

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

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DU DEVELOPPEMENT LOCAL

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REPUBLIC OF CAMEROON

Peace-Work-Fatherland

MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

SOUTH WEST REGION
FAKO DIVISION

BUEA COUNCIL

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TENDER NOTICE REQUEST FOR QUOTATION

**N° 003/RQ/BUEA COUNCIL/BCTB/2025 OF 03/04/2025
FOR**

The Purchase of equipment and materials to carryout hygiene and sanitation within the Buea Municipality

FINANCING: PUBLIC INVESTMENT BUDGET MINPDED 2025 FINANCIAL YEAR.

1. Subject of the Invitation to tender:

Within the framework of the 2025, **Public Investment Budget of MINEPDED**, the Mayor of Buea Council, Contracting Authority, hereby launches the Request for Quotation **N° 003/RQ/BUEA COUNCIL/BCTB/2025 OF 03/4/2025** For the Purchase of equipment and materials to carryout hygiene and sanitation within the Buea Municipality

2. Nature of Services

The supplies comprise notably: supply of equipment, handling, setting up and acceptance.

3. Lots:

The supply is in a **One (1) Lot** as follows: The Purchase of equipment and materials to carryout hygiene and sanitation within the Buea Municipality

4. Estimated cost:

The estimated cost after preliminary studies is *as mentioned below* all taxes inclusive

Project Title	Amount/FCFA
the Purchase of equipment and materials to carryout hygiene and sanitation within the Buea Municipality	10,000,000

5. Execution Deadline

The maximum execution deadline provided for by the Contracting Authority shall be **Two (02) months**

6. Participation and origin:

Participation is open to duly legalized Cameroonian enterprises or companies that fulfill the requirements of this invitation to tender.

7. Financing

Supplies which form the subject of this request for, shall be financed by Public Investment Budget of the 2025 financial year,

FINANCING BODY	BUDGET HEAD	Record No
BIP MINEPDED 2025	59 28 093 03 641950 464211 931	JA04343

8. Submission method

The mode of submission selected for this consultation is online.

9. 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 document No. 11 of the Tender File, of an amount of (see table attached) and valid for thirty (30) days beyond the initial date limit of validity of bids.

Description	Amount of bid bond
the Purchase of equipment and materials to carryout hygiene and sanitation within the Buea Municipality	200,000 FCFA

The bid bond* provide in accordance with the Circular *Letter No. 000019/LC/MINMAP of 5th of June 2024 relating to the modalities of constitution, deposit, conservation, restitution and withdrawal of bond on public contracts.

The absence of the bid bond issued by a first-rate bank or financial body of first category authorized by the Minister in charge of Finance to issue bonds for public contracts shall lead to the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be accepted.

10. Consultation of Tender file:

The file may be consulted during working hours at the **office of the Project Development Unit Room 213, Buea Council, Tel: +237 677 68 917** from the date of publication of this notice.

11. Acquisition of tender file:

The complete tender file may be obtained from the COLEPS platform as soon as this notice is published against a payment of a non-refundable sum of twenty five thousand (25,000) FCFA payable at the Buea Council Treasury.

12. Submission of bids:

The submission of bids shall be done online on the COLEPS website not later than 06/05/2025 at 12noon

The offer must be transmitted by the bidder on the COLEPS platform. A backup copy of the offer saved on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "backup copy", in addition to the above mention within the time limits.

N.B.: File size and format, the maximum sizes of the documents that will transit on the platform and constitute the bidder's offer are as follows:

- **5 MB for the Administrative file;**
- **15 MB for the Technical Offer;**
- **5 MB for the Financial Offer.**

The accepted formats are as follows:

- PDF format for text documents; JPEG for images. The candidate will ensure that compression software is used to possibly reduce the size of the files to be transmitted in accordance with the sizes indicated above.

NB: Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts or the failure to comply with the model documents in the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

13. Admissibility of bids:

The administrative documents, the technical offer and the financial offer shall be submitted separately in the COLEPS Website

Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts or the failure to comply with the model documents in the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

14. Opening of bids:

The bids shall be opened in a single (01) phase on the 06/05/2025 at 1p.m. local time by the Buea Council Internal Tender Board in Room 106 Buea Council Chambers.

Only tenderers may attend this opening session or be represented by a single person of their choice, duly authorised, even in the case of a group of companies.

The required administrative documents must be submitted in originals or copies certified by the issuing service or the relevant administrative authority, in accordance with the provisions of the Special Regulations of the invitation to tender. They shall be no later than 3 (three) months old from the original deadline for the submission of tenders or must have been issued after the date of signature of the Tender Notice.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected.

NB: The original copies of the Administrative documents must be presented for verification during the opening of bids session by the bidder.

15. Award criteria

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

16. Validity of bids

Bidders will remain committed to their bids for **Sixty (60) days** from the deadline set for the submission of tenders.

17. Complementary information

Complementary technical information may be obtained during working hours from the Office of the Project Development Unit Room 213, Buea Council, Tel: +237 677 68 917

18. Fight Against Corruption and Malpractices

For any denunciation of corruption attempt practices, facts or acts, please call the National Anti-Corruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48.

Done in Buea, on the ... **03/04/2025**

The Mayor, Buea Council
Contracting Authority

Copies:

- MINMAP
- ARMP (for publication and archiving)
- Private Secretary to the Mayor Buea Council (for archiving)
- Chairperson of Tender Board (for information)
- Notice boards (for information)
- CRTV local and National Station (for publication)

