

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF  
DECENTRALIZATION AND  
LOCAL DEVELOPMENT

NORTH WEST REGION

BOYO DIVISION

NJINIKOM COUNCIL INTERNAL  
TENDERS BOARD  
P.O BOX 01, NJINIKOM  
TEL: 677358783/677323293/670294650



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA  
DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMISSION INTERNE DE  
PASSATION DES MARCHES  
PUBLICS DE LA COMMUNE DE  
NJINIKOM  
B.P 01, NJINIKOM  
TEL: 677358783/677323293/670294650

## NJINIKOM COUNCIL INTERNAL TENDER BOARD

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### REQUEST FOR QUOTATION

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#### REQUEST FOR QUOTATION

N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/03/2025

SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN  
NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJINIKOM COUNCIL

FINANCING: MINSANTE/PIB 2025

AUTH. JA07036

PROJECT AMOUNT: 10,000,000 FCFA

BID BON: 200,000 FCFA

FILE COST: 25,000 FCFA

DURATION: TWO (02) CALENDAR MONTHS

FINANCIAL YEAR: 2025

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## OPEN NATIONAL INVITATION TO TENDER CONSULTATION NOTICE

REQUEST FOR QUOTATION

N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/03/2025

**Subject:** SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION

Within the framework of 2025 Investment Budget, the Lord Mayor of NJINIKOM Council, Contracting Authority, hereby launches, a Request for Quotation for the supply of MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER in the NJINIKOM council area in BOYO 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:

The services of this request for quotation include :

- Delivery bed
- Hospitalisation beds
- Mattress
- Baby cots
- Blood pressure machines
- Drip stands
- Wheel chair
- Electronic microscope
- Etc.

### 3. Project owner The Mayor NJINIKOM Council

### 4. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of Bid bond	File cost
1	Supply of medical equipment to KIKFUINI INTEGRATED HEALTH center	10,000,000 FCFA	200,000 FCFA	25,000 FCFA

**5. Funding**

This project shall be financed by the 2025 Public Investment Budget of the Ministry of Public Health with budget heads as indicated on the table above

**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, of an amount indicated on the table above and valid for thirty (30) days beyond the date of validity of bids.

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

The Tender file could be consulted in the NJINIKOM council, Service of Award on publication of this invitation.

**9. Acquisition of consultation file:**

The file may be consulted and obtained at the NJINIKOM Council, Service of Public Contracts Telephone **NO. 670294650** 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 **25 000 CFA francs** (twenty-five thousand Francs CFA) payable at NJINIKOM council Treasury, representing the cost of purchasing the tender file.

**10. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in **07** copies including the original file and **06** copies on the 16/4/2025 at **10:00 AM** local time in sealed envelopes, in the NJINIKOM Council, Service of Award bearing on:

**REQUEST FOR QUOTATION**

**N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/3/2025**

**« THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION »**

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

**11. Opening of bids:**

Bids will be opened on the 16/4/2025 at **11:00 AM** in the NJINIKOM Council Hall, by the NJINIKOM 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.

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

**12. Deadline of execution:**

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

**13. Evaluation criteria**

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

**A. Eliminatory criteria**

1. ABSENCE OF A BID BON WILL LEAD TO OUTRIGHT ELIMINATION.
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Omission of a unit price in the financial bid;
5. -score of at least 75% of essential criteria

**B. Essential criteria**

- 1- General presentation of the tender files;
- 2- PRE-Financial capacity 25%;



- 3- References of the company in similar achievements;
- 4- Catalogue of equipment in colour including specifications;
- 5- Draft jobbing order duly filled initialed in all pages signed and dated on the last page.

#### 14. Award

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum of **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( **total without taxes**), 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.

#### 15. 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.

#### 16. Complementary Information:

Complementary technical information may be obtained during working hours from the NJINIKOM Council, Service of Award of Public Contracts Telephone **N° 670294650**

NJINIKOM the **11 MARS 2025**

The Lord Mayor



#### Circular copies

- MINMAP;
- ARMP/PCJ;
- President TB;
- Notice Board;
- Chrono.

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## AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/03/2025

**Objet : FOURNITURE DES EQUIPEMENTS MEDICALE AU CENTRE DE SANTE INTEGREE DE KIKFUINI DANS LA COMMUNE DE NJINIKOM, DEPARTEMENT DE BOYO, REGION DU NORD OUEST**

Dans le cadre de l'exercice budgétaire 2025, le Maire de NJINIKOM, Autorité Contractante lance, une Demande de Cotation pour les fourniture d'équipements médicale au centre de santé intégrée de Kikfuini dans la commune de NJINIKOM, Département de BOYO, Région du Nord-Ouest

### 1. Participation :

La participation à cette consultation est ouverte aux P.M.E. de droit camerounais.

### 2. Description des prestations :

Les prestations de la présente demande de cotation comprennent,

- Lit d'accouchement
- Armoire de chevet
- Machine a pression artérielle
- Etc.

### 3. Maitres d'Ouvrage : le Maire de NJINIKOM

### 4. Allotissement :

### 5. Coût prévisionnel

Le coût prévisionnel de l'opération est présenté dans le tableau suivant

### 6. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du Cameroun de l'exercice 2025

### 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 indiqué sur le tableau ci-dessus et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

### 8. Consultation du Dossier :

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Mairie de NJINIKOM, Service de Passation des marchés publics (Secrétariat Privé) Tél. : 237 670294650, 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 NJINIKOM, Service de Passation des marchés Publics Tél. : 670294650, dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de F CFA 25 000 (vingt-cinq mille Francs CFA) à la Trésorerie de la commune de NJINIKOM

#### **10. 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 NJINIKOM, Service d'attribution, Tél. 237 670294650, au plus tard le 16/4/2025 à 10 heures, heure locale et devra porter la mention suivante :

**<< FOURNITURE DES EQUIPEMENTS MEDICALE AU CENTRE DE SANTE INTEGREE DE KIKFUINI DANS LA COMMUNE DE NJINIKOM, DEPARTEMENT DE BOYO, REGION DU NORD OUEST>>**

#### **11. Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le 16/4 2025. à 11 h dans la salle de conférence de la Maire de NJINIKOM, par la Commission interne de Passation de marchés publics de la commune de NJINIKOM siégeant, 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.

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

Les offres seront évaluées selon les principaux critères suivants :

##### **A. Critères éliminatoires:**

*Il s'agit notamment:*

- 1- Délai d'exécution supérieur à celui prescrit;
- 2- Fausses déclarations ou pièces falsifiées;
- 3- Absence ou insuffisance de la caution provisoire de soumission;
- 4- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 5- Le au moins 75% des critères essentiels ;

##### **B - Critères essentiels**

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

- 1- Présentation générale de l'offre ;
- 2- Capacité financière au moins 25%;
- 3- Références de l'entreprise dans les réalisations similaires;
- 4- Un Catalogue des Equipement en couleur avec les spécifications techniques;
- 5- lettre command initiée dans toutes les pages signées et date dans la dernière page

#### **14. 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 distante, (montante hors taxe) 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.

#### **15. 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.

**16. Renseignements complémentaires :**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Mairie de NJINIKOM - Services des marchés Publics, Tél. : 670294650.

Fait à NJINIKOM, le 11 MARS 2025

Le Maire de NJINIKOM,

**Ampliatiions :**

- MINMAP;
- ARMP/JDM;
- Président CPM;
- Affichage;
- Le Maire Concerné
- Chrono / Archive





# DOCUMENT N° I

## LETTER OF INVITATION TO BE SUBMITTED

### REQUEST FOR QUOTATION

N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/03/2025

**Subject:** REQUEST FOR QUOTATION FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.

Dear Sir,

Within the framework of 2025 Investment Budget, the Lord Mayor of NJINIKOM Council, Contracting Authority, hereby launches, a Request for Quotation for the supply of MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER in NJINIKOM municipality in BOYO Division of the North West Region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the works to be carried out which I am requesting you to cost them and return to me on 16/4/2025 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

### REQUEST FOR QUOTATION

N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF 11/03/2025

**“: REQUEST FOR QUOTATION FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

The bids will be submitted on the 16/4/2025 at 10 AM at the NJINIKOM council, Service of Award and opened the same day at 11 AM in the NJINIKOM council conference hall.

Your bid should be cost without value added taxes (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.

## RULES OF THE CONSULTATION

### 2.1 - CONSULTATION FILE

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

1.1 The consultation file shall describe the works which are 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:

- 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 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 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) equipment as specified,
- (c) list of equipment and their technical specifications;
- (d) The descriptive and quantitative estimate duly filled, signed and dated ;
- (e) The draft Jobbing Order duly completed, initialed and signed ;
- (f) Deadline for the execution of the works
- (g) A complete administrative file comprising of the following :

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber 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 the first order not more than three months.		
A.5	Purchase receipt of tender file issued by Njinikom Council treasury (25,000 FCFA)		
A.6	A bid bond of 200,000 FCFA 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 signed by 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	A valid Certificate of imposition		



A.10	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.11	Plan and attestation of Localization of the company		
A.12	Authorization to represent the company during the opening of bids where applicable		
A.13	Clearance Certificate (not more than three months)		
A.14	A valid Business License		

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

#### 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 works 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.

### **2.2 - SUBMISSION OF BIDS**

The bids will be submitted on the \_\_\_\_/\_\_\_\_/2025 at 10 AM at the NJINIKOM council, Secretariat and opened the same day at 11 AM in the NJINIKOM council conference hall.

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

Contractor shall enclose the original and copies of their bids in an envelope Addressed to the contracting authority at the address indicated in the letter of invitation to tender and bearing;

### **REQUEST FOR QUOTATION**

**N°. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF \_\_\_\_/\_\_\_\_/2025**

**"REQUEST FOR QUOTATION FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

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

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

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

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

9.1 The NJINIKOM council internal Tenders Board shall open the bids in the presence of representatives of suppliers 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 contracting authority shall decide on the award and 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 2 (two) weeks 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 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 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

#### REQUEST FOR QUOTATION

**Nº. 01 /RQ/MINDDEVEL/NC/NCITB/PIB/2025 OF \_\_/\_\_/2025**

*To: The Chairperson of the Tenders Board*

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supplies .....  
..... 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 do the works 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.

### SCHEDULE OF UNIT PRICE

SCHEDULE OF UNIT PRICES FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTRE					
SN	REFERENCE	ITEM	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
1	07-002-180011	Hopital beds Three segments	U		
2	07-007-180031	Examination Beds	U		
3	07-007-180026	Delivery Beds	U		
4	07-007-180073	Baby cot with mattresses	U		
5	07-007-180071	Bed side Cupboard with tables	U		
6	07-002-180598	Trolley	U		
7	07-001-180407	Manuel Vacum Aspirator	U		
8	07-002-181004	Metallic drip stands	U		
9	07-002-180022	Electronic Microscope	U		
10	07-001-180284	Episotomy Kit	U		
11	07-001-180284	Delivery set Kits	U		
12	07-001-180107	Bed pan	U		
13	07-001-180003	Urinals	U		
14	07-02-180317	Hospitalisation Maltresses	U		
15	07-002-180803	Adult weighing scale	U		
16	07-002-180323	Baby weighing scale	U		
17	07-001-180667	wheel chair	U		
18	07-002-180730	Manual blood pressure Machine	U		
19	07-001-180284	Circumsision forceps	U		

## BILL OF QUANTITIES AND COST ESTIMATE

BILL OF QUANTITIES AND COST ESTIMATE FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUI NI INTEGRATED HEALTH CENTRE						
SN	REFERENCE	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	07-002-180011	Hopital beds Three segments	U	6		
2	07-007-180031	Examination Beds	U	1		
3	07-007-180026	Delivery Beds	U	1		
4	07-007-180073	Baby cot with mattresses	U	6		
5	07-007-180071	Bed side Cupboard with tables	U	6		
6	07-002-180598	Trolley	U	1		
7	07-001-180407	Manuel Vacum Aspirator	U	1		
8	07-002-181004	Metallic drip stands	U	6		
9	07-002-180022	Electronic Microscope	U	1		
10	07-001-180284	Episotomy Kit	U	3		
11	07-001-180284	Delivery set Kits	U	4		
12	07-001-180107	Bed pan	U	3		
13	07-001-180003	Urinals	U	3		
14	07-02-180317	Hospitalisation Maltresses	U	6		
15	07-002-180803	Adult weighing scale	U	1		
16	07-002-180323	Baby weighing scale	U	1		
17	07-001-180667	wheel chair	U	1		
18	07-002-180730	Manual blood pressure Machine	U	2		
19	07-001-180284	Circumcision forceps	U	2		
	<b>Total without taxes</b>					
	<b>VAT (0%)</b>					
	<b>AIR (2.2%)</b>					
	<b>Net to be paid</b>					
	<b>Total with taxes</b>					

3.2



### ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber 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 the first order not more than three months.		
A.5	Purchase receipt of tender file issued by Njinikom Council treasury (25,000 FCFA)		
A.6	A bid bond of 200,000 FCFA 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 signed by 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	A valid Certificate of imposition		
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.11	Plan and attestation of Localization of the company		
A.12	Authorization to represent the company during the opening of bids where applicable		
A.13	Clearance Certificate (not more than three months)		
A.14	A valid Business License		

### 3.4 - BID COMPARISON TABLE

	EVALUATION GRID OF TECHNICAL BID		
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
B)	ESSENTIAL CRITERIA		
B.1	General presentation of the tender files		

B.1.1	- Visual presentation of the bids (clean, paginated bound documents) Presentation of the documents in the order required in the tender file Clarity and legibility of the documents provided		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>		
	List of references of the enterprise in similar jobs of at least 10 000 000FCFA justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum acceptable: 01 Contract realized in the domain of supply of medical equipment over the past 05 years		
<b>B.2.1</b>	1 <sup>st</sup> Reference		
	2 <sup>nd</sup> Reference		
<b>B.3</b>	<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>B.4</b>	Catalogue of equipment in colour and references		
<b>B.5</b>	Draft jobbing order duly filled initialed in all the pages and signed and stamped on the last page		

#### Members of the Tenders Board

Name

Duty

Signature

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF  
DECENTRALIZATION AND  
LOCAL DEVELOPMENT

NORTH WEST REGION

BOYO DIVISION

NJINIKOM COUNCIL INTERNAL  
TENDERS BOARD  
P.O BOX 01, NJINIKOM  
TEL: 677358783/677323293/670294650



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA  
DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMISSION INTERNE DE  
PASSATION DES MARCHES  
PUBLICS DE LA COMMUNE DE  
NJINIKOM  
B.P 01, NJINIKOM  
TEL: 677358783/677323293/670294650

## DRAFT JOBBING ORDER

JOBBING ORDER N° \_\_\_\_/JO/ RQ/MINDDEVEL/NC/ NCITB/PIB 2025

AWARDED AFTER REQUEST FOR QUOTATION N° .../ RQ/ NC/ NCITB / 2025

CONTRACTOR : .....

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

ADDRESS

: .....

.....

BP : .....

TEL: .....

FAX : .....

BANK ACCOUNT NO.....

**SUBJECT :** "SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED  
HEALTH CENTER IN NJINIKOM COUNCIL AREA IN BOYO DIVISION OF THE NORTH WEST  
REGION

AMOUNT IN CFAF:

ATI	
ATE	
VAT (19.25%)	0
AIR (5.5 or 2,2%)	
Net to be paid	

FINANCING : 2025 MINSANTE PIB

BUDGET HEAD : .....

Authorization No .....

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....



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

ON ONE HAND

AND

THE COMPANY

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

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

ADDRESS :

FAX : .....

BANK ACCOUNT branch.

Represented by the General Manager  
Hereafter known as << **THE contractor** >>

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 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
- ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12 : ACCEPTANCE OF SUPPLIES
- ARTICLE 13 : GUARANTEE
- ARTICLE 14 : INSURANCE AND TRANSPORT

- ARTICLE 15: PENALTIES FOR DELAYS

## **CHAPTER III : FINANCIAL PROVISIONS**

- ARTICLE 16 : GENERAL NOTIONS –PRICE
- ARTICLE 17 : AMOUNT OF THE JOBBING ORDER
- ARTICLE 18 TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 19 : BANK DOMICILIATION
- ARTICLE 20 : TAX SYSTEM
- ARTICLE 21 : STAMP DUTY AND REGISTRATION

## **CHAPTER IV : MISCELLANEOUS PROVISIONS**

- ARTICLE 22 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- 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 **"SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM COUNCIL AREA IN BOYO DIVISION OF THE NORTH WEST REGION** a description of this works shall be given in Article 10 below.

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

This jobbing order is awarded following **REQUEST FOR QUOTATION N° \_\_/RQ/ NC/ NCITB / 2025 OF \_\_/\_\_/2025 FOR THE SUPPLY OF MEDICAL EQUIPMENT TO KIKFUINI INTEGRATED HEALTH CENTER IN NJINIKOM COUNCIL AREA IN BOYO 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:

1. Law No 2010/002 of 13/04/2010 on the protection and promotion of persons living with disabilities;
2. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
3. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
4. Decree No. 2018/366 of 18 June 2018 to institute the Public Contracts Code;
5. Decree No. 2013/271 of 5 August 2013 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2012/074 of 8 March 2012;
6. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
7. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
8. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
9. Circular No 00013995/C/MINFI of 31/12/2024 bearing the instructions relating to the implementation of the Finance Law, the monitoring and control of the execution of the State and other State entities for the 2025 fiscal year;
10. Order No. 093/CAB/PM of 05/11/2002 to fix amounts of bid bon and purchase fee for tender files;
11. Unified Technical Documents (DTU) for building works;
12. 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 **Lord Mayor of NJINIKOM 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 Contract Manager shall be the **SG Njinikom Council** referred to as the Contract Manager.  
He ensures the respect of the administrative, technical, financial conditions and Contractual time-limits.
- The project Manager shall be the CDO of NJINIKOM council
- The Contract Engineer shall be the *DISTRICT MEDICAL OFFICER - BOYO*, hereinafter referred to as the Engineer.
- The control brigade of **MINMAP** shall control all the equipment supplied to ensure that this jobbing order is respected.
- The contractor shall be *[to be specified]*.
  - The authority in charge of ordering payment shall be the **Mayor of NJINIKOM Council**
  - The authority in charge of the clearance of expenditures shall be the **Divisional Finance Controller BOYO**.
  - The body or official in charge of payment shall be the **Municipal Treasurer of NJINIKOM**.
  - The official competent to furnish information within the context of the execution of this contract shall be The **Lord Mayor of NJINIKOM**.

### 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.

Equipment shall be supplied at **KIKFUINI INTEGRATED HEALTH centre in NJINIKOM MUNICIPALITY**.

### ARTICLE 7: RESIDENCE OF THE CONTRACTOR

The supplier's main residence shall be:

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 works as described in Article 10 under the control of the **Chief of the health centre**, 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 purchase of equipment, delivery, installation, technical receipt and insurance charges.

## **ARTICLE 10 : DESCRIPTION OF WORKS**

The services shall include

- Delivery beds
- Hospitalisation bed
- Baby cots with mattresses
- Mattress
- Etc.

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

Supply calendar.

## **ARTICLE 12: ACCEPTANCE OF WORKS**

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

- ❖ The Contracting Authority /The authorizing officer .....Chairperson;
- ❖ The Divisional Delegate MINMAP or representative .....Observer;
- ❖ The supplier.....Member;
- ❖ The stores accountant of NJINIKOM council.....Member;
- ❖ The project manager .....Member;
- ❖ The DD MINDDEVEL Boyo .....Member;
- ❖ The Contract manager .....Member;
- ❖ The contract Engineer (DMO).....secretary.

It shall cross-check the conformity of the works 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**

Not applicable.

## **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<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
  - One thousandth (1/1000<sup>th</sup>) 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 ..... **F CFA TTC CFAF** inclusive of taxes  
in accordance with the breakdown of estimates appended here to .

#### **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 works 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 works.

#### **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 N° .....

#### **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 at the cost of the supplier.

#### **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.

**Schedule of unit prices**

### 3.1 BILL OF QUANTITIES AND COST ESTIMATES

[illegible]

WITH THE COMPANY:  
FOR THE SUPPLY  
AMOUNT OF THE JOBBING ORDER: CFAF  
(In words  
CFA francs inclusive of taxes)

Read and accepted by the contractor

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

**Signature of Contracting Authority**

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

## Registration

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

29



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 works]*.

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 works.

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 \_\_\_\_\_ works [indicate the subject of the works, 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 works of [indicate the subject of the works]

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 works 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 works 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 (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

## **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.arnmp.cm](http://www.arnmp.cm)



REPUBLIQUE DU CAMEROUN  
PAIX - TRAVAIL - PATRIE  
MINISTRE DES FINANCES  
Direction Générale du Budget

PROGROS

REPUBLIC OF CAMEROON  
PEACE - WORK - FATHERLAND  
MINISTRY OF FINANCE  
General Directorate of Budget

Code	NATURE DE LA PRESENTE PIECE	DESTINATAIRE	PO BOX
Code	NATURE OF PRESENT VOUCHER	ADRESSEE	B.P.
INFORMATION	COMMANDE DE NINIKOM		
AUTORISATION			
CREDIT			
19017025			
SERVICE	Designation de l'acte de Depense	IMPUTATION	MONTANT
Department	Description of operation	CHARGE	AMOUNT
2004	AUTORISATION DE DEPENSE	1407036	10 000 000

OPERATION 594600191 - COMMUNE DE NINIKOM FOURNITURE DE MATERIEL  
GESTIONNAIRE MAIRE  
TYPE OPERATION 02442 - Matériel et équipement hospitaliers

59 46 001 91 04 01194 48021-01

10 000 000

DIRECTION GENERALE DU BUDGET

AUTORISATION DE DEPENSE DESIGNEE CHIFFRE SANS VOUS A ETRE ATTRIBUEE

POSTE COMPTABLE ASSIGNATAIRE  
C549 - Commune de Ninikom

Mode de règlement demandé  
Manner of payment

- ☐ A BON DE CAISSE
- ☐ P CASH VOUCHER
- ☐ C.C.P.
- ☐ C POSTAL-CHEQUE
- ☐ B BANQUE BANK
- ☐ H O.M.P. A.O.T.
- ☐ Y AURA - TIL D'AUTRES

RECELEMENTS ?

WILL THERE BE ANY OTHER PAYMENTS ?

YES

Si l'acte a suivi son cours normal - barrer la case 0

If the operation has been normally executed cross out the space marked 0

Si l'acte doit être annulé - barrer la case 1

If the operation has been cancelled cross out the space marked 1

REFERENCE DE LA FACTURE  
REFERENCE OF INVOICE

MONTANT LIQUIDE OU ANNULE  
AMOUNT IN CASH OR CANCELED

Nom de l'autorité accréditée :  
Name of accredited authority

LE  
On the  
Signature

Compte n°  
Account n°

Etat  
Name

Agence  
Branch

Ville  
Town

NO  
NO

Confirmation

Annulation

Cancellation

MONTANT AMOUN

FRANCS CFA  
Visa comptable assignataire : Accountant

LE  
On the  
Signature



