

REPUBLIC OF CAMEROON

*Peace - Work - Fatherland*

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAFUT SUB-DIVISION

BAFUT COUNCIL



REPUBLIQUE DU CAMEROUN

*Paix - Travail - Patrie*

MINISTÈRE DE LA DÉCENTRALIZATION  
ET DEVELOPPEMENT LOCAL

REGION DU NORD-OUST

DEPARTEMENT DE LA MEZAM

ARRONDISSEMENT DE BAFUT

COMMUNE DE BAFUT

Tell 677-527-274

WEBSITE: [www.Bafutcouncil.net](http://www.Bafutcouncil.net)

## BAFUT COUNCIL INTERNAL TENDERS BOARD

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## OPEN NATIONAL INVITATION TO TENDER

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### TENDER FILE

**N007/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE  
EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE,  
GNS AKOSSIA AND GNS MUGHIE IN BAFUT SUB DIVISION, MEZAM DIVISION  
OF THE NORTH WEST REGION.**

**PROJECT OWNER: THE MAYOR OF BAFUT COUNCIL**

**FUNDING: MINDDEVEL PUBLIC INVESTMENT BUDGET (PIB) - 2025**

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of Tender file :	Budget Head
Single	EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE)	8,000,000	160,000	20,000	

Re 05/03/2025<sup>1</sup>

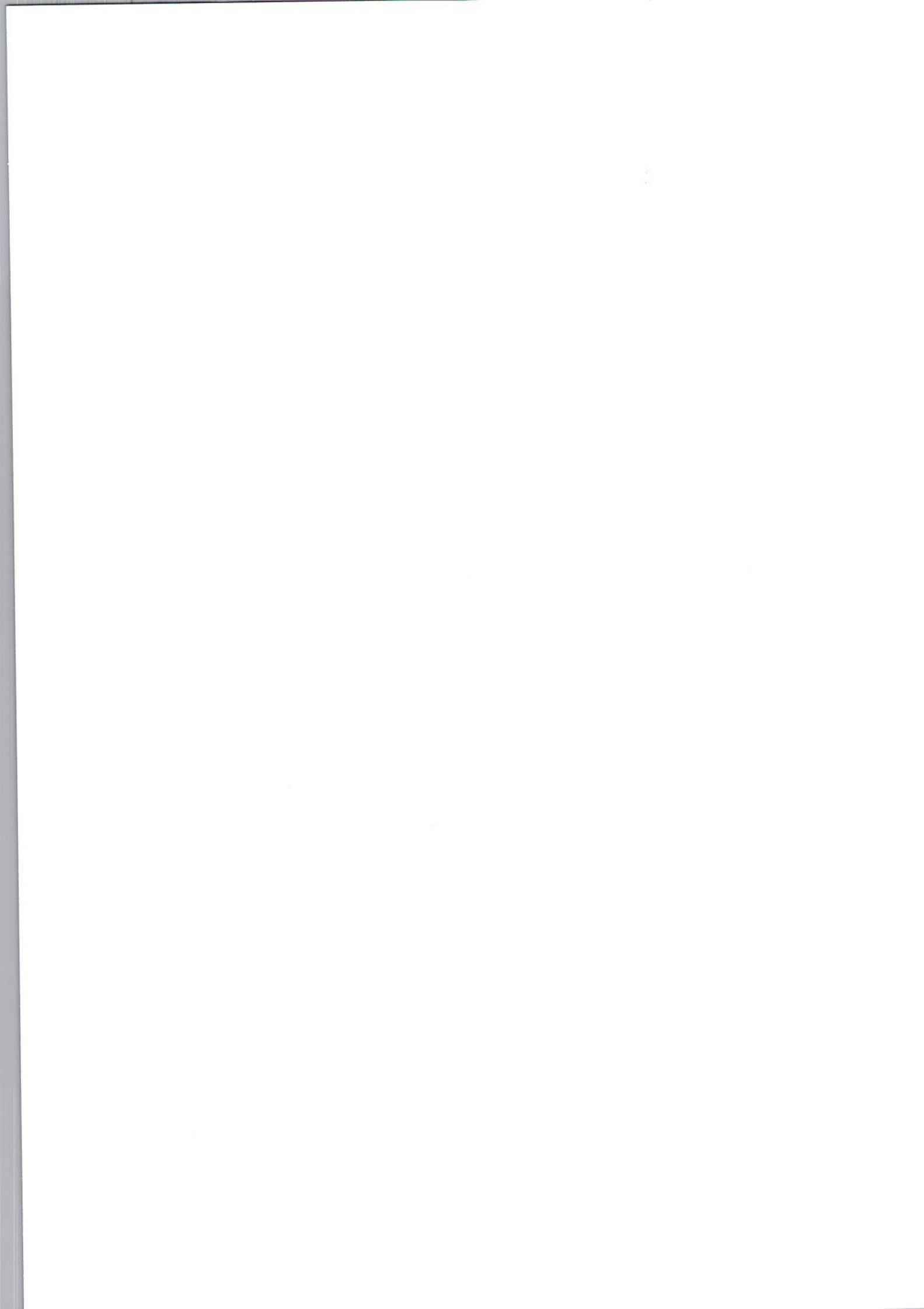
*ONIT for the equipping of nursery blocks with dwarf benches.*



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MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

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BAFUT SUB-DIVISION

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## TENDER

REPUBLIQUE DU CAMEROUN

*Paix - Travail- Patrie*

MINISTÈRE DE LA DÉCENTRALIZATION  
ET DEVELOPPEMENT LOCAL

REGION DU NORD-OUST

DEPARTEMENT DE LA MEZAM

ARRONDISSEMENT DE BAFUT

COMMUNE DE BAFUT

Tell 677-527-274

WEBSITE: [www.Bafutcouncil.net](http://www.Bafutcouncil.net)

**Subject: No;07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE EQUIPPING OF SOME NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE IN BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

Within the framework of 2025 Public Investment Budget, the Mayor of Bafut Council, hereby launches a Request for Quotation for the Equipping of Nursery Blocks with Dwarf Benches (**GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

### 1. Participation:

Participation to this consultation is open to Small and Medium Size Enterprises that are in compliance with the fiscal laws.

### 2. Description of services:

- Equipping of some nursery blocks in the Bafut Municipality with Dwarf benches .

### 4. Lots

The supply is in a single lot as follows;

Equipping of some nursery blocks with Dwarf benches in Bafut Sub Division

### 5. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	Imputation
Single	EQUIPPING NURSERY BLOCKS WITH DWARF BENCHES; GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE	8,000,000	160,000	

### 6. Funding

This project shall be financed by the 2025 Public Investment Budget of the Ministry of Basic Education (MINEDUB) with budget head No.....



## **7. 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, of an amount of One hundred and Sixty Thousands Francs CFA (160,000) and valid for thirty (30) days beyond the date of validity of bids.

## **8. Consultation of the Tender file:**

The file may be consulted during working hours at the SIGAMP OFFICE of the Bafut Council during working hours as soon as this notice is published.

## **9. Acquisition of consultation file:**

The file may be obtained from the SIGAMP OFFICE Bafut Council, as soon as this notice is published against payment of a non-refundable sum of Twenty thousand Francs CFA (20,000), payable at the Bafut Council Treasury, representing the cost of purchasing the Tender File

## **10. Admissibility of bids:**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of or an insufficient bid bond issued by a first-rate bank or an insurance company approved by the Minister in charge of Finance. .

## **11. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in seven (07) copies including one (01) original file and 06 copies on the 09/04/2025 at 10:00 AM local time in sealed envelopes, in the SIGAMP OFFICE, Bafut Council and should carry the inscription;

**« No;07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE EQUIPPING OF SOME NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE, BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.»**

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

## **12. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative file, the Technical and Financial files will take place on the 05/04/2025 at 11:00 AM local time, in the conference hall of Bafut Council, by the Bafut Council Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice having a good knowledge of the file

The bids will be evaluated exclusively of value added tax (VAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

## **13. Deadline of execution:**

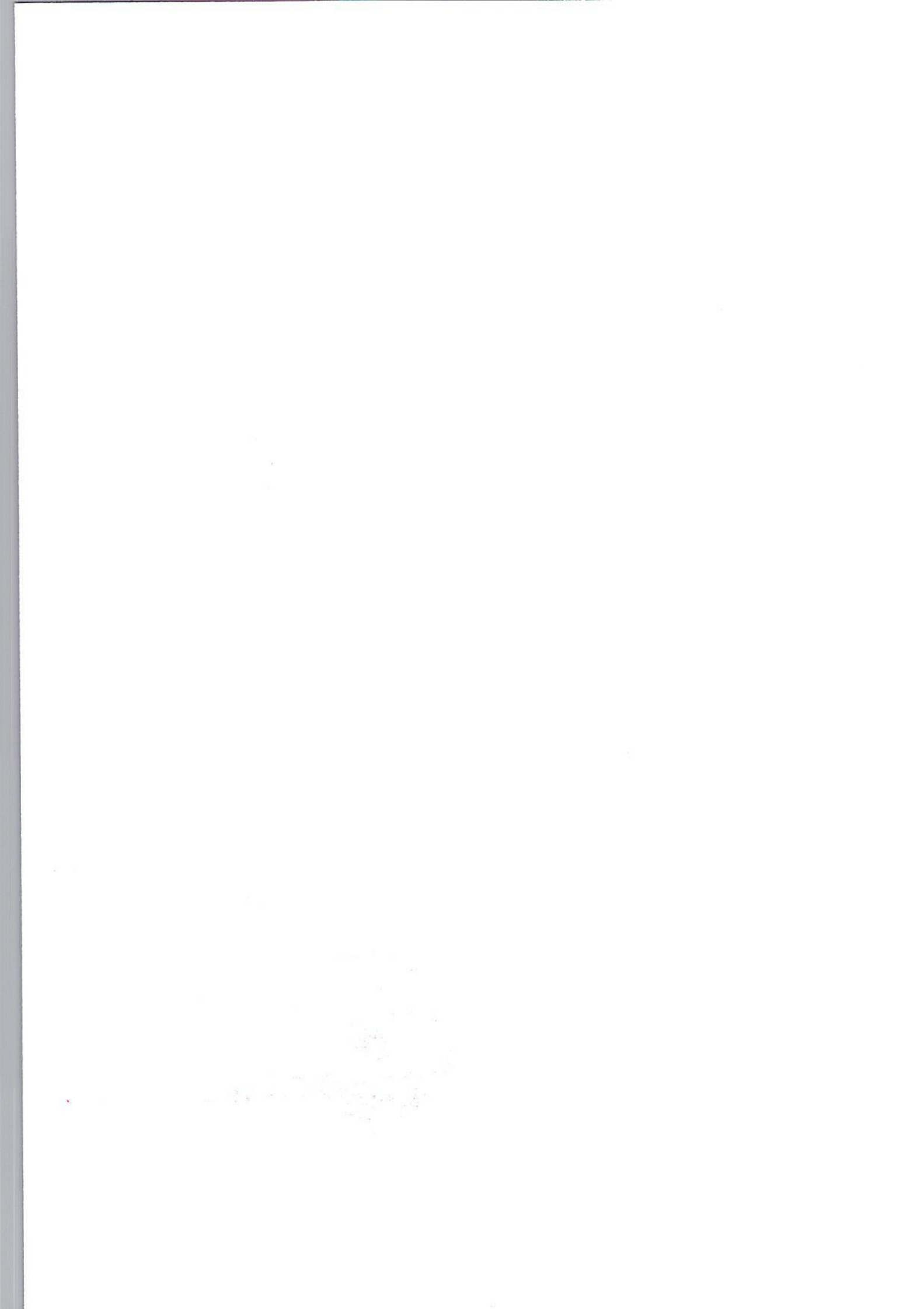
The deadline of execution is **Sixty (60) days** from the date of notification for this Jobbing Order to begin.

## **14. Evaluation criteria**

The bids shall be evaluated according to the main criteria as follows:

- ◆ Absence of or insufficient bid bond
- ◆ Non respect of the 48hrs given for absence or non-conformity of any other document in the administrative file
- ◆ False declaration or forged document
- ◆ Deadline for delivery higher or greater than the prescribed
- ◆ Non-respect of at least 75% of the essential criteria







- ◆ Absence or change of quantified unit price in the financial file
- ◆ Incomplete bids
- ◆ Financial situation below one-third of the estimated cost
- ◆ A bid with external envelop carrying a mark or sign leading to the identification of the bidder

ii) Essential criteria

**NB.** Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their *TECHNICAL FILE* documents relating to ; Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location

- a. General presentation of Tender
- b. Financial capacity
- c. References of the company in similar works
- d. Quality of personnel
- e. Technical organisation of works
- f. Safety measures on the site
- g. Logistics
- h. Attestation of report of site visit
- i. Special technical clauses initialled on all pages and last page signed
- j. Special administrative clauses initialled on all pages and last page signed

## 15. Award

This evaluation will be done in a binary method with purely positive (**yes**) or negative (**no**) with an acceptable minimum of at least **75%** of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **75%** of the essential criteria.

## 16. Period of validity of the bids:

Bidders will remain committed to their offers for sixty (60) days from the deadline set for the submission of tenders.

## 17. Complementary information:

Complementary information which could be technical in nature can be obtained from the SIGAMP service of the Bafut Council

Bafut the **05 MARS 2025**

The Mayor, Bafut Council



**MAYOR**  
**BAFUT COUNCIL**

*Ngwakongch Lawrence*

### Circular copies

- MINMAP;
- ARMP
- BCITB;
- Notice Board;
- Chrono/Archive
- MINDEVEL.



MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH WEST REGION

BAFUT SUBDIVISION

BAFUT COUNCIL

MINISTÈRE DE LA DÉCENTRALISATION ET  
DU DÉVELOPPEMENT LOCALE

RÉGION DU NORD OUEST

ARRONDISSEMENT DE BAFUT

COMMUNE DE BAFUT

AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

**N°07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025  
, POUR L'ÉQUIPEMENT DES BLOCS MATERNELLE EN BANC NAINS (GNS  
NJIMBEE: GNS AKOSSIA: GNS MUGHIE, ARRONDISSEMENT DE BAFUT,  
DEPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST**

Dans le cadre de l'exercice budgétaire 2025, le Maire de la Commune de BAFUT, Autorité Contractante lance pour le compte des Maître d'Ouvrage Délégué, une Demande de Cotation pour l'équipement des blocs Maternelle en banc nains (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE), ARRONDISSEMENT DE BAFUT, DEPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST.

**1. Participation :**

La participation à cette consultation est ouverte aux petites et moyennes entreprises de droit camerounais

**2. Description des prestations :**

Les prestations du présent marché comprennent ;

3. L'équipement des blocs Maternelle en banc nains (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE), Maîtres d'Ouvrage : Le Maire de la Commune de Bafut

**4. Allotissement**

La fourniture est en un seul lot ci-après définis : L'ÉQUIPEMENT DES BLOCS MATERNELLE EN BANC NAINS (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE, ARRONDISSEMENT DE BAFUT, DEPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST

**5. Coût prévisionnel**

6. Le coût prévisionnel de l'opération sont présenté dans le tableau suivant

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Imputation
Unique	L'ÉQUIPEMENT DES BLOCS MATERNELLE EN BANC NAINS (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE)	8,000,000	160,000	

**6. Financement :**

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics de MINDDEVEL de l'exercice 2025 d'imputation budgétaire No. ....

**7. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de première ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO, d'un montant de **cent soixante mille (160,000FCFA)** et 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 Commune de Bafut, Service de SIGAMP, dès publication du présent avis.

#### **9. Acquisition du Dossier de consultation**

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Commune de Bafut Service de SIGAMP, dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **Vingt mille Francs (20 000) F CFA** à la Trésorerie Municipale de Bafut.

#### **10- Présentation des Offres**

Les documents constituant chaque offre sont repartis en deux (02) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre financière/technique (volume 2).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre de la Demande de Cotation et séparées par des intercalaires de même couleur.

#### **11. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en sept (7) exemplaires dont un (1) original et six (6) copies marqués comme tels, devra parvenir contre récépissé à la Commune de Bafut, au plus tard le **09/04/2025 à 10 heures**, heure locale et devra porter la mention suivante :

**<< N°07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/04/2025  
, POUR L'ÉQUIPEMENT DES BLOCS MATERNELLE EN BANC NAINS (GNS  
NJIMBEE: GNS AKOSSIA: GNS MUGHIE, ARRONDISSEMENT DE BAFUT,  
DEPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST>>**

#### **12. Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le **09/04/2025 à 11 h** dans la salle de conférence de la Commune de Bafut, par la Commission Interne de Passation des Marchés, en présence des soumissionnaires qui le désirent.

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

#### **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.

#### **14. Principaux critères d'évaluation :**

Les offres seront évaluées selon les principaux critères suivants :

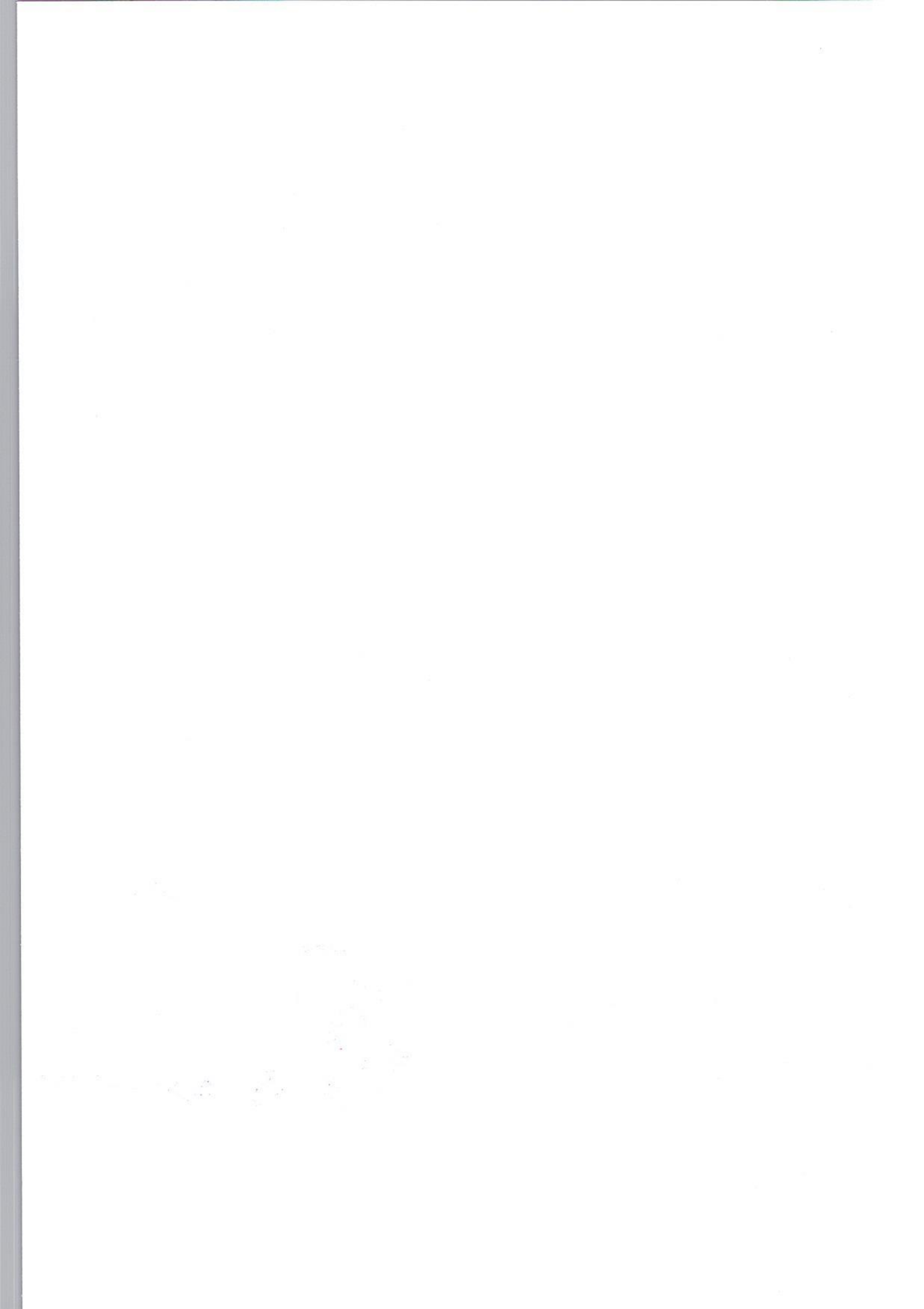
##### **A. Critères éliminatoires:**

##### **1. Critères éliminatoires**

##### **A - Critères éliminatoires**

Il s'agit notamment:

- 1- Absence ou insuffisance d'une Caution de soumission
- 2- Non respect du délai de 48h pour l'absence ou non-conformité des autres documents dans les dossiers administratifs ;
- 3- Fausses déclarations ou pièces falsifiées;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 5- Offres incomplète,



- 6- Absence d'un prix unitaire quantifié ;
- 7- Obtention d'un score de moins 75% ;
- 8- Situation financière inférieure à 50% du coût du projet
- 9- Changement du quantification ou d'unité dans le dossier financier
- 10- Délai de livraison supérieur au délai prescrit

## 2. Critères essentiels

**N/B :** La présence de la copie certifiée conforme d'attestation catégorisation délivrée par le Ministre chargé des marchés Publics ou par son représentant dûment mandaté, disperse les soumissionnaires catégorisées de la production dans leurs dossiers techniques, des pièces justificatives relatives au chiffre d'affaires, aux références, aux moyens techniques et logistiques propres minima, au personnel permanent et à la localisation du siège.

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

- 1- Présentation générale de l'offre ;
- 2- Capacité financière
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestation et rapport de visite du site signé par l'entrepreneur ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page et signé à la dernière page.
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signé à la dernière page.

## 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels.

## 16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

## 17. Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la Commune de Bafut, Service de SIGAMP.

Fait à BAFUT, le 05 MARS 2025

Le Maire de la Commune de Bafut

Copie :

- MINMAP
- ARMP ;
- Présidents CIPM ;
- Affichage.
- File/Chrono
- MINDEVEL



*Nguralongch Lawrence*





# **DOCUMENT N° I**

## **LETTER OF INVITATION TO BE SUBMITTED**

**Subject: No07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE IN BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

Dear Sir,

Within the framework of 2024 Public Investment Budget, the Mayor of Bafut Council, hereby launches, a Request for Quotation for the Equipping of some nursery blocks with Dwarf Benches (GNS NJIMBEE, GNS AKOSSIA and GNS MUGHIE) Bafut subdivision, Mezam division of the North West Region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supply to be carried out which I am requesting you to cost them and return to the SIGAMP SERVICE on the ---/03/2025 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

**No;07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE IN BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

The bids will be submitted on the 09/04/2025 at 10AM at the SIGAMP OFFICE of the Bafut Council and opened the same day at 11 AM in the conference hall of the Bafut Council by the BCITB

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

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 heartfelt greetings.



**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 supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- I. The letter of invitation to tender,
  - II. Technical specifications,
  - III. The bill of quantities,
  - IV. The model tender,
  - V. The draft jobbing order,
  - VI. The model bid comparison table.
- 1.3 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

**2.2- BID PREPARATION**

**ARTICLE 2: Language**

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

**ARTICLE 3: Documents comprising the bid**

The bid presented by the Supplier shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) equipment as specified,
- (d) Technical organization of the supply;
- (e) Logistics;
- (f) Attestation and report of site visit signed by the contractor;
- (g) The descriptive and quantitative estimate duly filled, signed and dated ;
- (h) The draft Jobbing Order duly completed, initialed and signed ;
- (i) A complete administrative file comprising of the following :





DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months.
A.5	Purchase receipt of Tender File issued by Bafut Council treasury
A.6	A bid bond of One hundred and sixty thousand Francs FCFA (160,000FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	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 less than three months old.
A.9	Copy of Business License stamped with the tariff en force
A.10	Valid copy of taxpayers card, stamped with the tariff en force
A.11	Attestation of Non Indebtedness same document as business license stamped with the tariff en force.
A.12	Location plan of the enterprise stamped with the tariff in force
A.13	Power of attorney if necessary
A.14	Group agreement if need be

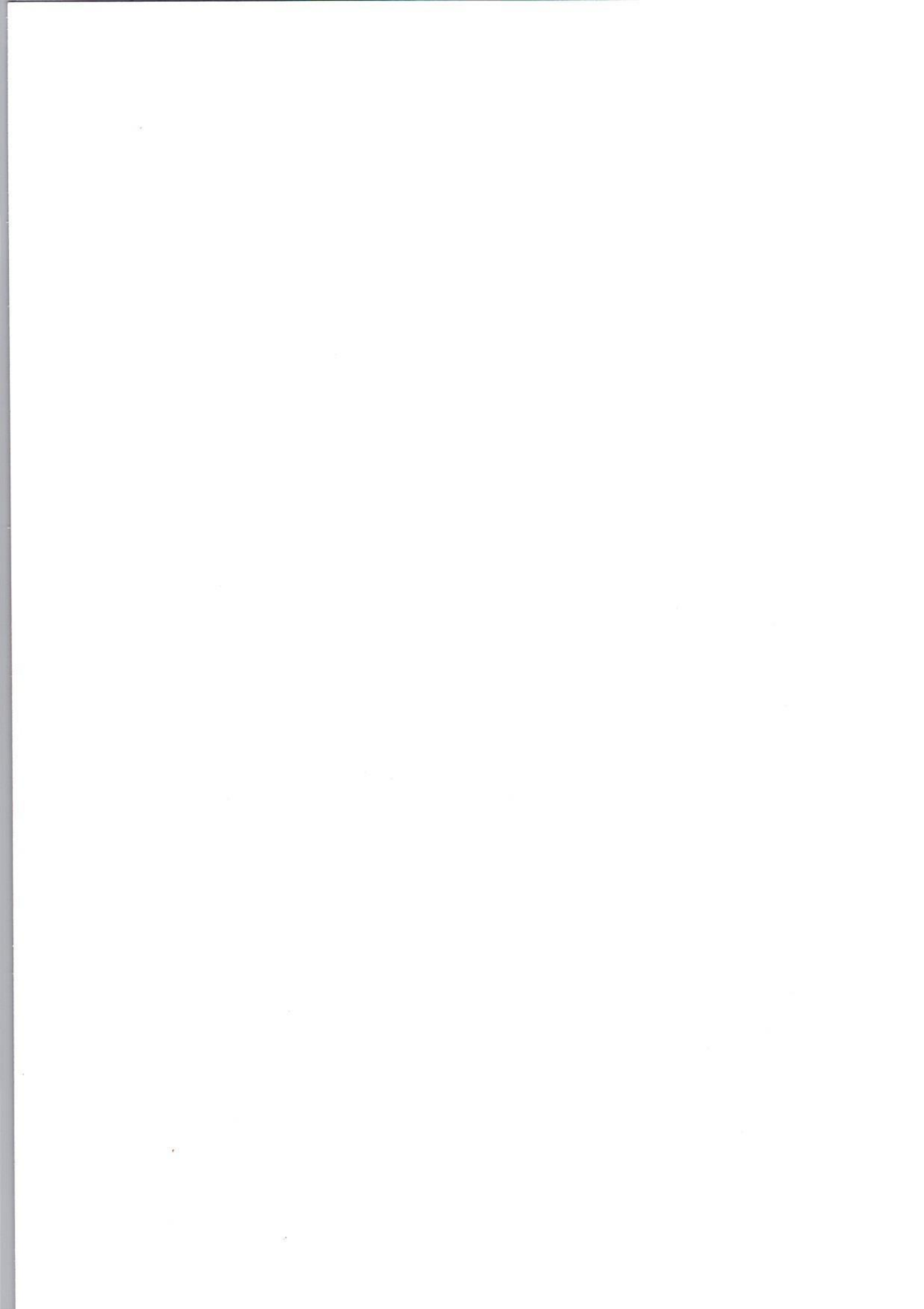
COMPANY NAME:

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
B)	ESSENTIAL CRITERIA		
B.1	<p>General presentation of the tender files</p> <p>NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their <b>TECHNICAL FILE</b> documents relating to ; Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location.</p>		
B.1.1	- Visual presentation of the bids		
	clean		
	paginated		
	spiral bound documents		
	Presentation of the documents in the order required in the tender file		





	Clarity and legibility of the documents provided		
	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>		
B.2	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of supply executed. (minutes of final reception for up to 2025 projects) Minimum acceptable: 02 Contracts realized in the domain of supply of Equipment over the past 05 years		
B.2.1	Reference 1		
B.2.2	Reference 2		
B.3	<b>KNOWLEDGE OF THE SITE</b>		
B.3.1	Comprehensive report of site visit signed by the company administrator		
B.4	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
	01 works supervisor (BT in wood works OR Advanced level Technical certificate) with at least 05 (five) years' experience in the domain of Carpentry		
B.4.1	➤ A certified copy of the technical diploma,		
	➤ Certified copy of ID card		
B.4.2	➤ An Attestation of presentation of original of the technical diploma		
	➤ CV signed and date by the cand		
B.5	<b>METHODOLOGY OF SUPPLY</b>		
B.5.1	<b>TIME FRAME FOR THE SUPPLIES</b>		
B.5.1.1	Planning of the execution and the respect of the duration of the supplies		
B.5.1.2	Coherence in the execution of the supplies		
B.5.1.3	Realism: Logical sequence for the execution of the tasks		
B.5.2	<b>QUALITY OF THE SUPPLIES AND MAINTENANCE</b>		
B.5.2.1	Description of treatment measure		
B.6	<b>CAPACITY TO FINANCE THE PROJECT AND ACKNOWLEDGEMENT OF THE JOBBING ORDER AND THE SITE</b>		
B.6.1	<b>FINANCIAL CAPACITY</b> An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 25% of the estimated cost of the project		
B.6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
	<b>TOTAL</b>		





#### **ARTICLE 4 : BID**

4.1 The Supplier shall specify in the bid the place of delivery and nature of prices

a. Exclusive of VAT

and

b. All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supply 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 contractor 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 - SUBMISSION OF BIDS**

The bids will be submitted on the 09/04/2025 at 10 AM at the SIGAMP OFFICE, Bafut Council and opened the same day at 11 AM in the conference hall of the Council

#### **ARTICLE 7: Stamping and marking of bids**

Contractor shall enclose one original and six copies of their bids in an envelope Addressed to the Mayor, Bafut Council at the address indicated in the letter of invitation to tender and bearing the

**“:No;07/ONIT/MINDDEVEL/ BC/BCITB/2025 OF 05/03/2025 FOR THE EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE, GNS AKOSSIA AND GNS MUGHIE IN BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

#### **ARTICLE 8 : Latest time and date of submission of bids**

Bids shall be received at the SIGAMP service of the Bafut council on the 09/04/2025 latest at 10am prompt.

### **2.4 - OPENING AND EVALUATION OF BIDS**

#### **ARTICLE 9 : Opening of bids by the Tenders Board**

9.1 The Bafut Council Internal Tenders Board shall open the bids in the presence of the bidder(s) or his duly mandated representative wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.

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



## **ARTICLE 10 : 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 11: Award of the jobbing order**

The Tenders Board shall propose the award of the jobbing order to the contractor whose bid it would have deemed compliant with the provisions of the Consultation File, and is the **lowest excluding taxes**.

### **ARTICLE 12: Announcement of award of the jobbing order**

The Mayor of the Bafut Council shall publish the result of the jobbing order 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 and of each lot (if the consultation had led to apportionment),
- d) The delivery deadline.

### **ARTICLE 13 : 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 contractor who shall be responsible for its registration according to the procedure in force.

### **ARTICLE 14 : Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Contractor 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 here under 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 contractor 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.





# DOCUMENT No. III

## MODEL APPENDICES

### 3.1 BID LETTER

Date .....

Consultation N° ---/RQ/ BC/BCITB/ BIP/2025 OF .....

To : The Project Owner,

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supply ..... 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. (In words and in figures).....

If our bid is approved, we undertake to do the supply 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 acceptance 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 - BILL OF ESTIMATES, ENTRY AND QUANTITIES



**BILL OF QUANTITIES AND COST ESTIMATE FOR THE SUPPLY AND EQUIPPING NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE:) IN BAFUT SUB-DIVISION FOR MEZAM DIVISION IN THE NORTH-WEST REGION**

NO	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
101	Transportation of Dwarf benches and tables to the various schools,	FF	1		
102	Wooden Dwarf tables in IROKO, smooth and vanish.	U	60		
103	Wooden Dwarf benches in IROKO, smooth and vanish.	U	240		
<b>TOTAL WITHOUT TAXES</b>					
<b>VAT= 19.25</b>					
<b>AIR = 5.5</b>					
<b>TOTAL INCLUDING ALL TAXES</b>					
<b>NET PAYABLE</b>					





COMPANY NAME/.....

Date of submission:

### BID COMPARISON TABLE FOR THOSE RETAINED

No	Names of Bidders	Address	Technical/ Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
01							
02							
03							

### Members of the Bafut Council Internal Tenders Board

S/N	Name	Duty	Signature
<u>Members of the Bafut council internal Tenders Board</u>			
01			
02			
03			
04			
05			
06			
<u>Invitee</u>			
01			
02			



MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH WEST REGION

BAFUT SUBDIVISION

BAFUT COUNCIL

MINISTÈRE DE LA DÉCENTRALISATION ET  
DU DÉVELOPPEMENT LOCALE

RÉGION DU NORD OUEST

ARRONDISSEMENT DE BAFUT

COMMUNE DE BAFUT

## DRAFT JOBBING ORDER

JOBGING ORDER N° \_\_\_\_/JO/BC/BCITB/ BIP/2025

AWARDED AFTER N° \_\_\_\_/RQ/ MINDDEVEL/BC/BCITB/ BIP/2024 OF \_\_\_\_\_

CONTRACTOR : \_\_\_\_\_

TAX PAYER'S CARD NO : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

BP : \_\_\_\_\_

TEL : \_\_\_\_\_

FAX : \_\_\_\_\_

BANK ACCOUNT NO. \_\_\_\_\_

SUBJECT: "THE EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"

TOTAL WITHOUT TAXES	
VAT	
AIR (Income tax)	
Net to be paid	
TOTAL TTC	

EXECUTION DEADLINE : \_\_\_\_\_ ( \_\_\_\_\_ ) months

FINANCING : (PIB) - 2025

VOTE CHARGE : : \_\_\_\_\_

ENTERED INTO ON : \_\_\_\_\_

SIGNED ON : \_\_\_\_\_

NOTIFIED ON : \_\_\_\_\_

REGISTERED ON : \_\_\_\_\_





BETWEEN: The Government of the Republic of Cameroon, represented by Mayor of Bafut council hereinafter referred to the "Contracting Authority" or Delegated 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 contractor** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :



# **CONTENT**

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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 CONTRACTOR

## **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 20 : TAX SYSTEM

ARTICLE 21 : STAMP DUTY AND REGISTRATION

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ARTICLE 23 : DISPUTES

ARTICLE 24 : CANCELLATION OF THE JOBBING ORDER

ARTICLE 25 : VALIDITY OF THE JOBBING ORDER





## **CHAPTER I**

### **GENERAL CONSIDERATIONS**

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

The purpose of this jobbing order is **FOR THE EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE )BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION** 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 **N°07/ONIT/ MINDDEVEL/BC/BCITB/NWR/ BIP/2025 OF 05/03/2025 FOR EQUIPPING OF NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE, BAFUT SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION"**

#### **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 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:

- This jobbing order is subject to the following General texts of law
- 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°2018/366 of 20 June 2018 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;
- Circular [to be indicated as applicable] relating to the Execution, and Control of Execution of the Budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
- Unified Technical Documents (DTU) for building works;
- Applicable standards;
- Other instruments specific to the domain concerned with the Contract.

#### **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 Bafut council**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP and the DD MINMAP – Mezam through the focal point designated to this effect;
- The Contract Engineer shall be the **Divisional Chief of Service for State Property Mezam**, hereinafter referred to as the Engineer;
- The contractor shall be *[to be specified]*;
- The authority in charge of ordering payment shall be the **Mayor of Bafut council**;
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of Finance for Mezam**.
- The body or official in charge of payment shall be the **Bafut Council Treasury**.
- The official competent to furnish information within the context of the execution of this contract shall be The **Mayor of Bafut council/ DD MINMAP-Mezam**.

#### **ARTICLE 6 : PERIOD AND PLACE OF DELIVERY**

The delivery period for equipment shall be fixed at **60 Days** with effect from the date of notification of this jobbing order.

Supplies shall be Delivered at **(GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE**

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





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 : ROLE AND RESPONSIBILITY OF THE SUPPLIER**

The contractor has as mission to effect the supply as described in Article 10 under the control of the **engineer**, and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

#### **ARTICLE 9 : CONSISTENCY OF SERVICES**

The services of the supplier shall comprise the equipping of nursery blocks with dwarf benches (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE) Bafut Subdivision, Mezam Division of the North West Region.

#### **ARTICLE 10 : DESCRIPTION OF SUPPLY**

- The services shall include
- Preliminary works, Transportation and manual labour
- Supply of all the equipment listed in the bill of quantities

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

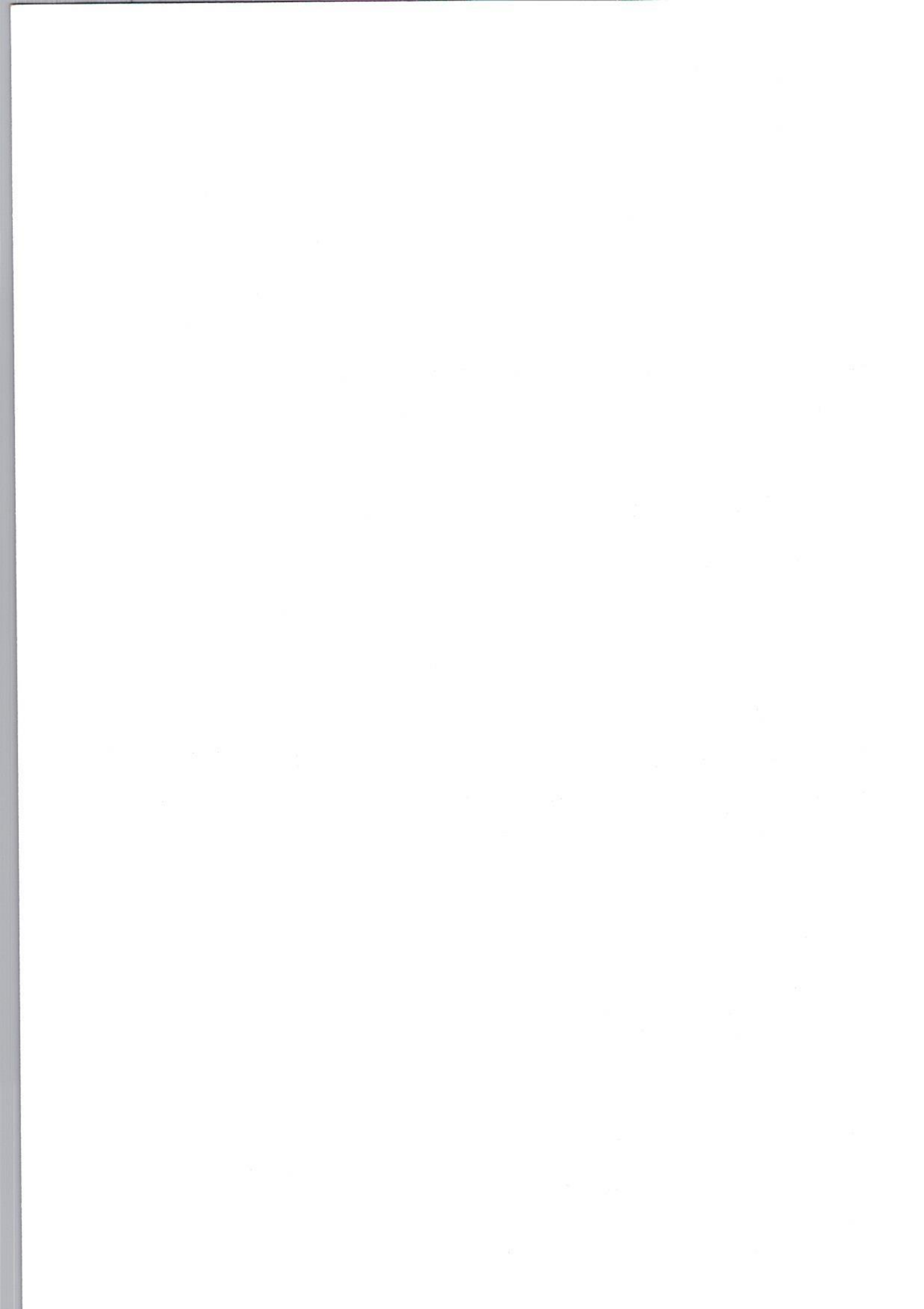
plan of execution of the supplies.

#### **ARTICLE 12 : ACCEPTANCE OF SUPPLY**

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

- ❖ The contracting Authority or Representative.....Chairperson;
- ❖ The contract Engineer.....secretary.
- ❖ The supplier.....Member;
- ❖ Stores accountant, Bafut Council.....Member
- ❖ DD MINMAP Mezam.....Observer
- ❖ The Inspector of Basic education Bafut.....Member
- ❖ The DD MINDDEVEL.....Member
- ❖ The CDO – Bafut Council .....Member

It shall cross-check the conformity of the supply with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.



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 acceptance. An acceptance 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.

#### **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 acceptance of the supply.

#### **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.

#### **ARTICLE 15: PENALTIES FOR DELAYS**

1. The amount set for penalties for delays is set as follows:
  - One two thousandth ( $1/2000^{\text{th}}$ ) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
  - One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.





### CHAPTER III FINANCIAL PROVISIONS

#### ARTICLE 16: 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.

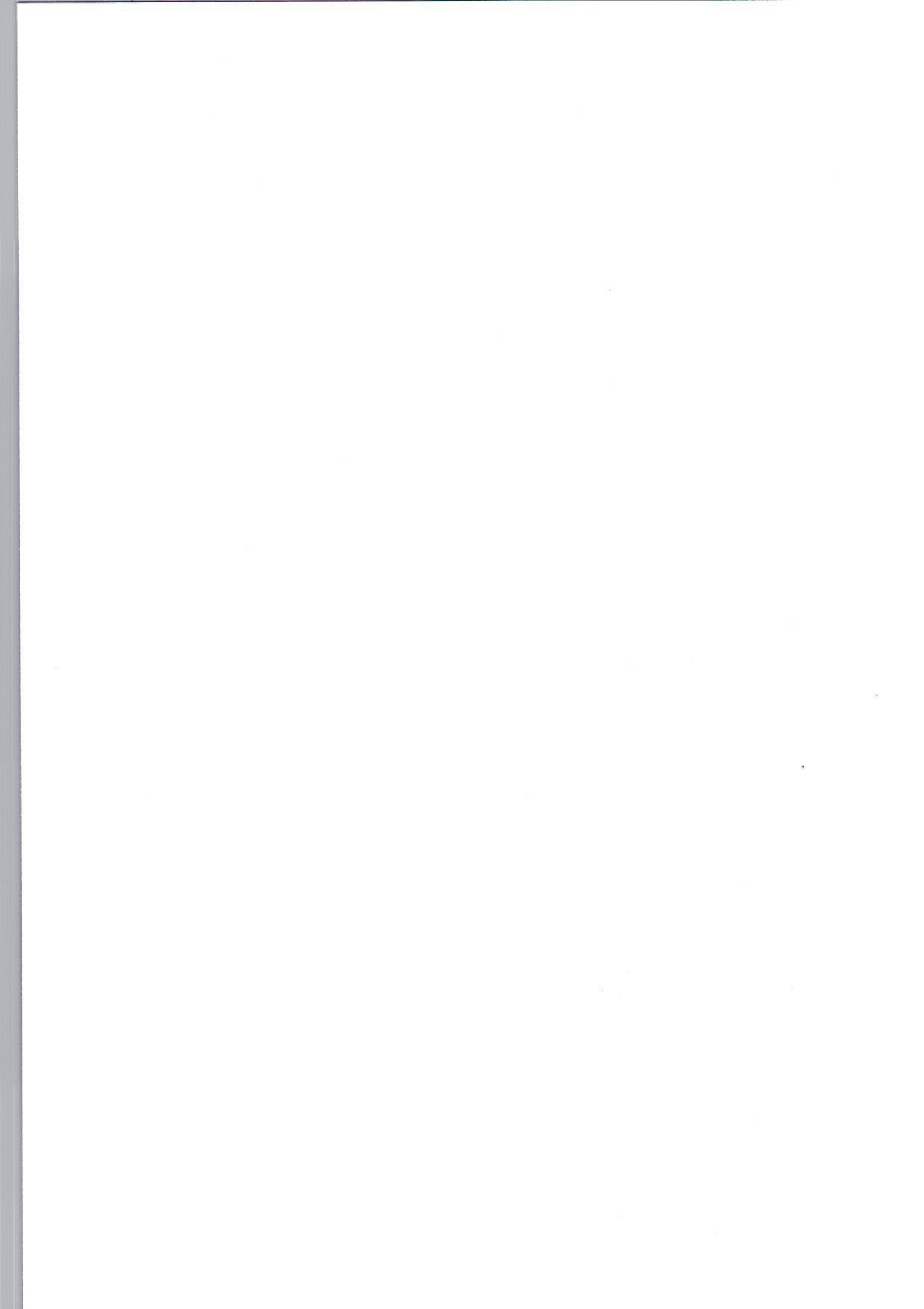
The prices of this jobbing order shall be final and not subject to review. They shall take into account all delivery, charges, false charges and contingences and shall be understood to be inclusive of taxes.

#### ARTICLE 17: 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

NO	DESIGNATION	UNIT	U.P in Figure	U.P in Words
101	Transportation of Dwarf benches and tables to the various schools,	FF		
102	Wooden Dwarf tables in IROKO, smooth and vanish.	U		
103	Wooden Dwarf benches in IROKO, smooth and vanish.	U		



## COST ESTIMATE

**BILL OF QUANTITIES AND COST ESTIMATE FOR THE SUPPLY AND EQUIPPING NURSERY BLOCKS WITH DWARF BENCHES (GNS NJIMBEE: GNS AKOSSIA: GNS MUGHIE:) IN BAFUT SUB-DIVISION FOR MEZAM DIVISION IN THE NORTH-WEST REGION**

NO	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
101	Transportation of Dwarf benches and tables to the various schools,	FF	1		
102	Wooden Dwarf tables in IROKO, smooth and vanish.	U	60		
103	Wooden Dwarf benches in IROKO, smooth and vanish.	U	240		
TOTAL WITHOUT TAXES					
VAT= 19.25					
AIR = 5.5					
TOTAL INCLUDING ALL TAXES					
NET PAYABLE					

### ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT

#### 17.1 Start up advance:

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) 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 acceptance of all the supply which were the purpose of the jobbing order.

#### 17.2. Scheduling payments:

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The supplier shall be paid upon presentation of invoices after acceptance of supply.

### ARTICLE 19: BANK DOMICILIATION

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. .... at ..... in the name of .....





#### **ARTICLE 20: 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 21: 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 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Seven (7) copies of this jobbing order shall be produced and circulated.

#### **ARTICLE 23: DISPUTES**

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

Failing an amicable settlement, the final verdict of any dispute stemming from this jobbing order shall be passed by the competent Cameroonian court.

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

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

#### **ARTICLE 25: VALIDITY OF THE JOBBING ORDER**

This jobbing order shall be valid only after its signature by the Project Owner (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.



PAGE ..... AND LAST OF JOBBING ORDER No....LC/ (1) / (2)

AFTER .....

WITH THE COMPANY: .....

FOR THE SUPPLY .....

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

(In words .....

CFA francs inclusive of taxes)

EXECUTION TIME:

Read and accepted by the contractor

(place of signature) \_\_\_\_\_ (date)

Signature of Contracting Authority

(place of signature) \_\_\_\_\_ (date)

Registration

100 75 50 25 0

100 75 50 25 0

A

B

C

D

E

F

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N

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AF

## Table of models

- : Model bid bond
- : Model final bond
- : Model of start-off advance bond
- : Model retention fund





## MODEL BID BOND

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

Whereas the undertaking \_\_\_\_\_ 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 guarantee payment to the Contracting Authority 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 successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the contract, even though required to do so;
- Fails or refuses to furnish the final bond for the contract (final bond) as provided for by the contract;

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority 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 Contracting Authority 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 Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

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]



## 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 Contractor], hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out [indicate the nature of the supply].

Whereas it is stated in the contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to [indicate the percentage between 2 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 issue the Contractor this guarantee,

We, \_\_\_\_\_ [name and address of bank]  
represented by \_\_\_\_\_ [name of signatories],  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, 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 upon signature and notification of the contract. It shall be released within a deadline of [indicate the deadline] from the date of the provisional acceptance of the supply.

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 made 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]





## MODEL OF START-OFF ADVANCE BOND

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ supply [indicate the subject of the supply, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

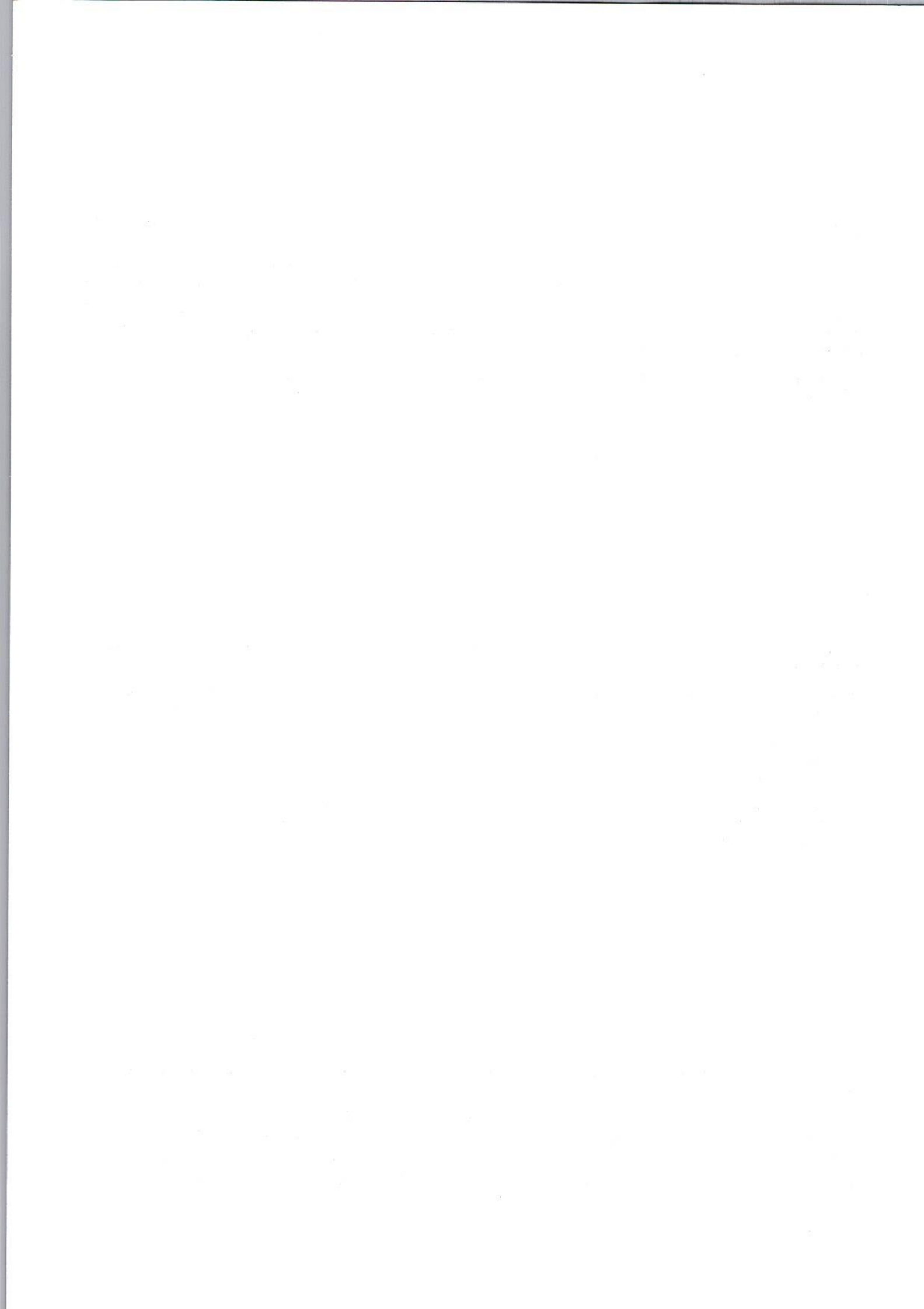
This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

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

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]



## MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank: \_\_\_\_\_

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

Addressed to [indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the supply of [indicate the subject of the supply]

Whereas it is stipulated in the contract that the retention fund fixed at [percentage below 10 % to be specified] of the amount of the contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,

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

Represented by \_\_\_\_\_ [names of signatories] and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of \_\_\_\_\_  
[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Project Owner within the meaning of the contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to [percentage below 10 % to be specified] of the total amount of the supply featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor the motive for the amount of the sum indicated above.

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

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the supply and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond 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 and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]



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. Bank of Africa Cameroon
15. Bank camerounaise des petites et moyennes entreprises

## **II- Insurance companies**

16. Chana Insurance
17. Activa Insurance
18. Zenithe insurance SA BP Deuala
19. Area Assurances SA
20. Atlantique Assurances SA

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

