

**REPUBLIQUE DU CAMEROUN**

PAIX- TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

**REPUBLIC OF CAMEROON**

PEACE -WORK -FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

**NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)**

**[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]**

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

BP 399 MANKON BAMENDA

**NORTH WEST LIVESTOCK DEVELOPMENT FUND  
INTERNAL TENDERS BOARD**

**OPEN NATIONAL INVITATION TO TENDER**

**NO . 010/ONIT/CDENO/ITB/2025 OF 4 / 6 /2025 FOR THE  
INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO  
BY EMERGENCY PRODUCER**

**FUNDING: CDENO Budget 2025  
BUDGETARY HEAD: 22:20:21**



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*Document No. 1*

**Letter of invitation to tender applicable for  
restricted invitations to tender;**



**NOT APPLICABLE TO THIS TENDER**





*Document No. 2*

## **TENDER NOTICE**



NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)  
[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

BP 399 MANKON BAMENDA

**TENDER NOTICE**

**OPEN NATIONAL INVITATION TO TENDER NO. 010 /ONIT/CDENO/CITB/2025 OF 4/6 /2025" FOR THE INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO BY EMERGENCY PROCEDURE .**

1. **SUBJECT OF INVITATION TO TENDER:** The Administrative Director of CDENO, (Contracting Authority) hereby relaunches by emergency procedure the Open National Invitation to tender for the INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO.
2. **NATURE OF SERVICE:** The services of this contract comprise notably the INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO
3. **EXECUTION DEADLINE:** The maximum deadline for the job forming the subject of this invitation to tender shall be **three (03) months** from the date of notification of each service order to start work.
4. **ALLOTMENT:** The works shall be in one (1) lot
5. **ESTIMATED COST OF PROJECT :** The provisional amounts after studies is **Forty million francs (40,000,000) CFA**
6. **PARTICIPATION AND ORIGIN:** Participation in this invitation to tender is open to all registered and qualified enterprises of the Republic of Cameroon, with the necessary financial capability, technical and professional expertise in general supplies.
7. **FINANCING** –This project shall be financed by CDENO budget for 2025, chap 22:20:21
8. **SUBMISSION METHOD**

The submission method chosen for this consultation is offline.

9. **BID BOND:** Each bidder must attach to his/her administrative documents a bid bond issued by a first-rate banking institution authorised to issue bonds for public contracts, approved by the Ministry in charge of Finance amounting to **Eight hundred thousand (800,000)FCFA**.

This attestation, which must be original, should be valid for thirty (30) days beyond the date of validity of bids. Failure to produce a bid bond issued by a first-rate banking institution or financial body authorised to issue bonds for public contracts, approved by the Ministry in charge of Finance shall result in the bid being rejected. A bid bond not related to the consultation concerned shall be considered absent. No bid bond submitted by a bidder during the bid opening sessions shall be admissible.





10. **CONSULTATION OF TENDER FILE:** The tender documents are available for consultation at CDENO, SIGAMP UNIT, Box 399 Bamenda, Tel: 233 36 10 17 / 677451721
11. **ACQUISITION OF TENDER FILE:** The tender can be obtained from CDENO Bamenda, SIGAMP UNIT, Box 399 Bamenda, Tel: 233 36 10 17 / 677451721 upon presentation of a receipt showing payment of a non-refundable sum of **Fifty thousand (50,000) FCFA** payable into ARMP account no. 100010686097568660001-28 of BICEC Bank.
12. **SUBMISSION OF BIDS:** Bids in English or French shall be submitted in Seven (7) bound copies i.e. one (1) stamped original and Six (6) copies and should reach CDENO, SIGAMP UNIT on or before the 27/06/2025 at **11.00 A.M** in a single envelope comprising the administrative, technical and financial Documents upon the issue of an acknowledgement receipt. The Envelope shall be addressed as follows:

**<< OPEN NATIONAL INVITATION TO TENDER NO . 010 /ONIT/CDENO/ITB/2025 OF 4/6 /2025 FOR THE INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO BY EMERGENCY PROCEDURE >>**

***'To be opened only during the bid opening session'***

13. **ADMISSIBILITY OF BIDS:**

Administrative documents, the technical offer and the financial offer must be inserted in different separate sealed envelopes and submitted in sealed envelope.

The following shall be inadmissible by the Project Owner,

- Bids revealing the identity of the bidders;
- Bids submitted after the deadline for submission;
- Bids without indications on the identity of the invitation to tender;
- Bids non-compliant with the bidding method;
- Failure to produce the number of copies specified in the Special Regulations or offer only in copies.

Any incomplete tender in accordance with the requirements of the tender file shall be declared inadmissible. In particular, the absence of a bid bond issued by a first- category body or financial institution approved by the Minister in charge of finance to issue bonds for public contracts or failure to comply with the model documents in the tender file shall result in the outright rejection of the tender without any other procedure. A bid bond produced but having no connection with the consultation concerned shall be considered as absent. A bid bond submitted by a tenderer during the tender opening session shall be inadmissible.

14. **OPENING OF BIDS:** The Bids shall be opened in a single phase in the conference hall of CDENO on the 27/06/2025 at **12:00 prompt**. Only bidders may attend or be represented by a single duly mandated person even in case of group of enterprises.

Under pain of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be valid at the original date limit of bid submission or must have been produced after the date of signature of the tender notice.





In case of the absence or non-conformity of any document in the administrative file at the bids opening session, a period of 48 hours shall be granted to the bidders concerned to produce or replace the document in question.

Failure to comply with the required number of copies as indicated in the Special Regulations shall result in the bid being rejected.

## **15. EVALUATION CRITERIA.**

### **15.1 ELIMINATORY CRITERIA:**

- a) Absence of the bid bond;
- b) Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except bid bond);
- c) False declarations, fraudulent schemes or forged documents;
- d) Failure to comply with 75% essential criteria
- e) Absence of an attestation signed by honour not having abandoned a public contract within the last three years;
- f) Absence of a quantified unit price in the Financial Bid;
- g) Failure to comply with one of the major technical specifications specified in the Technical Description of the supplies of this TF,

### **15.2 ESSENTIAL CRITERIA:**

The technical documents shall be evaluated following the binary method:

- General Presentation
- Personnel
- References
- Equipment
- After-Sales Service;
- Financial Capacity
- SAC duly initialed on each page, signed and dated on the last page

Only bids that score above 75% yes criteria on the technical tender shall have their financial tender evaluated.

- 16. AWARD OF THE CONTRACT:** The contracting authority shall award the contract to the bidder who has submitted a bid meeting the required technical and financial qualification criteria and whose bid is evaluated as the lowest bid.

### **17. MAXIMUM NUMBER OF LOTS:**

The supply is only one lot

- 18. VALIDITY OF TENDER:** The bidders shall remain committed to their bid for 90 days from the deadline set for the submission of bids.





19. **COMPLEMENTARY INFORMATION:** Further information can be obtained from the CDENO office, SIGAMP UNIT or the Contracting Authority Box 399 Bamenda, Tel: 233 36 10 17 / 677451721.

20. **FIGHT AGAINST CORRUPTION AND MALPRACTICES**

To report corrupt practices, facts or acts, please call CONAC on 1517, the Authority in Charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48, ARMP or the Contracting Authority on 2 33 36 14 40.

Done at Bamenda on \_\_\_\_\_

**The ADMINISTRATIVE DIRECTOR OF CDENO**

(The Contracting Authority).



**CHIEF OF SERVICE**  
Administration and Finance CDENO

*Afon Bam Tadore*

Copies

- MINMAP
- ARMP (for publication and archiving)
- Chairman CDENO ITB
- Notice board (for information)
- Chrono



REPUBLIQUE DU CAMEROUN  
PAIX- TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

CAISSE DE DEVELOPPEMENT DE  
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15  
Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON  
PEACE -WORK -FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK  
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21  
BP 399 MANKON BAMENDA

*Avis d'Appel d'Offres National Ouvert n° 010/AONO/CDENO/CIPM/2025 DU  
04 / 06 /2025 pour l'installation d'un système de panneaux solaires industriels à CDENO  
par procédure d'urgence*

**1. Objet de l'Appel d'Offres**

Le Directeur Administratif de la CDENO (Autorité Contractante), relance par procédure d'urgence l'appel d'offre *pour l'installation d'un système de panneaux solaires industriels à CDENO*

**2. Consistance des prestations**

Les prestations du présent marché est l'installation d'un système de panneaux solaires industriels à CDENO

**3. Délais de livraison**

4. Le délai maximum prévu par le Maître d'ouvrage pour la livraison des fournitures, objet du présent appel d'offres est de trois (03) mois

**5. Allotissement**

Le projet ne doit être qu'un lot.

**6. Coût prévisionnel**

Le cout totale de ce travaux est arrête à la somme de Quarante million (40,000,000) FCFA

**7. Participation et origine**

La participation est ouverte aux entreprises de droit Camerounaise

**8. Financement**

Les prestations objet du présent appel d'offres sont financées par le budget de la CDENO pour l'exercice 2025 sur la ligne d'imputation budgétaire n° 22:20:21

**9. Mode de soumission**

Le mode de soumission retenu pour cette consultation est HORS LIGNE

**10. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission, acquitté à la main, délivré un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaines des marchés publics et dont la liste figure dans le DAO dont le montant s'élève à **huit cent mille francs (800,000) FCFA** et valable pendant trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le





cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable

### 11. Consultation du dossier d'Appel d'Offres

Le dossier physique peut être consulté gratuitement aux heures ouvrables à dans les services de la CDENO (unité SIGAMP chargée de offres, tel No. 233 36 10 17)

### 12. Acquisition du dossier d'Appel d'Offres

La version physique du dossier d'appel d'offres peut être obtenue au [Lieu de retrait du DAO (unité SIGAMP chargée de offres, tel No. 233 36 10 17) dès publication du présent avis, contre versement d'une somme non remboursable des frais d'achat du DAO de **50,000 (cinquante mille)** francs CFA à la compte ARMP no 100010686097568660001-28 du banque BICEC.

### 13. Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme tels, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, a la la CDENO (Unité de SIGAMP), au plus tard le 27 / 06 /2025 à 11 heures, heure locale et devront porter la mention :

*Avis d'Appel d'Offres National Ouvert n° 010 /AONO/CDENO/CIPM/2025 du 04 / 06 /2025 pour l'installation d'un système de panneaux solaires industriels à CDENO»*

*A n'ouvrir qu'en séance de dépouillement par procédure d'urgence ."*

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

### 13. Recevabilité des offres

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous plis scellé.

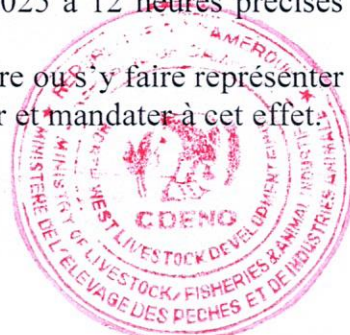
Seront irrecevables par le Maître d'Ouvrage :

- les plis portant les indications sur l'identité des soumissionnaires,
  - les plis parvenus postérieurement aux dates et heures limites de dépôt.
  - les plis sans indication de l'identité de l'Appel d'Offres ;
  - les plis non-conformes au mode de soumission
  - Le non-respect du nombre d'exemplaires indiqué dans le RPAO ou offre uniquement en copies ;
- Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par un organisme ou une institution financière de première catégorie agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

### 14. Ouverture des plis

L'ouverture des offres aura lieu en un temps le 27 / 06 /2025 à 12 heures précises dans la salle de Commission interne de la CDENO.

Seuls le soumissionnaire peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de son choix ayant une parfaite connaissance du dossier et mandater à cet effet.





Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent être valides à la date limite originelle de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'avis d'appel d'offres.

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 heures est accordé aux soumissionnaires concernés pour produire ou remplacer la pièce en question.

Le non-respect du nombre d'exemplaires indiqués dans le RPAO, entraînera le rejet de l'Offre

## **15. Critères d'évaluation**

### **15.1 Critères éliminatoires**

- De l'absence du cautionnement de soumission ;
- De la non -production au-delà du délai de 48h d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- Des fausses déclarations, manœuvres frauduleuses ou falsification des pièces ;
- Du non-respect de 75% critères essentiels;
- De l'absence de la déclaration sur l'honneur de non abandon des prestations au cours des trois dernières années ;
- De l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- Du non-respect de l'une des spécifications techniques majeures indiquées dans le Descriptif des fournitures du présent DAO, le cas échéant ;

### **15.2 Critères essentiels**

L'offre technique du soumissionnaire sera évaluée sur les éléments suivants :

A présentation de l'offre ;

- Les références du soumissionnaire ;
- Le service après-vente (disponibilité des pièces de rechange, atelier de réparation, personnel technique) ;
- Le calendrier de livraison (planning et calendrier de réalisation des services connexes) ;
- Les preuves d'acceptations des conditions du marché (Le Cahier des Clauses Administratives Particulières(CCAP) et les spécifications techniques paraphés et signés à la dernière page);
- la Qualification et expérience du personnel, le cas échéant ;
- Les Moyens logistiques,
- Le délai de garantie ; Seules les offres ayant totalisé à l'issue de l'évaluation technique une note supérieure ou égale à **75%** points sur la base du critère oui seront évaluées financièrement.

## **16. Attribution de contrat**

Le contrat sera attribué au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante.

## **17. Nombre maximum de lots :**

Un seul lot

## **18. Durée de validité des offres**

Les soumissionnaires restent engagées par leurs offres pendant une période quatre-vingt-dix jour (90) jours, à compter de la date limite fixée pour la remise des offres.





## 19. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la CDENO (Unité de SIGAMP), BP 339 Bamenda, Tel 233 36 10 1 / 677451721

## 20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP ou le MO numéro 233 361 440

Bamenda, le \_\_\_\_\_

*Le Directeur Administratif de la CDENO*  
(Autorité Contractante)

### Ampliations :

- ARMP (pour publication et archivage)
- Président CIPM (pour information)
- MINMAP
- Affichage



*Alor Bani Tadre*



## DOCUMENT No. 3

### GENERAL REGULATION OF THE INVITATION TO TENDER



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- Article 2: Financing
- Article 3: Fraud and corruption
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- Article 5: Supplies and ancillary services meeting the criteria of origin
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- Article 8: Clarifications on the Tender File
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- Article 36: Right by Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure
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## A. GENERALITIES

### Article 1: Scope of the bid

- 1.1 The Administrative Director of CDENO hereinafter referred to as the Contracting Authority, launches an open invitation to tender in view of obtaining the supply and ancillary services briefly described in the Special Regulations of the invitation to tender and specified in the Supplies Descriptive as well as in the Schedule of Quantities
- 1.2 The successful bidder or contractor must furnish the supplies within the time-limit indicated in the Special Regulations of the invitation to tender and which runs, except otherwise stipulated in the SAC, from the date of notification of the Administrative Order to start the delivery of the supplies or that set in the said Administrative Order.
- 1.3 In this Tender File the term "day" means a calendar day..

### Article 2: Funding

The source of financing of the supplies forming the subject of this invitation to tender shall be **the BUDGET of CDENO for 2025, Head 22:20:21.**

### Article 3: Fraud and corruption

- 3.1. The Contracting Authority requires that the bidder and contractors respect strictly the rules of professional ethics during the procurement process and execution of this contract. Under this principle, the contracting authority shall:
  - a. Define for the purposes of this clause, the following expressions:
    - I. Is guilty of "corruption" anyone who offers, gives, solicits or accepts any benefit to influence the action of a public official in the allocation or the execution of the Contract
    - II. Is engaged in "fraudulent practices" anyone who distorts or misrepresents facts in order to influence the award or execution of a Contract
    - III. "Collusive practices" are any form of agreement between two or more bidders (with the knowledge of the contracting Authority or not) to artificially maintain prices of the offers at a level not corresponding to those that would result from the competition.
    - IV. "Coercive practices" are any form of damage to persons or their property or threats against them to influence their action in the attribution or the execution of the Contract
    - V. Conflict of interest shall mean any situation in which the financial or personal interest of an agent or public entity is likely to compromise transparency in the award of public contracts
  - b. Any award proposal shall be rejected if it is determined that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices in the award of this contract
- 3.2. The Minister of Public Contracts, Authority in charge of public contracts may on a provisional basis, take a decision to ban any bidder for a period not exceeding two (02) years, that is recognized guilty of influence, conflicts of interest, fraud, corruption or production of no-authentic documents in the bid submission, without prejudice to the criminal prosecution that could be engaged against him.

### Article 4: Candidates allowed to compete

- 4.1 If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.





**4.2** Generally, the invitation to tender is addressed to all suppliers, subject to the following provisions:

- (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.
- (b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder shall be judged to be in a situation of conflict of interest if he:

- i) Is or was associated in the past in an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or
  - ii) presents more than one bid within the context of this invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid; or
  - iii) The Contracting Authority or Project Owner has financial interests in the share capital in way as to compromise the transparency of the contracts award procedure.
- (c) The bidder must not have been excluded from bidding for public contracts.
  - (d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct or indirect supervisory authority of the Contracting Authority or Project Owner.

#### **Article 5: Supplies and ancillary services meeting the criteria of origin**

- 5.1 All supplies and ancillary services forming the subject of this contract must come from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender.
- 5.2 Within the meaning of this article 5(1) above, the term "supplies" shall refer to products, raw materials, machines, equipment and industrial installations; and the term "ancillary services" shall notably refer to services such as insurance, installation, training and initial maintenance.
- 5.3 The term "originate" shall qualify the country where the supplies are extracted, cultivated, produced, manufactured or transformed; or the country where a manufacturing, transformation or assembly of components process results in the obtention of a commercial article whose basic characteristics are substantially different from those of its components.

#### **Article 6: Qualification of the bidder**

6.1 As an integral part of their offer, bidders must:

- (a) Submit a power of attorney making the signatory of the bid bound by the offer; and
- (b) Furnish all the information (to complete or update the information included in the request for pre-qualification which may have changed in the case where the candidates had to pre-qualify) contract.

Information relating to the following points shall be requested, if need be:

- (i) The production of certified balance sheets and recent turnover;
- (ii) Access to a credit line or availability of other financial resources;





- (iii) Orders acquired and contracts awarded;
- (iv) Pending litigations; and
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

- a. The bids must include all the information listed in article 6(1) above. The Special Regulations must specify the information to be furnished by the group and the information to be furnished by each member of the group;
- b. The bid and the contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (*joint or several*) must be specified and justified with the production of a joint venture agreement in due form;
- d. The member of the group designated as the representative shall represent all the undertakings vis à vis the Contracting Authority in the execution of the contract.
- e. In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Administration into a single account; on the other hand, each undertaking is paid in its own account by the Administration where it is several co-contracting.

6.3 Bidders should equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and delivery time limits set in the Special Regulations of the invitation to tender.

## B. TENDER FILE

### Article 7: Document constituting the tender file (DAO)

7.1 The Tender File describes the supplies forming the subject of the contract, sets the consultation procedure by suppliers and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with article 9 of the General Regulations of the invitation to tender, it includes the following documents

- a) The tender notice (OAA);
- b) General Regulation of the call for tender (RGAO);
- c) Special Regulation of the call for tender (OMPP);
- d) Specification of the Special Administrative Clauses (CCAP);
- e) Description of items to be supplied
- f) Unit price schedule;
- g) Schedule of detailed estimates;
- h) Schedule of Sub-Detail of unit prices;
- i) Model of draft contract;
- j) Model engagement letter by bidder;
- k) Model bid submission letter;
- l) Model bid bond;
- m) Model performance guarantee;





- n) Model bank guarantee for the refund of start-up advance of;
- o) Lists of banks of 1<sup>st</sup> order approved by the Ministry in charge of Finance;
- p) Table of references of the bidder;
- q) Table of key materials and equipment of the contractor;
- r) Model of qualification and experience of the key personnel responsible for enforcement of the contract.

7.2. The bidder must consider all of the regulations, forms, conditions and specifications contained in the DAO. He is invited to provide all the information requested and to prepare a compliant offer in all aspects. Any deficiency can lead to the rejection of its offer.

#### **Article 8: Clarification made to the tender file**

8.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (telecopy or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the invitation to tender. The Contracting Authority shall reply in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of the offers.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

8.2 Between the publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to the Minister Delegate in charge of public contracts.

8.3 The complaint must be addressed to the Contracting Authority with copies to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

8.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to the body in charge of the regulation of public contracts

#### **Article 9: Amendment of the Tender File**

9.1 The Contracting Authority may at any moment prior to the deadline for the submission of offers and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

9.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 7.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known to all bidders who bought the Tender File. The latter must acknowledge receipt of each of the addenda in writing to the Contracting Authority.

9.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 23.2 of the General Regulations of the invitation to tender.

### **C. PREPARATION OF THE BIDS**

#### **Article 10: Bidding fee**

The candidate will bear all the costs associated with the preparation and presentation of its offer, and the Contracting Authority is not responsible for any of these costs, or to settle them, regardless of the conduct or outcome of the tender procedure.





### **Article 11: Language of the bid**

The bid, all correspondence and all documents exchanged between the bidder and the Contracting Authority will be written in English or French.

### **Article 12: Constituent documents of the offer**

12.1. The bidder's offer will include documents detailed in the OMPP, duly completed and grouped in three volumes:

12.2 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three volumes:

#### ***a. Volume 1: Administrative file***

It includes:

- i) All documents attesting that the bidder:
  - Proof of purchase of the tender file;
  - Has subscribed to all declarations provided for by the laws and regulations in force;
  - Paid all taxes, duties, contributions, fees or deductions of whatever nature;
  - Is not winding up or bankrupt;
  - Is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 19 of the General Regulations of the invitation to tender;
- iii) The written confirmation empowering the signatory of the bid committing the bidder, in accordance with the provisions of article 6.1 the General Regulations of invitation to tender.

#### ***b. Volume 2: Technical bid***

##### ***b.1 Information on qualifications***

The Special Regulations of the invitation to tender specify the documents to be furnished by the bidders attesting to the qualification to bid in accordance with articles 6(1), 6(2) and 18 of the General Regulations.

##### ***b.2 Technical proposals***

The Special Regulations specify the constituent elements of the technical proposals of bidders notably:

- A detailed description of the technical characteristics, performance, makes, models and references of the materials proposed including technical prospectuses in accordance with article 17 of the General Regulations;
- The calendar, schedule and delivery deadline.

##### ***b.3 Proof of acceptance of conditions of the contract***

The bidder shall submit duly initialled copies of administrative and technical documents relating to the contract, namely:

1. The Special Administrative Conditions (SAC);
2. Technical specifications.

#### ***c. Volume 3: Financial bid***

The Special Regulations specify the elements that will help in justifying the cost of the services, namely:





1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Schedule of unit and/or all-in prices;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;

To this effect, bidders should use the model documents and forms provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations of invitation to tender concerning the other possible forms of bid bond.

### **Article 13: Bid price**

13.1 Prices shall be indicated as required in the model schedules of prices and sub-details of prices furnished in annex.

In indicating the price, the supplier is free to use the services of a transporter and to obtain insurance services from any country, subject to the conditions of eligibility attached to the financing agreement.

Prices proposed in the schedules of sub-details of prices for Supplies and Ancillary Services shall be presented in the following manner:

- a. For supplies manufactured in Cameroon:
  - i. Prices exclusive of taxes of supplies at the local level;
  - ii. Sales and other taxes collected on the supplies which will be due if the contract is awarded;
  - iii. The price of domestic transportation, insurance and other local services related to the delivery of the supplies up to their final destination (project site) specified in the Special Regulations of the invitation to tender.

13.2 The prices offered by the bidder should be firm during the whole duration of the execution of the contract and should not in any way vary, except there is a contrary provision in the Special Regulations. A bid including a price revision clause will be considered as not being in conformity and set aside, in accordance with article 29(3) of the General Regulations.

### **Article 14: Bid Currency and settlement**

Prices shall be drawn in the CFA francs.

### **Article 15: Documents attesting to the eligibility of the bidder**

The bidder shall furnish as full part of his bid, documents attesting that he meets the conditions of the provisions of article 4 of the General Regulations.

### **Article 16: Documents attesting to the admissibility of supplies**

16.1 In application of the provisions of article 5 of the General Regulations, the bidder shall furnish as a full part of his bid, documents attesting that all the supplies and services which he proposes to furnish in execution of the contract meet the criteria of origin.

16.2 These documents will consist of a declaration of country of origin of the supplies and services proposed in the Schedule of prices, declaration to be confirmed by a certificate of origin at the time of shipment.

### **Article 17: Documents attesting to the conformity of the works**

17.1 To establish the conformity of supplies and ancillary services of the Tender File, the bidder shall, within the scope of his bid, provide written proofs that the supplies conform to the technical specifications and standards mentioned in the Supplies Description.





- 17.2 These proofs may take the form of prospectus, drawings or data and include a detailed description of the main technical and performance characteristics of the supplies and ancillary services, demonstrating that they essentially correspond to the specifications and, where need be, a list of differences and reservations in relation to the provisions of the Supplies Description.
- 17.3 The bidder shall also provide a list giving all the details, including the available sources of supply and the current prices of spare parts, special tools, etc necessary for the proper and continuous functioning of the supplies from the start of their use by the Project Owner and during the period specified in the Special Regulations.
- 17.4 The standards which apply to the execution methods, manufacturing processes, equipment and materials as well as references to trademarks or catalogue numbers specified by the Project Owner or Delegated Project Owner in the Quantity Schedule, delivery calendar and technical specifications are mentioned only for information and in no way have a restrictive character.

The bidder may substitute them with other quality standards, trademarks and/or other catalogue numbers provided that he establishes to the satisfaction of the Project Owner that the standards, makes and numbers thus substituted are substantially equivalent or superior to the specifications of the Schedule of prices and technical specification.

#### **Article 18: Documents attesting to the bidder's qualification**

Documents attesting that the bidder is qualified to execute the contract if his offer is accepted shall establish to the satisfaction of the Contracting Authority that:

- a) In the case where the bidder offers to deliver in execution of the contract, supplies which moreover he does not manufacture or produce, the said bidder is duly authorised by the manufacturer of these supplies to deliver them in Cameroon;
- b) The bidder has the financial, technical and production capacity necessary to execute the contract;
- c) The supplier has the relevant experience similar to that provided for in the tender file.

#### **Article 19: Bid bond**

- 19.1 In application of article 12 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which shall become a full part of his offer.
- 19.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with article 20(2) of the General Regulations.
- 19.3 Any bid without an acceptable bid bond shall be rejected by the (Tenders Board) as not being in conformity. The bid bond of associated enterprises must be established in the name of the representative submitting the bid and should mention each member of the associated grouping.
- 19.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.





19.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

19.6 The bid bond may be seized:

a) If the bidder:

i) Withdraws his bid during the time-limit which he specified in his bid;

ii) Does not accept the correction of errors in application of article 30(4) of the General Regulations; or

b) If the bidder retained:

i) Defaults in his obligation to sign the contract in application of article 42 of the General Regulations; or

ii) Defaults in his obligation to furnish the final bond in application of article 43 of the General Regulations.

#### **Article 20: Validity of bids**

20.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the offers set by the Contracting Authority in application of article 23 of the General Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority as not being in conformity.

20.2 Under exceptional circumstances, the Contracting Authority may request the consent of the bidder for the prolongation of the validity time-limit. The request and the responses that will be given shall be in writing (or by telecopy). The validity of the bid bond provided for in article 19 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor be authorised to do so.

20.3 Where the contract does not include a price revision clause and that the period of validity of offers is extended for more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority shall address to bidders. The Contracting Authority's request must include a form of price revision. The updating period shall run from the date of overrun of the sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of services by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

#### **Article 21: Form and signature of bids**

21.1 The bidder shall prepare an original of the constituent documents described in article 12 of the General Regulations in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing "**COPY**". In case of discrepancy, the original shall be considered as authentic.

21.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and must be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.





- 21.3 The bid shall bear no modification, suppression or alteration, unless such corrections are initialled by the signatory (ies) of the offer.

#### **D. SUBMISSION OF BIDS**

##### **Article 22: Sealing and marking of Envelopes**

22.1 The bidder shall place the original and each of the copies of the bid in separate and sealed envelopes bearing the inscription "**ORIGINAL**" and "**COPY**", as the case may be. These envelopes should then be placed in another envelope which should equally be sealed and which provides no indication on the identity of the bidder.

22.2 The external and internal envelopes :

- a) should be addressed to the Contracting Authority at the address indicated in the Special Regulations;
- b) should bear the name of the project as well as the subject and number of the invitation to tender indicated in the Special Regulations and the inscription

***"TO BE OPENED ONLY DURING THE BID-OPENING SESSION".***

22.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed offer if it is not opened.

22.4 If the external envelopes are not sealed and marked as indicated in article 22(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

##### **Article 23: Date and time-limit for submission of bids**

23.1 The bids must be received by the Contracting Authority (CDENO Office) not later than the date and time stated in the Special Regulations of the invitation to tender.

23.2 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 9 of the General Regulations. In this case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

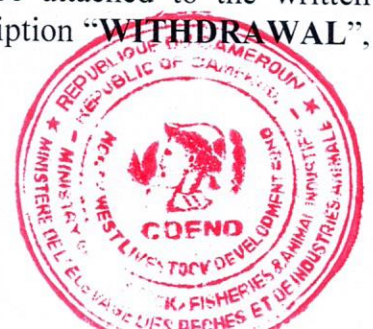
##### **Article 24: Late bids**

Any bid received by the Contracting Authority beyond the deadline for the submission of bids set by the Contracting Authority in application of article 23 of the General Regulations shall be declared late and consequently rejected.

##### **Article 25: Amendment, substitution and withdrawal of bids**

25.1 A bidder may modify, replace or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of bids. The said notification must be signed by an authorised representative in application of article 21(2) of the General Regulations.

The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".





- 25.2 The notification of modification, replacement or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of article 22 of the General Regulations. The withdrawal may equally be notified by telephone but should, in this case, be confirmed by a duly signed written notification whose date, post mark being authentic, must not be posterior to the time-limit set for the submission of offers.
- 25.3 Bids being requested to be withdrawn in application of article 25(1) shall be returned unopened.
- 25.4 No bid may be withdrawn in the interval between the deadline set for the submission of bids and the expiry of the validity period of the bids set in the model bid. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 19(6) of the General Regulations.

## **E. OPENING OF TENDERS AND EVALUATION OF OFFERS**

### **Article 26: Opening of envelopes and petitions**

- 26.1 The Tenders Board shall open the envelopes in single or two phases in the presence of the representatives of bidders who wish to attend and who have a perfect mastery of the file, at the date, time and address specified in the Special Regulations. Representatives of bidders present shall sign a register attesting to their presence.
- 26.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal of a bid shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened.

The replacement of a bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed only if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated

- 26.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 26.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.





26.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is appended the attendance sheet is handed over to all the participants at the end of the session and addressed to the Minister Delegate at the Presidency of the Republic in charge of Public Contracts with copies to the body in charge of the regulation of public contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

#### **Article 27: Confidential nature of the procedure**

27.1 No information relating to the examination, evaluation, comparison of bids and verification of the qualification of bidders and the contract award recommendation shall be given to bidders or to any other person concerned with the said procedure as long as the contract award has not been made public, subject to the disqualification of the bidder and the suspension of the authors from all activities related to public contracts.

27.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of the bids or the Contracting Authority in their award decision may cause the rejection of his bid.

27.3 Notwithstanding the provisions of article 27(2), between the opening of envelopes and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to do with his bid, he should do so in writing.

#### **Article 28: Clarifications on the bids and contact with the Contracting Authority**

28.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it desires, request any bidder to give clarifications on his bid. This request for clarification and the response given are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation sub-committee during the evaluation in accordance with the provisions of article 32 of the General Regulations.

28.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for questions related to their bids, between the opening of envelopes and the award of the contract.

#### **Article 29: Conformity of bids**

29.1 The Evaluation sub-committee shall carry out a detailed examination of bids to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the bids are in proper order.

29.2 The Evaluation sub-committee shall determine if the bid is essentially in conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

29.3 A bid that conforms to the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or omission is that:

- a. which substantially limits the scope, quality or performance of the supplies and ancillary services specified in the contract;





- b. which substantially limits and is not in conformity with the Tender File, the rights of the Contracting Authority or the obligations of the bidder in relation to the contract; or
- c. Whose acceptance would be prejudicial to other bidders who presented bids that essentially conformed with the Tender File.

29.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not eventually be rendered in compliance.

29.5 The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

#### **Article 30: Evaluation of technical bid**

30.1 The Evaluation sub-committee shall examine the bid to confirm that all the conditions fixed in the Special Regulations and Special Administrative Conditions were accepted by the bidder without substantial difference or reservation.

30.2 The sub-committee shall evaluate the technical aspects of the bid presented in accordance with article 17 of the General Regulations in order to ensure that all the stipulations of the Schedule of prices, delivery calendar and Supplies Specification (technical specifications, plans, inspections and trials) are respected without substantial difference or reservation.

30.3 If after the examination of the terms and conditions of the invitation to tender and the technical evaluation, the Evaluation sub-committee establishes that the bid does not essentially conform in application of article 29 of the General Regulations, it shall propose to the Tenders Board that the said bid be set aside.

#### **Article 31: Qualification of the bidder**

The Evaluation sub-committee shall ensure that the bidder retained for having submitted the bid that substantially conformed to the provisions of the Tender File, meets the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid arbitrariness in determining qualification.

#### **Article 32: Correction of errors**

32.1 The Evaluation sub-committee shall verify the bids considered essentially in conformity with the Tender File to rectify the possible calculation errors. The sub-committee shall rectify the errors in the following manner:

a) If there is a contradiction between the unit price and the total obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected, unless, according to the Evaluation sub-committee, the decimal point of the unit price is manifestly badly placed. In which case the total price indicated shall prevail and the unit price corrected.

b) If the total obtained by the addition or subtraction of sub totals is not exact, the sub totals shall be authentic and the total corrected;

c) If there is a contradiction between the indicated price in letters and figures, the amount in letters shall be authentic, unless the amount is linked to an arithmetical error, in which case the amount in figures shall prevail subject to paragraphs a) and b) above.

32.2 The amount featuring in the bid shall be corrected by the Evaluation sub-committee in accordance with the error correction procedure referred to above and with the confirmation of the bidder, the said amount shall be considered to commit him.





- 32.3 If the bidder who presented the bid assessed as being the lowest bid does not accept the corrections, his bid shall be rejected and his bond may be seized.

**Article 33: Conversion into a single currency**

All bids presented for opening must be converted to **francs CFA** by the bidders . Failure to do so, the prices stated on the financial file shall be considered to be in francs CFA without any change of value by the commission.

**Article 34: Financial evaluation of bids**

- 34.1 The Evaluation sub-committee shall proceed to the evaluation and comparison of bids which it had determined essentially met the provisions of the Tender File within the meaning of articles 29, 30 and 31 of the General Regulations.
- 34.2 For this evaluation the Evaluation sub-committee shall consider the following elements:
- a) the bid price, indicated according to the provisions of article 13 of the General Regulations;
  - b) adjustments made on the price to correct the arithmetical errors in application of article 32 of the General Regulations;
  - c) adjustments made on the price as a result of rebates offered in application of paragraph 13(4) of the General Conditions;
- 34.3 To evaluate the bid price, the Evaluation sub-committee may equally consider factors other than the bid price indicated including the characteristics, performance of the supplies and ancillary services and purchase conditions.

The factors retained and specified in the Special Regulations, where need be, shall be expressed in monetary terms in a way as to facilitate the comparison of bids.

**Article 35: Margin of preference**

If this provision is mentioned in the Special Regulations, national business persons may benefit from a national preference margin as provided for in the Public Contracts Code for reasons of evaluation of the bids. **In the case of fertile it is not applicable**

**Article 36: Comparison of bids**

The Evaluation sub-committee shall compare all the bids that substantially conform to determine the bid valued as the lowest, in application of articles 34 above.

**F. Award of the contract**

**Article 37: Award of the contract**

- 37.1 The Contracting Authority shall award the Contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates.
- 37.2 Any award of supplies Contract shall be to the bidder meeting all the technical and financial capacities resulting from the required essential or eliminatory criteria and presenting the bid evaluated as the lowest.

**Article 38: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure**

The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister in charge of public contracts where the offers have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.





### **Article 39: Right to modify quantities during the award of the contract**

During the award of the contract, the Contracting Authority reserves the right to increase or decrease by not more than fifteen per cent (15%), the quantity of the supplies and services initially specified in the Quantity Schedule, without changing the unit prices or other terms and conditions.

### **Article 40: Notification of the award of the contract**

Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the successful bidder by telecopy confirmed by registered mail that his bid was retained. This letter shall indicate the amount the Project Owner will pay the supplier to execute the contract and the execution time-limit.

### **Article 41: Publication of results of award and petitions**

- 41.1 Any award decision of a public contract by the Project Owner or the Delegated Project Owner shall be inserted with an indication of the price and deadline in the Public Contracts Journal published by the body in charge of the regulation of public contracts or any other publications authorised to do so.
- 41.2 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the minutes of the award session of the related contract to which shall be appended the evaluation report of the bids.
- 41.3 The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.
- 41.4 After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.
- 41.5 In case of petition, it should be addressed to the Minister Delegate in charge of Public Contracts with copies to the Public Contracts Regulatory Agency, the Contracting Authority and the chairperson of the said Tenders Board.

It must take place within a maximum deadline of five (5) working days after the publication of the results.

### **Article 42: Signing of the contract**

- 42.1 After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board for examination and opinion and where applicable to the prior endorsement of the Minister in charge of public contracts. .
- 42.2 The Contracting Authority has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder and where applicable after the endorsement of the Minister in charge of Public Contracts.
- 42.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

### **Article 43: Final Bond**

- 43.1 Within twenty (20) days of the notification by the Contracting Authority, the supplier shall furnish the Project Owner with a final bond in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.



- 43.2 The bond whose rate shall be 2% of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment in accordance with the instruments in force with the Contracting Authority as beneficiary or by a joint or several guarantee.
- 43.3 Small and medium-sized enterprises (SME) constituted of nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or a first rate financial institution approved in accordance with the instruments in force.
- 43.4 Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract.





Document No. 4:  
Special Regulations of the invitation to  
tender



## SPECIAL TENDER CLAUSES.

**1. Subject matter of the Invitation to Tender**

The objective of this open invitation to tender is for **the installation of an industrial solar panel system in CDENO .**

**2. Name and address of contracting authority:**

THE ADMINISTRATIVE DIRECTOR of CDENO, P.O. Box 399 Bamenda

**3. Delivery deadline**

This delivery deadline shall be 3 months from the date of notification of the service order to start supply.

**4. Funding**

Project shall be funded by CDENO budget 2025 Head 22:20:21

**5. List of pre-qualified candidates,**

Not applicable

**6. Criteria of origin of bidders**

Bidders should be nationals or foreigners who have registered business enterprises in Cameroon.

**7. Criteria of origin of supplies**

The products should be obtained from certified companies which could be national or international so far as the technical specifications are made.

**8. Bidder's qualification**

**II. Evaluation criteria for bidders**

- General Presentation
- Personnel
- References
- Equipment
- After-Sales Service;
- Financial Capacity

**III. In case of a group of suppliers: Not Applicable**

**9. Language of bid:**

Bids shall either be presented in English or French language

**10. PRESENTATION OF THE TENDER.**

The bids prepared in English or French and in Seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

- A) **Administrative Documents**
  - B) **Technical Documents**
  - C) **Financial Documents**
- External envelope.**

Each bidder shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.





**<< OPEN NATIONAL INVITATION TO TENDER NO. \_\_\_\_ / ONIT/CDENO/ITB/2025 OF \_\_\_\_ / \_\_\_\_ /2025 FOR THE INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO>>**

**To BE OPENED ONLY DURING THE BIDS OPENING SESSION >>**

N.B: The external envelope should not carry any mark or sign that can lead to the identification of the bidder.

**INTERNAL ENVELOPES**

Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

**<< A: Administrative tender>>** and shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.

**ENVELOPE A: ADMINISTRATIVE DOCUMENTS.**

No.	DESIGNATION.
A1	Submission letter, stamped and affixed a fiscal stamp
A2	An attestation of non exclusion issued by the public contract regulatory Board (ARMP)
A3	Purchase receipt of tender file of 50,000FCFA issued by BICEC bank
A4	Valid tax payers' card
A5	A current attestation of fiscal conformity
A6	Attestation of bank account in the name of the Enterprise
A7	An affidavit of non-bankruptcy issued by the court of 1 <sup>st</sup> instance of the area where the contractor is resident.
A8	Clearance certificate issued by National social Insurance Fund
A 9	Guarantee deposit for the tender (BID Bond) of 800,000 FCFA according to the attached model
A10	Copy of localization plan
A11	A group agreement where applicable
A12	The power of Attorney or "Authorization" where necessary.
A13	Certificate of incorporation (registres de commerce).
A14	An attestation signed by honour not having abandoned a public contracts for the past three years
A15	Complete special administrative clauses (CCAP) signed and dated

The second envelope shall be labeled.

**<< B: TECHNICAL BID>>** and shall contain the technical tenders of the enterprise, which shall comprise the under mentioned documents.

**ENVELOPE B: TECHNICAL TENDER.**

- General Presentation
- Personnel
- References
- Equipment
- After-Sales Service;
- Financial Capacity





No	DOCUMENT	SPECIFICATION	AUTHENTICATION
B1	Personnel list	It shall contain:. ☞ Project supervisor: Renewable Energy engineer (BAC +3) with least 05 years' experience ☞ Forman: Senior Technician (BAC +2) in the domain of renewable energy	Attach for each person a CV ( <i>signed and dated by the individual</i> ) as well as a certified copy of highest diploma of each person concerned and a presentation of original of certificate, certified copy of the identity card.
B2	References of the enterprise.	A jobbing order or contract for similar supply realized within the last two years	Amount of contract, copies of (1 <sup>st</sup> and last pages) and minutes of reception or attestation of effective realisation. Include accessible telephone number(s) of beneficiary service(s) to enable verification when need arises.
B3	After sale service	Packaging, Transportation, registration, Certification etc.	
B4	Description of item to be supplied	Provided in tender file.	Initialled on every page and signed and stamp on the last page
B5	Financial capability	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC of at least 55% to the amount of the contract TTC	Date and signature of bank Manager in charge.

The third Internal Envelope shall be label

<<Envelope C: Financial TENDER>> and shall contain the following:

#### ENVELOPE C: FINANCIAL BID

No.	DESIGNATION.
C1	The tender, signed, dated and stamped, affixed a fiscal stamp
C2	Completed and signed mail Enclosure of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with all taxes (TTC)
C4	Sub details of unit prices
C5	Complete special administrative clauses (CCAP) signed and dated.

Each internal envelope shall carry the name of the enterprise and the corresponding nature of the tender.

#### BID PRICE

##### 11. CURRENCY OF BID

The currency applicable to this bid shall be the FCFA

##### 12. The price of the jobbing order shall not be revisable

Since the contract duration is less than 12 months, the prices of the jobbing order shall not be revisable in during execution

##### 13. International tender: Not applicable





**14. Currency of the Contracting Authority:** The Currency of the contracting Authority (the Director of CDENO) shall be Francs CFA

**15. DURATION OF JOBBING ORDER.** The maximum deadline for the job forming the subject of this invitation to tender shall be **three (03) months** from the date of notification of each service order for supply and the delivery schedules for each LOT shall be done by the contracting authority.

### **PREPARATION AND SUBMISSION OF OFFER**

**16. BID BOND:**

Each bidder must attach to his/her administrative documents a bid bond issued by a bank approved by the ministry of the Finance as amounting to Three hundred and twenty thousand (320,000) FCFA

**17. Period of validity of bids**

The period of validity of bids is shall be 60 days from the date of submission of offers

**18. The number of copies of the bids**

Bids in English or French shall be submitted in seven (07) copies (one original and six (06) copies to the office of ADMINISTRATIVE DIRECTOR OF CDENO, SIGAMP UNIT on or before \_\_\_\_/\_\_\_\_/2025 at **11.00 am prompt** upon the issue of a receipt.

No bids shall be received after the time limit for the submitting of bids, and bids once submitted shall not be retrieved again for corrections or modifications.

**19. Address of the Contracting Authority to be used for the submission of offers**

Bids shall be submitted to CDENO main office, SIGAMP UNIT

**20. The subject shall be Open National Invitation to tender No. \_\_\_\_\_ FOR THE  
INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO**

**21. DELIVERY DEADLINE:** The maximum deadline for the job forming the subject of this invitation to tender shall be **three (03) months** from the date of notification of each service order for supply and the delivery schedules shall be done by the contracting authority.

**22. VENUE, TIME, OPENING OF BIDS AND EVALUATION OF TENDERS.**

The opening of bids shall take place on the -----/2025 at **12.00 pm** in the CDENO conference hall Bamenda. The tenders shall be open and evaluated following the evaluation sheet attaché as Annexed

#### **Conversion into a single currency**

**22.** The currency retained for conversion into a single currency is the CFA francs and Source of exchange rate: Bank of Central African States (BEAC)

**23 Date of exchange rate:**

The date of exchange rate shall not be more than 28 days to the deadline for the submission of bids.

**24. AWARD OF THE JOBBING ORDER:** The contracting authority shall award the jobbing order to the bidder whose bid is judged to conform to the essentials of the tender specification, and who has submitted the most coherent bid and the lowest bid. But inconsistent and unrealistic offers will not be accepted





Document No. 5:  
Special Administrative Conditions (SAC)





# Content

## Chapter I: General

- Article 1 - Subject of the jobbing order
- Article 2 - Award procedure (GAC supplemented)
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
- Article 8 - Communication (article 6 of GAC supplemented)
- Article 9 - Administrative Orders (article 8 of GAC)
- Article 10 - Contracts with conditional phases (article 9 of GAC)
- Article 11 - Supplier's material and personnel (GAC supplemented)

## Chapter II: Financial conditions

- Article 12 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 13 - Amount of jobbing order
- Article 14 - Place and method of payment (GAC supplemented)
- Article 15 - Price variation (article 17 of GAC)
- Article 16 - Price revision formula (article 18 of GAC)
- Article 17 - Price updating formula (article 18 of GAC)
- Article 18 - Advances (article 21 of GAC)
- Article 19 - Payment (article 19 supplemented)
- Article 20 - Interest on overdue payments (article 20 of GAC)
- Article 21 - Penalties for delay (article 34 of GAC supplemented)
- Article 22 - Tax and customs schedule (article 10 of GAC)
- Article 23 - Stamp duty and registration of the jobbing order (article 11 of GAC)

## Chapter III: Execution of services

- Article 24 - Patent rights (GAC supplemented)
- Article 25 - Place of delivery and deadline (articles 31 and 33(1))
- Article 26 - Role and responsibilities of supplier (GAC supplemented)
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## Chapter IV: Acceptance

- Article 30 - Documents to be furnished before the technical acceptance (article 41 of GAC supplemented)
- Article 31 - Provisional acceptance (articles 40 and 41 of GAC)
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- Article 34 - Final acceptance (article 48 of GAC)

## Chapter V: Sundry provisions

- Article 35 - Termination of the contract (article 57 of GAC)
- Article 36 - Case of force majeure (article 56 of GAC)
- Article 37 - Differences and disputes (article 61 of GAC)
- Article 38 - Drafting and dissemination of this jobbing order (GAC supplemented)
- Article 39 and last - Entry into force of the jobbing order (GAC supplemented)





## Chapter I General

### Article 1: Subject of tender

The Jobbing Order has as subject **THE INSTALLATION OF AN INDUSTRIAL SOLAR PANEL SYSTEM IN CDENO**

### Article 2: Award procedure (GAC supplemented)

The present jobbing order is awarded after an open national invitation to tender following the procedures laid down for the award of public contracts in Cameroon.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions

- The Contracting authority is **the Administrative Director of CDENO**. He is responsible for the general administrative, financial services forming the subject of the jobbing order and the conservation of the originals of the jobbing order / transmission of copies to ARMP and other stake holders involved in the execution of the contract.
- The Project manager is **the Technical Service of CDENO**, responsible for the technical services forming the subject of the jobbing order
- The contract engineer is **the Regional Delegate of Water Resources and Energy North West** and is responsible for the follow-up of the execution of the jobbing order

#### 3.2 Security

This jobbing order may be used as security, subject to any form of assignment of receivables. In this case:

- The authority in charge of ordering payment shall be **the Administrative Director of CDENO and the Finance Controller of CDENO**.
- The body or official in charge of payment shall be the **Accounting Officer of CDENO**;
- The official competent to furnish information within the context of execution of this jobbing order shall be the contract manager and the contract engineer.
- **A follow up Commission** : not applicable here because of the amount of the jobbing order

### Article 4: Language, applicable law and regulation (GAC supplemented)

- a. The language used is that of the submission is either English or French,
- b. The contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the contract;

If the laws and regulations in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

### Article 5: Constituent documents of the contract (Article 9 of GAC)

The constituent contractual documents of this jobbing order in order of priority are

- 1) The bid or commitment letter;
- 2) The supplier's bid and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Technical Specifications referred to above;





- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications (TS);
- 5) The particular elements necessary for the determination of the jobbing order price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The execution draft
- 7) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Decree No. 033 of 13 February 2007;
- 8) The General Technical Conditions applicable to services forming the subject of the jobbing order

#### **Article 6: General instruments in force**

This contract shall be governed by the following general instruments:

1. The instruments governing the professional corps;
2. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
3. Decree No. 2012/075 of 8 March 2012 to organize the Ministry of Public Contracts;
4. Decree No. 2012/076 of 8 March 2012 to amend and supplement some provisions of Decree No. 048/2001 of 23 February 2001 on the creation, organization and functioning of the Public Contracts Regulatory Agency;
5. Decree No. 2001/048 of 23 February 2001 relating to the creation, organisation and functioning of the Public Contracts Regulatory Agency;
6. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
7. The applicable standards;
8. Other instruments specific to the domain concerned in the contract.
9. Circular no. 00001/PR/MINMAP/CAB of 25/4/2022 relating to the application of the public contract code
10. Circular no.00013995/C/MINFI of 31/12/2024 on the instructions relating to the execution of the finance law, the monitoring and control of the execution of the Budgets of the State and other Public Entities for the year 2025

#### **Article 7: Communication (Article 6 of GAC supplemented)**

- a) The contractor and the contracting authority shall prohibit any communication relating to the performance of the work which is not confirmed in writing. Any operation outside the framework of this jobbing order will neither be recognized nor paid by the Contracting Authority unless they had been the object of a command written on his part. The contractor prior to the signing of the jobbing order must submit the coordinates of its representation in the region (location Plan, name and surnames) and telephone of the representative.
- b) The contractor will address all written notifications or correspondences to the contract engineer, and copy the Contracting Authority.

#### **Article 8: Administrative Orders (service orders) (Article 8 of GAC)**

The various Administrative Orders shall be established and notified as follows:

- 8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Project Owner with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.





8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

8.3 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.

8.4 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.

8.5 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

8.6 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

8.7 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

#### **Article 9: Contracts with conditional phases (Article 9 of GAC)**

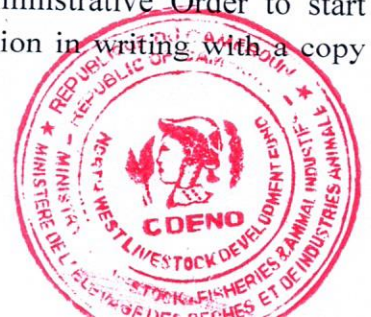
The jobbing has only one phase

At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the contractor. This attestation shall condition the start of the following conditional phase.

#### **Article 10: Contractor's equipment and personnel (Article 15 of GAC supplemented)**

10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).

10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has 15 days to notify his opinion in writing with a copy





sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.

- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties

## **Chapter II: Financial conditions**

### **Article 11 Guarantees and securities (Articles 21 and 40 of GAC)**

#### **11.1 Final bond**

The final bond shall be set at 2% of the amount of the jobbing order, inclusive of all taxes. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the jobbing order.

The guarantee must be returned or released within one month following the date of provisional acceptance of the supplies, following a release issued by the Project Owner upon request by the supplier.

#### **11.2. Performance bond**

The retention fund shall be set at 5% of the amount of the jobbing order, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Project Owner upon request by the contractor.

#### **11.3 . Guarantee of start-off advance**

It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the contract TTC. The amount which must be covered by a bond from a bank duly recognized by the Ministry of Finance.

### **Article 12: Amount of the contract**

The amount of this contract as shown on the attached [*detail or estimates*] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ ( ) CFA F
- Amount of VAT: \_\_\_\_\_ ( ) CFA F.

### **Article 13: Place and method of payment (GAC supplemented)**

The Project Owner shall pay the sums due by transfer into account No. \_\_\_\_\_ opened in the name of \_\_\_\_\_ at \_\_\_\_\_ bank.

### **Article 14: Price variation (Article 17 of GAC)**

Prices shall be firm

- a. Payments on account made to the supplier as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

### **Article 15: Price Revision formula (Article 18 of GAC)**

NOT APPLICABLE

### **Article 16: Price updating formula (Article 21 of GAC)**

NOT APPLICABLE





### **Article 17: Advances (Article 21 of GAC)**

It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the jobbing order TTC. This advance may be released after the notification of the Service Order to start the supply. Start-up advance will be repaid by taking thirty per cent (30%) of the amount from each payment. Full refund will have to be completed when all of the work will be carried out at 80%. Following of the rate of reimbursement of the advance, the contracting authority will authorize the payment of the corresponding part of the contractor upon written request.

### **Article 18: Payment (article 19 of GAC supplemented)**

The payment of the supply will be in several installments following the presentation of the stages of implemented supplies approved by the engineer and the contracting authority. Each provisional payments due to the contractor in respect of the contract since the beginning of execution will be done on the basis of joint agreed bills between the engineer and the contractor. The bills must correspond to the amount of supply done, obtained from the amount of supply actually executed under the conditions of the Contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions. The payment of an account to the contractor will be determined by the difference between the amount of the relevant account and the account immediately preceding it. To give right to a payment, the amount of the work executed must be at least equal to ten per cent (10%) of the amount of the jobbing order. At the end of the work, a final account of the work is established.

### **Article 19: Interest on overdue payments (Article 20 of GAC)**

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code.

### **Article 20: Penalties for delays (Article 34 of GAC supplemented)**

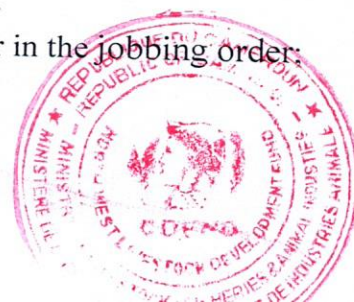
#### **A. Penalties for delay**

- 20.1. The amount set for penalties for delays is fixed as follows (modifiable):
- One two thousandth ( $1/2000^{\text{th}}$ ) of the initial jobbing order amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
  - One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.
- 20.2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial c jobbing order inclusive of all taxes.

### **Article 21: Tax and customs regulations (article 10 of GAC)**

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the jobbing order;





- i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
- ii) Council dues and taxes;
- iii) Dues and taxes relating to the extraction of building materials and water.

These elements must be included in the costs which the undertaking imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive prices means VAT included.

**Article 22: Stamp duty and registration of jobbing order (article 11 of GAC)**

Nine (9) original copies of the contract shall be stamped by and at the cost of the supplier, in accordance with the applicable regulations.

## Chapter III

### Execution of services

**Article 23: Patent rights (GAC supplemented)**

The supplier shall guarantee the Project Owner against claims by third parties relating to the infringement or unauthorized use of a patent right, a trademark or industrial creation right resulting from the use of supplies or their components.

**Article 24: Place and delivery deadline (articles 31 and 33(1) of GAC)**

The place of delivery shall be CDENO Bamenda

24.1: The delivery deadline of the services forming the subject of this contract shall be 3 months

24.2: This deadline shall run from the date of notification of the Administrative Order to start execution for each consignment.

**Article 25: Role and responsibilities of the supplier (GAC supplemented)**

The mission of the supplier shall be to ensure the supply of goods as described in the Technical Specifications under the control of the Project Manager and in conformity with this jobbing order and the applicable rules and standards.

**Article 26: Transport and insurance (article 31 of GAC)**

**26.1. Packaging for transportation**

The supplier must take all the necessary measures so that the supplies proposed are protected by careful packaging appropriate for maritime, air, rail or road transport. The supplier must take all measures to repair the possible damages caused during transportation up to the place of delivery.

**26.2. Insurance**

All types of risks during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

**Article 27: Trials and related services (article 28 of GAC)**

NOT APPLICABLE

**Article 28: After-sales service and consumables (article 14 of GAC)**

Specify the special provisions relating to after-sales service especially:

The supplier shall maintain an after-sales service in the Republic of Cameroon for a period of 20 days from the date of the final acceptance:





## Chapter IV: Acceptance

**Article 29: Documents to be furnished prior to the technical acceptance (article 41 of GAC)**  
Within at least ten (10) days prior to the provisional acceptance, the supplier shall forward to the Project Owner the following documents:

- a. Copy of the supplier's bill describing the supplies indicating their quantities, prices and total amount;
- b. Notification of the delivery;
- c. Certificate of guarantee by the manufacturer or supplier;

**Article 30: Provisional acceptance (articles 40 and 41 of GAC)**

**(a) Technical receptions**

The contractor shall request in writing to the engineer for Technical Reception with copies to the Contracting Authority and MINMAP

The contractor shall request in writing to the contracting authority and copy the engineer with copies to the contracting authority and MINMAP the Organization of a technical reception prior to provisional reception.

The provisional reception commission will be composed of the following members:

- |                                                     |           |
|-----------------------------------------------------|-----------|
| - The Administrative Director or his Representative | President |
| - The Regional Delegate MINEE NW                    | Secretary |
| - The Contract Manager                              | Member    |
| - The contractor                                    | Observer  |

The quorum of the reception commission is achieved by the presence of 2/3 of its members.

**The Regional Control Brigade MINMAP is duly invited for the reception as an observer.** He is required to attend and fill the attendance list. His absence is equivalent to the total acceptance of the conclusions of the reception commission.

**Article 31: Documents to be furnished prior to the Final acceptance (article 40 of GAC)**

- Administrative documents
- Minutes of provisional reception
- Stamp Bill in seven copies

**Article 32: Guarantee period (article 40 of GAC supplemented)**

A retention guarantee of 10% of the amount of the supply all taxes included shall be retained for a period 6 months from the date of provisional reception. However, If for any reason the contractor is unable to complete the supply, or refuses to correct imperfections or defects observed, the technical reception shall be established with reservations, which shall only be uplifted when the corrections are done before provisional reception is done.

**Article 33: Final acceptance (article 48 of GAC)**

Final Reception shall be done after a period of six months following the provisional reception with same conditions as the provisional reception.





## Chapter V

### SUNDRY PROVISIONS

#### **Article 34: Termination of the contract (article 57 of GAC)**

The jobbing order may be terminated as provided for in Decree No. 2018/366 of 20<sup>th</sup> June 2018 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

1. Delay of more than 15 calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than x calendar days;
2. Delay in services resulting in penalties of more than 10 % of the amount of the supplies;
3. Refusal to repeat poor supplies;
4. Default by the supplier;
5. Persistent non-payment for services.

#### **Article 35: Case of force majeure (article 56 of GAC)**

The execution of the supply may be interrupted if the contractor encounters on the field exceptional conditions (wars, riots, Pandemic, severe social disorder...). In any of these cases, the contractor shall produce evidence demonstrating the difficulties faced during his mission. On this basis, he will negotiate with the contracting authority the terms of extension of the period of execution of the jobbing order

#### **Article 36: Disagreements and disputes (article 61 of GAC)**

Any dispute arising between the contracting parties within the frame work of this contract shall be the subject to an attempt of reconciliation by direct agreement, or failure will be brought before the competent courts in Bamenda.

#### **Article 37: Production and dissemination of this Jobbing Order (GAC supplemented)**

Nine (09) copies of this Jobbing Order shall be produced at the cost of the supplier and furnished to the Contracting Authority.

#### **Article 38 and last: Entry into force of the Jobbing Order (GAC supplemented)**

The present Jobbing Order shall be valid only after the signature of the Administrative Director of CDENO and will enter into force as soon as it is notified to the contractor by the Contracting Authority.





Document No. 6:  
Description of the supply and installation





# INSTALLATION OF A 60KVA INVERTER SOLAR HYBRIDE POWER SYSTEM IN CDENO

## Power Generation System

There are different processes, such as chemical, photo-voltaic, and electromechanical, with which energy is transformed into an electrical form to generate electrical power. This transformation or conversion process happens at a power station or a power plant. A power station has generators and a rotating machine that converts mechanical power into electric power.

Typically, electricity is generated using fossil fuels such as coal, oil, and natural gas. Nuclear power is also used to generate electricity but nowadays renewable source of energy are such as solar, wind, wave and hydroelectric are becoming popular choice. The fuel cost and the efficiency of the power station determines the operating costs of generating electrical energy.

The following image shows the electric power being generated at a plant and supplied to the customer or end user:

Fig.

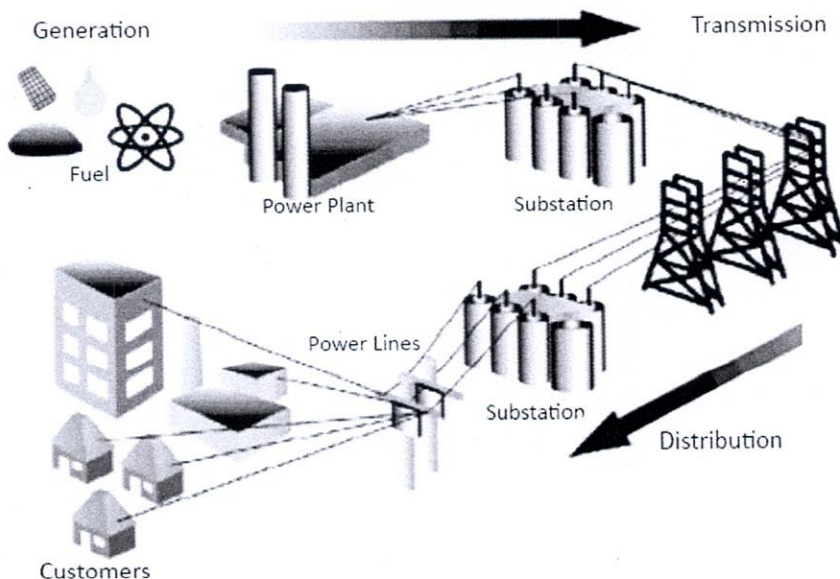


Fig. 1.1.9: Electric power supply from generating plant to end users

## Solar Energy System

Cameroon is blessed with a large amount of sunlight. Solar radiation is received in a range of 4 to 7 kWh/m<sup>2</sup> /day. Such amount of radiation is good enough to generate electricity to fulfil electricity requirement of an entire region using this technology. Importantly, the energy can be generated in any area, where there is a need, by installing the solar energy system.

The solar power system works as follows:

- The solar radiation hits the solar cells and gets transformed into DC energy.
- The DC energy is converted to AC energy with the help of an inverter.
- The generated AC electricity is identical to the power that is provided by the utility companies. The AC electricity can be supplied to gadgets such as computers and lights directly.
- The generated electricity can also be transmitted to the national electricity grid and from there may be supplied all over the country.

The following image shows the conversion of solar energy into electricity:





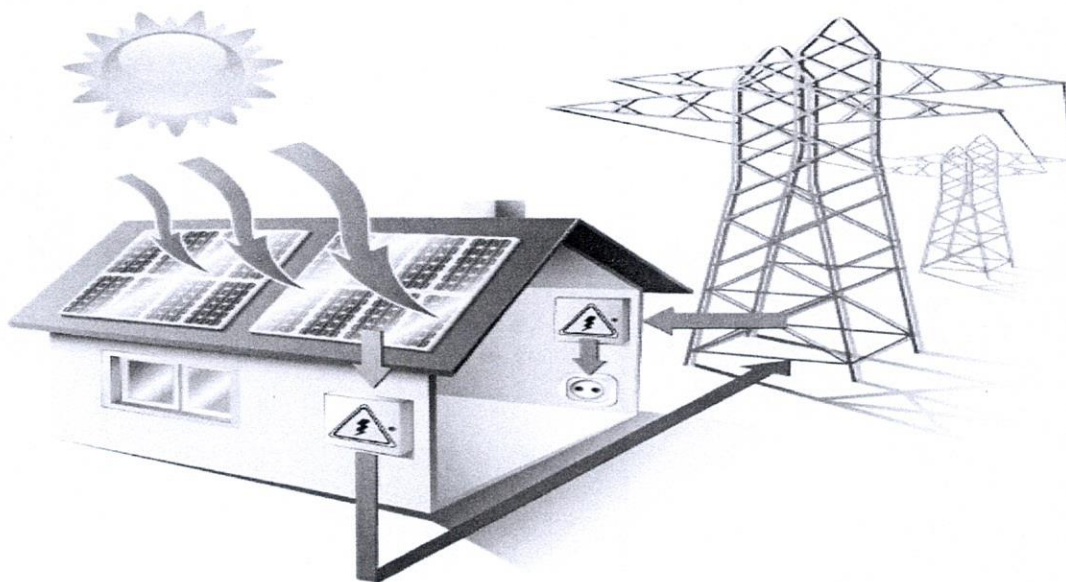


Fig. 1.2.3: Basic solar energy conversion process

A solar energy system or a PV system is a power setup devised to supply the available solar power in the form of electricity. In this system, a solar panel is the main component. It is constructed in such a manner that it absorbs the sunlight as an energy source and uses it to supply electricity or provide heating.

Solar panel has to be placed in the sun to generate electricity. It is very simple to use but it is very expensive. The basic unit of a solar panel is called a solar cell or PV cell. It is made of silicon which is also used in computer chips. Though there is greater availability of silicon, but solar cells are manufactured in a clean environment leading to high production cost.

A PV cell is made from two types of silicon, monocrystalline and polycrystalline. When these two silicons receive solar energy, they develop a voltage difference across themselves. Current flows when this cell is connected to an electric circuit. So, the solar panels in the solar power comprise of solar PV cells fitted into a frame. The cells are made from two kinds of silicon, which are monocrystalline and polycrystalline.

A PV system is can be said to be comprised of several PV modules. A PV module is a packaged collection of generally  $6 \times 10$  PV cells, connected. It forms the PV display of a PV system that produces and provides solar energy to applications in both residential and commercial areas. The rating of the modules is done as per their DC output under STC. The range of this output is generally from 100 to 365 watts. Several PV cells are connected to form a PV module, then encapsulated in a glass frame which is mounted according to the requirement. The produce a defined voltage, the cells are wired in series or parallel in a module. For example, a 12V panel produce around 16V in sun shine hours and charge a 12V battery. The following image shows the parts of a solar panel:

Fig. 1.2.4:





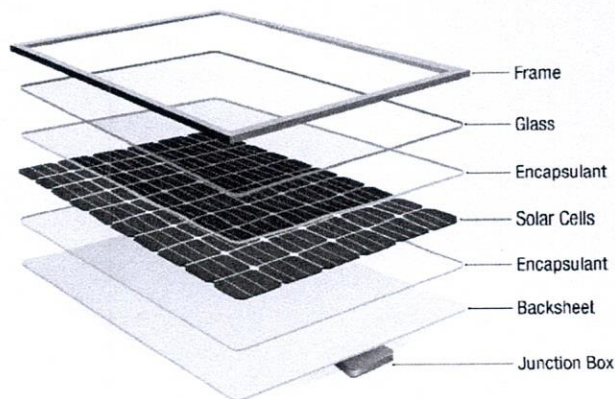


Fig. 1.2.4: Parts of a solar panel

Solar PV modules are the most important part of the system. They are also called the power generators of the system. In addition to PV modules, a PV system also includes various other parts. The following figure shows the other parts of a solar PV system:

#### Batteries:

For those PV systems which are required to operate at night or during the absence of sunlight, storage of energy is important. Batteries are used to store electricity.

#### Charge Controller :

The PV module output depends on the intensity of sunlight and the temperature of the cell. Charge controllers or regulators are the components which control the DC output and deliver that to the grid, batteries, and/or loads and ensures smooth operation of the PV system.

#### Inverter

For applications that are run by AC power, the DC/AC inverters are required to be installed in PV systems.

#### Mounting Structures

They are required to fix the PV modules and to ensure that the modules are directed towards the sun.

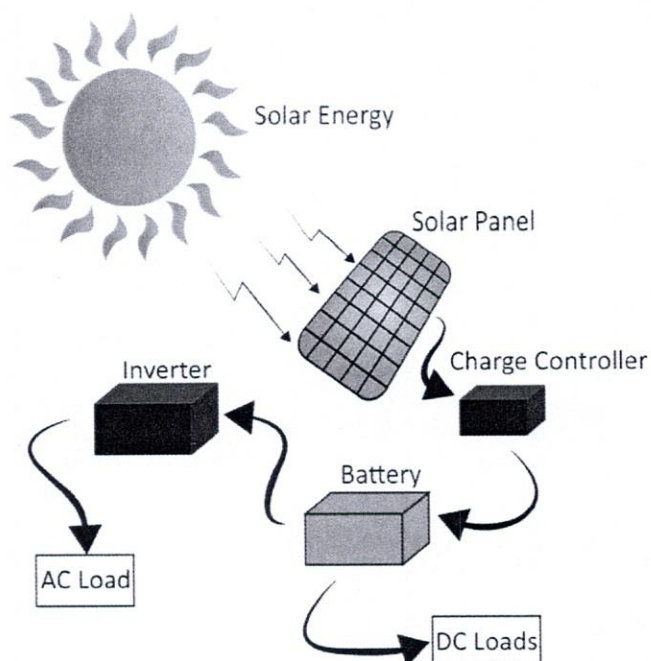
#### Load:

The household appliances and equipment that require to be powered by the PV solar system are called load.

The following image shows different components of a solar energy system:







The following figure shows a standalone solar PV system:

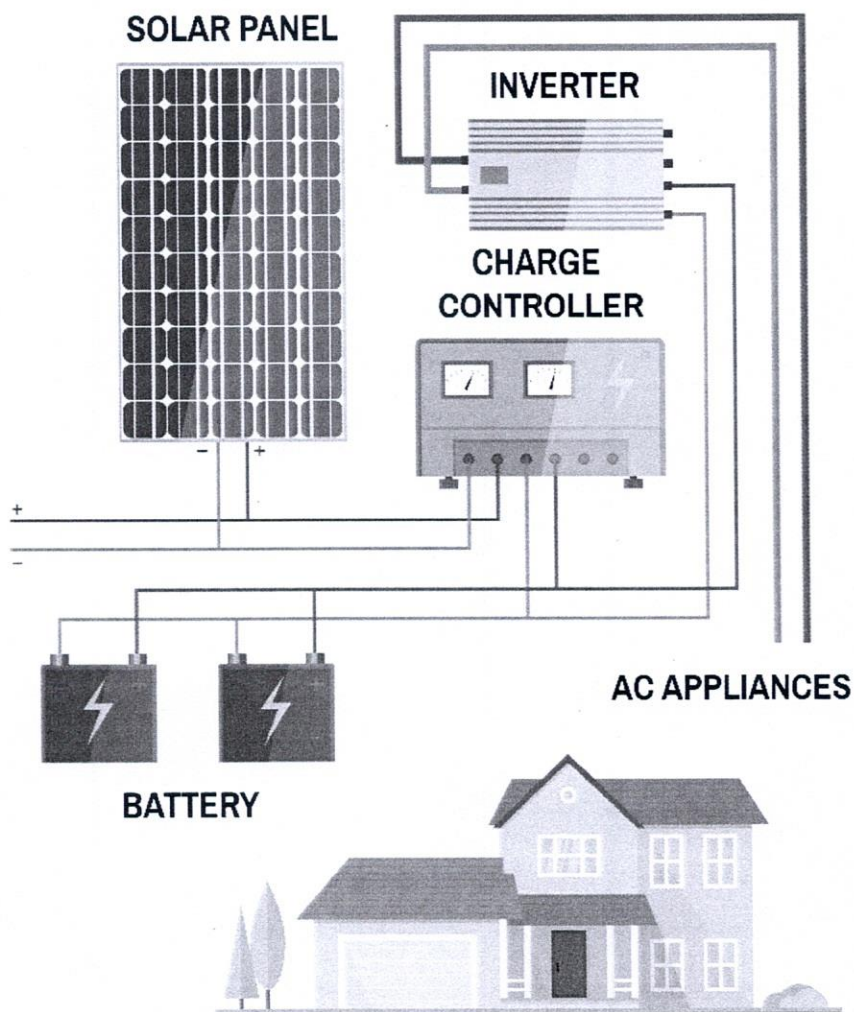


Fig. 1.2.8: Stand-alone solar PV system

The following figure shows a hybrid solar PV system:





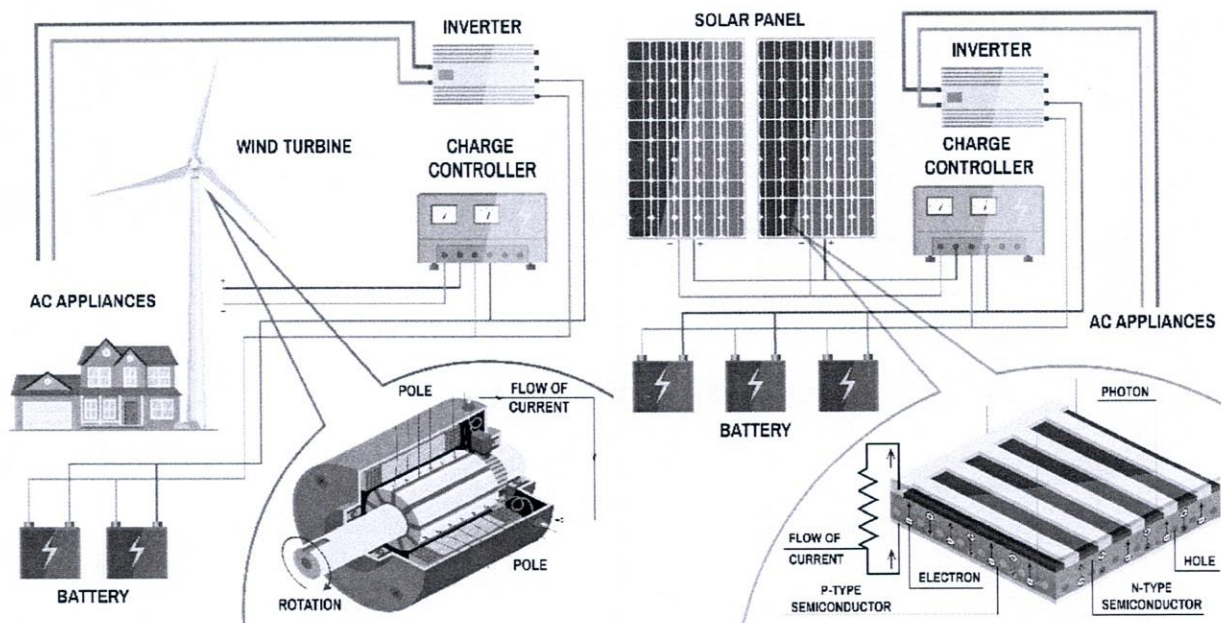


Fig. 1.2.10: Hybrid solar PV system

#### Photovoltaic (PV) Panels

A solar panel consists of several solar cells assembled together for converting solar energy into electricity. A solar cell is a two-terminal power generating device in which one is positive terminal and the other is negative terminal. Solar cells are comprised of silicon which is a semi-conductor (it has properties of both metals and an electrical insulator.) The following image shows the cross section of a solar panel:

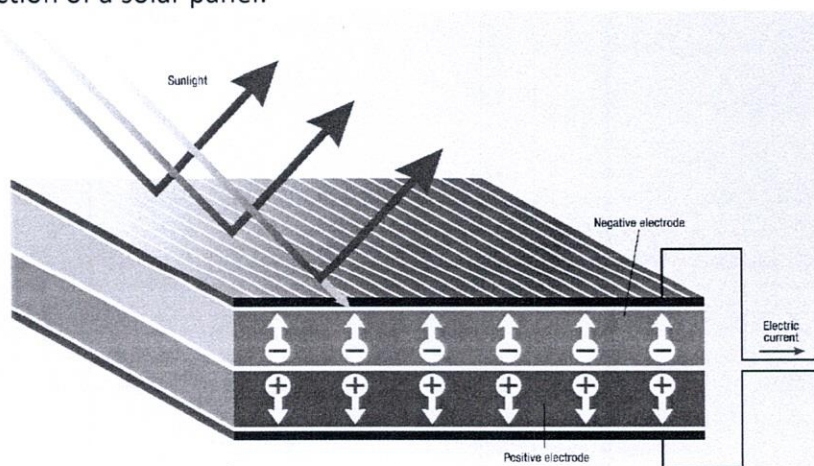


Fig. 1.4.1: Cross section of a solar panel

#### Series-Connected Panels

In case the requirement for voltage is more than that a panel can produce, then extra panels are connected in series. Hence, for example, if a panel can provide 12 V, then two such panels in a series connection can provide 24 V. Similarly, three panels of 12 V each, connected in series will provide a total of 36 V.

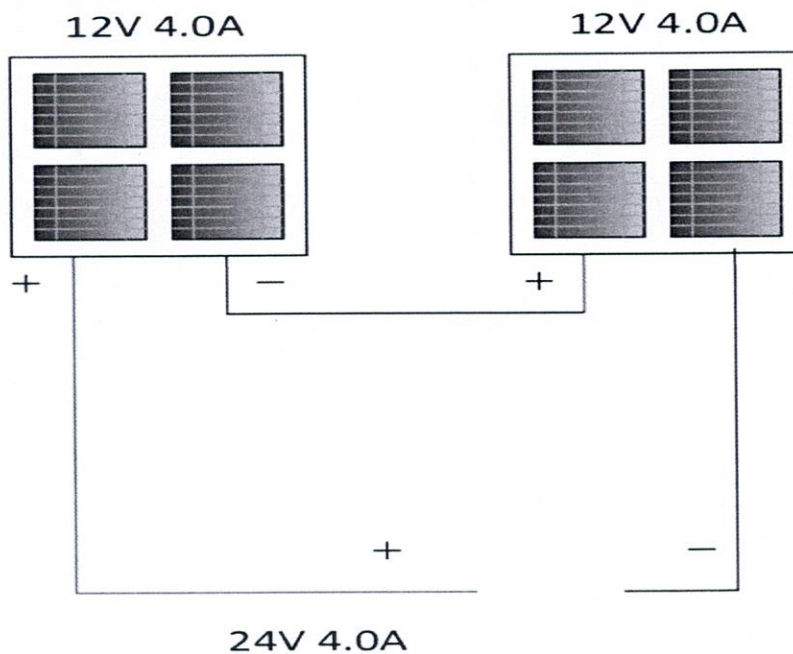
The amperes provided by the solar in a series connection remains the same as that provided by a single panel since the same electricity flows through all the panels. In other words, every panel raises the electrical pressure but the flow remains the identical as that of a single panel. Since the



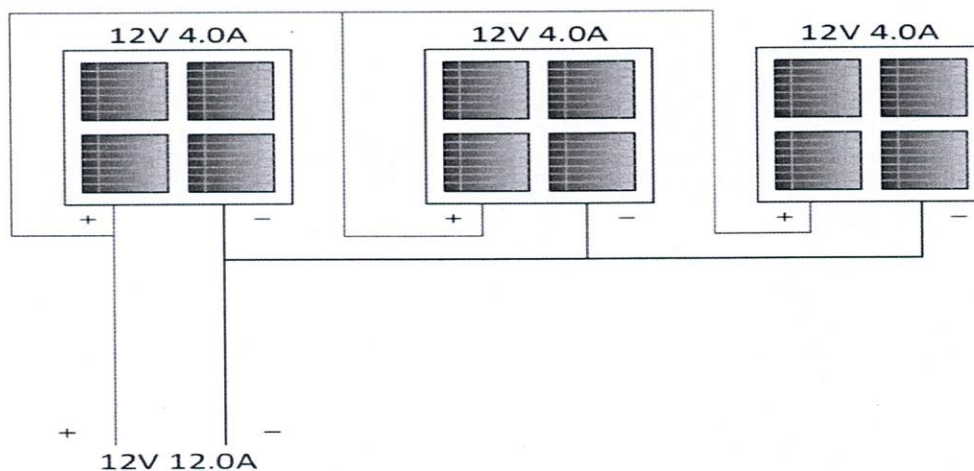


power in watts is equal to the volts time's amperes, therefore, the power increases with the number of panels.

The following figure shows the solar cells connected in series:



The following figure shows solar cells connected in parallel:



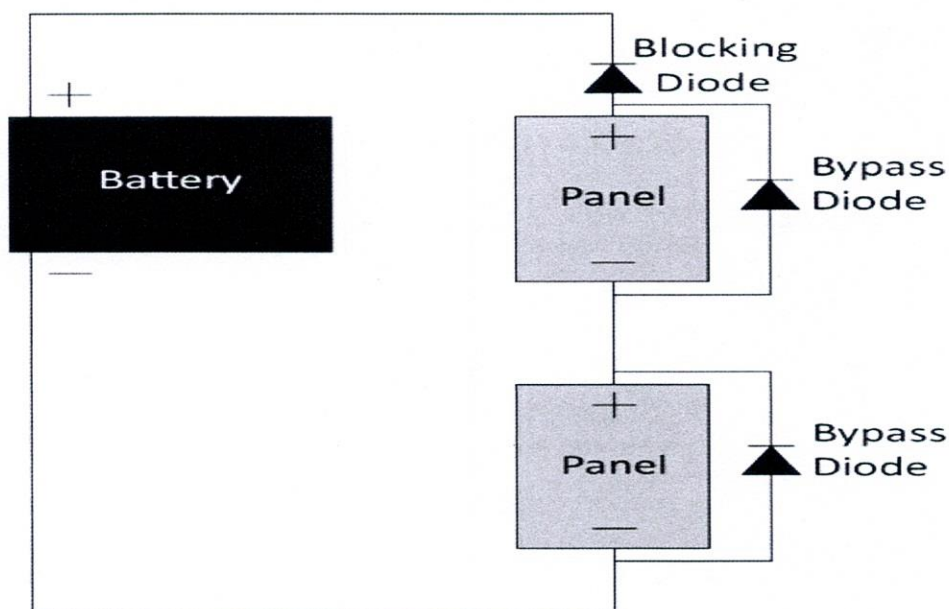
If PV panels having different voltage and current levels are connected in parallel, their currents must be totalled similar to that when panels with same characteristics are connected in parallel. Hence, if one panel generates 3A and the other 2A, a total of 5A will be produced.

### By-Pass Diodes

If one of the solar panels in the preceding diagram is shaded, the panel will not be able to produce significant power and it will also possess a high resistance which will block the flow of power generated by the un-shaded panel. The following diagram shows working of by-pass diodes:







In this case, when one panel is shaded, the current generated by the un-shaded panel will flow through the by-pass diode so that it can avoid the high resistance of the shaded panel. If the panels are not connected in series that will allow production of high voltage, by-pass diodes will not be of any use. They are most efficient whereas string inverter or a maximum power point tracking (MPPT) controller involves series connected panels for producing voltages that are greater than the minimum input voltage. Some solar panels are formed with cells grouped together, each group consisting of a built-in by-pass diode. Shading of a panel may be caused by a branch of a tree, debris or snow.

## Defining Charge Controller

The charge controller must be connected between the battery and PV panels. The voltage of battery is constantly under a check. A controller restricts extra charge from getting into the battery if a high voltage indicates full battery. The following image shows charge controller in a PV system:

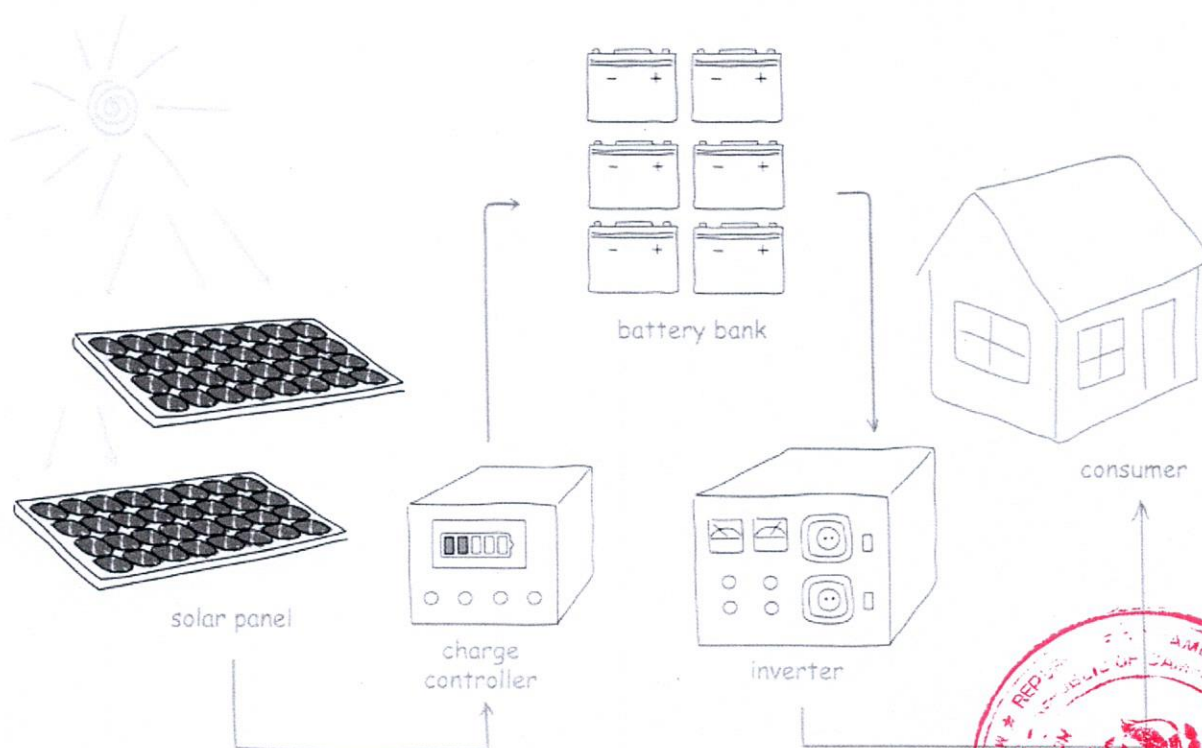


Fig. 2.3.1: Charge controller



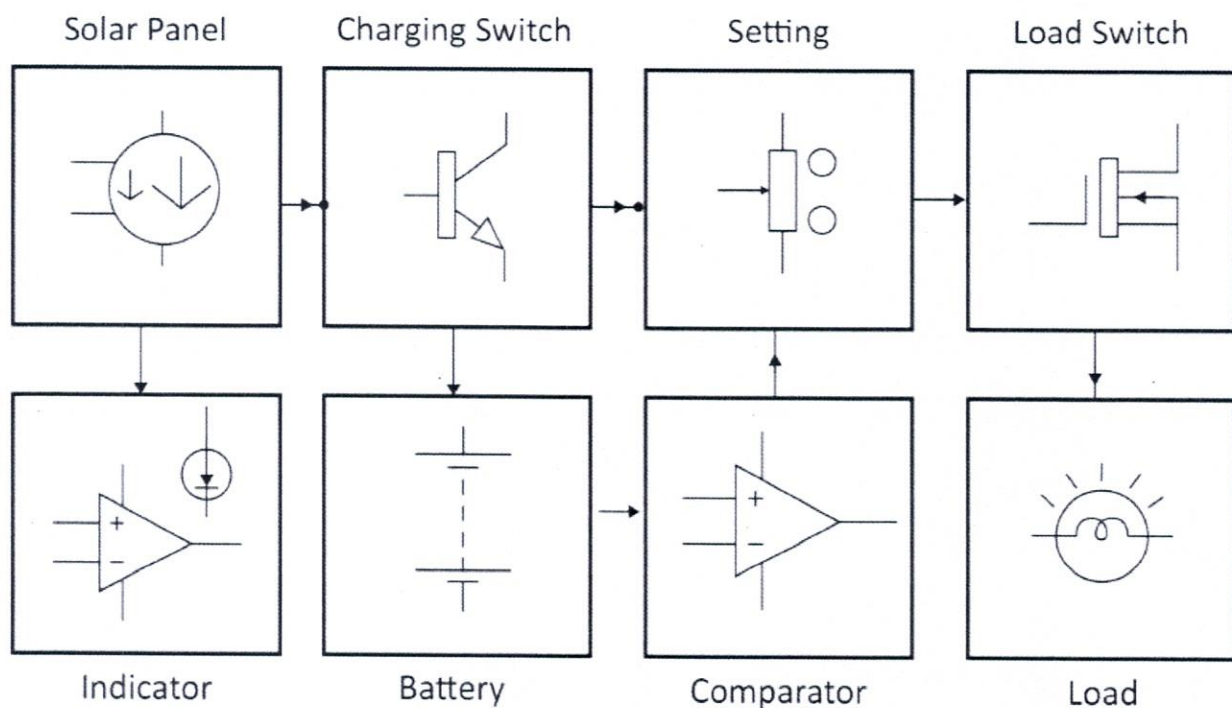


Charge controller performs functions such as:

- Charging the battery.
- Giving an indication when battery is fully charged.
- Monitoring the battery voltage and when it is minimum, cutting off the supply to the load switch to remove the load connection.
- Ensuring the load is cut off from the battery supply in case of overload (the load is in a switch-off state).

The following figure shows the functions of a charge controller:

Fig. 2.3.2:



## Defining Inverter

Most of the appliances use AC power while PV modules produce DC Power. Also, in standalone solar photovoltaic systems the energy stored in batteries is in the form of DC power. Therefore, the transition of DC power to AC power is required before it is used for running appliances. Transition of DC Power into AC power can be obtained using devices called DC to AC converters or DC/AC converters or inverters. The following figure shows the basic workflow of an inverter:

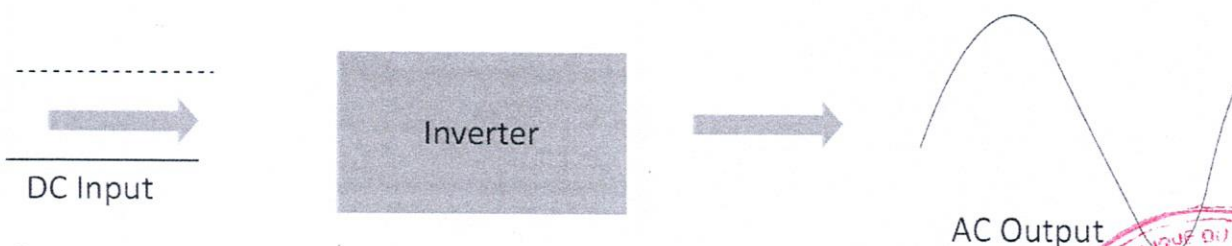
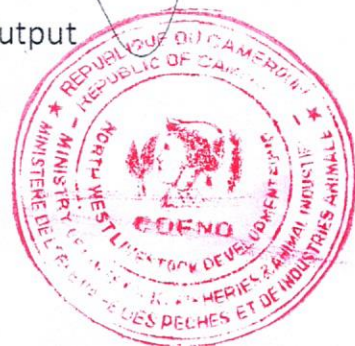


Fig. 2.4.1: Basic workflow of an inverter





The inverter's main functions are listed below:

- Converting DC electricity into AC
- Wave shaping of the produced AC electricity
- Regulation of the value effectiveness of the produced voltage

## Types of Solar Inverters

The solar inverters play as a significant interface between the solar PV and load. Depending on whether battery is used in the PV system or not, the solar inverters can be classified in three categories:

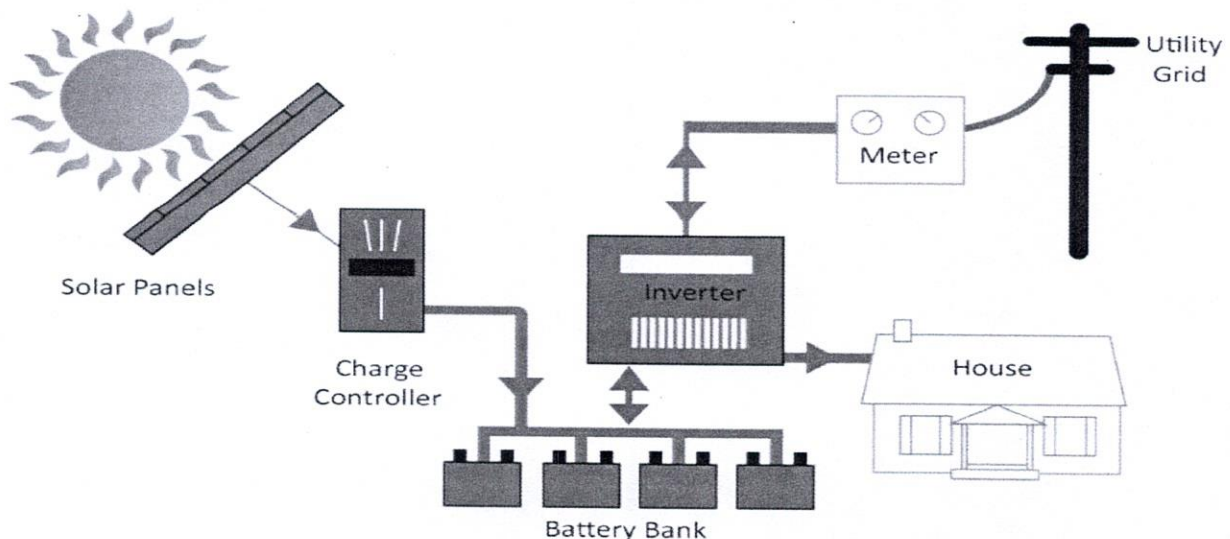
- Standalone Inverters
- Grid Tie Inverters
- Battery Backup Grid-tie Inverters

### Standalone/Off-Grid Inverters

They are normally used in standalone PV power systems. In standalone system, there is no backup of power for energy storage. Therefore, this type of inverter has battery backup to supply the power to the load in case of non-sunshine hours.

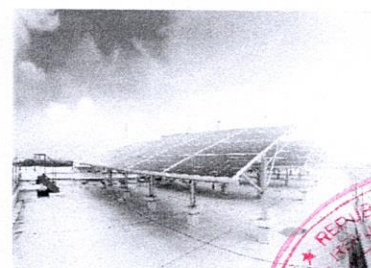
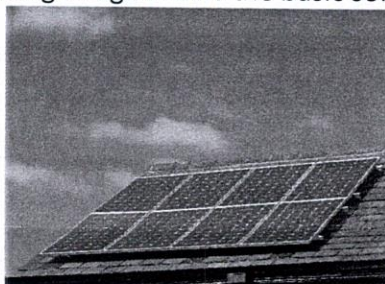
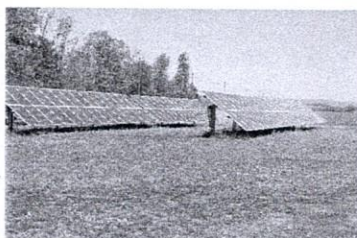
The standalone inverters are called so because there is no need to attach them to the solar panels. They receive DC power from batteries. PV arrays are used to charge the batteries. Some standalone inverters are coupled with the battery chargers to refill the battery. Since the standalone inverters are detached from the utility grid they do not need anti- islanding safety.

The following image represents a block diagram of a standalone inverter:

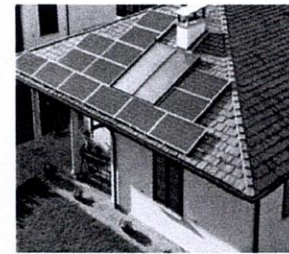
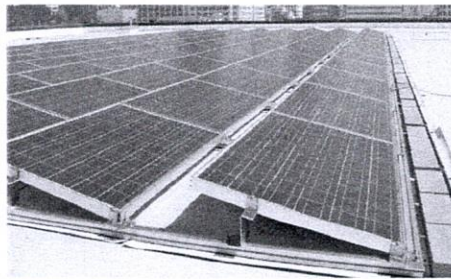
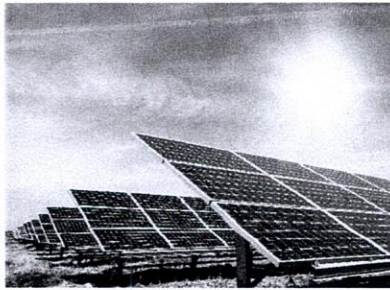


## Types of Mounting Structures

Solar panel mounting structures or systems are made of aluminium, galvanized iron (GI) and mild steel (MS) material. The following image shows the basic solar panel mounting systems:



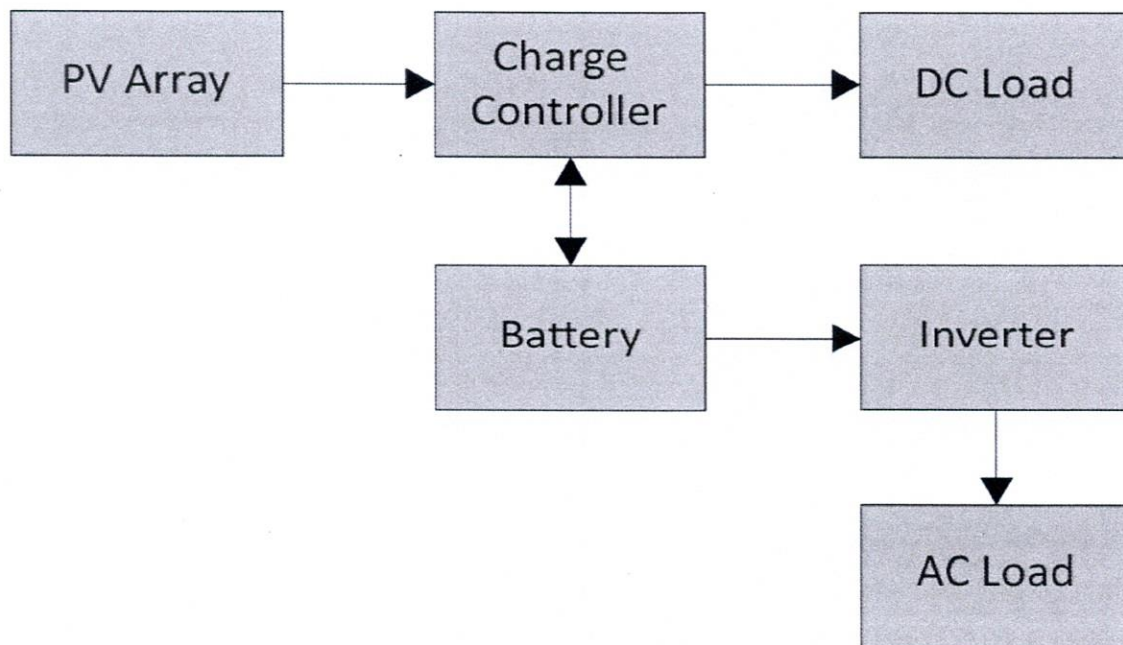




### Approximate Design of a SPV System

An approximate design is based on certain assumptions and parameters, neglecting the impact of temperature and radiation.

The energy flow diagram is useful in designing a solar PV system. During the sunshine hours, energy flows from the PV source to the battery through electronic circuitry through the power converters units like maximum power point tracking (MPPT) charge controller which is controlled by electronic circuits. When the load is operating, the energy flows from the battery to the load through the electronic circuitry (mainly charge controller, and through inverter in the case of AC loads). The following figure represents solar PV system's energy flow diagram:



Detailed cost estimate for the supply and installation of a 60KVA Inverter solar hybride power system for the industrial Unit of CDENO is as shown overleaf





Document No. 7:  
Schedule of unit and all-in prices





## Schedule of prices of items to be acquired

SN	Ref	Description	Amount in figures	Amount in words
1	42-006-200594	SUPPLY OF 540W MONOCRYSTALLINE SOLAR PANELS		
2	42-002-200003	INDUSTRIAL CABLE- CABLERIES OF SENEGAL R2V 3X2,5MM2 100M		
3	35-004-200292	STANDARD BATTERY MODULE EASY UPS 3S		
4	35-004-200254	SCHNEIDER ELECTRIC SOLAR HYBRID INVERTER HOMAYA PRO S6000 AEH-SP01-S6000W		
5	49-009-200052	SUPPORT BOX		
6	42-004-200025	SCHNEIDER CIRCUIT BREAKER FOR DIFFERENTIAL CONNECTION 30/40/50/60A,500MA		
7	35-004-200160	SURGE PROTECTOR NAGU 8 PORTS WITH USB		
8	26-002-200008	CABLES 1" (23MM) 6X19 (7X7+0) S		
9	45-004-200223	ALTERS BRACKET 113*54*85 CM (RUI) (78456)		
10	09-001-200475	EXT AUTONOM C5 CONTROL PANEL		
11	09-001-200094	4-BUTTON IP POE BOX		
12	50-006-200006	SWITCH		
13	32-003-200003	EXPERT		



Document No. 8:  
Detailed estimates





## COST ESTIMATE FOR THE SUPPLY AND INSTALLATION OF A 60KVA SOLAR HYBRIDE POWER SYSTEM IN CDENO

SN	Ref	Description	Qty	U.P	Amount
1	42-006-200594	SUPPLY OF 540W MONOCRYSTALLINE SOLAR PANELS	60		
2	42-002-200003	INDUSTRIAL CABLE- CABLERIES OF SENEGAL R2V 3X2,5MM2 100M	4		
3	35-004-200292	STANDARD BATTERY MODULE EASY UPS 3S	10		
4	35-004-200254	SCHNEIDER ELECTRIC SOLAR HYBRID INVERTER HOMAYA PRO S6000 AEH-SP01-S6000W	6		
5	49-009-200052	SUPPORT BOX	3		
6	42-004-200025	SCHNEIDER CIRCUIT BREAKER FOR DIFFERENTIAL CONNECTION 30/40/50/60A,500MA	4		
7	35-004-200160	SURGE PROTECTOR NAGU 8 PORTS WITH USB	4		
8	26-002-200008	CABLES 1" (23MM) 6X19 (7X7+0) S	1		
9	45-004-200223	ALTERS BRACKET 113*54*85 CM (RUI) (78456)	1		
10	09-001-200475	EXT AUTONOM C5 CONTROL PANEL	2		
11	09-001-200094	4-BUTTON IP POE BOX	1		
12	50-006-200006	SWITCH	1		
13	32-003-200003	EXPERT	15		
<b>MONTANT TOTAL HT</b>					
<b>MONTANT VAT (19.25%)</b>					
<b>MONTANT AIR (2.2% OR 5.5%)</b>					
<b>MONTANT NET A PAYER</b>					
<b>MONTANT TTC</b>					
Amt in words:					

