

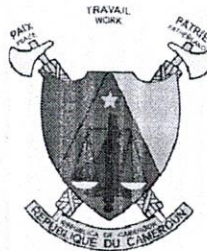
République du Cameroun  
Paix – Travail – Patrie

Ministère De La Décentralisation Et  
Développement Locale

Région du Nord-Ouest

Département de la MOMO

Commune de Widikum Boffe



Republic of Cameroon  
Peace – Work – Fatherland

Ministry Of Decentralization And Local  
Development

North West Region

MOMO Division

Widikum Boffe Council

## WIDIKUM BOFFE COUNCIL INTERNAL TENDERS BOARD

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### REQUEST FOR QUOTATION

\*\*\*\*\*

### CONSULTATION FILE

*REQUEST FOR QUATATION N° 02/RQ/WBCITB/2024 OF 24/06/2024  
FOR THE SUPPLY OF FISH PELLETT MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM  
SUB DIVISION, MOMO DIVISION, NORTH WEST REGION*

PROJECT OWNER: **THE MAYOR OF WIDIKUM BOFFE COUNCIL**

FUNDING: **PUBLIC INVESTMENT BUDGET (PIB) - 2024**

IMPUTATION:

AUTH. NO.

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
SINGLE	SUPPLY OF FISH PELLETT MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION	10,000,000frs Ten million	200,000frs Two hundredand thousand	18,000frs Eighteen thousand

1. Supply of Fish pellet machine to Widikum council

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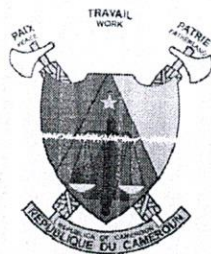
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## CONSULTATION NOTICE

**Subject:** CONSULTATION N° N° 02/RQ/WBCITB 2024 OF 24/06/2024

FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL, IN WIDIKUM SUB DIVISION, MOMO DIVISION,  
NORTH WEST REGION

Within the framework of 2024 Investment Budget, the LORD MAYOR OF WIDIKUM BOFFE COUNCIL, Contracting Authority in the name of the REPUBLIC OF CAMEROON, hereby launches, a **Request for Quotation** FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL, IN, WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION

### 1. Participation:

Participation to this consultation is open to Small and Medium Size Enterprises that are in compliance with the fiscal laws.

### 2. Description of services:

The services of this request for quotation include the

3. Project owner **THE MAYOR OF WIDIKUM BOFFE COUNCIL**

### 4. Lots

The Rehabilitation is in a single lot as indicated below.

### 5. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :	Imputation
SINGLE	SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION	10,000,000frs Ten million	200,000frs Two hundred and thousand	18,000frs Eighteen thousand	

3. Supply of Fish pellet machine to Widikum council

**6. Funding**

This project shall be financed by the 2024 Public Investment Budget of the MINEPIA with budget heads as indicated on the table above.

**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 Two hundred thousand FCFA (200, 000FCFA and valid for thirty (40) days beyond the date of validity of bids.

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

The Tender file could be consulted in the SECRETARIATE OF WIDIKUM BOFFE COUNCIL, Service of Award on publication of this invitation.

**9. Acquisition of consultation file:**

The file may be consulted and obtained at the WIDIKUM BOFFE COUNCIL SECRETARIATE in WIDIKUM, Service of Public Contracts Telephone N° 652472878 with effect from the date of signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable fee of 18 000 CFA francs (Eighteen thousand Francs CFA) payable at a Council Treasury, representing the cost of purchasing the tender file.

**10. Presentation of consultation file:**

The tender file shall be presented by the bidder in A SINGLE sealed envelopes.

**11. 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 24/06/2024 at 10:00 AM local time in sealed envelopes, in the secretariat of Widikum Boffe Council, Service of Award bearing on:

« CONSULTATION N°02/RQ/WBCITB/2024 OF 24/06/2024

**FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL, WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.**

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

**12. Opening of bids:**

Bids will be opened on the 24/06/2024 at 11:00 AM in the conference hall of the Widikum Boffe Council, by the Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

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

**14. Deadline of execution:**

The dead line of execution is THIRTY (30) days from the date of notification for this Jobbing Order to begin.

**14. Evaluation criteria**

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

4. Supply of Fish pellet machine to Widikum council



**A. Eliminatory criteria**

1. Absence of bid bond in the administrative file;
2. Non respect of 48hrs given for absence or non-conformity of any other document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Non respect of **75%** of essential criteria.
9. Suspended by MINMAP in 2024

**B. Essential criteria**

**Pursuant to circular letter No 00005/LC/MINMAP/CAB of 26/12/2023**

1. Absence of bid bond in the administrative file;
2. Non respect of 48hrs given for absence or non-conformity of any other document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Non respect of **75%** of essential criteria.

**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 in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount (**total without taxes**), in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory 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 thirty (30) days with effect from the deadline fixed for the submission of the bids.

**17. Complementary Information:**

Complementary information which could be technical in nature can be obtained from the Widikum Boffe Council service of award.

Circular copies  
- MINMAP;  
- ARMP/PCI;  
- President WCITB;  
- Notice Board;  
- Chrono.



5. Supply of Fish pellet machine to Widikum council

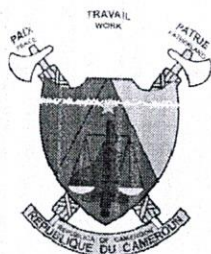
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## AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

**Objet : CONSULTATION N° 02/ DC/WBCITB/2024 DU 24/06/2024 POUR LA FOURNITURE DE MACHINE DE FABRICATION DE GRANULES ALIMENTAIRES LA COMMUNE DE WIDIKUM A WIDIKUM, DANS LE DEPARTEMENT DE MOMO, REGION DU NORD-OUEST,**

Dans le cadre de l'exercice budgétaire 2024, le MAIRE DE LA COMMUNE DE WIDIKUM, Autorité Contractante lance pour le compte de Maître d'Ouvrage une Demande de Cotation **POUR LA FOURNITURE DE MACHINE DE FABRICATION DE GRANULES ALIMENTAIRES LA COMMUNE DE WIDIKUM A WIDIKUM, DANS LE DEPARTEMENT DE MOMO, REGION DU NORD-OUEST,**

**1) Participation:**

La participation à cette consultation est ouverte aux P.M.E. de droit camerounais.

**2) Description des prestations:**

Les prestations du présent marché comprennent,

**3) Maîtres d'Ouvrage:** Le Maire de la Commune de WIDIKUM BOFFE

**4) Allotissement**

La fourniture et a un seul lot ci-après définis :

**5) Coût prévisionnel**

Le coût prévisionnel de l'opération sont présenté dans le tableau suivant

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Montant d'achat du DAO :
un	POUR LA FOURNITURE DE MACHINE DE FABRICATION DE GRANULES ALIMENTAIRES LA COMMUNE DE WIDIKUM A WIDIKUM, DANS LE DEPARTEMENT DE MOMO, REGION DU NORD-OUEST,	10, 000 000frs Dix million	200,000frs Deux cent mille	18,000FCFA Dix huit mille

**6. Financement:**

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du Cameroun de l'exercice 2024

6. Supply of Fish pellet machine to Widikum council



#### **7. Cautionnement provisoire**

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

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

Le dossier de consultation peut être consulté aux heures ouvrables à la SECRETARIAT DE CUMUNE DE WIDIKUM BOFFE, Service d'attribution, Tél. 652472878 dès publication du présent avis.

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

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à SECRETARIATE DE LA COMMUNE DE WIDIKUM BOFFE, Service de Passation des Marchés Publics Tél. : 652472878 dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de F CFA 16 000 (DIX HUIT mille Francs CFA) à la Trésorerie publique.

#### **10- Présentation des Offres**

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

L'enveloppe A contenant les pièces administratives (volume 1),

L'enveloppe B contenant l'offre financière/technique (volume 2).

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

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

Chaque offre, rédigée en français ou en anglais en sept (7) exemplaires dont un (1) original et six (6) copies marqués comme tels, devra parvenir contre récépissé à la secretariat de la commune de Widikum Boffe, Service d'attribution, Tél. 652472878, au plus tard le 24/06/2024 à 10 heures, heure locale et devra porter la mention suivante :

<< CONSULTATION N° 02/ DC/WBC/ITB/2024 DU 24/06/2024 POUR LA FOURNITURE DE MACHINE DE FABRICATION DE GRANULES ALIMENTAIRES LA COMMUNE DE WIDIKUM A WIDIKUM, DANS LE DEPARTEMENT DE MOMO, REGION DU NORD-OUEST,>>

#### **12. Recevabilité:**

Les offres seront remises à l'adresse sus indiquée et dépouillées le 24/06/2024 à 11 h dans la salle de conférence de la commune de Widikum Boffe, par la Commission interne de Passation des Marchés, en présence des soumissionnaires qui le désirent.

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

#### **13. Délai d'exécution:**

Le délai d'exécution est fixé à Trente (30) jours à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

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

Les offres seront évaluées selon les principaux critères suivants :

#### **Critères éliminatoires:**

7. Supply of Fish pellet machine to Widikum council



Il s'agit notamment :

1. Absence de la caution provisoire de soumission ;
2. Non-respect du délai de 48h pour l'absence ou non-conformité des autres documents dans les dossiers administratifs
3. Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
4. Fausses déclarations ou pièces falsifiées ;
5. Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire ;
6. Offres financière incomplète,
7. Le changement d'une unité ou d'une quantité dans l'offre financière;
8. Le non-respect de 75% des critères essentiels.

#### B - Critères essentiels

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

1. Pursuant to circular letter No 00005/LC/MINMAP/CAB of 26 December 2023.
2. Présentation générale de l'offre ;
3. Capacité financière ;
4. Références de l'entreprise dans les réalisations similaires ;
5. Un Catalogue des Equipement en couleur avec les spécifications techniques et des références ;
6. Qualité du formateur
7. lettre command initiée dans toutes les pages signées et date dans la dernière page

#### 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (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 la moins disante, (montante toutes taxes) 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 une période de trente (30) jours, à compter de la date limite fixée pour la réception des offres.

#### 17. Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du maire de Widikum Boffe, Service de Passation des Marchés Publics Tél. 652472878.

Ampliations :

MINMAP;  
ARMP/JDM;  
Président CIPM;  
Affichage;  
Chrono / Archive



8. Supply of Fish pellet machine to Widikum council



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

NORTH WEST REGION

MOMO DIVISION

WIDIKUM COUNCIL

WIDIKUM COUNCIL INTERNAL  
TENDERS BOARD



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

REGION DU NORD OUEST

DEPARTMENT DU MOMO

COMMUNE DE WIDIKUM

COMMISSION INTERNE DE PASSATION DES  
MARCHES DE LA COMMUNE DE WIDIKUM

## LETTER OF INVITATION

**Subject: REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06/2024 FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

Sir/Madam,

Within the framework of the 2024 public investment budget, the Government of the Republic Cameroon has allocated credit support to vulnerable people in WIDIKUM Council, MOMO Division, North West Region. In this regard, find enclosed herein is the bill of estimate and quantities of these items, which you are requested to cost and return to my office latest on 2024 at 10a.m. in a sealed envelope bearing the inscription :

**REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06/2024 FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION  
(TO BE OPENED ONLY AT QUOTATION OPENING SESSION")**

Bids shall be submitted latest on the **24/06/2024** at 10a.m at the WIDIKUM Council and reviewed in the Conference Hall of the WIDIKUM Council Internal Tenders Board. Your bid should be costed, exclusively of value added tax (HT) and all taxes inclusive (TTC) and accompanied by signed submission letter. The items are to be supplied at WIDIKUM Council within sixty (60) days as from the date of entry into force of the subsequent Jobbing Order.

Yours sincerely

WIDIKUM, the \_\_\_\_\_  
**The Mayor of WIDIKUM Council**

9. Supply of Fish pellet machine to Widikum council

REPUBLIC OF CAMEROON  
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WIDIKUM COUNCIL INTERNAL  
TENDERS BOARD



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

REGION DU NORD OUEST

DEPARTMENT DU MOMO

COMMUNE DE WIDIKUM

COMMISSION INTERNE DE PASSATION DES  
MARCHES DE LA COMMUNE DE WIDIKUM

## SPECIAL RUGULATIONS OF THE CONSULTATION

### 2.1. REQUEST FOR QUOTATION FILE

#### Article 1: CONTENT OF THE REQUEST FOR QUOTATION FILE

1.1 The request for quotation file shall describe the supplies which are subject of the consultation and the procedures of the Jobbing Order.

1.2 The request for quotation file shall comprise the following documents:

- a. The letter of invitation to tender,
- b. Special rules of the consultation
- c. Technical specification,
- d. The bill of quantities,
- e. The draft jobbing order,

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

### 2.2 BID PREPARATION

#### Article 2: Language

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

#### Article 3: Documents that constitute the bid

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

**IN A SINGLE ENVELOPE**, containing one original Bound Booklet and six photocopies of the original Bound Booklets comprising the following:

1. Declaration of intent to tender
2. A certified copy of a taxpayer's card (Carte du contribuable).
3. An Affidavit of non-bankruptcy issued by the competent Court (original).
4. Certificate of conformity for the current financial year
5. An attestation issued by the National Social Insurance Fund (original)
6. An attestation of Bank Account COBAC affiliated (original).
7. A temporary guarantee deposit for the tender of **Two hundred thousand (200,000)** CFA francs (Bid Bond) issued by a first class bank recognized by COBAC for each lot.
8. Receipt showing amount paid to obtain the consultation File,.
9. A Certificate of Non Exclusion issued by ARMP.
10. An attestation of site visit signed in the contractor's honour.
11. A site visit report signed by a representative of the contractor
12. The power of Attorney or "Authorization" where necessary.
13. Certified true Copies of attestations of past similar supplies and reception minutes done by the bidders for the previous years.
14. Technical specifications or descriptions
15. A submission letter duly filled, dated and signed with a 1000 FCFA fiscal stamp.
16. The Unit price list, duly filled, dated and signed
17. Bill of quantities and cost estimates, duly filled, dated and signed
18. Detail of Unit Prices completed and dated and signed on the last page

10. Supply of Fish pellet machine to Widikum council



**Article 4: Bid**

4.1 The Bidder shall specify in the bid the place of delivery and nature of prices, all taxes and customs duties inclusive (ATI).  
4.2 The Supplier shall complete the Bill of Quantities and Cost estimates provided in the consultation file, including the characteristics of the supplies 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 Supplier 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 30 days.

## **2.3 DEPOSIT OF FILES**

**Article 7: Submission of offers and Opening of Bids**

All documents shall be sealed in an envelope. This sealed envelope shall carry the following inscriptions:

**REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06. FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION (TO BE OPENED ONLY AT THE TENDER 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 Tenders Board attached to the WIDIKUM Council (Contracting Authority) shall open the bids in the presence of representatives of suppliers wishing to attend the bid-opening session to hold on the same day as the last day of submission at 11:00 am prompt.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session as prescribed by the laws in force.

**Article 10: Verification of compliance and comparison of bids:** The Tenders Board shall verify compliance and compare the bids in the following order;

- Study of the compliance of bids, as regards the administrative documents submitted, delivery periods;
- Verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections;
- Assess the number of past supplies contract done in the previous years by the bidders and justified with certified true copies of documents requested in 5 of envelope B. Original document can be requested by the members of the Tender Board for necessary verifications; forged documents shall automatically give right to rejection.
- Preparation of a summary table of bids.
- Comparison of technical specifications/description
- Bidders should submit a guarantee or warrantee for six (06) months.

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

**Article 11: Award of the jobbing order:** The Tender Board shall propose the award of the contract to the bidder whose bid would have been deemed compliant with the provisions of the request for quotation, is the lowest and realistic, having past experience in the domain.

**Article 12: Announcement of award of the jobbing order:** The Mayor of WIDIKUM Council shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by board pasting, stating;

- a) The name of the Holder,
- b) The subject of the request for quotation,
- c) The amount of the jobbing order.

11. Supply of Fish pellet machine to Widikum council



d) The delivery deadline.

**Article 13: Signing of the jobbing order:** Within 2 (two) weeks following the award, the jobbing order to be produced at the supplier's cost shall be signed by the Bidder and visaed by the Divisional Controller of finance for MOMO. Thereafter, the Mayor of WIDIKUM, Contracting Authority shall sign the jobbing order and notify it to the supplier who shall be responsible for its registration according to the procedure in force.

**Article 14: Corruption and fraudulent practices:** The Chairpersons and Members 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 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 suppliers 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.

#### **Article 15: Evaluation of Bids**

##### **15.1 Evaluation of Administrative Bid**

ENTREPRISE :		YES	NO
01	Declaration of intent to tender		
02	A certified copy of a taxpayer's card (Carte du contribuable).		
03	An Affidavit of non-bankruptcy issued by the competent Court (original).		
04	Certificate of conformity for the current financial year		
05	An attestation issued by the National Social Insurance Fund (original)		
06	An attestation of Bank Account COBAC affiliated (original).		
07	A temporary guarantee deposit for the tender of <b>Two hundred thousand (200,000)</b> CFA francs (Bid Bond) issued by a first class bank recognised by COBAC for each lot.		
08	Receipt showing amount paid to obtain the consultation File,.		
09	A Certificate of Non Exclusion issued by ARMP.		
10	Technical descriptions		
11	The draft jobbing order duly filled and signed by the bidders.		
12	An attestation of site visit signed in the contractor's honour		
13	A site visit report signed by a representative of the contractor		
14	Certified true Copies of attestations of past supplies and reception minutes done by the bidders for the previous years. (The members of the WIDIKUM Council Internal Tender Board for any necessary verification can request the originals of these documents). Not applicable to newly created enterprises.		
15	A submission letter duly filled, dated and signed with a 1000 FCFA fiscal stamp.		
16	The Unit price list, duly filled, dated and signed		
17	Bill of quantities and cost estimates, duly filled, dated and signed		
18	Detail of Unit Prices completed and dated and signed on the last page		

#### **Article 16: Eliminary criteria**

- Any offer not in conformity with the prescriptions of this request for quotations file shall be declared inadmissible. Especially the lack of the provisional guarantee;
- False declaration or falsified documents.
- Incomplete or non compliant document and not submitted within 48 hours on request;
- Incomplete financial offer;
- Omission of quantified unit price in the financial offer;

12. Supply of Fish pellet machine to Widikum council



- Unit prices not in accordance with the official commodity price list or not within the generally accepted price scale
- Bidders with any record of ongoing and/or abandoned projects in the Republic without any valid justification at the time (date) of publication of this call for tenders.

13. Supply of Fish pellet machine to Widikum council

**Document N°. 4:**  
**SPECIAL ADMINISTRATIVE CLAUSES (SAC).**

**CONTENT**

**Chapter I: General**

- Article 1 - Subject of the contract
- Article 2 - Award procedure (GAC supplemented)
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
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**Chapter II: Financial conditions**

- Article 12 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 13 - Amount of contract
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- Article 17 - Price updating formula (article 18 of GAC)
- Article 18 - Advances (article 21 of GAC)
- Article 19 - Payment (article 19 supplemented)
- Article 20 - Interest on overdue payments (article 20 of GAC)
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- Article 22 - Tax and customs schedule (article 10 of GAC)
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- Article 24 - Patent rights (GAC supplemented)
- Article 25 - Place of delivery and deadline (articles 31 and 33(1))
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- Article 28 - Trials and related services (article 28)
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**Chapter IV: Acceptance**

- Article 30 - Documents to be furnished before the technical acceptance (article 41 of GAC supplemented)
- Article 31 - Provisional acceptance (articles 40 and 41 of GAC)
- Article 32 - Documents to be furnished after provisional acceptance (article 40 of GAC supplemented)
- Article 33 - Guarantee deadline (article 40 of GAC supplemented)
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- Article 35 - Termination of the contract (article 57 of GAC)
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14. Supply of Fish pellet machine to Widikum council



15. Supply of Fish pellet machine to Widikum council

## CHAPTER I: GENERAL

### Article 1: Subject of tender

**Subject of the contract:** The subject of this contract is the **FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION** according to the characteristics defined in the technical specifications and the quantities defined in the estimates.

### 1.2. Nature of services: **FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

**Article 2: Award procedure (GAC supplemented):** The Contracting Authority shall award the contract to the bidder whose bid shall be judged essentially in conformity with the Request for Quotation and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid is evaluated as the lowest by including, where necessary, proposed rebates.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definition:

- **The Contracting Authority:** Shall be the Mayor of WIDIKUM. He awards the contract and ensures the preservation of originals of contract documents and the transmission of copies to the Ministry in charge of Public Contracts and ARMP.
- The authority in charge of the control of effectiveness of execution of the services shall be the Ministry in charge of Public Contracts;
- **The Authorizing Officer:** Shall be the **Mayor of WIDIKUM Council, MOMO Division**; he represents the beneficiary administration of the services;
- **The Contract Manager:** Shall be the **CDO WIDIKUM COUNCIL**; He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- **The Contract Engineer:** Shall be the **Divisional Chief of State Property, MOMO**
- **The project Manager:** SIGAM WIDIKUM
- **The control brigade of MINMAP** shall ensure the respect of technical and administrative procedures during the execution and on reception.
- **The Contractor:** Shall be.....

#### 3.2. Security: This contract may be used a security subject to any form of transfer of the debt. In this case:

- The authority in charge of ordering payment shall be: **The Mayor of WIDIKUM Council.**
- The authority in charge of the clearance of expenditures shall be the **is the Divisional Controller of Finance MOMO**
- The body or official in charge of payment shall be **Municipal Treasurer of WIDIKUM Council**
- The official competent to furnish information within the context of execution of this contract shall be the **Mayor of WIDIKUM Council.**

### Article 4: Language, applicable law and regulation (GAC supplemented)

- The language to be used shall be *English and/or French*.
- The supplier shall be bound to observe the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract. If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

### Article 5: Standards (article 3 of GAC supplemented)

5.1 The supplies done in execution of this contract shall be in conformity with the standards laid down in the Technical Specifications and where no standard is mentioned, to the authoritative standard on the issue and applicable in Cameroon; this standard shall be the most recent standard approved by the competent authority.

5.2 The supplier shall study, execute and guarantee the supplies and services of this contract by taking into consideration the best practices in Cameroon for operations of similar technology.

### Article 6: Constituent documents of the contract (Article 9 of GAC): The constituent contractual documents of this contract in order of priority are;

- 1) The bid or commitment letter;
- 2) The supplier's bid and its annexes in all provisions not contrary to the SPECIAL ADMINISTRATIVE CLAUSES (GAC) and the Technical Specifications referred to above;
- 3) The SPECIAL ADMINISTRATIVE CLAUSES (SAC);
- 4) The Technical Specifications (TS);

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- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Decree No. 033 of 13 February 2007;
- 7) The General Technical Conditions applicable to services forming the subject of the contract.

**Article 7: General instruments in force:** This contract shall be governed by the following general instruments:

1. The instruments governing the professional corps;
2. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
3. Decree N.2018/345 of 12 June 2018 to lay down the common rules applicable to Public enterprises
4. Decree No. 2012/076 of 8 March 2012 to amend and supplement some provisions of Decree No. 048/2001 of 23 February 2001 on the creation, organization and functioning of the Public Contracts Regulatory Agency;
5. Decree No. 2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency;
6. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
7. Circular No.00000026/C/MINFI of 29/12/2023 relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
8. The applicable standards;
9. Other instruments specific to the domain concerned in the contract.

**Article 8: Communication (Article 6 of GAC supplemented)**

- 8.1. All notifications and written communication within the framework of this contract shall be sent to the following address:
- 8.2. In the case where the contractor is the addressee Sir, Madam, **the contractor**, beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the contract manager, correspondences will be validly addressed the DO of WIDIKUM, where the supplies shall be delivered.
- 8.3. In the case where the Project Owner is the addressee: Mr./Madam, **The Mayor of WIDIKUM Council**, with a copy addressed to the Contract Manager, Project Manager and Contract Engineer, where necessary.
- 8.4. In the case where the Contracting Authority is the addressee: Mr. /Madam **The Mayor of WIDIKUM Council**, with a copy addressed within the same deadline to the Project Owner, Contract Manager, Engineer Project Manager, where necessary.
- 8.5. The supplier shall address all written notifications or correspondences to the Project Owner, with copies to the Contracting Authority, Project Manager, the Contract Manager and to DD MINMAP

**Article 9: Administrative Orders (Article 8 of GAC):** The various Administrative Orders shall be established and notified as follows:

- 9.1. The Administrative Order to start execution of supplies shall be signed by the Contracting Authority and notified to the contractor by the Contract Manager with copies to the Project Owner, the Contract Engineer, and the Paying Body.
- 9.2. On the proposal of the Project Owner, Administrative Orders with incidence on the objective, amount or supply deadline shall be signed by the Contracting Authority and notified to the supplier by Contract Manager with a copy to the Project Owner, Contract Engineer, Project Manager and Paying Body. The prior endorsement of the Payment Body shall possibly be required for those with an incidence on the amount.
- 9.3. Administrative Orders of a technical nature linked to the normal progress of the supplies shall be signed by Contracting Authority and notified to the supplier by the Contract Manager with copies to the contract Engineer and project owner.
- 9.4. Administrative Orders serving as warnings shall be signed by the Contracting Authority and notified to the supplier by Contract Manager and a copy to the Contract Engineer and Project Manager.
- 9.5. Administrative Orders for suspension or resumption of supplies for reasons of the weather or other cases of force majeure shall be signed by the Contract Manager upon the proposal of the Project Manager and notified to the supplier by the Engineer (as per type of supplies).

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9.6. With regard to Administrative Orders signed by the Contracting Authority and notified by the Project Owner, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Contracting Authority to the Project Owner. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner and proceed to carry out the said notification.**

**Article 10: Contracts with conditional phases (article 9 of GAC)**

10.1 The contract shall be in one phase. At the end of the phase, the Project Owner shall accept the services and issue an attestation of proper execution to the supplier.

**Article 11: Supplier's equipment and staff**

1. Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the supplier shall have himself replaced by a member of staff of equal competence (qualifications and experiences) or by equipment of similar performance and in good working order.
2. In any case, the lists of equipment and supervisory staff to be used shall be subject to the approval of the Project Manager within 15 days of the notification of the Administrative Order to start execution. The Project Manager has 07 days to notify his opinion in writing with a copy to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.

11.3 Any unilateral modification on the proposed equipment and supervisory staff made in the technical bid prior to and during the execution shall be a reason for termination of the contract as mentioned in article 34 WIDIKUM or application of penalties (specify). In case of replacement of key staff (site foreman etc.) in non-conformity with this article, the contractor shall be liable to a penalty worth a fifth part of one thousand (5/1000th) of the amount of the contract all taxes inclusive.

1. The supplier shall use the appropriate equipment in the proper execution of the project according to the rules of article 10(5). Any modification must be made known to the Contracting Authority.

**CHAPTER II: FINANCIAL CONDITIONS**

**Article 12: Guarantees and securities (Articles 21 and 40 of GAC)**

**12.1 Final bond:** The final bond shall be in conformity with Article 41.2. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the contract.

The guarantee must be returned or released within one month following the date of provisional acceptance of the supplies, following a release issued by the Project Owner upon request by the supplier.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Project Owner upon request by the contractor.

**1. Guarantee of start-off advance**

**b) Refund of the start-off advance:** The start-off advance shall be refunded by deducting 30% of the amount of each payment on account right from the first account of the contract. It must be entirely refunded by the time the amount of work reaches 80% of the value of the contract.

**Article 13: Amount of the contract:** The amount of this contract as shown on the attached [detail or estimates] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

1. Amount exclusive of VAT: \_\_\_\_\_ CFA F
2. Amount of VAT: \_\_\_\_\_ CFA F.

**Article 14: Place and method of payment (GAC supplemented):** The Project Owner shall pay the sums due by transfer into account No. \_\_\_\_\_ opened in the name of the supplier in \_\_\_\_\_ bank.

**Article 15: Price variation (Article 17 of GAC)**

1. Prices shall be firm.

- Payments on bills made to the supplier as advances shall not be revisable.
- Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

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**Article 16: Price revision formulae (article 18 of GAC):** The prices on the unit price schedule shall be revisable only in case where the difference is more than 25% of the contract amount.

**Article 17: Price updating formulae (article 18 of GAC):** The prices on the unit price schedule shall be updated only in case where the difference is more than 25% of the contract amount.

**Article 18: Advances (article 21 of GAC)**

1. **Request for the start-off advance:** At the express request of the contractor, a start-off advance not exceeding 30% of the contract ATI may be granted. This advance shall be 100% guaranteed by banking institution in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.
2. The time-limit for payment of the start-off advance is fixed at **05 days** from the date of its request by the supplier.

**Article 19: Payment (article 19 of GAC supplemented):** The Contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment.

**Article 20: Interest on overdue payments (Article 20 of GAC):** Possible interests on overdue payments are paid by statement of sums due in accordance with Decree N°. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code.

**Article 21: Penalties for delays (Article 34 of GAC supplemented)**

• **Penalties for delay**

1. The amount set for penalties for delays is fixed as follows (modifiable):
- 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.
1. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

• **Specific penalties (amounts to be specified)**

1. Independently of penalties for overrun of contractual time-limit, the supplier shall be liable for the following special penalties for non-observation of provisions of the contract
- Late submission of final bond;
- Late submission of insurances.

**Article 22: Tax and customs regulations (article 10 of GAC)**

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
- Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
- Council dues and taxes;

All taxes inclusive prices means VAT included.

**Article 23: Stamp duty and registration of contracts (article 11 of GAC):** Seven (7) original copies of the contract shall be stamped by and at the cost of the supplier, in accordance with the applicable regulations.

### CHAPTER III: EXECUTION OF SERVICES

**Article 24: Patent rights(GAC supplemented):** The supplier shall guarantee the Authorizing officer against claims by third parties relating to the infringement or unauthorized use of a patent right, a trademark or industrial creation right resulting from the use of supplies or their components.

**Article 25: Place and delivery deadline (articles 31 and 33(1) of GAC)**

1. The place of delivery shall be the WIDIKUM Council.

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2. The delivery deadline of the services forming the subject of this contract shall be: two (02) months (sixty (60) calendar days).
3. This deadline shall run from the date of notification of the Administrative Order to start execution.

**Article 26: Role and responsibilities of the supplier (GAC supplemented):** The mission of the supplier shall be to ensure the supply of goods as described in the Technical Specifications under the control of the Project Manager and in conformity with this contract and the applicable rules and standards.

**Article 27: Transport and insurance (article 31 of GAC)**

1. **Packaging for transportation:** The supplier must take all the necessary measures so that the supplies proposed are protected by careful packaging appropriate for maritime, air, rail or road transport. The supplier must take all measures to repair the possible damages caused during transportation up to the place of delivery.
2. **Insurance:** All types of risks during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

**Article 28: After-sales service and consumables (article 14 of GAC): NOT APPLICABLE**

## CHAPTER IV: ACCEPTANCE

**Article 29: Documents to be furnished prior to the technical acceptance (article 41 of GAC supplemented)**

Within at least ten (10) days prior to the provisional acceptance, the supplier shall forward to the Project Owner the following documents:

1. Copy of the supplier's bill describing the supplies indicating their quantities, prices and total amount;
2. Notification of the delivery;
3. Certificate of guarantee by the manufacturer or supplier;
4. Certificate of origin.

**Article 30: Acceptance (articles 40 and 41 of GAC):** Prior to the Provisional Acceptance, the supplier shall request in writing to the Contract Manager with a copy to the Engineer, the organization of a technical visit before the acceptance.

1. Trials included in preliminary operations to the acceptance shall be the testing of the equipment.
2. The Acceptance Commission shall comprise the following members for guidelines only:
  1. Contracting Authority (Project Owner) or his Representative .....Chairman
  2. The Contract Engineer: .....Secretary;
  3. The DD MINMAP or his representative.....observer
  4. The contract Manager .....Member;
  5. The Project Manager (SIGAM).....Member;
  6. The Store Accountant of the service: .....Member;
  7. The DDMINDDEVEL MOMO.....Member
  8. The Contractor or his representative: .....Member

Members of the Commission shall be convened by the chairman to the acceptance by mail at least ten (03) days before the date of acceptance. The supplier is bound to attend. He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission.

The Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the supplies if there is need.

The visit for acceptance shall be the subject of minutes of acceptance signed on the spot by all the members of the Commission. There shall be no partial acceptance of the supplies.

**NB. All minutes (follow up , controls and reception) relating to this jobbing order shall indicate all the members present , signed by all statutory members except MINMAP representative . And attached to**

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the minutes , the attendance sheet signed by all members present including MINMAP representative present .

The Guarantee period commences as of the date of provisional reception which is also the final reception

**Article 31: Documents to furnish after provisional acceptance (article 40 of GAC supplemented):** The following documents shall be furnished after the provisional acceptance;

1. Operation Manual

**Article 32: Guarantee period (article 40 of GAC supplemented) (Not Applicable)**

**Article 33: Final acceptance (article 48 of GAC)**

1. The provisional acceptance shall serve as the final acceptance.
2. The Project Manager shall be a member of the commission.
3. The acceptance shall mark the end of the contract and shall release the Contract Manager of all obligations. The joint signature of the final detailed bills by the **Project Owner**, the **supplier** and the **Contracting Authority** shall definitely end the contract.

## Chapter V: SUNDRY PROVISIONS

**Article 34: Termination of the contract (article 57 of GAC):** The contract may be terminated as provided for in Decree No. 2018/366 of 20<sup>th</sup> June 2018 instituting the Public Contracts Code.

**Article 35: Case of force majeure (article 56 of GAC).**

**Article 36: Disagreements and disputes (article 61 of GAC):** Differences or disputes born out of the execution of this contract may be the subject of amicable solution. Where no amicable solution can be found to a dispute, it shall be brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be]*.

**Article 37: Production and dissemination of this contract (GAC supplemented):** Ten (10) copies of this contract shall be produced at the cost of the supplier and furnished to the Contracting Authority.

**Article 38 and last: Entry into force of the contract (GAC supplemented):** This contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the supplier by the Contracting Authority. (See coherence with the General Administrative Conditions)

## DOCUMENT N<sup>o</sup>. 5: TECHNICAL SPECIFICATIONS

The TS constitute the basis of verification of the conformity of the supplies and their evaluation. Consequently, well defined TS ease the preparation of conforming bids by bidders as well as the preliminary examination, evaluation and comparison of bids by the Evaluation Sub-committee.

- The TS require that all supplies as well as the materials that make them up be new, unused, be the recent or current model and that they include all the improvements in issues of conception and materials, except the contract stipulates otherwise.
- The TS take into account practices considered as being the best by experience. The use of specifications prepared in the same country and applied to the same sector may constitute a safe base to prepare the TS.
- The use of the metric system is highly recommended.
- The standardization of TS may have advantages and depends on the complexity of the supplies and the repetitive nature of the award of contracts under consideration. The TS must be sufficiently general to avoid creating difficulties in use by the labourers of the materials, equipment generally used in the manufacture of similar supplies.
- The standards in terms of equipment, materials and labour specified in the tender documents should not have an exclusion character. As far as possible, international standards must be used. References to trade marks, catalogue numbers or other details which

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circumscribe the materials or articles to a particular manufacturer must, as far as possible, be avoided. Where inevitable, such description of an article must always include the inscription "or equivalent in substance".

- The TS describe in detail the requirements concerning, among others, the following aspects:
- Standards required concerning materials and manufacturing and production of supplies;
- Details concerning tests (type and number);
- Complementary ancillary services necessary to ensure delivery/execution in due form;
- d) Detailed activities borne by the bidder, possible participation of the buyer in these activities;
- e) List of functioning guarantees (details) covered by the Guarantee and details concerning the applicable damages in case of the non-respect of this functioning guarantees.
- TS specify the main technical and functioning characteristics required as well as the other requirements such as the guaranteed maximum or minimum values, as the case may be. If necessary, the Contracting Authority includes an ad hoc formula (document attached to the tender letter) in which the bidder furnishes the detailed information on the acceptable values or guarantees of the functioning guarantees.

When the Project Owner requires that the bidder furnish in his bid part or all the TS, technical documents or other technical information, the nature and quantity of information requested as well as their presentation in the bid must be specified.

**SPECIFICATIONS FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

S/N	DESCRIPTION	UNIT	QTY
	Lot 100: FISH PELLET MACHINE		
101	Fish pellet machine	U	01

**DOCUMENT N° 6:**

**SCHEDULE OF UNIT 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.

**UNIT PRICE SCHEDULE FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

UNIT PRICE SCHEDULE				
S/N	DESCRIPTION	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
	Lot 100: FISH PELLET MACHINE			
101	Fish pellet machine	U		

**DOCUMENT N° 7:**

**QUANTITIES AND COST ESTIMATES**

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

S/N	DESCRIPTION	UNIT	QTY	U. COST	TOTAL COST
	Lot 100: FISH PELLET MACHINE				
101	Fish pellet machine	U	01		
	Total lot 200				
TOTAL WITHOUT TAXES					
VAT: 19.25%					
AIR: 2.2/5.5%					
TOTAL TAXES					
TOTAL TAXES INCLUSIVE(TTC)					
NET PAYABLE					



## APPENDICES

### Appendix I

#### Evaluation of Administrative Bid

SN	ENTERPRISE	YES	NO
1	General presentation of the tender		
2	Technical description; - Reference and pictures of the machine		
3	Acknowledgement of the location (comprehensive report)		
4	Methodology of supply: - Technical description, references and color pictures of the machine - Origin of the machine - Description of test and supply to the site - Draft jobbing order		
5	Financial capacity - Attestation of financial capacity - 75% of the estimated cost		
			8marks

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## Model Submission letter

Date: .....

**REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06/2024 FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

The Mayor of Widikum Council

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt, we the undersigned, hereby tender to supply and deliver the.....

In accordance with the request for Consultation and for the sum of..... for a period of one (01) month

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

(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 Quantities and Cost.

We are bound by the terms of this bid for a period of ninety (90) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

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

On the .....

Signature.....

Name and capacity of signatory  
On behalf of the Candidate



### Appendix 3

## MODEL BID BOND

Reference of the guarantee: N° \_\_\_\_\_

Invitation to tender N° \_\_\_\_\_

We understand that \_\_\_\_\_ (hereinafter called "the bidder"), has submitted his bid on  
**REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06/2024 FOR THE SUPPLY OF FISH PELLET  
MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

We, \_\_\_\_\_ (Bank) of \_\_\_\_\_ (country), with our head  
quarter in \_\_\_\_\_ hereby declare to guarantee payment to the contracting authority  
of the sum of \_\_\_\_\_ (in letters and in figures), that the Bank is committed to  
pay completely to the contracting authority, bidding itself, its successors and assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period specified by himself in his tender, or
2. If the bidder, having been notified of the award of the contract by the contracting authority during the period of bid validity:
  - Fails or refuses to sign the contract even though required to do so:
  - Fails or refuses to furnish the final bond for the contract as provided for by the contract.

We undertake to pay the contracting authority an amount up to the maximum of the sum referred to above upon receipt of his written demand, without the contracting authority having to substantiate his demand, provided that in its demand the contracting authority shall note that the amount claimed by him is due, because on or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall enter into force from the date of signature and from the date set by the contracting authority for the submission of tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. 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, be submitted to Cameroon law.

Signature and stamp of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_

## INTERNAL TENDERS BOARD OF WIDIKUM COUNCIL

**REQUEST FOR QUOTATION N° 02/RQ/WBC/WCITB/2024 OF 24/06/2024 FOR THE SUPPLY OF FISH PELLET MACHINE TO THE WIDIKUM COUNCIL IN WIDIKUM SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**

Deadline for submission of bids.....

**BID COMPARISON TABLE**

No.	Names of Bidders	Address	Bid Compliance		Delivery		Total Price TTC	Remarks
			Yes	No	Period (time)	Place		
1								
2								
3								
4								

**Members of the Tenders Board**

Name	Duty	Signature



**Document N°. 12:**

**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS IN CAMEROON.**

- Afriland First Bank
- Banque Atlantique
- Banque Gabonaise pour le Financement International (BGFI BANK)
- Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
- CITI Bank
- Commercial Bank of Cameroon (CBC)
- Ecobank
- National Financial Credit Bank
- Société Camerounaise de Banque au Cameroun
- Société Générale de Banque au Cameroun
- Standard Chartered Bank Cameroon
- Union Bank of Cameroon
- United Bank for Africa.

**II- Insurance companies**

- Chanas Insurance;
- Activa Insurance
- Zenith Insurance