

REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MENCHUM DIVISION

WUM COUNCIL

P.O BOX 09



REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE LA MENCHUM

COMMUNE DE WUM

P.O BOX. 09

WUM COUNCIL
REQUEST FOR QUOTATION
UNDER EMERGENCY PROCEDURE

No ⁰²... /RQ/MINDDEVEL/WC/WCITB/2024 OF ^{05/06/2024} 2024

FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM
MUNICIPALITY MENCHUM DIVISION, NORTH WEST REGION.

CONTRACTING AUTHORITY: THE LORD MAYOR OF WUM COUNCIL

PROJECT OWNER

THE MAYOR OF WUM COUNCIL

FINANCING: FEICOM

TENDER FILE

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SPECIAL REGULATIONS OF THE INVITATION TO TENDER
(RPAO)**

SPECIAL REGULATIONS OF THE INVITATION TO TENDER

Introduction

1) PURPOSE OF THE TENDERS:

The subject of this tender for the supply of office equipment to the Wum Town Hall in Wum Municipality, Menchum Division of the North West Region.

"Delegated Contracting Authority" Within the framework of FIECO 2024, with Invitation to tender
Reference: N°..... /RQ/MINDDEVEL/WC/WCITB/2024 OF 2024

EXECUTION DEADLINE:

The maximum execution deadline provided for by the Delegated Contracting Authority shall be **sixty (60) days maximum**, as from the date of notification of the service order.

2) SOURCE OF FINANCING

The said Works shall be financed by the FEICOM for the 2024 financial year assigned to the Mayor of Wum Council as Authorizing officer.

3) SUBMISSION OF OFFERS

Each offer drafted in English or French in 07 (Seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach the Wum Council not later than..... 2024 at **10.00 am**, local time. It should be labelled as follows:

***"OPEN NATIONAL INVITATION TO TENDER UNDER EMERGENCY PROCEDURE
N°..... /RQ/MINDDEVEL/WC/WCITB/2024 OF 2024 FOR THE SUPPLY OF OFFICE
EQUIPMENT FOR THE WUM TOWN HALL IN WUM MUNICIPALITY, MENCHUM DIVISION OF THE
NORTH WEST REGION.***

TO BE OPENED ONLY DURING THE BID OPENING SESSION"

N.B: The external envelope should not carry any mark or sign that can lead to the identification of the bidder.

Internal envelopes

Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

<< A: Administrative tender>> and shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.

ENVELOPE A: ADMINISTRATIVE DOCUMENTS

DOCUMENT N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old. Certified copy of business license valid and less than 3 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 more 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 of first order not more than three months.
A.5	Purchase receipt of tender file issued by public treasury
A.6	A bid bond of 1,600,000 FCFA (One million six 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	Valid attestation for submission by the Social Insurance Fund, certifying that the bidder satisfied his obligations with respect to the aforementioned Social Insurance
A.9	Certified Copy of a valid taxpayer's card, delivered by an Inspector of Taxes. Dated at most 3 months.
A.10	A certificate of payment of all assessed taxes, delivered by an Inspector of Taxes. Dated at most 3 months.
A.11	Plan and attestation of localization signed by the taxation authorities

NB:

The above administrative documents should be forwarded in their originals or certified true copies dating not more than three months old.

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

ENVELOPE B: - VOLUME II TECHNICAL OFFER

Doc N°	DESIGNATION
B1	General present preparation of bids <ul style="list-style-type: none"> ➤ Properly bound. ➤ Table of content. ➤ Separators in color apart from white ➤ Order described respected. ➤ Clearness of the documents
B.2	OF SIMILAR WORKS EXECUTED <ul style="list-style-type: none"> ➤ List of references of similar works executed. The contractor will provide evidence of the similar work carried out during the last Five (05) years. ➤ Show proof of similar projects executed by presenting at least two copies of different Contracts and reception minutes (provisional or final reception and related contracts or jobbing orders first and last pages)
B.3	DELIVERY DEADLINE

	- Delivery deadline of the supplies
B.4	Financial Viability of the Bidder Pre - Financing capacity from a banking institution of first order approved by the Ministry in charge of Finance, greater than or equal to the amount required in the offer.
B.5	CERTIFICATE OF GUARANTEE delivered by the supplier for at least six months)
B.6	Attestation of site visit and Site visit Report Attestation of site visit signed by the contractor or their representatives ➤ Site visits Report .The bidder must under his responsibility visit the site and gather all the information necessary for the preparation of his technical report signed and stamped by the contractor
B.7	LOGISTICS : show proof of a conveyance vehicle (attach copy of carte grise) - Legalized document to hire a vehicle. With the attach Certificate copy of carte grise
B.8	Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped).
B.9	The Special Technical Clauses (STC). (Each page should be initialed and the last page signed And stamped).
B.10	Technical description of the supplies (technical documentation prospectus of equipment to be supplied with photographs)

ENVELOPE C: FINANCIAL OFFER

A) Doc N°	B) DESIGNATION
C.1	The bid itself according to the model attached, stamped at the rate in force, signed and dated.
C.2	The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)
C.3	Detail quantities and cost estimates of works completed(signed And stamped)
C.4	The sub-details of prices according to the model attached(signed And stamped)

5) Currency of bid and settlement

5.1. The value of the contract shall be in national currency (FCFA). The amount of the bid, the unit prices, the price Bill of quantities and sub detailed of unit prices shall be entirely in CFA FRANCS in the following manner:

a. Prices will be entirely settled in CFA FRANCS. Any bidder, who wants to engage expenditures in other currencies for the execution of the work, will indicate in an annex to his submission, the

percentage of the amount of the offer required to cover the needs in foreign currencies, without exceeding a maximum of three currencies of Member countries of the institution financing the contract.

b. The exchange rates used by the bidder to convert its offer in national currency will be the rate of the day of the deposition of the bids. This exchange rate will be applied for any payment in respect of the contract, so that the successful bidder supports no foreign exchange rate risk.

The contract prices are firm and no revisable.

6) . Submission of Bids :

Each offer drafted in English or French in 07 (Seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach the Wum Council not later than..... 2024 at 10.00 am local time. It should be labelled as follows

"REQUEST FOR QUOTATION" UNDER EMERGENCY PROCEDURE

***N°.... /RQ/MINDDEVEL/WC/WCITB/2024 OF 2024 FOR THE THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.
TO BE OPENED ONLY DURING THE BID OPENING SESSION"***

7) EVALUATION OF TENDERS

7.1. Opening of tenders

The bids shall be opened on in single phase. The opening of the administrative documents and the Technical and Financial offers will take place on the 2024 at 11:00 a.m local time, by the Competent Tenders Board for Wum council.

Only bidders or their duly mandated representatives with a perfect knowledge of their offer shall attend this opening session.

Representatives of bidders will have to sign a form stating their presence at the opening of tenders.

7.2. Clarification on the offers

The request for clarification and the response will be done in writing. No change of the offer price will be requested, proposed or authorized.

7.3. Examination of bids

The tenders' board shall examine the bids to determine if they are complete, if the required guarantees have been provided, if the documents were produced following the tender file requirements, whether they contain calculation errors and if the bids are generally in good order. Any calculation errors will be corrected on the following bases:

- If there is a calculation error, the total price will be corrected on the basis of the unit price.
- If there is a contradiction between the price in words and the price in figures, the price in word will govern.

7.4. Evaluation and comparison of tenders

The Technical subcommittee shall evaluate and compare the bids, which were previously found substantially responsive to the conditions of the present call for tenders. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission.

The evaluation of bids shall be in two steps: technical and financial evaluation.

7.4. 1. Technical evaluation

7.4.1. 2 Essential criteria

The criteria relating to the qualification of candidates could indicatively be on the following:

- 1- General presentation of the Offer;
- 2- References of the company in the similar achievements;
- 3- Logistics.
- 4- The Pre – Financing capacity greater or equal to the amount required in the offer;
- 5- Certificate of guarantee delivered by the supplier;
- 6- The Special Technical Clauses (each page should be initialed and the last page signed and stamped).
- 7- Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped).
- 8- Attestation of Site Visit signed by the contractor or their representative Report of site visit signed by the company Director or their representative

7.4.1.3 Main qualification criteria

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely binary method with a **(yes)** or a **(no)** with an acceptable minimum from at least **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, 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.

7.4.1. 3 other criteria

7.4. 2. Financial evaluation

The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals.

Award of contract

Subject to the clause of article 6 of the present OMPP, the Contracting authority will award the contract to the bidder whose offer has been recognized substantially responsive to the requirement of the Tender file and has submitted the lowest feasible evaluated bid price.

9) Right of the Contracting authority to accept or reject any offer

Notwithstanding article 5 of the present OMPP, the Contracting authority reserves the right to cancel the tendering process at any time before the opening of the Tenders, without incurring liability to the bidders affected by its decision, nor obligation to inform them of the reasons for its decision.

10) Site Visit

A site visit is recommended to participating companies in this Tender file.

11) Period of validity of tenders

The period of validity of the tender is 60 days from the date of deposition of the offers.

12) Performance guarantee

Within fifteen (15) days from the date of Notification of the Contract, the Contractor must provide a guarantee of three percent (3%) of the amount of the contract (all taxes inclusive), to ensure full implementation.

**DOCUMENT N°. 4:
SPECIAL ADMINISTRATIVE CONDITIONS
(SAC)**

SPECIAL ADMINISTRATIVE CLAUSES (SAC)

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CHAPTER I: GENERAL

Article 1: Subject of tender

The subject of this contract is for the equipping of infrastructure in two primary schools in Wum.

Article 2: Award procedure

The contract is awarded following open National Invitation to Tender.

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

1 General definition

- The Contracting Authority shall be the Mayor of Wum Council. He awards the contract, ensures the preservation of originals of said Jobbing Order documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation through the focal point designated to this effect.
- The Authority in charge of the effective provision of the services is the Ministry in charge of Public Contracts.
- The Project Owner shall be the Mayor of Wum Council. He represents the beneficiary administration of the services.
- The Funder of the project is : FEICOM
- **The project Promoter is : FEICOM**
- The Contract Manager shall be the Council Development Officer (CDO) for Wum Council. He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- The Contact Engineer shall be The Divisional Delegate State Properties (MINCAF) for MENCHUM. He/she shall be responsible for the technical monitoring of the contract
- The Project Manager of this Jobbing Order shall be the CDO of Wum Council;

Article 4: Language, applicable law and regulation

1. The language to be used shall be *English and/or French*.
2. The supplier shall be bound to respect 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)

- The supplies done in execution of this contract shall be in conformity with the standards laid down in the Special Technical Conditions 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.
- The supplier shall study, execute and guarantee the supplies and services by taking into consideration the best practice 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 are in order of priority:

- 1) The tender or commitment letter;
- 2) The supplier's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) referred to above;
- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications (TS);
- 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 execution draft *[to be inserted, where need be, for projects of major scope]*
- 7) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Conditions applicable to services forming the subject of the contract *[insert and indicate, where need be, the names and references]*.

Article 7: General instruments in force

With general reference texts being:-

- Law N° 96/12 of 5th August 1996 relating to the framework law on environmental management;
- **Law No 2023/019 of 19th December 2023 bearing on finance law of the Republic of Cameroon for the 2024 Financial year;**
- Decree No.2002/030 of 28th January 2002 relating to the setting-up, organisation and functioning of Public Contracts Tenders Boards; Modified by Decree N°. 2018/366 of 20th June 2018 to lay down the Public Contracts Code;
- Order N° 093/CAB/PM of 5th November 2002 to fix the amount of the bid bond and the purchase of tender files;
- Decree No.2003/651/PM of 16th April 2003 to lay down the tax and customs regime applicable to Public Contracts;
- Decree N°. 2018/366 of 20th June 2018 to lay down the Public Contracts Code;
- Circular N° 004/CAB/PM of 30th December 2005 relating to the application of the Public Contracts code;
- Order N° 033/CAB/PM of the 13th February 2007 bearing the general administrative conditions
- Circular N° 002/CAB/PM of 31st January 2011 relative to the amelioration of the performance of Public Contracts system;
- Circular N° 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Order N° 22/CAB/PM of 2nd February 2011 to lay down conditions for the recruitment Individual consultants;
- Decree N°2012/076 of 8th March 2012 modifying and completing certain dispositions of Decree N°2001/048 of 23rd February 2001 bearing the organisation and functioning of the Public Contracts Regulatory Agency (ARMP) ;
- Circular letter N°001/CAB/PR of 19th June 2012 relative to the award and the control of the execution of public contracts.
- Letter N° 0005193/L/PR/MINMAP/CAB of 24th October 2013 bearing method of evaluation of financial bids; Total without taxes (THT) & Total all taxes inclusive (TTC).
- Order N° 038 CAB/PM of 15th May 2014 putting in force model tender files for the award of public contracts.
- Circular letter N° 00004077/LC/MINMAP/CAB of 23rd July 2014 bearing modalities for the constitution of certain files submitted for signature and certain directives and instructing that Contracting Authorities get copies of bids as soon as opening takes place.
- Circular N° 00000026/C/MINFI of 29th December 2023 bearing on instructions relating to the execution of the Finance Law, the Monitoring and Control of the Execution of the Budget of the state and other Public entities, for the 2024 financial year;

- Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.

Article 8: Communication (Article 6 of GAC supplemented)

1. All notifications and written communication within the framework of this contract shall be sent to the following address:
 - a. In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Contract Manager and immediately after delivery of the supplies, correspondences shall be validly addressed to the Mayor Wum Council.
 - b. In the case where the Contracting Authority is the addressee: Mayor Wum Council *with* a copy addressed to the Contract Manager, Project Manager and Contract Engineer, where need be
2. The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager

Article 9: Administrative Orders (Article 8 of GAC)

1. The Administrative Order to start execution shall be signed by the Mayor Wum Council and Notified by the Divisional Delegate of MINCAF.
2. Administrative Orders with financial incidence likely to modify the time-limits shall be signed by Mayor Wum Council and Notified by Divisional Delegate for MINCAF.
3. Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by the CDO for Wum Council and notified by the Divisional Delegate for MINCAF for Menchum.
4. Administrative Orders serving as warnings shall be signed by the Contracting Authority.
5. The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

Article 10: Supplier's equipment and staff

1. Any modification, even partial, made to the technical offer 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 fifteen (15) days of the notification of the Administrative Order to start execution. The Project Manager has eight (8) days to notify his opinion in writing with a copy being sent to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.
3. Any unilateral modification on the proposed equipment and supervisory staff made in the technical offer prior to and during the execution shall be a reason for termination of the contract as mentioned in article 74 below or the application of penalties.

CHAPTER II: FINANCIAL CONDITIONS

Article 11 Guarantees and securities (Articles 29 and 40 of GAC)

1. *Final bond*

The Final Bond shall be set at (10%) of the amount of the contract, inclusive of all taxes. 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 Contracting Authority upon request by the supplier.

2. *Performance Bond*

The retention fund shall be set at (10%) of the amount of the contract, inclusive of all taxes. The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Contracting Authority upon request by the contractor.

Article 12: Amount of the contract

The amount of this contract as it emerges from the attached [*detail or estimates*] is _____ (in figures) _____ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: _____ CFA F
- Amount of VAT: _____ CFA F.

The amount of the contract calculated under the conditions laid down in article 19 of the GAC, results from the application to the amount exclusive of the VAT, of the Value Added Tax (VAT).

Article 13: Place of payment

1. In return for the payments to be done by the Contracting Authority to the supplier under the conditions laid down in the contract, the supplier is bound by these provisions to execute the contract in accordance with the provisions of the contract.
2. Payments shall be made into account No. _____ opened in the name of the supplier in _____ bank.

Article 14: Price variation (Article 17 of GAC)

1. Prices shall be firm.
Payments on account made to the contractor as advances shall not be revisable.

Article 15: Advances (article 21 of GAC)

1. The Contracting Authority *shall* grant a start-off advance **equal to 30% of the amount of the contract**.
2. The time-limit for payment of the start-off advance is fixed at _____ days from the date of its request by the contractor.

Article 16: Payment (article 19 of GAC supplemented)

1. Payment conditions [*to be specified*]
 - Equally fix the time-limit of approval of bills by the Project Manager and the Contract Manager before transmission to the accountant responsible for payment;
 - Fix the time-limit after reception of approved bills (maximum 30 days).
2. Detailed account of start-off advance (where applicable).

Article 17: Interest on overdue payments (Article 20 of GAC)

Possible interests on overdue payments shall be paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

Article 18: Penalties for delays (Article 34 of GAC supplemented)

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

Article 19: Tax and customs regulations (article 10 of GAC)

Decree No. 2003/651 of 16 April 2003 defines 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;
 - o Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
 - o Council dues and taxes;
 - o Dues and taxes relating to the extraction of building materials and water.

These elements must be included in the costs which the undertaking imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive prices means VAT included.

Article 20: Stamp duty and registration of contracts (article 11 of GAC)

Seven (7) original copies of the contract will be stamped by and at the cost of the contractor, in accordance with the applicable regulations.

CHAPTER III: EXECUTION OF THE SERVICES

Article 21: Patent rights

The supplier shall guarantee the Contracting Authority against claims by third parties relating to the infringement or non-authorized use of a patent right, a trade mark or industrial creation right resulting from the use of supplies or their components.

Article 22: Place and delivery deadline (articles 31 and 33(1) of GAC)

1. The place of delivery shall be:

WUM COUNCIL PREMISES

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

Article 23: 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 Special Technical Conditions under the control of the Project Manager and in conformity with this contract and the applicable rules and standards.

Article 24: 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 risk during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

Article 25: Trials and related services (article 28 of GAC)

[Where need be, specify the special provision especially relating to]:

- *The commissioning operation;*
- *Technical documentation;*
- *Training of personnel.*

Article 26: After-sales service and consumables

Specify the special provisions relating to after-sales service especially:

The supplier shall maintain an after-sales service in the Republic of Cameroon for a period of **six months** from the date of the final acceptance:

- a duly mandated permanent representative;
- repair workshops;
- qualified personnel capable of carrying out all the repairs necessary for the smooth functioning of the equipment or accessories he supplied;
- a sufficient stock of spare parts.

CHAPTER IV: ACCEPTANCE (RECEPTION)

Article 27: 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 Contracting Authority the following documents:

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

Article 28: Provisional acceptance (articles 40 and 41 of GAC)

Prior to the provisional acceptance requested in writing to the Contract Manager with a copy to the Engineer, a technical visit is organised before the acceptance.

1. Trials included in preliminary operations to the acceptance [*insert if applicable*]
2. The Acceptance Commission shall comprise the following members for guideline only:

1.	The Project Owner or his representative.	Chairman
2.	The General Manager of FEICOM or his representative	Member;
3.	The Focal point of the Unit for Follow up of Projects and Projects in Partnership of FEICOM North West Agency	member;
4.	The Contract Manager	Member
5.	The DD MINMAP/WUM or representative	OBSERVER
6.	The Contract Engineer	Rapporteur
7.	The Stores Accountant	Member
8.	The Contractor or his representative	Member

The supplier shall be convened to the Acceptance by mail at least ten (10) days before the date of acceptance. He is bound to attend (or be represented).

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 provisional acceptance shall be the subject of minutes of provisional acceptance signed on the spot by 2/3 the members of the Commission.

The minutes of the provisional acceptance report shall specify or set the date of completion of the delivery.

3. Indicate if partial acceptance is provided for.
4. *Indicate if the guarantee period commences or not at the date of acceptance of this partial acceptance.*

Article 29: Documents to be furnished after Provisional Acceptance (article 40 of GAC supplemented), there are:

- A written application for the release of the Final Bond;
- A copy of the contract;

- A copy of the provisional reception minutes;

Article 30: Guarantee period (article 40 of GAC supplemented)

1. The guarantee period shall be **six (6) months** to run from the date of the provisional acceptance of the supplies.
2. During the guarantee period, the supplier shall be bound to *carry out repairs of the equipment in order to ensure proper functioning*

Article 31: Final Acceptance (article 48 of GAC)

1. Final acceptance shall take place within a maximum deadline of *fifteen (15) days* from the date of expiry of the guarantee.
2. The Project Manager shall be member of the commission.
3. The procedure for final acceptance shall be the same as for Provisional Acceptance.
4. The final acceptance shall mark the end of the contract and shall release the Project Manager of all obligations. The joint signature of the final detailed account by the Contracting Authority and the supplier shall definitely end the contract.

Chapter V: SUNDRY CLAUSES

Article 32: Termination of the contract (article 57 of GAC)

The contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24 September 2004 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than fifteen (15) calendar days;
- Delay in services resulting in penalties of more than 10 % of the amount of the supplies;
- Refusal to repeat poor supplies;
- Default by the supplier;
- Persistent non-payment for services.

Article 33: Case of force majeure (article 56 of GAC)

If the contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

Aucune des parties ne sera réputée avoir failli à ses engagements contractuels dans la mesure où l'exécution de ses obligations serait retardée, entravée ou empêchée par un cas de force majeure.

Ne pourront être considérés comme cas de force majeure que les actes, situations ou événements échappant au contrôle des parties et présentant un caractère imprévisible et irrésistible.

Le Cocontractant ne verra sa responsabilité dérogée que s'il avertit par écrit le Maître d'Ouvrage son intention d'invoquer ce cas de force majeure et ce, avant la fin du vingtième (20) jour suivant l'événement.

En tout état de cause, il appartient au Maître d'Ouvrage d'apprécier les cas de force majeure invoquée et les preuves fournies par le cocontractant.

Article 34: Disagreements and disputes (article 61 of GAC)

Where no amicable solution can be found for a disagreement, this disagreement is brought before the competent Cameroonian jurisdiction.

Article 35: Production and dissemination of this contract

Seven (07) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 36 and last: Entry into force of the contract

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.

Article 56: INFORMATION TO BE POSTED

The Contractor shall put up a visible sign board (total height=2,80meters, width=1,20meters, board thickness=2,5centimeters at 1,20meters above the ground level with poles embedded in concrete) at the entrance of the site on a place approved by the Project Engineer, bearing the following text:

<p style="text-align: center;">REPUBLIC OF CAMEROON</p> <p style="text-align: center;">Peace - Work - Fatherland</p> <p style="text-align: center;">FOR THE SUPPLY OF OFFICE EQUIPMENT FOR WUM TOWN HALL IN WUM MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.</p> <p>CONTRACTING AUTHORITY: THE MAYOR WUM COUNCIL</p> <p>PROJECT OWNER: THE MAYOR, WUM COUNCIL</p> <p>AUTHORISING OFFICER: THE MAYOR, WUM COUNCIL</p> <p>CHIEF OF SERVICE OF THE CONTRACT: COUNCIL DEVELOPMENT OFFICER (CDO) WUM COUNCIL</p> <p>PROJECT ENGINEER: THE DIVISIONAL DELEGATE OF MINCAF FOR MENCHUM</p> <p>CONTRACTOR:.....</p> <p>FINANCING: FEICOM</p> <p>DURATION OF CONTRACT: (SIXTY (60) CALENDAR DAYS)</p>
--

DOCUMENT N°. 5
DESCRIPTION OF THE SUPPLY

N°	Description
LOT 100: MAYOR'S OFFICE 1 AND 2	
101	Executive revolving chair 5 wheels
102	Executive table (with three drawers) with computer section
103	Visitors chairs (complete set of 5)
104	Large cupboard for contract document, in hard wood, two doors 2,05X0,80X0,42m
105	Wool carpet of 50m square red
106	Fridge of 300L
107	Coffee mixer
108	Tea cups and spoons
109	Television Samsung (45 inches)
110	Decoder / dish /LMB/cables
111	Blinds (double) for windows with tringle (2.8m of height)
Lot 200: MAYOR'S BOARDROOM	
201	Table and chairs
202	Small conference table (2x1)m
Lot 300: MAYOR'S WAITING ROOM	
301	Television Samsung (45 inches)
302	Classic sculted living room soufer in lather 1 tripple, 2 double, 2 single (CONFORT HOUSE)
303	Wooden cupboards
Lot 400: DEPUTIES OFFICES	
401	Executive table 200X100cm retour MC520420
402	Revolving chairs
403	Visitors chairs (foam set and back)
404	Complete desktop computer HP with accessories
405	Office cupboards with shutters in hard wood 2,00X0,80X0,42cm
Lot 500: SECRETARY GENERAL/SECRETARIAT	
501	Office cupboard with two shutters in hard wood and glass
502	Complete desktop computer HP with accessories
503	Semi executive tables
504	Revolving chairs
505	Visitors chairs (foam set and back)
506	Waiting chairs (4 in 1)
507	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW
508	PHOTOCOPIEUR CANON IMAGE RUNNER 2204-FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION-RESOLUTION D'IMPRESSION: 600 X 600PPP- FORMAT D'IMPRESSION:MAX A3-VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO-BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25- 400% PAR INCREMENTS DE 1%-BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C- EXV50
508	Complete equipment of the coffee room

	Lot 600: TECHNICAL DEPARTMENT AND CIVIL STATUS OFFICE
601	Office cupboards in hard wood for contract documents and technical department
602	Conference table (L=4m)
603	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW
604	Projectors, projector boards with all accessories
605	Perforating and spiral binding machine
606	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION: MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C-EXV50
	Lot 700 RECEPTION
701	Complete desktop computer HP with accessories
702	Waiting chairs (4 in 1)
	Lot 800: OTHER OFFICES (24 offices)
801	Office cupboard with in hard wood with shelves
802	Semi executive tables
803	Revolving chairs
804	Visitors chairs (foam set and back)
805	Blinds (double) for windows with tringle (2.8m of height)
806	Laptop computers (hp core i7, 512GB HD SSD, 8GB RAM)
807	Projectors, projector boards with all accessories
	Lot 900: STORE ACCOUNTANT
901	Cupboard with in hard wood with shelves
902	Semi executive tables
903	Revolving chairs
	Lot 1000: MUNICIPAL TREASURER/S.G.
1001	Semi executive tables
1002	Revolving chairs
1003	Visitors chairs (foam set and back)
1004	Complete desktop computer HP with accessories
1005	Cupboard with in hard wood with shelves
1006	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW
1007	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION: MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C-EXV50
	Lot 1100: COUNCIL MAIN CONFERENCE HALL
1101	Conference chairs

1102	Wooden conference table on the stage (L=10m)
1103	Arm chairs
	Lot 1200:COUNCIL SECONDRY HALL
1201	Conference chairs
1202	Wooden conference table on the stage (L=4m)
1203	Arm chairs
	Lot 1300:COUNCIL CHAMBERS
1301	Conference chairs
1302	Conference table (L=10m)
1303	Wooden conference table on the stage (L=6m)
1304	Arm chairs
1305	Revolving executive chairs
	Lot 1400: CIVIL STATUS REGISTRAL OFFICE
1401	Semi executive tables
1402	Revolving executive chairs
1003	Visitors chairs (foam set and back)
1004	Complete desktop computer HP with accessories
1005	Cupboard with in hard wood with shelves
	Lot 1500: MAYOR'S PRIVATE SECRETARIAT
1501	Semi executive tables
1502	Revolving executive chairs
1503	Visitors chairs (foam set and back)
1504	Complete desktop computer HP with accessories
1505	Cupboard with in hard wood with shelves (3.5x2.5x.4)
1506	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW
1507	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION:MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C-EXV50
	Lot 1600:OTHER SUPPLIES
1601	Supply and installation of AC

DOCUMENT N^o. 6:
PRICE AND QUANTITY SCHEDULE

UNIT PRICE SCHEDULE FOR THE FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.

UNIT PRICE SCHEDULE FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM MUNICIPALITY MENCHUM DIVISION, NORTH WEST REGION.					
N^o	Description	Unit	Q'ty	UNIT PRICE IN FIGURE	UNIT PRICE IN WORDS
LOT 100: MAYOR'S OFFICE 1 AND 2					
101	Executive revolving chair 5 wheels	U	2.0		
102	Executive table (with three drawers) with computer section	U	1.0		
103	Visitors chairs (complete set of 5)	U	1.0		
104	Large cupboard for contract document, in hard wood, two doors 2,05X0,80X0,42m	U	1.0		
105	Wool carpet of 50m square red	M2	50.0		
106	Coffee mixer	U	1.0		
107	Tea cups and spoons	Set	1.0		
108	Television Samsung (45 inches)	U	1.0		
109	Decoder / dish /LMB/cables	Set	1.0		
110	Blinds (double) for windows with tringle (2.8m of height)	ml	35.0		
Lot 200: MAYOR'S BOARDROOM					
201	Table and chairs	U	10.0		
202	Small conference table (2x1)m	U	1.0		
Lot 300: MAYOR'S WAITING ROOM					
301	Television Samsung (45 inches)	U	1.0		
302	Classic sculted living room soufer 1 triple, 2 double, 2 single (CONFORT HOUSE)	Set	1.0		
303	Wooden cupboards	U	2.0		
Lot 400: DEPUTIES OFFICES					
401	Executive table 200X100cm + retour MC520420	U	2.0		
402	Revolving chair	U	4.0		
403	Visitors chair (foam set and back)	U	8.0		
404	Complete desktop computer HP with accessories	U	1.0		
405	Office cupboards with shutters in hard wood 2,00X0,80X0,42cm	U	2.0		
Lot 500: SECRETARY GENERAL/GENERAL SECRETARIAT					

501	Office cupboard with two shutters in hard wood and glass	U	3.0		
502	Complete desktop computer HP with accessories	U	1.0		
503	Executive table	U	1.0		
504	Revolving chair	U	2.0		
505	Visitors chairs (foam set and back)	U	4.0		
506	Waiting chairs (4 in 1)	U	2.0		
507	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
508	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION:MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M² -CONSOMMABLE: C-EXV50	U	1.0		
509	Complete equipment of the coffee room	U	1.0		
Lot 600: TECHNICAL DEPARTMENT AND TENDERS BOARD					
601	Office cupboards in hard wood for contract documents and technical department	U	2.0		
602	Conference table (L=4m)	U	2.0		
603	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
604	Projector, projector board with all accessories	U	1.0		
605	Perforating and spiral binding machine	U	2.0		
606	Complete desktop computer HP with accessories	U	1.0		
Lot 700 RECEPTION					
701	Complete desktop computer HP with accessories	U	1.0		
702	Waiting chairs (4 in 1)	U	4.0		
Lot 800: OTHER OFFICES (24 offices)					
801	Office cupboards with shelves	U	5.0		
802	Semi executive tables	U	15.0		
803	Office chairs	U	15.0		
804	Visitors chairs (foam set and back)	U	24.0		

805	Blinds (double) for windows with tringle (2.8m of height)	ml	100.0		
806	Laptop computers (hp core i7, 512GB HD SSD, 8GB RAM)	u	5.0		
807	Projector, projector board with all accessories	U	1.0		
Lot 900: STORE ACCOUNTANT					
901	Cupboard with shelves	U	1.0		
902	Semi executive table	U	1.0		
903	Revolving chair	U	1.0		
Lot 1000: MUNICIPAL TREASURER					
1001	Semi executive table	U	1.0		
1002	Revolving chair	U	1.0		
1003	Visitors chairs (foam set and back)	U	2.0		
1004	Complete desktop computer HP with accessories	U	1.0		
1005	Cupboard with shelves	U	1.0		
Lot 1100: COUNCIL MAIN CONFERENCE HALL					
1101	Conference chairs	U	150.0		
1102	Wooden conference table on the stage (L=10m)	U	1.0		
1103	Arm chairs	U	6.0		
Lot 1200: COUNCIL SECONDRY HALL					
1201	Conference chairs	U	100.0		
1202	Wooden conference table on the stage (L=4m)	U	1.0		
1203	Arm chairs	U	6.0		
Lot 1300: COUNCIL CHAMBERS					
1301	Conference chairs	U	35.0		
1302	Conference table (L=10m)	U	1.0		
1303	Wooden conference table on the stage (L=6m)	U	1.0		
1304	Arm chairs	U	8.0		
1305	Revolving executive chairs	U	2.0		
Lot 1400: CIVIL STATUS OFFICE					
1401	Semi executive table	U	1.0		
1402	Revolving executive chair	U	1.0		
1003	Visitors chairs (foam set and back)	U	2.0		
1004	Complete desktop computer HP with accessories	U	1.0		
1005	Cupboard with shelves	U	1.0		
Lot 1500: MAYOR'S PRIVATE SECRETARIAT					
1501	Semi executive table	U	1.0		
1502	Revolving executive chair	U	1.0		

1503	Complete desktop computer HP with accessories	U	1.0		
1504	Cupboard in hard wood with shelves (3.5x2.5x0.4)m	U	1.0		
1505	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
1506	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION:MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C-EXV50	U	1.0		
1507	Office stationeries (papers, inks, flags, pictures etc)	U	1.0		
Lot 1600: SOUND SYSTEM					
1601	Mixer, 8 channels	U	3.0		
1602	JBL speakers	U	7.0		
1603	40 Conference microphones, 8 microphones, speaker cables and other accessories	ls	1.0		
Lot 1700:OTHER SUPPLIES					
1701	Supply and installation of Air Conditioner (AC)	U	4.0		

DETAILED ESTIMATES

THE BILL OF QUANTITIES AND COST ESTIMATE

BILL OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM MUNICIPALITY MENCHUM DIVISION, NORTH WEST REGION.

N°	Description	Unit	Q'ty	U. P.	T. P.
LOT 100: MAYOR'S OFFICE 1 AND 2					
101	Executive revolving chair 5 wheels	U	2.0		
102	Executive table (with three drawers) with computer section	U	1.0		
103	Visitors chairs (complete set of 5)	U	1.0		
104	Large cupboard for contract document, in hard wood, two doors 2,05X0,80X0,42m	U	1.0		
105	Wool carpet of 50m square red	M2	50.0		
106	Coffee mixer	U	1.0		
107	Tea cups and spoons	Set	1.0		
108	Television Samsung (45 inches)	U	1.0		
109	Decoder / dish /LMB/cables	Set	1.0		
110	Blinds (double) for windows with tringle (2.8m of height)	ml	35.0		
Total lot 100					
Lot 200: MAYOR'S BOARDROOM					
201	Table and chairs	U	10.0		
202	Small conference table (2x1)m	U	1.0		
Total lot 200					
Lot 300: MAYOR'S WAITING ROOM					
301	Television Samsung (45 inches)	U	1.0		
302	Classic sculted living room soufer 1 triple, 2 double, 2 single (CONFORT HOUSE)	Set	1.0		
303	Wooden cupboards	U	2.0		
Total lot 300					
Lot 400: DEPUTIES OFFICES					
401	Executive table 200X100cm + retour MC520420	U	2.0		
402	Revolving chair	U	4.0		
403	Visitors chair (foam set and back)	U	8.0		
404	Complete desktop computer HP with accessories	U	1.0		
405	Office cupboards with shutters in hard wood 2,00X0,80X0,42cm	U	2.0		
Total lot 400					
Lot 500: SECRETARY GENERAL/GENERAL SECRETARIAT					

501	Office cupboard with two shutters in hard wood and glass	U	3.0		
502	Complete desktop computer HP with accessories	U	1.0		
503	Executive table	U	1.0		
504	Revolving chair	U	2.0		
505	Visitors chairs (foam set and back)	U	4.0		
506	Waiting chairs (4 in 1)	U	2.0		
507	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
508	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION:MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M ² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M ² -CONSOMMABLE: C-EXV50	U	1.0		
509	Complete equipment of the coffee room	U	1.0		
Total lot 500					
Lot 600: TECHNICAL DEPARTMENT AND TENDERS BOARD					
601	Office cupboards in hard wood for contract documents and technical department	U	2.0		
602	Conference table (L=4m)	U	2.0		
603	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
604	Projector, projector board with all accessories	U	1.0		
605	Perforating and spiral binding machine	U	2.0		
606	Complete desktop computer HP with accessories	U	1.0		
Total Lot 600					
Lot 700 RECEPTION					
701	Complete desktop computer HP with accessories	U	1.0		
702	Waiting chairs (4 in 1)	U	4.0		
Total lot 700					
Lot 800: OTHER OFFICES (24 offices)					
801	Office cupboards with shelves	U	5.0		
802	Semi executive tables	U	15.0		
803	Office chairs	U	15.0		
804	Visitors chairs (foam set and back)	U	24.0		
805	Blinds (double) for windows with tringle (2.8m of height)	ml	100.0		

806	Laptop computers (hp core i7, 512GB HD SSD, 8GB RAM)	u	5.0		
807	Projector, projector board with all accessories	U	1.0		
Total lot 800					
Lot 900: STORE ACCOUNTANT					
901	Cupboard with shelves	U	1.0		
902	Semi executive table	U	1.0		
903	Revolving chair	U	1.0		
Total lot 900					
Lot 1000: MUNICIPAL TREASURER					
1001	Semi executive table	U	1.0		
1002	Revolving chair	U	1.0		
1003	Visitors chairs (foam set and back)	U	2.0		
1004	Complete desktop computer HP with accessories	U	1.0		
1005	Cupboard with shelves	U	1.0		
Total Lot 1000					
Lot 1100: COUNCIL MAIN CONFERENCE HALL					
1101	Conference chairs	U	150.0		
1102	Wooden conference table on the stage (L=10m)	U	1.0		
1103	Arm chairs	U	6.0		
Total lot 1100					
Lot 1200: COUNCIL SECONDRY HALL					
1201	Conference chairs	U	100.0		
1202	Wooden conference table on the stage (L=4m)	U	1.0		
1203	Arm chairs	U	6.0		
Total lot 1200					
Lot 1300: COUNCIL CHAMBERS					
1301	Conference chairs	U	35.0		
1302	Conference table (L=10m)	U	1.0		
1303	Wooden conference table on the stage (L=6m)	U	1.0		
1304	Arm chairs	U	8.0		
1305	Revolving executive chairs	U	2.0		
Total lot 1300					
Lot 1400: CIVIL STATUS OFFICE					
1401	Semi executive table	U	1.0		
1402	Revolving executive chair	U	1.0		
1003	Visitors chairs (foam set and back)	U	2.0		
1004	Complete desktop computer HP with accessories	U	1.0		
1005	Cupboard with shelves	U	1.0		
Total lot 1400					

Lot 1500: MAYOR'S PRIVATE SECRETARIAT					
1501	Semi executive table	U	1.0		
1502	Revolving executive chair	U	1.0		
1503	Complete desktop computer HP with accessories	U	1.0		
1504	Cupboard in hard wood with shelves (3.5x2.5x0.4)m	U	1.0		
1505	COPIEUR HP COLOR LASERJET PRO MFP MODELE M280NW	U	1.0		
1506	PHOTOCOPIEUR CANON IMAGE RUNNER 2204 -FONCTION: COPIEUR/IMPRIMANTE/NUMERISATION -RESOLUTION D'IMPRESSION: 600 X 600PPP -FORMAT D'IMPRESSION:MAX A3 -VITESSE D'IMPRESSION: 35 PPM A4 RECTO 15 PPM A5 RECTO 18 PPM RECTO/VERSO -BAC MULTIFONCTION DE 100 FEUILLES 80/M² -ZOOM: 25-400% PAR INCREMENTS DE 1% -BAC MULTIFONCTION: 60 A 128G/M² -CONSOMMABLE: C-EXV50	U	1.0		
1507	Office stationeries (papers, inks, flags, pictures etc)	U	1.0		
Total lot 1500					
Lot 1600: SOUND SYSTEM					
1601	Mixer, 8 channels	U	3.0		
1602	JBL speakers	U	7.0		
1603	40 Conference microphones, 8 microphones, speaker cables and other accessories	ls	1.0		
Total lot 1600					
Lot 1700: OTHER SUPPLIES					
1701	Supply and installation of Air Conditioner (AC)	U	4.0		
Total lot 1700					
TOTAL WITHOUT TAXES (THT)					
VAT: (19.25%)					
AIR (2.2% or 5.5%)					
TOTAL WITH TAXES INCLUSIVE (ATI)					
NET TO BE PAYABLE					
THIS ESTIMATE IS CLOSED AT THE SUM OF:					

DOCUMENT N° 8:
SUB-DETAILS OF UNIT PRICES

SUB-DETAILS OF UNIT PRICES

Option N°. 1

No.	Designation	Cost price	Transportation	Cost of order	Delivery fee	Margin	Unit price ATE

Option N°. 2

Description	Amounts
Ex-works	
Freight	
Insurance	
CAF delivered Douala	
Customs duty	
Computer tax	
Unloading tax	
SGS control	
Transit + handling	
Transportation + intervention	
Others	
Bank charges	
After-sales service	
Registration, assembling	
Miscellaneous	
Total EVAT	

Bidder's name _____ [Insert name]

Signature _____ [Insert signature]

Date _____ [Insert date]

DOCUMENT N^o. 9:
MODEL CONTRACT

MODEL CONTRACT

REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MENCHUM DIVISION

WUM COUNCIL

P.O BOX 09



REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTRE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE LA MENCHUM

COMMUNE DE WUM

P.O BOX. 09

JOBING ORDER N°----- /JO/MINDDEVEL/WC/WCITB/2024 OF 2024

FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM
MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.

ENTERPRISE: [indicate name and full address of holder]

P.O. Box_____, Tel: _____ Fax: _____

Business Requisition N°._____ at

Taxpayer's No._____

.....

SUBJECT: FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM
MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.

PLACE OF EXECUTION:

EXECUTION DEADLINE : _____ (____) months

AMOUNT IN F CFA:

ATI	
ATE	
VAT	
AIR	
Net to be paid	

BUDGET HEAD : [.....] FINANCING : [FEICOM]

SUBSCRIBED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

BETWEEN

The State of Cameroon represented by the Mayor of Wum Council Contracting Authority, hereafter known as the **"Administration"**

ON THE ONE HAND

AND

THE COMPANY:

Represented by the General Manager

hereafter known as << **The Contractor** >>

ON THE OTHER HAND

THE FOLLOWING AGREEMENT HAS BEEN ENTERED INTO.

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page..... And last of Jobbing Order N°___/JO/MINDDEVEL/WC/WCITB/2024 ----- OF 2024

Awarded after Open Tender [give reference of the tender file]

With_____

For the supply of _____

Amount of Jobbing Order : [In Francs CFA, all taxes inclusive in figures and in words]

Delivery deadline: [To be completed in days]

<p style="text-align: center;">Read and accepted by the contractor</p> <p style="text-align: center;">(place of signature)_____(date)</p>
<p style="text-align: center;">Signature of Contracting Authority</p> <p style="text-align: center;">(place of signature)_____(date)</p>
<p style="text-align: center;">Registration</p>

DOCUMENT N° 10:
TABLE OF MODEL FORMS

FORM 1: Model tender

FORM 2: Model bid bond

FORM 3: Model final bond

FORM 4: Model start-off advance bond

FORM 5: Model performance bond

FORM 6: Model authorisation from manufacturer

FORM 7: Evaluation grid

FORM 1: MODEL TENDER

I, the undersigned _____ [*indicate the name and capacity of signatory*]
Representing the _____ enterprise or group of enterprises¹ with head office at
_____ registered in the trade register of under the number No. _____

- Having taken cognisance of all the documents featured or mentioned in the Tender File including the addenda of No. _____ [*recall the subject of the invitation to tender*]
- Submit and commit myself to deliver the supplies in accordance with the Tender File, in return for the prices which I myself establish on the basis of the price and quantity schedule which give the amount of the tender for lot No. _____ at _____ [*in figures and words*] CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all taxes. [*In figures and words*].
- I pledge to deliver the supplies within a deadline of months.
- In addition, I pledge to maintain my offer for [*indicate duration of validity, in principle 60 days*] from the deadline of submission of tenders.
- The rebates offered and modalities of application of the said rebates are as follows _____

The Administration shall pay the sums due for this contract by crediting account No.
opened in Bank Branch

Prior to the signing of the contract, this tender accepted by you shall constitute an agreement between us.

Done at _____ on

Signature of _____

In the capacity as _____

Duly authorised to sign bids for and behalf of _____

FORM 2: MODEL BID BOND

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

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

We.....*[name and address of the bank]*, represented by *[names of signatories]*, hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority of the maximum sum of *[indicate the amount]* CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his tender during the validity period specified by him in the tender;

or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

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

We commit ourselves to pay to the Contracting Authority an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) 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 validity period.

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

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

FORM 3: MODEL FINAL BOND

Bank:

Reference of the bond: No _____

Addressed to *[Indicate the Contracting Authority and his address]* Cameroon, hereinafter referred to as the "Contracting Authority"

Whereas _____ *[name and address of Supplier]*, hereafter referred to as "the Supplier", has committed himself, in execution of the contract referred to as "the contract", to carry out *[indicate the nature of the services]*.

Whereas it is stated in the contract that the Supplier shall entrust to the Contracting Authority 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 give the Supplier this guarantee,

We, _____ *[name and address of bank]*

Represented by _____ *[name of signatories]*, hereinafter referred to as "the bank", commit ourselves to pay the Contracting Authority, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Supplier 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 as soon as it is signed and as soon as the Contracting Authority notifies the Supplier of the approval of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the supplies.

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 formulated by the Contracting Authority 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]

FORM 4: MODEL START-OFF ADVANCE BOND

Bank: Reference, Address: _____

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of: _____

Contracting Authority

[Address of Contracting Authority]

("beneficiary")

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract No. _____ of _____ relating to supplies indicate the subject of the contract, the references of the invitation to tender, and possibly the lot] of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of Contract No. _____ payable upon notification of the corresponding Administrative Order, that is _____ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance in the accounts of _____ [the holder] opened in the _____ bank under number _____

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

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

Signed and authenticated by the bank

At _____ on _____

[Signature of the bank]

FORM 5: MODEL RETENTION FUND

Bank: _____

Reference of the guarantee: No. _____

Addressed to *[Indicate the Contracting Authority]*
[Address of Contracting Authority]

Hereinafter referred to as "the Contracting Authority"

Whereas _____ *[name and address of Supplier]* hereinafter referred to "the Supplier",
pledged, in execution of the contract, to carry out the supplies of *[indicate the subject of the supplies]*

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 Supplier 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 Supplier, we guarantee and are responsible to the Contracting Authority for a maximum amount of _____
[in figures and words] corresponding to *[percentage below 10 % to be specified]* of the contract price². And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Supplier has not fulfilled his contractual obligations or is indebted to the Contracting Authority 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 work featuring in the final detailed account, without the Contracting Authority having to prove or give the reasons nor the reason 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 guarantee and we hereby incline to any amendment, addendum or change.

This guarantee shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the supplies and upon release by the Contracting Authority.

Any request for payment formulated by the Contracting Authority 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 guarantee shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank

At _____ on _____

² Case where the guarantee is established once the supplies start and covers the total guarantee, that is 10% of the contract

FORM 6: MODEL OF MANUFACTURER'S AUTHORISATION

[The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorisation must be on the manufacturer's letter head and must be signed by a person duly mandated to sign documents which commit the manufacturer. The bidder should include this letter in his tender, if so required by the Tender File]

Date *[insert the date, (day, month, year) of submission of tender]*

IT No _____ of _____: *[insert references of invitation to tender]*

Variant No.: *[Insert the identification number if this tender is proposed for a variant]*

To: *[Insert full name of Contracting Authority]*

WHEREAS:

[insert full name of manufacturer] are reputed manufacturer of *[indicate the supplies produced]* having our factory at *[indicate the full address]*

We hereby authorise *[indicate the full name of the bidder]* to present a tender and possibly sign a contract with you for the Invitation to Tender No. _____ *[insert the references of the invitation to tender]* for the supplies manufactured by us.

We confirm all our guarantees and are guarantors in accordance with the Tender File for the supplies offered above for this invitation to tender.

Name *[insert the full name of the signatory of the authorisation]*
In the capacity of

Signature *[insert the signature]*

Duly mandated to sign the capacitation for and on behalf of *[insert manufacturer's full name]*

Done on _____ day of _____ *[insert date of signature]*

FORM 7: EVALUATION GRID

REQUEST FOR QUOTATION ON TENDER FILE N°...../RQ/MINDDEVEL/WC/WCITB/2024 OF -
 ----- 2024 FOR THE SUPPLY OF OFFICE EQUIPMENT FOR THE WUM TOWN HALL IN WUM
 MUNICIPALITY, MENCHUM DIVISION OF THE NORTH WEST REGION.

ADMINISTRATIVE DOCUMENTS

N°	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old. Certified copy of business license valid and less than 3 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 more 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 of first order not more than three months.		
A.5	Purchase receipt of tender file issued by public treasury		
A.6	A bid bond of 1,600,000 FCFA (One million six 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	Valid attestation for submission by the Social Insurance Fund, certifying that the bidder satisfied his obligations with respect to the aforementioned Social Insurance		
A.9	Certified Copy of a valid taxpayers card, delivered by an Inspector of Taxes. Dated at most 3 months.		
A.10	A certificate of payment of all assessed taxes, delivered by an Inspector of Taxes. Dated at most 3 months.		
A.11	Plan and attestation of localization signed by the taxation authorities at most 3 months		

TECHNICAL OFFER			
N°	DESCRIPTION	YES	NO
B.1	GENERAL PRESENTATION OF THE BIDS		
-	on of bids a point each		
-	➤ Properly bound.		
-	➤ Table of content.		
-	➤ Separators in color apart from white		

	<ul style="list-style-type: none"> ➤ Order described respected. ➤ Clearness of the documents 		
B.2	MILAR WORKS EXECUTED <ul style="list-style-type: none"> ➤ List of references of similar works executed. The contractor will provide evidence of the similar work carried out during the last three (03) years. <p>Show proof of similar projects executed by presenting at least two copies of different Contracts and reception minutes (provisional or final reception and related contracts or jobbing orders first and last pages)</p>		
B.2.1	<i>The first (1st) Contracts in the domains of supply</i>		
B.2.2	<i>The Second (2nd) Contracts in the domains of supply</i>		
B.3	FINANCIAL CAPACITY <i>Pre – Financing capacity from a banking or institutions of first order approved by the Ministry in charge of finance, more than or equal to amount required in the offer.</i>		
B.4	CERTIFICATE OF GUARANTEE (delivered by the supplier for at least six months)		
B.6	Attestation of site visit and Site visit Report Attestation of site visit signed by the contractor or their representatives. Site visits Report .The bidder must under his responsibility visit the site and gather all the information necessary for the preparation of his technical report signed and stamped by the contractor		
B.5	The Special Administrative Clauses (SAC); (each page should be initialed and the last page signed And stamped).		
B.6	The Special Technical Clauses (STC). (Each page should be initialed and the last page signed And stamped).		
B.7	LOGISTICS: show proof of a conveyance vehicle (attach copy of carte grise) or Legalized document to hire a vehicle. With the attach copy of carte grise		
B.8	DELIVERY DEADLINE Delivery deadline of the supplies		

Main evaluation criteria

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

B. Eliminatory criteria

- Absence or non-conformity of an element in the administrative file;
- Non conformity of technical specifications (include catalogue);
- Deadline for delivery higher than prescribed;
- False declaration or falsified documents;
- Absence or insufficient bid bond;

- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder.

1- Essential criteria

The criteria relating to the qualification of candidates could indicatively be on the following:

- General presentation of the Offer;
- References of the company in the similar achievements;
- Logistics.
- The Pre – Financing capacity greater or equal to the amount required in the offer Certificate of guarantee delivered by the supplier;
- The Special Technical Clauses initialed in each page;
- Special Administrative Clauses completed and initialed in each page;

14. Main qualification criteria

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum from at least **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, 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.

NB: The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals

DOCUMENT N° 11
PLANS AND DIAGRAMS AND/OR PICTURES

DOCUMENT N° 12

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

DOCUMENT N° 12

LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS
FOR PUBLIC CONTRACTS

**Note relating to banking establishments and financial bodies
authorized to issue bonds**

A- LISTE DES BANQUES AGREEES PAR LE MINFI

- 1- Afriland First Bank (AFB);
- 2- BANGE Bank Cameroun (BANGE CMR);
- 3- Banque Atlantique du Cameroun (BACM);
- 4- Banque Camerounaise des Petites Moyennes Entreprises (BC-PME)
- 5- BGFI Bank Cameroun (BGFI BANK Cameroun)
- 6- Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC);
- 7- CITI BANK Cameroon (CITI-C);
- 8- COMMERCIAL BANK CAMEROON (CBC);
- 9- Credit Communautaire d'Afrique-Bank (CCA Bank)
- 10- ECOBANK Cameroun (ECOBANK);
- 11- National Financial Credit Bank (NFC-BANK);
- 12- Société Commerciale de Banque Cameroun (CA-SCB);
- 13- Société Générale des Banques au Cameroun (SGBC) ;
- 14-Standard Chartered Bank Cameroon (SCBC);
- 15-Union Bank of Cameroon (UBC).
- 16-United Bank for Africa (UBA)

This list is available at ARMP.

B- INSURANCE COMPANIES

- 1- CHANAS ASSURANCES B.P. 109, Douala;
- 2- ACTIVA ASSURANCES B.P. 12970, Douala;
- 3- ZENITHE INSURANCES B.P. 1540, Douala;
- 4- AREA ASSURANCE B.P. 15584, Douala;
- 5- ATLANTIQUE ASSURANCE B.P. 3073, Douala;
- 6- CPA S.A B.P. 54, Douala;
- 7- ASIA ASSURANCE B.P. 2759, Douala;
- 8- PRO ASSURANCE B.P. 5963, Douala;
- 9- PRUDENTIAL BENEFICIAL GENERAL INSURANCE B.P. 2328, Douala;
- 10-ROYAL ONYX INSURANCE B.P. 12230 Douala;
- 11-SAAR B.P. 1011, Douala;
- 12-SANLAM ASSURANCE B.P. 12125 Douala;