

North West Development Authority

MISSION DE DÉVELOPPEMENT DE LA RÉGION DU NORD OUEST

P.O. Box 442, Bamenda

Tel: 223 361 378

Fax: 223 361 661



Bamenda, the.....

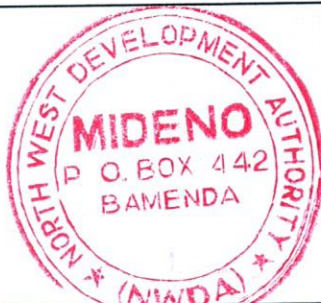
18 OCT 2024

MIDENO INTERNAL TENDERS BOARD (MITB)

RESTRICTED NATIONAL INVITATION TO TENDER N° 146/RNIT/ PULCCA/MIDENO/
MITB/ B/13/84/2024 OF..... 18 OCT 2024 FOR THE RECRUITMENT OF A
CONSULTING FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN
PROPER WAREHOUSE MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE
FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON
(PULCCA)

FINANCING: Emergency project to combat food crisis in Cameroon (PULCCA)

BUDGETARY HEAD: 211112



DOCUMENT NO.0: LETTERS OF INVITATION TO TENDER

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
MINISTERE DE L'AGRICULTURE ET DU DEVELOPPEMENT RURAL

REPUBLIC OF CAMEROUN
Peace – Work – Fatherland

NORTH WEST DEVELOPMENT AUTHORITY
MISSION DE DEVELOPPEMENT DU NORD OUEST

P.O. Box, 442, Bamenda
Tel: (237) 23336 13 78
Fax: (237) 3336 16 61
Email: mideno1981@gmail.com
Website: www.mideno.org



Bamenda, the.....

N° 146/MIDENO/B/ m/ITB/13/84

16 OCT 2024

THE DIRECTOR GENERAL

TO: THE DIRECTOR
Rural Development Consultancy (RDC)
P.O Box 20, Ndop Ngoketunjia Division
North West Region, Cameroon
Tel: 674 51 88 44/ 657 195 777

REFERENCE: REQUEST FOR MANIFESTATION OF INTEREST N°
029/RMI/PULCCA/MIDENO/B/13/84/2024 OF 9th APRIL 2024 FOR THE RECRUITMENT OF A CONSULTING
FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE
MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY
PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

SUBJECT: LETTER OF INVITATION TO TENDER

Dear Sir/Madam

1. We are pleased to inform you that you are pre-qualified for the project referred to above and have consequently been authorized to tender for the recruitment of a consulting firm to carry out capacity building on the proper management of warehouses
2. We are hereby inviting you to tender for the execution of the contract mentioned in the reference.
3. A complete set of the tender file may be consulted and withdrawn **during working hours from 8:00 am to 4:00 pm every day from Monday to Friday before the deadline for submission** against the payment of a non-refundable sum of **One hundred and eighty seven Thousand eight hundred and fifty (187,850) fcfa payable into Account Number 06845-97568660001-28 (SPECIAL ACCOUNT SAC-ARMP) belonging to the Public Contracts Regulatory Agency (ARMP) in any BICEC Branch in Cameroon**

NORTH WEST DEVELOPMENT AUTHORITY
MISSION DE DEVELOPPEMENT DU NORD OUEST

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Website: www.mideno.org



Bamenda, the.....

16 OCT 2024

N° 144/MIDENO/B/..... m.11.18/13/84

THE DIRECTOR GENERAL

TO: THE DIRECTOR
Bary Links Company
Tel: +237 675 75 36 19/697 07 23 26

REFERENCE: REQUEST FOR MANIFESTATION OF INTEREST N°
029/RMI/PULCCA/MIDENO/B/13/84/2024 OF 9th APRIL 2024 FOR THE RECRUITMENT OF A CONSULTING
FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE
MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY
PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

SUBJECT: LETTER OF INVITATION TO TENDER

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4. All bids must include a bid bond of **Eleven million two hundred and eighty four thousand seven hundred and twenty two (11,284,722) fcfa** or of an equivalent amount in a freely convertible currency valid for thirty (30) days beyond the bid validity and must be issued by any of the First-Rated Financial Institutions mentioned in **Annex 10** of the Tender Document.

NORTH WEST DEVELOPMENT AUTHORITY
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Bamenda, the.....

16 OCT 2024

N° 1145/MIDENO/B/M.T.B/13/24

THE DIRECTOR GENERAL

TO: Chief Executive Officer (CEO)

Tel: +237 675 55 84 49 Yaounde

REFERENCE: REQUEST FOR MANIFESTATION OF INTEREST N°
029/RMI/PULCCA/MIDENO/B/13/84/2024 OF 9th APRIL 2024 FOR THE RECRUITMENT OF A CONSULTING FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

SUBJECT: LETTER OF INVITATION TO TENDER

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DOCUMENT NO.1: TENDER NOTICE

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
MINISTÈRE DE L'AGRICULTURE ET DU DÉVELOPPEMENT RURAL

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST DEVELOPMENT AUTHORITY

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Website: www.mideno.org



Bamenda, le.....

16 OCT 2024

N° 146/MIDENO/B/...../16 OCT 2024

TENDER NOTICE

RESTRICTED NATIONAL INVITATION TO TENDER N° 146/RNIT/ PULCCA/MIDENO/ MITB/ B/13/84/2024 OF 16 OCT 2024 FOR THE RECRUITMENT OF A CONSULTING FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

FINANCING: Emergency project to combat food crisis in Cameroon (PULCCA) 211112

1.0 Subject of the Invitation to Tender

Within the framework of the emergency project to combat food crisis in Cameroon, the Director General of the North West Development Authority (MIDENO), hereby launches a Restricted National Invitation to Tender for the recruitment of a consulting firm to strengthen the capacity of targeted beneficiaries in proper warehouse management and post-harvest management

This invitation to tender is launched following: REQUEST FOR MANIFESTATION OF INTEREST N° 029/RMI/PULCCA/MIDENO/B/13/84/2024 OF 9th APRIL 2024 FOR THE RECRUITMENT OF A CONSULTING FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

2.0 Nature of services: The services involved in this Call to tender shall include:

- Importance of post-harvest management and its impact on farm profitability.

7.0 Consultation of tender file: The tender file can be consulted during working hours from 8:00 am to 4:00 pm at the MIDENO Head Office, Secretariat of the Director General (1st Floor), Ayaba Street, P.O. Box 442, Bamenda; Email: mideno1981@gmail.com: Tel: 237 233 361 378 following the publication of this notice.

8.0 Acquisition of Tender File: The tender file may be obtained during working hours from 8:00 am to 4:00 pm at the Secretariat of the Director General, MIDENO Head Office, Ayaba Street, P.O. Box 442, Bamenda; Email: mideno1981@gmail.com: Tel: 237 233 331 661 following the publication of this notice against payment of a non-refundable sum of **One hundred and eighty seven Thousand eight hundred and fifty (187,850) fcfa** payable at **Special Account CAS-ARMP N° 06845-97568660001-28** of any BICEC Branch in Cameroon.

9.0 Admissibility of offers: To avoid the risk of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officers, Divisional Officers, Bank Officials, Taxation Officials etc.) of the administrative documents required, including the bid bond, must imperatively be produced in accordance with the Special Conditions of the invitation to tender. The documents must obligatorily not be older than three (3) months and must not be produced after the signing of the tender file.

Any bid not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance or the non-respect of the models of the tender file documents shall lead to direct rejection of the bid without any appeal being entertained.

10.0 Submission of Bids: Each bid drafted in English or French in **seven (7) copies** including one (1) original and six (6) copies marked as such, should reach the MIDENO Head Office located at Ayaba Street, P.O. Box 442, Bamenda) not later than..... **08 NOV 2024** at **10:00 am prompt** and should carry the inscription:

RESTRICTED NATIONAL INVITATION TO TENDER N° **246**/RNIT/ PULCCA/MIDENO/ MITB/ B/13/84/2024 OF..... **16 OCT 2024**..... FOR THE RECRUITMENT OF A CONSULTING FIRM TO STRENGTHEN THE CAPACITY OF TARGETED BENEFICIARIES IN PROPER WAREHOUSE MANAGEMENT AND POST-HARVEST MANAGEMENT WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

"To be opened only during the bid-opening session"

11.0 Opening of Bids: The bids shall be opened in **TWO** phases. The administrative file and the technical offer shall be opened first followed by the opening of the financial offers of bidders who obtained the minimum required technical score. The opening of the administrative documents and the technical shall take place on the..... **08 NOV 2024** at **11:00 am** prompt local time by the Internal Tenders Board of MIDENO in the **MIDENO conference Room at the PMO located along Ayaba Street, opposite Mansfield Plaza Hotel**. Only bidders can attend or be duly represented by a person of their choice. The opening of the financial offers shall take place at the end of technical evaluation and shall concern only bidders who must have obtained a **minimum score of 75 points on a scale of 100 points**

12.0 Evaluation Criteria: The bids shall be evaluated according to the following principles

A. Eliminary criteria

NORTH WEST DEVELOPMENT AUTHORITY
MISSION DE DEVELOPPEMENT DU NORD OUEST

16 OCT 2024

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Email: mideno1981@gmail.comWebsite: www.mideno.org

Bamenda,

N° 146/MIDENO/B/ MITB/13/84

AVIS DE CONSULTATION

APPEL D'OFFRES NATIONAL RESTREINT N° 146 AONR/PULCAA/MIDENO/ MITB/ 13/84/2024
DU 16 OCT 2024 POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR RENFORCER LA CAPACITE DES
BENEFICIAIRES CIBLES EN BON GESTION D'ENTREPOT ET APRES RECOLTE GESTION DANS LE CADRE DU
PROJET D'URGENCE DE LUTTE CONTRE LA CRISE ALIMENTAIRE AU CAMEROUN (PULCCA)

Financement : : Projet d'urgence de lutte contre la crise alimentaire au Cameroun (PULCCA)

Objet de l' Appel d'Offres : Dans le cadre du projet d'urgence de lutte contre la crise alimentaire au Cameroun, le Directeur Général de la North West Development Authority. (MIDENO), lance un Appel d'offres National Restreint pour le recrutement d'un cabinet de conseil en vue de renforcer les capacités des bénéficiaires ciblés en matière de bonne gestion des entrepôts et de gestion post-récolte.

Cet appel d'offres est lancé suite à: **DEMANDE DE MANIFESTATION D'INTÉRÊT N° 029/RMI/PULCAA/ MIDENO/B/13/84/2024 9th AVRIL 2024 POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR RENFORCER LA CAPACITÉ DES BÉNÉFICIAIRES CIBLES EN BONNE GESTION D'ENTREPOT ET DE POSTE - GESTION DES RÉCOLTES DANS LE CADRE DU PROJET D'URGENCE DE LUTTE CONTRE LA CRISE ALIMENTAIRE AU CAMEROUN (PULCCA)**

2. Nature des services : Les services impliqués dans cet appel à soumissions comprendront :

1. L'importance de la gestion post-récolte et son impact sur la rentabilité de l'exploitation.
2. Une première évaluation pour comprendre les pratiques post-récolte actuelles des agriculteurs cibles
3. Techniques de récolte, de manipulation, de tri et d'emballage de diverses cultures.
4. Méthodes d'entreposage, y compris le contrôle de la température et de l'humidité, la lutte antiparasitaire et l'évaluation de la qualité.
5. Formation sur les pratiques de gestion d'entrepôt telles que l'optimisation de l'agencement, la rotation des stocks et la maintenance.
6. Introduction aux technologies et outils pertinents pour la gestion post-récolte et les opérations d'entrepôt.

7. Consultation du Dossier d'Appel d'Offres : Le dossier peut être consulté aux heures **ouvrables de lundi à vendredi de 8h à 16h** au **Siège Social de la MIDENO, Secrétariat du Directeur General. Situé à Ayaba Street. B.P. 442, Bamenda** : Email : mideno1981@gmail.com: Tel 237 233 331 661 des publications du présent avis.

8. Acquisition du Dossier d'Appel d'Offres : Le dossier peut être obtenu au **Siège Social de la MIDENO, Secrétariat du Directeur General. Situé à Ayaba Street. B.P. 442, Bamenda** : Email : mideno1981@gmail.com: Tel 237 233 331 661 des publications du présent avis, contre présentation d'une quittance de versement d'une somme non remboursable de **Cent vingt deux Mille quatre cent (122,400) francs CFA, ou l'équivalent**, payable dans une Agence BICEC au « **Compte Spécial –CAS ARMP N° 06845-97568660001-28**. La quittance doit identifier le payeur comme représentant de l'entreprise ou groupement désireux de participer à l'Appel d'Offres

9. Recevabilité des offres : Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles devront obligatoirement dater de moins de trois (03) mois précédant la date de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'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 de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère charge des Finances ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet de l'offre.

10. Remise des offres : Chaque offre rédigée en français ou en anglais en **Sept (7) exemplaires dont 1 original et (6) copies** marqués comme tels, devra parvenir au **Siège Social de la MIDENO, Secrétariat du Directeur General de la MIDENO, situé à Ayaba Street, B.P. 442, Bamenda**; Email: mideno1981@gmail.com: Tel: 237 233 336 378, au plus tard le **08 NOV 2024** à **10 : 00 h précise** et devra porter la mention :

APPEL D'OFFRES NATIONAL RESTREINT N° **1186** AONR/PULCAA/MIDENO/ MITB/ 13/84/2024
DU **16 OCT 2024** POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR RENFORCER LA CAPACITE
DES BENEFICIAIRES CIBLÉS EN BON GESTION D'ENTREPÔT ET APRÈS RÉCOLTE GESTION DANS LE CADRE DU
PROJET D'URGENCE DE LUTTE CONTRE LA CRISE ALIMENTAIRE AU CAMEROUN (PULCCA)

« A n'ouvrir qu'en séance de dépouillement »

11. Ouverture des plis : L'ouverture ca va fait en **DEUX** phase. L'ouverture des pièces administratives et the offres techniques aura lieu le **08 NOV 2024** à **11h** précise par la Commission Interne de Passation des **Marches dans la salle de conférence de la Mission de Développement du Nord-Ouest (MIDENO) sise au Siège Social situé à Ayaba Street, en face Mansfield Plaza Hôtel**. Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix.

12. Principaux Critères d'évaluation : Les Offres seront évaluées selon les principaux critères suivant:

A. Critères Eliminatoires

- Les Offres incomplètes

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–	Opening and evaluation of Financial Offers and petitions.....
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other Contracting Authorities or which could pose as a risk, making it impossible for them to execute their task to the best interest of the Project Owner.

1.7.1. Without prejudice to the general character of this rule, service providers shall not be bound by any of the circumstances stipulated hereunder:

a. No enterprise engaged by the Project Owner shall supply goods and services or provide services for a project, nor shall any enterprise affiliated to it be accepted to provide advisory services for the same project. Equally, no design office shall be engaged to supply consultancy services in view of the preparation or execution of a project nor shall any enterprise affiliated to it eventually be admitted to supply goods, provide services or execute services linked to its initial assignment for the same project (unless it is a continuation of the same project).

b. Neither the service providers nor enterprises affiliated to them can be engaged for a mission which, by its nature, risks being incompatible with another of its missions.

1.7.2. As indicated in paragraph 1.7.1(a) above, service providers may be engaged to perform service downstream where it is essential to ensure some continuity, in which case the Special Regulations must state this possibility and the criteria used in the selection of the service provider must take into account *the* possibility of renewal. It is exclusively up to the Project Owner to decide to execute or not the activities downstream and if in the affirmative, to determine which service-provider shall be engaged to this end.

1.8. The Project Owner requires of its bidders and contractors to strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, the Project Owner:

a. For purposes of this clause, defines the expressions below in the following manner:

i. Is guilty of "corruption", anyone who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract:

ii. Is involved in "fraudulent maneuvers" anyone who deforms or distorts facts in order to influence the award or execution of a contract:

iii. "Collusion" refers to any form of agreement between two or several bidders (whether the Project Owner has knowledge of it or not) aimed at artificially maintaining the price of offers at levels that do not correspond to those that will result from competition;

iv. And "coercive practices" refers to any form of attack on persons or their property or threats against them, in order to influence their action in the award or execution of a contract:

b. May reject an award proposal if it determines that the proposed winner is directly or through an agent guilty of corruption, was involved in fraudulent maneuvers, collusion or coercive practices to the award of the contract.

During the preparation of the technical offer bidders must pay particular attention to the following considerations:

- i. The bidder who thinks he does not have all the necessary skills for the assignment may obtain them by associating with one or several individual bidders and/or other bidders in the form of joint-venture or sub-contracting as the case may be. Bidders may only enter into joint venture with other bidders solicited for this activity with the approval of the Project Owner as indicated in the Special Regulations. Bidders are encouraged to seek the participation of national bidders by concluding joint venture agreements (notarized agreements) with them or sub- contracting part of their activities to them
- ii. For activities based on man days, the estimated of the man days shall be provided for in the Special Regulations. Meanwhile, the offer must be based on the estimation done by the bidder of the man days put in by the personnel
- iii. **It is recommended that the proposed specialized personnel be composed in majority of the bidder's permanent staff or have a stable long standing working relation with the bidder.**
- iv. The proposed specialized personnel must have at least the experience indicated in the Special Regulations, experience which it would have acquired in similar working conditions in the country where the mission will take place
- v. No choice of specialized personnel may be proposed and only one curriculum vitae (CV) per job position shall be authorized.

3.3. Reports to be produced by bidders within the framework of this mission must be written in the language(s) stipulated in *the Special Regulations*. It's recommended that the bidder's personnel should have a good practical mastery of English and French.

3.4. The bidder's technical offer with the help of the attached tables should provide the following information (Document No. 4):

- i. A brief description of the bidder and a general idea of his recent experience within the framework of similar activities (Table 4B). For each of them this summary must especially indicate the characteristics of the proposed personnel, the duration of the assignment, the amount of the contract and the share of the bidder.
- ii. All possible observations or suggestions on *the* terms of reference, data, services and installations must be furnished by the Project Owner (Table 4C).
- iii. A description of the methodology and work plan proposed to accomplish *the* assignment (Table 4D).
- iv. The composition of the team proposed according to area of specialty, as well as the tasks which are assigned to each member and their calendar (Table 4E).

4.2: A representative duly authorized by the bidder must initial all the pages of the offer. This authorization must be confirmed by a written power of attorney attached to the offer.

4.3: For each offer, the bidders must prepare the number of copies indicated in the Special Regulations of the invitation to tender. Each technical and financial offer must have the inscription "ORIGINAL" or "COPY" as the case may be. In case of discrepancy between the copies of the offers, it is the original copy that shall be considered as authentic.

4.4: Bidders must put the original and all the copies of the administrative documents listed in the Special Regulations in one envelope bearing the inscription "**ADMINISTRATIVE DOCUMENTS**", the original and all the copies of the technical offer in an envelope clearly bearing the inscription "**TECHNICAL OFFER**" and the original and all the copies of the financial offer in a sealed envelope clearly bearing the inscription "FINANCIAL OFFER" and the warning "**TO BE OPENED TOGETHER WITH THE TECHNICAL OFFER**". Bidders should then put all the three (03) envelopes in the same sealed envelope which bears the address where the tenders are deposited and the information indicated in the Special Regulations, as well as the inscription:

"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"

4.5: The bid bond may be seized:

- a. If the bidder withdraws his offer during the period of validity,
- b. If during the twenty {20} days following the notification of the contract, the successful bidder does not:
 - i. Sign the contract or
 - ii. Provide the final bond required.

4.6: The duly established administrative file, the technical and financial offers must be submitted to the address indicated not later than the date and time stated in the Special Regulations. Any offer received after the deadline for submission of tenders shall be returned to the sender unopened.

4.7: As soon as the time limit for the submission of offers expires, the administrative and technical files are opened by the Tenders Board. The financial offer remains sealed and is handed over to the chairperson of the competent Tenders Board who keeps it until the session for the opening of financial offers.

5. Evaluation of Bids

5.1 Bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for issues having to do with their offers between the opening of bids and the award of the contract.

5.2 Any attempt made by any bidder to influence the proposals of the Tenders Board relating to bid evaluation and comparison of offers or decisions of the Project Owner in view of the award of a contract may lead to the rejection of his offer.

Evaluation of Technical Offers

5.9. In case of quality cost-based selection, the conforming lowest financial offer (fm) shall be awarded a financial score (sf) of 100 points. The financial scores (sf) of other offers shall be calculated as indicated in the Special Regulations. The offers are classified in relation to their combined technical scores (st) and financial scores (sf) after introduction of weights (T) being the weight attributed to the technical offer and P the weight attributed to the financial offer: $T + P$ being equal to 100, as indicated in the Special Regulations. The bidder with the highest combined technical and financial score is then invited for negotiations.

5.10. In case of selection within the framework of a determined budget, the Evaluation sub-committee shall retain the consultant with the best technical offer within the limits of the budget ("evaluated price"). **The offers above this budget shall be rejected.**

5.11 In case of least cost selection, the client or Project Owner shall retain the lowest bid "evaluated price" among those which obtained the minimum required score. In the two cases, the selected consultant shall be invited for negotiations.

6.0 Negotiations

6.1 Negotiations may take place at the address indicated in the Special Regulations between the Project Owner and the bidder whose offer is retained, the objective being to reach an agreement on all the points and signing of a contract.

In no case shall there be concomitant negotiations with more than one bidder. These negotiations which must have nothing to do with the unit prices must culminate *in* minutes signed by the two parties.

6.2 Negotiations shall involve discussions on the technical proposal, the proposed methodology (work plan), personnel and any suggestion made by the bidder to improve on the terms of reference. The Project Owner and the bidder shall then draw up the final terms of reference, the staffing and the bar diagrams indicating the activities, the personnel used, and the time spent on the field and at the head office, time spent monthly on work, logistics and the regulations for writing reports. The work plan and the final terms of reference which were agreed upon are then integrated into the "Description of services" which shall be part of the contract. Care should be taken by the bidder to obtain as much as possible within the limits of the budget, by clearly defining the inputs which the Project Owner must furnish to ensure the proper execution of the assignment.

6.3 Financial negotiations especially shall aim at specifying (where need be) the bidder's tax obligations in the Republic of Cameroon and the manner in which these obligations are taken into account in the contract: they shall also integrate the agreed technical modifications into the cost of services. Except under exceptional circumstances, financial negotiations shall have nothing to do with either the rate of remuneration of the personnel (no breakdown of rates) or on other unit rates whatever the method of selection.

10.2. The Project Owner has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder.

10.3. The contract must be notified to the successful bidder within five (5) days of its date of signature.

11. Final Bond

11.1. Within twenty (20) days of the notification by the Project Owner, the service provider shall furnish the Project Owner with a final bond in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

11.2. The bond whose rate varies between 2% and 5 % may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

11.3. Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide either a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

11.4. Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract under the conditions laid down in the GAC

DOCUMENT NO.3: SPECIAL REGULATIONS OF THE INVITATION TO TENDER

Clauses of the General Regulations	Special Information
1	Name of beneficiary Project Owner of Services: NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)
	Selection Method: Quality Cost-Based Selection within the framework of the determined budget
2	<p><u>Name of Assignment:</u> : The recruitment of a consulting firm to strengthen the capacity of targeted beneficiaries in Proper Warehouse Management and post-harvest management within the Framework of the Emergency Project to Combat Food Crisis in Cameroon (PULCCA)</p> <p><u>Specific Objective:</u> <i>The specific objectives of the assignment include:</i></p> <ul style="list-style-type: none">- To educate 580 farmers on best practices in post-harvest handling, storage, and preservation techniques.- To equip 580 farmers with the necessary skills to minimize post-harvest losses and maximize the quality of their produce.- To provide farmers with knowledge on warehouse management principles, including inventory control, safety measures, and record-keeping.- To empower farmers to adopt modern technologies and innovative solutions in post-

execution of a contract

- MIDENO may reject an award proposal if it determines that the proposed winner is directly or through an agent guilty of corruption, was involved in fraudulent maneuvers, collusion or coercive practices for the award of the contract.

2.1

Clarifications may be requested **fifteen (15) days** before the date of submission. The requests for clarification may be sent to the following address:

THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO). P.O. BOX 442. BAMENDA: EMAIL: mideno1981@gmail.com: Tel: 237 233 336 378

3.1

The proposals must be submitted in either **English or French language**

3.2

i: Can two consultants featuring on the restricted list bid jointly? **NA**

ii.

3.3

The key personnel must have the following minimum qualification, experience and specialty:

Personnel	Area of specialty	Experiences in the job or similar assignment	Minimum Number of years of experience
Lead Trainer	Rural sociologist/ rural economist, Agronomist or related field	Potential consultants meeting the following criteria will be qualified for award after due evaluation. ❖ Experience At least 5 years of experience: Experience with multilaterally funded projects (World Bank, IsDB, ADB, ICRC, etc.)	At least 10 yrs experience leading similar capacity building/accompanying cooperatives in postharvest and/or warehouse management
Key Personnel	Rural Engineer	❖ Experience in similar activities (training of cooperative leaders in general, training on warehouse and	At least 5 years in similar activities
	Gender specialist		At least three (03) years of working experience

	English Language
3.4	iv. Is training a major element of this Assignment? YES
3.7	Taxes: VAT of 19. 25% and IR of%
3.8	Should the local expenditure element be drawn in the local currency? Yes
3.10	Bids must remain valid for Sixty (60) days after the date of submission. That is up till the signing of the Contract
4.3	The consultants should submit one (1) original and Six (6) copies of each proposal (Administrative documents, Technical and financial Bid)
4.4	<p>The Address where the bids are submitted:</p> <p>THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO). P.O. BOX 442. BAMENDA: EMAIL: mideno1981@gmail.com: Tel: 237 233 336 378</p> <p>Information to be added on the external envelope:</p> <p>Restricted National Invitation to tender N°/RNIT/ PULCCA/MIDENO/MITB/ B/13/84/2024 of.....for the recruitment of a consulting firm to carry out capacity building on the proper management of warehouses</p> <p style="text-align: center;">TO BE OPENED ONLY DURING THE BID-OPENING SESSION"</p>
4.6.1	<p><u>1. Volume 1 : The administrative file must include the following documents:</u></p> <ol style="list-style-type: none"> 1. The declaration of the intention to tender, stamped with fiscal stamp from bidders (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. Original attestation of Bank Account issued by a bank approved by the Ministry in charge of finance or by a first rate foreign bank 5. Original attestation of tax conformity in the current financial year obtainable from the Taxation Department and not more than three months old 6. Original CNPS clearance certificate not more than 3 months old

- vi. Estimates of the contribution of the staff (senior and support staff, time necessary for the accomplishment of the mission) justified by bar diagrams indicating the man days provided for each senior staff of the team (Tables 3E and 3G);
- vii. A detailed description of the method, personnel strength and the follow-up provided for training, if the Special Regulations specifies that as a major element of the mission
- viii. Any other information requested in the Special Regulations;

NB: The technical proposal must not include any financial information

3. Volume 3 : The financial offer must include the following documents:

1. Letter of submission of financial offer following model provided in the Tender Document
2. Summary statement of costs (5B)
3. Distribution of costs by activity (5C)
4. Unit cost of key personnel (5D)
5. Unit cost of execution personnel (5E)
6. Distribution of remuneration by activity (5F)
7. Reimbursable costs by activity (5G)
8. Sundry costs for contracts payable by unit prices (5H)

The administrative file, technical proposal and financial offer must be submitted not later than the at **10:00 am prompt local time** at the MIDENO Head Office located along

Ayaba Street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda: Email: mideno1981@gmail.com; Tel: 237 233 336 378

The Administrative documents and technical proposal shall be opened by the MIDENO Internal Tenders Board in the Conference Room of the MIDENO Head Office located along **Ayaba Street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda EMAIL: mideno1981@gmail.com; Tel: 237 233 336 378** on the..... at **11: 00 am prompt** in the presence of the bidders or their duly mandated representatives.

The financial proposal shall be opened during a separate meeting scheduled by the MIDENO Internal tender's board in the Conference Room of the MIDENO Head Office located along **Ayaba Street, opposite Mansfield Plaza Hotel** after the opening and evaluation of the technical bids.

5.1

Any complementary information to the Project Owner must be sent to the following address:
THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO). P.O. BOX

ayaba street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda EMAIL:
mideno1981@gmail.com; Tel: 237 233 336 378

7.2

The start of the work shall be: **The date of notification of the Administrative Service Order to start work**

DOCUMENT NO.04: TECHNICAL BID MODEL TABLES

- 4A. Letter of submission of technical bid
- 4B. Bidder's references
- 4C. Bidder's observations and suggestions on the terms of reference and the data, services and installations to be furnished by the Project Owner
- 4D. Description of the proposed methodology and work plan to accomplish the mission
- 4E. Composition of the team and responsibilities of its members
- 4F. Model of curriculum vitae (CV) of the proposed specialized personnel
- 4G. Calendar of the specialized personnel
- 4H. Calendar of activities (work programme).

4B: BIDDER'S REFERENCES

Services rendered during the last five **(5) years** which best illustrate your qualifications.

Using the form below, indicate the information requested for each relevant mission which your *enterprise/body*

has obtained through a contract, either as a single enterprise or as a major member of a group of companies.

Name of Assignment:	Country:
Place :	Specialized personnel supplied by your enterprise/body(profiles :
Name of client	Number of employees who took part in the assignment:
Address	Number of months of Assignment:
Deadline	Duration of Assignment :
Start date <i>Month/year</i>	Approximate value of services (in FCFA)
Completion date <i>Month/year</i>	
Name of possible associates/partners	Number of months of specialist work furnished by associates :
Name and function of officials (Director/Coordinator of Project. Team Leader) :	
Description of the project	
Description of services rendered by your personnel	
Name of Bidder:	

4F: MODEL CURRICULUM VITAE (CV) OF THE PROPOSED SPECIALIZED PERSONNEL

Position.....
Name of bidder.....
Name of employee.....
Profession.....
Diplomas.....
Date of birth.....
Number of years of employment by bidder.....
Nationality.....
Membership of professional associations/groups.....
Specific duties.....

Main qualifications:

(In about half a page, give a summary of aspects of the employee's training and experience most useful to the tasks within the scope of the assignment, indicate the level of responsibility exercised by the employee during previous missions by specifying the date and place).

Training:

[In about half a page, summarize the university and other specialized studies by the employee by indicating the names and addresses of the schools and universities attended, with the dates of attendance as well as the diplomas obtained].

Attached documents:

- Certified true copy of the highest diploma and possibly an attestation from the professional corporation
- Attestation of availability

Professional Experience:

*(In about two pages, draw up a list of employment exercised by the employee since the end of his studies in reverse chronological order, starting with the current position. For each position; indicate the dates, name of employer title of position occupied and place of work. **For the last ten years**, specify in addition the type of activity performed and where need be the names of clients likely to furnish references).*

Knowledge of information technology (**indicate the level of knowledge**)

Languages:

Indicate for each language the level of knowledge: (mediocre/average/good/excellent, in relation to the reading/written/spoken aspects).

Attestation:

I, the undersigned, hereby truthfully certify that the information furnished above is a true testimony of my situation, qualifications and experience.

Date.....

Signature of employee and the empowered representative of the consultant!

Day/month/year.....

Name of employee.....

Name of empowered representative.....

4H: CALENDAR OF ACTIVITIES (WORK PROGRAMME)

A. SPECIFY NATURE OF ACTIVITY

Activity (task)	<i>[Month from start of mission]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Etc.

B. COMPLETION AND SUBMISSION OF REPORTS

Reports	Date
1. Inception Report	
2. 1 st Draft Report	
3. Final Draft report	
4. Final Report	

5. A. Letter of Submission of Financial Bid

[Place, date]

To: [Name and address of Project Owner or Delegated Project Owner]

Sir/Madam,

We, the undersigned, have the honour to propose our services to you, as service provider for [title of services] in accordance with your invitation to tender No. *[to be indicated]* of *[indicate date]* and our bids (our technical and financial offers).

Find herewith our financial offer which stands at *[amount in letters and figures as well as the lot(s) and the distribution in CFA francs/foreign currency where need be]*. This amount is net of taxes, duties, dues which we have estimated at [amount(s) in letters and figures].

Our financial bid has force of obligation to us, subject to modifications resulting from negotiation of the contract up to the deadline of validity of the bid, that is, up till [date].

We are aware that you are not bound to accept any offer.

Yours sincerely,

Signature of empowered representative:

Name and title of signatory:

Name of bidder:

Address:

5F: DISTRIBUTION OF REMUNERATION BY ACTIVITY

ACTIVITY N°..... NAME.....

NAME	Position	Contribution	Exchange Rate Remuneration	Amount
Permanent Personnel				
Local Personnel				
External Personnel				
GRAND TOTAL				

5G: REIMBURSABLE COSTS BY ACTIVITY

ACTIVITY NO..... NAME.....

No	Description	Unit	Quantity	Unit Price	Total amount
1	International Air Travel	By Voyage			
2	Sundry Travel costs	By Voyage			
3	Living Allowance	Per Day			
4	Local Transport cost				
5	Office/Lodging/Office Service Rentals				
	GRAND TOTAL				

5H: SUNDRY COSTS

ACTIVITY NO..... NAME.....

No	Description	Unit	Quantity	Unit Price	Total Amount
1	Cost of Communication between And..... (Telephone, Fax, E-mail)				
2	Preparation, reproduction of reports				
3	Equipment: Vehicles, computers etc.				
4	Software				
5	Etc.				
	GRAND TOTAL				

	702	Communication credit key experts	Person days		
	703	Transport lead trainer field visits to assess capacity needs of target trainees	Days		
	704	Transport key experts field visits to assess capacity needs of target trainees (5 persons x 3 days)	Person days		
	705	DSA lead trainer field visits to assess capacity needs of target trainees	Days		
	706	DSA key experts field visits to assess capacity needs of target trainees (5 persons x 3 days)	Person days		
	707	Honorarium lead trainer	Person days		
	708	Honorarium key experts (5 persons)	Person days		
800	Elaboration and printing/multiplication and binding of training manuals				
	801	Writing material (bloc notes, pens etc.)	Set		
	802	Printing/multiplication of trainer's manual	Copies		
	803	Printing/multiplication of image box	Copies		
	804	Printing/multiplication of manual on warehouse and postharvest management	Copies		
	806	Honorarium lead trainer	Person days		
	807	Honorarium key experts (5 persons)	Person days		
900	Training of trainers (TOT)				
	901	Hall rental for training of trainers	Days		
	902	Training material for training of trainers (flip charts, bold markers etc.)	Sets		
	903	Writing material (bloc notes, pens etc.)	Sets		
	904	Warehouse/postharvest management equipment/material for demonstration (weighing scales, records, safety equipment etc.)	Sets		
	905	Feeding during training of trainers (15 persons during 6 days)	Person days		
	906	Communication credit lead trainer	Days		
	907	Transport lead trainer	Trip		
	908	Transport key experts (5 persons)	Persons		
	909	Transport trainers to attend TOT (10 persons)	Persons		
	910	DSA lead trainer	Days		
	911	DSA key experts (5 persons x 6 days)	Person days		
	912	DSA trainers to attend TOT (10 persons x 6 days)	Person days		
	913	Honorarium lead trainer	Person days		
	914	Honorarium key experts (5 persons x 6 days)	Person days		
1000	Training of cooperative leaders on warehouse and postharvest management				
	1001	Hall rental for training of cooperative leaders (28 sessions of 6 days each)	Days		
	1002	Training material for training of facilitators (flip charts, bold markers etc.)	Sets		
	1003	Writing material (Exercise books, pens etc.)	Sets		
	1004	Warehouse/postharvest management equipment/material for demonstration (weighing scales, records, safety equipment etc.)	Sets		

	1303	Writing material (bloc notes, pens etc.)	Sets		
	1304	Feeding during training of enumerators (20 persons during 2 days)	Person days		
	1305	Communication credit lead trainer	Person days		
	1306	Communication credit key experts (5 persons)	Person days		
	1307	Transport lead trainer and key experts during field data collection	Person days		
	1308	DSA lead trainer and key experts during field data collection	Person days		
	1309	Transport 15 enumerators during field data collection (12 days x 15 persons)	Person days		
	1310	Honorarium lead trainer	Person days		
	1311	Honorarium key experts (5 persons)	Person days		
	1312	Honorarium enumerators	Person days		
1400	Elaboration of final consultancy report				
	1401	Writing material (bloc notes, pens etc.)	Sets		
	1402	Honorarium lead trainer	Person days		
	1403	Honorarium master trainers/key expert	Person days		
	1404	Production of final report (hard back)	Copies		
1500	Closing workshop				
	1501	Workshop material (flip charts, bold markers etc.)	Sets		
	1502	Hall rental	Days		
	1503	Feeding	Persons		
	1504	Transport to participants	Persons		
	1505	Honorarium lead trainer	Person days		
	1506	Honorarium key experts	Person days		

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

Signature[Insert signature],

Date.....[Insert date]

			days				
	511	Honorarium key experts (5 persons)	Person days	62			
	512	Honorarium enumerators (15 persons)	Person days	180			
	Subtotal 500						
600		Selection of beneficiaries and establishment of list of beneficiaries					
	601	Communication credit lead trainer	Days	3			
	602	Communication credit key experts	Person days	5			
	603	Honorarium lead trainer	Person days	3			
	604	Honorarium key experts (5 persons)	Person days	5			
	Subtotal 600						
700		Capacity needs assessment					
	701	Communication credit lead trainer	Days	12			
	702	Communication credit key experts	Person days	27			
	703	Transport lead trainer field visits to assess capacity needs of target trainees	Days	7			
	704	Transport key experts field visits to assess capacity needs of target trainees (5 persons x 3 days)	Person days	15			
	705	DSA lead trainer field visits to assess capacity needs of target trainees	Days	7			
	706	DSA key experts field visits to assess capacity needs of target trainees (5 persons x 3 days)	Person days	15			
	707	Honorarium lead trainer	Person days	12			
	708	Honorarium key experts (5 persons)	Person days	27			
	Subtotal 700						
800		Elaboration and printing/multiplication and binding of training manuals					
	801	Writing material (bloc notes, pens etc.)	Set	6			
	802	Printing/multiplication of trainer's manual	Copies	50			
	803	Printing/multiplication of image box	Copies	50			
	804	Printing/multiplication of manual on warehouse and postharvest management	Copies	800			
	806	Honorarium lead trainer	Person days	12			
	807	Honorarium key experts (5 persons)	Person days	22			
	Subtotal 800						
900		Training of trainers (TOT)					
	901	Hall rental for training of trainers	Days	6			
	902	Training material for training of trainers (flip charts, bold markers etc.)	Sets	1			
	903	Writing material (bloc notes, pens etc.)	Sets	15			
	904	Warehouse/postharvest management equipment/material for demonstration (weighing scales, records, safety equipment etc.)	Sets	1			
	905	Feeding during training of trainers (15 persons during 6 days)	Person days	90			

		visits (5 days/month x 4 months)	days				
	1102	Transport to key experts during field visits (5 persons x 7 days/month x 4 months)	Person days	140			
	1103	Transport to trainers during field visits (7 persons x 8 days/month x 4 months)	Person days	224			
	1104	DSA lead trainer during field visits	Person days	20			
	1105	DSA master trainers during field visits	Person days	140			
	1106	DSA trainers during field visits	Person days	224			
	1107	Honorarium lead trainer	Person months	4			
	1108	Honorarium key experts (5 persons x 4 months)	Person months	20			
	1109	Honorarium trainers (7 trainers x 4 months)	Person months	28			
	Subtotal 1100						
1200	Elaboration of endline/preliminary impact assessment TOR and methodology						
	1201	Writing material (bloc notes, pens etc.)	Sets	5			
	1202	Honorarium lead trainer	Person days	2			
	1203	Honorarium master trainers/key expert	Person days	7			
	Subtotal 1200						
1300	Endline/preliminary impact assessment						
	1301	Hall rental for training of enumerators	Days	2			
	1302	Training material for training of enumerators (flip charts, bold markers etc.)	Sets	1			
	1303	Writing material (bloc notes, pens etc.)	Sets	20			
	1304	Feeding during training of enumerators (20 persons during 2 days)	Person days	40			
	1305	Communication credit lead trainer	Person days	18			
	1306	Communication credit key experts (5 persons)	Person days	60			
	1307	Transport lead trainer and key experts during field data collection	Person days	90			
	1308	DSA lead trainer and key experts during field data collection	Person days	90			
	1309	Transport 15 enumerators during field data collection (12 days x 15 persons)	Person days	180			
	1310	Honorarium lead trainer	Person days	14			
	1311	Honorarium key experts (5 persons)	Person days	60			
	1312	Honorarium enumerators	Person days	180			
	Subtotal 1300						
1400	Elaboration of final consultancy report						
	1401	Writing material (bloc notes, pens etc.)	Sets	5			
	1402	Honorarium lead trainer	Person days	5			
	1403	Honorarium master trainers/key expert	Person days	20			
	1404	Production of final report (hard back)	Copies	20			
	Subtotal 1400						

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
MINISTÈRE DE L'AGRICULTURE ET DU DÉVELOPPEMENT RURAL

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

North West Development Authority

MISSION DE DÉVELOPPEMENT DE LA RÉGION DU NORD OUEST

P.O. Box 442, Bamenda

Tel: 223 361 378

Fax: 223 361 661

Email: midenobda@yahoo.com

Web site: www.mideno.org



Bamenda, the

N°...../MIDENO/B/.....

Terms of Reference (ToR) for the Training of Farmers on Post-Harvest Management and Warehouse Management within the Framework of the Emergency Project to Combat Food Crisis in Cameroon (PULCCA)

1. Background

1.1 Context and Justification

The context of implementation of this project is characterized by a number of factors. Cameroon is a lower-middle income country with significant economic growth potential which it has not fully capitalized on. The country represents 45 percent of the Gross Domestic Product (GDP) of the Central African Economic and Monetary Community (CEMAC, Communauté économique et monétaire de l'Afrique centrale), but is heavily commodity and oil dependent. The fiscal revenues and export earnings generated by the oil industry are acutely vulnerable to global commodity price risk. Serious development challenges that limit the country's growth potential include high risk of debt distress, incomplete implementation of fiscal reforms, climate change, and ongoing conflict in parts of the country.

Secondly, with the onset of COVID-19, the government-imposed containment measures became a contributing factor in job loss and increased vulnerability. However, just coming out of the COVID 19 pandemic crisis, supply chain issues and overall financial conditions have steepened the slowdown in economic growth experienced by Cameroon. Geopolitical conflicts like the Russia-Ukraine war have led to soaring prices and volatility in energy and grain markets causing financial and economic pains to many countries. This conflict has led to significant increase in agricultural commodity prices, which is exacerbating food insecurity and poverty in the rural areas. The prices of agricultural inputs and commodities and fuel are surging. This increase in prices is more pronounced for farm inputs like fertilizers, energy and wheat products. This situation in the NWR is compounded by the ongoing sociopolitical crisis in the North West and South West Regions and has had very serious consequences on food security and livelihoods of the poor populations of the Region.

- Sub-component 2.1: Support for food production for farmers and agri-food processors (US\$24.5 million)
- Sub-component 2.2 Support to pastoralists and fishermen, and related processing (US\$17.5 million)

Sub-component 2.1 will contribute to increasing the sustainable productive capacity of 100,000 eligible farming and agri-food processing beneficiaries, 60 percent of whom are women. It will finance the following activities: (i) the provision of inputs such as improved drought resistant seed varieties, fertilizer, and basic tools for primary production; including small scale-irrigation; (ii) supply of post-harvest and value-addition equipment with a focus on solar powered equipment; and (iii) development of community post-harvest infrastructure like storage facilities.

Reducing post-harvest losses contribute to climate adaptation and mitigation while promoting food security. This sub-component will include technical assistance to promote CSA techniques to strengthen producers' resilience to climate change.

These include optimal use of improved seeds and other inputs, sustainable irrigation and water harvesting, bio-intensive vegetable and fruit farming, and post-harvest management to reduce production/food losses. Much of the investment in this sub- component will support women engaged in communal gardening systems, helping them to meet the needs of their households and the demand for products in local markets – including HGSF in component 1.

Under sub component 2.1 the project will facilitate market access by fostering the capacity of farmers' organizations and cooperatives to aggregate, store, process, add value, and develop businesses that supply local markets and schools (through HGSF). When market supply is insufficient to meet demand, WFP's Global Commodity Management Facility (GCMF) located in Cameroon will purchase cereal and pulses and be careful not to distort local markets. Significant priority will be assigned to identifying and supporting women's groups and networks, targeting their ability to invest in value chains from production to markets.

The project will focus on activities that meet women's specific needs, including organization, finances, administration, harvest management during lean seasons, and determining how to earn a profit in local markets – including some larger markets. Women in Cameroon are less likely to sell their produce in wholesale, large retail, school, and supermarkets, and are less familiar with selling at fair prices to earn profits.

The project will support women to have greater access to bigger markets while increasing profitability. At the same time, the project will support community resilience by building the capacity of cooperatives on the proper management of ware houses. **The North West Development Authority (MIDENO) is one of the Executing Agencies of PULCCA with respect to the implementation of Component 2.1, in the North West Region.**

1.3. Presentation of MIDENO/Executing Agency

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

- To improve the overall efficiency and profitability of farms through better post-harvest practices and warehouse management.

3. Expected results

- 580 beneficiaries acquire best practices in post-harvest handling, storage, and preservation techniques.
- Farmers are empowered to adopt modern technologies and innovative solutions in post-harvest management and warehouse operations.

4. Scope of Work

The training will cover the following key areas:

- **Introduction to Post-Harvest Management**
 - Definition and importance of post-harvest management.
 - Overview of post-harvest losses: causes and impact.
- **Best Practices in Post-Harvest Handling**
 - Proper harvesting techniques.
 - Sorting, grading, and packaging.
 - Transportation and logistics considerations.
- **Warehousing Techniques**
 - Design and layout of warehouses for optimal storage.
 - Environment control (temperature, humidity, ventilation).
 - Pest and disease management in storage.
- **Use of Technology in Post-Harvest Management**
 - Introduction to tools and technologies for monitoring and managing post-harvest processes.
 - Case studies on successful implementation of technology by farmers.
- **Regulatory Guidelines and Standards**
 - Understanding local and international regulations governing post-harvest handling and storage.
 - Quality assurance and food safety standards.

5. Deliverables

- A comprehensive needs assessment report carrying the current knowledge and practices of farmers regarding post-harvest management
- A comprehensive training manual tailored to the needs of the targeted farmers on post-harvest management
- A training schedule and logistics plan
- A report on the training of at least 580 farmers on post-harvest management
- monitoring and evaluation framework to assess training outcomes and farmer adoption of post-harvest management practices
- Detailed reports summarizing training activities, participant feedback, and recommendations for future initiatives.

7.2 Draft Assignment Execution Report

Submitted two (2) months after the inception report. The report will equally include what has been effectively realized, difficulties encountered and measures taken to mitigate their impact, lessons learnt, areas and methods of improvement should the same assignment be done again. The comments and recommendations after review by MIDENO would be incorporated in the report.

7.3 Final Assignment Execution Report

A draft final report of the assignment shall be submitted two (2) weeks before the end of the duration of the assignment. The draft shall be presented by the consultant at a stakeholder workshop to be convened by the Consultant at most one week after submission of the report. The stakeholders as mentioned above would make proposals to salient issues encountered on the field. Thereafter, the final report shall be produced taking into consideration the inputs made during the stakeholder workshop. The Final report shall be submitted one (1) week after the workshop

8. Eligibility and Qualification Criteria

8.1 Qualification Criteria

- ❖ Proposed trainers for the activity should have at least 10 years' experience in need assessment, organizing training workshops or related activities Experience in training of cooperative leaders, training on warehouse and postharvest management or other related trainings;
- ❖ Profile of the consultant or lead facilitator should clearly highlight his/her experiences of similar activities. Supporting documents of evidence as appropriate are required. In the technical proposal, the consultants shall provide a list and CV of the proposed trainers
- ❖ Proposed trainers for the activity should have at least 10 years' experience in need assessment, baseline surveys, organizing training workshops or related activities;
 - ◆ Lead trainer = Rural sociologist/rural economist, Agricultural Engineer, Agronomist or related field (at least 10 yrs experience leading similar capacity building/accompanying cooperatives in postharvest and/or warehouse management)
 - ◆ Rural Engineer (at least 5 years in similar activities)
 - ◆ Gender specialist with at least five (05) years of working experience
 - ◆ Communication expert with at least 5 years of field experience
 - ◆ Monitoring and Evaluation expert with at least 5 years of field experience

The technical documents shall include:

- Presentation of the consulting firm showing its general references in the domain of expertise
- Qualification and working experience of the personnel to carry out the service (dated and signed CVs of each personnel, copies of each academic and professional certificates
- References of same type of and /or similar contracts carried out with proofs

	Total Score		100%
	The Minimum Technical Score is 75 points		

10.2 Financial Evaluation Procedure

Financial bid to contribute 25%, evaluated separately on 25 (lowest **realistic** bid scores 25/25 and named A, other bids calculated as follows: Score of bidder B = (A's offer/B's offer) X 25.

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, the number of man-months and the associated costs, and if the number of man-months is in accordance with the technical commitment. The differences would need to be valued and added to the financial proposal.

The lowest financial proposal thus calculated gets a financial score of 25 points. The financial scores of the other proposals are proportional to financial proposal.

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

12. Role and Responsibilities

12.1. MIDENO

- ◆ Assist in the mobilization of participants
- ◆ Provide necessary information for the smooth implementation of the trainings
- ◆ Approve deliverables
- ◆ Supervise the activities of the service provider
- ◆ Etc.

12.2. Service Provider

- ◆ Preparation of technical content
- ◆ Mobilize participants in collaboration with MIDENO and other competent Services
- ◆ Identification of proper training venue (to be approved by MIDENO)
- ◆ Delivery of training
- ◆ Preparation of all deliverables

13. Mode of Payment

14. The complete payment of the service shall be made after 30 working days of receiving the service. Payments to service provider in installments linked to deliverables as outlined on the table below:

CONTENT

Chapter I: General

Article 1	: Subject of the contract (GAC supplemented).....
Article 2	: Award procedure (GAC supplemented).....
Article 3	: Definitions and duties (article 2 of GAC supplemented).....
Article 4	: Applicable language, law and regulations (GAC supplemented).....
Article 5	: Constituent documents of the contract (article 8 of GAC).....
Article 6	: General Applicable instruments (GAC supplemented).....
Article 7	: Communication (articles 5 and 6 of GAC supplemented).....
Article 8	: Administrative Orders (article 7 of GAC).....
Article 9	: Conditional-phase contracts (GAC supplemented).....
Article 10	: Supplier's material and personnel {GAC supplemented).....

Chapter II: Financial clauses

Article 11	: Guarantees and bonds (GAC supplemented).....
Article 12	: Amount of contract (GAC supplemented).....
Article 13	: Place and mode of payment (GAC supplemented).....
Article 14	: Price variation (article 16 of GAC).....
Article 15	: Price revision formula (article 17 of GAC).....
Article 16	: Price updating formula (article 17 of GAC).....
Article 17	: Advances (article 18 of GAC).....
Article 18	: Payment for services (article 19 supplemented)
Article 19	: Interest on overdue payments (article 28 of GAC).....
Article 20	: Penalties for delay (article 29 of GAC supplemented).....
Article 21	: Final detailed statement (GAC supplemented).....
Article 22	: General and final detailed statement (GAC supplemented).....
Article 23	: Tax and customs schedule (GAC supplemented).....
Article 24	: Stamp duty and registration of contracts (article 20 of GAC).....

Chapter III: Execution of services

Article 25	: Contract execution deadlines (article 20 of GAC)
Article 26	: Obligations of Project Owner (GAC supplemented).....
Article 27	: Obligations of service provider (GAC supplemented).....
Article 28	: Insurance (GAC supplemented).....
Article 29	: Execution programme (GAC supplemented)
Article 30	: Approval of personnel (GAC supplemented).....
Article 31	: Sub-contracting (article 27 of GAC).....

Chapter IV: Acceptance

Article 32	: Follow-up and Acceptance Commission (article 36 of GAC)
Article 33	: Acceptance of services (articles 36 of GAC).....

Chapter V: Miscellaneous provisions

Article 34	: Case of force majeure (article 41 of GAC).....
Article 35	: Termination of the contract (article 42 of GAC).....
Article 36	: Differences and disputes (article 48 of GAC).....
Article 37	: Drafting and dissemination of this contract (GAC supplemented).....
Article 38	: Entry into force of the contract (GAC supplemented)

7. The General Administrative Conditions (GAC) applicable to intellectual services contracts as put in force by Order No. 033/CAB/PM of 13 February 2007:

8. The General Technical Conditions applicable to services forming the subject of the contract

Article 6: General instruments in force (GAC supplemented)

This contract shall be governed by the following general instruments:

1. The Finance law N° 2023/019 of 19th December 2023 for the 2024 financial year.
2. Circular N° 00000026/C/MINFI of 29th 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° 2004/275 of 24 September 2004 to institute the Public Contracts Code and implemented by Circular No 004/CAB/PM of 30th December 2005;
4. Decree N° 2012/074 of 8th March 2012 relating to the setting up, organization and functioning of Tenders Boards;
5. Decree N° 2012/075 of 8th March 2012 on the organization of the Ministry of Public Contracts;
6. Decree N° 2012/076 of 8th March 2012 amending and supplementing some provisions of Decree No 2001/048 of 23rd February 2001 on the creation, the organization and functioning of the Public Contracts Regulatory Agency;
7. Decree N° 2013/271 of 5th August 2013 amending and supplementing some provisions of Decree No 2012/074 of 8th 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 of tax and customs regime of public contracts;
9. Circular Letter N° 003/CAB/PM of 18th April 2008 on the enforcement of rules governing the procurement, execution and control of public contracts;
10. Circular N° 0001/CAB/PR of 19th June 2012 on the procurement and control of the execution of public contracts;
11. Circular Letter N° 002/CAB/PM of 31st January 2011 on the improvement of the performance of the public contracts system;
12. Circular N° 003/CAB/PM of 31st January 2011 laying down procedures for changes in management of economic conditions of Public Contracts;
13. Standard norms;

Other instruments specific to the domain concerned in the contract

Article 7: Communication (Articles 5 and 6 of GAC supplemented)

1. All notifications and written communication within the framework of this contract shall be sent to the following address: **The Director General, North West Development Authority, P.O. Box 442, Bamenda or through Email: mideno1981@gmail.com**

a. In the case where the service provider is the addressee: correspondences shall be validly addressed to the **Consultant**

b. In the case where the Project Owner is the addressee:

CHAPTER II: FINANCIAL CONDITIONS

Article 11: Guarantees and securities (GAC supplemented)

11.1. Final bond

The final bond shall be set at **5 % of the amount of the contract, exclusive of all taxes**. The guarantee must be returned or released within one month following the date of provisional acceptance of the report, following a release issued by the Project Owner upon request by the Consultant.

11.2. Guarantee of start-off advance: NA

Article 12: Amount of the contract (GAC supplemented)

The amount of this contract as it emerges from the attached is..... *[in figures]**(in letters)* CFA francs inclusive of All Taxes;

VAT is: 19.25%

Amount exclusive of VAT.....

Amount of VAT.....

Article 13: Place and mode of payment (GAC supplemented)

13.1 In return for the payments to be done by the Project Owner to the service supplier under the conditions laid down in the contract, the service provider is bound by these provisions to execute the contract in accordance with the provisions of the contract.

The Project Owner shall release the sums due for this contract in the following way:

a. For payments in CFA francs, by (amount in figures and) by credit into the **Account No**.....opened in the name of the service provider in the.....**bank**.

b. For payments in foreign currencies by *[amount in figures and letters]* by credit into **Account No**.....opened in the name of the service provider in the.....**bank**

Article 14: Price variation (Article 16 of GAC)

14.1. Prices shall be **firm**.

a. Payments on account made to the contractor as advances shall not be revisable:

b. Revision shall be "frozen"* upon expiry of the contractual time-limit, except in the case of price reductions.

14.2. Price updating modalities (where need be): NA

Article 15: Price revision formulae (article 17 of GAC): NA

Article 16: Price updating formulae (article 17 of GAC): NA

Article 17: Advances (Article 18 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 is fixed **at: NA**

Article 18: Payment for services (Article 19 of GAC supplemented)

21.2. The Contract Authority has **5 days** to notify the amended and accepted draft to the Service Provider.

21.3. The Service provider has **5 days** to return the signed final detail account following the notification of amendments by the Project Owner

Article 22: General and Final Detailed Account (GAC supplemented)

22.1 The **Project Owner** has **10 days** to return the general and final detailed account to the service provider

The **Project Owner draws up and signs** the general final detailed account which he jointly signs with the service provider. This general final detailed account shall include:

- The final detailed account;
- The payment on account in full settlement;
- The recapitulation of the monthly accounts on payment.

The signing of the general and final detailed account without reservation by the service provider shall definitely link the parties and puts an end to the contract, except in the case of interest on overdue payments.

22.2. The **Service Provider** has **5 days** to return the signed general and final detailed account to the **Project Owner**

Article 23: Tax and Customs Regulations (GAC supplemented)

Decree No. 2003/651 of 16 April 2003 defines the conditions for implementing the tax regulations and customs procedures applicable to public contracts.

These elements must be included in the costs which the service provider inputs on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes

All taxes inclusive prices shall mean VAT included.

Article 24: Stamp duty and registration of contracts (article 11 of GAC)

Seven (7) original copies of the contract will be stamped and at the cost of the Service Provider, in acceptance with the applicable regulations.

27.4. The service provider shall be bound by professional secrecy vis-a-vis third parties on information and other documents obtained or brought to his knowledge during the execution of the contract.

In this regard, documents established by the service provider during the execution of the contract cannot be published or communicated without the written approval of the Project Owner.

27.5. The service provider shall be bound, during the submission of the final report, to return all borrowed documents to the Project Owner.

27.6. The service provider as well as his associates or sub-contractors shall be forbidden within the duration of the contract and six (6) Months after its end, to furnish goods and services to the Project Owner resulting from the services or having a close relationship with the said services (except in execution of services or their continuation).

27.7. The service provider must take control of the professional costs and the coverage of all the risks of illness and accidents within the framework of his mission.

27.8. The service provider cannot modify the composition of the team proposed in his technical offer without the written approval of the Project Owner.

Article 28: Insurance (GAC supplemented): NA

Article 29: Execution Programme (GAC supplemented)

The execution programme must be with the terms of reference or specifications of the technical conditions.

Article 30: Approval of personnel (GAC supplemented)

If the Project Owner requests the replacement of a member of the team for duly established serious offence or for incompetence, the replacement shall be borne at the cost of the service provider within a maximum time-limit of fifteen (15) days.

The Project Owner reserves the possibility of refusing to approve a person proposed by the service provider but whose qualifications are inadequate

Article 31: Sub-contracting (Article 27 of GAC): NA

CHAPTER V: SUNDRY PROVISIONS

Article 34: Case of force majeure (Article 41 of GAC)

For the purpose of this contract, "Force Majeure" means an event beyond the control of service provider 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 service provider 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 35: Termination of the contract (Article 42 of GAC)

The contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24 September 2004 and equally under the conditions laid down in articles 42, 43, 44, 45, 46 and 47 of the GAC especially in cases of:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than seven (7) calendar days;
- Delay in delivery of services resulting in penalties of more than 10 % of the amount of the service;
- Refusal to repeat poorly executed services;
- Default by the service provider;
- Persistent nonpayment for services

Article 36: Disagreements and disputes (Article 48 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

Twenty (20)] copies of this contract shall be produced at the cost of the contractor and furnished to Contract Manager.

Article 38: Entry into force of the contract (GAC supplemented)

This contract shall be final only upon its signature by the Project Owner. It shall enter into force as soon as it is notified to the service provider by the Project Owner

And

The _____ (Company)

P.O. Box _____ Tel: _____ Fax: _____

Business Registry No, _____

Taxpayer's No. _____

Represented by M _____, its General Manager hereinafter referred to as the "Contractor"

On the other hand,

It has been agreed and settled as follows

SUMMARY

Part I : Special Administrative Conditions (SAC)

Part II : Special Technical Conditions (STC)

Part III : Schedule of Unit Prices (SUP)

Part IV : Details or Estimates

Page.....and last of Contract No.....C or JO/CA/TB/0000

[recall the method of award of contract]

HOLDER:

PRICE:*[recall in CFA francs inclusive of all taxes in figures and words]*

TIME-LIMIT:

Read and accepted by the Contractor Place of signature.....(date)
Signature of Project Owner Place of signature.....(date)
Registration

ANNEX NO.02: MODEL BID BOND

Whereas the Service provider.....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".

We _____ **[name and address of the bank]**, with head .office at **[bank's address]** hereinafter referred to as "the bank" hereby declare to guarantee payment to the Project Owner of the full amount of **[indicate the amount]** CFA francs, binding itself, its successors and assignees.

Signed and authenticated by the bank at....., on.....

The conditions of this commitment are as follows:

If the bidder retrieves 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:

- a. Fails or refuses to sign the contract, even though required to do so;
- b. Fails or refuses to furnish the performance bond for the contract 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 condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond 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 before the end of this validity period.

ISSUE BANK CAUTION IN PUBLIC CONTRACTS

- 1. Société Générale de Banques au Cameroun (SGBC)**
- 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. Chanas Insurance**
- 15. Activa Insurance**
- 16. ZENITHE**
- 17. BGFI**
- 18. COMPAGNIE PROFESSIONNELLE D'ASSURANCE DU CAMEROUN (CPA)**

	Financial bid in the Technical bid				
11	Absence of an administrative document and non- presentation after 48 hours				
12	Incomplete Technical Proposal				
2	Completeness of Technical proposal	10			
	Presentation of the consulting firm showing its general references in the domain of expertise				
	Qualifications and working experiences of the personnel to carry out the service (dated and signed CVs of each personnel, copies of their academic and professional certificates)				
	References on same type and/or of similar contracts carried out with proofs				
	Methodology and equipment				

B. ESSENTIAL CRITERIA

B.1CONSULTANT'S EXPERIENCE RELEVANT TO THE ASSIGNMENT

SN	Criteria	Mark Allocation	CONSULTING FIRMS					
			Marks Obtained	Observations	Marks Obtained	Observations	Marks Obtained	Observations
1	Number of similar assignments carried out with	12						

B.3. QUALIFICATION OF KEY PERSONNEL

SN	Personnel Title	Qualifications Required	Mark Allocation	CONSULTING FIRMS					
				Marks Obtained	Observations	Marks Obtained	Observations	Marks Obtained	Observations
1	Lead Trainer	At least an MSc degree or its equivalence in Rural Sociology/Rural Economics/Agricultural Engineering/Agronomy or any related field	3						
		At least 10 years of relevant working experience in carrying out rural development	6						
2	Gender Specialist	At least an BSc degree or its equivalence in Gender Studies	2						
		At least five (5) years of relevant working experience	5						
3	Monitoring and Evaluation Expert	At least an BSc degree or its equivalence in M&E or Project Management	2						
		At least five (5) years of relevant working experience	5						
4	Environmentalist	At least an BSc degree in Environmental Science or related field	2						
		At least five (5) years of relevant working experience	5						
Sub Total			30						