

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
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MINISTERE DE LA  
DECENTRALISATION ET DU  
DEVELOPMENT LOCALE  
-----  
REGION DU NORD-OUEST  
-----  
DEPARTMENT DE LA MEZAM  
-----  
COMMUNE DE BAMENDA I  
-----  
COMMISSION DE PASSATION DE  
BAMENDA 1



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
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MINISTRY OF  
DECENTRALISATION AND LOCAL  
DEVELOPMENT  
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NORTH WEST REGION  
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MEZAM DIVISION  
-----  
BAMENDA I COUNCIL  
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BAMENDA 1 COUNCIL INTERNAL  
TENDERS BOARD

## BAMENDA 1 COUNCIL INTERNAL TENDERS BOARD

### REQUEST FOR QUOTATION

#### CONSULTATION FILE

N° 07/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 OF  
10/05/2024 FOR THE SENSITIZATION AND TRAINING OF  
COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND  
RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM  
DIVISION OF THE NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF BAMENDA I COUNCIL

FUNDING: MINTRANSPORT ROAD FUND BUDGET OF 2024

NAME OF PROJECT	AUTHORIZATION N°
SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.	N° 00668Z/L/MINT/SG/DTR/SDPSR/SPSU OF 16 <sup>TH</sup> FEBRUARY 2024

FINANCIAL YEAR 2024

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REPUBLIC OF CAMEROON  
PEACE – WORK - FATHERLAND

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MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

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NORTH WEST REGION

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MEZAM DIVISION

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BAMENDA I SUB DIVISION

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BAMENDA I COUNCIL

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RÉPUBLIQUE DU CAMEROUN  
PAIX – TRAVAIL – PATRIE

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MINISTÈRE DE DÉCENTRALISATION  
ET DÉVELOPPEMENT LOCALE

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REGION DU NORD OUEST

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DEPARTEMENT DE MEZAM

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ARRONDISSEMENT DE BAMENDA

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COMMUNE DE BAMENDA I

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## TENDER NOTICE

N°07/RQ/MINDDEVEL/BICITB/BIC/BISD/MEZAM/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.

### FUNDING: MINT ROAD FUND BUDGET OF 2024

#### 1. Subject of the invitation to tender

Within the framework of 2024 Public Investment Budget, the LORD MAYOR OF BAMENDA I COUNCIL, the Contracting Authority hereby launches a request for quotation for the SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

#### 2. Participation:

Participation to this consultation is open to Cameroonian enterprises that are in compliance with the fiscal laws.

#### 3. Description of services:

The services of this request for quotation include;

- Identifying and surveying all densely populated zones in the council;
- Identify risk factors in relation to the activities of the commercial bike riders
- Formulate the sensitization references
- Sensitization proper of the commercial bike riders
- Put in place measures that induce the commercial bike riders to adhere to the sensitization, mastery of road signs and good driving by distribution gachets and some chasubles
- Classifying those zones according to their level of exposure to road accidents;
- Selecting a sample of zones to organise education and sensitisation activities on road safety;
- Planning such sensitisation days with the support of the leaders of vulnerable zones;
- Training youth leaders as peer educators through capacity enhancement workshops on some basic notions in road safety;
- Organizing public sensitization events in all vulnerable zones

#### 4. Lots

The supply is in a single lot as indicated below.

The SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

#### 5. Estimated cost

The estimated cost after preliminary studies is fifteen millions (15.000.000) CFAF



## **6. Funding**

This project shall be financed by the 2024 Budget of the Ministry of Transport Road Fund, Authorization Letter N° 00668Z/L/MINT/SG/DTR/SDPSR/SPSU OF 16<sup>TH</sup> FEBRUARY 2024

## **7. Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of 300,000Francs CFA (Three hundred thousand francs CFA) and valid for thirty (30) days beyond the date of validity of bids.

## **8. Consultation of the Tender File:**

The file may be consulted during working hours at the Service of SIGAMP of BDA I Council, Telephone No (237) 677 17 79 74, as soon as this notice is published

## **9. Acquisition of Consultation File:**

The file may be obtained from the Service of SIGAMP of Bamend I Council Telephone (237) 677 17 79 74 as soon as this tender notice is published against payment of a non-refundable sum of 25,000CFA francs (twenty five thousand francsCFA), payable at the Bamenda I Council Treasury, representing the cost of purchasing the Tender File

## **10. Presentation of consultation file:**

The Tender File in two (02) volumes shall be enclosed in one sealed envelope.

- Envelope A containing the Administrative Documents (Volume 1);
- Envelope B containing the Technical and Financial Documents (Volume 2);

The two (02) volumes shall then be enclosed in a single sealed envelope bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

## **11. Submission of Files:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the Service of SIGAMP, Bamenda I council not later than 04/06/2024 at 10 AM local time and should carry the inscription:

### **CONTRACTING AUTHORITY**

**« REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/BIC/BISD/MEZAM/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATIONAND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN RAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION »**

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

## **12. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 04/06/2024 at 11 AM local time, at the Conference Hall of Bamenda I council, by the Bamenda I council Internal Tenders board. Only bidders may attend or be represented by duly mandated persons of their choice

## **13. Deadline of execution:**

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

## **14. Evaluation criteria**

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

### **A. Eliminary criteria**

1. Absence or insufficient Bid Bond;
2. Non respect of 48 hours given for absence or non conformity of an element in the Administrative File
3. False declaration, falsified documents or misrepresentation;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Non-compliance with model bid
6. Incomplete financial File/Incomplete Bids
7. Absence of a quantified unit price;

8. Non respect of **75%** of essential criteria;
9. Financial capacity below 50% of the estimated cost
10. Change of a quantity in the Financial File

#### **B. Essential criteria**

<<As per the Circular Letter N° 000005/LC/MINMAP/CAB of 26/12/2023 on Implementation of Categorization of Enterprises, only Categorized Enterprises who filed in Certified True Copy of Attestation of Categorization issued by the Minister Delegate at the Presidency of the Republic in charge of Public Contracts or his duly Authorized Representative are exempted from submitting in their Technical Files, **related supporting documents relative to the turnover, the references, own minimum technical and logistical means, permanent staff and head office location**>>.

- 1- General presentation of tenders
- 2- Financial capacity
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Logistics
- 7- Attestation and report of site visit signed by the Contractor;
- 8- Special Administrative Clauses completed and initialed in all the pages and signed at the last page.

#### **15. Award**

This evaluation will be done in a purely positive way (**yes**) or negative(**no**) with an acceptable minimum of **75%** of the essential criteria taken into account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the panelised/eliminary criteria and at least **75%** of the essential criteria.

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

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

#### **17. Complementary Information:**

Complementary technical information may be obtained during working hours at the Service of SIGAMP, Bamenda 1 Council Office.

Done at Bamenda 1 on the,

**10 MAI 2024**

(THE LORD MAYOR)



**Abigba Njah F.**  
**MAYOR**  
**BAMENDA 1 COUNCIL**

#### **Copies:**

- MINMAP
- ARMP
- MINDDEVEL
- Chairperson of B1CITB
- Notice Boards
- FILE



REPUBLIC OF CAMEROON  
PEACE – WORK - FATHERLAND

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MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

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NORTH WEST REGION

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MEZAM DIVISION

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BAMENDA I SUB DIVISION

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BAMENDA I COUNCIL

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RÉPUBLIQUE DU CAMEROUN  
PAIX – TRAVAIL – PATRIE

\*\*\*\*\*

MINISTÈRE DE DECENTRALISATION  
ET DEVELOPPEMENT LOCALE

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REGION DU NORD OUEST

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DEPARTEMENT DE MEZAM

\*\*\*\*\*

ARRONDISSEMENT DE BAMENDA

\*\*\*\*\*

COMMUNE DE BAMENDA I

\*\*\*\*\*

#### AVIS D'APPEL D'OFFRE

DEMANDEDE COTATION N° 07/DC/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 DU 10/05/2024  
POUR LA SENSIBILISATION ET FORMATION DES CONDUCTEURS DES MOTO TAXIS COMMERCIAUX AUX MESURES  
DE SECURITE ROUTIERE ET AUX COMPORTEMENTS RESPONSABLES DANS LA COMMUNE DE BAMENDA I,  
DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST.

##### 1. Objet de l'APPEL D'OFFRE

Dans le cadre du budget d'investissement Public 2024, le MAIRE de la Commune de Bamenda I; Le maître d'ouvrage et l'autorité contractante une demande de Cotation POUR LA SENSIBILISATION ET FORMATION DES CONDUCTEURS DES MOTO TAXIS COMMERCIAUX AUX MESURES DE SECURITE ROUTIERE ET AUX COMPORTEMENTS RESPONSABLES DANS LA COMMUNE DE BAMENDA I, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST.

##### 2. Participation:

La participation à cette consultation est ouverte aux entreprises camerounaises qui respectent les lois fiscales.

##### 3. Description of services:

Les prestations du present marché comprennent;

- Identifier et etudier toutes les zones densément peuplées
- Identifier les facteurs de risque liés aux activités des cyclistes commerciaux
- Formuler les références de sensibilisation
- Bonne sensibilisation des cyclistes commerciaux
- Mettre en place des mesures incitant les cyclistes commerciaux à adhérer à la sensibilisation, à la maîtrise de la signalisation routier et à la bonne conduite en distribuant des gadgets et chasubles
- Classer ces zones selon leur niveau d'exposition aux accidents de la route;
- Sélectionner des échantillons des zones pour organiser des activités d'éducation et de sensibilisation à la sample' routiere
- Planifier de telles journées de sensibilisation avec le soutien des dirigeants des zones vulnérables;
- Former des jeunes leaders en tant qu'éducateurs pairs à travers des ateliers de renforcement des capacités sur certaines notions de base en matière de sécurité routière;
- Organiser des événements de sensibilisation public dans toutes les zones vulnérables

##### 4 Lot:

La fourniture est en un(01) seul lot comme indiqué ci-dessous. LA SENSIBILISATION ET FORMATION DES CONDUCTEURS DES MOTO TAXIS COMMERCIAUX AUX MESURES DE SECURITE ROUTIERE ET AUX COMPORTEMENTS RESPONSABLES DANS LA COMMUNE DE BAMENDA I, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST.

##### 5 Coût prévisionnel.

Le coût prévisionnel de l'opération à l'issue des études préalables est de 15.000.000 (QUINZE MILLIONS FCFA).



## **6. Financement :**

Ce projet sera financé par le Budget du MINT ROAD FUND de l'exercice 2024 sur Lettre d'Autorisation N° 00668Z/L/MINT/SG/DTR/SDPSR/SPSU OF 16<sup>TH</sup> FEBRUARY 2024

## **7. Cautionnement provisoire**

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission émis par un établissement bancaire de premier ordre agréé par le ministère en charge des finances et dont la liste se trouve dans ce dossier de consultation, d'un montant de **300.000 francs CFA (Trois Cent MILLE francs CFA)** et valable trente (30) jours au-delà de la date de validité des offres.

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

Le dossier peut être consulté aux heures ouvrables à la Commune de Bamenda 1, Service de SIGAMP Téléphone No (237) 677 17 79 74, dès la publication de cet avis

## **9. Acquisition of consultation file:**

Le dossier peut être obtenu aux heures ouvrables à la Commune de Bamenda 1, Service de SIGAMP Téléphone (237) 677 17 79 74 dès la publication du présent avis de marché contre paiement d'une somme non remboursable de **25,000FCFA (vingt cinq mille francs CFA)**, payable au Trésor de la Commune de Bamenda 1, représentant le coût d'achat du dossier d'appel d'offres

## **10. Présentation du dossier de consultation:**

Le dossier d'appel d'offres en deux (02) volumes doit être joint dans une enveloppe scellées.

- ❖ Enveloppe A contenant les documents administratifs (Volume 1);
- ❖ Enveloppe B contenant les documents techniques et financiers (Volume 2)

Les deux (02) volumes seront alors enfermés dans une seule enveloppe scellée portant uniquement la référence du devis en question. Les différents documents de chaque offer seront numérotés comme indiqué dans l'offre et séparés par des intercalaires de même couleur.

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

Chaque offer rédigée en anglais ou en français en 07 (sept) exemplaires dont 01 (un) original et 06 (six) exemplaires doit parvenir au Service de la Commune de Bamenda 1 au plus tard le 04/06/2024 à 10h00 heure locale et devrait porter l'inscription:

### **A MONSIEUR LE MAITRE D'OUVRAGE (AUTORITE CONTRACTANTE)**

**«DEMANDE DE COTATION N° 07/DC/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 DU 10/05/2024 POUR LA SENSIBILISATION ET FORMATION DES CONDUCTEURS DES MOTO TAXIS COMMERCIAUX AUX MESURES DE SECURITE ROUTIERE ET AUX COMPORTEMENTS RESPONSABLES DANS LA COMMUNE DE BAMENDA 1, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST »**

**A ouvrir uniquement pendant la séance d'ouverture de la Commission des marchés».**

## **12. Ouverture des offres:**

Les offres seront ouvertes en une seule phase. L'ouverture des documents administratifs, les offres techniques et financières auront lieu le 04/06/2024 à 11:00 heures, heure locale, dans la salle des conférences de Bamenda 1, par la Commission interne de passation des marchés de Bamenda 1. Seuls les soumissionnaires peuvent assister ou se faire représenter par des personnes dûment mandatées de leur choix

## **13. Délai d'exécution:**

La date limitée d'exécution est de Soixante (60) jours à compter de la date de notification pour le début de la commande.

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

Les offres seront évaluées selon les principaux critères suivants :

### **A - Critères éliminatoires**

Il s'agit notamment:

- 1- Absence ou insuffisant d'une caution de soumission;
- 2- Non respect de 48hrs pour l'absence ou non-conformité d'un dossier Administratif
- 3- Fausses déclarations ou pièces falsifiées;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;



- 5- Non-conformité du model de soumission
- 6- Offres Financiale Incomplète/Offres Incomplète,
- 7- Absence d'un prix unitaire quantifié ;
- 8- Le non-respect de **75%** des critères essentiels ;
- 9- Capacité financière inférieur au 50% du cout prévisionnel.
- 10- Changement d' un quantité dan les offies financier

#### **B - Critères essentiels**

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

<<Selvant Lettre Circulaire N0. 000005/LC/MINMA/CAB du 26/12/2023 relative a' la mise en œuvre de la dispense, les soumissionnaires categorises de la production dans leurs dossiers techniques, des pieces justificative relative a' chiffre d'affaires, aux references, aux moyens techniques et logistiques propres minma, au personnel permanent et a' la localisation du siege>>.

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- logistiques
- 7- Attestation et rapport de visite du site signe par l, entreprise;
- 8- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signé à la dernière page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### **15 Attribution**

Cette évaluation se fera de manière purement positif (oui) ou négatif (non) avec un minimum acceptable d'au moins **75%** de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels..

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

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

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

Des informations techniques complémentaires peuvent être obtenues aux heures ouvrables a la Commune de Bamenda 1, Service de SIGAMP

Fait à Bamenda, le

**10 MAI 2024**



**LE MAIRE**

**Mbigha Nyah Felice**  
**MAYOR**  
**BAMENDA I COUNCIL**

#### **Copies**

- MINMAP
- ARMP
- MINDDEVEL
- Président BICITB
- Affichage.
- Chrono/Archive



## **DOCUMENT N° I**

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

**REQUEST FOR QUOTATION N° 07/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.**

Dear Sir,

Within the framework of 2024 Public Investment Budget, the mayor of the Bamenda I council; Contracting Authority hereby launches a Request for Quotation for the **SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.**

For this reason, you will find attached, the descriptive and the quantitative estimates of the works to be carried out which I am requesting you to cost them and return to me on the 04/06/2024 at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on:

**"REQUEST FOR QUOTATION N° 07/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.**

The bids will be submitted on the 04/06/2024 at **10 AM** at the Bamenda I Council and shall be opened the same day at 11AM at the Conference Hall of the office designated by the Contracting Authority (at the Bamenda I Council), by the Bamenda I Council Internal's Board.

Your bid should be costed with value added taxes 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 heartfelt greetings.

**DOCUMENT No. II**  
**RULES OF THE CONSULTATION**

**2.1 - CONSULTATION FILE**

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

- 1.1 The consultation file shall describe the supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- 1.3 the letter of invitation to tender,
- 1.4 technical specifications,
- 1.5 the bill of entry and quantities,
- 1.6 the model tender,
- 1.7 the draft jobbing order,
- 1.8 the model bid comparison table.
- 1.9 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

**2.2- BID PREPARATION**

**ARTICLE 2: Langage**

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 bidder shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) equipment as specified,
- (d) Technical organization of the task;
- (e) Logistics;
- (f) Attestation and report of site visit;
- (g) The descriptive and quantitative estimate duly filled, signed and dated;
- (h) The draft Jobbing Order duly completed, initialed and signed;
- (i) A complete administrative file comprising of the following:



A.1	Certified Copy of the Business Registration, not older than three months.
A.2	Declaration of intention to tender stamped with the tariff in force
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not older than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not older than three months.
A.5	Purchase receipt of Tender File issued by Bamenda I council treasury of 25,000 FCFA
A.6	A bid bond of <b>300,000 FCFA</b> (three hundred thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time
A.9	Business License (photocopy certified by the chief of center of Taxes, not more than three months).
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes stamped with the tariff in force.
A.11	A Clearance Certificate stamped with the tariff in force
A.12	Plan and attestation of site location of the enterprise stamped with the tariff in force
A.13	Power of attorney if necessary
A.14	Group agreement if need be

#### **ARTICLE 4 : BID**

4.1 The Supplier shall specify in the bid the place of delivery and nature of prices

- a. Exclusive of VAT  
and
- b. All taxes and customs duties inclusive (ATI).

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

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

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

Prices shall be written in CFA francs.

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

Bids shall be valid for the period of 60 days.

#### **2.2 - SUBMISSION OF BIDS**

The bids will be submitted on the 04/06/2024 at **10 AM** at the Bamenda I council, Service of SIGAMP

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

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the Bamenda I Council, Service of SIGAMP not later than 04/06/2024 at **10 AM** local time and should carry the inscription:

**(CONTRACTING AUTHORITY)**

**« REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/BIC/BISD/MEZAM/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION ».**

**To be opened only during the Tenders Board Opening session**



## **ARTICLE 8: Latest time and date of submission of bids**

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

### **2.4 - OPENING AND EVALUATION OF BIDS**

#### **ARTICLE 9 : Opening of bids by the Tenders Board**

9.1 The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 04/06/2024 at 11 AM local time, at the Conference Hall of the Bamenda 1 Council, by the Bamenda 1 Council Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice.

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

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

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

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

- study of the compliance of bids, as regards the 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 11 : Award of the jobbing order**

The Tenders Board shall propose the award of the jobbing order of the contractor whose bids it would have deemed compliant with the provisions of the Consultation File and is the **lowest bidder**.

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

The Contracting Authority shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by bill posting, stating:

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

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

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

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

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

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.



## DOCUMENT No. III MODEL APPENDICES

### 3.1 BID LETTER

Date .....

**REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/BIC/BISD/MEZAM/NWR/2024 OF 10/05/2024  
FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND  
RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.**

To : *The Project Owner/Contracting Authority*

Dear Sir/Madam,

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

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

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

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

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

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

On .....

Signature .....  
Name and capacity of signatory

# Document No. 5:

## Terms of reference

### I. Context and justification

Daily accounts on road accidents in Cameroon are abundant. Despite vigorous efforts by the public authorities to fight against road insecurity, there are still deaths due to road accidents on our roads.

In effect, official statistics show that on average, over the last ten (10) years, there have been about 1,200 occurring as a consequence of about 3,000 road accidents.

Unexpectedly, road accidents have become a serious public health hazard in the country because the loss of lives combines with numerous physical handicaps or emotional distresses. The above figures are a challenge the community of road users as well as the public authorities.

The former are mostly called upon to change their risky behaviour on the road, while the latter have the task of permanently reinventing public policies to address the complex and unending societal problem of road insecurity.

As far as the youth are concerned, whether they are educated or not, they are the most vulnerable. This is due to their ignorance or non-respect of basic road safety rules.

It is in this respect that the Ministry of Transport has been targeting this category of road users over the past years. The intention is to carry out specific sensitisation and capacity enhancement actions towards them, with the purpose of reducing the frequency and gravity of road accidents in our cities. It is in this purpose that the project for the Social Mobilisation for Road Safety in the Bamenda 1 Council Area, is being launched, not only to provide some Commercial Bike Riders with some basic training on road safety, but also to offer them a unique opportunity for access to information, initiative and exchanges on the topic.

### II. OBJECTIVES OF THE PROJECT

#### *General objective*

The project aims at reducing the frequency of accidents and the vulnerability of the people of Bamenda 1 Council Area to road accidents, and to gradually instigate a culture of road safety and responsible behavior among the population.

#### *Specific objectives*

The specific objectives of the project are:

- To sensitise the youths in the council about the major stakes in road safety;
- To set up "Road safety clubs" within the most sensitive neighbourhoods;
- To provide training for some of the youths to become peer educators on road safety and first aid.



### III. SCOPE OF WORK

The present assignment shall consist in:

1. Identifying and surveying all densely populated zones in the council;
2. Identify risk factors in relation to the activities of the commercial bike riders
3. Formulate the sensitization references
4. - Sensitization proper of the commercial bike riders
5. - Put in place measures that induce the commercial bike riders to adhere to sensitization, mastery of road signs and good driving by distribution gachets and some chasubles
6. - Classifying those zones according to their level of exposure to road accidents;
7. -Selecting a sample of zones to organise education and sensitisation activities on road safety;
8. -Planning such sensitisation days with the support of the leaders of vulnerable zones;
9. -Training youth leaders as peer educators through capacity enhancement workshops on some basic notions in road safety;
10. - Organizing public sensitization events in all vulnerable zones

### IV. PLANNING OF THE MISSION

The time allocated for this project is two (02) months.

The project comprises a diagnosis of the behaviours of the target population on the road. The consultant shall use an interview guide to carry out a qualitative study of road insecurity among stakeholders in the area in order to elicit all pertinent information that can help understand the root causes of road insecurity. The study shall focus on the main risk factors in the area. On the basis of information collected through the study and through contacts with the leaders, the consultant shall clearly bring out:

- The main risk factors concerning road accidents in the most populated areas;
- The classification of the vulnerable zones of the council according to their level of exposure to road insecurity;
- The names of youth leaders identified as potential participants to training workshops and who are ready to sensitise their peers after the present mission so that its effects shall be long-lasting;
- The capacity enhancement needs of such stakeholders, as well as the workshop themes and sensitisation methods and materials.

At the end of the afore-mentioned activities, the consultant shall proceed with the operationalisation of the social mobilisation for road safety in the council, which shall comprise:

1. Onsite sensitisation in all selected zones using posters and other sensitisation materials bearing messages on how to use the road safely;
2. A training workshop for about forty (40) youths so as to make them peer educators on road safety in their respective neighbourhoods;
3. Actual field sensitisation comprising public informal discussions in the various pertinent areas, with the aim of at least one hundred (100) people who receive the message on road safety.

At the end of the project the consultant shall submit a final report comprising all indicators requested, as well as recommendations for the perpetuation of the effects of the project among the target population.

## V. ROLES AND RESPONSIBILITIES

- The Mayor of Bamenda 1 shall be responsible for the monitoring of the present project through the various indicators stated in the present terms of reference.
- The Divisional Delegate of Transport for Mezam shall ensure administrative facilitation for the project and follow up the activities of the consultant.
- The consultant shall be responsible for the technical and logistical implementation of the project, in conformity with the project description in the present terms of reference.

## VI. QUALIFICATIONS REQUIRED

The consultant's team shall comprise the following:

**Head of mission:** A road safety Expert with at least master's level (BAC+3), and at least ten (3) years' experience in road safety sensitisation.

### Members:

- Expert in Urban Dynamiques with at least HND (BAC OR GCE A/L+2) in either Communication, Socio-anthropology, Letters, and at least two (02) years' experience in road safety sensitisation
- A social communication expert with at least HND (BAC+2) in either Communication, Socio-anthropology, Letters, and at least two (02) years' experience in road safety sensitisation
- Expert in the training of commercial bike riders (BAC or GCE A/L in either Communication, Socio-anthropology, Letters or equivalent) and at least two (02) years' experience in driving training

### Document No. 6: Schedule of unit prices

Price Number	Designation	Unit	Unit prices in figures	Unit prices in letters
100	<b>EXPERTS' FEES</b>			
101	Head of Mission, Road safety expert: This price covers the sum total of fees paid monthly to the Head of Mission in compensation for all his consultancy work and expertise. All allowances and responsibility allocations are included	H/Person/ Month		
102	Expert in Urban Dynamiques. This price covers the amount allocated monthly to the expert in Urban Dynamiques for his time and expertise dedicated to the project	H/Person/ Month		



103	Social Communication Expert: this price covers the amount allocated monthly to the expert in social communication for his time and expertise dedicated to the project.	H/Person/ Month		
104	Support staff: This price covers the monthly allowances paid to a driver and a secretary for the duration of the project	H/Person/ Month		
<b>200</b>	<b>IMPLEMENTATION OF THE SOCIAL MOBILISATION</b>			
201	Transport fees: This price covers the cost of deployment of the consultant team from the headquarters to the project site in order to carry study and sensitisation activities required by the project	LS		
202	Mission fees: This price covers the cost of accommodation and other displacement expenditure related to the team of experts' stay in the project area for each trip	LS		
203	Training workshops for youth leaders: This price covers the cost of the organisation of training workshops for peer educators on road safety in the council, including halls, documentation, catering, logistics, media communication	LS		
204	Functioning of the mission: This price covers all other expenditures necessary for the smooth conduct of the project, including office material, various reports, maintenance costs, etc.	LS		
<b>300</b>	<b>OTHER DIRECT COSTS</b>			
301	Communication costs (telephone, internet, etc.) : This price covers monthly communication costs in terms of phone calls, internet, fax and other means of communication	LS		
302	Reporting costs: This price covers the costs relating to the production of reports and other technical documentation necessary for the conduct of the social mobilization project	LS		

**Document No. 7:**  
**Bill of quantities and estimates**

Price Number	Designation	Unit	Quantity	Unit price	Amount
<b>100</b>	<b>EXPERTS' FEES</b>				
101	Head of Mission, Road safety expert: This price covers the sum total of fees paid monthly to the Head of Mission in compensation for all his consultancy work and expertise. All allowances and responsibility allocations are included	H/Person/ Month	3		
102	Expert in Urban Dynamiques. This price covers the amount allocated monthly to the expert in Urban Dynamiques for his time and expertise dedicated to the project	H/Person/ Month	3		
103	Training workshops for youth leaders: This price covers the cost of the organisation of training workshops for peer educators on road safety in the council, including halls, documentation, catering, logistics, media communication	H/Person/ Month	3		
104	Support staff: This price covers the monthly allowances paid to a driver and a secretary for the duration of the project	H/Person/ Month	3		
	<b>SUBTOTAL 100</b>				
<b>200</b>	<b>IMPLEMENTATION OF THE SOCIAL MOBILISATION</b>				
201	Transport fees: This price covers the cost of deployment of the consultant team from the headquarters to the project site in order to carry study and sensitisation activities required by the project	LS	1		
202	Mission fees: This price covers the cost of accommodation and other displacement expenditure related to the team of experts' stay in the project area for each trip	LS	1		
203	Training workshops for youth leaders: This price covers the cost of the organisation of training workshops for peer educators on road safety in the council, including halls, documentation, catering, logistics, media	LS	1		



	communication				
204	Functioning of the mission: This price covers all other expenditures necessary for the smooth conduct of the project, including office material, various reports, maintenance costs, etc.	LS	1		
	<b>SUBTOTAL 200</b>				
<b>300</b>	<b>OTHER DIRECT COSTS</b>				
301	Communication costs (telephone, internet, etc.) : This price covers monthly communication costs in terms of phone calls, internet, fax and other means of communication	LS	1		
302	Reporting costs: This price covers the costs relating to the production of reports and other technical documentation necessary for the conduct of the social mobilization project	LS	1		
	<b>SUBTOTAL 300</b>				
Total exclusive of VAT					
VAT 19.25%					
Total amount VAT included					
AIR (Income tax)					
Net to be paid					

THIS ESTIMATE IS CLOSED AT THE SUM OF .....CFAF

### 3.4 - BID EVALUATION GRID

L **ADMINISTRATIVE DOCUMENTS** FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH

NO	DESCRIPTION	NO	YES
A.1	Certified Copy of the Business Registration, not older than three months.		
A.2	Declaration of intention to tender stamped with the tariff in force		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not older than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not older than three months.		
A.5	Purchase receipt of Tender File issued by Bamenda 1 council treasury of 25,000 FCFA		
A.6	A bid bond of <b>300,000 FCFA</b> (three hundred thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time		
A.9	Business License (photocopy certified by the chief of center of Taxes, not more than three months).		
A.10	Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes stamped with the tariff in force.		
A.11	A Clearance Certificate stamped with the tariff in force		
A.12	Plan and attestation of site location of the enterprise stamped with the tariff in force		
A.13	Power of attorney if necessary		
A.14	Group agreement if need be		



The second Internal Envelope shall be labeled <<ENVELOPE B: TECHNICAL DOCUMENT>> and shall contain the following:

<<As per the Circular Letter N° 000005/LC/MINMAP/CAB of 26/12/2023 on Implementation of Categorization of Enterprises, only Categorized Enterprises who presented Certified True Copy of Attestation of Categorization issued by the Minister Delegate at the Presidency of the Republic in charge of Public Contracts or his duly Authorized Representative are exempted from submitting in their Technical Files, related supporting documents relative to the turnover, the references, own minimum technical and logistical means, permanent staff and head office location>>.

II. EVALUATION GRID OF TECHNICAL AND FINANCIAL BID FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	NO	YES
B)	ESSENTIAL CRITERIA		
B.1	General presentation of the tender files		
B.1.1	-table of content page,		
B.1.2	-colour sheet separator,		
B.1.3	-paginated,		
B.1.4	-spiral bound documents		
B.1.5	-Presentation of the documents in the order required in the tender file		
B.1.6	- Clarity and legibility of the documents provided		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
	List of references of the enterprise in similar jobs justified by signed certified contracts (first and last pages) and certified minutes of reception or attestation of clearances of supply executed. (minutes of final reception for up to 2024) Minimum acceptable: 02 Contracts realized in the domain of Sensitization and Information within the past 05 years		
B.2.1	1 <sup>st</sup> Reference		
B.2.2	2 <sup>nd</sup> Reference		
B.3	ACKNOWLEDGEMENT OF THE IHC AND THE LOCALIZATION		
B.3.1	Comprehensive report of site visit of the Areas to carry out the sensitization signed by the company administrator and justified by photos		
B.4	QUALIFICATION AND EXPERIENCE STAFF		
B.4.1	QUALIFICATION AND EXPERIENCE OF HEAD OF MISSION (DEGREE IN JOURNALISM OR TRANSPORT AND LOGISTICS/COMMUNICATION OR EQUIVALENT)		
	➤ , BAC or GCE A/L + 3) with at least 3 (three) years' experience,		
	➤ CV signed and dated by the candidate		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ Commitment of availability		
B.4.2	QUALIFICATION AND EXPERIENCE OF EXPERT IN URBAN DYNAMIQUES (HND IN JOURNALISM OR TRANSPORT AND LOGISTICS/ COMMUNICATION OR EQUIVALENT)		
	➤ , BAC or GCE A/L + 2 in Journalism or Transport/Logistics) with at		



	least 07 (seven) years' experience,		
	➤ CV signed and dated by the candidate		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ Commitment of availability		
<b>B.4.3</b>	social communication expert with at least HND (BAC+2) in Communication, Socio-anthropology, Letters or equivalent and at least three (02) years' experience in road safety sensitisation		
	➤ , BAC or GCE A/L + 2 in Journalism or Transport/Logistics) with at least 02 (two) years' experience,		
	➤ CV signed and dated by the candidate		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ Commitment of availability		
<b>B.4.4</b>	Expert in the training of commercial bike riders with BAC or GCE A/L in either Communication, Socio-anthropology, Letters or equivalent		
	➤ , BAC or GCE A/L in Journalism or Transport/Logistics) with at least 02 (two) years' experience,		
	➤ CV signed and dated by the candidate		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ Commitment of availability		
<b>B.4.4</b>	<b>ONE OTHER PERSONNEL (SUPPORT STAFF HOLDER OF CAP/PROBATOIR/GCE O/L OR EQUIVALENT)</b>		
	➤ CV signed and dated by the candidates		
	➤ Certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ Commitment of availability		
<b>B.5</b>	<b>TECHNICAL PROPOSAL</b>		
<b>B.5.1</b>	<b>TIME FRAME FOR THE INFORMATION AND SENSITIZATION</b>		
<b>B.5.1.1</b>	Wholly Signed Planning and respect of duration of task		
<b>B.5.1.2</b>	Wholly Signed Coherence in the execution of task		
<b>B.5.1.3</b>	Wholly Signed Logical sequence in the execution of task		
<b>B.5.2</b>	<b>QUALITY MEASURES TO CARRY OUT THE INFORMATION AND SENSITIZATION</b>		
<b>B.5.2.1</b>	Wholly Signed Organigram of project specifying personnel and functions		
<b>B.5.2.2</b>	Wholly Signed Catalogue of description of equipment/tools/materials to use		



<b>B.5.2.3</b>	Wholly Signed Description showing how to carry out the task		
<b>B.5.2.4</b>	Wholly Signed Description of the expected results afterward		
<b>B.6</b>	<b>LOGISTICS</b>		
<b>B.6.1</b>	Prove of ownership or rental of a pickup or other van		
<b>B.6.2</b>	Prove of ownership or rental of a communication system		
<b>B.6.3</b>	Prove of ownership or rental of other sensitization tools or equipment		
<b>CAPACITY TO FINANCE THE PROJECT</b>			
<b>B.7</b>	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions of at least 50% of the estimated cost of the project		
<b>B.8</b>	Draft jobbing order duly completed, initialed in all the pages and signed on the last page		
<b>B.9</b>	<b>FINANCIAL FILE</b>		
<b>B.9.1</b>	A submission letter, Wholly signed, dated and franked with the tariff in force		
<b>B.9.2</b>	Completed and Wholly signed frame work of unit prices.		
<b>B.9.3</b>	Wholly Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)		

**COMPANY NAME/.....**

**Date of submission:**

**BID COMPARISON TABLE FOR THOSE RETAINED**

No	Names of Enterprises	Address	Technical/ Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
<b>01</b>							
<b>02</b>							
<b>03</b>							

**Members of the Bamenda 1 Council Internal Tenders Board**

S/N	Name	Duty	Signature
-----	------	------	-----------

<b><u>Members of the Bamenda 1 Council Internal Tenders Board</u></b>			
01			
02			
03			
04			
05			
<b><u>Bidders</u></b>			
01			
02			

**REPUBLIC OF CAMEROON  
PEACE – WORK - FATHERLAND**

\*\*\*\*\*

**MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT**

\*\*\*\*\*

**NORTH WEST REGION**

\*\*\*\*\*

**MEZAM DIVISION**

\*\*\*\*\*

**BAMENDA I SUB DIVISION**

\*\*\*\*\*

**BAMENDA I COUNCIL**

\*\*\*\*\*



**RÉPUBLIQUE DU CAMEROUN  
PAIX – TRAVAIL – PATRIE**

\*\*\*\*\*

**MINISTERE DE DECENTRALISATION  
ET DEVELOPPEMENT LOCALE**

\*\*\*\*\*

**REGION DU NORD OUEST**

\*\*\*\*\*

**DEPARTEMENT DE MEZAM**

\*\*\*\*\*

**ARRONDISSEMENT DE BAMENDA**

\*\*\*\*\*

**COMMUNE DE BAMENDA I**

\*\*\*\*\*

## **JOBGING ORDER**

N°...../JO/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024

**AWARDED REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/B1C/BISD/ MEZAM/  
NWR/2024 OF 10/05/2024**

**CONTRACTOR :** .....

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

**ADDRESS :** .....

**BP :** .....

**TEL :** .....

**FAX :** .....

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



**SUBJECT :** THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH

**AMOUNT :** ..... F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

**DELA :** SIXTY(60)DAYS

**FINANCING :** (PIB) - 2024

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

ENTERED INTO ON: .....

SIGNED ON:.....

NOTIFIED ON: .....

REGISTERED ON: .....

BETWEEN: The Government of the Republic of Cameroon, represented by the Lord Mayor of Bamenda 1 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 <<THEcontractor>>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :

## CONTENT

### CHAPTER I : 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 DELIVERY .  
ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

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

ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES  
ARTICLE 9 : CONSISTENCY OF SERVICES  
ARTICLE 10 : DESCRIPTION OF SUPPLIES  
ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED  
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## **CHAPTER III : FINANCIAL PROVISIONS**

ARTICLE 16 : GENERAL NOTIONS –PRICE  
ARTICLE 17 : AMOUNT OF THE JOBBING ORDER  
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ARTICLE 22 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER  
ARTICLE 23 : DISPUTES  
ARTICLE 24 : CANCELLATION OF THE JOBBING ORDER  
ARTICLE 25 : VALIDITY OF THE JOBBING ORDER

# **CHAPTER I GENERAL CONSIDERATIONS**

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

The purpose of this jobbing order is THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH



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

This jobbing order is awarded following **REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR OF 10/05/2024 FOR THE SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA I COUNCIL AREA, MEZAM DIVISION OF THE NORTH**

## **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 jobbing order is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- *Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;*
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency (ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- Unified Technical Documents (DTU) for building supply;
- The Norms in force in the Republic of Cameroon;

- The CCTP;
- Other texts specific to contracting fields.

## **ARTICLE 5.1 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 Bamenda 1 Council**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP/MINMAP through the focal point designated to this effect.
- ↓ The **Project Manager** shall be the **Council Development Officer Bamenda 1 Council** hereinafter referred to as the Project Manager.
- ↓ **Contract Engineer** is the **Divisional Delegate of Transport** hereinafter referred to as the Engineer. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- ↓ The Contract manager shall be the **Divisional Chief of Transport** hereinafter referred to as the Contract manager.
- ↓ The contractor shall be **[to be specified]**.
- ↓ The Authority in charge of regular control to ensure the respect of this Jobbing Order is the DDMINMAP for Mezam

### **5.2 Security**

This Contract may use security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment is the **Lord Mayor of Bamenda 1 Council**
- The authority in charge of the clearance of expenditures is the **Specialised Finance Controller for Bamenda City Council**
- The body or official in charge of payment is the **MT Bamenda I**
- The official competent to furnish information within the context of execution of this Contract is the **MINMAP - Mezam/BAMENDA I**

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

The delivery period for the Contract manager shall be fixed at **60Days** with effect from the date of notification of the Service Order to Start Work.

**THE INFORMATION AND SENSITIZATION** shall be done **FOR BIKE RIDERS ON ROAD SAFETY IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH**

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 SUPPLIER**



The contractor has as mission to effect the task as described in Article 10 under the control of the **Divisional Delegate of Transport for Mezam**, 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 Jobbing Order shall comprise the SENSITIZATION AND TRAINING OF COMMERCIAL BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN BAMENDA 1 COUNCIL AREA.

## **ARTICLE 10 : DESCRIPTION OF TASK**

- 1 Identifying and surveying all densely populated zones in the council;
- 2 Identify risk factors in relation to the activities of the commercial bike riders
- 3 Formulate the sensitization references
- 4 - Sensitization proper of the commercial bike riders
- 5 - Put in place measures that induce the commercial bike riders to adhere to sensitization, mastery of road signs and good driving by distribution gachets and some chasubles
- 6 - Classifying those zones according to their level of exposure to road accidents;
- 7 -Selecting a sample of zones to organise education and sensitisation activities on road safety;
- 8 -Planning such sensitisation days with the support of the leaders of vulnerable zones;
- 9 -Training youth leaders as peer educators through capacity enhancement workshops on some basic notions in road safety;
- 10 - Organizing public sensitization events in all vulnerable zones

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

plan of execution of the supplies.

## **ARTICLE 12 : ACCEPTANCE OF SUPPLY**

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

- ❖ The authorizing officer (Contracting Authority).....Chairperson;
- ❖ The contract Engineer.....secretary.
- ❖ The project manager .....Member;
- ❖ The Divisional Delegate MINMAP Mezam .....Observer;
- ❖ The Contract Manager .....Member,
- ❖ The Stores Accountant B1C.....Member;
- ❖ The Contractor.....Member;

It shall cross-check the conformity of the task with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.

Where the task 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 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 items shall be borne by the supplier. The supply will bear the cost of repairs of the supplied equipment for six months from the date of acceptance of the supply.

#### **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 (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
  - One thousandth (1/1000<sup>th</sup>) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

### **CHAPTER III FINANCIAL PROVISIONS**

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

The 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 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**

17.1 Start up advance:



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

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

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

**17.2. Scheduling payments:**

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

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

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

**ARTICLE 21: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this jobbing order shall be stamped and registered by the 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 (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.

PAGE ... AND LAST OF JOBBING ORDER N° .. /JO/MINDDEVEL/BICITB/B1C /BISD /MEZAM / NWR / 2024  
Awarded after Request for Quotation N° 07/RQ/ MINDDEVEL/BICITB/B1C/BISD/MEZAM /NWR  
/2024 OF 10/05/2024

THE COMPANY: .....

FOR THE .....

AMOUNT OF THE JOBBING ORDER: ..... CFAF<sup>100</sup>

(In words .....

CFA francs inclusive of taxes)

EXECUTION TIME:

**Read and accepted by the contractor**

(place of signature) \_\_\_\_\_ (date)

**Signature of Contracting Authority**

(place of signature) \_\_\_\_\_ (date)

**Registration**



## **Table of models ought to be used by bidders**

### **TABLE OF MODELS**

- 1: Model Tender (Bid Letter)
- 2: Model bid bond
- 3: Model final bond
- 4; Model of Performance Bond (Model retention fund)
- 5: Model of start-off advance bond
- 6: Attestation of site visit
- 7; Model Declaration of Intention to Tender
- 8: Model Commitment of Availability of Personnel
9. Model Report of site visit

### **1: Model tender (bid letter)**

### 3: 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 Contract referred to as "the Contract", to Carry out *[indicate the nature of the works]*.

Whereas it is stated in the Contract 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 Contract, as guarantee of the execution of his full obligations in accordance with the terms of the Contract,

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 Contractual commitments within the meaning of the Contract, 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 Contract 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 Contract. 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]*



## 4: Model of performance bond (Retention fund)

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

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

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ name and address of Supplier] hereinafter referred to "the Contractor", pledged, in execution of the Contract, to Carry out the works of [indicate the subject of the works]

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

Whereas we have agreed to provide the Contractor with this guarantee,  
We, \_\_\_\_\_ [name and address of the bank],  
Represented by \_\_\_\_\_ [names of signatories] and hereinafter referred to as "the bank",

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

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

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

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

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

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

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

[Signature of the bank]

## 5: Model of start-off advance bond

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

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

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

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

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

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

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

[Signature of the bank]

## 6: MODEL ATTESTATION OF SITE VISIT



I the undersigned Mr./Mrs./Miss .....  
..... (Name) Director Manager Engineer of the Company  
:.....( Name of Enterprise),

**Confirm having actually visited the site for the task relative to the;**

**REQUEST FOR QUATATION N° 07/RQ/MINDDEVEL/BICITB/BIC/BISD/ MEZAM  
/NWR/2024 OF 10/05/2024 FOR THE SENSITIZATIONAND TRAINING OF COMMERCIAL  
BIKE RIDERS ON ROAD SAFETY MEASURES AND RESPONSIBLE BEHAVIOUR IN  
BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION**

I, the interested contractor declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of job with respect to norms.
- To establish my unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall in no account ask the Contracting Authority for any increase of unit price.

**In Testimony Whereof**, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

**THE CONTRACTOR**\_\_\_\_\_

**SIGN**\_\_\_\_\_

**DATE**\_\_\_\_\_

**(COMPANY STAMP)**

# 10-Model Report of site visit

## I-INTRODUCTION

TENDER N° (with project title).....  
.....  
.....

NAME OF COMPANY.....  
DATE:.....TIME:.....

## II) COMMENTARY:

II-1) Nature of the project site.....

II-2) Accessibility to the project site: .....

II-3) Vegetation (trees, shrubs etc).....

II-4) Topography of the site.....

## III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF CONSTRUCTIONAL MATERIAL (stones, sand, gravel, wood etc)

V) DIFFICULTIES: .....  
.....  
.....  
.....

V)  
CONCLUSION.....  
.....

NB: ATTACH PICTURES SHOWING AND JUSTIFYING SOME SITE ELEMENTS

Signature of Managing Director, name, date and Enterprise stamp



## **List of banking establishments and financial bodies authorised to issue bonds for Public Contracts**

### **I- BANKS**

1. Afriland First Bank
2. Banque Atlantique
3. Banque Camerounaise des petites et moyennes entreprises (BC-PME)
4. Banque Gabonaise pour le Financement International (BGFI BANK)
5. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
6. Bank of Africa Cameroon (BOA Cameroun)
7. CITI Bank Cameroun
8. Commercial Bank of Cameroon (CBC)
9. Ecobank Cameroun (ECOBANK)
10. National Financial Credit Bank (NFC)
11. Société Camerounaise de Banque au Cameroun (SCB-Cameroun)
12. Société Générale de Banque au Cameroun (SGC)
13. Standard Chartered Bank Cameroon (SCBC)
14. Union Bank of Cameroon (UBC)
15. United Bank for Africa (UBA)

### **II- Insurance companies**

16. Activa Insurance
17. Zenithe Insurance SA BP Douala
18. Aréa Assurances S.A
19. Atlantique Assurances S.A
20. Beneficial General Insurance S.A
21. Chanas Assurances S.A
22. CPA S.A
23. Nsia Assurances S.A
24. Pro Assur S.A
25. SAAR S.A
26. Saham Assurances S.A







