

REPUBLIC DU CAMEROUN
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REPUBLIC OF CAMEROON
Peace- Work – Fatherland
SOUTH WEST REGION
OFFICE OF THE PUBLIC
INDEPENDENT CONCILIATOR
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Tender Notice

OPEN NATIONAL INVITATION TO TENDER

N° 001/ONIT/SWR-PIC/OPI-ITB/2025 OF 16/05/2025

FOR THE SUPPLY OF A 15-SEATER 4WD MINI BUS FOR THE OFFICE OF THE PUBLIC
INDEPENDENT CONCILIATOR IN BUEA, SOUTH WEST REGION.

1. Subject of the invitation to tender:

Within the framework of the 2025 Public Investment Budget, *The Public Independent Conciliator for the South-West Region (Contracting Authority)* hereby launches by Emergency Procedure an Open National Invitation to Tender N° 001/ONIT/SWR-PIC/OPICITB/2025 of 16/05/2025 For the Supply of a 15-Seater 4WD Mini-Bus to the Office of the Public Independent Conciliator, South-West Region.

2. Nature of the service:

The nature of the service involves the **Acquisition, Registration and Supply of a 15-Seater 4WD Mini-Bus** as specified in the Technical Specifications

3. Execution deadline:

The maximum deadline provided by the Project Owner for the execution of the supply is **One (01) month.**

4. Number of Lots

The service which is subject of this invitation to tender is in a single lot.

5. Estimated cost:

The total estimated cost of the project after preliminary studies for all taxes inclusive is **FCFA 50,000,000 (Fifty Million francs CFA) ATI.**

6. Participation and origin:

Participation in this invitation to tender is open to all duly legalized Cameroonian companies, which are dealers in such vehicles with the necessary technical and financial capacities.

7. Financing:

The supply which forms the subject of this invitation to tender shall be financed by the **2025 OPIC-SWR BUDGET.**

Budgetary Head: 222401

8. Bid bond:

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking or insurance establishments approved by the Ministry of Finance, *preferably CDEC*, a list of which establishments is found in document No. 12 of the Tender File; and of an amount of **FCFA 1,000,000**

(One million francs CFA) which shall remain valid for 90 (Ninety) days beyond the date of validity of bids.

The bid bond provided shall be in accordance with 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.

9. Consultation of tender file:

The tender file may be consulted by interested eligible bidders online through the **COLEPS PLATFORM** from the date of publication of the tender notice by the Office of the Public Independent Conciliator for the South-West Region, Tel: +237 620 770 926.

10. Acquisition of tender file:

The complete tender file can be obtained online from the COLEPS website; www.marchespublics.cm as soon as this notice is published upon payment of a non-refundable sum of FCFA 75,000 (seventy-five thousand francs CFA) payable at the Buea Regional Treasury.

11. Submission of bids:

For online submission by electronic means, the offer must be transmitted by the bidder on the COLEPS platform not beyond **18/06/2025 at 12:00 noon prompt**. A backup copy of the offers saved on a USB key and the hard copy of the Administrative Offer (Original) 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 For online submission, 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.

12. Acceptance of Bids:

Subject to rejection, the bid bond must be issued by an institution approved by the Minister in charge of Finance to issue bonds for public contracts. A bid bond submitted but not relating to consultation concerned shall be considered as null and void. A bid bond presented by a bidder during the bid opening session shall not be accepted.

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

13. Rejection of Bids

Any bid not in compliance with the prescriptions of the Tender File shall be rejected. This refers especially to the absence of a bid bond issued by **CDEC** or a first-rate banking institution approved by the Minister in charge of Finance to issue bonds for public contracts.

Failure to comply with the model documents in the Tender File shall lead automatically to the rejection of the bid without any other procedure.

14. Opening of bids:

The administrative documents, technical and financial bids shall be opened in a single phase on the **18/06/2025 at 1:00pm prompt local time** by the Office of the Public Independent Conciliator (OPICITB) Internal Tender's Board in the Conference Room. Only bidders may attend or be represented by a mandated person.

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.

15. Evaluation criteria

i. *Eliminatory criteria*

They are especially:

- Absence of bid bond from CDEC;
- Failure to comply with bids file format;
- Deadline of execution beyond the prescribed duration;
- False declaration or falsified or scanned documents;
- Absence of the sworn statement for not having abandoned contracts during the last three years;
- Presence on MINMAP's list of Enterprises which abandoned the execution of contracts;
- Omission of a quantified task on the bill of quantities and cost estimates;
- Enterprise with an abandoned contract or uncompleted project (above 10% lateness penalties without due justification) in the South-west Region.
- Non conformity of the offer with technical specification of the vehicle proposed by the bidder;
- Absence of an element in the financial offer (submission, Bill of quantities and cost estimate, Schedule of Unit Prices, Sub-detail of Unit Price);
- Non compliance with at least 80% of the main technical qualification criteria.
- Failure to submit, beyond the 48 (forty-eight) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);

ii. *Essential criteria*

Indicatively, the criteria related to the qualification of candidates will be on:

General presentation of the offer	Yes/No
Turnover (at least 40,000,000) FCFA	Yes/No
Justification of Availability of After-Sale Service and spare parts for a duration of 6 months	Yes/No
Presentation of an Attestation of guarantee of at least 6 months or 25,000 km for the vehicle	Yes/No
Access to credit or other financial sources (at least 35,000,000 FCFA)	Yes/No
Supplier's references (Justification of supply of at least 3 vehicles with the amount equal to or higher than 50,000,000 FCFA each).	Yes/No
Coherent Methodology and planning of execution of the supply;	Yes/No

Execution riod less than that of the tender file;	Yes/No
Technical data sheet from manufacturer containing a pictorial view of the said vehicle, manufacturing year, engine data, type of fuel (diesel), tyres, horse power, maximum speed, dimensions, wei ht ca aci e ui ment.	Yes/No

The non-respect of 80% of the above criteria shall cause the elimination of the bid.

16. Award:

The Contract shall be awarded to the bidder whose bids is in conformity to the dispositions of the tender file and on the basis of the lowest bid, technical and financial quality, in accordance with **Article 99** of the Public Contracts Code.

17. Validity of bids:

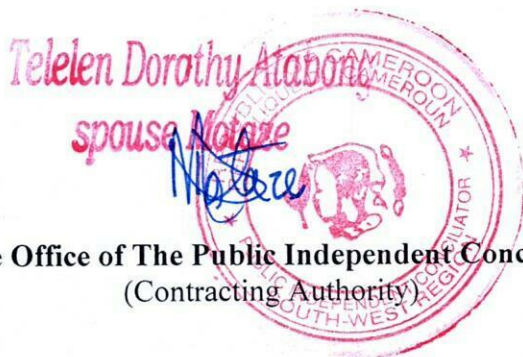
The bidders shall remain committed to their offers/bids for a period of ninety (90) days from the deadline set for the submission of bids.

18. Complementary information:

Complementary technical information may be obtained during working hours on weekdays from the office of the Public Independent Conciliator, Tel: (+237)620 770 926

19. Fight against corruption and malpractices

For any denunciation of corruption attempt practices, facts or acts, please call the National AntiCorruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237)620 770 926.



DONE AT BUEA, THE 16 MAI 2025

The Office of The Public Independent Conciliator
(Contracting Authority)

Copies:

- SWRD/MINMAP
- CA/ARMP
- CM/ITB
- Notice Boards
- CRTV local and National Station (for broadcast)
- File/chronos