



TENDER NOTICE

REQUEST FOR QUOTATION
N°. 006/RQ/OPIC/PIC/ITB/2025 OF 17 APRIL 2025 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

1. Subject

The state of Cameroon represented by the Public Independent Conciliator, Contracting Authority, hereby launches Request for Quotation for the provision of **CLEANING SERVICES FOR THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, North-West Region.**

2. Nature of services:

The services of this contract comprise notably: **THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION. See details in the Terms of Reference.**

3. Participation

Participation in this invitation is open to registered and qualified contractors of the Republic of Cameroon with financial ability, technical and professional expertise in the provision of Cleaning Services.

4. Delivery period;

The delivery period provided by the Project Owner or Contracting Authority for the delivery of the cleaning services forming the subject of this Request for Quotation is **12 months.**

5. Allotment

The project is in a single lot.

6. Estimated cost

The estimated cost after preliminary studies is 20,000,000 (Twenty Million) FCFA all taxes inclusive.

7. Financing

The services that form the subject to this Request for Quotation shall be financed by the 2026 Budget of the Office of the Public Independent Conciliator of the North-West Region.

8. Consultation of tender file:

The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82) as soon as this notice is published or on the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> and <https://www.arpmp.cm/> as soon as this notice is published.

9. Acquisition of tender file:

The file may be obtained from Office of the Public Independent Conciliator, North West Region as soon as this notice is published upon presentation of a non-refundable treasury receipt of **Thirty-Four Thousand (34,000) Francs CFA** bearing the name of the company, representing the cost of purchasing the tender file or online using the address <https://www.marchespublics.cm/> and <https://www.arpmp.cm/>.

10. Submission of bids:

Each original bid drafted in English or French should reach the Office of the Public Independent Conciliator of the North-West Region through the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> not later than **Wednesday, 14 MAY 2025 at 10:00 A.M** and a backup copy of the tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within time frame bearing the label:

REQUEST FOR QUOTATION

N°. 006/RQ/OPIC/PIC/ITB/2025 OF 17 APRIL 2025 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

"To be opened only during the bid-opening session"

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5MB for administrative offers;
- 15MB for the technical offers;
- 5 MB for the financial offers.

Supported formats shall include:

- PDF formats for texts documents
- JPEG formats for images

The tenderers shall use a compression software to reduce the size of the file to be submitted.

11. Bid bond

Each bidder must include in his/her 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 400,000 (**Four Hundred Thousand**) FCFA all taxes inclusive, and valid for thirty (30) days beyond the date of validity of bids.

12. Admissibility of bids:

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the 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 bid.

Bids that do not respect the method of separating the financial offer from administrative and technical offers will be inadmissible.

13. Opening of bids:

The bids shall be opened in **two phases**. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **Wednesday, 14 May 2025 at 11:00 am** in the conference room of the Office of the Public Independent Conciliator, North-West Region, by the Tenders Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%. The bids will be evaluated

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

Only bidders may attend or be represented by a duly mandated person.

13. PRINCIPAL EVALUATION CRITERIA.

13.1- Eliminary criteria.

- i. False declaration or falsified documents.
- ii. Absence or insufficient bid bond.
- iii. Incomplete financial file.
- iv. Change of quantity or unit.
- v. Non-respect of 75% of essential criteria;
- vi. Suspension by MINMAP in 2025.
- vii. Delivery deadline higher than prescribed.
- viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.
- ix. Failure to provide a backup copy of offers on time.
- x. Failure to comply with the format of file.

N.B. For absence or non-conformity of an element in the administrative file, except absence of the bid bond, the bidder shall be given 48 hours to produce the valid element failure which the file shall be automatically rejected.

13.2- Essential Criteria. The evaluation of the technical offers would be based on the criteria outlined in the table below. It shall be done in the following manner **positive (YES) or negative (NO)**.

Nº	Criteria
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	Experience of the bidder (01 contract justifying the provision of similar services and justified by the first and last pages of the contract and the Reception Minutes).
3	The execution time of this Delivery is fixed at: 12 months The bidder should show how they intend to carry out the cleaning within the timeframe.
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialled, signed and dated on the last page. The Technical specifications initialled, signed and dated on the last page
5	Technical specifications, descriptions of the cleaning services to be provided

13.3- Technical Evaluation.

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of four (04) on five (05) positive responses would be needed for a bid to be retained for the financial evaluation.

13.4- Financial Evaluation.

Only the prices of Bidders retained after the examination of the elimination and essential criteria shall be considered during this financial evaluation. Only the prices of the Unit Price List expressed in letters shall prevail over those in figures.

14. ACCEPTABILITY OF OFFERS.

Every bid, in order not to be rejected, should meet the expressed requirements.

15. ADMINISTRATIVE DOCUMENTS.

The required administrative documents should be, 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 the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

16. ENGAGEMENT PERIOD.

The bidders shall remain engaged by their offers for a period of **Ninety (90) days** as from the date fixed for the reception of offers.

17. COMPLEMENTARY INFORMATION

Complementary technical information may be obtained every day during working hours from the Office of the Public Independent Conciliator, North West Region within working hours from 7:30am to 3:30pm.

18. EXECUTION PERIOD.

The execution period for these cleaning services which is the subject of this invitation shall be fixed for 12 months as from the date of notification of the Service Order to commence work by the Contracting Authority.

Bamenda, 17 APR 2025

**The Public Independent Conciliator, North West Region
(Contracting Authority)**

Copies:

- ARMP (for publication and archiving)
- RD/MINMAP/NW
- Chairperson of the ITB/OPIC
- Notice boards
- Archives

