

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

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REPUBLIC OF CAMEROON

Peace – Work – Fatherland

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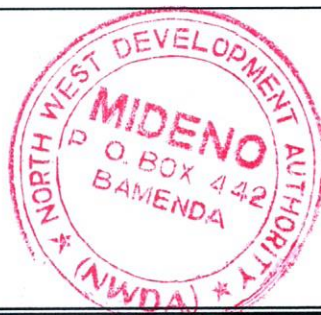


**NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)  
MIDENO INTERNAL TENDERS BOARD (MITB)**

**RESTRICTED NATIONAL INVITATION TO TENDER N°**  
**151...../RNIT/PULCCA/MIDENO/ MITB/ B/13/84/2024 OF 1.6 OCT 2024**  
**FOR THE RECRUITMENT OF A CONSULTING FIRM TO IDENTIFY AND FACILITATE THE ORGANIZATION AND INTEGRATION OF WOMEN REFUGEES/INTERNALLY DISPLACED PERSONS (IDPS) IN LOCAL ORGANISATIONS 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: 211113**



**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: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)  
Website: [www.mideno.org](http://www.mideno.org)



Bamenda, the.....

16 OCT 2024

N° 151/MIDENO/B/.....

M.I.T.B/13/84

**FROM: 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° 030/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations**

**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 identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations
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 seventy-seven thousand two hundred and ten (177,210) 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
4. All bids must include a bid bond of Ten million two hundred and twenty thousand eight hundred and eighty-one (10,220,881) 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.



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Website: www.mideno.org



Bamenda, the.....

16 OCT 2024

Nº 151/MIDENO/B/...../13/84

**FROM: THE DIRECTOR GENERAL**

**TO: THE GENERAL DIRECTOR**  
Sustainable Integrated Balanced Development  
Foundation (SIBADEF) Limited  
P.O Box 266, Mankon – Bamenda  
Tel: +237 670 68 86 91/ 691 23 25 89

**REFERENCE: Request for Manifestation of Interest N° 030/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations**

**SUBJECT: LETTER OF INVITATION TO TENDER**

**Dear Sir/Madam**

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5. All bids must be submitted at the Secretariat of the Project Management Office of MIDENO, located along Ayaba Street, opposite Mansfield Plaza Hotel latest the ..... **08 NOV 2024** ..... **at 10:00 am prompt, local time**



**NORTH WEST DEVELOPMENT AUTHORITY**

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Website: www.mideno.org



Bamenda, the.....

N° 151/MIDENO/B/.../.../13/84

16 OCT 2024

**FROM: THE DIRECTOR GENERAL**

**TO: THE COORDINATOR**  
**Society for Initiatives in Rural Development**

and

**Environmental Protection (SIRDEP)**  
**P.O Box 682, Bamenda**  
**Tel: +237 234 823 322/677 501 451**

**REFERENCE: Request for Manifestation of Interest N° 030/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations**

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**Dear Sir/Madam**

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5. All bids must be submitted at the Secretariat of the Project Management Office of MIDENO, located along Ayaba Street, opposite Mansfield Plaza Hotel latest the ..... **at 10:00 am prompt, local time**

08 NOV 2024



## DOCUMENT NO.1: TENDER NOTICE

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) 233 36 13 78

Fax: (237) 233 36 16 61

Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)

Website: [www.mideno.org](http://www.mideno.org)



Bamenda, le.....

16 OCT 2024

N° 151./MIDENO/B/...../MITB/18/84

### **TENDER NOTICE**

**RESTRICTED NATIONAL INVITATION TO TENDER N° 151./RNIT/ PULCCA/MIDENO/ MITB/ B/13/84/2024**  
**OF..... 16 OCT 2024..... FOR THE RECRUITMENT OF A CONSULTING FIRM TO**  
**IDENTIFY AND FACILITATE THE ORGANIZATION AND INTEGRATION OF WOMEN**  
**REFUGEES/INTERNALLY DISPLACED PERSONS (IDPS) IN LOCAL ORGANISATIONS**

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

#### **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 identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations

**This invitation to tender is launched following:** Request for Manifestation of Interest N° 030/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations

**2.0 Nature of services:** The services involved in this Call for Tender shall include:

#### **1. Conduct an Initial Assessment:**

- Analyze existing policies and practices related to the integration of female refugees and IDPs within local organizations.
- Identify gaps and challenges faced by both the refugees/IDPs and the organizations.

#### **2. Design and Deliver Training:**

- Develop training materials covering topics such as gender sensitivity, refugee rights, community engagement, and resource mobilization.
- Conduct training sessions for staff and volunteers of local organizations.



an amount of: **Ten million two hundred and twenty thousand eight hundred and eighty one (10,220,881) fcfa** and valid for thirty (30) days beyond the validity of the bids.

**7.0 Consultation of Tender File:** The tender file maybe consulted 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: **midenobda@yahoo.com**; Tel: **237 233 336 378** 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: **midenobda@yahoo.com**; Tel: **237 233 331 661** following the publication of this notice against payment of a non-refundable sum of **One hundred and seventy seven thousand two hundred and ten (177,210) 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° XXX/RNIT/PULCCA/MIDENO/MITB/B/13/84/2024**  
OF.....**18 OCT 2024**..... **FOR THE RECRUITMENT OF A CONSULTING FIRM TO IDENTIFY AND FACILITATE THE ORGANIZATION AND INTEGRATION OF WOMEN REFUGEES/INTERNALLY DISPLACED PERSONS (IDPS) IN LOCAL ORGANISATIONS**

**"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**

- Absence of an administrative document and non-presentation after 48 hours
- Incomplete Technical Proposal
- False declaration or falsified documents



**NORTH WEST DEVELOPMENT AUTHORITY  
MISSION DE DÉVELOPPEMENT DU NORD OUEST**

P.O. Box, 442, Bamenda  
Tel: (237) 23336 13 78  
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Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)  
Website: [www.midenobda.org](http://www.midenobda.org)



Bamenda, ....16 OCT 2024

N°151/MIDENO/B/.....m.15 B/13/84

**AVIS DE CONSULTATION**

**APPEL D'OFFRES NATIONAL RESTREINT N°.....151/AONR/ PULCCA/MIDENO/ MITB/ B/13/84/2024**  
**DU 16 OCT 2024 POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR IDENTIFIER ET FACILITER**  
**L'ORGANISATION ET L'INTÉGRATION DES FEMMES RÉFUGIÉES/PERSONNES DÉPLACÉES INTERNES (PDI)**  
**DANS ORGANISATIONS LOCALES**

**Financement :** Projet d'urgence de lutte contre la crise alimentaire au Cameroun (PULCCA) 211113

**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 par la présente une enquête nationale restreinte Appel d'offres pour le recrutement d'un cabinet de conseil pour identifier et faciliter le Organisation et intégration des femmes réfugiées/personnes déplacées internes (PDI) dans les organisations locales

Cet appel d'offres est lancé suite à: **Appel à Manifestation d'Intérêt 030/RMI/PULCCA/ MIDENO/B/13/84/2024 DU 9<sup>th</sup> Avril 2024** pour le recrutement d'un cabinet de conseil pour identifier et faciliter l'organisation et l'intégration des femmes réfugiées/déplacées internes Personnes (PDI) dans les organisations locales

**2. Nature des services :** Les services concernés par cet appel d'offres comprendront

1. **Effectuez une évaluation initiale :**
  - Analyser les politiques et les pratiques existantes liées à l'intégration des femmes réfugiées et déplacées au sein des organisations locales.
  - Identifier les lacunes et les défis auxquels sont confrontés les réfugiés/PDI et les organisations.
2. **Concevoir et dispenser la formation:**
  - Élaborer du matériel de formation couvrant des sujets tels que la sensibilité au genre, les droits des réfugiés, l'engagement communautaire et la mobilisation des ressources.
  - Animer des séances de formation pour le personnel et les bénévoles des organismes locaux.
3. **Fournir un kit d'aide à l'intégration minimum à chaque bénéficiaire**
  - Le contenu du kit sera examiné et validé par l'ingénieur projet
4. **Animer des ateliers pour les intervenants :**



charge des Finances figurant sur la liste figurant dans le document 12 du dossier d'appel d'offres pour un montant de : Dix millions deux cents. Et vingt mille huit cent quatre vingt un (10 220 881) fcfa et valable trente (30) jours au-delà de la validité des offres.

**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 : [midenobda@yahoo.com](mailto:midenobda@yahoo.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 : [midenobda@yahoo.com](mailto:midenobda@yahoo.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 soixante dix sept Mille deux cent dix (177,210) 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** marques 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: [midenobda@yahoo.com](mailto:midenobda@yahoo.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°..... **151** ..... /AONR/ PULCCA/MIDENO/ MITB/ B/13/84/2024  
DU..... **17.5 OCT 2024** .....POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR IDENTIFIER ET FACILITER  
L'ORGANISATION ET L'INTÉGRATION DES FEMMES RÉFUGIÉES/PERSONNES DÉPLACÉES INTERNES (PDI)  
DANS ORGANISATIONS LOCALES

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

**11. Ouverture des plis :** L'ouverture va être faite en **DEUX** phase. L'ouverture des pièces administratives et des offres techniques aura lieu le..... **08 NOV 2024** ..... à **11h** précise par la Commission Interne de Passation des **Marchés** 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 Éliminatoires**

- Les Offres incomplètes



## DOCUMENT N° 02: GENERAL REGULATIONS OF THE INVITATION TO TENDER

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–	Evaluation of Technical Offers.....
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10.	Signing of the contract.....
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**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.

**1.9.** Bidders shall communicate information on commissions and bonuses possibly paid or to be paid to agents in relation to this offer and the execution of the contract if it is awarded to the bidder, as requested on the financial offer form ((Tender Letter).

**1.10.** Bidders must not have been excluded by the Project Owner from being awarded contracts because of corruption or fraudulent maneuvers.



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).

v. Recent curricula vitae signed by the proposed specialized personnel and the representative of the bidder empowered to submit the proposal (4F). For each key information provided, the number of years of experience for each bidder must be mentioned including *the* scope of responsibilities exercised within the framework of the various assignments carried out during the past ten (10) years.

vi. Estimates of the contribution by the personnel (senior and support staff, time necessary for the accomplishment of the assignment, justified by bar diagrams, indicating the man days provided for each senior staff of the team (Tables 4E and 4G).

vii. A detailed description of the method, personnel strength and follow-up envisaged for training, if the Special Regulations state that this is a major element of the mission.

viii. Any other information requested in the Special Regulations.



## **"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**

**5.3** The Evaluation sub-committee set up by the Tenders Board, evaluates the technical offers on the basis of their conformity with the terms of reference, with the help of evaluation criteria, sub-criteria (generally, not more than three per criterion) and of the points system specified in the Special Regulations. Each conforming offer is attributed a technical score (Ts). An offer is rejected at this stage if it does not satisfy the important aspects of the terms of reference or does not obtain the minimum technical score mentioned in the Special Regulations.

**5.4** At the end of the evaluation of the technical quality, the Project Owner or Delegated Project Owner notifies the bidders who did not obtain the minimum qualifying score that their offers were not retained; their financial offers are returned to them at the end of the selection process unopened. At the same time, the Contracting Authority or the Delegated Project Owner notifies bidders who obtained the minimum qualification score and informs them of the date, time and venue of the opening of the financial offers. This notification may be addressed to them by registered mail, fax or electronic mail.

### **Opening and Evaluation of Financial Offers**

**5.5** The financial offers are opened by the Tenders Board in the presence of representatives of the bidders who wish to attend. The name of the bidder and the proposed price are read out loud and entered in writing during the opening of the financial offers. The Project Owner takes down minutes of the opening session.



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.

6.4. Having based its *choice* of a bidder, among other things, on an evaluation of the proposed specialized personnel, the Project Owner shall be expected to negotiate the contract on the basis of the experts whose names feature on the proposal. Prior to the negotiation of the contract, the Project Owner shall insist on the assurance that these experts are effectively available. The Project Owner shall not take into account the replacement of this personnel during negotiations, except if the two parties agree that this replacement was rendered unavoidable because a major delay in the selection process or that these replacements are indispensable in the realization of the objectives of the assignment. If this is not the case and if it is established that the bidder proposed a key person without being sure of his availability, the company may be disqualified.

6.5. The negotiations shall culminate in the examination of the draft contract. The bidder and the Project Owner shall conclude by initialing the agreed contract. If the negotiations fail, the Project Owner shall invite the bidder whose offer was placed second for negotiations.

## **7. Award of the Contract**

7.1 Once the negotiations are over, the contract is signed. Within reasonable deadlines, the Project Owner shall inform the other bidders on the restricted list that their offers were NOT retained

7.2. The successful bidder is supposed to start his mission on the date and time specified in the Special Regulations.

## **8.0 Publication of Results of award and Petitions**

8.1. The Project Owner 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 Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the offers.

8.2. The Project Owner shall be bound to communicate the reasons for the rejection of offers of the bidders concerned who so request.



1.2	<p><b><u>Name of Assignment:</u></b></p> <p>The recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations</p> <p><b><u>Specific Objective:</u></b> <i>The specific objectives of the studies include:</i></p> <ol style="list-style-type: none"> <li>1. <b>Assessment:</b> Conduct a comprehensive assessment of the current landscape regarding the integration of female refugees and IDPs into local organizations.</li> <li>2. <b>Capacity Building:</b> Develop and implement tailored training programs and materials that enhance the capacity of local organizations to support female refugees and IDPs.</li> <li>3. <b>Socioeconomic Support Kit:</b> Provide a socioeconomic support kit to each beneficiary based on the needs assessed.</li> <li>4. <b>Stakeholder Engagement:</b> Facilitate dialogue among stakeholders to foster collaboration and improve service delivery for female refugees and IDPs.</li> <li>5. <b>Sustainability:</b> Create a framework for ongoing support and integration of female refugees and IDPs into local organizations.</li> </ol>
1.3	The work is in several phases: <b>NO</b>
1.4	<p>Conference prior to the establishment of proposals: <b>NO</b></p> <p>Name(s), Addresses, and telephone number (s) of the officials of the Project Owner:</p> <p><b>THE DIRECTOR GENERAL,</b></p> <p><b>NORTH WEST DEVELOPMENT AUTHORITY (MIDENO).</b></p> <p><b>P.O. BOX 442. BAMENDA</b></p> <p><b>EMAIL: midenobda@yahoo.com:</b></p> <p><b>Tel: 237 233 336 378</b></p>
1.5	<p><b><i>The Project Owner shall furnish the following documentation to the bidder:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Feasibility study reports for previous projects designed by MIDENO</i></b></li> <li>• <b><i>Documentation on the activities of MIDENO</i></b></li> <li>• <b><i>Any other relevant and available documentation</i></b></li> </ul>
1.7.2	The client should envisage the need to ensure some continuity for the activities downstream: <b>NO</b>
1.8	<p>The Contractual clauses relating to fraudulent maneuvers and corruption are the following:</p> <p>MIDENO requires of its bidders and contractors that they strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, MIDENO for purposes of this contract, defines the expressions below in the following manner:</p> <ul style="list-style-type: none"> <li>• Is guilty of "corruption" bidder who offers, gives, solicits or accepts any advantage in view</li> </ul>



			❖ Experience in similar activities	
	<b>Key Personnel</b>	Gender specialist	❖ Demonstrated working with CSOs/CBOs, carrying out need assessment, capacity building or other related Jobs;	At least 5 years working experience
		Communication expert		At least 5 years of field experience
		Monitoring and Evaluation expert	❖ 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	At least 5 years of field experience
			❖ Proposed trainers for the activity should have at least 10 years' experience in need assessment, organizing training workshops or related activities.	

The authorized Language of the final report and all other outputs relating to the assignment is the **English Language**

3.4	iv. Is training a major element of this Assignment? <b>YES</b>
3.7	<b>Taxes: VAT of 19. 25% and IR of .....%</b>
3.8	Should the local expenditure element be drawn in the local currency? <b>Yes</b>
3.10	Bids must remain valid for <b>Ninety (90) days</b> after the date of submission. That is up till the signing of the Contract
4.3	The consultants should submit one <b>(1) original</b> and <b>Six (6) copies</b> of each proposal <b>(Administrative documents, Technical and financial Bid)</b>
4.4	The Address where the bids are submitted:



13. The power of attorney, where necessary

In case of group bidding/joint Venture, each member of the group must present a complete administrative file, whilst items **12 and 13** shall be presented by only the representative of the group.

**2. Volume 2 : The technical file should comprise the following documents referred to article 3.4 of the General Regulations:**

14. A brief description of the bidder and an insight into his recent experience in similar assignments (Table 3B). For each assignment, this summary must especially indicate the nature of the proposed personnel, the duration of the mission, the amount of the contract and the share taken by the bidder;
15. All possible observations or suggestions on the Terms of Reference and statistics, services and installations to be furnished by the Project Owner (Table 3C);
16. A description of the methodology and work plan proposed to accomplish the assignment (Table 3D);
17. The composition of the team proposed by specialty as well as the tasks assigned to each person and their calendar (Table 3E);
18. Signed recent Curriculum Vitae attached with copies of certificates of the proposed specialized personnel and that of the representative of the bidder empowered to submit the offer (Table 3F). The key information must include for each the number of years of experience of the bidder and the scope of the responsibilities within the scope of the various missions during the last ten (10) years;
19. 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);
20. 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
21. 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:**

22. Letter of submission of financial offer following model provided in the Tender Document
23. Summary statement of costs (5B)
24. Distribution of costs by activity (5C)



	<table><tr><td colspan="2">Sub-Total</td><td>.../40</td></tr></table>	Sub-Total		.../40									
Sub-Total		.../40											
	<table><tr><td>III</td><td>QUALIFICATIONS OF KEY PERSONNEL</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="2">Sub-Total</td><td>..../30</td></tr><tr><td colspan="2">Grand Total</td><td>100</td></tr></table>	III	QUALIFICATIONS OF KEY PERSONNEL					Sub-Total		..../30	Grand Total		100
III	QUALIFICATIONS OF KEY PERSONNEL												
Sub-Total		..../30											
Grand Total		100											
	<p>The minimum technical score required is <i>75/100 points</i></p> <p>The formula used to establish the financial scores is the following : <b>Given Sf= 100 x Fm/f, Sf being the financial score, Fm the lowest bid and f the offer considered</b></p>												
5.10	<p>The respective weights attributed to the technical and financial bids are:</p> <p><b>Technical Score (T) = 0.75 and Financial Score (F) = 0.25</b></p>												
6.1	<p>In case of a tender with several lots, specify the number of lots a bidder is likely to win and define the methods of award: <b>NA</b></p> <p>Negotiations shall take place at the following address: <b>The MIDENO head Office located along Ayaba street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda EMAIL: <u>midenobda@yahoo.com</u>; Tel: 237 233 336 378</b></p>												
7.2	<p>The start of the work shall be: <b>The date of notification of the Administrative Service Order to start work</b></p>												

#### **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.

<b>Name of Assignment:</b>	<b>Country:</b>
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	
<b>Name of Bidder:</b>	



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.....

**4G: CALENDAR OF SPECIALIZED PERSONNEL**



#### 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. Draft execution Report	
3 Final execution 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				



	408	Honorarium key experts (3 persons)	Person days		
<b>500</b>	<b>Elaboration of M&amp;E plan with verifiable Indicators</b>				
	501	Writing material (bloc notes, pens etc.)	Sets		
	502	Honorarium lead trainer	Person days		
	503	Honorarium key experts (3 persons)	Person days		
<b>600</b>	<b>Elaboration of communication strategy</b>				
	601	Writing material (bloc notes, pens etc.)	Sets		
	602	Honorarium lead trainer	Person days		
	603	Honorarium key experts (3 persons)	Person days		
<b>700</b>	<b>Elaboration and printing/multiplication and binding of training manuals</b>				
	701	Writing material (bloc notes, pens etc.)	Set		
	702	Printing/multiplication of trainer's manual	Copies		
	703	Printing/multiplication of image box	Copies		
	704	Honorarium lead trainer	Person days		
	705	Honorarium key experts (3 persons)	Person days		
<b>800</b>	<b>Training of trainers (ToT)</b>				
	801	Hall rental for training of trainers	Days		
	802	Training material for training of trainers (flip charts, bold markers etc.)	Sets		
	803	Writing material for participants (bloc notes, pens etc.)	Sets		
	804	Feeding during training of trainers (15 persons during 6 days)	Person days		
	805	Communication credit lead trainer	Days		
	806	Transport lead trainer	Trip		
	807	Transport key experts (5 persons)	Persons		
	808	Transport trainers to attend TOT (10 persons)	Persons		
	809	DSA lead trainer	Days		
	810	DSA key experts (5 persons x 6 days)	Person days		
	811	DSA trainers to attend TOT (10 persons x 6 days)	Person days		
	812	Honorarium lead trainer	Person days		
	813	Honorarium key experts (3 persons x 6 days)	Person days		
<b>900</b>	<b>Vocational training of women refugees/IDPs Based on the Needs Assessment</b>				
	901	Venue rental (20 sessions of 6 days each)	Days		
	902	Training material for training of facilitators (flip charts, bold markers etc.)	Sessions		
	903	Writing material (Exercise books, pens etc.)	Sessions		
	904	Assorted training equipment/material for demonstration	Sessions		
	905	Feeding during training of women refugees/IDPs (580 persons during 6 days)	Person days		
	906	Communication credit lead trainer	Days		
	907	Communication credit key experts (5 persons x 18 days each)	Person days		
	908	Communication credit trainers (10 persons x 24 days each)	Person days		
	909	Transport to women refugees/IDPs to attend training	Person		
	910	Transport to trainers during training of women refugees/IDPs in the field	Persons		
	911	Transport to key experts during field visits to support trainers during training women refugees/IDPs in the field	Persons		



	1113	Establish and Sign engagements with host organisations	Engagements		
<b>1200</b>	<b>Facilitate the organization and integration of women refugees/IDPs (sensitization, structuring of refugees/IDPs, training and advisory support)</b>				
	1201	Hall rental (20 sessions x 5 days each)	Days		
	1202	Training/sensitization material (flip charts, bold markers, masking tape etc.)	Sessions		
	1203	Feeding during training (200 local orgs representatives and 580 refugees/IDPs in 20 sessions)	Person days		
	1204	Air space/spots for sensitization on radio	Spots		
	1205	Transport to lead trainer during field visits (5 days/month x 4 months)	Days		
	1206	Transport to trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1207	Transport to trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1208	DSA lead trainer during field visits	Person days		
	1209	DSA trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1210	Honorarium lead trainer	Person days		
	1211	Honorarium trainers (10 persons x 8 days/month x 4 months)	Person days		
	1212	Facilitate access of refugees/IDPs to affordable Health care services	Refugees/IDPs		
<b>1300</b>	<b>Community Engagement/Foster social cohesion and inclusion (sensitization, training on conflict prevention/management, mediation)</b>				
	1301	Hall rental (20 sessions x 5 days each)	Days		
	1302	Training/sensitization material (flip charts, bold markers, masking tape etc.)	Sessions		
	1303	Feeding during training (200 local orgs representatives and 580 refugees/IDPs in 20 sessions)	Person days		
	1304	Air space/spots for sensitization on radio	Spots		
	1305	Transport to lead trainer during field visits (5 days/month x 4 months)	Days		
	1306	Transport to trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1307	Transport to trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1308	DSA lead trainer during field visits	Person days		
	1309	DSA trainers during field visits (10 persons x 8 days/month x 4 months)	Person days		
	1310	Honorarium lead trainer	Person days		
	1311	Honorarium trainers (10 persons x 8 days/month x 4 months)	Person days		
<b>1400</b>	<b>Endline/preliminary impact assessment</b>				
	1401	Hall rental for training of enumerators	Days		
	1402	Training material for training of enumerators (flip charts, bold markers etc.)	Sets		
	1403	Writing material (bloc notes, pens etc.)	Sets		
	1404	Feeding during training of enumerators (20 persons during 2 days)	Person days		
	1405	Communication credit lead trainer	Person days		
	1406	Communication credit key experts (5	Person days		



## 5J:BILL OF QUANTITIES AND COST ESTIMATES

Activity No	Item No	Activities/Cost item	Unit	Qty	Unit price	Amount
100	<b>Preparation (finetuning of methodology, inception meeting, elaboration of inception report)</b>					
	101	Writing material (bloc notes, pens etc.)	Sets	10		
	102	Hall rental for inception meeting	Days	1		
	103	Refreshment during inception meeting	Person days	10		
	104	Honorarium lead trainer	Person days	3		
	105	Honorarium key experts (3 persons)	Person days	9		
<b>Subtotal 100</b>						
200	<b>Realize Baseline survey of the Current Situation of Refugees and IDPs</b>					
	201	Hall rental for training of enumerators	Days	2		
	202	Training material for training of enumerators (flip charts, bold markers etc.)	Sets	1		
	203	Writing material (bloc notes, pens etc.)	Sets	15		
	204	Feeding during training of enumerators (35 persons during 2 days)	Person days	70		
	205	Communication credit lead trainer	Person days	12		
	206	Communication credit key experts (3 persons x 12 days)	Person days	36		
	207	Transport lead trainer and key experts during field data collection (4 persons x 12 days)	Person days	48		
	208	DSA lead trainer and key experts during field data collection (4 persons x 12 days)	Person days	48		
	209	Transport 35 enumerators during field data collection (12 days x 35 persons)	Person days	420		
	210	Honorarium lead trainer	Person days	14		
	211	Honorarium key experts (3 persons)	Person days	36		
	212	Honorarium enumerators (35 persons)	Person days	420		
<b>Subtotal 200</b>						
300	<b>Selection of beneficiaries and establishment of list of beneficiaries</b>					
	301	Communication credit lead trainer	Days	3		
	302	Communication credit key experts	Person days	2		
	303	Honorarium lead trainer	Person days	2		
	304	Honorarium key experts (3 persons)	Person days	3		
<b>Subtotal 300</b>						
400	<b>Realize a comprehensive Needs assessment of Identified/Selected refugees/IDPs</b>					
	401	Communication credit lead trainer	Days	10		
	402	Communication credit key experts (3 persons)	Person days	30		
	403	Transport lead trainer field visits to assess capacity needs of target trainees	Days	7		
	404	Transport key experts field visits to assess capacity needs of target trainees (3 persons x 3 days)	Person days	9		
	405	DSA lead trainer field visits to assess capacity needs of target trainees	Days	7		
	406	DSA key experts field visits to assess capacity needs of target trainees	Person days	9		



	908	Communication credit trainers (10 persons x 6 days each)	Person days	60		
	909	Transport to women refugees/IDPs to attend training	Person	580		
	910	Transport to trainers during training of women refugees/IDPs in the field	Persons	60		
	911	Transport to key experts during field visits to support trainers during training women refugees/IDPs in the field	Persons	3		
	912	DSA to trainers during training of women refugees/IDPs in the field (10 persons x 6 days each)	Person days	60		
	913	DSA to key experts during field visits to support trainers during training of women refugees/IDPs in the field (3 persons x 18 days each)	Person days	54		
	914	Honorarium lead trainer				
	915	Honorarium key experts (3 persons x 18 days each)	Person days	54		
	916	Honorarium trainers (10 persons x 6 days each)	Person days	60		
<b>Subtotal 900</b>						
<b>1000</b>	<b>Employment support to women refugees/IDPs (identification, training and backstopping of mentors)</b>					
	1001	Hall rental during training of mentors (10 sessions x 5 days each)	Days	50		
	1002	Training material	Sets	10		
	1003	Feeding during training of mentors (20 per session x 10 sessions x 5 days each)	Person days	1000		
	1004	Transport to mentors to attend training sessions (200 participants)	Persons	10		
	1005	Transport to trainers during training and backstopping of mentors	Person days	35		
	1006	Transport to key experts during backstopping of trainers and mentors	Person days	3		
	1007	DSA to trainers during training and backstopping of mentors (10 persons x 20 days each)	Person days	200		
	1008	DSA to key experts during backstopping of trainers and mentor (3 persons x 18 days each)	Person days	54		
	1009	Honorarium lead trainer	Person days	20		
	1010	Honorarium key experts (3 persons x 18 days each)	Person days	54		
	1011	Honorarium trainers (10 persons x 32 days each)	Person days	320		
	1012	Provide tailor-made socioeconomic start-up kits to 580 Women Refugees and IDPs	Kits	580		
<b>Subtotal 1000</b>						
<b>1100</b>	<b>Training of selected local organizations on the needs of women refugees/IDPs</b>					
	1101	Hall rental for training of local organizations (10 sessions)	Days	10		
	1102	Training material (flip charts, bold	Sessions	7		



	1308	DSA lead trainer during field visits	Person days	32		
	1309	DSA trainers during field visits (10 persons x 8 days/month x 4 months)	Person days	320		
	1310	Honorarium lead trainer	Person days	32		
	1311	Honorarium trainers (10 persons x 8 days/month x 4 months)	Person days	320		
	<b>Subtotal 1200</b>					
<b>1400</b>	<b>Endline/preliminary impact assessment</b>					
	1401	Hall rental for training of enumerators	Days	1		
	1402	Training material for training of enumerators (flip charts, bold markers etc.)	Sets	3		
	1403	Writing material (bloc notes, pens etc.)	Sets	1		
	1404	Feeding during training of enumerators (20 persons during 2 days)	Person days	40		
	1405	Communication credit lead trainer	Person days	1		
	1406	Communication credit key experts (5 persons)	Person days	5		
	1407	Transport lead trainer and key experts during field data collection	Person days	1		
	1408	DSA lead trainer and key experts during field data collection	Person days	6		
	1409	Transport 15 enumerators during field data collection (12 days x 15 persons)	Person days	180		
	1410	Honorarium lead trainer	Person days	1		
	1411	Honorarium key experts (5 persons)	Person days	5		
	1412	Honorarium enumerators	Person days	15		
	<b>Subtotal 1400</b>					
<b>1500</b>	<b>Elaboration of final consultancy report</b>					
	1501	Writing material (bloc notes, pens etc.)	Sets	5		
	1502	Honorarium lead trainer	Person days	5		
	1503	Honorarium master trainers/key expert	Person days	15		
	1504	Production of final report (hard back)	Copies	20		
	<b>Subtotal 1500</b>					
<b>1600</b>	<b>Closing workshop</b>					
	1601	Workshop material (flip charts, bold markers etc.)	Sets	1		
	1602	Hall rental	Days	1		
	1603	Feeding	Persons	60		
	1604	Transport to participants	Persons	50		
	1605	Honorarium lead trainer	Person days	1		
	1606	Honorarium key experts	Person days	5		
	<b>Subtotal 1600</b>					
<b>GRANT TOTAL EXCLUSIVE OF VAT</b>						
<b>VAT (19.25%)</b>						
<b>AIR (...%)</b>						
<b>GRANT TOTAL INCLUDING VAT</b>						



Nº	Designation	Unit	Qty	UP	TP EVAT
	needs assessment of 580 women refugees and IDPs, including a survey.	p			
3	Identification of local organizations to host the Women Refugees and IDPs	U	7		
4	Organize a community engagement events and	Workshop	7		
5	Develop a Women Refugee/IDPs integration plan including a detailed report and recommendations	Plan	1		
	<b>Sub Total A</b>				
<b>B</b>	<b>Section 2: Capacity Building and Training</b>				
1	Provide training on basic skills to 580 women refugees and IDPs based on the needs determined	training	20		
2	Develop a capacity building plan for local organizations, including a detailed report and recommendations	Plan	1		
	<b>Sub Toal B</b>				
<b>C</b>	<b>Section 3: Support Services</b>				



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 da

primary driver of food insecurity. The Region is facing a surge in extreme weather like erratic rainfall causing floods and droughts, high temperatures and violent winds.

Within this backdrop, the Government of Cameroon has put in place several measures to overcome these challenges. One of the measures put in place is the Cameroon Emergency Food Crisis Response Project (PULCCA).

### **1.2 Presentation of PULCCA**

The Goal of the Project is to strengthen food and nutrition security and increase resilience to climate shocks of targeted households and producers. The aim of the project is to contribute to mitigating short-term impacts of food and nutrition insecurity in targeted areas, while simultaneously building long-term economic, climate, and community resilience. The project will target crisis affected (IPC3+) communities in the Far North, North, North West, Southwest, Adamawa, and East regions. The following key indicators will be used to track progress towards the achievement of the goal of the project. (i) share of households with Food Consumption Score (FCS) >35 or considered acceptable, (percentage); (ii) farmers reached with agricultural assets or services, disaggregated by gender (Corporate Results Indicator (CRI), number); and (iii) beneficiaries accessing market information and climate advisories via digital tools, disaggregated by gender (number). The Project is made up of five components, namely: -

- Component 1: Support for early response food and nutrition stabilization towards early recovery and resilience building (US\$35 million equivalent)
- **Component 2: Strengthening productive capacities of smallholders through crop and livestock support for climate and nutritional resilience (US\$42 million)**
- Component 3: Support for strengthening government food security crisis monitoring capacity, information systems, and agro meteorological services (US\$13 million equivalent)
- Component 4: Project Management, Monitoring and Evaluation (US\$10 million equivalent)
- Component 5: Contingent Emergency Response Component (US\$0 million)

Component 2 of the Project is divided into 2 sub components.

- 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)



### **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 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.

MIDENO has signed a Framework Agreement with PULCCA giving responsibility for the implementation of the activities of sub-Component 2.1 of the project in the North West Region to MIDENO from 2024 to 2025 projected to cost CFA 4,778,925,034 francs cumulatively. The North West Development Authority (MIDENO) intends to apply a portion of this financing for eligible payments under this Terms of Reference for the acquisition and distribution of various farm inputs to support primary production in the North West Region of Cameroon.

Within the framework of the activities to be implemented by MIDENO, one of the the deliverables and expected activities concern the organization and integration of Women refugees and IDPs into local organizations.

As the crisis in the Central African Region continue, compounded by the ongoing crisis in the North West and South West Regions of Cameroon and in the Northern Regions, female refugees and IDPs face unique challenges in their integration into host communities. They often encounter socioeconomic barriers, cultural differences, and limited access to support services. Local organizations such as cooperatives play a crucial role in facilitating integration, yet they often lack the necessary expertise and resources to effectively assist these vulnerable groups. This consultancy aims to enhance the capacity of local organizations to integrate female refugees and IDPs into their programs and services. By utilizing a participatory approach, the consultant will provide tailored support and build sustainable frameworks that prioritize the needs and rights of female refugees and IDPs.



#### 4. Facilitate Stakeholder Workshops:

- Organize and lead workshops aimed at fostering collaboration among local organizations, government bodies, and community leaders.
- Ensure the inclusion of female refugees and IDPs in these discussions to capture their voices and needs.

#### 5. Develop a Sustainable Framework:

- Outline a strategic plan for the ongoing integration of female refugees and IDPs into local organizations.
- Propose recommendations for policies and practices that promote inclusivity and support.

#### 6. Monitoring and Evaluation:

- Establish indicators for measuring the success of the integration efforts.
- Prepare a final report detailing findings, impacts, and recommendations for future initiatives.

### 5. Deliverables

1. Initial needs assessment report detailing the current landscape of integration efforts.
2. Training materials and a report summarizing training sessions conducted.
3. Report on the delivery of 580 support Kits and engagements signed with the host organizations
4. Workshop reports capturing discussions, outcomes, and recommendations.
5. A comprehensive framework for the sustainable integration of female refugees and IDPs.
6. A final report that includes monitoring and evaluation findings.

Delivery of the entire activity under this ToR is expected within six (6) months from the date of signing the contract. The beneficiaries shall be selected by MIDENO in partnership with the consultant and other stakeholder following a transparent randomization of all eligible beneficiaries that meet the vulnerability criteria.

Inputs Kit	Number of Beneficiaries		
	Male	Female	Total
Mezam Division	160	240	400
Ngoketungia Division	12	18	30
Donga-Mantung Division	12	18	30
Bui	12	18	30
Boyo	12	18	30
Menchum	12	18	30
Momo	12	18	30
<b>Total</b>	<b>232</b>	<b>348</b>	<b>580</b>



Proposed trainers for the activity should have at least 10 years' experience in need assessment, organizing training workshops or related activities.

- A Lead trainer should be a Rural sociologist/rural economist or any related field (at least 10 years' experience leading similar capacity building/accompanying cooperatives in postharvest and/or warehouse management)
- A Gender specialist with at least two (05) years of working experience
- A Communication expert with at least 5 years of field experience
- A Monitoring and Evaluation expert with at least 5 years of field experience

## 9. Evaluation criteria

The technical and financial proposals shall be assessed by the MIDENO Internal Tenders Board in accordance with the regulation in force.

### 9.1 Technical evaluation

Using the criteria for the technical evaluation, the evaluation team gives each consultant's proposal a technical score. The minimum technical score should be 75 to give greater relevance to technical quality. The criteria are outlined of the evaluation grid as follows:

Sn	Criteria	Score	Maximum Score
1	Experience of firm in similar activities within the last 10 years. Proof with copies of past contracts or attestation of completion)		30
2	Qualification and experience of proposed staff = 27, proof with highest certificate and CV detailing relevant experience		30
3	Methodology: Conformity with Terms of Reference, work plan and conception, division of work among team members, man-month's estimate for each sub-task, duration, provision for logistical and equipment needs, etc.		40
	<b>Total Score</b>		<b>100</b>
<b>Minimum Technical Score is 75 points</b>			

### 9.2 Financial Evaluation Procedure

Financial bid to contribute 25%, evaluated separately (best realistic bid).

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.

## **12. Safeguard Measures**

The consultant has to take necessary action to ensure transparency, accountability. the protection and well-being of vulnerable individuals (children, women, elderly and people with disability, indigenous people, etc ) from harm, exploitation or abuse.

## **13. 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](mailto:midenobda@yahoo.com)



## CHAPTER 1: GENERAL

### Article 1: Subject of tender (GAC supplemented)

The subject of this tender is the **recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations**

### Article 2: Award procedure (GAC supplemented)

This contract shall be awarded using a **Quality Cost Based Selection Method**

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

#### 3.1 General definitions

- **The Project Owner** shall be the Director General of MIDENO. He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- **The Contract Manager** shall be the Procurement Officer of MIDENO. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- **The Contract Engineer** shall be: Director of Technical Department, MIDENO), He shall ensure that the expected methodology is adequate and that the deliverables conform to the requirement of the assignment.
- **The Consultant** shall be the bidder to whom the contract have been awarded and have signed the contract document with the Project Owner.

#### 3.2 Security

- The Authority in charge of ordering payment shall be the **Director General of MIDENO**
- The authority in charge of the clearance of expenditures shall be the **DAF of MIDENO**
- The official competent to furnish information within the context of the execution of this contract shall be the **Director General of MIDENO (Project Owner)**

### Article 4: Applicable language, law and regulation (GAC supplemented)

1. The language to be used shall be **English**.
2. The service provider 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: Constituent documents of the contract (Article 8 of GAC)

The constituent contractual documents of this contract include:

1. The tender or commitment letter;
2. The supplier's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Terms of Reference (ToR) referred to above;
3. The Special Administrative Conditions (SAC);
4. The Terms of Reference (ToR);
5. The particular elements necessary for the determination of the contract price include: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
6. The Contract document
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 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: midenobda@yahoo.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:

The **Director General, North West Development Authority, P.O. Box 442, Bamenda or through Email: midenobda@yahoo.com** with a copy addressed to the Contract Manager and Contract Engineer, when need be.

2. The contractor shall address all written notifications or correspondences to the **Director General, North West Development Authority, P.O. Box 442, Bamenda or through Email: midenobda@yahoo.com**

**Article 8: Administrative Orders (Article 7 of GAC)**

8.1. The Administrative Order to start execution shall be signed by the **Project Owner**

8.2. Administrative Orders with financial incidence likely to modify the time-limits shall be signed and notified by the **Project Owner**

8.3 Administrative Orders of a technical nature linked to the normal progress of the services and without financial incidence shall be signed directly and notified by the **Project Owner**

8.4. Administrative Orders serving as warnings shall be signed by the **Project Owner**.

8.5. The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

**Article 9: Conditional-phase contracts (GAC supplemented)**

9.1. The contract shall be executed in **one (1) phase**

9.2. The time-limit set for the notification of an Administrative Order to commence the execution of a conditional phase shall be: **NA**

**Article 10: Service provider's equipment and staff (GAC supplemented)**

10.1 Any modification, even partial, made to the technical offer shall only occur after the written approval of the Project Owner.

10.2 Any unilateral modification on the proposed equipment and personnel made in the technical offer prior to and during the execution shall be a reason for termination of the contract



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

### **18.1. Scheduling of payments**

The number of indicative payments on account shall be scheduled as follows:

Contract Name	Installment	Deliverables	% payment
The recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations	1	Submission and validation of inception Report and Needs Assessment Report	20
	2	Submission and validation of Draft Assignment Execution Report	75
	3	Submission and validation of Final Assignment Report <b>(Final Bond)</b>	5
<b>Total</b>			<b>100</b>

The detailed accounts in (6) six copies shall be presented by the service provider in CFA *francs (or in CFA francs foreign currencies, if need be)* to the **Project Owner** including a request for payment.

The request for payment must clearly indicate the total amount of the contract, the amounts of money already received and the amount of the bill concerned.

**Payments on account shall take place within thirty (30) days from the date of transmission to the competent accountant of the establishment giving entitlement to payment**

### **18.2. General detailed account - Statement of balance**

After approval of the final report, the service provider addresses to the Project Owner a request for balance in the form of the general detailed account indicating the recapitulation of the sums already received as well as the outstanding balance to be paid: this recapitulation is the general detailed account.

The payment of the last detailed account shall be subject to the submission of the final report by the service provider to the Project Owner and the acceptance by the latter of the said report within deadline of fifteen (15) clear days.

### **18.3. Detailed account of start-off advance: NA**

## **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 29 of GAC supplemented)**

**20.1.** The amount set for penalties for as follows:

a. One two thousandth (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit:

b. One, One thousandth (1/1000<sup>th</sup>) of the initial contract amount inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

**20.2.** The cumulated amounts of penalties for delay shall be limited to ten (10%) percent of the initial contract amount inclusive of all taxes

## **Article 21: Final detailed account (GAC supplemented)**

**21.1.** After completion of the services and within a maximum time-limit of **15 days**, after the date of provisional acceptance, the service provider shall establish, from joint report the draft final detailed account of service



### **CHAPTER III: EXECUTION OF THE SERVICES**

#### **Article 25: Contract execution deadline (Article 20 of GAC)**

**25.1.** The deadline for the execution of the services forming the subject of this contract shall be six **(6) Months** as follows:

<b>Contract Name</b>	<b>Deliverables</b>	<b>Timeline</b>
The recruitment of a consulting firm to identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organizations	Realization of inception report and Needs assessment	1 month
	Capacity building and integration of identified Women Refugees and IDPs into local organizations	4 months
	Submission of draft final report, organization of stakeholder workshop and submission of final assignment report	1 month
<b>Total</b>		<b>6months</b>

**25.2.** This time-limit runs from the date of notification of the Administrative Order to commence execution.

#### ***25.3: Monitoring and Evaluation Committee***

Each deliverable under this assignment shall be examined and validated by a monitoring and evaluation Committee set up by the Project Owner and chaired by the Contract Engineer.

#### **Article 26: Obligations of the Project Owner (GAC supplemented)**

**26.1.** The Project Owner shall be bound to furnish the service provider all the information necessary for the execution of the mission and to guarantee him, at his cost, access to the project sites.

**26.2.** The Project Owner shall ensure the service provider protection against threats, insults, violence, assaults, abuse or defamation of which he may be victim because of the execution of the mission.

#### **Article 27: Obligations of the service provider (GAC supplemented)**

**27.1.** The service provider shall execute the services and fulfill his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity.

**27.2.** During the duration of the contract, the service provider shall not be committed directly or indirectly in professional or contractual activities likely to compromise his independence in relation to the missions assigned him.

**27.3.** In case of conflict of interest regarding a member of the team of the mission, the service provider must inform the Project Owner in writing and must replace the expert in question involved in the mission or contract.



## **CHAPTER IV: ACCEPTANCE**

### **Article 32: The Acceptance Commission (Article 36 of CAG)**

**The Acceptance Commission shall** be composed of the following members:

- Project Owner or his representative –Chairperson
- Project Coordinator of PULCCA/Representative
- Representative of the Ministry of Women Empowerment and the Family
- Contract Engineer- Rapporteur
- Contract Manager: Member
- Representative of MINMAP- Observer
- The Stores Accountant - Member
- Consultant/Representative-Member

The members of the Acceptance Commission shall be appointed by a decision from the Project Owner

### **Article 33: Acceptance of Service (Article 36 of GAC)**

The Project Owner shall pronounce the acceptance of the services if they meet the stipulations of the contract and where need be, after the opinion of the Technical Follow-up and Acceptance Commission. The date of effect of the acceptance shall be specified in the acceptance decision. Failing that, it is the date of notification of this decision that shall be taken into account. If there is need, this acceptance shall entail the transfer of ownership.

**DOCUMENT NO.08: MODEL CONTRACT**

**REPUBLIQUE DU CAMEROUN**

**REPUBLIC OF CAMEROON**

**Paix - Travail – Patrie**

**Peace - Work- Fatherland**

*[Indiquer le Maitre d'Ouvrage][Indicate the Project Owner]*

**CONTRACT N°** ...../C or JO, /CA/TB/ /IT.....

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

**For** *[Indicate the quality of the services]*

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

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

Business Registry Taxpayer's No.....A issued at.....

**SUBJECT OF CONTRACT** : *[indicate the full subject of the supply]*

**PLACE OF DELIVERY:** *[indicate]*

**AMOUNT IN CFA F**

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

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

**FINANCING:***[Indicate the source of financing]*

**BUDGET HEAD:***[to be completed]}*

**SUBSCRIBED ON:**

**SIGNED ON:**

**NOTIFIED ON:**

**REGISTERED ON:**

**Between:**



DOCUMENT NO.09: MODEL DOCUMENTS

ANNEX NO.1: MODEL TENDER

*To be inserted as attachment to*

I the undersigned,

Nationality:

Domicile;

Function:

By virtue of my powers as the General Manager, and having taken cognizance of the National Tender File

No..... [Indicate the type **of service**

Hereby declare the intention to bid for this invitation to tender

Done at.....on.....

***Signature, name and stamp of bidder***

**ANNEX NO. 03: MODEL FINAL BOND**

Bank.....

Reference of the bond No.....

Addressed to (***Indicate the Project Owner and his address***) Cameroon, hereinafter referred to as the "Project Owner"

Whereas..... (***Name & Address of supplier***), hereafter referred to as "The Contractor" has committed himself, in execution of the contract referred to as "the Contract", to carry out (***Indicate the nature of the service***)

Whereas it is stated in the contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to (indicate the percentage between 2% & 5%) of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the Contractor this guarantee,

We.....(***Name & address of bank***)

Represented by.....(***Name of signatories***),

Hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request declaring that the contractor has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, an amount up to the sum of.....(***in figures & words***).

We agree that no change or addendum or any other amendment to the contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force as soon as it is signed and as soon as the Project Owner notifies the contractor of the approval of the contract. It shall be released within a deadline of (indicate the deadline) from the date of the provisional acceptance of the services.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment formulated by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subjected 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***)



## EVLUATION GRID

### A. ELIMINATION CRITERIA

SN	REQUIREMENTS	Score	CONSULTING FIRMS		
1	Absence of an administrative document and non-presentation after 48 hours	5			
2	Incomplete Technical Proposal				
3	False declaration or falsified documents				
4	Lack of appropriate personnel and experience needed				
5	Technical proposal below the cut-off mark of 75%				
6	Absence or insufficient Bid Bond				
7	Late submission of bids				
8	False declarations or forged documents				
9	Direct or indirect association with the conception, preparation of technical specifications and other documents concerned with this tender.				
10	Presence of information on Financial bid in the				

## 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 proven references	12						
2	Experience of the personnel in the same or similar assignments	10						
3	Experience in the project area	8						
Sub Total		30						

### B.2 METHODOLOGY

SN	Criteria	Mark Allocation	CONSULTING FIRMS					
			Marks Obtained	Observations	Marks Obtained	Observations	Marks Obtained	Observations
1	Understanding of the ToR for the assignment	10						
2	Adequacy of methodology: Clarity and coherence of proposed methodology and its relevance to the	20						



		At least five (5) years of relevant working experience	5						
		<b>Sub Total</b>	<b>7</b>						
<b>3</b>	<b>Monitoring and Evaluation Expert</b>	At least an BSc degree or its equivalence in M&E or Project Management	<b>2</b>						
		At least five (5) years of relevant working experience	<b>5</b>						
		<b>Sub Total</b>	<b>7</b>						
<b>4</b>	<b>Environmental</b>	At least an BSc degree in Environmental Science or related field	<b>2</b>						
		At least five (5) years of relevant working experience	<b>5</b>						
		<b>Sub Total</b>	<b>7</b>						
<b>Sub Total</b>			<b>30</b>						