



# Kumba I Council

A Sub Divisional Council  
Republic of Cameroon  
South West Region  
Meme Division - Kumba  
P.O. Box 03, Kumba

Tel: +237 677773366

Email: [Kumbaicouncil@gmail.com](mailto:Kumbaicouncil@gmail.com)  
Web: <http://kumbaicouncil.org>  
Blog: <http://kumbadayandnight.com>

## TENDER NOTICE

N°:07/ONIT/KUMBA I COUNCIL/MEME/ITB/2025 OF 26/03/2025, CONSTRUCTION OF YOUTH EMPOWERMENT CENTER AT KAKE, IN KUMBA I SUB DIVISION, MEME DIVISION, SOUTH WEST REGION.

(THROUGH THE EMERGENCY PROCEDURE)

FINANCING: PUBLIC INVESTMENT BUDGET 2025, MINISTRY OF YOUTH AFFAIRS AND CIVIC EDUCATION

### 1. SUBJECT OF THE INVITATION TO TENDER:

Within the framework of the execution of Public Investment Budget (PIB) of 2025 financial year, The Lord Mayor of Kumba I Sub Divisional Council (the Contracting Authority) hereby launches an Open National Invitation to Tender N°07/ONIT/KUMBA I COUNCIL/MEME/ITB/2025 OF 26/03/2025, FOR THE CONSTRUCTION OF YOUTH EMPOWERMENT CENTER AT KAKE, IN KUMBA I SUB DIVISION, MEME DIVISION, SOUTH WEST REGION.

Project	Locality	Project Amount (Fcfa)	Amount For Bid Bond(Fcfa)	Duration In Months	Year
CONSTRUCTION OF YOUTH EMPOWERMENT CENTER AT KAKE, IN KUMBA I SUB DIVISION, MEME DIVISION, SOUTH WEST REGION.	Kake	60,000,000	600,000	03	2025

### 2. NATURE OF WORKS:

The works comprise notably the Construction of Youth Empowerment Center at Kake, in Kumba I Sub Division, Meme Division, South West Region.

### 3. PARTICIPATION AND ORIGIN:

The tender is open to duly legalized Cameroonian enterprises that fulfil the requirements of this invitation to tender.

### 4. LOTS: NOT APPLICABLE



**5. FINANCING:**

The said Works shall be financed by the Public Investment Budget (PIB) of the MINISTRY OF YOUTH AFFAIRS AND CIVIC EDUCATION for the 2025 financial year assigned to the Mayor of Kumba I Sub Divisional Council as Contracting Authorizing with Budget Heads N° \_\_\_\_\_, Provision: Sixty million (F.cfa 60,000,000) tax inclusive.

**6. CONSULTATION OF THE TENDER FILE:**

Interested eligible bidders may obtain further information during working hours as from the date of publishing of this tender notice, at the service of Development/contracts office of the Kumba I Council Door 209; Contacts: 677773366.

**7. ACQUISITION OF TENDER FILE:**

The complete tender file may be obtained from the Development/Contract office – KUMBA I Council Door 209 upon presentation of a treasury receipt attesting to the payment of a non-refundable sum of Sixty thousand (60,000) FCFA into the Kumba I Council Treasury.

**8. SUBMISSION OF BIDS:**

Each bid drafted in English or French in seven (07) copies including one (01) original and Six (06) copies marked as such, should reach the Development/Contracts Office for Kumba I Council, against a receipt not later than 16/04/2025, at 10:00am local time in three (03) distinct envelops which shall be labelled as follows:

- Envelop A: Administrative documents;
- Envelop B: Technical offer;
- Envelop C: Financial offer.

These three (03) envelops will be put in a fourth one which shall be labelled imperatively as follows:

**OPEN NATIONAL INVITATION TO TENDER**

**N°: 07/ONIT/KUMBA I COUNCIL/MEME/ITB/2025 OF 26/03/2025, FOR THE  
CONSTRUCTION OF YOUTH EMPOWERMENT CENTER AT KAKE, IN KUMBA I SUB  
DIVISION, MEME DIVISION, SOUTH WEST REGION.**

**(THROUGH THE EMERGENCY PROCEDURE)**

**“To be opened only during the bid opening session”.**

**9. ADMISSIBILITY OF OFFERS:**

Under penalty of rejection, the required administrative documents must be imperatively produced as original documents or photocopies certified as authentic by the issuing authority, in accordance with the Special Regulations of the Invitation to Tender, within the last three months, otherwise they shall not be accepted.

Any bid not in compliance with the specifications of this tender notice and file shall be declared inadmissible.

**10. 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 in conformity with COBAC conditions and whose list is found in document N° 11 of the tender file, of an amount of six hundred thousand FCA (600,000 Frs) CFA valid for thirty (30) days beyond the date of validity of offers.

On pain 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 be not older than three (3) months preceding the date of submission of offers or may be established after the signature of the tender notice



Any offer not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the offer.

#### **11. OPENING OF BIDS:**

The bids shall be opened in a single (01) phase on the **16/04/2025 at 11.00am** local time by the Tender Board of the Kumba I Council in the Kumba I Council conference hall, in the presence of the bidders or duly authorized representatives having full knowledge of the file (power of attorney).

#### **12. DEADLINE FOR EXECUTION:**

The maximum period provided for the execution of the works by the Authorising Officer is fixed at: **three (3) months**

#### **13. MAIN EVALUATION CRITERIA**

There are two types of evaluation criteria: eliminatory criteria and essential criteria. The aim of this criteria is to identify and reject incomplete bids or bids not in conformity with the essential conditions laid down in the Tender File.

##### **A/Eliminatory Criteria.**

A bid shall be rejected if:

- The non-respect of article 92 sub 9 of the public contract code;
- It lacks an Administrative document;
- Insufficient or Absent of amount of bid bond
- The technical score is less than the minimum required;
- It has a fake or forged document;
- It lacks a quantified unit price;
- It carries a false information.
- It does not respect the model documents

**NB:** when an administrative document is missing or found to be non-compliant during the bid opening session, the bidder shall have 48hrs (forty eight hours) to produce or replace the document concerned. **However any bid without bid bond during the bid opening session shall be rejected.**

##### **B/Essential Criteria.**

Essential criteria are primordial in the judgment of the technical and financial capacity of candidates to execute the works forming the subject of the invitation to tender. The criteria relating to the qualification of candidates are based on the following;

- General presentation of the tender file,
- References of the company in the similar achievements,
- Experience of supervisory staff,
- Logistics (equipment),
- Methodology,
- Financial capacity,
- Attestation of site visit signed by the bidder,
- Report of site visit signed by the bidder,
- The Special Administrative clauses (SAC), each page should be initialled and the last page signed and stamped by the bidder.
- The Special Technical Clauses (STC). Each page should be initialled and the last page signed and stamped.
- Pre-financing capacity not less than 75% of the amount required in the offer.

The essential criteria are subjected to minima whose detail is given in the Special Regulation of the Invitation to tender (RPAO).

##### **C/Main qualification Criteria.**

The criteria for qualification of candidates should be on the following:

- Access to credit or other financial sources (75% of project amount tax inclusive) Yes / No
- References of similar jobs; Yes / No
- Availability of material and essential equipment Yes / No
- Experience of supervisory staff Yes / No
- Methodology Yes/No
- Turnover as in business license above or equal to 75% of project amount tax inclusive; Yes/No
- Qualified personnel relevant to the job. Yes/No

Non-respect of two (02) of the above criteria shall entail rejection of the bid.

**14. VALIDITY OF OFFERS:**

Bidders shall be bound by their bids for a period of ninety (90) days with effect from the date of opening of bids.

**15. COMPLEMENTARY INFORMATION:**

Further complementary information may be obtained during working hours from the Development/contract Office of the Kumba I Council door N<sup>o</sup>: 209.


**16. AWARD OF CONTRACT:**

The contract shall be awarded to the bidder with the lowest realistic financial offer having the technical and administrative files which are in conformity with the tender document/file.

Done at KUMBA, the 26/03/2025

**Copies:**

- ARMP ( for publication and archiving)
- RDMINMAP SW (For publication)
- S.D.O Meme (For publication)
- Chairperson of Tender's board (for information)
- DDMINTP/Meme( for archiving)
- DDMINMAP/Meme (for publication)
- Notice boards (for information)
- Council Development Office (for archiving)
- DD MINDEVEL/Meme (for information)

  
**THE MAYOR-KIC**  
(Contracting Authority)  
*Prince Esme Moses Esembe*  
**THE MAYOR**  
**KUMBA 1 COUNCIL**