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KUMBO COUNCIL INTERNAL TENDERS' BOARD

REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF
2024 OF 11TH APRIL 2024 FOR THE SUPPLY OF COMPUTERS
EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE
KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST
REGION**

PROJECT OWNER: THE MAYOR KUMBO COUNCIL/ CONTRACTING AUTHORITY:

FUNDING: PIB MINFOF 2024 FISCAL YEAR

BUDGET HEADS: 222 180

RECORD NUMBER: IZ05295

EXPENDITURE AUTHORIZATION: 58 33 054 04 641628 464211 941

NAME OF PROJECT	ESTIMATED COST OF PROJECT	AMOUNT OF BID BOND	COST OF TENDER FILE :
SUPPLY OF A SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION	8,000,000	160,000	15,000

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REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

MINISTRE DE LA DÉCENTRALISATION ET
DÉVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTEMENT DE BUI

COMMUNE DE KUMBO



REPUBLIC OF CAMEROON
PEACE - WORK - FAHERLAND

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

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BUI DIVISION

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NOTICE OF REQUEST FOR QUOTATION

**Subject: REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024
FOR THE SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE
KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION**

The Lord Mayor of Kumbo Council/Contracting Authority hereby launches a Request for Quotation for the Supply of computers equipment for Kumbo women's empowerment center Kumbo, Kumbo sub division Bui division north west region

1. Participation:

Participation to this Request for Quotation is open to Enterprises with proven experience in this domain.

2. Description of services:

The services of this request for quotation include the supply of computers equipment for Kumbo women's empowerment center Kumbo, Kumbo sub division Bui division north west region.

3. Project owner The Lord Mayor of Kumbo Council. /Contracting Authority

4. Activities

The work is as follows: The Supply of computers equipment for Kumbo women's empowerment center Kumbo, Kumbo sub division Bui division north west region

5. Estimated cost

The estimated cost after preliminary studies is 8,000,000 (EIGHT million francs)

6. Funding

This project shall be financed by Public Investment Budget MINPROF 2024

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 Request for Quotation File, of an amount 160,000CFA (One hundred and sixty thousand Francs) CFA and valid for thirty (30) days beyond the date of validity of bids.

8. REQUEST FOR QUOTATION of the Tender file:

The Tender file could be consulted at Kumbo Council, (SIGAMP Office) on publication of this invitation.

9. Acquisition of REQUEST FOR QUOTATION file:

The tender file may be acquired from the KUMBO COUNCIL office, and or other relevant structures. For the tender file to be acceptable there must be the presentation of a non-refundable treasury receipt paid to Kumbo

Council Treasury of 15 000 (fifteen thousand) FCFA. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

10. Submission of Files:

Complete bidders' files, including all administrative documents, must be deposited in 07 copies including the original file and 06 copies on the 03rd May 2024 at 10:00 am local time in sealed envelopes, in the SIGAMP Office:

« REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR THE SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION.

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

11. Opening of bids:

Bids will be opened on the 03rd May 2024 at 11:00 AM in the conference hall of the Kumbo Council by the Tender's Board members, 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 (VAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

12. Deadline of execution:

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

13. 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.

14. Complementary Information:

Complementary information which could be technical in nature can be obtained from the Mayor's Office.

KUMBO the

11 AVR 2024

The Lord Mayor, Kumbo Council
(The Contracting Authority)

Circular copies

- ARMP;
- President KCITB;
- MINMAP
- Notice Board;



[Signature]
Amorog Venasius Bongtiyung
Lord Mayor

REPUBLIQUE DU CAMEROUN
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DEMANDE DE COTATION

Objet: DEMANDE DE COTATION N°:001/RQ/ CK/CIPM/BIP 2024 DU 11 AVRIL 2024 POUR LA FOURNITURE DES ÉQUIPEMENTS ORDINATEUR AU CENTRE DE PROMOTION DE LA FEMME ET LA FAMILLE CPFF DE KUMBO DANS LE DEPARTEMENT DE BUI, REGION DU NORD-UEST

Le Gouvernement de la République du Cameroun représenté par le Maire de la Commune de Kumbo Maître d'ouvrage, lance une Demande de Cotation pour la fourniture des équipements ordinateur au Centre de Promotion de la Femme et la Famille de Kumbo Dans Le Département De Bui, Région Du Nord-Ouest

1. Participation :

La participation à cette << Demande De Cotation est ouverte aux P.M.E. de droit camerounais ayant une expérience avérée dans le domaine concerné.

2. Description des prestations :

"Les services de cette Demande de Cotation sont compris pour la fourniture des équipements ordinateur au Centre de Promotion de la Femme et la Famille de Kumbo Dans Le Département De Bui, Région Du Nord-Ouest

3. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de (160,000,) FCFA toutes taxes comprises

6. Financement :

Les prestations, objet de la présente Demande De Cotation sont financées par le Budget BIP MINPROF 2024

7. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans cet DAO, d'un montant de (160,000CFA) et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

8. DEMANDE DE COTATION du Dossier :

Le dossier de request for quotation peut être consulté aux heures ouvrables à la Commune de KUMBO, Secrétariat du Maire, dès publication du présent avis

9. Acquisition du Dossier de REQUEST FOR QUOTATION

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Commune de KUMBO, Service de passation de marche dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de F (15,000) à la Trésorerie Municipale de Kumbo.

10. Remise des offres :

Chaque offre, rédigée en français ou en anglais en **septe (7)** exemplaires dont un **(1)** original et six **(6)** copies marquées comme tels, devra parvenir contre récépissé au Service de passation de marche de KUMBO, au plus tard le **08/05/2024 à 10 heures**, heure locale et devra porter la mention suivante :

**<< DEMANDE DE COTATION N° :002/RQ/KC/CIPM/BUDGET DU COMMUNE DE KUMBO 2023 OF 24
SEPTEMBRE 2023 POUR LA FOURNITURE DES ÉQUIPEMENTS ORDINATEUR AU CENTRE DE
PROMOTION DE LA FEMME ET LA FAMILLE DE KUMBO DANS LE DÉPARTEMENT DE BUI, RÉGION DU
NORD-OUEST**

11. Recevabilité :

Les offres seront remises à l'adresse sus indiquée et dépouillées le à **03rd May 2024 11 h** dans la salle de conférence de la Commune de KUMBO, SIGAMP, en présence des soumissionnaires ou 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.

12. Délai d'exécution :

Le délai d'exécution est fixé à **Soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

13. 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.

14. Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du Secrétariat du Maire de kumbo

Fait à Kumbo, le **11 AVR. 2024**

Le Maire,
(Autorité Contractant)

Ampliations :

- ARMP / JDM;
- Président CPM;
- Affichage;
- Chrono / Archives.



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LETTER OF INVITATION TO TENDER THE SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMEN'S EMPOWERMENT CENTER KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION

The Lord Mayor of KUMBO COUNCIL/the Contracting Authority hereby launches, a Request for Quotation for the Supply of computers equipment for Kumbo women's empowerment center Kumbo, Kumbo sub division Bui division north west region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the 03rd May 2024 at 10 am in sealed envelopes addressed to the Contracting Authority bearing on:

**"REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR THE
SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO
SUB DIVISION BUI DIVISION NORTH WEST REGION**

The bids will be submitted on the 03rd May 2024 at 10 am at the Service of SIGAMP and opened the same day at 11 am in the conference hall of the by Kumbo Council Internal Tenders' Board.

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

This supply shall be carried out within deadline of 60 (sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heart felt greetings

11 AVR 2024

MAYOR, KUMBO COUNCIL

Mborong Venasius Bongkiyung
Lord Mayor

2015 342

DOCUMENT No. II
RULES OF THE REQUEST FOR QUOTATION

2.1 - REQUEST FOR QUOTATION File

ARTICLE 1 : Contents of the REQUEST FOR QUOTATION file

- 1.1 The REQUEST FOR QUOTATION file shall describe the supplies which are subject to a certain type of jobbing order, laying down the Request for Quotation procedure and conditions for the jobbing orders.
- 1.2 The Request for Quotation file shall comprise the following documents:
- 1.1 The letter of invitation to tender,
 - 1.2 The bill of entry and quantities,
 - 1.3 The model tender,
 - 1.4 The draft jobbing order,
 - 1.5 The model bid comparison table

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

2.2- Bid Preparation

ARTICLE 2: Language

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

ARTICLE 3: Documents comprising the bid

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

(A) file of administrative documents (in envelope A)

It shall consist of the following documents stapled or place in the following order of enumeration.

- 1. Undertaking by bidder stamped, signed and dated in conformity with the model attached
- 2. Attestation of non-bankruptcy dating less than 3 months, issued by the Court of competent jurisdiction of the place of residence of the bidder.
- 3. Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.
- 4. Bank guarantee should be on list of banking institutions of the first order approved by the Ministry in charge of finance, for an amount in francs CFA of **500 000**
- 5. Treasury Receipt of purchase of the Tender File, as stipulated in the tender notice.
- 6. Attestation of C.N.P.S, valid and for the tender concerned.
- 7. A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP
- 8. An attestation of Tax Conformity Valid for Three Months
- 9. An attestation of non-indebtedness signed valid.
- 10. A copy of taxpayer card valid, dated at most 3 months.
- 11. Attestation of site visit signed by the Contractor or his representative with 3 pictures (the bidder must under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals (consistency of work and execution plans)).
- 12. Power of attorney signed by the legal Manager/Director/Director General of the Enterprise or legalized articles of Association.
- 13. The group agreement if necessary.
- 14. Plan and attestation of localization signed by the taxation authorities.
- 15. Deadline for the execution of the works;

ARTICLE 4 : BID

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

4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the request for quotation file, indicating the characteristics of the supplies in the line reserved for that purpose, the mercurial references (those available), the unit prices, the total price for each item and the delivery period for the 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.

ARTICLE 7: SUBMISSION OF BIDS

The bids will be submitted on the 03rd May 2024 at 10 am at the service of Contracting Authority and opened the same day at 11 am in the conference hall of the Kumbo Council by Internal Tenders' Board.

ARTICLE 8: Stamping and marking of bids

Suppliers shall enclose the original and copies of their bids in a Single envelope:

- (a) Addressed to the Contracting Authority at the address indicated in the letter of invitation to tender and bearing on:

**REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR
THE SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE
KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION**

ARTICLE 9: 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.

ARTICLE 10: OPENING

10.1 The Kumbo Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the suppliers 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.

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

ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		
1- Document spirally bound		
2- Hard back cover		
3- Content page		
4- Coloured separators, separating sub and main headings		
5- Page Numbering on all pages of the bid		
6- bids arranged in the required order as per evaluation grid in tender file		
B- PROFESSIONAL EXPERIENCE OF BIDDER		
7- past supplies realized (at least 1 references) copy of the first and last page of the Jobbing order indicating including reception minutes.		
C- ADMINISTRATIVE DOCUMENTS		
8- A stamped letter of submission signed and dated		
9- The descriptive and quantitative estimates duly filled, signed and dated with mercurial references		
10- The draft Jobbing Order duly completed, initialed and signed		
11- A complete administrative file comprising of the following		
1. Undertaking by bidder stamped, signed and dated in conformity with the model attached		
2. Attestation of non-bankruptcy dating less than 3 months, issued by the Court of competent jurisdiction of the place of residence of the bidder.		

3. **Attestation of domiciliation** of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.
4. **Bank guarantee** should be on the list of banking institutions of the first order approved by the Ministry in charge of finance, for an amount in francs CFA of **160 000**
- 6 **Treasury Receipt** of purchase of the Tender File, as stipulated in the tender notice.
- 6**Attestation of C.N.P.S**, valid and for the tender concerned.
7. A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP
8. An attestation of Tax Conformity Valid for Three Months
- 9.**An attestation of non-indebtedness** signed valid.
- 10.**A copy of taxpayer card** valid, dated at most 3 months.
- 11.**Attestation of site visit** signed by the Contractor or his representative with 3 pictures (the bidder must under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals (consistency of work and execution plans)).
- 12.**Power of attorney** signed by the legal Manager/Director/Director General of the Enterprise or legalized articles of Association.
- 13.**The group agreement** if necessary.
- 14.**Plan and attestation of localization** signed by the taxation authorities.
- 15.**Deadline for the execution of the works;**

The absence or the non-conformity of one of the elements in documents "C" of the evaluation grill above will result to the elimination of the offer

The evaluation will be done in a purely positive way" yes" or negative "no"

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation

Eliminatory criteria

14.1.1- Administrative documents

- Any offer not in conformity with the prescriptions of this tender file shall be declared inadmissible. Especially the lack of the provisional guarantee;
- Absence of a document in the administrative file;
- False declaration or falsified documents.

14.1.2- Technical file

- Incomplete or non compliant documents;
- False declaration, forged or scanned documents;
- Absence of the prefinancing capacity of at least thirteen million, four hundred thousand (12,000,000) FCFA.

ARTICLE 12: Verification of compliance and comparison of bids

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

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

2.5- Award of the Jobbing Order

ARTICLE 13: Award of the jobbing order

The Internal Tenders Board shall propose the award of the jobbing order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the REQUEST FOR QUOTATION File, and is the lowest.

ARTICLE 14 : Announcement of award of the jobbing order

The Contracting Authority (The Lord Mayor of Kumbo Council) shall decide on the award and publish the result of the jobbing order in the Jobbing orders Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the REQUEST FOR QUOTATION,
- c) the amount of the jobbing order

- d) The delivery deadline.

ARTICLE 15 : Signing of the jobbing order

Within 7 (seven) days following the award, the jobbing order shall be signed by the Contracting Authority and notified to the supplier who shall be responsible for its registration according to the procedure in force.

ARTICLE 16: Corruption and fraudulent practices

The Chairperson and Member of Tender Board as well as Suppliers should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any 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 supplier 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.

3.1 BID LETTER

Date

**REQUEST FOR QUOTATION N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR THE
SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO
SUB DIVISION BUI DIVISION NORTH WEST REGION**

To : The Chairperson of the Internal Tenders Board

Dear Sir/Madam,

After studying the REQUEST FOR QUOTATION File which we officially acknowledge receipt of, we, the undersigned, hereby tender to supply and deliver in accordance with the request for REQUEST FOR QUOTATION 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 deliver the supplies 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 60 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.

TECHNICAL SPECIFICATION

Document No. 7:

Schedule of unit and all-in prices

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

THE SUPPLY OF computer equipment for womens empowerment and family centre kumbo

S/N	REFERENCE	DESCRIPTION	QTY	U.P	AMOUNT
1	35-013-200003	MICRO-ORDINATEUR HP PRODESK 400 G3 I5, INTEL CORE I5-6500/3.2GHZ TURBO, RAM 4GO DDR4 2333 MHZ, DDS00GO 7200 TRS/MN SATA, LECTEUR DVD-RW, ECRAN21, 3 PORTS USB , RJ45	9		
2	35-004-200123	VOTAGE REGULATOR AUTHOMATIC 2000VA	7		
3	35-010-200363	HP COLOR LASER JET PRO MFP M283 FDW IMPRIMANTE MULTIFONCTION CLULEUR	2		
4	S/N	DISTRIBUTORS	6		

QUANTITIES AND COST ESTIMATES

THE SUPPLY computer equipment for womens empowerment and family centre kumbo
BILL OF QUANTITIES AND COST ESTIMATE FOR COMPUTERS EQUIPMENT for womens empowerment and family centre kumbo

S/N	REFERENCE	DESCRIPTION	QTY	U.P	AMOUNT
1	35-013-200003	MICRO-ORDINATEUR HP PRODESK 400 G3 I5, INTEL CORE I5-6500/3.2GHZ TURBO, RAM 4GO DDR4 2333 MHZ, DD500GO 7200 TR5/MN SATA, LECTEUR DVD-RW, ECRAN21, 3 PORTS USB , RJ45	9		
2	35-004-200123	VOTAGE REGULATOR AUTHOMATIC 2000VA	7		
3	35-010-200363	HP COLOR LASER JET PRO MFP M283 FDW IMPRIMANTE MULTIFONCTION CLULEUR	2		
4	S/N	DISTRIBUTEURS	6		
		TOTAL EXCLUDING TAX			
		VAT 19.25%			
		AIR 5.5%			
		TOTAL PRICE			
		NET PAYABLE			

1. List of supplies and delivery calendar

(The Project Owner fills this table except for the column "delivery date offered by the bidder" which is filled by the bidder. The list of articles must be identical to that which appears in the price schedule)

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DRAFT JOBBING ORDER

JOBGING ORDER N° 06/JO/KC/KCITB/KC-2023 AFTER REQUEST FOR QUOTATION
N°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR THE SUPPLY OF COMPUTERS
EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION
NORTH WEST REGION

CONTRACTOR :

TAX PAYER'S CARD NO :

ADDRESS :

BP :

TEL :

FAX :

BANK ACCOUNT NO.....

SUBJECT : SUPPLY OF A SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT
CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION

AMOUNT : F CFA TTC

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

DURATION : Sixty (60) DAYS

FINANCING : (KUMBO COUNCIL BUDGET) – 2023 BIP

VOTE CHARGE :

ENTERED INTO ON :

SIGNED ON :

NOTIFIED ON :

REGISTERED ON :

BETWEEN : : The state of Cameroon, represented by the Mayor Kumbo 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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CHAPTER I

GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this jobbing order is **"FOR THE SUPPLY OF A SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION.** 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°:001/RQ/KC/KCITB/PIB-MINPROF 2024 OF 11TH APRIL 2024 FOR THE SUPPLY OF COMPUTERS EQUIPMENT FOR KUMBO WOMENS EMPOWERMENT CENTRE KUMBO, KUMBO SUB DIVISION BUI DIVISION NORTH WEST REGION**

ELIMINATORY CRITERIA

- Incomplete or non compliant documents ;
- False declaration, forged or scanned documents;
- Absence of the prefinancing capacity of at least thirteen million four hundred (13,400 000)F CFA.

ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

The constituent contractual documents of this jobbing order are in order of priority:

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

ARTICLE 4: GENERAL TEXTS

- This jobbing order shall be governed by:
- This Contract 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;
- Decree n° 2018/366 of 20 June 2018 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. 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°2012/075 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° 00000026/C/MINFI of 29th December 2023 on instructions relating to the execution of the finance law, the

monitoring and execution of the State Budget, Administrative, Public Establishment, Regional and local Authorities for the 2024 financial Year;

- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.

ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND THE ENGINEER

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

- The Contracting Authority shall be the **Lord Mayor of Kumbo Council**.
He ensures the preservation of originals of Jobbing order documents and the transmission of copies to ARMP through the focal point designated to this effect.

- The Project manager shall be the **CDO Kumbo Council** referred to as the project manager. He ensures the preparation and respect of the administrative procedure, technical, financial documents and Contractual time-limits.

He ensures the respect of the administrative, technical, financial conditions of the ministry

- The Contract engineer shall be the Divisional **Delegate of State property**, hereinafter referred to as the Engineer.
- The Contractor shall be **[to be specified]**.
 - The authority in charge of ordering payment shall be the **Mayor of Kumbo Council**
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of Finance Bui**.
- The body or official in charge of payment shall be the **Municipal Treasurer of KumBO**.
- The official competent to furnish information within the context of the execution of this Jobbing order shall be The **Lord Mayor of Kumbo**.

ARTICLE 6 : PERIOD AND PLACE OF DELIVERY

The delivery period for equipment shall be fixed at **60 Days** with effect from the date of notification of this jobbing order. The computers equipment and accessories shall be supplied at **Kumbo Council**

ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

The supplier's main residence shall be:

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

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

CHAPTER II

PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8 : ROLE AND RESPONSIBILITY OF THE SUPPLIER

The Contractor has as mission to effect the works as described in Article 10 under the control of the **Mayor through the Project Manager**, and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

ARTICLE 9 : CONSISTENCY OF SERVICES

The services of the supplier shall comprise the purchase of equipment, delivery, installation, technical receipt and insurance charges.

ARTICLE 10 : DESCRIPTION OF WORKS

The services shall include the supply of

-Supply of computers equipment for Kumbo women's empowerment center Kumbo, Kumbo sub division Bui division north west region

ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED

Supply calendar.

ARTICLE 12 : ACCEPTANCE OF WORKS

The Project Owner or Contract manager shall fix the date for the reception of works to be affected in the presence of the supplier by a commission composed of:

- The Project Owner.....(Chairman
- The Contract engineer.....Secretary,
- The project manager.....Member
- The Store accountant of the council.....Member
- The ContractorMember.
- The director women empowerment center kumbo.....member
- DD MINMAP or Representative.....Observer

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

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

ARTICLE 13: GUARANTEE

GUARANTEE PERIOD OF 6 MONTHS

ARTICLE 14: INSURANCE

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

ARTICLE 15: PENALTIES FOR DELAYS

1. The amount set for penalties for delays is set as follows:
 - One two thousandth (1/2000th) of the initial Jobbing order amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Jobbing orderual time-limit;
 - One thousandth (1/1000th) of the initial amount of the Jobbing order inclusive of all taxes per calendar day beyond the 30th day.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Jobbing order inclusive of all taxes.

CHAPTER III

FINANCIAL PROVISIONS

ARTICLE 16: GENERAL NOTIONS – PRICES

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

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

ARTICLE 17: AMOUNT OF THE JOBBING ORDER

The total amount of this jobbing order stands at
..... CFAF inclusive of taxes (amount in words)
.....

in accordance with the breakdown of estimates appended here to .

ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT

18.1 Start up advance:

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

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

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

18.2. 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 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.

ARTICLE 21: STAMP DUTY AND REGISTRATION

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

CHAPTER IV

MISCELLANEOUS PROVISIONS

ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

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

ARTICLE 23: DISPUTES

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

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

ARTICLE 24: CANCELLATION OF THE JOBBING ORDER

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

ARTICLE 25: VALIDITY OF THE JOBBING ORDER

This jobbing order shall be valid only after its signature by the Project Owner and shall become enforceable only after its notification to the Supplies

PAGE AND LAST OF JOBBING ORDER No....LC/ (1) / (2)

AFTER

WITH THE COMPANY:

FOR THE SUPPLY

AMOUNT OF THE JOBBING ORDER: CFAF

(in words

CFA francs inclusive of taxes)

EXECUTION TIME: 2 months

Read and accepted by the Contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

Table of models

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

: MODEL BID BOND

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

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

We _____ [name and address of the bank], represented by _____ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Delegated 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 Jobbing order by the Contracting Authority during the validity period:

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

We pledge to pay to the Delegated 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) not been fulfilled and he shall specify which condition(s) took effect. This bond shall enter into force from the date of signature and from the date set by the Contracting Authority for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

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

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

: Model final bond

Bank:

Reference of the bond: No _____

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

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

Whereas it is stated in the Jobbing order that the Contractor shall entrust to the Project Owner a final bond of an amount equal to [indicate the percentage between 2 and 5%] of the amount of the corresponding portion of the Jobbing order, as guarantee of the execution of his full obligations in accordance with the terms of the Jobbing order,

Whereas we have agreed to issue the Contractor this guarantee,

We, _____ [name and address of bank]

represented by _____ [name of signatories],

hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Jobbing order commitments within the meaning of the Jobbing order, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of _____ [in figures and words].

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

This final bond shall enter into force upon signature and notification of the Jobbing order. It shall be released within a deadline of [indicate the deadline] from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

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

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

Signed and authenticated by the bank at _____ on _____
[Signature of the bank]

: 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 Jobbing order 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 Jobbing order No. _____, payable upon notification of the corresponding Administrative Order that is, _____ CFA francs.

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

: Model of performance bond (Retention fund)

Bank: _____

Reference of the bond: No. _____

Addressed to [Indicate the Project Owner]

[Address of Delegated 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 Jobbing order, to carry out the works of [indicate the subject of the works]

Whereas it is stipulated in the Jobbing order that the retention fund fixed at [percentage below 10 % to be specified] of the amount of the Jobbing order 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 Jobbing order 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 Jobbing order obligations or is indebted to the Project Owner within the meaning of the Jobbing order, 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]

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 (UBC)
12. United Bank for Africa (UBA)
13. Bank of Africa Cameroun(BOA-C)
14. Credit Communautaire d'Afrique(CCA)
15. BGFI. Banque Gabonaise par le financement International
16. Banque Camerounaise des PME, IBEPME

II- Insurance companies

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.
4. Area Assurance
5. Atlantique Assurance
6. Beneficial General Insurance
7. CPA Sa
8. NSIA Assurance
9. Pro-Assurance
10. SAAR Assurance
11. SAHAM Assurance

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

