

North West Development Authority

MISSION DE DEVELOPPEMENT DU NORD OUEST

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BAMENDA, the **24 SEPT 2024**

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N° **957** /MIDENO/B/..... **m ITB/13/**

NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)

MIDENO INTERNAL TENDERS BOARD (MITB)

REQUEST FOR QUOTATION N° **957 /RC/MIDENO/MITB/13/84/2024 OF
24 SEPT 2024 FOR THE SUPPLY OF EQUIPMENT AND
OPERATIONALIZATION OF THE ULTRA-MODERN COFFEE SHOP
THROUGH EMERGENCY PROCEDURE**

FOR: 2024 FINANCIAL YEAR

FINANCING: PUBLIC INVESTMENT BUDGET (PIB) MINADER 2024

BUDGET HEAD: 244601

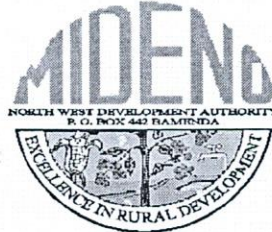
North West Development Authority

MISSION DE DEVELOPPEMENT DU NORD OUEST

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Bamenda, le... 24 SEPT 2024

No. 957/MIDENO/B/mib

TENDER NOTICE

REQUEST FOR QUOTATION N° 957/RC/MIDENO/MITB/13/84/2024 OF
24 SEPT 2024 FOR THE SUPPLY OF EQUIPMENT AND OPERATIONALIZATION
OF THE ULTRA-MODERN COFFEE SHOP THROUGH EMERGENCY PROCEDURE

SOURCE OF FINANCING: 2024 Public Investment Budget (MINADER)

1. Subject of the invitation to tender: Within the frame work of the royalties from the National Cocoa and Coffee Board (ONCC), the Director General of the North West Development Authority (MIDENO) is looking for a competent and reliable service provider to supply equipment for the operationalization of the ultra-modern coffee shop

2. Nature of services/Works: The supply of and reception of **equipment for the ultra-modern coffee shop**

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/works involved in these supplies is **fifteen million (15,000,000) fcfa**

6. Financing: Services which form the subject of this Invitation to tender shall be financed by **MINADER** of the **2024** financial year. Budget Head No: **244601**

A. Eliminary Criteria

- Incomplete or non-conformity of Bidding documents (Administrative, Financial and technical bids)
- Nonconformity to technical specifications and standards (prospectuses, photos etc.)
- 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 Contracting
- Associated directly or indirectly with the conception, preparation of technical specification 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 3 years
3	Conformity to technical specifications and standards (prospectuses, photos etc.)
4	Delivery schedule of Three (3) months
5	Local Technical Capacity and equipment for repair and routine maintenance
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 eliminary 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 the tender file**

16. Validity of bids: Bidders will remain committed to their bids for **thirty (30) days** from the deadline set for the submission of tenders.

17. Complementary Information: Complementary information can be obtained during working hours.

North West Development Authority**MISSION DE DÉVELOPPEMENT DU NORD OUEST**

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Bamenda, le.....

N°...../MIDENO/B/...../

AVIS D'APPEL D'OFFRES

DEMANDE DE COTATION N° /RC/MIDENO/MITB/13/84/2024 DE
.....POUR LA FOURNITURE D'ÉQUIPEMENTS ET
L'OPÉRATIONNALISATION DE LA BOUTIQUE DE CAFÉ ULTRA-MODERNE PAR
PROCEDURE D'URGENCE

SOURCE DE FINANCEMENT : Budget d'Investissement Public 2024 (MINADER)

1. **Objet de l'appel d'offres** : Dans le cadre des redevances de l'Office National du Cacao et du Café (ONCC), le Directeur Général de la Mission de Développement du Nord-Ouest (MIDENO) recherche un prestataire de service compétent et fiable pour la fourniture d'équipements pour l'opérationnalisation de la boutique de café ultra-moderne.

2. **Nature des services/Travaux** : La fourniture et la réception des équipements pour la boutique de café ultra-moderne.

3. **Participation** : La participation à cet appel d'offres est ouverte à toutes les entreprises/fournisseurs locaux et nationaux qui remplissent les critères requis spécifiés dans le dossier d'appel d'offres et qui ont une compétence et une expérience d'au moins trois (3) ans dans les mêmes fournitures ou des fournitures similaires.

NB : L'entreprise ne doit pas être dans une situation de conflit d'intérêts tel que défini à l'article 4.2 (b) du Règlement Général de l'Appel d'Offres. Le soumissionnaire ne doit pas avoir été exclu des marchés publics par l'Autorité Compétente chargée des Marchés Publics.

4. **Origine des Fournitures** : Toutes les offres/cotations soumises doivent fournir des informations claires sur l'origine des biens à fournir.

5. **Coût Prévisionnel** : Le coût prévisionnel des services/travaux liés à ces fournitures est de quinze millions (15 000 000) FCFA.

en charge des Finances ou le non-respect des modèles des documents du dossier d'appel d'offres entraînera un rejet pur et simple de l'offre sans qu'aucun recours ne soit admis.

12. Ouverture des plis : L'ouverture des pièces administratives, techniques et financières est prévue le ____ à 11h00 précises, heure locale, par la Commission Interne des Marchés de la MIDENO dans la salle de conférence de la MIDENO au bureau de gestion du projet. Seuls les soumissionnaires peuvent y assister ou être dûment représentés par une personne de leur choix.

13. Délai de livraison : Le délai maximal d'exécution prévu par le Maître d'Ouvrage est de sera de **Trois (3) mois à compter de la date de notification pour démarrer la livraison.**

14. Critères d'Évaluation : Les offres seront évaluées selon les principes suivants :

A. Critères Éliminatoires

- Dossier d'appel d'offres incomplet ou non conforme (offres administratives, financières et techniques)
- Non-conformité aux spécifications techniques et aux normes (prospectus, photos, etc.)
- Absence ou montant insuffisant de la caution de soumission
- Dépôt tardif des offres
- Fausses déclarations ou documents falsifiés
- Sanctions d'exclusion par l'Autorité en charge de la Réglementation des Marchés Publics : Lien direct ou indirect avec la conception, la préparation des spécifications techniques et autres documents liés à cet appel d'offres
- Non-respect de 80% des critères essentiels

B. Critères Essentiels

SIN	CRITERIA
1	Présentation générale des offres (Les différentes parties du même dossier séparées par des intercalaires de couleur tant dans l'original que dans les copies et dossiers reliés spiralement)
2	Expérience spécifique du fournisseur dans les mêmes services ou services similaires depuis au moins 3 ans

DOCUMENT NO. 02: GENERAL REGULATIONS OF THE INVITATION TO TENDER

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GENERAL REGULATIONS OF THE INVITATION TO TENDER

A) GENERAL

Article 1: Scope of bid

1.1 The Contracting Authority here referred to as the "North West Development Authority (MIDENO)", launches an Open National Invitation to tender in view of obtaining the supplies and ancillary services briefly described in the Special Regulations of the Open National Invitation to tender and specified in the *Supplies Descriptive* as well as in the schedule of Quantities.

The name, identification number and number of lots which form the subject of the Open National Invitation to tender feature in the Special Regulations of the Open National Invitation to tender. Hereafter reference is made to it under the theme "supplies"

1.2 The bidder retained or the successful bidder must furnish the supplies within the time-limit indicated in the Special Regulations of the invitation to tender and which runs from the date of notification of the Administrative Order to start the delivery of the supplies.

1.3 In this Tender file the terms "Project Owner" and "North West Development Authority" and "MIDENO" are interchangeable, while the term "Day" or "Month" refers to a Calendar day or month.

Article 2: Financing

2.1 The source of financing for the supplies forming the subject of this invitation to tender shall be specified in the Special Regulations of the invitation to tender

Article 3: Fraud and Corruption

3.1 MIDENO requires of bidders and its contractors the strict respect of rules of professional ethics during the award and execution of public Contracts. By virtue of this principle, MIDENO:

a) Defines, within the context of this clause, the expressions in the following manner:

i) *shall be guilty of «Corrupt practice» whoever bids, gives requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;*

ii) is involved in « **fraudulent manoeuvres** » whoever deforms or distorts facts in order to influence the award or execution of a contract;

iii) **Collusive Practices:** mean any form of agreement between two or among several bidders (whether MIDENO is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding with those which will result from the forces of competition; and

IV) **Coercive Practices:** mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

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
- ii) Access to a credit line or availability of other sources of funding
- iii) Orders acquired and contracts awarded and executed
- iv) Pending litigations
- v) Availability of indispensable equipment

6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

- a)** The bid must include all the information listed in article 6(1) above. The Special Regulations must specify the information to be furnished by the group and the information to be furnished by each member of the group.
- b)** The bid and the contract must be signed in a way that it is binding on all members of the group.

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, BAMENDA: 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

b) Volume 2: Technical Bid

b.1 information on qualifications

The Special Regulations of the invitation to tender specifies the documents to be furnished by the bidders attesting to the qualification to bid in accordance with **Articles 6(1) of the General Regulations**.

b.2 Methodology of Technical Proposal

The Special Regulations specify the constituent elements of the technical proposals of bidders notably:

- A detailed description of the technical characteristics, performance, makes, models and references of the materials proposed including technical prospectuses in accordance with **Article 17 of the General Regulations**;
- The calendar, schedule and delivery deadline.

b.3 Proof of acceptance of conditions of the contract

The bidder shall submit duly initialed copies of administrative and technical documents relating to the contract, namely:

- The Special Administrative Conditions (SAC);
- Technical specifications

c) Volume3: Financial Bid

The Special Conditions specify the elements that will help in justifying the cost of the services, namely:

- The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate.
- 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

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.

Article 17: Documents attesting to the conformity of supplies

17.1 To establish the conformity of supplies and ancillary services of the Tender File, the bidder shall, within the scope of his bid, provide written proofs that the supplies conform to the technical specifications and standards mentioned in the supplies specifications.

17.2 These proofs may take the form of prospectus, drawings or data and include a detail description of the main technical and performance characteristics of the supplies and ancillary services, demonstrating that they essentially correspond to the specifications and, where need be, a list of differences and reservations in relation to the provisions of the supplies Specifications.

17.3 The bidder shall also provide a list giving all the details, including the available sources of supply and the current prices of spare parts, special tools, etc necessary for the proper and continuous functioning of the supplies from the start of their use by MIDENO and during the period specified in the Special Regulations

17.4 The standards which apply to the execution methods, manufacturing processes, equipment and materials as well as references to trademarks or catalogue numbers specified by MIDENO in the quantity schedules, delivery calendar and technical specifications are mentioned only for information and in no way have a restrictive character.

The bidder may substitute them with other quality standards, trademarks and/ or other catalogue numbers provided that he establishes to the satisfaction of MIDENO that the standards, makes and numbers thus substituted are substantially equivalent or superior to the specifications of the schedule of prices and technical specifications.

Article 18: Documents attesting to the bidder's qualification

Documents attesting that the bidder is qualified to execute the contract if his bid is accepted shall establish to the satisfaction of MIDENO that:

- In the case where the bidder bids to deliver in execution of the contract, supplies which moreover he does not manufacture or produce , the said bidder is duly authorized by the manufacturer of these supplies to deliver them in Cameroon;
- The bidder has the financial, technical and production capacity necessary to execute the contract
- In the case where the bidder has no operations in Cameroon, he is or shall (if he is awarded the contract) be represented by an Agent endowed with the expected means and capacity to ensure the tasks of maintenance, repairs and stocking of spare parts corresponding to the obligations mentioned in the Special Administrative Conditions and/or technical specifications; and

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:

Should be addressed to **The Director General, MIDENO, P.O. Box 442, Bamenda**

Should bear the name of the Project as well as the Subject number of the invitation of tender and the statement "**TO BE OPENED ONLY DURING THE BID-OPENING SESSION**"

22.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable MIDENO return the sealed bid if it is not opened.

22.4 If the external envelopes are not sealed and marked as indicated in **Article 22(2)** above, MIDENO shall not be responsible if the bid is misplaced or opened prematurely.

the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the 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.

conformed with the Tender File.

29.4. If a bid is essentially not in conformity it shall be rejected by the Competent Tenders Board and shall not essentially be rendered in conformity.

29.5- The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variance and other factors which are beyond the requirements of the tender file shall not be considered during the evaluation of bids.

Article 30: Evaluation of Technical Bid

30.1: The evaluation subcommittee shall examine the bid to confirm that all the conditions fixed in the special regulations and special administrative conditions were accepted by the bidder without substantial difference or reservation.

30.2: The Subcommittee shall evaluate the technical aspects of the bid presented in accordance with **Article 17 of the General Regulations** in order to ensure that all the stipulations of the schedule of prices, delivery calendar, and supplies specifications (technical specifications, plans, inspections and trails) are respected without substantial difference or reservation.

30.3: If after the examination of the terms and conditions of the invitation to tender and the technical evaluation, the evaluation subcommittee establishes that the bid does not essentially conform in application of article 29 of the General Regulations, it will propose to the tenders board that the said bid be set aside.

Article 31: Qualification of the Bidder

The Evaluation sub-committee shall ensure that the bidder retained for having submitted the bid that substantially conformed to the provisions of the Tender file, meets the qualification criteria stipulated in **Article 6 of the Special Regulations**. It is essential to avoid arbitrariness in determining qualification.

Article 32: Correction of errors

32.1. The Evaluation sub-committee shall verify the bids considered essentially in conformity with the Tender File to rectify the possible calculation errors. The sub-committee shall rectify the errors in the following manner:

a. If there is a contradiction between the unit price and the total obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected, unless, according to the Evaluation sub-committee, the decimal point of the unit price is manifestly badly placed. In which case the total price indicated shall prevail and the unit price corrected.

b. If the total obtained by the addition or subtraction of sub totals is not exact, the sub totals shall be authentic and the total corrected;

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.

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.

Article 38: Notification of the award of the contract

Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the successful bidder by telecopy confirmed by registered mail that his bid was retained. This letter will indicate the amount the Contracting Authority will pay the supplier to execute the contract and the time-limit.

Article 39: Publication of results of award and petitions

39.1. The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the independent Observers report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

39.2. The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

39.3. After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

39.4. In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Contracting Authority or Delegated Contracting Authority and the chairperson of the Tenders Board.

It must take place within a maximum deadline of five (5) working days after the publication of the results.

Article 40: Signing of the contract

40.1. After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board (and the competent Specialized Contracts Control Board, where need be) for approval.

DOCUMENT NO.03: SPECIAL REGULATIONS OF THE INVITATION TO TENDER

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 supplies : Supply of equipment for the operationalization of the ultra-modern coffee shop through emergency procedure
1.1	Name and Address of Contracting Authority: The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda: Email: mideonbda@yahoo.com Tel: +237 233361378, Fax: 237 233361378 Reference of the invitation to tender: Request for Quotation N°/RC/MIDENO/MITB/13/84/2024 of
1.2	Delivery deadline: Three (3) months from the date of notification to start delivery
2.1	Source of Financing: BIP MINADER 2024
4.1	List of pre-qualified candidates, where applicable: NA
4.2	Criteria or origin of bidders: <ul style="list-style-type: none">▪ 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 not less than 3 years in the same or similar supplies.▪ 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▪ A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is:<ul style="list-style-type: none">- Legally and financially autonomous- Managed according to commercial laws and- Not under the direct supervisory authority of MIDENO.

	<ul style="list-style-type: none"> - The bid must include all the information listed in Article 6(1) above. - The bid and the contract must be signed in a way that it is binding on all members of the group. - The nature of the group joint or several must be specified and justified with the production of a joint venture agreement in due form - The member of the group designated as the representative will represent all the undertakings vis -a- vis the Contracting Authority with regards to the execution of the contract - 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.
11	language of bid : English or French
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><u>Envelope A - Volume 1 Administrative file</u></p> <p>The Administrative File should contain the following documents:</p> <ol style="list-style-type: none"> 1. The declaration of the intention to tender, stamped with fiscal stamp and signed by the bidder (according to the attached model) 2. Certified copy of Certificate of Incorporation not more than 3 months old 3. 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 4. Certified copy of Tax Payer's card not more than 3 months old 5. Original attestation of Bank Account issued by a first rated-bank approved by the Ministry in charge of finance 6. Attestation of tax conformity 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, 7. Original Certificate of non-indebtedness obtainable from the Taxation department not more than 3 months old

Envelope C - Volume 3: Financial bid <ul style="list-style-type: none"> • Bid submission letter • Price schedule following models provided in the Tender Document taking into account tax liabilities • Detail estimates indicating unit prices • Sub details of prices and/or breakdown of all-in prices where applicable N.B The various parts of the same file must obligatorily be separated by colour dividers both in the original and in the copies in a way as to facilitate examination.	
Price of the bid	
13.1	The price of the Bid shall be quoted only in local currency of: FCFA
13.2	The price of the contract shall NOT be revisable.
17.3	Period of functioning of the supplies: Delivery Deadline: Three (3) months from the date of notification to start delivery <ul style="list-style-type: none"> • three (3) months guarantee after provisional reception
Preparation and submission of bids	
19.1	Amount of the bid bond: 300,000 fcfa
Period of validity of bids	
20.1	The period of validity of bids is thirty (30) days from the date of submission of bids
22.1	The number of copies of the bid which must be filled and sent: One (1) Original and six (6) copies
22.2	Name and Address of project owner: The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda: Email: mideonbda@yahoo.com: Tel: +237 233 36 13 78; Fax: +237 233361661 Reference of the invitation to tender : Request for Quotation N° _____ /RC /MIDENO / MITB/13/84/2024 of _____
23.1	Date and time-limit for submission of bids: Bids must be submitted latest _____ at 10:00 am prompt

DOCUMENT NO. 04: SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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Article 4: Language, applicable law and regulation

1. The language to be used shall be **English 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 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

AUTHORITY (MIDENO), P.O. BOX 442, BAMENDA: EMAIL: midenobda@yahoo.com

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 **Contracting Authority** and immediately after delivery of the supplies, correspondences shall be validly addressed to the: **THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO), P.O. BOX 442, BAMENDA: EMAIL: midenobda@yahoo.com**

b. In the case where the **project owner** is the addressee:

M.....[to be specified] with a copy addressed to the **Contract Manager and Contract Engineer**, where need be.

The contractor shall address all written notifications or correspondences to the **project owner** with a copy to the Contract Engineer and Contract Manager

Article 9: Administrative Orders (Article 8 of GAC)

1. The Administrative Order to start execution shall be signed by the **project owner** and notified by the **Contract Engineer**
2. Administrative Orders with financial incidence likely to modify the time-limits shall be signed by **project owner** and notified by the **Contract Engineer**
3. Administrative Orders of a technical nature linked to the normal progress of the supply and without financial incidence shall be signed directly by **project owner** and notified by the **Contract Engineer**
4. Administrative Orders serving as warnings shall be signed by the **project owner**.
5. The supplier has a time-limit of fifteen (15) days to issue reservations on any Administrative Orders 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 bid shall only occur after the written approval of the **project owner**

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)

18.1. Payment conditions:

Payments in this contract shall be

- **90% advance payment exclusive of VAT** after delivery and provisional acceptance of the equipment
- **10%** of the total amount of contract ATI shall be considered retained from the date of signature of the contract and shall serve as guarantee for **three (3) months** at the end of which the retention fees will be paid after the final reception has been carried out by the Reception committee which must be sanctioned by a technical report from a technical reception committee to be put in place by the Contracting Authority, ascertaining the continuous functionality of the equipment. Otherwise, part or the entire Retention fee will be used to carry out any major repairs for any breakdown **during the guarantee period of three (3) months**.
- The Contracting Authority shall within **30 days** of provisional and final reception of equipment ensure that the supplier is paid following an official request from the supplier accompanied by a bill and updated administrative documents
- **All taxes** shall be deducted at source by the Contracting Authority

Article 19: 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 20: Penalties for delays (Article 34 of GAC supplemented)

20.1. 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, one thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day

20.2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the

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: **Three (3) months**

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 office equipment *before reception* shall be tested for proper functioning of all the systems

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 **Six (6) months** from the date of the **provisional** acceptance:

- A duly mandated permanent representative

CHAPTER IV: ACCEPTANCE

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

Article 30: Provisional Reception (Articles 40 and 41 of GAC)

Prior to the provisional acceptance requested in writing to the project owner and copying the Contract Manager and Engineer, a technical reception is organized before the provisional acceptance.

The Technical reception shall be carried out by a Technical Reception Committee to be put in place by a Decision from the project owner.

The Technical Reception Committee shall carry out the running and testing of the equipment to ensure that all the systems are functional and report to the project owner.

30.1. A Provisional Reception Commission shall be put in place by the project owner to provisionally receive the equipment comprising of the following members:

1. The **Project Owner** or his representative (Chairman)
2. A representative from the Regional delegation of MINMAP- NWR (As Observer)
3. A representative from the Regional delegation of MINCAF NWR - Member
4. The **Contract Manager**-Member
5. The Stores Accountant - MIDENO
6. Rapporteur: **Contract Engineer**
7. **The contractor/Representative**

The Provisional Reception Committee shall examine the minutes of the technical reception and shall proceed to provisional acceptance of the supplies if there is need.

The visit for provisional reception shall be the subject of minutes of provisional reception-signed on the spot by all the members of the Commission.

The Supplier takes part in the reception as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Reception Commission.

30.3. Partial acceptance is not applicable

30.4. The guarantee period commences from the date of signature of the provisional reception by the acceptance committee.

Article 31: Documents to furnish after provisional acceptance (article 40 of GAC supplemented)

The following documents are to be furnished by the suppliers within a time-limit of 30 days after

CHAPTER V: SUNDRY CLAUSES

Article 34: Termination of the contract

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 in services resulting in penalties of more than 10 % of the amount of the supplies;
- Refusal to repeat poor supplies;
- Default by the supplier;

Article 35: Case of force majeure (Article 56 of GAC)

The supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of "Force Majeure".

For the purpose of this contract, "Force Majeure" means an event beyond the control of supplier and not involving their fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of MIDENO in its sovereign capacity, wars or revolution, fires, floods, epidemics and guarantee restrictions.

If a "Force Majeure" situation arises, the supplier shall promptly notify MIDENO in writing of such condition and the causes thereof. Unless otherwise directed by MIDENO in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the "Force Majeure" event

Article 36: 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, subject to the following provisions of the Common law procedures

Article 37: Production and dissemination of this contract

Fifteen (15) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 38: 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.

1. Background and Justification.

The North West Development Authority (MIDENO) is an Administrative Public Establishment created in 1981 and placed under the Technical Tutelage of the Ministry in Charge of Agriculture and Rural Development (MINADER). The mandate of MIDENO as the secular arm of the Government in the Region to ensure the socioeconomic transformation of the Region through Supporting, Coordinating and Supervising Agropastoral and Rural interventions in the Region. More specifically, MIDENO within the framework of her mandate ensures that farmers in the Region have access to improved farm inputs, especially seed and other essential inputs for primary production and post-harvest as well as organizing, structuring and building the capacity of farmers.

In the absence of industries, agriculture remains the main source of income and livelihood for the populations of the North West Region. More than 80% of the population of the Region is involved in agriculture. The major crops cultivated include coffee, maize, irish potato, cassava, beans, yam, groundnuts, rice, vegetables, oil palm, raffia palm, plantains/bananas and cocoa. Over the years, MIDENO has organized, structured and built the capacity of the North West Cooperative Association (NWEA) as the umbrella farmer organization in the coffee sub-Sector in the North West region. NWCA is involved in facilitating coffee production and marketing through its network of primary cooperative societies and unions all over the Region.

In the 1970s and 1980s, coffee (both Arabica and Robusta) constituted a major source of income for farmers of the North West Region with over 50,000 farmers involved and an average annual tonnage of 12,000. The North West Cooperative Association (NWCA) was the main organization facilitates coffee production and marketing through its network of primary cooperative societies and unions all over the Region. Between 1982/1983 to 1989/1990 MIDENO within the framework of its activities reinforced the NWCA and its input distribution network by putting place a credit line to stimulate coffee production. Most farmers depended solely on coffee production to meet the basic needs of their families and to raise capital for other investments.

Before the close of the 80s, world price of coffee fell drastically to barely 200 CFA francs per kg. Other factors compounded to usher in serious economic malaise which discouraged coffee farmers in the North West Region. The liberalization of the sector and the withdrawal of the state subsidies from agriculture and the liquidation of the National Produce Marketing Board (NPMB) further worsened the situation of farmers in the Coffee sector, who are mostly small holders. Many nonprofessionals invaded the sector and quality issues were ignored. Input prices went up. More than 70% of farms were abandoned; others transformed their coffee farms to the production of food crops for subsistence and cash Production has since dropped in quantity and quality to a

for allocation of Coffee export royalties to the Authority to enable the latter to continue to promote coffee production, processing and marketing in the North West Region.

Within the 2023 investment budget, an Ultra-Modern Coffee Shop was constructed by MIDENO within the framework of this initiative to promote the consumption of Kola Coffee in the North West Region. Following the construction of the Ultra-Modern Coffee Shop, MIDENO in 2024 envisaged to spend part of the resources received to acquire equipment that will permit the Kola Coffee Shop to go operational. The Kola Coffee located in the premises of MIDENO and will be managed in collaboration with NWCA as a marketing instrument to promote the consumption of Kola Coffee. This project aims to fully equip and operationalize the café, transforming it into a vibrant community hub that offers high-quality coffee, and a welcoming atmosphere. By investing in the necessary equipment, training staff, and implementing efficient operational processes, the Kola Coffee Shop will be positioned to become a profitable and sustainable business that contributes to the local economy and enhances the urban experience for residents and visitors alike.

2. Objectives of this ToR

The objective of this ToR is to source for the services of a competent supply to acquire, deliver the necessary equipment and furnishings, install and render functional the Kola Coffee Shop. The specific objectives are: -

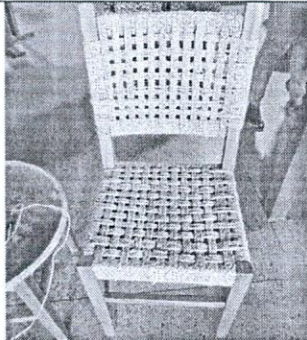

- i. To acquire and supply the necessary equipment for the coffee shop, install and render functional.
- ii. To establish an operational framework including inventory management, staff training, and customer service excellence in running the coffee shop.
- iii. To propose staffing needs, Marketing and Promotion Strategy, Supply Chain Management and Financial Management system for the shop.

3. Scope of Work

The project scope is divided into three phases as described in specific objectives (i), (ii) and (iii) above which entails: -

- acquisition of equipment as defined in the technical specification's, installation and operationalizing the equipment;
- Propose an operational framework for the shop including organizational structure and staffing plan, inventory management and staff training.
- Propose a marketing and Promotion strategy, Supply Chain management and a financial management system for the shop.

	expro calibrated flat tamper			
	Usually 57 or 58mm but be sure you get the size that fits the supplied espresso machine's portafilters,			
	Material: wood and food-safe stainless steel			
4	Pitcher	2	piece	
	Material: Food grade stainless steel			
	Size: 400ml - 600ml			
	Should have fill markers on both sides of the pitcher allowing you to quickly and accurately fill the milk jug.			
	The spout should be wide enough for slow-settas			
5	Electric Gooseneck kettle	2	piece	
	Electric temperature control LCD panel			
	Capacity: 1l minimum			
	Voltage: 220V			
	Wattage: 1000W - 1500W			
	Gooseneck spout for an easier, more controlled pour			
6	Coffee maker	2	piece	
	Carafe features: drip-free pouring spout			
	Number of carafes: 1			
	Carafe type: thermal			
	Number of cups: 10			
	Coffee filter compatibility: goldtone, charcoal			
	Frame material: stainless steel			
	Housing colour: stainless steel			
	Housing material: stainless steel			
	Wattage: 1000W - 1500W			
	Voltage: 220V			
7	Blender	2	pieces	
	Counter-top			
	Capacity: Above 1.5 fluid kg			
	Voltage: 220V			
	Wattage: 100 - 150W			
8	Electronic weighing scale	2	pieces	
	LCD display			
	weighing plate material: plastic or stainless steel			
	External mains adapter standard			
	Battery operation must be available, with up to 20H autonomy			
9	Coffee paper filters	6	packets	
	made of 100g per square meter paper			
	shape: basket or conical			
	fitting between 8 and 12 coffee cups			
	size: standard (N/B: Choose the size that fits the coffee maker you supply)			
10	Coffee cups complete with saucers	40	set	
	Magic cups (customized with MIDENO/Kola Coffe-NWCA logos)	20	set	
	Clay cups	20	set	
	shape: conic with a handle			
	Material: ceramic			
	Colour: white or cream white			

							
	A mini set of ulphostery office-type sitting room furniture Color: black or coffee brown Material: plastic (qwi)						
	Kitchen carbins						
	A wall bupboard with transparent glass for the display of Kola Coffee						
	TOTAL						

8. Budget

The budgetary allocated for equipment and furniture is fifteen million (cfa 15,000,000) francs financed by the Ministry of Commerce from Coffee Export Royalties allocated to MIDENO through the NCCB.

9. Bidding Procedures

Bidding will be conducted through National Shopping Procedures in accordance with the guidelines for procurement of goods, services and works provided by the Cameroon Public Contracts Code and other regulations in force.

10. Eligibility and Qualification Criteria

10.1 Eligibility Conditions

To be eligible under this bid, all bidders must submit all administrative documents as required by regulations in force.

10.2 Qualification Criteria

Potential suppliers meeting the following criteria will be qualified for award after due evaluation.

Experience: Demonstrated at least 2 years of experience in the supplying of goods and related services.

Profile of the consultant should clearly highlight experiences of similar supplies. Supporting documents of evidence as appropriate are required.

- ❖ Profile of the consultant his/her experiences of similar activities. Supporting documents of evidence as appropriate are required.

2	Qualification and experience of proposed staff. Proof with highest certificate and CV detailing relevant experience		30
3	Proposed methodology of work in Conformity with Terms of Reference, work planning		40
	Total Score		100
	Minimum Technical Score is 15 points		

2.2. Financial Evaluation Procedure

Financial bid to contribute 75%. The financial evaluation is important, because MIDENO needs to verify if the consultant has committed the necessary budget to implement what is in its technical proposal. It also needs to verify if there are no computational errors in the cost figures,

N.B. Final score of each bidder on 100 is its technical score + its financial score

3. Role and Responsibilities

3.1. MIDENO

- ◆ Provide necessary information for the smooth implementation of the project
- ◆ Approve deliverables
- ◆ Supervise the activities of the service provider

3.2. Service Provider

- ◆ Ensure all deliverables are satisfactorily rendered.

4. Mode of Payment

The payment schedule will be agreed upon in accordance with the provisions in force in the Public Contracts code

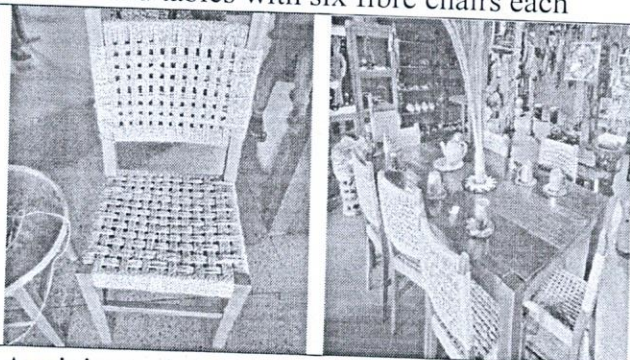
5. Submission of Bids

Potential service providers willing to make a bid can send the complete set of sealed documents by hand mail to the following address.

The Director General, North West Development Authority,
P.O. Box 442, Bamenda
Email: midenobda@yahoo.com

1.2 TECHNICAL SPECIFICATIONS AND CHARACTERISTICS

COFFEE SHOP EQUIPMENT LIST		
S/N	Description	Quantity
1	Espresso machine	2
	Semi-automatic	
	2 group	
	Voltage: 220V	
	Amperage: 15A - 20A	
	Wattage: 3000W -3500W	
	Boiler material: stainless steel	
	Boiler size: 10 litres or more	
	Commercially certified; preferably with automatic cleaning cycles and a PID (proportional integral derivative) controller	
2	Grinder	2
	Automated	
	Flat hardened steel burrs	
	steel casing	
	Micrometric stepless adjustment	
	Sound insulation for quiet grinding	
	Digital dosing timer	
	Commercially certified	
	bean hopper capacity: 200g - 350g	
	Voltage: 220V	
	Wattage: 200W -300W	
	Burr speed: 1200rpm - 1500rpm	
	1 year parts provided alongside supply	
3	Espresso tampers (complete with Barista basics knockbox, tampering and packing mat; and espresso shot glass).	2
	Manual	
	expro calibrated flat tamper	
	Usually 57 or 58mm but be sure you get the size that fits the supplied espresso machine's portafilters,	
	Material: wood and food-safe stainless steel	
4	Pitcher	2
	Material: Food grade stainless steel	
	Size: 400ml - 600ml	
	Should have fill markers on both sides of the pitcher allowing you to quickly and accurately fill the milk jug.	
	The spout should be wide enough for slow-settas	
5	Electric Gooseneck kettle	2
	Electric temperature control LCD panel	
	Capacity: 1l minimum	
	Voltage: 220V	
	Wattage: 1000W - 1500W	
	Gooseneck spout for an easier, more controlled pour	
6	Coffee maker	2

	Position of control: Through knobs	
	Timer type: Mechanical minute minder	
	Number of burners: 5	
	Safety features: must have flame failure device and cooling fan.	
13	Kitchen refrigerator	
	Door style: panel	1
	Interior cabinet finish: metal	
	Total Capacity (cu.ft): between 18 - 25 is acceptable	
	Refrigerator capacity (cu.ft): between 10 and 15	
	Freezer capacity (cu.ft): between 3 and 5	
14	Ceramic Plates	
	material: Ceramic	50
	Color: White (may be decorated with flowers or lines)	
	Special feature: durable, microwave safe, dishwasher safe, and scratch resistant.	
	Required set: To contain pieces (or saucers) for main meal, salad and bread. (Thus "1 set" will have 3 or 4 pieces-that is, the plate and 2 or 3 saucers)	
15	Cutlery (Complete set of spoons, forks, tea spoons, knives etc)	150
	Special feature: durable, microwave safe, dishwasher safe, and scratch resistant.	
	Material: stainless steel	
14	Furniture	
	4 square sitter tables made from camwood (red hard wood) with four (armless) fibre chairs each	
	Two round tables with six fibre chairs each	
		
	A mini set of upholstery office-type sitting room furniture	
	Color: black or coffee brown	
	Material: plastic (qwi)	
	Kitchen carbins	
	A wall cupboard with transparent glass for the display of Kola Coffee	

DOCUMENT NO. 07: DETAILED ESTIMATES

Detailed estimates

N°	Designation	Unit	Qty	UP	TP EVAT
Total EVAT					
VAT (19.25%)					
AIR (.....%)					
Total inclusive of all taxes					

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

Signature[Insert signature],

Date.....[Insert date]

TABLE OF MODEL DOCUMENTS

Annex No. 1: model tender

Annex No. 2: Model bid Bond

Annex No. 3: Model final Bond

Annex No. 5: Model performance Bond

Annex No. 6: Model authorization from manufacturer

ANNEX N° 2: MODEL BID BOND

Addressed to *[indicate the project owner and his address]* " project owner"

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 project owner of the maximum sum of *[indicate the amount]* CFA francs, that *the* bank pledge; 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 project owner 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 project owner an amount up to the maximum of *the* sum referred to above upon reception of the his first written request, without the project owner having to justify his request, given, however, that in his request the project owner shall note that he is due the amount he is claiming because one or the other or both of the above conditions 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 project owner 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 project owner 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]

ANNEX No. 5: MODEL RETENTION FUND

Bank.....

Reference of the guarantee: No.....

Addressed to [Indicate the project owner]

[Address of project owner]

Hereinafter referred to as "the project owner"

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 price.

And we pledge to pay to the project owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the 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 project owner 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 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 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.....

[Signature of the bank]

DOCUMENT NO. 10: MODEL CONTRACT

REPUBLIQUE DU CAMEROON

Paix- Travail- Patrie

[Indiquer le Maitre d'Ouvrage][Indicate the Contracting Authority]

REPUBLIC OF CAMEROON

Peace - Work- Fatherland

CONTRACT No _____/IT or C, /CA/TB

Awarded after Invitation to tender No..... /IT /CA/TB/00 of.....

HOLDER OF CONTRACT: [indicate the holder and his full address]

P.O. Box 0000 at____, Tel____, Fax:_____

Business Registry No._____A Issued at_____

Taxpayer's No._____

SUBJECT OF CONTRACT; [indicate the full subject of the supply]

PLACE OF DELIVERY: [indicate]

AMOUNT IN CFA F: [indicate]

IAT	
EVAT	
VAT (19.25%)	
AIR (.....%)	
Net to be paid	

DELIVERY DEADLINE : [In days, weeks, months or years]

FINANCING : [Indicate source of financing]

BUDGET HEAD : [To be filled]

SUBSCRIBED ON-----

SIGNED ON-----

NOTIFIED ON-----

REGISTERED ON-----

BETWEEN:

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

On the one hand

**DOCUMENT NO. 12: LIST OF BANKING ESTABLISHMENTS AND
FINANCIAL BODIES AUTHORISED TO ISSUE BANK CAUTION IN PUBLIC
CONTRACTS**

1. LIST OF BANKS

1. Société Générale Cameroun (SGC)
2. Banque Internationale du Cameroun pour l'épargne et le Credit (BICEC)
3. Société Commerciale de Banques-Cameroun (CA-SCB)
4. Standard Chartered Bank Cameroon (SCBC)
5. Afriland First Bank (AFB)
6. Banque Atlantique du Cameroun (BAC)
7. Ecobank Cameroon (EBC)
9. Citibank N.A. Cameroon
10. Commercial Bank of Cameroon (CBC)
11. Union Bank of Cameroon (UBC)
12. National Financial Credit Bank (NFC Bank)
13. United Bank of Africa (UBA)
14. BANQUES GABONNAISE POUR LE FINANCEMENT INTERNATIONAL (BGFI Bank)
15. LA REGIONALE BANK
16. CREDIT COMMUNAUTAIRE D'AFRIQUE (CCA BANK)
17. BANGE BANK CAMEROON (BANGE CMR)
18. ACCES BANK CAMEROON (ABC)

II. LIST OF INSURANCE COMPANIES

19. CHANAS Insurance Company
20. ACTIVA Insurance Company
21. Zenith Insurance
22. Compagnie Professionnelle d'Assurance du Cameroun (CPA)
23. AREA ASSURANCES
24. ATLANTIC ASSURANCE SA
25. PRUDENTIAL BENEFICIAL GENERAL INSURANCES
26. CPA SA
27. NSIA ASSURANCES
28. PRO ASSUR SA
29. ROYAL ONYX INSURANCE
30. SAAR SA
31. SAHAM ASSURANCES CAMEROON

(II) EVALUATION OF TECHNICAL PROPOSAL USING ESSENTIAL CRITERIA FOR REQUEST FOR QUOTATION N°-----

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

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

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

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

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

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