

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
MINISTRE DE L'ADMINISTRATION  
TERRITORIALE  
COMMUNE DE MOKOLO  
COMMISSION INTERNE  
DE PASSATION DES MARCHES



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
MINISTRY OF TERRITORIAL  
ADMINISTRATION  
COUNCIL OF MOKOLO  
INTERNAL TENDERS BOARD

NOTICE OF CONSULTATION FOR THE REQUEST FOR QUOTATION  
N° ~~1~~ 2 /DC/C-MOK /CIPM/AG/2024 OF ~~15 SEP 2024~~  
IN EMERGENCY PROCEDURE FOR THE ACQUISITION OF FURNITURE, IN THE COMMUNE OF  
MOKOLO, DISTRICT OF MOKOLO, DEPARTMENT OF MAYO-TSANAGA,  
FAR NORTH REGION.  
FINANCING: OWN RESOURCE OF THE MUNICIPALITY OF MOKOLO,  
FISCAL YEAR 2024  
Imputation:.....

**1 - PURPOSE OF THE CONSULTATION**

As part of the OWN RESOURCES OF THE MUNICIPALITY OF MOKOLO for the 2024 financial year, the Mayor of the Municipality of Mokolo (Contracting Authority), launches a notice of consultation for the Acquisition of furniture in the Municipality of Mokolo, Department of Mayo-Tsanaga, Far North Region.  
The estimated cost of the service is seven million 7,000,000) CFA francs.

**2- CONSISTENCY OF WORK**

The services to be performed relate to the acquisition of furniture, in the municipality of mokolo, district of mokolo

**3- PARTICIPATION AND ORIGIN**

Participation in this consultation is open on equal terms to all companies under Cameroonian law specializing in the work of making and supplying bench tables.

**4 - FUNDING**

The services covered by this consultation are financed by the Municipality of Mokolo's own resources, financial year 2024.

**5- DELIVERY TIME**

The maximum delivery time provided by the Contracting Authority is two (02) months.

**6- CONSULTATION OF THE TENDER DOCUMENTS**

Upon publication of this Notice, the Request for Quotation can be consulted during working hours with the head of technical service of the Municipality of Mokolo..

**7- ACQUISITION OF THE CONSULTATION FILE**

The Request for Quotation can be obtained from the Municipality of Mokolo, department of the Head of Technical Service, as soon as this Notice is published, upon presentation of a receipt for payment of a non-refundable sum for the purchase of the file of ten thousand (10,000) CFA francs from the Municipal Revenue of Mokolo....

**8- PRESENTATION OF OFFERS**

The tenders will be presented according to the principle of simple envelope with the pieces structured in two volumes and arranged as follows:

- Volume 1: Administrative file (envelope A);
- Volume 2: Financial file (envelope C)

The tenders so submitted will be placed in a simple envelope, closed and sealed bearing only the mention of the Notice of Consultation in question. The different parts of each offer will be numbered in the order of the AC and separated by spacers of the same color

#### 9- SUBMISSION OF TENDERS

Each offer, written in French or English, in seven (07) copies including one (01) original and six (06) copies marked as such, in accordance with the requirements of the File of the Request for Quotation, must be filed against receipt in closed envelopes, to the Municipality of Mokolo, no later than **11.0 OCT 2024** at 10 a.m. local time and must bear the words:

The different parts of each offer will be numbered with

**NOTICE OF CONSULTATION FOR THE REQUEST FOR QUOTATION**

NO. **JAC/C-MOK /CIPM/AG/2024** OF **11.0 SEPT 2024**

**IN EMERGENCY PROCEDURE FOR THE ACQUISITION OF A PLASTIC GRANULATOR MACHINE IN THE COMMUNE OF MOKOLO, MAYO-TSANAGA DEPARTMENT, FAR NORTH REGION.**

**Funding: RESOURCE RIGHT OF ASSIZE OF THE MUNICIPALITY OF MOKOLO, Fiscal year: 2024**

The different parts of each offer will be numbered

**To be opened only in counting session\*.**

Tenders received after the deadline for submission of tenders will not be received.

#### 10. RECEIPT OF OFFERS

Each bidder must attach to its administrative documents a bid bond (in accordance with the model attached in the annex) issued by a first-rate bank approved by the Ministry in charge of finance and listed in exhibit 12 of the tender, in the amount of one hundred and forty thousand (140,000) CFA francs, and valid for thirty (30) days beyond the original date of validity of the tenders.

Under penalty of rejection of the tender, the other required administrative documents (valid) must be produced in originals and in certified copies by the issuing service or an administrative authority, dating back less than three (03) months and valid on the day of the opening of the envelopes, in accordance with the stipulations of the Special Regulations of the Call for Tenders. They must be valid in accordance with the regulations in force.

#### 11. OPENING OF THE FOLDS

The opening of the folds will be done in one (01) time on **11.0 OCT 2024** at 11 a.m. sharp in the deliberation room of the Municipality of Mokolo in the presence of the bidders.

Only tenderers may attend this opening session or be represented by a single person (even in the case of a grouping) of their choice with full knowledge of the file.

#### 12. DEADLINE FOR TENDERERS TO RESPOND

For this Call for Tenders, the deadline for responding is set at twenty (20) calendar days to Companies wishing to participate from the date of publication of the Tender Notice.

#### 13- DEADLINE FOR EXECUTION OF THE WORK

The maximum execution period provided by the Client for the completion of the work is two (02) calendar months. This period includes rainy periods, all bad weather and various constraints and runs from the date of notification of the Service Order to start the work, date of signature of the contract.

#### 14- Evaluation of tenders;

The opening of tenders will be done in one (01) time and their evaluation in three (03) steps:

- 1st step: Verification of the conformity of the administrative file of each bidder.
- Step 2: Verification of the financial offers of companies whose offers have been recognized as technically qualified and administratively compliant.

##### 14.1.1-Elimination criteria

##### 14.1.1.1 - Administrative documents

- a) Incomplete file or non-conforming documents;
- (b) Falsified or non-authentic part.
- d) Have not justified the realization during the last three years, as a main contractor, of a service in wood

#### 14.1.1.3: Financial offer

- a) Incomplete financial offer;
- b) Non-conforming parts;
- c) Omission in the financial offer of a quantified unit price;
- d) Absence of price sub-detail;
- e) Unrealistic and erroneous price under-detail.

#### 14.1.2- essential criteria:

The evaluation of the technical tenders will be made on the basis of the following essential criteria:

- (a) Presentation;
- (b) Management staff of the enterprise;
- (c) The construction equipment to be mobilized;;
- (d) The methodology of implementation;
- (e) References and pre-financing capacity of the enterprise.

#### 15. Award of the Contract

The Mayor of the Municipality of Mokolo, Contracting Authority will award the contract to the tenderer whose tender, qualified administratively admissible, has been evaluated the lowest bidder after verification of its prices and deemed substantially in accordance with the File of the Request for Quotation.

#### 16. Period of validity of tenders

Bidders remain bound by their tenders for a period of ninety (90) days, starting from the deadline set for the submission of tenders.

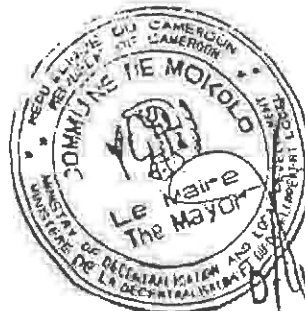
#### 17. Additional Information

Additional technical information can be obtained every day, during working hours, from the Municipality of Mokolo, at the General Secretariat, from the Head of the Procurement Department.

#### Amps:

- - PREFET/MT
- DDMINMAPMT
- ARMP pour publication au JDM;
- Président CIPM/COM-Mokolo
- Affichage

Mokolo, the 16 SEPT 2024  
The Mayor of the Municipality  
of Mokolo  
(Contracting Authority)



DI VOHOD DEGUIME  
Médecin Hors Echelle