

REPUBLIC OF CAMEROON  
Peace - Work - Fatherland  
MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
BOYO DIVISION  
BELO SUB DIVISION  
BELO COUNCIL  
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024



Together for  
development

beloruralcouncil@yahoo.com

PMB: 60, Belo

Office: 683707640

Mobile: 677196063

REPUBLIQUE DU CAMEROUN  
Paix - Travail - Patrie  
MINISTÈRE DE LA  
DÉCENTRALISATION ET DU  
DEVELOPPEMENT LOCAL  
REGION DU NORD-OUEST  
DÉPARTEMENT DE BOYO  
ARRONDISSEMENT DE BELO  
COMMUNE DE BELO

## INVITATION TO TENDER

- 1) **Subject:**  
CONSULTATION N° 10/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025  
FOR THE SUPPLY OF OTHER EQUIPMENT (SEWING MACHINES,  
EMBROIDERY MACHINES, ZIGZAG MACHINES) WITH COMPLETE  
ACCESSORIES FOR THE WEC IN BELO

Within the framework of 2025 Investment Budget, the Mayor of BELO Council, Contracting Authority, hereby launches, a Request for Quotation **THE SUPPLY OF OTHER EQUIPMENT (SEWING MACHINES, EMBROIDERY MACHINES, ZIGZAG MACHINES) WITH COMPLETE ACCESSORIES FOR THE WEC IN BELO**

**Description of services:**

The work consists of **THE SUPPLY OF OTHER EQUIPMENT (SEWING MACHINES, EMBROIDERY MACHINES, ZIGZAG MACHINES) WITH COMPLETE ACCESSORIES FOR THE WEC IN BELO**

- 2) **Participation:**  
Participation to this consultation is opened to Small and Medium Sized Enterprises of  
Cameroonian Nationality who are in compliance with the regulations in force
- 3) **Project owner** The Mayor of BELO Council.
- 4) **Estimated cost**  
The estimated cost after preliminary studies is **15,000,000 FCFA (fifteen million francs CFA)**
- 5) **Funding**  
This project shall be financed by the Public Investment Budget (PIB) of MINPROFF  
2025
- 6) **Bid bond**  
Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File an amount of **300,000 FCFA (one hundred thousand francs CFA)** valid for thirty (30) days beyond the date of validity of bid.

- 7) **Consultation of the Tender file:**  
The Tender file could be consulted at the BELO Council chambers, upon publication of this invitation.
- 8) **Acquisition of consultation file:**  
The file may be consulted and obtained at the BELO Council secretariat with effect from the date of signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable fee of 30,000 (Thirty Thousand CFA) into BELO Municipal Treasury, representing the cost of purchasing the tender file.
- 9) **SUBMISSION OF FILES:**  
Complete bidders' files, including all administrative and technical/financial documents, must be deposited in seven (07) copies including one (01) original file and six (06) copies on the 26/02/2025 at 10:00 AM local time in sealed envelopes, at the BELO Council secretariat bearing on:

**CONSULTATION N°10/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE SUPPLY OF OTHER EQUIPMENT (SEWING MACHINES, EMBROIDERY MACHINES, ZIGZAG MACHINES) WITH COMPLETE ACCESSORIES FOR THE WEC IN BELO**

**To be opened only during the Tenders Board Opening session**

- 10) **OPENING OF BIDS:** Bids shall be opened on the 26/02/2025 at 11:00 AM in the BELO Council Hall, by the BELO Council Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

- 11) **EVALUTION OF BIDS:** The bids will be evaluated inclusively of VALUE ADDED TAX (EVAT) and ALL TAXES INCLUSIVE (ATI) by the BELO Council Internal Tender's Board.

a) **Verification of compliance and comparison of bids.**

**The Tenders Board shall proceed with the evaluation of the bids. The evaluation shall proceed as follows:**

- ✓ Verification that the Letter of Quotation is duly completed, dated and signed with the name and title of the signatory.
- ✓ Verification that the Bill of quantities and the schedule of prices are duly completed, dated and signed.
- ✓ Verification of the arithmetic operations, checking the coherence between unit prices, quantities, and totals by making verifications on the arithmetic calculations and using the amount stated in words. If necessary, proceed with the corrections.
- ✓ Study of the compliance of bids, as regards the documents submitted, delivery periods;



- ✓ Assess the number of past supplies contract done in the previous years by the bidders and justified with certified true copies of documents requested. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.
  - ✓ Comparison of technical specifications/description
  - ✓ Bidders should submit a guarantee or warrantee of EXPECTED PERIOD OF TIME.
  - ✓ Setting up of a summary table showing the corrected amounts in increasing order.
  - ✓ The Tenders Board shall establish a detailed evaluation report concluding with a recommendation of provisional award to the, contracting authority.
- a.** The financial evaluation of the BID shall consist of examining the completeness and compliance of the financial file and a comparism of bidders proposed amounts.
- b.** Award of contract. The job shall be award to the bidder who fulfil the administrative/ technical conditions to the acceptable level (75%) stated in the tender file and proposes the lowest acceptable amount.
- 12) Deadline of execution:**  
The deadline of execution for the lots shall be Sixty (60) days from the date of notification for the Jobbing Order to begin.

**13) Period of validity of the bids:**  
The bidder is bound by his bid for a period of sixty (60) days with effect from the deadline fixed for the submission of the bids.

**14) Time limit for the submission of bids**

The time limit for the submission of the bids is set at 21 days

**15) Complementary Information:**

Complementary information which could be technical in nature can be obtained from the Mayor of BELO Council Tel.: Phone: (237) 673 20 64 35.

BELO the 31 JAN 2025

**THE MAYOR OF BELO COUNCIL  
(CONTRACTING AUTHORITY)**

**Circular copies**

- MINMAP;
- President BCITB;
- Notice Board;
- CRTV-NW
- MINCAF
- Chrono

  
  
 PLEG