

FC-00876/2025/ANDRE C. /CRRNH/

DO

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



Together for  
development

[beloruralcouncil@yahoo.com](mailto:beloruralcouncil@yahoo.com)

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Office: 683707640  
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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

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

## BELO COUNCIL INTERNAL TENDERS' BOARD (BCITB)

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### REQUEST FOR QUOTATION

**CONSULTATION N°13 /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025  
FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA –  
BELO SUB DIVISION**

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: - **MINDDEVEL - PUBLIC INVESTMENT BUDGET 2025**

| PROJECT TITTLE | SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE<br>MBESSA – BELO SUB DIVISION |
|----------------|----------------------------------------------------------------------------------|
| IMPUTATION     |                                                                                  |
| AUTHORIZATION  |                                                                                  |
| BID BON        | 10,000 FCFA                                                                      |
| TENDER FEE     | 100,000 FCFA                                                                     |
| FINANCIAL YEAR | 2025 FINANCIAL YEAR                                                              |
| DURATION       | TWO (02) months                                                                  |
| AMOUNT         | 5,000,000 FCFA                                                                   |

Re ob-02-25

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DÉPARTEMENT DE BOYO  
ARRONDISSEMENT DE BELO  
COMMUNE DE BELO

## INVITATION TO TENDER

1) **Subject:**  
CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR  
SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO  
SUB DIVISION

Within the framework of 2025 Investment Budget, the Mayor of BELO Council,  
Contracting Authority, hereby launches, a Request for Quotation **FOR SUPPORT IN  
EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB  
DIVISION**

**Description of services:**

The work consists of **FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN  
FETONGLE MBESSA – BELO SUB DIVISION**

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 5,000,000 FCFA (Five million francs  
CFA)

5) **Funding**

This project shall be financed by the Public Investment Budget (PIB) of  
**MINDDEVEL 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 100,000 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 **10,000** (Ten 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° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR  
THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE  
MBESSA – BELO SUB DIVISION**

**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) **EVALUATION 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 comparison of bidders proposed amounts.
- b. Award of contract. The job shall be award to the bidder who fulfils 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 \_\_\_\_\_

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

**Circular copies**

- MINMAP;
- MINEPIA
- President BCITB;
- Notice Board;
- Project owner
- Chrono



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## AVIS

CONSULTATION N° 04/ RQ/MINDDEVEL/BC/BCITB/BIP/2025 DU 31/01/2025 POUR  
FOURNITURE DES ENTRANTS EN APICULTURE A MBESSA DANS  
L'ARRONDISSEMENT DE BELO, DEPARTEMENT DE BOYO, N.W.R.

1) Objet de l'Appel d'Offre

Dans le cadre de l'exécution du Budget d'investissement Publique (BIP), le Maire de la  
Commune de BELO, Autorité Contractante lance, une Demande de Cotation POUR  
FOURNITURE DES ENTRANTS EN APICULTURE A MBESSA DANS  
L'ARRONDISSEMENT DE BELO, DEPARTEMENT DE BOYO, N.W.R.

2) Participation :

3) La participation à cette consultation est ouverte aux Petite et Moyennes Entreprises (P.M.Es)  
de droit Camerounais

4) Description des prestations :

La prestation consiste en CONSULTATION N° 04/  
RQ/MINDDEVEL/BC/BCITB/BIP/2025 DU 31/01/2025 POUR FOURNITURE DES  
ENTRANTS EN APICULTURE A MBESSA DANS L'ARRONDISSEMENT DE  
BELO, DEPARTEMENT DE BOYO, N.W.R

Maitre d'Ouvrage : Le Maire de la Commune de BELO.

5) Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables s'élève à 5,000,000 (Cinq  
million francs CFA)

6) Financement :

Les prestations, objet de la présente consultation est financé par le Budget d'investissement  
Publique (BIP MINDDEVEL) au titre de l'exercice 2025 assigné au Maire de la commune de  
BELO.

7) Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission  
établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont  
la liste figure dans ce DAO une montant de 100,000 (cent mille Francs CFA), valable  
pendant trente (30) jours au-delà de la date originale de validité des offres.

8) **Consultation du Dossier :**

Le dossier de consultation peut être consulté aux heures ouvrables à la Mairie de BELO, dès publication du présent avis.

9) **Acquisition du Dossier de consultation**

Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (secrétariat privée du maire de la marie de BELO pendant les heures ouvrables contre présentation d'une quittance de versement de la somme non remboursable de F CFA 10 000 (dix mille Francs CFA) à la recette municipal de la Commune de BELO.

10) **Remise des offres :**

Chaque offre, rédigée en français ou en anglais en **sept (07)** exemplaires dont un (01) original et six (06) copies marqués comme tels, devra parvenir contre récépissé à la Délégation Départementale des Marchés Public, Service de passation des marchés, au plus tard le 26/02/2025 à **10 heures**, heure locale et devra porter la mention suivante :

**CONSULTATION N° 04/ RQ/MINDDEVEL/BC/BCITB/BIP/2025 DU 26/02/2025 POUR  
FOUNITURE DES ENTRANTS EN APICULTURE A MBESSA DANS  
L'ARRONDISSEMENT DE BELO, DEPARTEMENT DE BOYO, N.W.R.**

11) **Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le **26/02/2025 à 11 h** dans la salle de conférence de la Marie de BELO, par la Commission de Passation des Marchés, en présence des soumissionnaires qui le désirent.

12) **VALEUR DES OFFRES:** Les offres seront évaluées exclusivement des taxes sur la valeur ajoutée (EVAT) et de toutes les taxes incluses (ATI) par le conseil d'administration de l'appel interne du Conseil BELO.

a) Vérification de la conformité et comparaison des offres.

La commission des appels d'offres procède à l'évaluation des offres. L'évaluation se déroule comme suit :

- ✓ Vérification que la lettre de soumission est dûment complétée, datée et signée avec le nom et le titre du signataire.
- ✓ Vérification que le devis quantitatif et le bordereau de prix sont dûment complétés, datés et signés.
- ✓ Vérification des opérations arithmétiques, vérification de la cohérence entre les prix unitaires, les quantités et les totaux en effectuant des vérifications sur les calculs arithmétiques et en utilisant le montant indiqué en mots. Si nécessaire, procédez aux corrections.
- ✓ Etude de la conformité des offres, en ce qui concerne les documents soumis, les délais de livraison ;
- ✓ Évaluer le nombre de contrats de fournitures passés effectués au cours des années précédentes par les soumissionnaires et justifiés par des copies certifiées conformes des documents demandés. Un document original peut être demandé par les membres du

comité d'appel d'offres pour les vérifications nécessaires ; les documents falsifiés donnent automatiquement droit au rejet.

- ✓ Comparaison des spécifications techniques / description
  - ✓ Les soumissionnaires doivent soumettre une garantie ou une garantie de la PÉRIODE ATTENDUE.
  - ✓ Mise en place d'un tableau récapitulatif reprenant les montants corrigés par ordre croissant.
  - ✓ Le comité d'appel d'offres établit un rapport d'évaluation détaillé se terminant par une recommandation d'attribution provisoire au pouvoir adjudicateur.
- b) L'évaluation financière de la BID consiste en un examen complet et en cohérence du dossier financier et en un comparatisme des montants proposés.
- c) Attribution du contrat. Le travail sera attribué au soumissionnaire qui remplit les conditions administratives et techniques jusqu'au niveau acceptable indiqué dans le dossier d'appel d'offres et qui propose le montant acceptable le plus bas

13) **Délai d'exécution:**

Le délai d'exécution est fixé à **soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

**13. Durée de validité des offres :**

Les soumissionnaires restent engagés par leur offre pendant une période de soixante (60) jours, à compter de la date limite fixée pour la réception des offres.

**1) Délais de submission**

Fixer a 21jours

**14. Renseignements complémentaires**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la Mairie de BELO: Phone:(237) 673 20 64 35.

Fait à BELO, le \_\_\_\_\_

Le Maire de la Commune de BELO

**Ampliations :**

- MINMAP;
- MINEPIA
- Président CPM;
- Affichage;
- Le Maitre d'Ouvrage



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## BELO COUNCIL INTERNAL TENDERS' BOARD (BCITB)

\*\*\*\*\*

### DOCUMENT N° I

#### LETTER OF INVITATION

Subject: CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION

Dear Sir/Madam,

Within the framework of 2025 Investment Budget, the Lord Mayor of BELO Council, Contracting Authority, hereby launches, a Request for Quotation for the FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the 26/02/2025 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

“CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION”

The bids will be submitted on the 26/02/2025 at 10 AM at the BELO Council chamber, Mayor's Private Secretariat and opened the same day at 11 AM in the conference hall of the BELO Council

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission letter.

This supply shall be carried out within deadline of 60 (Sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heart felt greetings.

THE MAYOR OF BELO COUNCIL

(CONTRACTING

AUTHORITY)



*[Signature]*  
M. S. S. Ayong Njam-Njam  
PLEG

a. **DOCUMENT No. II**

**RULES OF THE CONSULTATION**

**2.1 - CONSULTATION FILE**

**ARTICLE 1 : Contents of the consultation file**

- 1.1** The consultation file shall describe the service providers which is subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Order.
- 1.2** The consultation file shall comprise the following documents:
- 1.1 the letter of invitation to tender,
  - 1.2 technical specifications,
  - 1.3 the bill of entry and quantities,
  - 1.4 the model tender,
  - 1.5 the draft Jobbing Order,
  - 1.6 the model bid comparison table.

**1.3** The service providers shall study the instructions, models, conditions and specifications contained in the consultation file.

**2.2- BID PREPARATION**

*ARTICLE 2: Langage*

The bid as well as any correspondence comprising the bid shall be written in English or French.

**ARTICLE 3:** Bids shall be prepared and submitted in a two (02) volumes  
The bid presented by the Suppliers shall comprise the following documents duly filled:

**Volume I: - Administrative documents/technical offer.**

**A complete administrative/technical file shall comprise the following**

- 1. Declaration of intention to tender
- 2. Attestation of tax compliance franked
- 3. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
- 4. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;
- 5. Attestation of bank account of the bidder, issued by a first rate-bank and other financial institutions approved by the Ministry in charge of Finance in accordance with COBAC conditions ;
- 6. A receipt showing the payment of FCFA 10,000 (ten thousand) representing the cost of the tender file issued by the BELO Municipal Treasury;
- 7. A bid bond of **one hundred (100,000 FCFA) Francs CFA** issued by a first rate-bank and other financial institutions approved by the Ministry in charge of Finance in conformity with COBAC conditions.
- 8. Attestation of imatriculation franked
- 9. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);

10. Plan of localization of company stamped and signed by the bidder
11. A group agreement if necessary
12. Power of attorney if necessary
13. The draft Jobbing Order duly completed, initialed and signed;
14. PROFESSIONAL EXPERIENCE OF BIDDER – references
15. Planning and respect of the duration of the execution of supply
16. Packaging, labeling and transportation of the supply
17. Description of services after sales –maintenance during guarantee period

## **Volume II: The Financial offer**

- a. A stamped letter of submission signed and dated,
- b. Unit Price List, signed and dated
- c. The descriptive and quantitative estimates duly filled, signed and dated;
- d. The unit price breaks down duly filled, signed and dated
- e. **Financial Capacity of 25% MTTC**

### ARTICLE 4: BID

4.1 The service provider shall specify;

- a. Exclusive value added taxes (EVAT) and
- b. All taxes and customs duties inclusive (ATT).

4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the item in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the Jobbing Order.

4.3: The Supplier shall fill and sign the draft Jobbing Order.

### ARTICLE 5: Bid currencies

Prices shall be written in CFA francs.

### ARTICLE 6: Bid validity period

Bids shall be valid for the period of 60 days.

## **2.3 DEPOSIT OF FILES**

### **ARTICLE 7: SUBMISSION OF BIDS**

*The bids will be submitted on the 26/02/2025 at 10 AM at the BELO Council Secretariat, and opened the same day at 11 AM in the BELO Council Hall*

### ARTICLE 8: Stamping and marking of bids

Suppliers shall enclose the original and six (06) copies of their bids in an envelope:

- (a) Addressed to the Mayor of BELO Council at the address indicated in the letter of invitation for quotation and bearing on:

**“CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION”**

Any other mark on the bid shall lead to the disqualification of the offer

ARTICLE 9: Latest time and date of submission of bids

*Bids shall be received on the 26/02/2025 at 10 AM at the BELO Council Secretariat, and opened the same day at 11 AM in the BELO Council Hall*

**2.4 OPENING AND EVALUATION OF BIDS**

**ARTICLE 10 OPENING**

10.1 The BELO Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the bidder wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within one hour following that for the submission of bids.

10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

ARTICLE 11: Evaluation of the Bids

10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

ARTICLE 11: Evaluation of the Bids

| DESIGNATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES | N0 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>VOLUME I : ADMINISTRATIVE / TECHNICAL OFFER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |
| <b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |
| <ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Attestation of tax compliance franked</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of FCFA 10,000 (ten thousand) representing the cost of the tender file issued by the BELO Municipal Treasury;</li> <li>➤ A bid bond of <b>one hundred (100,000 FCFA) Francs CFA</b> issued by a first rate-bank and other financial institutions approved by the Ministry in charge of Finance in conformity with COBAC conditions.</li> <li>➤ Attestation of imatriculation franked</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of localization of company stamped and signed by the bidder</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul> |     |    |
| <b><u>NB</u></b> <ul style="list-style-type: none"> <li>• The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>• The absence of a bid bod shall result to direct elimination</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |    |
| <b>B: TECHNICAL EVALUATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES | N0 |
| - Document spirally bound                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |

|                                                                                                                                            |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| - Hard back cover                                                                                                                          |            |           |
| - Content page                                                                                                                             |            |           |
| - Coloured separators                                                                                                                      |            |           |
| - Page Numbering                                                                                                                           |            |           |
| - Planning and respect of the duration of the execution of supply                                                                          |            |           |
| - Delivery and reception of supply at BELO Council                                                                                         |            |           |
| - The draft Jobbing Order duly completed, initialized and signed                                                                           |            |           |
| - List of Professional References BIDDER – at least two (2) References of similar lobs of at least 2,000,000 FCFA                          |            |           |
| - 1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final) |            |           |
| - 2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final) |            |           |
| <b>VOLUME II: FINANCIAL OFFER</b>                                                                                                          | <b>YES</b> | <b>NO</b> |
| <b>B- 5:</b> A stamped letter of submission signed and dated                                                                               |            |           |
| <b>B- 6:</b> Unit Price List, signed and dated                                                                                             |            |           |
| <b>B- 7:</b> The descriptive and quantitative estimates duly filled, signed and dated                                                      |            |           |
| <b>B- 8:</b> The unit price break down duly filled, signed and dated                                                                       |            |           |
| <b>B- 9:</b> Financial Capacity                                                                                                            |            |           |

**NB; A Technical evaluation Mark of Less Than 75% Shall Results to Elimination**

**Elimination criteria:** the bids shall be eliminated for the following reasons:

1. The Absence of an acceptable Bid Bond will result to the elimination of the offer
2. The absence or the non-conformity of one of the elements in documents in the financial offer of the evaluation grill above will result to the elimination of the offer
3. The candidate who score less than 75% in the technical evaluation will be eliminated
4. Failure to submit an irregular administrative document within 48 hours
5. False or falsified document

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document **administrative document** and at least 75% of those in **Technical evaluation**.

#### **ARTICLE 12: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections

Preparation of a summary table of bids.

## **ARTICLE 12: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

## **2.5- AWARD OF THE JOBBING ORDER**

### **ARTICLE 13: Award of the Jobbing Order**

The BELO Council Internal Tenders Board shall propose the award of the Jobbing Order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

### **ARTICLE 14: Announcement of award of the Jobbing Order**

The Contracting Authority (Mayor of BELO Council) shall decide on the award and publish the result of the bids in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the Jobbing Order The delivery deadline.

### **ARTICLE 15: Signing of the Jobbing Order**

Within 7 (seven) days following the award, the Jobbing Order shall be signed by the Contracting Authority and notified to the supplier who shall be responsible for its registration according to the procedure in force.

### **ARTICLE 16: Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Suppliers should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a Jobbing Order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same supplier under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a Jobbing Order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

- b. DOCUMENT No. III
- c. MODEL APPENDICES

### 3.1 BID LETTER

Date .....

**“CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION”**

*To: The Chairperson of the Tenders Board*

Dear Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to supply and deliver .....

..... in accordance with the request for Consultation and for the sum of .....

CFAF (*in words*) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive

If our bid is approved, we undertake to deliver the supplies in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a Jobbing Order, this bid completed by your written reception and the notification of award of the Jobbing Order, shall serve as a Jobbing Order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.

### 3.2 – SAMPLE BILL OF ESTIMATES, ENTRY AND QUANTITIES

(To be filled by the Candidate)

| No | Description of item<br>(including Marque and model) | Quantity | Unite price<br>(in figures and word) | Total Price |
|----|-----------------------------------------------------|----------|--------------------------------------|-------------|
|    |                                                     |          |                                      |             |
|    |                                                     |          |                                      |             |

### 3.4 - BID COMPARISON TABLE

| No. | Names of Bidders | Address | Bid compliance |    | Delivery         |       | Total Price<br>TTC | Observations |
|-----|------------------|---------|----------------|----|------------------|-------|--------------------|--------------|
|     |                  |         | Yes            | No | Period<br>(time) | Place |                    |              |
| 1.  |                  |         |                |    |                  |       |                    |              |
| 2.  |                  |         |                |    |                  |       |                    |              |

### Members of the Tenders Board

Name

Duty

Signature

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](mailto: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

## BELO COUNCIL INTERNAL TENDERS' BOARD (BCITB)

\*\*\*\*\*

### DRAFT JOBBING ORDER

JOBGING ORDER N° \_\_\_\_/JO/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_/ 2025

AWARDED AFTER CONSULTATION

“CONSULTATION N° .... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_ /2025 FOR THE  
FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO  
SUB DIVISION”

#### CONTRACTOR:

TAX PAYER'S CARD NO: .....

ADDRESS...

BP: .....

TEL: .....

FAX: .....

BANK ACCOUNT NO.....

SUBJECT :

AMOUNT: ..... F CFA TTC

(..... F CFA TOUTES TAXES COMPRISES)

DELAI: Sixty (60) DAYS

FINANCING: Public Investment Budget (PIB) 2025

VOTE CHARGE...

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

BETWEEN: The state of Cameroon, represented by the Mayor of BELO Council Contracting Authority  
hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP: .....

TEL.:

FAX: .....

BANK ACCOUNT NO.....

Represented by the General Manager .....

Hereafter known as << **THE SERVICE PROVIDER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

## *CONTENTS*

### **CHAPTER I: GENERAL CONSIDERATIONS**

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

ARTICLE 4: GENERAL TEXTS

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER

ARTICLE 6: PERIOD AND PLACE OF DELIVERY.

ARTICLE 7: RESIDENCE OF THE SUPPLIER

### **CHAPTER II: PERFORMANCE OF THE JOBBING ORDER**

ARTICLE 8: SUPPLIER'S ROLE AND RESPONSIBILITIES

ARTICLE 9: CONSISTENCY OF SERVICES

ARTICLE 10: DESCRIPTION OF SUPPLIES

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ARTICLE 13: GUARANTEE

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### **CHAPTER III: FINANCIAL PROVISIONS**

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### **CHAPTER IV: MISCELLANEOUS PROVISIONS**

ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

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ARTICLE 23: CANCELLATION OF THE JOBBING ORDER

ARTICLE 24: VALIDITY OF THE JOBBING ORDER

## *CHAPTER I*

### GENERAL CONSIDERATIONS

#### **ARTICLE 1: PURPOSE OF THE JOBBING ORDER**

The purpose of this Jobbing Order for **MATERIAL ASSISTANCE TO THREE (03) HANDICRAFT/FARMING GROUPS in BELO Municipality, Boyo Division, N.W.R**

A description of this supply shall be given in Article 10 below.

#### **ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER**

This Jobbing Order is awarded following a Request **"CONSULTATION N° 04/RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF 31/01/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION"**

#### **ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER**

The constituent contractual documents of this Jobbing Order are in order of priority:

- This booklet of Special Administrative Clauses ;
- The Supplier's bid and his overall proposal ;
- The terms of references
- The provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above ;
- The breakdown of estimates ;
- The descriptive bill of quantities.

#### **ARTICLE 4: GENERAL TEXTS**

This Jobbing Order shall be governed by:

- The special General Administrative Clauses (CCLS);
- The law N ° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N ° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of

the Public Contracts system;

- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- The circular No 00013995.C/MINFI of 31 DEC 2024 Bearing instructions relating to the implementation of the finance laws, the monitoring and control of the execution of the budgets of the state and other public entities for the 2025 fiscal year
- Unified Technical Documents (DTU) for building works;
- The CCTP;
- The Norms in force in the Republic of Cameroon;
- Order No 00002/MINEPDED of 08th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).
- Other texts specific to contracting fields
- Legal framework governing COLEPS
  - Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code, article 122 of which provides for the dematerialisation of procedures
  - Decree No. 2018/001/PM of 5 January 2018 creating a dematerialisation platform for public Contracts and setting its rules of use
  - Decree No. 2018/001/PM of 5 January 2018 to lay down conditions and procedures for the electronic award of Public Contracts in Cameroon
  - Order No. 0101/A/MINMAP/CAD of May 2, 2018 to implement the character for the use of the Public Contracts dematerialisation platform
  - Order No. 002/A/MINMAP/CAB of 18 January 2019 establishing the thresholds and the types of contracts that may be awarded electronically for the 0019 financial year ;
  - Order No. 0003/MINMAP/CAB of 18 January 2019 establishing the list of acts and documents to be published mandatorily on the public procurement dematerialization platform for the 2019 financial year

## **ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER**

In pursuance of the provisions of this Jobbing Order, it shall be specified that

- The Contracting Authority shall be the **Mayor of BELO Council**.  
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 project Owner (Authorizing Officer) shall be the **Mayor of BELO Council**
- The Contract Manager shall be **The S.G of BELO Council** hereinafter referred to as the Contract Manager.  
He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **DD MINEPIA- Boyo** hereinafter referred to as the Engineers.
- The Service Provider shall be *[to be specified]*.
- The authority in charge of ordering payment shall be **The Mayor of BELO Council**.
- The authority in charge of the clearance of expenditures shall be the **Divisional Finance Controller – Boyo**.
- **The Project Manager shall be the CDO of BELO Council.**
- The body or official in charge of payment shall be the **BELO Municipal Treasurer**
- The competent official to furnish information within the context of the execution of this contract shall be **The Mayor of BELO Council**.
- The authority in charge of monitoring and control shall be the **Divisional Control brigade – MINMAP Boyo**

## **ARTICLE 6: DURATION AND VENUE OF SUPPLY**

The duration shall be **Sixty (60) days** starting from the date of notification of supplies and the venue shall be the BELO Council Hall.

The cost of transportation of the supplied items to the site sited above shall be duly bond by the suppliers.

## **ARTICLE 7: RESIDENCE OF THE SUPPLIER**

The supplier's main residence shall be:

at: .....

P .O. Box: .....

TEL: .....

FAX: .....

All notifications to him shall validly be forwarded to this address.

## ***CHAPTER II PERFORMANCE OF THE JOBBING ORDER***

## **ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE SUPPLIER**

The Service provider has as mission to effect the services of items as described in Article 10 under the control of the **Contract Engineer** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

d. **ARTICLE 9: CONSISTENCY OF SUPPLIES**

The supplies shall consist of the "CONSULTATION N° .... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF  
\_\_\_\_\_/2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE  
MBESSA – BELO SUB DIVISION"

e. **ARTICLE 10: DESCRIPTION OF SUPPLIES**

The services shall include:

SEWING MACHINES, EMBROIDERY MACHINES, ZIGZAG MACHINES)

**N.B: THESE ITEMS SHALL BE SUPPLIED TO BELO COUNCIL AND THE LATTER SHALL  
DISTRIBUTE TO THE EARMARKED COMMON INITIATIVE GROUPS (C.I.Gs)**

**THE BENEFICIARY GROUPS INCLUDE:**

1. PWD ACHA/KITCHU

**ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED**

Purchase receipt, insurance policy and all other documents to facilitate registration of the vehicle.

f. **ARTICLE 12: RECEPTION OF SUPPLIES**

A. **Provisional Reception Of Supplies**

The Project Owner or Contract Manager by representation shall fix the date for the reception of supplies to be effected in the presence of the supplier by a commission composed of:

- 1) The Authorizing Officer .....Chairperson;
- 2) The contract manager SG BELO COUNCIL ..... Member
- 3) The contract Engineer – DD MINEPIA - BOYO ..... Secretary
- 4) The stores accountant – BELO Council-----Member;
- 5) The CDO – BELO Council..... Member
- 6) The Divisional Delegate of MINDDEVEL – Boyo.....Member
- 7) The DD MINMAP or his representative -----Observer
- 8) The supplier.....Member;

It shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of reception.

Where the supply does not conform, the supplier shall be requested to replace the defective items at his own cost.

Where the supply does conform, the commission shall rule for reception. A reception report will then be prepared and shall be signed by all the members of the commission and the supplier. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

- B. **Final Acceptance:** Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee. The commission and procedure for final acceptance shall be the same as for Provisional Acceptance

- g. **N/B:** The chairman man rapporteur and members of all the commission shall be paid indemnities by the project owner following the regulation in force.

h. **ARTICLE 13: GUARANTEE**

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the items shall be borne by the supplier. The supply will bear the cost of repairs of the supplied equipment for six months from the date of reception of the supplies.

**i. ARTICLE 14: INSURANCE**

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the supplier.

The Project Owner or Contract Manager must be freed from all obligations.

The insurance must represent 110% (one hundred and ten percent) of the CIF value of the "shop to shop" supplies on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.

**CHAPTER III**

**FINANCIAL PROVISIONS**

**j. ARTICLE 15: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this Jobbing Order shall be final and not subject to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

**k. ARTICLE 16: AMOUNT OF THE JOBBING ORDER**

The total amount of this Jobbing Order stands at .....

..... CFAF inclusive of taxes (amount in words) ..... in accordance with the breakdown of estimates appended here to

**UNITE PRICE SCHEDULE**

| BUDJET FOR THE SETTING UP OF A BEE FARM |                                                                                                    |      |          |            |            |
|-----------------------------------------|----------------------------------------------------------------------------------------------------|------|----------|------------|------------|
| N°                                      | DESCRIPTION                                                                                        | Unit | Quantity | Unit Price | Total Cost |
| 0                                       | <b>Preliminaries</b>                                                                               |      |          |            |            |
| 1                                       | mobilization and sensitization (seminar on training of the farm workers on bee farming techniques) | ls   | 1        |            |            |
| 2                                       | Queen rearing training (queen rearing kit, ventral hook hives)                                     | ls   | 1        |            |            |
|                                         | <b>Sub total 000</b>                                                                               |      |          |            |            |
| 100                                     | <b>Beekeeping equipment</b>                                                                        |      |          |            |            |
| 101                                     | Hives                                                                                              | Unit | 150      |            |            |
| 102                                     | Personal Protective Equipment                                                                      | Unit | 4        |            |            |
| 103                                     | Hive tools                                                                                         | ls   | 1        |            |            |
| 104                                     | Honey storage equipment (air tight buckets, setting tanks)                                         | ls   | 2        |            |            |
|                                         | <b>Sub total 100</b>                                                                               |      |          |            |            |
| 200                                     | <b>OTHERS</b>                                                                                      |      |          |            |            |
| 201                                     | Wax extractor                                                                                      | Unit | 0        |            |            |
| 202                                     | Mini candle factory                                                                                |      | 0        |            |            |
| 203                                     | Fees for expert consultations                                                                      | Unit | 1        |            |            |

|                                   |                                                                                           |      |   |  |   |
|-----------------------------------|-------------------------------------------------------------------------------------------|------|---|--|---|
| 204                               | Monitoring and evaluation of the project<br>(allowances to 3 staff members for 6 months ) | Unit | 6 |  |   |
| 205                               | Research for market exploration                                                           | Unit | 1 |  |   |
|                                   |                                                                                           |      |   |  | - |
|                                   | <b>Sub total 200</b>                                                                      |      |   |  | - |
| <b>TOTAL AMOUNT WITHOUT TAXES</b> |                                                                                           |      |   |  | - |
| <b>TVA (19,25%)</b>               |                                                                                           |      |   |  | - |
| <b>AIR (5.5%)</b>                 |                                                                                           |      |   |  | - |
| <b>NET AMOUNT TO BE PAID</b>      |                                                                                           |      |   |  | - |
| <b>TOTAL AMOUNT WITH TAXES</b>    |                                                                                           |      |   |  | - |

## **ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT**

### **17.1 Start-up advance:**

Upon notification of the contract to the supplier, an advance payment corresponding to **(40% max of the contract amount, all tax inclusive)** may be granted to the holder of the Jobbing Order, at his request.

This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon reception of all the supplies which were the purpose of the Jobbing Order.

### **17.2. Scheduling payments:**

The contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment

Payment shall be done by the Paymaster General after receiving accounts drawn up by the Contract Engineer and signed by the Mayor upon presentation of an account drawn up by the contracting partners in seven (07) copies including the stamped original copy.

Each request for payment shall include the following documents:

- Seven copies of the account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Release of the retention guarantee signed by Mayor in case of final acceptance of supply;
- Copy of the stamped duty agreement for the funding of the project;
- The contractor shall submit the insurance policies for damages of all sorts caused to third parties by his personnel, salaried in service, by the equipment used and due to works.
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
  - Certificate of immatriculation;
  - Tax compliance certificate;
  - a plan of localisation;
  - an attestation of solvency;
  - an attestation of Bank account;
  - an attestation of tender from the NSIF.
  - others
- Default interests

Default interests shall be paid by statement of the amounts owed.

- Currency  
The currency of the tender and payment shall be the CFA Franc.

#### **ARTICLE 18: BANK DOMICILIATION**

The Paymaster General shall pay in full all sums owed for the execution of this Jobbing Order by bank transfer to account N°. .... at ..... in the name of .....

#### **ARTICLE 19: TAX SYSTEM**

This Jobbing Order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

The Value Added Tax shall be borne by the Project Owner or Project Manager.

#### **ARTICLE 20: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this Jobbing Order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force

### **CHAPTER IV**

#### **MISCELLANEOUS PROVISIONS**

#### **ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Seven (07) copies of this Jobbing Order shall be produced and circulated.

#### **ARTICLE 22: DISPUTES**

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failure of amicable settlement, the final verdict of any dispute stemming from this Jobbing Order shall be passed by the competent Cameroonian court in BOYO Division.

#### **ARTICLE 23: CANCELLATION OF THE JOBBING ORDER**

This Jobbing Order may be cancelled under the conditions and formalities provided for by the regulations in force.

#### **ARTICLE 24: VALIDITY OF THE JOBBING ORDER**

This Jobbing Order shall be valid only after its signature by the Contracting Authority and shall become enforceable only after its

1. PAGE ..... AND LAST OF JO /BC/BCITB/PIB/2025 OF \_\_\_\_/2025/ (1) / (2)

AFTER .....

WITH THE COMPANY: .....

FOR THE SUPPLY .....

AMOUNT OF THE JOBBING ORDER: ..... CFAF

(In words .....

CFA francs inclusive of taxes)

EXECUTION TIME:

|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>Read and accepted by the contractor</b><br><br>(place of signature)_____ (date) |
| <b>Signature of Contracting Authority</b><br><br>(place of signature)_____ (date)  |
| <b>Registration</b>                                                                |

#### TABLE OF MODEL DOCUMENTS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacture

Annex NO. 7: Model attestation site visit

## ANNEX No. 1: MODEL BID

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

Representing the \_\_\_\_\_ enterprise or group of enterprises with head office at \_\_\_\_\_ registered in the trade register of \_\_\_\_\_ under the number No. \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addenda of **“CONSULTATION N° .... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_ /2025 FOR THE FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION”**

Submit and commit myself to deliver the supplies in accordance with the Tender File, in return for the prices which I myself establish on the basis of the price and quantity schedule which give the amount of the bid for lot No. \_\_\_\_\_ at \_\_\_\_\_ [*in figures and words*] CFA francs exclusive of VAT

\_\_\_\_\_ CFA francs Inclusive of all taxes [*In figures and words*].

- I pledge to deliver the supplies within a deadline of .....months.

- In addition, I pledge to maintain my offer for 60 days from the deadline of submission of tenders.

The rebates offered and modalities of application of the said rebates are as follows \_\_\_\_\_

The Project Owner shall pay the sums due for this contract by crediting account No.....opened in.....Bank.....Branch

Prior to the signing of the contract, this bid accepted by you shall constitute an agreement between us.

Done at \_\_\_\_\_ on

Signature of \_\_\_\_\_

In the capacity as \_\_\_\_\_

Duly authorised to sign bids for and on behalf of \_\_\_\_\_

## ANNEX No. 2: MODEL BID BOND

Addressed to [*indicate the Contracting Authority and his address*]

Whereas the Supplier..... hereinafter referred to as the “bidder” has submitted his bid on ..... for [*recall the subject of the invitation to tender*], hereinafter referred to as “the bid” and to which must be attached a bid bond equivalent to [*indicate the amount*] CFA francs.

We..... [*name and address of the bank*] , represented by ..... [*names of signatories*], hereinafter referred to as “the bank” hereby declare to guarantee payment to the Project

Owner of the maximum sum of *[indicate the amount]* CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its Owner, his successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period specified by him in the bid;

Or

If the bidder, having been notified of the award of the contract by the Project Owner during the validity period:

- Fails or refuses to sign the contract, even though required to do so;
  - Fails or refuses to furnish the final bond for the contract 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 his first written request, without the Project Owner having to justify his request, given, however, that in his request the Contracting Authority 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 enter into force from the date of signature and from the date set by the Project Owner for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the Project Owner to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this validity period.

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

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

*[Bank's signature]*

### ANNEX No. 3: MODEL FINAL BOND

Bank:

Reference of the bond: No \_\_\_\_\_

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

Whereas \_\_\_\_\_ *[name and address of Supplier]*, hereafter referred to as "the Supplier", has committed himself, in execution of the contract referred to "the contract", to carry out *[indicate the nature of the services]*.

Whereas it is stated in the contract that the Supplier shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5 %]* of the amount of the corresponding portion

of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the Supplier this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*

Represented by \_\_\_\_\_ *[name of signatories]*,

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

We agree that no change or addendum or any other amendment to the contract shall free us of 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 the Supplier is notified of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the supplies.

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

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

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

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

*[Signature of the bank]*

ANNEX No. 4: MODEL START-OFF ADVANCE BOND

Bank: Reference, Address: \_\_\_\_\_

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of:

Project Owner [Address of Project Owner] ("beneficiary")

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to

\_\_\_\_\_ of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of Contract No. \_\_\_\_\_ Payable upon notification of the corresponding Administrative Order that is \_\_\_\_\_ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance on the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under number \_\_\_\_\_

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

The law and jurisdiction applicable on the guarantee shall be those of the Republic of Cameroon.

Signed and authenticated by the bank

At \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

### ANNEX No. 5: MODEL OF MANUFACTURER'S AUTHORISATION

*[The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorisation must be on the manufacturer's letter head and must be signed by a person duly mandated to sign documents which commit the manufacturer. The bidder should include this letter in his bid, if so required by the Tender File]*

Date *[insert the date, (day, month, year) of submission of tender]*

IT No \_\_\_\_\_ of \_\_\_\_\_:

**“CONSULTATION N° .... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_ /2025 FOR THE  
FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO  
SUB DIVISION”**

*[Insert the identification number if this tender is proposed for a variant]*

To: The Mayor of BELO *[Insert full name of Project Owner]*

We the undersigned *[Insert full name of manufacturer]* hereby attest that *[indicate the full name of the bidder]* is authorised to commercialise our products (or where applicable, has a concession agreement.

We confirm all the guarantees and are guarantors for the supplies offered.

Signature *[insert the signature]*

Done on \_\_\_\_\_ day of \_\_\_\_\_ *[insert date of signature]*

## ANNEX 6: MODELE ATTESTATION OF SITE VISIT

I, Mr./Mrs./Miss .....  
(Surname and Name)

Director or Engineer of the Company: ..... (Name  
of Enterprise),

have actually visited the sites which is going to receive the structure relative "CONSULTATION N°  
.... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_ /2025 FOR THE FOR SUPPORT IN  
EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO SUB DIVISION"

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of the job with respect to norms.
- To establish his unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall on no condition claim the Contracting Authority for any increase of unit price.

In Testimony Whereof, this present ATTESTATION OF SITE VISIT is established and issued to serve the purpose it deserves.

DATE:

VISA OF THE CONTRACTOR  
OR HIS REPRESENTATIVE

## THE EVALUATION GRID

### ANNEX 7: EVALUATION GRID

**“CONSULTATION N° .... /RQ/MINDDEVEL/BC/BCITB/PIB/2025 OF \_\_\_\_ /2025 FOR THE  
FOR SUPPORT IN EQUIPMENT TO APICULTURE CIG IN FETONGLE MBESSA – BELO  
SUB DIVISION”**

| DESIGNATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES        | NO        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b>VOLUME I : ADMINISTRATIVE / TECHNICAL OFFER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |           |
| <b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |           |
| <ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Attestation of tax compliance franked</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of FCFA 10,000 (ten thousand) representing the cost of the tender file issued by the BELO Municipal Treasury;</li> <li>➤ A bid bond of one hundred (100,000 FCFA) Francs CFA issued by a first rate-bank and other financial institutions approved by the Ministry in charge of Finance in conformity with COBAC conditions.</li> <li>➤ Attestation of imatriculation franked</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of localization of company stamped and signed by the bidder</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul> |            |           |
| <b>NB</b> <ul style="list-style-type: none"> <li>• The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>• The absence of a bid bod shall result to direct elimination</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |           |
| <b>B: TECHNICAL EVALUATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>YES</b> | <b>NO</b> |
| - Document spirally bound                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| - Hard back cover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |           |
| - Content page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |           |
| - Coloured separators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |           |
| - Page Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |           |
| - Planning and respect of the duration of the execution of supply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |           |
| - Delivery and reception of supply at BELO Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |           |

|                                                                                                                                            |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| - The draft Jobbing Order duly completed, initialized and signed                                                                           |            |           |
| - List of Professional References BIDDER – at least two (2) References of similar lobs of at least 2,000,000 FCFA                          |            |           |
| - 1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final) |            |           |
| - 2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final) |            |           |
| <b>VOLUME II: FINANCIAL OFFER</b>                                                                                                          | <b>YES</b> | <b>N0</b> |
| <b>B- 5:</b> A stamped letter of submission signed and dated                                                                               |            |           |
| <b>B- 6:</b> Unit Price List, signed and dated                                                                                             |            |           |
| <b>B- 7:</b> The descriptive and quantitative estimates duly filled, signed and dated                                                      |            |           |
| <b>B- 8:</b> The unit price break down duly filled, signed and dated                                                                       |            |           |
| <b>B- 9:</b> Financial Capacity                                                                                                            |            |           |

**NB; A Technical evaluation Mark of Less Than 75% Shall Results to Elimination**

## List of banking establishments and financial bodies authorised to issue bonds for public contracts

### BANKS

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. CCA BANK

### II- Insurance companies

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurnces S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.

N.B: la liste ci-dessus est également disponible sur le site web : [www.arnp.cm](http://www.arnp.cm)