°...../RQ/BC/BCITB/2024 OF ..... THE SUPPLY OF EQUIPMENTS TO THE EWAI COMMUNITY HALL IN BATIBO SUB DIVISION, MOMO DIVISION**

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 sixty (60) days deadline as from the date of opening of the bids.

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

The CONTRACTOR (Signature and seal)

## ANNEX No. 2: MODEL BID BOND

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

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for [recall the subject of the invitation to tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

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

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the contract, even though required to do so;
- Fails or refuses to furnish the final bond for the contract (final bond) as provided for by the contract;

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

[Bank's signature]

**ANNEX No. 3: Model of start-off advance bond**

Bank: reference, address \_\_\_\_\_

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

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

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

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

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

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

#### ANNEX No. 4: Model of performance bond (Retention fund)

Bank: \_\_\_\_\_  
Reference of the bond: No. \_\_\_\_\_

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

Hereinafter referred to as "the Project Owner"

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

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

Whereas we have agreed to provide the Contractor with this guarantee,

We, \_\_\_\_\_ [name and address of the bank],

Represented by \_\_\_\_\_ [names of signatories] and hereinafter referred to as "the bank",

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

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

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

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

Any request for payment made by the Project Owner by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

## **ANNEX 5: SITE VISIT REPORT**

Name of Project.....

Name of Enterprise .....

1. CONTEXT OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the school, Sign post of the school, Photos of the Engineer of the enterprise in front of the school building etc.)

Date.....

Name of Enterprise: .....

Stamp and signature of enterprise

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

## **BANKS**

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

## **II- Insurance companies**

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

N.B: la liste ci-dessus est également disponible sur le site web :[www.armp.cm](http://www.armp.cm)

