

REPUBLIQUE DU CAMEROUN

*Paix – Travail – Patrie*

MINISTRE DES PETITES ET MOYENNES ENTREPRISES  
DE L'ECONOMIE SOCIALE ET DE L'ARTISANAT

COMMISSION INTERNE DE PASSATION  
DES MARCHES

REPUBLIC OF CAMEROON

*Peace – Work – Fatherland*

MINISTRY OF SMALL AND MEDIUM SIZED ENTERPRISES  
SOCIAL ECONOMY AND HANDICRAFTS

TENDERS BOARD

COMMISSION INTERNE DE PASSATION DES MARCHES  
*TENDERS' BOARD*

~ ~ ~ ~ ~

OPEN NATIONAL CALL FOR TENDERS

**N° 011/AONO/MINPMEESA/CIPM/2024** OF 19 APRIL 2024  
FOR THE ACQUISITION OF COMPUTER EQUIPMENT FOR  
THE SERVICES OF MINPMEESA

FINANCING: PUBLIC INVESTMENT BUDGET

MINPMEESA – 2024 FINANCIAL YEAR

BUDGETARY CHARGE: 58 39 167 01 340010 524211

DOCUMENT 1: CALL FOR TENDERS

APRIL 2024

REPUBLIQUE DU CAMEROUN

*Paix – Travail – Patrie*

MINISTERE DES PETITES ET MOYENNES ENTREPRISES  
DE L'ECONOMIE SOCIALE ET DE L'ARTISANAT

COMMISSION INTERNE DE PASSATION  
DES MARCHES

REPUBLIC OF CAMEROON

*Peace – Work – Fatherland*

MINISTRY OF SMALL AND MEDIUM SIZED ENTERPRISES  
SOCIAL ECONOMY AND HANDICRAFTS

TENDERS BOARD

## OPEN NATIONAL CALL FOR TENDERS

**N° 011/AONO/MINPMEESA/CIPM/2024 OF \_\_\_\_\_ FOR THE ACQUISITION OF  
COMPUTER EQUIPMENT TO THE CENTRAL SERVICES OF MINPMEESA IN  
EMERGENCY PROCEDURE.**

### 1. Subject:

The Minister of Small and Medium-sized Enterprises, Social Economy and Handicrafts, launches in emergency procedure, an Open national Call for Tenders for the acquisition of computer equipment to the central services of MINPMEESA.

### 2. Nature of the works:

Works for this Call for Tenders consist of the supply of computer equipment, transportation, handling and putting into service for the Central services

Description		QTY
1	Office computer	11
2	Office computer all-in-one	01
3	laptop	03
4	B/W Printer	05
5	Inverter 650 VA	12
6	Surge protector	12
7	Antivirus	15
8	Microsoft Windows 10 pro 32/64 bits	15
9	Office software pro 2021	15
10	32 gb usb key	10
11	External hard drive	10
12	Screen 27"	02

### 3. Delivery deadline:

The maximum execution deadline shall be set for thirty (30) days as from the notification to commence the execution of the works.

#### **4. Allotment**

Single lot.

#### **5. Estimated cost:**

The estimated cost shall be Twenty million (20 000 000) FCFA.

#### **6. Participation and origin:**

This National Open Call for Tenders in emergency procedure shall be open to all enterprises based in Cameroon with an experience in the domain.

#### **7. Mode of submission**

The mode of submission shall be online.

#### **8. Financing:**

Financing for this tender shall be covered by the 2024 Public Investment Budget of MINPMEESA, Budgetary charge N°58 39 167 01 340010 524211.

#### **9. Consultation of the Tenders file**

The physical Tenders file can be consulted during working hours at the Contracts Service of the Ministry of Small and Medium-sized Enterprises, Social Economy and Handicrafts, 15th floor, room T02 of the ministerial building n°1 « Immeuble de l'Émergence » ; Tél. 222 22 40 60, and the electronic version on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> upon the publication of this Notice.

#### **10. Acquisition of the Call for Tenders file**

The file may be obtained at the Contracts service of MINPMEESA, 15th floor, room T02 of the ministerial building "Immeuble de l'Émergence" ; Tél. 22222 40 60, upon publication of this notice against the payment of a non-refundable sum of thirty thousand (30 000) francs CFA to the public treasury. The receipt shall specify the references of the Call for Tenders Notice and the payer as representative of the Enterprise or Group of enterprises wishing to participate in the Call for Tenders.

It can also be obtained by freely downloading from the COLEPS platform given above for the electronic version. Online submission is conditioned by the payment of the costs of the Tenders File

#### **11. Size and Format of the file**

For online submission, the maximum size of the documents to transit on the platform and constituting the tender of the tenderer are the following :

- 5 MO for administrative tender
- 15 MO for technical tender
- 5 MO for financial tender.

The following format shall be accepted:

- PDF format for text documents

- JPEG for images

Candidates shall use compression software to reduce the size of the files to be transmitted

#### **12. Submission of Tenders:**

Tenders drafted in French or English.

The tender shall be transmitted by the tenderer to the COLEPS latest the \_\_\_\_\_ at 1Pm, deadline. A backup copy recorded in a USB or CD/DVD shall be sealed and transmitted with a clear and legible indication "backup copy", in addition to the consultation references within the set deadlines.

#### **13. Provisional guarantee:**

Bids shall bear a submission guarantee of four hundred thousand (400 000) FCFA established by a first category bank approved by MINF and whose list appears on document 11 of this Call for Tenders corresponding to 2% of the estimated cost.

#### **14. Admissibility of tenders**

Lest they be rejected, the documents of the administrative file shall be provided in the original or certified true copies by the issuing authority or competent administrative authority, in conformity with the stipulations of the Specific Regulation of the Call for Tenders. They must be less than three months or must have been established after the date of signature of the Call for tenders.

Any incomplete tender as per the prescriptions of the Call for Tenders file shall be rejected. This, especially the submission guarantee issued by a first category bank approved the Ministry in charge of Finance or the non-respect of the models of the documents, shall cause the tender to be rejected without any room for recourse.

#### **15. Opening of Tenders:**

Tenders shall be opened in one phase by the Tenders Board of MINPMEESA. It shall be done on \_\_\_\_\_ at 2pm local time in the conference room, no. 237 of the "immeuble rose" ministerial building in the presence of the tenderers or their duly mandated representatives with a good knowledge of their tenders. Only one representative per enterprise shall be allowed.

#### **16. Evaluation criteria:**

##### **16.1 Eliminatory criteria:**

- Absence of a document of the administrative file or non conformity after 48 working hours granted by the tenders board.
- Absence of submission guarantee;
- False declaration of forged documents;
- Absence of the declaration upon honour of never having abandoned an awarded contract within the last three years and the presence of the tenderer on the list of faulty enterprises laid out by MINMAP;
- Not having obtained at least 7/8 of yes of the essential criteria.
- Non respect of 70% of the non major technical specifications
- Non respect of one of the following major technical criteria:

- Machine de marque core i5;
- Fréquence du processeur :  $\geq 3$  GHz
- Taille de la RAME :  $\geq 8$ Go
- Taille du disque dure :  $\geq 1$ To
- Taille de l'écran :  $\geq 20,7''$
- Licence authentique compatible à la zone Afrique et activable sans compte chez les différents éditeurs.

- Non respect of submission model
- Non respect of submission mode
- Non-respect of the format of the files
- Absence of safeguard copy in case of malfunction of the COLEPS platform
- Absence of evidence justifying the availability of supplies on the local market "supplier's pro forma invoice".

#### 16.2 Essential criteria:

1. General presentation of the tender (summary, order of documents, tab, cover page and coloured extra sheets)
2. References of the tenderer in similar services (at least two during the last three years)
3. Cumulated turnover at least 20 000 000FCFA in the last three years
4. After sales service
5. Planning and supply deadline (equal to or less than 30 days)
6. Proof of acceptance of the conditions of the contract (CCAP and Description of the Supplies that are initialised on each page, dated, signed and stamped on the last page)
7. The period of guarantee (equal to or more than six months)
8. Technical proposal: photo; user manual and brochure.

#### 17. Contract award:

The contract shall be awarded to the tenderer who meets the criteria and who has the technical and financial capacities to execute the contract in a satisfactory manner with the lowest tender including price cuts where necessary.

#### 18. Tender validity deadline:

Tenderers shall remain committed to their tenders for a period of ninety (90) days as from the date of their submissions.

#### 19. Further information:

Further technical information can be obtained from the Contracts service at the «Immeuble de l'émergence » ;15th floor room T02, Tél. 222224060. online on the COLEPS platform on <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>.

## 20. Technical Assistance

To obtain technical assistance in case of a problem connected to the use of the platform, please call +237 222 238 155 / 222 235 669 or write to [dsi@minmap.cm](mailto:dsi@minmap.cm)

## 21 Fight against corruption and bad practices

For any suspected case of corruption or bad practices, please call MINMAP or send an sms to (+237) 673 20 57 25 and 699 37 07 48

Yaoundé, the 19 April 2022

**The Minister of Small and Medium-sized Enterprises, Social Economy and Handicrafts**

### Copies:

- MINMAP;
- ARMP;
- CIPM/MINPMEESA;
- CELLCOM/ notice board ;
- Chronos/CI.



*Achille BASSILEKIN III*