

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION
DES MARCHES PUBLICS

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAT

REGIONAL TENDERS' BOARD

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF NORTH WEST REGION

AUTHORISING OFFICER: THE REGIONAL DELEGATE OF BASIC EDUCATION
NORTH WEST

TENDERS BOARD: NORTH WEST REGIONAL TENDERS' BOARD

REQUEST FOR QUOTATION

N° 004 / RQ/GOV-NW/RTB/2024 OF 15/04/2024

FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

FUNDING: PUBLIC INVESTMENT BUDGET 2024

IMPUTATION: 58 15 104 01 4416162 524211 423

AUTHORIZATION: IZ01672

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NOTICE OF CONSULTATION FOR THE REQUEST
FOR QUOTATION

REPUBLIQUE DU CAMEROUN
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DOSSIER DE CONSULTATION

N° 0044 /DC/GOUV-NO/CRPM/2024 DU 15/04/24 POUR LA FOURNITURE DE
MATERIEL INFORMATIQUE POUR LA DELEGATION REGIONALE DE L'EDUCATION DE BASE DU
NORD-OUEST

1.- Objet de l'Appel d'Offres

Le Gouvernement de la République du Cameroun représenté par le Gouverneur du Région du Nord-Ouest, Autorité Contractante Délègue, lance une demande de cotation **pour la fourniture de matériel informatique pour la Délégation Régionale de l'Education de Base du Nord-Ouest**

2.- 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 des Fourniture des équipements.

3.- Financement

La fourniture des Equipements, objets de la présente demande de cotation, sont financés par le **Budget D'investissement Public Exercice 2024**

4.- Cout prévisionnel

Le cout prévisionnel de l'opération a l'issue des études préalables est de **Huit Millions (8,000,000) francs CFA**

5.- Consultation du dossier de consultation

Le dossier de consultation peut être consulté aux heures ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest, Porte 108, Tel : 233361941/652582344.

6.- Acquisition du dossier de consultation

Le dossier de consultation peut être obtenu aux heures ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest sur présentation d'une quittance de versement d'une somme non remboursable de; **Quinze Mille (15,000) francs CFA** au Trésor Public de la Région du Nord-Ouest. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à Demande de Cotation.

Le bordereau descriptif et quantitatif de ces équipements doit être chiffré et déposé au plus tard le _____ à 11.00 heures, heure locale, sous enveloppe cachetée adressée à l'Autorité Contractante et devront porter la mention:

DOSSIER DE CONSULTATION

N° _____ / DC/GOUV-NO/CRPM/2024 DU _____ POUR LA FOURNITURE DE MATERIEL INFORMATIQUE POUR LA DELEGATION REGIONALE DE L'EDUCATION DE BASE DU NORD-OUEST

7.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme tels, conformes aux prescriptions du Dossier de Consultation, devra être déposée contre un récépissé sous plis fermé, dans les services de la Gouverneur de la Région du Nord-Ouest, porte 108 au plus tard le 14/05/2024 à 11.00 heures, heure locale et devront porter la mention:

DOSSIER DE CONSULTATION

N° 004 / DC/GOUV-NO/CRPM/2024 DU 15/04/2024 POUR LA FOURNITURE DE MATERIEL INFORMATIQUE POUR LA DELEGATION REGIONALE DE L'EDUCATION DE BASE DU NORD-OUEST

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

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

8.- Ouverture des offres

L'ouverture des offres aura lieu en un temps le 14/05/2024 à 12.00 heures précises dans la salle des Conférences de la Gouverneur de la Région du Nord-Ouest, par la Commission Régionale de Passation des marchés en présence des soumissionnaires.

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

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC) et accompagnées du modèle de soumission signé. (Voir annexé page 19)

9. PRINCIPAUX CRITERES D'EVALUATION.

9.1-Critères éliminatoires.

- 1- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 2- Fausses déclarations ou pièces falsifiées;
- 3- Absence ou insuffisance de la caution provisoire de soumission;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 5- Offres financière incomplète,
- 6- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 7- Le non-respect de 83 (5/6) des critères essentiels ;
- 8- Non achèvement d'un projet pendant les années antérieures sur l'étendue du Territoire National et suspendu par le MINMAP en 2024.

9.2- Critères essentiels.

L'évaluation de l'offre technique portera sur les critères énoncés dans le tableau ci-dessous, elle se fera de manière positive (OUI) ou négative (NON).

| N° | Critères |
|--------------|--|
| 1 | Attestation de solvabilité d'au moins 80% de l'offre financière (obtenue d'un établissement bancaire agréé par le MINFI). |
| 2 | Expérience du soumissionnaire (01 contrat justifiant de la construction similaire et justifié par la première et dernière page). |
| 3 | La durée d'exécution de cette commande est de: - 60 jours à partir de la date de notification de l'Ordre de Service de commencement de travaux. |
| 4 | Preuve de l'acceptation des conditions du Marché. Les Règles de la cotation paraphées et signées à la dernière page. Les Spécifications Techniques paraphées et signées à la dernière page. |
| 5 | Les Spécifications Techniques de matériel pour la fourniture |
| 6 | Chef Chantier: Un technicien Supérieur de Informatique avec 03 ans de expérience (Diplôme certifié et CV signé et daté) |
| TOTAL | |

9.3- Evaluation technique.

L'évaluation de ces critères se fera de manière purement positive (OUI) ou négative (NON). Toute réponse négative (NON) lors de l'examen des critères éliminatoires entraîne la disqualification de l'offre. Quant aux critères essentiels, un minimum de Cinq (05) sur six (06) de réponses positives au total sera requis pour être retenu.

9.4- Evaluation financière.

Seules les offres de prix des soumissionnaires retenus à l'issue de l'examen des critères éliminatoires et essentiels seront prises en compte pour la suite de l'analyse. Seuls les prix en toutes lettres du bordereau des prix unitaires font foi.

10. RECEVABILITE DES OFFRES.

Chaque offre devra, sous peine de rejet contenir une Caution de Soumission valide d'un délai de cent vingt (120) jours à compter de la date de remise des offres, délivrée par un établissement bancaire agréé par le MINFI et dont le montant est de **Cent Soixante Mille Six Cent (160,000) de Francs CFA.**

11. PIECES ADMINISTRATIVES.

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de Demande de Cotation.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis de Demande de Cotation.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

12. DELAI D'ENGAGEMENT

Les Soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours à compter de la date limite fixée pour la réception des offres.

13. RENSEIGNEMENTS COMPLEMENTAIRES

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest, Porte 108, Tel : 233361941/652582344.

14. DELAI D'EXECUTION

Le délai d'exécution des prestations objet du présent Appel d'Offres est de **Deux (02) Mois** à compter de la date de notification de l'Ordre de Service de commencer par l'Ingénieur de Suivi.

5 AVR 2021

Bamenda, le _____

Le Gouverneur de la Région du Nord-Ouest

Ampliations:

- ARMP
- Président CRPM/NO (pour information)
- TPQ/NO
- DR/MINMAP/NO
- Affichage
- Archive



**FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL**

Jaidouna Ali
Administrateur Civil Principal

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONALE DE PASSATION
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REGIONAL TENDERS' BOARD

REQUEST FOR QUOTATION
N° 004 /RQ/GOV-NW/RTB/2024 OF 15/04/2024
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

1. Subject

The state of Cameroon represented by the Governor North West Region, Delegated Contracting Authority, hereby launches a Request for Quotation for the supply of computer hardware equipment for the Regional Delegation of Basic Education for the North West

2. Participation

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

3. Financing

The supplies, subject of the present Request for Quotation, shall be financed by the Public Investment Budget of 2024.

4. Estimated Cost

The estimated cost after preliminary studies is **Eight Million (8,000,000) FCFA** all taxes inclusive.

5. Consultation of the Quotation file

The quotation file may be consulted at the Governor's office North West Region within working hours from 8:30am to 3:30pm, Porte 108, Tel : 233361941/652582344.

6. Acquisition of the consultation file

The Quotation file may be acquired from the Governor's office North West Region, Porte 108, Tel : 233361941/652582344 upon presentation of a non-refundable treasury receipt of **Fifteen Thousand (15,000) francs CFA** bearing the name of the company. The bill of estimates, entry and quantities of the items is to be completed and returned latest _____ at 11.00am prompt local time and should carry the inscription:

REQUEST FOR QUOTATION
N° _____ /RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

7. Submission of the tender file

Each offer or bid drafted in English or French in Seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted at the Governor's office North West Region, room 108 not later than 14/05/2024 at 11.00 prompt local time and should carry the inscription:

REQUEST FOR QUOTATION
N° 004 /RQ/GOV-NW/RTB/2024 OF 15/04/2024
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“To be opened only during the bid opening session”

The offers or the bids submitted after the stipulated deadline shall not be received.

8- Opening and Evaluation of Bids

The opening of the bids in one phase shall be done on 14/05/2024 at 12.00 noon in the Conference Hall of the Governor's office North West Region by the competent tender board. Only bidders may attend or they could be duly represented by a person of their choice, who has full knowledge of the file.

Bids should be cost exclusive of value added taxes and all taxes inclusive (ATI) and accompanied by the signed model tender if your bid is chosen.

9. PRINCIPAL EVALUATION CRITERIA.

9.1- Eliminary 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 83% (5/6) of essential criteria;
8. Non completion of any project in the previous years in the North West Region or suspended by MINMAP in 2024.

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

9.2- 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).

| o | 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 similar construction 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: 60 days from the date of notification of the Service Order to commence works. |
| 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 or bronchus of the equipment to be supply |
| 6 | Site foreman: Senior Computer Technician with at least 03 years' experience |
| TOTAL | |

9.3- 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 five (05) on six (06) positive responses would be needed for a bid to be retained for the financial evaluation.

9.4- 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.

10. ACCEPTABILITY OF OFFERS.

Every bid should, in order not to be rejected, contain a Caution Fee of **One Hundred and Sixty Thousand (160,600) Francs CFA** issued by a bank recognized by the Ministry of Finance valid for a period of One Hundred and Twenty (120) days as from the date of deposit of the offer.

11. 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 be not 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.

12. 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.

13. COMPLEMENTARY INFORMATION

Complementary technical information may be obtained every day during Governor's office North West Region within working hours from 8:30am to 4:30pm on 233361941/652582344.

14. EXECUTION PERIOD.

The execution period for these rehabilitation which is the subject of this Request for Quote is fixed for **Sixty (60) days** as from the date of notification of the Service Order to commence work by Contract Manager.

Bamenda, the _____

The Governor of North West

Copies:

- ARMP
- RD/MINMAP/NW
- Chairpersons of RTB
- RD/TPG/NW
- Notice boards
- Archives



FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL

Saidouna Ali
Administrateur Civil Principal

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

REGION DU NORD OUEST

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N° _____/RQ/GOV-NW/RTB/2024 OF _____
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REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

FUNDING: PUBLIC INVESTMENT BUDGET 2024

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REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
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FUNDING: PUBLIC INVESTMENT BUDGET 2024

DOCUMENT N ° II
RULES OF THE CONSULTATION FILE

REQUEST FOR QUOTATION FILE

Article 1: Contents of the request for quotation file

- 1.1. The request for quotation file shall describe the rehabilitation 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 request for quotation file shall comprise the following documents:
 - a. The letter of invitation to tender,
 - b. Technical description of the rehabilitation,
 - 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 1000frs)
- 2 A certified copy of a taxpayer's card (Carte du contribuable).
- 3 An Affidavit of non-bankruptcy issued by the competent Court (original).
- 4 Certified Copy of Business Licence (Patente) for the current financial year
- 5 Attestation of Fiscal Conformity (L'attestation de conformite fiscale)
- 6 An attestation issued by the National Social Insurance Fund (original)
- 7 An Original attestation of Bank Account (COBAC affiliated)
- 8 A temporary guarantee deposit for the tender of **One Hundred and Sixty Thousand (160,600) CFA** francs (Bid bond) issued by a first class bank recognised by COBAC.
- 9 The power of Attorney or "Authorization" where necessary.
- 10 The site location plan of the enterprise.
- 11 Receipt showing amount paid to obtain the Consultation File, issued by the State Treasury.
- 12 A Certificate of Non Exclusion issued by ARMP.
- 13 Certified copy of certificate of business incorporation.
- 14 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 1000 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 (**see page 21**)
- B.6** Certified true Copies of past contracts and reception minutes done by the bidders for the previous years. (The members of the North West Regional 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 (90) 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° _____/RQ/GOV-NW/RTB/2024 OF _____ FOR THE SUPPLY OF
COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL DELEGATION OF
BASIC EDUCATION FOR THE NORTH WEST

"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 Tenders Board

- 9.1 The Tenders Board attached to Governor of North West Region (Delegated 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 12:00 noon prompt.
- 9.2 The Regional 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 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 83% (5/6) of essential criteria;
8. Non completion of any project in the previous years in the North West Region and suspended by MINMAP in 2024.

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 | Evaluation | |
|--------------|--|------------|----|
| | | Yes | No |
| 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 similar construction 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: Sixty (60) days from the date of notification of the Service Order to commence works. | | |
| 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 or bronchus of the equipment to be supply | | |
| 6 | Site foreman: Senior Computer Technician with at least 03 years' experience | | |
| TOTAL | | | |

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 five (05) on six (06) 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 Jobbing Order to the bidder whose bid would have been deemed compliant with the provisions of the request for quotation, **the lowest** and has the best specification. **Past experience will be considered as an additional advantage.**

Article 12: Announcement of award

The Governor of 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 request for quotation,
- c) The amount of the Jobbing Order.
- d) The delivery deadline.

Article 13: Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order to be produced at the contractor's cost shall be signed by the Bidder and visa by the Regional Controller of Finance for the North West. Thereafter, the Governor of North West Region, Delegated 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.

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Paix - Travail - Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION
DES MARCHES PUBLICS

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAT

REGIONAL TENDERS' BOARD

REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

FUNDING: PUBLIC INVESTMENT BUDGET 2024

DOCUMENT N ° III
MODEL APPENDICES

3.1 BID LETTER

Date:

REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL
DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

To: The Governor of North West Region (Delegated Contracting Authority)

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to equip the.....
In accordance with the Request for Quotation 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 ninety (90) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

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

On the

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

REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL
DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

Deadline for submission of _____

3.2- TECHNICAL DESCRIPTION OF SUPPLIES

FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL
DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

| N° | Description of items | Unit | Qty |
|----|--|------|-----|
| 1 | HP Desktop Pro 300G6 MT PENTIUM G6400 4GB/ITB+DVD RW DOS+HP+21.5***** | U | 06 |
| 2 | CANON SENSYS MF237W | U | 06 |
| 3 | ONDULEUR UPS NAGU ELIT 2000VA | U | 03 |
| 4 | LIGHTWAVE LW 2000VA VOLTAGE REGULATOR AVRC | U | 05 |

QUALITY OF ENVISAGE PRODUCTS

CONSISTENCY OF THE PROJECT

The project consist of the supply of computer hardware equipment for the Regional Delegation of Basic Education for the North West (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° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL
DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

Deadline for submission of _____

3.3- ESTIMATE AND COST OF SUPPLIES

FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL DELEGATION OF BASIC
EDUCATION FOR THE NORTH WEST

| FOR THE SUPPLY OF COMPUTER HARDWARE AND PERIPHERALS FOR THE NORTH WEST EDUCATION FOR THE NORTH WEST | | | | | | |
|---|--|------|-----|------------|------------|---------|
| N° | Description of items | Unit | Qty | U.P | | TOTAL.P |
| | | | | In figures | In letters | |
| A | EQUIPMENT | | | | | |
| 1 | HP Desktop Pro 300G6 MT PENTIUM G6400 4GB/ITB+DVD RW DOS+HP+21.5***** | U | 06 | | | |
| 2 | CANON SENSYS MF237W | U | 06 | | | |
| 3 | ONDULEUR UPS NAGU ELIT 2000VA | U | 03 | | | |
| 4 | LIGHTWAVE LW 2000VA VOLTAGE REGULATOR AVRC | U | 05 | | | |
| GRAND TOTAL EXCLUSIVE OF ALL TAXES | | | | | | |
| VAT (19.25%) | | | | | | |
| IT (2.2% or 5.5%) | | | | | | |
| TOTAL ALL TAXES INCLUSIVE | | | | | | |

THIS BILL IS CLOSED AT THE SUM OF _____
ALL TAXES INCLUSIVE

NET PAYMENT.....

REGIONAL TENDER'S BOARD NORTH WEST
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL DELEGATION OF
BASIC EDUCATION FOR THE NORTH WEST

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 Tenders Board

Name

Duty

Signature

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION
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NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAT

REGIONAL TENDERS' BOARD

REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

FUNDING: PUBLIC INVESTMENT BUDGET 2024

DOCUMENT N° IV
DRAFT JOBBING ORDER

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION
DES MARCHES PUBLICS

NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAT

REGIONAL TENDERS' BOARD

JOBGING ORDER N^o. _____/JO/GOV-NO/RTB/2024 OF _____

AWARDED FOLLOWING REQUEST FOR QUOTATION
N^o _____/RQ/GOV-NW/RTB/2024 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL
DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTOR:

ADDRESS: P.O BOX

PHONE:

Tax Registration N^o:

Tax Payer's No:

Bank Account N^o: 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 Governor of North West Region here in after referred to as the Delegated Contracting Authority.

ON THE ONE HAND

AND

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

Represented;
Here in after referred to as:

"THE CONTRACTOR"
ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENTS

CHAPTER 1: GENERAL CONSIDERATIONS

- ARTICLE 1: PURPOSE OF THE JOBBING ORDER
- ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4: GENERAL TEXTS
- ARTICLE 5: DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6: PERIOD AND PLACE OF 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
- ARTICLE 10: DESCRIPTION OF SUPPLIES
- ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12: ACCEPTANCE OF SUPPLIES
- ARTICLE 13: GUARANTEE
- ARTICLE 14: INSURANCE AND TRANSPORT

CHAPTER III: FINANCIAL PROVISIONS

- ARTICLE 15: GENERAL NOTION AND PRICES
- ARTICLE 16: AMOUNT OF THE JOBBING ORDER
- ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 18: BANK ACCOUNT
- ARTICLE 19: TAXES
- ARTICLE 20: STAMP DUTY AND REGISTRATION

CHAPTER IV: MISCELLANEOUS PROVISIONS

- ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 22: DISPUTES
- ARTICLE 23: CANCELLATION OF THE JOBBING ORDER
- ARTICLE 24: VALIDITY OF THE JOBBING ORDER.

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 Request for Quotation No. N° _____/RQ/GOV-NW/RTB/2024 of _____ FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

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 0000026/C/MINFI of 29/12/2023 on instructions relating to the execution of finance laws, the monitoring and control of the execution of the budget of the state and other public entities, for the 2024 financial 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 Regional Delegate of Basic Education for the North West.**
- The authority in charge of authorising payment shall be: **The Regional Delegate of Basic Education for the North West**
- The authority in charge of clearance of expenditures shall be **The Regional Finance Controller for the North West.**
- The body or official in charge of payment shall be **The Regional Paymaster General Bamenda**
- The duties of the Engineer shall be discharged by the **Regional Finance Controller for the North West.**

Article 6: PERIOD AND PLACE OF SUPPLIES

The supplies period for the computers shall be fixed at **Sixty (60) days** 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 rehabilitation 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 supply of computer hardware equipment for the Regional Delegation of Basic Education for the North West

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 SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

EQUIPMENT FOR

WEST

| N° | Description of items | Unit | Qty | U.P | | TOTAL.P |
|------------------------------------|--|------|-----|------------|------------|---------|
| | | | | In figures | In letters | |
| A | EQUIPMENT | | | | | |
| 1 | HP Desktop Pro 300G6 MT PENTIUM G6400 4GB/ITB+DVD RW DOS+HP+21.5***** | U | 06 | | | |
| 2 | CANON SENSYS MF237W | U | 06 | | | |
| 3 | ONDULEUR UPS NAGU ELIT 2000VA | U | 03 | | | |
| 4 | LIGHTWAVE LW 2000VA VOLTAGE REGULATOR AVRC | U | 05 | | | |
| GRAND TOTAL EXCLUSIVE OF ALL TAXES | | | | | | |
| VAT (19.25%) | | | | | | |
| IT (2.2% or 5.5%) | | | | | | |
| TOTAL ALL TAXES INCLUSIVE | | | | | | |

Article 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

.....

Article 12: RECEPTION

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

- The Delegated Project Owner (The Governor of North West Region) Chairman
- The Contract Manager The Regional Delegate of MINEDUB for the North West Member

- The Contract Engineer Regional Controller of Finance or Rep..... Secretary
- The Regional Delegate MINMAP-NW or His Representative..... Observer
- The Contractor..... Observer
- The Stores Account at The Regional Delegation of MINEDUB for the North West..... 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 **Six (06) Months** 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 **40%** 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 supplies 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.

PAGEAND LAST OF JOBBING ORDER No _____/JO/GOV-NO/RTB/2024 OF _____

AFTER:

REQUEST FOR QUOTATION
N° _____/RQ/GOV-NW/RTB/2018 OF _____
FOR THE SUPPLY OF COMPUTER HARDWARE EQUIPMENT FOR THE
REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST

WITH THE COMPANY:

FOR THE REHABILITATION OF:

AMOUNT OF THE JOBBING ORDER: EXECUTION TIME: Two (02) months.

READ AND APPROVED

(Place and date of signature).....

| | |
|---|--|
| <p>THE CONTRACTOR</p> <p>SIGN: _____</p> | <p>THE DELEGATED CONTRACTING : AUTHORITY</p> <p>SIGN: _____</p> |
| <p>REGISTRATION</p> | |

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

BANKS

1. Afriland First Bank (First bank), B.P 11 834, Yaoundé;
2. Banque Atlantique Cameroun (BACM), B.P. 2 933, Douala;
3. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé;
4. Banque Gabonaise pour le Financement International (BGFI BANK), B.P. 600 Douala ;
5. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala ;
6. Bank Of Africa Cameroun (BOA Cameroun), B.P. 4 593, Douala ;
7. CitiBank Cameroun (CITIGROUP), B.P. 4 571, Douala ;
8. Commercial Bank - Cameroon (CBC), B.P 4 004, Douala;
9. Ecobank Cameroun (ECOBANK), B.P 582, Douala;
10. National Financial Credit Bank (NFC-Bank), B.P. 6 578, Yaoundé ;
11. Société Commerciale de Banques-Cameroun (SCB-Cameroun), B.P 300, Douala ;
12. Société Générale Cameroun (SGC), B.P. 4 042, Douala ; :
13. Standard Chartered Bank Cameroon (SCBC) B.P. 1784, Douala ;
14. Union Bank of Cameroon (UBC), B.P. 15 569, Douala;
15. United Bank for Africa (UBA), B.P. 2 088, Douala.
16. Crédit Communautaire d'Afrique-Bank (CCA – Bank)

II- Insurance companies

17. Activa Assurances
18. AREA Assurances
19. Atlantique Assurances S.A.
20. Benefical General Insurance S.A.
21. Chanas assurances
22. CPA S.A.
23. NSIA Assurances SA
24. PRO-ASSUR S.A.
25. SAAR S.A.
26. SAHAM Assurances S.A.
27. Zenithe Insurance S.A.