

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTRE DE LA DECENTRALIZATION ET DU
DEVELOPPEMENT LOCALE

REGION DU NORD OUEST
DEPARTEMENT DE LA MEZAM

ARRONDISSEMENT DE BAMENDA II^{EME}

COMMUNE DE BAMENDA II^{EME}

P. O. BOX 495 MANKON

REF. N° BIIC/VOL.1/SG/2025



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION
MEZAM DIVISION

BAMENDA II SUB-DIVISION

BAMENDA II COUNCIL

P. O. BOX 495 MANKON

Bamenda, the

06 MAI 2025

TENDER FILE
BAMENDA II COUNCIL
BAMENDA II COUNCIL INTRENAL TENDERS BOARD

REQUEST FOR QUOTATION

N°07/RQ/B.II.C.ITB/B.II.C/B.II.SD/MEZAM/NWR/2025 of 06/05/2025 FOR
THE SUPPLY OF FURNITURE AND EQUIPMENT TO SOCIAL STRUCTURE
NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE
NORTH WEST REGION

PROJECT OWNER: THE MAYOR OF BAMENDA II COUNCIL.

FINANCING: MINISTRY OF SOCIAL AFFAIRS (PIB) – 2025

BUDGET HEAD	
SOCIAL STRUCTURE NGOMGHAM	5.000.000

FINANCIAL YEAR 2024

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BAMENDA II COUNCIL

P. O. BOX 495 MANKON

Bamenda, the

06 MAY 2025

**BAMENDA II COUNCIL
TENDER FILE
BAMENDA II COUNCIL INTRENAL TENDERS BOARD**

**N°07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025 OF 06/05/2025 FOR THE SUPPLY OF
FURNITURE AND EQUIPMENT TO SOCIAL STRUCTURE NGOMGHAM, MEZAM DIVISION OF
THE NORTH WEST REGION**

1. Subject:

Within the framework of 2025 Public Investment Budget, the Lord Mayor of Bamenda II Council, the Contracting Authority hereby launches a Request for Quotation for the supply of Furniture and Equipment to Social Structure NGOMGHAM in Bamenda II Council Area Mezam Division of the North West Region.

2. Participation:

Participation to this consultation is opened to Cameroon Size Enterprises that are in compliance with the laws of the land.

3. Execution deadline

The maximum deadline provided by the Contracting Authority for the execution of the works forming the subject of this invitation to tender is **45 WORKING DAYS**

4. Project owner The Lord Mayor of Bamenda II Council.

5. Lots The unique lot is as follows

The supply of Furniture/Equipment to SOCIAL STRUCTURE NGOMGHAM

6. Estimated cost

The estimated cost after preliminary studies are found on the respective technical specification amounting to 5,000,000fcfa.

7. Funding

This project shall be financed by the **Ministry of Social Affairs** for 2025 Public Investment Budget with budget head numbers as follows.

BUDGET HEAD	
GS NGOMGHAM	5.000.000

8. 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 **240 000 CFA (Two Hundred and Forty thousand Francs) CFA per lot** and valid for thirty (30) days beyond the date of validity of bids.

9. Consultation of the Tender File:

The file may be consulted during working hours at Bamenda II Council, **SIGAMP OFFICE** Telephone **N°237 676244462**, as soon as this notice is published, or on the COLEPS platform at the following addresses: <http://www.marchespublics.cm> OR <http://www.publiccontracts.cm> and on the ARMP website (www.arpmp.cm) against payment of the sum of **10,000 CFA francs**.

10. Acquisition of consultation file:

The file may be obtained from Bamenda II Council, **SIGAMP OFFICE** Telephone **N°237 676244462** as soon as this notice is published against payment of the sum of **10,000 CFA francs** (Ten thousand Francs CFA), payable at a Bamenda II Municipal Treasury, representing the cost of purchasing the Tender File. It may equally be consulted online on the COLEPS platform at the following addresses: <http://www.marchespublics.cm> OR <http://www.publiccontracts.cm> and on the ARMP website (www.arpmp.cm) against payment of the sum of **10,000 CFA francs**.

11. Submission of bids (Online):

For submission online: The bid must be submitted by the bidder on the COLEPS platform latest on **03/06/2025 at 10.am** local time. A back-up copy of the tender recorded on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "back-up copy", in addition to the above mentioned indication, within the deadline set.

File size and format

For online submission, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are the following:

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

The following formats are accepted:

- **PDF format for text documents and**
- **JPEG for images.**

The applicant shall make sure that he or she uses compressing software to possibly reduce the size of the files to be transmitted

12. Admissibility of bids

Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of or insufficient 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 of 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. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **03/06/2025 at 11.am** local time, in the conference hall of Bamenda II Council, by the Bamenda II Internal Tender Board. Only bidders may attend or be represented by duly mandated persons of their choice.

14. Evaluation criteria

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

A. Eliminatory criteria

1. Absence of bid bond or insufficient bid bond amount
2. Bids not submitted online

B. OTHER CRITERIA

1. Absence of a document in the administrative file;
2. False declaration or falsified documents;
3. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
4. Non-compliance with model bid
5. Incomplete financial file;
6. absence of a quantified unit price;
7. Non respect of 75% of essential criteria;
8. Name of company suspended by MINMAP
9. Financial situation below a third of the estimated cost

C. Essential criteria

- 1- General presentation of the Tender Files;
- 2- References of the company inbuilding construction;
- 3- Quality of the personnel;
- 4- Technical organization of the works;
- 5- Safety measures on the site;
- 6- Logistics;
- 7- Attestation and report of site visit signed by the Contractor;
- 8- Special Technical Clauses initialed in all the pages and signed at the last page;
- 9- Special Administrative Clauses completed and initialed in all the pagesand signed at the last page

This evaluation will be done in a purely binary way (yes) or (no) with an acceptable minimum of 75% of the essential criteria taken in account.

15. Award of Contract

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. Validity of bids

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

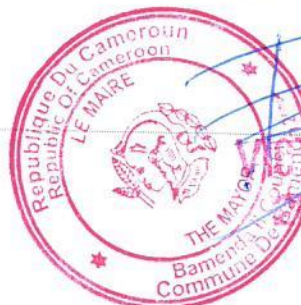
17. Complementary information

Complementary technical information may be obtained during working hours from Bamenda II Council, SIGAMPOFFICE Telephone N°237 676244462 (or online on the COLEPS platform via <http://www.marchespublics.cm> or <http://www.publiccontracts.cm>)

Done at BAMENDA II on 06 MAI 2025

The Project Owner
(Contracting Authority)
The Mayor BAMENDA II Council

- MINMAP
- ARMP
- Contracting Entity
- Chairperson of Bda II TB



VICTORINE AZAH TIBUI
DEPUTY MAYOR

- Notice Boards

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BAMENDA II SUB-DIVISION

BAMENDA II COUNCIL

P. O. BOX 495 MANKON

Bamenda, the **06 MAI 2025**

COMMUNE DE BAMENDA II

COMMISSION INTERNE DE PASSATION DES MARCHES AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

N°07/DC/ CIPM.B.II/ CB.II/AB.II/MEZAM/NO/2025 DU 06/05/2025 POUR LA FOURNITURE DES
EQUIPEMENTS AU STRUCTURE SOCIALE DUNGOMGHAM DANS LA COMMUNE DE BAMENDA II
DEPARTEMENT DE LA MEZAM, REGION DU NORD-OUEST

1. Objet de l, Appel d, Offre

Dans le cadre de l'exercice budgétaire 2025, le Maire de la Commune de Bamenda II, Autorité Contractante lance une Demande de Cotation pour la fourniture des équipements à la structure sociale du NGOMGHAM dans la commune de Bamenda II Département de la Mezam, Région du Nord-Ouest.

2. Participation :

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

3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage pour la réalisation des travaux objet du présent appel d'offre est de **45 JOURS**

4. Maître d'Ouvrage : Le Maire de la Commune de Bamenda II.

5. Alotissement : le lot est unique comme suit

la fourniture des équipements à la structure sociale du NGOMGHAM de Bamenda II Département de la Mezam

6. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **cinq millions (5. 000,000) FCFA**

7. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du _____ (2025) sur les lignes d'imputation budgétaires ainsi qu'il suit

BUDGET HEAD	
LA FOURNITURE DES EQUIPEMENTS DU STRUCTURE SOCIALE NGOMGHAM	5.000.000

8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans cet DAO, d'un montant de **deux cent quarante mille (240 000 FCFA) par lot** et valable pendant trente (30) jours à compter de la date originale de validité des offres.

9. Consultation du Dossier :

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Commune de Bamenda II, bureau de SIGAMP Tél. : 237 676244462, dès publication du présent avis ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm> et [www.armp](http://www.armp.com)

10. Acquisition du Dossier de consultation

Le dossier peut être obtenu aux heures ouvrables à la Commune de Bamenda II, bureau de SIGAMP Tél. : 237 676244462 dès publication du présent avis, contre présentation d'une quittance de versement à la recette municipale de Bamenda II de la somme non remboursable de F CFA 10,000 CFA ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm> et sur le site (www.armp.com)

11. Remise des offres : (en ligne)

Pour la soumission en ligne: L'offre devra être transmise par le soumissionnaire sur la plateforme COLEPS au plus tard le 15/04/2025 à 10h00. Une copie de sauvegarde de l'offre enregistrée sur clé USB ou CD/DVD devra être transmise sous pli scellé avec l'indication claire et lisible « copie de sauvegarde », en plus de la mention ci-dessus dans les délais impartis.

Taille et format des fichiers

Pour la soumission en ligne, les tailles maximales des documents qui vont transiter sur la plateforme et constituant l'offre du soumissionnaire sont les suivantes :

- 5 MO pour l'Offre Administrative ;
- 15 MO pour l'Offre Technique ;
- 5 MO pour l'Offre Financière.

Les formats acceptés sont les suivants :

- Format PDF pour les documents textuels ;
- JPEG pour les images.

Le candidat veillera à utiliser des logiciels de compression afin de réduire éventuellement la taille des fichiers à transmettre.

«APPEL D'OFFRES NATIONAL OUVERT NO: 07/DC/ CIPM.B.II/ CB.II/AB.II/MEZAM/NO/2025 DU 06/05/2025 POUR LA FOURNITURE DES EQUIPEMENTS AU STRUCTURE SOCIALE DU NGOMGHAM DANS LA COMMUNE DE BAMENDA II DEPARTEMENT DE LA MEZAM, REGION DU NORD-OUEST

12. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être reproduites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

La date limite de validité des pièces administratives susvisées doit être postérieure à celle de

lancement de la consultation (date de signature de l'Avis d'Appel d'Offres).

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. L'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances entraînera un rejet séance tenante de l'ouverture des plis.

13. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le **03/06/2025 à 11**, heures locale, dans la salle de conférence de la commune de BAMENDA II, par la Commission de Passation de Marchés de la BAMENDA II siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

14. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

A - Critères éliminatoires

Ils agissent notamment de :

PENDANT LA SEANCE D'OUVERTURE DES OFFRES

- Absence ou insuffisance de la caution de soumission ;
- Offres non soumises en ligne

PENDANT L'EVALUATION DES OFFRES EN SOUS-COMMISSION D'ANALYSE DES OFFRES

1. Absence ou non-conformité du dossier administratif
2. Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
3. Fausses déclarations ou pièces falsifiées ;
4. Offre dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire ;
5. Offres financières incomplètes,
6. Le changement d'une unité ou d'une quantité du DAO dans l'offre financière ;
7. Le non-respect de **75%** des critères essentiels ;

N.B. En cas d'absence ou de non conformité d'une pièce du dossier administratif lors de l'ouverture des plis, un délai de quarante-huit (48) heures est accordé aux soumissionnaires concernés pour remplacer la pièce en question. Passé ce délai, la pièce ne sera plus acceptée et l'offre ne sera éliminée quel que soit l'état de l'évaluation des offres en sous-commission d'analyse.

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 ;
3. Références de l'entreprise dans les travaux similaires ;
4. Qualité des ressources humaines ;

5. Méthodologie d'exécution des travaux;
6. Mesures de sécurité envisagées pour l'exécution des travaux;
7. Moyens matériels de l'entreprise;
8. Attestation et rapport de visite du site;
9. Cahier des Clauses Techniques Particulières paraphé à chaque page et signé à la dernière page;
10. Cahier des Clauses Administratives Particulières paraphé à chaque page signé à la dernière page;

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

Cette évaluation se fera de manière purement binaire avec des positifs (oui) ou négatifs (non) et dont le minimum des « oui » acceptable est d'au moins **75%** de l'ensemble des critères essentiels pris en compte.

15. Attribution

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disant, 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 peuvent être obtenus aux heures ouvrables à service SIGAMP, Tel: 237 676244462, ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>

Fait à BAMENDA II, le 06 MAI 2025

LE MAITRE D'OUVRAGE

(AUTORITE CONTRACTANTE)

Le Maire de la commune de Bamenda 2eme

Copies :

- MINMAP
- ARMP;
- Maître d'Ouvrage
- Président CPM/Bda 2eme;
- Affichage.



DOCUMENT N° I
LETTER OF INVITATION TO TENDER

« CONSULTATION N°07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025 OF 06/05/2025 FOR THE SUPPLY OF FURNITURES AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION,

Dear Sir, Madam

Within the framework of 2025 Public Investment Budget, the Lord Mayor of Bamenda II Council, the Contracting Authority hereby launches a Request for Quotation for the supply of Furniture and Equipment to Social Structure NGOMGHAM in Bamenda II Council Area, Mezam Division of the North West region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the **03/06/2025 at 10 AM latest** in sealed envelopes addressed to the Contracting Authority bearing on it :

“« CONSULTATION N° 07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2024 OF 06/05/2025 FOR THE SUPPLY OF FURNITURES AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION,

The bids will be submitted on the **03/06/2025 at 10 AM latest** at the COLEPS ONLINE SITE and the backup softcopies of the Original bid be submitted in the SIGAMP OFFICE of the Bamenda II Council Office and opened the same day at **11 AM** in the conference hall of the Bamenda II Council by the Bamenda II Council Internal Tender Board.

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

This supply shall be carried out within a deadline of **45 (forty five)** days taking effect from the date of notification of this Jobbing Order.

Accept Sir, Madam, my best wishes.

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 supplies 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 descriptions 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) The descriptive and quantitative estimates duly filled, signed and dated ;
- (c) The draft Jobbing Order duly completed, initialed on all pages and the last page signed ;
- (d) A complete administrative file comprising of the following :
 1. A valid Certificate of imposition;
 2. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
 3. 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 valid within the specified ;
 4. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions ;
 5. A receipt showing the payment of FCFA 10.000 (eighteen thousands) representing the cost of the Tender File issued by the Bamenda II Council Treasury; ;
 6. A bid bond of 240 000 FCFA (two hundred and forty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
 7. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;

8. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes with validity not more than 3 months.
9. A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should have a validity of not more than 3 months ;
10. A Certified Copy of the Business Registration, not more than three months old.
11. An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);
12. Deadline for the execution of the works;
13. An attestation of financial Capacity in conformity with the laws inforce Cameroon.
- 14- Conformity and compliance of the supplies backed by photographs of the APPARATUS to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer)
- 15- Non completion of any project in the previous years in the North West Region

ARTICLE 4 : BID

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
 - a. Exclusive value added taxes (EVAT) and
 - b. All taxes and customs duties inclusive (ATI).
- 4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supplies 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 Supplier 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.

ARTICLE 7: SUBMISSION OF BIDS

ORIGINAL SOFT COPIES OF THE BIDS BE SUBMITTED ONLINE

The bids will be submitted on the **03/06/2025** at **10 AM latest** ONLINE and the backup softcopy of bids be submitted at the SIGAMP OFFICE of the Bamenda II Council and opened the same day at **11 AM** in the conference hall of the same Council

ARTICLE 8: Stamping and marking of bids (BACKUPCOPY)

Suppliers shall enclose the original and copies of their bids in an envelope:

- (a) Addressed to the Mayor of Bamenda II Council at the address indicated in the letter of Invitation to Tender and bearing on:

REQUEST FOR QUOTATION

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Any envelope bearing marks that can identify the bidder shall be rejected

ARTICLE 9: 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.

ARTICLE 10: OPENING

13.1 The Bamenda II Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the suppliers wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within one hour following that for the submission of bids.

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

ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		
1-Document spirally bound		
2-Hard back cover		
3-Content page		
4- <i>Presentation of documents in the order given in this tender</i>		
5-Coloured separators		
6-Page Numbering		
B- PROFESSIONAL EXPERIENCE OF BIDDER		
7-Table of past supplies realized for the past 5 years (at least two references) joint certified copy of the first and last page of the Contract (indicate amount, year, Contract number, funding body and place of execution) new companies are however encourage to tenders		
C- ADMINISTRATIVE DOCUMENTS		
8-A stamped bid letter of submission signed and dated(see model document III)		
9-The descriptive and quantitative estimates duly filled, signed and dated		
10-The draft Jobbing Order duly completed, initialed and signed		

11.1- EVALUATION GRID OF ADMINISTRATIVE BIDS COMPRISING THE FOLLOWING.

NO	DESCRIPTION	YES	NO
11.1	Certified Copy of the Business Registration, not more than three months old.		
11.2	Declaration of intention to tender stamped with the tariff in force.		
11.3	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.		
11.4	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.		
11.5	Purchase receipt of Tender File issued by public treasury		
11.6	A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		

11.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
11.8	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 valid within the specified period.		
11.9	A valid Certificate of imposition certified by the chief of tax centre		
11.13	Business License (photocopy certified by the chief of tax centre, not more than three months).		
11.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
11.12	A Clearance Certificate signed by the chief of tax centre stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.		
11.13	Conformity and compliance of the supplies backed by photographs of the APPARATUS to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer		
11.14	Power of attorney if necessary		
11.15	Non completion of any project in the previous years in Cameroon and must have not been suspended by MINMAP CIRCULAR		
11.16	Financial Capacity		

The absence of one of the elements in documents "C" of the evaluation grid above will result to the elimination of the offer

The evaluation will be done in a binary way "yes" or "no" with an acceptance minimum of 6/8 in the elements that appear in documents A and B

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document C and at least 6/8 of those in A and B added together

ARTICLE 12: 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.

2.3 - AWARD OF THE JOBBING ORDER

ARTICLE 13: Award of the Jobbing Order

The Tenders Board shall propose the award of the Jobbing Order to the Contracting authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

ARTICLE 14: Announcement of award of the Jobbing Order

The Contracting authority (the Mayor Bamenda II council) 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 15: 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 supplier who shall be responsible for its registration according to the procedure in force.

ARTICLE 16: Corruption and fraudulent practices

The Chairpersons and Member of Tenders Boards as well as Suppliers 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 supplier 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.

3.1 BID LETTER

Date

Consultation N° 07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025OF 06/05/2025

To : *The Chairperson of the Tenders Board*

Dear Sir/Madam,

After studying the Consultation File which i officially acknowledge its receipt, I hereby tender to supply and deliver

..... in accordance with the request for Consultation File and for the sum of

CFAF (*in words*) exclusive and inclusive as the case may be of Value Added Tax and all Taxes Inclusive.....

If my bid is approved, i undertake to deliver the supplies in accordance with the provisions specified in the Bill of Entry and Quantities.

I am 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 Enterprise.

3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES (To be filled by the Company)

No	Description of item (including trade mark and model)	Quantity	Unite price (in figures and word)	Total Price
1	Children bunk bed	5		
2	Children toy car	24		
3	Computer hpprodeskDisktop (Processor Intel core i5-6500/3,3Ghz 4 GB DDR4, 500GB HD 19" monitor)	1		
4	Hp laptop (Processor Intel core i5- 6500/2.3-3.3Ghz 8GB DDR4 500GB HD 17")	2		
5	Washing Machine (Dresses)	1		
6	Television (42' inch smart Android)	1		
7	Photocopier (Canon image Runner 2204N)	1		
8	Refrigerator (ICEBERG BC120 NOIR 120L)	1		
9	HP LASERJET M402DNE	1		
10	METALAS PH2N190*90*20	22		
11	PLAIN WHITE FLAT SHEET	48		

**QUANTITIES AND COST ESTIMATE FOR THE EQUIPMENT TO GS NGOMGHAM IN THE BAMENDA I COUNCIL,
AREA, MEZAM DIVISION OF THE NORTH WEST REGION**

73.3 – BILL OF QUANTITIES / TECHNICAL DESCRIPTION FOR

(Filled by the Project Owner)

NO	Reference	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
100		WORKS MATERIALS				
101		Children bunk bed	U	5		
102		Children toy car	U	24		
103		Computer hpprodesk (Processor Intel core i5- 6500/3,3Ghz 4 GB DDR4, 500GB HD 19" monitor)	U	1		
104		Hp laptop (Processor Intel core i5- 6500/2.3-3.3Ghz 8GB DDR4 500GB HD 17")	U	2		
105		Washing Machine (Dresses)	U	1		
106		Television (42' inch smart Android)	U	1		
107		Photocopier (Canon image Runner 2204N)	U	1		
108		Refrigerator (ICEBERG BC120 NOIR 120L)	U	1		
109		HP LASERJET M402DNE	U	1		
110		METALAS PH2N190*90*20	U	22		
111		PLAIN WHITE FLAT SHEET	U	48		
TOTAL WITHOUT TAXES						
VAT= 19.25%						
AIR = 5.5% OR 2.2%						
TOTAL INCLUDING ALL TAXES						
NET PAYABLE						

BAMENDA II COUNCIL

BAMENDA II COUNCIL INTRENAL TENDERS BOARD

BAMENDA II COUNCIL ITNERNAL TENDERS BOARD

N°07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NWR/2024 OF 06/05/2025FOR THE SUPPLY OF FORNITURE AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION,

3.4 - BID COMPARISON TABLE

No	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTERE DE LA DECENTRALIZATION ET DU
DEVELOPPEMENT LOCALE

REGION DU NORD OUEST
DEPARTEMENT DE LA MEZAM

ARRONDISSEMENT DE BAMENDA II^{EME}

COMMUNE DE BAMENDA II^{EME}

P. O. BOX 495 MANKON

REF. N° BIIC/VOL.1/SG/2025



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION
MEZAM DIVISION

BAMENDA II SUB-DIVISION

BAMENDA II COUNCIL

P. O. BOX 495 MANKON

Bamenda, the

Members of the Tenders Board

Name

Duty

Signature

DRAFT JOBBING ORDER

JOBGING ORDER N°07/JO/RQ/BII.ITB/B.II.C/B.II.SD/MEZAM/NWR/2025

AWARDED AFTER CONSULTATION N°07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025 OF 06/05/2025 FOR
THE SUPPLY OF FURNITURE AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II
COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION,

CONTRACTOR:

TAX PAYER'S CARD No:

ADDRESS:

BP:

TEL:

FAX:

BANK ACCOUNT NO.

SUBJECT

AMOUNT: F CFA TTC

(..... F CFA TOUTES TAXES COMPRISES)

DURATION: FORTY FIVE (45) DAYS

FINANCING: SOCIAL AFFAIRSBIP - 2025

VOTE CHARGE:

ENTERED ON:

SIGNED ON:

NOTIFIED ON:

REGISTERED ON:

BETWEEN: The state of Cameroon, represented by the Mayor of the Bamenda II Council, the 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 SUPPLIER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENT

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 SUPPLIER

CHAPTER II : PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES

ARTICLE 9 : CONSISTENCY OF SERVICES

ARTICLE 13 : DESCRIPTION OF SUPPLIES

ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED

ARTICLE 12 : ACCEPTANCE OF SUPPLIES

ARTICLE 13 : GUARANTEE

ARTICLE 14 :INSURANCE AND TRANSPORT

CHAPTER III : FINANCIAL PROVISIONS

ARTICLE 15 : GENERAL NOTIONS –PRICE

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ARTICLE21 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

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CHAPTER I GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSAL OF THE JOBBING ORDER

The purpose of this Jobbing Order **FOR THE SUPPLY OF FURNITURE AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION,**

The description of this supply shall be given in Article 13 below.

ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

This Jobbing Order is awarded following a Request for quotation
N°07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025 OF 06/05/2025 FOR THE SUPPLY OF FURNITURE AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, 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:

1. Decree No.2012/074 of 03th March 2012 bearing on the creation ,organisation and functioning of Tender Boards;
2. Decree No.2012/075 of 03th March 2012 bearing on the organisation of the Ministry of Public Contracts;
3. Decree No.2012/076 of 03th March 2012 modifying and completing some dispositions of decree No 2001/048 of 23rd February 2001 bearing on the creation, organisation and functioning of the Public Contracts Regulatory Board
4. Circular No 001/CAB/PR of 19th June 2012 relating to the award and the control of execution of Public Contracts
5. Decree No. 2004/275 of 24th September 2004 to institute the Public Contracts Code;
6. Decree No. 2003/651/PM of 16th April 2003 to lay down the Procedure for Implementing the Tax and customs system applicable to Public Contracts;
7. DTU for building works;
8. Applicable standards;

9. 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 Bamenda II 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 Authorizing Officer shall be The **Lord Mayor of Bamenda II Council** hereinafter referred to as the Project Owner.
He ensures the respect of the administrative, technical, financial conditions and Contractual time-limits.
- The Control Engineer shall be the **Divisional Chief for State Property** for the Bamenda Health Districts who ensures that the technical specification of the items to be supplied/supplied are respected.
- The Project Manager shall be the **Inspector of Basic Education and Land Tenure**. He ensures the respect of the administrative, technical, financial conditions and Contractual time-limits.
- The supplier shall be *[to be specified]*.
- The authority in charge of ordering payment shall be the **Lord Mayor of Bamenda II 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 **Municipal Treasury for the Bamenda II Council**.
- The official competent to furnish information within the context of the execution of this Contract shall be The **Divisional Delegate of Public Contracts for Mezam**.

ARTICLE 6: PERIOD AND PLACE OF DELIVERY

The delivery period for supplies shall be fixed at **45 Days** with effect from the date of notification of this Jobbing Order.

Delivery shall be made **at the concerned integrated health centre**

ARTICLE 7: RESIDENCE OF THE SUPPLIER

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 supplier has as mission to effect the supply of items as described in Article 13 under the control of the _____ 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 supply of medical apparatus, technical receipt and insurance charges.

ARTICLE 13 : DESCRIPTION OF SUPPLIES

The services shall include the supply of:

No	Item Description	2024 reference	Technical specification	Unit price	quantity	Total price

ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED

Purchase receipt, insurance policy and all other documents to facilitate registration of the equipment.

ARTICLE 12 : ACCEPTANCE OF SUPPLIES

The Project Owner or authorising officer shall fix the date for the acceptance of supplies to be effected in the presence of the supplier by a commission composed of:

- ❖ The Authorizing Officer (OR His Representative) Chairperson;
- ❖ The DDMINMAP MEZAM.....Observer;
- ❖ The Supplier.....Member;
- ❖ The Control Engineer (Divisional chief of state property).....secretary
- ❖ The Project Manager (Chief of Center).....Member
- ❖ **The Contract Manager** **Member**
- ❖ **The Stores Accountant, BIIIC,** **Member**

It shall cross-check the conformity of the supplies 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 EQUIPMENTS for six months from the date of acceptance of the supplies.

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.

The Project Owner or Contract Manager must be freed from all obligations.

The insurance must represent 11% (one hundred and ten percent) of the CIF value of the "shop to shop" supplies on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.

CHAPTER III FINANCIAL PROVISIONS

ARTICLE 15: 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 supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

ARTICLE 16: 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	Item Description	Technical specification	Unit price in figures	Unite price in words

COST ESTIMATE

No	Item Description	2024 reference	Technical specification	Unit price	quantity	Total price

ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Start up advance:

Upon notification of the Contract to the supplier, an advance payment corresponding to **(30% 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 supplies 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 supplies.

ARTICLE 18: 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 19: 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 20: 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

ORDER DISPOSITIONS

ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Seven (07) copies of this Jobbing Order shall be produced and circulated.

ARTICLE 22: 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 23: CANCELLATION OF THE JOBBING ORDER

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

ARTICLE 24: VALIDITY OF THE JOBBING ORDER

This Jobbing Order shall be valid only after its signature by the Contracting Authority 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

Forms and models to be used by bidders

Table of models

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Attestation of site visit

ANNEX No 7; Model Bid Letter

Annex No 8; Model Declaration of Intention to Tender

Annex No. 1: Model tender

I, the undersigned _____ [indicate the name and capacity of signatory]

Representing the _____ company or enterprise or group with head office at _____
registered in the trade register of _____ under the number No _____

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addendum (addenda): the Invitation to Tender [recall the subject of the Invitation to Tender]

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender for lot No. _____ at _____ [in figures and words] CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline of months.
- I pledge to maintain my bid for [indicate duration of validity, in principle 90 days for national invitations to tender 120 days for international invitations to tender] from the deadline of submission of bids.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

The Project Owner shall pay the sums due for this Contract by crediting account No.....
opened in.....Bank.....Branch

Prior to the signing of the Contract, this tender accepted by you shall constitute an agreement between us.

Done at..... on.....

Signature of.....

in the capacity of.....duly authorised to sign the bids on behalf of.....

ANNEX No. 2: 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]

Annex No. 3: 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]

ANNEX No. 4: 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]

ANNEX No. 5: 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 13 % 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 13 % 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 13 % 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]

ANNEX 6: MODELE ATTESTATION OF SITE VISIT

I, the undersigned Mr./Mrs./Miss (Name).....

.....The Manager, Director, ProprietorOREngineer of
the (Name of Enterprise),

Confirm that I actually visited the site for the Consultation;

**N° 07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2024 OF 06/05/2025FOR THE SUPPLY OF FURNITURE
AND EQUIPMENTS TO SOCIAL STRUCTURE NGOMGHAM IN BAMENDA II COUNCIL AREA, MEZAM
DIVISION OF THE NORTH WEST REGION,**

I, the interested contractor declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the supply of the Medical Apparatus with respect to norms.
- To establish my unit price schedules taking into account the difficulties of the site relative to the supply of the Medical Apparatus and shall in no account claim the Contracting Authority for any increase of unit price.

In Testimony Whereof, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

THE Contractor-----

SIGN_____

DATE_____

(STAMP)

ANNEX No 7; Model BID LETTER

Date

Consultation N° 07/RQ/B.II.CITB/B.II.C/B.II.SD/MEZAM/NW/2025OF 06/05/2025

To : The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which i officially acknowledge its receipt, I hereby tender to supply and deliver

..... in accordance with the request for Consultation File 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 my bid is approved, i undertake to deliver the supplies in accordance with the provisions specified in the Bill of Entry and Quantities.

I am 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 Enterprise.

Annex No. 8; Model Declaration of Intention to Tender

I, the undersigned _____ (name) Nationality _____

Function _____ (Manager, Proprietor, Engineer, Director) of

The _____ (enterprise)

Acknowledged having received the Tender File or Request for Quotation

No; _____ (reference) of _____ (date)

For the; _____ (subject)

And hereby declare my intention to tender for the aforementioned project.

DONE IN _____

BY _____

ON _____

SIGN/STAMP _____

Evaluation grid of the Bids

ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		
1-Document spirally bound		
2-Hard back cover		
3-Content page		
4- Presentation of documents in the order given in this tender		
5-Coloured separators		
6-Page Numbering		
B- PROFESSIONAL EXPERIENCE OF BIDDER		
7-Table of past supplies realized for the past 5 years (at least two references) joint certified copy of the first and last page of the Contract (indicate amount, year, Contract number, funding body and place of execution) new companies are however encourage to tenders		
C- ADMINISTRATIVE DOCUMENTS		
8-A stamped bid letter of submission signed and dated(see model document III)		
9-The descriptive and quantitative estimates duly filled, signed and dated		
10-The draft Jobbing Order duly completed, initialed and signed		

11.1- EVALUATION GRID OF ADMINISTRATIVE BIDS COMPRISING THE FOLLOWING.

NO	DESCRIPTION	YES	NO
11.1	Certified Copy of the Business Registration, not more than three months old.		
11.2	Declaration of intention to tender stamped with the tariff in force.		
11.3	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.		
11.4	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.		

11.5	Purchase receipt of Tender File issued by public treasury		
11.6	A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
11.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
11.8	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 valid within the specified peroid.		
11.9	A valid Certificate of imposition certified by the chief of tax centre		
11.13	Business License (photocopy certified by the chief of tax centre, not more than three months).		
11.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
11.12	A Clearance Certificate signed by the chief of tax centre stating that the bidder has met all the statutory declarations in issues of taxes in the currentfinancial year; this certificate should be less than three months old.		
11.13	Conformity and compliance of the supplies backed by photographs of the APPARATUS to be supplied. (Absence of prospectus accompanied by the technical sheets from the manufacturer		
11.14	Power of attorney if necessary		
11.15	Deadline for the execution of work		
11.16	An Attestation of Site Visit signed by the Contractor		
11.17	Non completion of any project in the previous years in Cameroon and must have not been suspended by MINMAP CIRCULAR		

The absence of one of the elements in documents "C" of the evaluation grid above will result to the elimination of the offer

The evaluation will be done in a binary way "yes" or "no" with an acceptance minimum of **6/8** in the elements that appear in documents **A** and **B**

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied **100%** of the elements in document **C** and at least **6/8** of those in **A** and **B** added together

List of banking establishments and financial bodies authorised to issue bonds for public Contracts

BANKS

1. Afriland First Bank
2. BanqueAtlantique
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank
5. Commercial Bank of Cameroon (CBC)
6. Ecobank
7. National Financial Credit Bank
8. Société Camerounaise de Banque au Cameroun
9. Société Générale de Banque au Cameroun
10. Standard Chartered Bank Cameroon
11. Union Bank of Cameroon
12. United Bank for Africa.

II- InsuranceCompanies

13. ChanasInsurance;
14. Activa Insurance
15. Zenithe Insurance SA

