

# North West Development Authority

MISSION DE DEVELOPPEMENT DU NORD OUEST

P.O. BOX 442 BAMENDA

BAMENDA, the 24 SEPT 2024

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N° 954/MIDENO/B/15/13/84

NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)

MIDENO INTERNAL TENDERS BOARD (MITB)

OPEN NATIONAL INVITATION TO TENDER  
N° 954/MIDENO/MITB/13/84/2024 OF 24 SEPT 2024 TO PROVIDE A  
SUSTAINABLE WASTE MANAGEMENT FOR POLLUTION REDUCTION,  
RECYCLING PROMOTION AND SANITATION IMPROVEMENT IN NKAMBE  
COUNCIL AREA IN THE NORTH WEST REGION, CAMEROON THROUGH  
EMERGENCY PROCEDURE

FOR: 2024 FINANCIAL YEAR

FINANCING: BIP MINADER 2024

BUDGET HEAD: 245801





## North West Development Authority

MISSION DE DEVELOPPEMENT DU NORD OUEST

P.O. Box, 442, Bamenda

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Bamenda, the.....

No. **954**/MIDENO/B/**MITB/13/84**

**24 SEPT 2024**

### TENDER NOTICE

**24 SEPT 2024** OPEN NATIONAL INVITATION TO TENDER N° **954**/ONIT/MIDENO/MITB/13/84/2024 OF  
TO PROVIDE A SUSTAINABLE WASTE MANAGEMENT FOR POLLUTION  
REDUCTION, RECYCLING PROMOTION AND SANITATION IMPROVEMENT IN NKAMBE  
COUNCIL AREA IN THE NORTH WEST REGION, CAMEROON THROUGH EMERGENCY  
PROCEDURE

#### SOURCE OF FINANCING: 2024 PIB MINADER

**1. Subject of the invitation to tender:** Within the frame work of Reinforcement and scaling up of climate change mitigating measures Reference action 1 and of program 185 "Resilience of Agricultural Production System and food security" on the investment program of MIDENO for 2024 and her objective to attain operational efficiency of the North West Development Authority, (MIDENO) hereby launches an Open National Invitation to tender to Provide a sustainable Waste Management for pollution Reduction, Recycling promotion and sanitation improvement in Nkambe Council Area in the North West Region, Cameroon.

**2. Nature of services/Works:** The supply of and reception of a sustainable Waste Management for pollution Reduction, Recycling promotion and sanitation improvement in Nkambe Council Area in the North West Region, Cameroon.

**3. Participation:** Participation in this Invitation to tender is open to all local and National companies/suppliers that fulfill the required criteria specified in the bidding document and have the competence and experience of **not less than three (3) years** in the same or similar supplies.

**NB:** The firm must not be in a situation of conflicting interest as defined in Article 4.2 (b) of the General Regulations of the Invitation to Tender. The bidder must not have been excluded from bidding for public contracts by the Competent Authority in charge of Public contracts

**4. Origin of Supplies:** All supplies/quotations submitted must provide clear information as to the origin of the goods to be supplied.

**5. Provisional Cost:** The provisional costs of the services/supply involved in this tender is **Seventy five million (75,000,000) fcfa**

**6. Financing:** Services which form the subject of this Invitation to tender shall be financed by **Public Investment Budget (PIB) MINADER** of the **2024** financial year. Budget Head No: **245801**.

**7. Consultation of tender file:** The tender file maybe consulted during working hours from **8:00 am**



- Absence or insufficient Bid Bond of the specified amount
- Late submission of bids
- False declarations or forged documents
- Under exclusion sanctions from the Authority in Charge of the Regulation of Public Contracts
- Associated directly or indirectly with the conception, preparation of technical specifications and other documents concerned with this tender
- Non-respect of 80% of the essential criteria

#### **B. Essential Criteria**

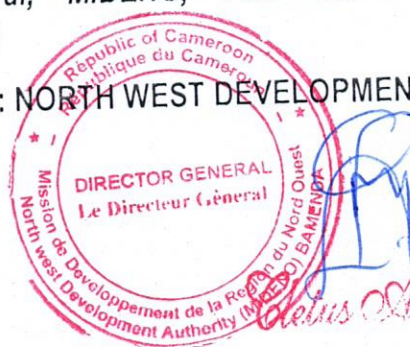
SN	Criteria
1	General Presentation of bids (The various parts of the same file separated by colour dividers both in the original and in the copies and Files spirally bounded)
2	Specific experience of the firm in the same or similar services for at least <b>3 years</b>
3	Conformity to technical specifications and standards (prospectuses, photos etc.)
4	Delivery schedule of <b>Four (4) months</b>
5	Local Technical Capacity
6	Original bids signed by the competent Authority of the firm

**15. Selection Method of Supplier:** Evaluation shall be done using the binary method. The supplier shall be selected by the **Least Cost selection method** after evaluating the technical capacity (Bidder must fulfill 100% of the eliminatory criteria and must score at least 80 out of the 100 points previewed for the technical evaluation) and financial capacity of the bidder and that the supply he/she is proposing is in conformity with the technical specifications of the supply in the Tender document and in accordance with the procedures described in this tender file

**16. Validity of bids:** Bidders will remain committed to their bids for **Sixty (60) days** from the deadline set for the submission of tenders.

**17. Complementary Information:** Complementary information can be obtained during working hours from the secretariat of the Director General, MIDENO, P.O. Box 442, Bamenda: Email: midenobda@yahoo.com: Tel: 237 233361378

FOR: NORTH WEST DEVELOPMENT AUTHORITY



*Delus Anna Matoyah*  
ECONOMIST ( PLEG Hors Echelle)

CC

- ARMP (for publication and archiving)
- MINMAP (For information)
- Chairperson of MITB (for information)
- MIDENO Notice Board (for information)



7. **Consultation du dossier d'appel d'offres:** Le dossier d'appel d'offres peut être consulté aux heures ouvrables de 8 heures à 16 heures au Siège du MIDENO, Secrétariat du Directeur Général (1er étage), Rue Ayaba, BP 442, Bamenda ; Email : [midenobda@yahoo.com](mailto:midenobda@yahoo.com) ; Tél : 237 233 361 378 dès publication du présent avis.
8. **Obtention du Dossier d'Appel d'Offres :** Le Dossier d'Appel d'Offres peut être obtenu aux heures ouvrables de 8 heures à 16 heures au Siège de la MIDENO, Secrétariat du Directeur Général, Rue Ayaba, BP 442, Bamenda ; Email : [midenobda@yahoo.com](mailto:midenobda@yahoo.com) ; Tél : 237 233331661 dès la publication du présent avis contre paiement d'une somme non remboursable de **quatre-vingt-deux mille cent cinquante (82 150) fcfa** et payable au compte n° 06845 97568660001- 28 ouvert au nom de « COMPTE SPECIAL SAC-ARMP » dans toute Agence de la BICEC au Cameroun
9. **Dépôt des offres:** Chaque offre rédigée en anglais ou en français en (7 exemplaires) dont un (1) original et six (6) copies marquées comme telles, devra parvenir au siège social de MIDENO sis à Ayaba Street, P.O. Box 442, Bamenda) au plus tard à l'inscription : à 10 heures précises et devra porter la mention

APPEL D'OFFRES NATIONAL OUVERT N°...../ONIT/IDENO/MITB/2024 DE  
 .....VISANT À ASSURER UNE GESTION DURABLE DES DÉCHETS POUR LA  
 RÉDUCTION DE LA POLLUTION, LA PROMOTION DU RECYCLAGE ET L'AMÉLIORATION DE  
 L'ASSAINISSEMENT DANS LA COMMUNE DE NKAMBE DANS LA RÉGION DU NORD-OUEST,  
 AU CAMEROUN, PAR LE BIAIS D'UNE PROCÉDURE D'URGENCE

« A OUVRIR UNIQUEMENT LORS DE LA SÉANCE D'OUVERTURE DES PLIS »

10. **Cautionnement de soumission:** Chaque soumissionnaire doit joindre à ses Pièces Administratives, un cautionnement de soumission délivré par un établissement financier agréé par le Ministère chargé des Finances figurant sur la liste en pièce 11 du Dossier d'Appel d'Offres d'un montant de : Un million deux cent neuf mille (1 209 000 FCFA) et valable trente (30) jours au-delà de la durée de validité des offres.
11. **Recevabilité des offres:** Sous peine de rejet, seuls les originaux ou les copies certifiées conformes par le service émetteur et les autorités officielles ou administratives (Préfets, Sous-préfets, Agents de Banque, Agents des Impôts etc.) des pièces administratives requises, y compris la caution de soumission, doivent impérativement être produits conformément aux Conditions Particulières de l'appel d'offres. Ils ne doivent pas dater de plus de trois (3) mois ou ne doivent pas être produits après la date de clôture de l'appel d'offres. Toute offre non conforme aux prescriptions du présent avis et du dossier d'appel d'offres Sera déclarée irrecevable, notamment l'absence d'une caution de soumission délivrée par une banque de premier ordre approuvé par le Ministère en charge des Finances ou le non respect des modèles du dossier d'appel d'offres les pièces justificatives entraîneront un rejet pur et simple de l'offre sans qu'aucun recours ne puisse être admis.
12. **Ouverture des plis:** L'ouverture des documents administratifs, des offres techniques et financières sont programmés sur le.....heure locale précise par le Comité des appels d'offres internes de MIDENO dans la salle de conférence MIDENO du bureau de gestion du projet. Seuls les soumissionnaires peuvent assister ou se faire dûment représenter par une personne de leur choix.



17. Informations complémentaires: Des informations complémentaires peuvent être obtenues aux heures ouvrables au Secrétariat du Directeur Général, MIDENO, BP 442, Bamenda : Email : m"denobda@yahoo.com : Tél : 237 233 361 378

POUR : MISSION DE DEVELOPPEMENT DU NORD OUEST



**Ampliations :**

- ARMP (pour publication et archivage)
- MINMAP NWR (pour information)
- Président CIPM MIDENO (pour information)
- Affichage MIDENO (pour information)
- Service des marches MIDENO (pour archivage)



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#### Article 4: Candidates allowed to compete

4.1 If the invitation to tender is restricted, the consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the invitation to tender is addressed to all suppliers, subject to the following provisions;

- a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country in accordance with the Funding Agreement.
- b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder will be judged to be in a situation of conflict of interest if he;

i) Is associated with or was associated in the past in an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender ; or

ii) Presents more than one bid within the context of this invitation to tender, except authorized variants according to **Clause 17**, where need be; meanwhile, this does not **prevent the participation of sub-contractors in more than one bid.**

c) The bidder must not have been excluded from bidding for public contracts.

d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is

i) Legally and financially autonomous

ii) Managed according to commercial laws and

iii) Not under the direct supervisory authority of MIDENO.

#### Article 5: Supplies and ancillary services meeting the criteria of origin

5.1 All the supplies and ancillary services forming the subject of this contract must come from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender.

5.2 Within the meaning of this clause, the term « **Supplies** » shall refer to **products, raw material, machines, equipment and industrial installations;** and the term “**ancillary services**” shall notably refer to **services such as insurance, installation and initial training.**

5.3. The term ‘Originate’ shall qualify the country where the supplies are extracted, cultivated, produced, manufactured or transformed or the country where a manufacturing, transformation or assembly of components process results in the obtention of a commercial article whose basic characteristics are substantially different from those of its components.

#### Article 6: Qualification of Bidders

6.1 As an integral part of their bid, bidders must:

a) Submit a Power of Attorney, making the signatory of the bid bound by the bid; and

b) Furnish all the information (complete or updated information included in the request for pre-qualification which may have changed in the case where the candidates had to pre-qualify) requested from bidders in the Special Regulations, in order to establish their ability to execute the contract.

Information relating to the following points shall be requested, if need be:

- i) The production of certified balance sheets or turnover



- l) Model bid bond
- m) Model of final bond
- n) Model of retention fund
- o) Model contract
- p) Form relating to preliminary studies
- q) List of banking establishments and financial bodies approved by the Ministry in charge of finance authorized to issue bonds.

7.2 The Bidder must examine all the rules, forms, conditions and specifications contained in the tender file. It is up to him to furnish all the information requested and prepare an bid in conformity with all aspects of the said file. Any deficiency may lead to a rejection of his file.

### **Article 8: Clarification and complaints on the Tender File**

8.1 Any bidder who wants to obtain clarifications on the Tender File may request them from MIDENO in writing or by electronic mail (telephone and E-mail) at MIDENO's address, which is: **North West Development Authority (MIDENO), Ayaba Street, opposite Mansfield Plaza Hotel, P. O. BOX 442, BAMBENDA: Tel: 237 33 36 16 61, : Email: midenobda@yahoo.com.**

MIDENO shall reply in writing to any request for clarification received at least fourteen (14) days for national invitations to tender and twenty one (21) days for international invitations prior to the deadline for the submission of the bids. A copy of MIDENO's response indicating the question posed but not mentioning the author is addressed to all bidders who bought the Tender File.

8.2 Between the publication of the tender notice including the prequalification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to MIDENO.

8.3 The complaint must be addressed to MIDENO with copies to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

It must reach MIDENO not later than fourteen (14) days before the opening of the bids.

8.4 MIDENO has five (5) days to react. A copy of the reaction shall be forwarded to the body in charge of the regulation of public contracts.

### **Article 9: Modification of the Tender File**

9.1 MIDENO may at any moment prior to the deadline for submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

9.2 Any published addendum shall be an integral part of the Tender File, in accordance with **Article 7.1 of the General Regulations of the invitation to tender** and must be communicated in writing or made known to all bidders who bought the Tender File. The latter must acknowledge receipt of the addenda in writing to MIDENO.

9.3 In order to give sufficient time to take account of the addendum in the preparation of their bids, MIDENO may postpone as is necessary, the deadline for the submission of bids, in accordance with the provisions of **Article 23.3 of the General Regulations of the invitation to tender.**

### **C) Preparation of Bids**

#### **Article 10: Tender Cost**

The bidder shall bear the costs related to the preparation and presentation of his bid and MIDENO shall in no case be responsible for these costs nor pay them whatever the evolution or outcome of the invitation to tender procedure.

#### **Article 11: Language of Bid**

11.1 The bid as well as any correspondence and all documents concerning the bid exchanged between the bidder and MIDENO shall be drafted in **English or French.** Complementary documents and the forms



- The duly filled schedule of Unit Prices
- The duly filled detailed estimates;
- The sub-details of prices and/or breakdown of all-in prices

To this effect, bidders should use the model documents and forms provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations of the invitation to tender concerning the other possible forms of bid bonds.

**12.2** If in accordance with the provisions of the Special Regulations of invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates bided in case of award of more than one lot

### **Article 13: Bid Price**

**13.1** Prices shall be indicated as required in the model Price Schedules and sub-details of prices as furnished in the annex.

In indicating the price, the supplier is free to turn to a transporter and to obtain insurance services from any country, subject to the conditions of eligibility attached to the financing agreement.

Prices proposed in the forms of sub-details of prices for supplies and ancillary services shall be presented in the following manner:

- Prices of supplies ex-works (exit from factory, manufacturing, exhibition hall, warehouse or sales room as the case may be) including all the custom duties, sales tax or other taxes to be paid on the components or raw materials used in manufacturing or assembling of supplies;

Sales and other taxes collected on the supplies which will be due if the contract is awarded;

The price of domestic transportation, insurance and other local services related to the delivery of the supplies up to their final destination (project site) specified in the Special Regulations of the invitation to tender.

**13.2** The Prices bided by the bidder should be firm during the duration of the execution of the contract and should no way in any manner vary, except there is a contrary provision in the Special Regulations. Except otherwise stated in the Special Administrative Conditions, an bid including a price revision clause will be considered as not being in conformity and set aside, in accordance with article 29(3) of the General Regulations.

**13.3** In the case where the invitation to tender has several lots, the prices indicated should correspond to the total of the articles of each lot and the total quantity indicated for each article. Bidders wishing to bid a rebate in the case of the award of more than one contract will specify the rebates applicable on each group of lots or each contract of the group of lots, on condition that all the bids are submitted and opened at the same time.

### **Article 14: Currency of bid**

**14.1** Prices will be drawn in the CFA Francs

### **Article 15: Documents attesting to the Eligibility of the bidder**

The bidder will furnish as full part of his bid, documents attesting that he meets the conditions of the provisions of **Article 4 of the General Regulations**.

### **Article 16: Documents attesting to the admissibility of supplies**

**16.1** In application of the provisions of **Article 5 of the General Regulations**, the bidder will furnish as a full part of his bid, documents attesting that all the supplies and services which he proposes to furnish in execution of the contract meet the criteria of origin.

**16.2** These documents will consist of a declaration of country of origin of the supplies and services proposed in the schedule of prices, declaration to be confirmed by a certificate of origin at the time of shipment.



19.6 The bid bond may be seized:

**a) If the Bidder:**

Withdraws his bid during the time-limit which he specifies in his bid; or

Does not accept the correction of errors in application of **Article 32 of the General Regulations**; or

**b) If the bidder retained:**

Defaults in his obligation to sign the contract in application of Article 39 of the General Regulations; or

Defaults in his obligation to furnish the final bond in application of **Article 40 of the General Regulations of the invitation to tender.**

**Article 20: Validity of bids**

**20.1** Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids set by MIDENO in application of **Article 23 of the General Regulations**. An bid valid for a shorter period shall be rejected by MIDENO as not being in conformity.

**20.2** Under exceptional circumstances, MIDENO may request the consent of the bidder for the prolongation of the validity time-limit. The request and the responses that will be given shall be in writing (or by telecopy). The validity of the bid bond provided for in article 19 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor be authorized to do so.

**20.3** Where the contract does not include a price revision clause and that the period of validity of bids is extended for more than sixty (60) days, the amount payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that MIDENO shall address to the bidders. MIDENO's request shall include a form of price revision. The updating period shall run from the date of notification of the contract or the Administrative Order for the start of the execution of services by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

**Article 21: Form and signature of the bid**

**21.1** The bidder shall prepare an original of the constituent documents described in **Article 12 of the General Regulations** in a volume clearly indicated "ORIGINAL". In addition, the bidder shall submit the number required in the General Regulations, bearing "COPY". In case of discrepancy, the original shall be considered as authentic.

**21.2** The original and copies of the bid must be typed or written in indelible ink (Photocopies shall be accepted in case of copies) and must be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6 (1a) or 6 (2a) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialed by the signatory (ies) of the bid.

**21.3** The bid shall bear no modification, suppression or alteration, unless such corrections are initialed by the signatory (ies) of the bid.

**D) Submission of bids**

**Article 22: Sealing and Marking of bids**

**22.1** The Bidder shall place the original and each of the copies of the bid in separate and sealed envelopes bearing the inscription "ORIGINAL" and "COPY", as the case may be. These envelopes should then be placed in another envelope which should equally be sealed.

**22.2** The external and internal envelopes:



hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated

**26.3** All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price bided including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful "to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

**26.4** Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

**26.5** Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

**26.6** At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by ARMP an initialed copy of the bids presented by bidders.

**26.7** In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public contracts, the Contracting Authority or Delegated Contracting Authority.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

#### **Article 27: Confidential nature of the procedure**

**27.1:** No information relating to the examination, evaluation, comparison of bids and verification of the qualification of bidders and the contract award recommendation shall be given to bidders or to any other person concerned with the said procedure as long as the contract award has not been made public.

**27.2:** Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of the bids or the Contracting Authority in his award decision may cause the rejection of his bid.

**27.3:** Notwithstanding the provisions of article 27(2), between the opening of envelopes and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to do with his bid, he should do so in writing.

#### **Article 28: Clarifications on the bids and contact with the Contracting Authority**

**28.1.** To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it desires, request any bidder to give clarifications on his bid. This request for clarification and the response given are formulated in writing but no change on the amount or content of the bid is sought, bided or authorized, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation sub-committee during the evaluation in accordance with the provisions of article 32 of the General Regulations.

**28.2.** Subject to the provisions of paragraph 1 above bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the contract.



c. If there is a contradiction between the indicated price in letters and figures, the amount in letters shall be authentic, unless the amount is linked to an arithmetical error, in which case the amount in figures shall prevail subject to paragraphs a) and b) above.

32.2. The amount featuring in the bid shall be corrected by the Evaluation sub-committee in accordance with the error correction procedure referred to above and with the conformation of the bidder, the said amount shall be considered to commit him.

32.3. If the bidder who presented the bid assessed as being the lowest bid does not accept the corrections, his bid shall be rejected and his bond may be seized.

### **Article 33: Evaluation of financial bids**

33.1 The Evaluation sub-committee shall proceed to the evaluation and comparison of bids which it had determined essentially met the provisions of the Tender File within the meaning of articles 29, 30 and 31 of the General Regulations.

33.2. For this evaluation the Evaluation sub-committee shall consider the following elements:

- a. the tender price, indicated according to the provisions of clause 13 of the General Regulations;
- b. adjustments made on the price to correct the arithmetical errors in application of paragraph 32 of the General Regulations;
- c. Adjustments made on the price as a result of rebates bided in application of paragraph 13(4) of the General Conditions:

33.3. To evaluate the tender price, the Evaluation sub-committee may equally consider factors other than the tender price indicated, in application of article 13 of the General Conditions, including characteristics, performance of the supplies and ancillary services and purchase conditions.

The factors retained and specified in the Special Regulations, where need be, shall be expressed in monetary terms in a way as to facilitate the comparison of bids.

### **Article 34: Comparison of bids**

The Evaluation sub-committee shall compare all the bids that substantially conform to determine the bid valuated as the lowest, in application of article 33(4) of the General Regulations.

## **F. Award of the Contract**

### **Article 35: Award of the contract**

35.1. The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates.

35.2. If the invitation to tender has several lots, the lowest bid shall be determined by evaluating this contract in relation with the other lots to be awarded concurrently, by taking into consideration the rebates bided by the bidders in case of award of more than one lot, as well as their financial burden at the time of award.

### **Article 36: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure**

The Contracting Authority reserves the right to cancel a procedure of invitation to tender (after the authorization of the *Authority in charge of Public contracts* where the bids have been opened) or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

### **Article 37: Right to modify quantities during the award of the contract**

During the award of the contract the Contracting Authority reserves the right to increase or decrease by not more than fifteen per cent (15%), the quantity of the supplies and services initially specified in the Quantity Schedule, without changing the unit prices or other terms and conditions.



SPECIAL REGULATIONS OF THE INVITATION TO TENDER

The following information concerning the acquisition of supplies should supplement or specify in the clauses of the General Regulations of the invitation to tender. In case of divergence, the following provisions will prevail over the articles of the General Regulations.

	General
1.	Definition of services/works : To Provide a sustainable Waste Management for pollution Reduction, Recycling promotion and sanitation improvement in Nkambe Council Area in the North West Region, Cameroon through emergency procedure
1.1	<p>Name and Address of Contracting Authority:</p> <p>The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda: Email:mideonbda@yahoo.com Tel: +237 233361378, Fax: 237 233361378</p> <p>Reference of the invitation to tender: Open National invitation to Tender N° ...../ONIT/MIDENO/MITB/13/84/2024 of ..... To Provide a sustainable Waste Management for pollution Reduction, Recycling promotion and sanitation improvement in Nkambe Council Area in the North West Region, Cameroon through emergency procedure</p>
1.2	Delivery deadline: Four (4) months from the date of notification to start delivery
2.1	Source of Financing: PIB MINADER 2024
4.1	List of pre-qualified candidates, where applicable: NA
4.2	<p>Criteria or origin of bidders:</p> <ul style="list-style-type: none"> <li>▪ All Local and National companies/suppliers in Cameroon that fulfill the required criteria specified in the bidding document and have the competence and experience of <b>not less than 3 years</b> in the same or similar supplies.</li> <li>▪ The firm must not be in a situation of conflicting interest as defined in Article 4.2 (b) of the General Regulations of the Invitation to Tender</li> <li>▪ The bidder must not have been excluded from bidding for public contracts by the Competent Authority in charge of Public contracts</li> <li>▪ A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is: <ul style="list-style-type: none"> <li>- Legally and financially autonomous</li> <li>- Managed according to commercial laws and</li> <li>- Not under the direct supervisory authority of MIDENO.</li> </ul> </li> </ul>
5.1	Criteria or origin of supplies: All specifications submitted must provide clear information as to



	<ul style="list-style-type: none"> <li>- In the case of joint co-contracting, the Co-contractors shall share the sums which are paid by the Administration into a single account; on the other hand; each undertaking is paid in its own account by the Administration where it is several co-contracting.</li> </ul>
11	<b>language of bid : English or French</b>
12.1	<p>The information on qualification referred to Article 12 of the General Regulations must be supplemented and grouped in three volumes inserted respectively in internal envelopes and detailed as follows :</p> <p><b><u>Envelope A - Volume 1 Administrative file</u></b></p> <p>The Administrative File should contain the following documents:</p> <ol style="list-style-type: none"> <li>1. The declaration of the intention to tender, stamped with fiscal stamp and signed by the bidder (according to the attached model)</li> <li>2. Certified Copy of Business license/Patente not more than 3 months old</li> <li>3. Certified copy of Certificate of Incorporation not more than 3 months old</li> <li>4. Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids</li> <li>5. Certified copy of Tax Payer's card not more than 3 months old</li> <li>6. Original attestation of Bank Account issued by a first rated-bank approved by the Ministry in charge of finance</li> <li>7. Original Attestation de conformite fiscale tax clearance certificate stating that the bidder has <i>met</i> all the statutory declarations in issues of taxes in the current financial year obtainable from the Taxation Department and not more than three months old,</li> <li>8. Original Certificate of non-indebtedness obtainable from the Taxation department not more than 3 months old</li> <li>9. Original CNPS clearance certificate not more than 3 months old</li> <li>10. Original receipt of payment for bidding document</li> <li>11. Original Certificate of non-exclusion from Public contracts by ARMP not more than 3 months old</li> <li>12. Bid bond of an amount : <b>1,500,000 fcfa</b> and valid for thirty (30) days beyond the validity of the bids</li> <li>13. The group agreement, where necessary</li> <li>14. The power of attorney, where necessary</li> </ol>



13.2	The price of the contract shall <b>NOT</b> be revisable. .
17.3	<b>Period of functioning of the supplies:</b> Delivery Deadline: <b>four (4) months</b> from the date of notification to start delivery <ul style="list-style-type: none"> <li>• <b>Six (6) months</b> guarantee after provisional reception</li> </ul>
Preparation and submission of bids	
19.1	Amount of the bid bond: <b>1,500,000 fcfa</b>
Period of validity of bids	
20.1	The period of validity of bids is <b>Sixty (60) days</b> from the date of submission of bids
22.1	The number of copies of the bid which must be filled and sent: <b>One (1) Original and six (6) copies</b>
22.2	<b>Name and Address of project owner:</b>  The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda:  <b>Email:</b> mideonbda@yahoo.com: <b>Tel:</b> +237 233 36 13 78; <b>Fax:</b> +237 233361661  Reference of the invitation to tender : <b>Open National invitation to Tender N° _____ /ONIT /MIDENO / MITB/13/84/2024 of _____</b>
23.1	Date and time-limit for submission of bids: Bids must be submitted latest _____ at 10:00 am prompt
26.1	Venue, date and time of opening of bids: Bids shall be opened in the MIDENO conference Hall located in the MIDENO Project management office, along Ayaba Street, opposite Mansfield plaza Hotel on the _____ at 11:00 am prompt local time
Award of the contract	
41.1 and 41.4	A final bond of <b>5%</b> of the total amount of the contract all taxes inclusive shall be furnished by the successful bidder within <b>20 days</b> of the notification of the contract and presented in the form indicated in the Tender document



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#### **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 7 of GAC)**

The constituent contractual documents of this contract are in order of priority

- The tender notice
- The General Regulations of the invitation to tender
- The Special Regulations of the invitation to tender
- The Special Administrative Conditions
- The description of the supplies which includes the list of supplies and ancillary services and technical specification
- The Tender or commitment letter
- The suppliers tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Special Technical Conditions (STC) referred to above;
- The framework of Unit Price Schedule, detailed estimates and sub-details of unit prices
- The draft Contract
- The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Order No. 033/CAB/PM of 13 February 2007
- The General Technical Conditions applicable to supplies forming the subject of the contract

#### **Article 7: General instruments in force**

This contract shall be governed by the following, general instruments:

1. The Finance law No 2023/019 of 19<sup>th</sup> December 2023 for the 2024 financial year.
2. Circular N° 00000026/C/MINFI of 29<sup>th</sup> December 2023 bearing on the instructions relating to the execution of the Finance Laws, the monitoring and control of the execution of the budget of the State and other public entities for the 2024 fiscal year;
3. Decree N° 2018/366 of 20<sup>th</sup> June 2018 revising the Public Contracts Code;
4. Decree N° 2012/074 of 8<sup>th</sup> March 2012 relating to the setting up, organization and functioning of Tenders Boards;
5. Decree N° 2012/075 of 8<sup>th</sup> March 2012 on the organization of the Ministry of Public Contracts;
6. Decree N° 2012/076 of 8<sup>th</sup> March 2012 amending and supplementing some provisions of Decree No 2001/048 of 23<sup>rd</sup> February 2001 on the creation, the organization and functioning of the Public Contracts Regulatory Agency;
7. Decree N° 2013/271 of 5<sup>th</sup> August 2013 amending and supplementing some provisions of Decree No 2012/074 of 8<sup>th</sup> March 2012 on the creation, the organization and functioning of the Public Contracts Tender Boards;
8. Decree N° 2003/651/PM of 16 April 2003 laying down the procedures for the application



## CHAPTER II: FINANCIAL CONDITIONS

### Article 11: Guarantees and securities

#### **11.1. Final bond**

The final bond shall be set at **5%** of the amount of the contract, **inclusive of VAT**

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.

#### **11.2. Performance bond**

The retention fund shall be set at **10 %** of the amount of the contract, **exclusive of VAT**.

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.

#### **11.3. Guarantee of start-off advance : Not applicable**

### Article 12: Amount of the contract

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

- Amount exclusive of VAT...**NA.... (NA)....CFAF**
- Amount of VAT: **19.25% of total contract amount**

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 **plus the Value Added Tax (VAT)**.

### Article 13: Place and Method of payment

**13.1** In return for the payments to be done by the **project owner** 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.

**13.2.** Payments shall be made into an account opened in the name of the supplier in a bank in Cameroon.

### Article 14: Price variation (Article 17 of GAC)

**14.1.** Prices shall be firm/fixed

### Article 15: Price revision formulae (Article 18 of GAC)

Not applicable

### Article 16: Price updating formulae (Article 18 of GAC)

Not applicable

### Article 17; Advances (Article 21 of GAC)

**17.1.** The project owner shall not grant a start-off advance.

**17.2.** The time-limit for payment of the start-off advance: **Not applicable**

### Article 18: Payment (Article 19 of GAC supplemented)



### CHAPTER III: EXECUTION OF THE SERVICES

#### Article 23: Patent Rights (GAC supplemented): NA

#### Article 24: Place and delivery deadline (articles 31 and 33(1) of GAC)

24.1. The place of delivery shall be: **The Project Management Office of the North West development Authority (MIDENO), located along Ayaba Street, opposite Mansfield Plaza Hotel, Mankon-Bamenda**

24.2. The delivery deadline of the services forming the subject of this contract shall be: **One (1) month**

24.3. This deadline shall run from the date of notification of the Administrative Order to start execution.

#### Article 25: 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 **Contract Engineer** and in conformity with this contract and the applicable rules and standards.

#### Article 26: Transport and Insurance (article 31 of GAC)

##### **26.1. Packaging for transportation**

The supplier must take all the necessary measures so that the supplies proposed are protected by carefully 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.

##### **26.2. Insurance**

All types of risk during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

#### Article 27: Trials and related services (Article 28 of GAC)

This shall be the responsibility of the supplier. The cost shall be borne by the supplier.

- **The commissioning operation: The solid waste management materials** *before reception* shall be inspected for conformity with the TOR

#### Article 28: After-sales service and consumables (article 14 of GAC)

The supplier shall maintain an after-sales service in the Republic of Cameroon for a period of **Three (3) months** from the date of the **provisional acceptance**:

- A duly mandated permanent representative



- A copy of the original notification of contract award
- Original technical and provisional reception minutes
- Notification of the delivery
- Certificate of guarantee by the manufacturer or supplier
- Certificate of origin

**Article 32: Guarantee period (article 40 of GAC supplemented)**

**32.1** The guarantee period shall be **Three (3) months** to run from the date of the provisional acceptance of the supplies.

**32.2** During the guarantee period, the supplier shall be bound to:

- Ensure the routine servicing of the equipment supplied
- Carry out regular minor repairs from damages due to normal usage of the equipment

**Article 33: Final Reception (Article 48 of GAC)**

**33.1.** Final Reception shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee.

**33.2.** The procedure and the Committee for final reception shall be the same as for provisional acceptance

**33.3.** The joint signature of the final detailed account by the Contracting Authority and the supplier shall definitely end the contract



NORTH WEST DEVELOPMENT AUTHORITY  
MISSION DE DÉVELOPPEMENT DU NORD OUEST

P.O Box 442 Bamenda  
Tel: 233 36 13 78  
Fax: 233 36 16 61  
Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)  
Website: [www.mideno.org](http://www.mideno.org)



Bamenda, the.....

N°...../MIDENO/B/..

**TERMS OF REFERENCE TO PROVIDE A  
SUSTAINABLE WASTE MANAGEMENT FOR  
POLLUTION REDUCTION, RECYCLING  
PROMOTION AND SANITATION IMPROVEMENT IN  
NKAMBE COUNCIL AREA IN THE NORTH WEST  
REGION, CAMEROON**



safeguarding the country's natural resources and promoting a clean and healthy environment for its citizens. Specifically, the NDS30 lays emphasis on environmental sustainability and waste management which directly supports the objectives of the Waste management project targeting Nkambe municipality as a pilot phase

### **1.2 Justification**

Waste management in the Nkambe municipality is a serious call for concern as almost all neighborhoods of the town are littered with waste. The council that is responsible for the collection and disposal of waste is facing serious challenges as the quantity of waste generated especially at household level is escalating. The garbage collected is not being treated or recycled but dumped haphazardly on grounds and given the rate at which the council area is growing, the council will soon have no space to dispose the ever-increasing garbage and the waste will continue to pose a serious health hazard.

The lack of education of the population on better household solid waste management practices have left them at the mercy of ungodly practices that have led to a near complete destruction of the environment. Waste is dumped at road sides, in rivers and streams which contribute in causing bioaccumulation and eutrophication. Most waste collection points are very close to homes, business premises and on streets. In some areas the population sets the waste on fire as a coping strategy in a bid to reduce the quantity of waste which is not an environmentally friendly practice. Some of the waste gets rotten and produces odour and methane gas which is not healthy to the population. Solid waste is significantly contributing to global warming and climate change in the council area as poorly managed waste rots at dumpsites producing methane gas which is a greenhouse gas having more harmful effects than carbon dioxide. Although it is the duty of the Council within the framework of the decentralization policy to address the issue of Solid Waste Management (SWM), tight budgets, inefficient organization, etcetera, has rendered a situation that has little hope for alleviation in the near future. Instead, garbage is burnt or dumped; either producing hazardous smoke or leeching into the soil and contaminating both soil and water. Conclusively, the attitude of municipal dwellers with regards to proper household solid waste management is not positive.

Thus, there is urgent need of sensitization and education on proper household solid waste management and ensure proper waste disposal in Nkambe municipality which will go a long way to improve on the wellbeing of the population and protect the environment. It is within this backdrop that the North West Development Authority (MIDENO) has planned to implement in collaboration with Nkambe Council, the ***“Sustainable Waste Management for Pollution Reduction, Recycling Promotion, and Sanitation Improvement”*** in Nkambe Council Area

## **2. Main Objective of the ToR**

---

The main objective of this ToR is to source for the services of a competent service provider to implement the project, ***“Sustainable Waste Management for Pollution Reduction, Recycling Promotion, and Sanitation Improvement”*** in Nkambe Council Area. The Project is aimed at starting up a decentralized solid waste management scheme in Nkambe Municipality thereby



i. **Specific Objective 2. Provide Equipment Support to Households to facilitate household waste sorting.**

Under this objective, the households will be supported to segregate the waste at source into biodegradable waste and non-biodegradable waste. The non-biodegradable waste will thereafter be segregated into recyclables, non-recyclables, and domestic hazardous waste. Each household will be provided two buckets in different colours free of charge for the biodegradable and non-biodegradable waste respectively.

**The Household Waste Management Materials to be required include**

Sn	Description
1.	35L black colored plastic trash cans; clearly labeled as biodegradable waste with MIDENO and Nkambe Council logos inscribed on them
2.	35L blue colored plastic trash cans; clearly labeled as Non degradable Waste with MIDENO and Nkambe Council logos inscribed on them
3.	Wheel barrows
4.	Spades
5.	Rain Boots (different sizes for adults)
6.	Gloves

The black colored garbage cans will be used to collect solid biodegradable or organic household waste to be used for composting. The blue colored garbage cans will be used to collect all non-degradable/ inorganic waste.

ii. **Specific Objective 3. Appropriate Disposal of Municipal Wastes**

Under this objective the project will upgrade existing sanitation facilities and develop new infrastructure to enhance appropriate waste disposal and treatment and implement proper waste disposal practices in the public spaces, households and commercial places in the municipality. The interventions will include: -

- a) Demarcation and fencing of the dump site
- b) Sort out waste generated into different categories such as organic, recyclable, non-recyclable, hazardous, and electronic waste. This step is crucial for efficient processing.
- c) Locate Waste generated by households, businesses, industries, and institutions in the locality
- d) Acquire specialized collection equipment to collect the segregated waste from different points in the locality.



## 6. Reporting, Deliverables and time plan

The deliverables for this assignment include

SN	Description	Duration
1	Submission of Inception Report	2week
3	Establishment and submission of sensitization and training materials (modules and brochures)	2weeks
4	Submission of Sensitization and training reports	4 weeks
	Submission of Report on the demarcation, construction of waste disposal site	6 weeks
7	Establishment and submission of final Report of assignment	2 weeks
Total ( 4 months)		16weeks

The consultant will submit five (5) copies of the final assignment report and five copies of each interim report or deliverable at the time due in English.

## 7. Methodology of Work

The consultant is expected to establish a detailed methodology for the accomplishment of each of the three objectives of this assignment including implementation plans, detailed designs and BOQ.

## 8. Submission of Quotations

Potential consultants should submit to MIDENO their technical and financial quotations in two separate documents as follows:

### 8.1 Technical Proposal

The technical proposal shall comprise of, but not limited to the following:

- The consultants understanding of the ToR
- A detailed methodology, interactive and participatory tool and approaches on the assignment to be realized
- Proposed detailed implementation schedule
- Curriculum Vitae of the consultants/Resource persons/facilitators
- Proof of experience in related assignment

### 8.2 Financial proposal/Quotations

The financial proposal should include but not limited to:

- An itemized line by line budget proposal for the assignment. The proposed cost should clearly state the net of tax and total gross figure. The proposal should also indicate all other expenses that will be billed.
- Tax and any other relevant cost related to and required for the proper conducting of the assignment as per the objectives and requirement detailed in this ToR



### 13. Evaluation Criteria

The technical and financial proposals shall be assessed by the MIDENO Internal Tenders Board in accordance with the regulation in force. The summary criteria for technical evaluation of bids is presented as follows: -

Sn	Criteria	Score	Maximum Score
1	Experience of firm in similar activities within the last (proof with copies of past contracts or attestation of completion)		30
2	Qualification and experience of proposed staff (proof with highest certificate and CV detailing relevant experience)		30
3	Adequacy and quality of Methodology and work plan, equipment and logistics arrangements.		40
	<b>Total Score</b>		<b>100</b>
Minimum Technical Score is 80 points			

### 14. Gender Considerations

The consultant shall as much as possible ensure that at least 60% of beneficiaries of this project are women, including people with disabilities.

### 15. Submission of Bids

Potential service providers are requested to send their complete set of sealed bids by hand mail to the following address.

**The Director General, North West Development Authority,**

**P.O. Box 442, Bamenda**

**Email:** [mideno1981@gmail.com](mailto:mideno1981@gmail.com)

**C/O Mr Cletus Anye Matoya the Director General**



online resources.				
Train households on a proper understanding of the principles and concepts of sustainable household solid waste management	100 households	U		
Promote alternative waste disposal methods through training households interested in producing organic manure from well sorted household degradable waste on composting	100 households	U		
Collaborate with local schools and educational institutions to integrate waste management topics into their curricula	Meetings in 5 schools	U		



### 3.0 APPROPRIATE DISPOSAL OF MUNICIPAL WASTE

Article No.	Description of supplies	Quantity (Number of units)	Unit	Site (project) or final destination as indicated in the Special Regulations	Delivery date (according to Incoterms)
					Latest delivery date
To Provide a sustainable Waste Management for pollution Reduction, Recycling promotion and sanitation improvement in Nkambe Council Area in the North West Region, Cameroon	Demarcation and fencing of the dump site		U	Nkambe Council Hall	Four (4) Months from the date of notification to start supplies
	Sort out waste generated into different categories such as organic, recyclable, non-recyclable, hazardous, and electronic waste. This step is crucial for efficient processing.				
	Locate Waste generated by households, businesses, industries, and institutions in the locality		U		
	Acquire specialized collection equipment to collect the segregated waste from different points in the locality.		U		



constructed beginning with a fence during the first phase. Subsequently, the other infrastructures will be constructed and equipped during the second phased.		
---	--	--

## 1.2 TECHNICAL SPECIFICATIONS AND CHARACTERISTICS

SN	Description	Technical Specifications
1	35L black coloured plastic trash cans	Clearly labeled as biodegradable waste (with MIDENO and Nkambe Council logo inscribed on it)
2	35L blue coloured plastic trash cans	Clearly labeled as biodegradable waste (with MIDENO and Nkambe Council logo inscribed on it)
3	wheelbarrow	Tropical
4	Spades	Digging spade
5	Rain Boots(different sizes for adults)	Assorted sizes for adults ranging from size 38 to 45
6	Gloves	Leader

DOCUMENT NO. 06: UNIT PRICE SCHEDULE

SCHEDULE OF UNIT PRICES

Price N°	Description or designation	Unit	Unit in Letter in CFA Francs exclusive of VAT	Unit prices in figures exclusive of VAT
1				
2				
3				
Etc.				

Name of bidder.....[insert name]

Signature .....[Insert signature],

Date.....[Insert date]:



	MIDENO logo				
203	wheelbarrow	wheelbarrow	50		
204	Spades	Spade	50		
205	Rain Boots (different sizes for adults)	Boots	100		
206	Gloves(leader)	gloves	100		
<b>TOTAL TASK 2</b>					
<b>Task 3:</b>	<b>EARTH WORKS</b>				
301	Bulldozing and levelling of the site including opening and grading of 300ml access road	m2	10,000		
<b>TOTAL TASK 3</b>					
<b>Task 4:</b>	<b>CONSTRUCTION WORKS</b>				
401	Construction of the fence (made of iron poles and wire mesh)				
401a	a) Iron poles diameter 50	No	150		
401b	b) Wire mesh	ml	300		
401	Construction of the pit toilet 50feets with two squatting holes	Ls	1		
402	Construction of waste collection points	Ls	10		
403	Construction of hanger for plastic and metal storage including Rough cementing of the surface floor area and drainage path and soakaway	Ls	1		
404	Construction of an incinerator built of block (10m2)	Ls	1		
<b>TOTAL TASK 4</b>					
<b>Task 5:</b>	<b>PURCHASE OF WORKING TOOLS TO BE USED AT THE DUMPING SITE.</b>				
501	Wheelbarrows	No	10		
502	Spades	No	20		
503	Rakes	No	30		
504	Long hand leather gloves	No	50		
505	Nose masks	No	30		
506	Overalls jump suites	No	15		
507	Security boats	No	20		
508	Cutlasses	No	20		
509	15 liters Buckets	No	20		
510	One 09kg fire extinguisher	No	6		
511	Hand carts	No	6		
<b>TOTAL TASK 5</b>					
<b>Task 6:</b>	<b>SUPPLY OF GARBAGE COLLECTION</b>				

DOCUMENT NO. 08: SUB-DETAILS OF UNIT PRICES

Sub-details of unit prices

Option N° 1

N°	Designation	Cost price	Transportation	Cost of Order	Delivery fees	Margin	Unit price EVAT

Option N° 2

Description	Amount
Ex-works	
Freight	
Insurance	
CAF delivered	
Customs duty	
Computer tax	
Unloading tax	
SGS control	
Transit + handling	
Transportation +	
Others	
Bank Charges	
After-sales-services	
Registration, assembly	
Miscellaneous	
Total EVAT	

Bidder's name [insert name],

Signature [insert signature],

Date [insert date]



## ANNEX No. 1: MODEL TENDER

I, the undersigned.....[*indicate the name and capacity of signatory*]

Representing the.....enterprise or group of enterprises 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 bid for[*indicate duration of validity, in principle 90 days*] from the deadline of submission of tenders.

The rebates bided and modalities of application of the said rebates are as follows.....

The Administrator 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 on behalf of.....

ANNEX No. 3: MODEL FINAL BOND

Bank.....

Reference of the bond: No.....

Addressed to [indicate the project owner and his address] Cameroon, hereinafter referred to as the project owner "

Whereas..... [name and address of 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 project owner a final bond of an amount equal to [indicate the percentage between 2 and 5 %] of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract.

Whereas we have agreed to 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 project owner, 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 an 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 project owner 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 project owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

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

[Signature of the bank]



## ANNEX N° 6: MODEL OF MANUFACTURER'S AUTHORISATION

[The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorization 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 offender]

IT N°..... 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 project owner]

### **WHEREAS:**

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

We hereby authorize [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 bided above for this invitation to tender.

Name [insert the full name of the signatory of the authorization] In the capacity of

Signature [insert the signature]

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

Done on .....day of.....

[Insert, date of signature]

**BETWEEN:**

The Republic of Cameroon, represented by [indicate Contracting Hereinafter referred to as "the Contracting Authority",

**On the one hand**

And

-----COMPANY

P.O. Box-----at-----Tel-----Fax-----

Business Registry N° -----A

Taxpayer's N°.....

*[Indicate name of supplier, his full address as well as the name of the mandated signatory], hereinafter referred to as "THE SUPPLIER"*

**On the other hand**

It has been agreed and settled as follows:

**SUMMARY**

Part I: Special Administrative Conditions (SAC)

Part II: Description of supplies

Part III: Price Schedule

Part IV; Detailed estimates

Part V: Delivery calendar

**PAGE AND LAST PAGE OF CONTRACT N°-----/C or JO/CA/TB/0000**

[recall the method of award of contract]

And -----

For The Supply Of-----

**Contract price:**[recall in CFA francs inclusive of all taxes figures and words

Delivery deadline: [fill in days, weeks, months or years]

<p><b>Read and accepted by the contractor</b></p> <p>(place of signature) -----(date)</p>
<p><b>Signature of Project Owner</b></p> <p>(place of signature)----- (date)</p>



# PRELIMINARY EXAMINATION OF BIDS USING ELIMINATORY CRITERIA OPEN NATIONAL INVITATION TO TENDER

N° /ONIT/MIDENO/MITB/13/84/2024 of .....

DATE.....

DATE.....

Title:						
SN	Elimination Criteria	Sub Criteria	Bidder 1:		Bidder 2:	
			Yes/No	Observations	Yes/No	Observations
1.0	Presentation /submission of bid	Sealing and marking of bids (Outer envelope addressed as required)				
		Number of copies submitted (7, 1 original and 6 copies)				
		Bids signed by Competent Authority				
		All bids typed with indelible ink				
		Bid submitted on time				
2.0	Administrative Documents (Complete or incomplete)	Presentation of the declaration of the intention to tender, stamped with fiscal stamp and signed by bidder (according to the attached model)				
		Certified copy of Certificate of Incorporation not more than 3 months old				
		Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids				
		Certified copy of Tax Payer's card not more than 3 months old				
		Original attestation of Bank Account issued by a First				

(II) EVALUATION OF TECHNICAL PROPOSAL USING ESSENTIAL CRITERIA FOR OPEN NATIONAL INVITATION TO TENDER N°.....

/ONIT/MIDENO/MITB/13/84/2024 OF .....

Title:		DATE.....									
SN	NAME OF BIDDERS		BIDDER 1:					BIDDER 2:			
	Sub Criteria	Score (Yes/No)	Coeff	Points	Observations	Score (Yes/No)	Coeff.	Point	Observations	Score (Yes/No)	Point
1	Full presentation of the firm		13								
2	Specific Experience of supplier in same or similar services of not less than 3 years with proofs		20								
3	Conformity of supply to technical specifications and standards in the Tender document with written proofs (prospectuses, photos etc.)		20								
4	Delivery schedule of Three (3) months		10								
5	Availability of local technical capacity with proofs(photos, etc)		25								



SN	Title:					DATE.....	
	NAME OF BIDDER	Read out Amount all taxes inclusive (FCFA)	Adjustments/ Corrections (FCFA)	Corrected Amount all taxes inclusive (FCFA)	RANKING	Observations	

PROPOSAL FOR AWARD:

Name of Evaluator No. 1.....Signature.....

Name of Evaluator No. 2.....Signature.....

Name of Evaluator No. 3.....Signature.....

Name of Evaluator No. 4.....Signature.....