

REPUBLIQUE DU CAMEROUN

PAIX - TRAVAIL - PATRIE

REPUBLIC OF CAMEROON

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MINISTERE DE L'ADMINISTRATION TERRITORIALE

MINISTRY OF TERRITORIAL ADMINISTRATION

REGION DU NORD-UEST

NORTH-WEST REGION

SERVICES DU GOUVERNEUR

GOVERNOR'S OFFICE

## NORTH WEST REGIONAL TENDER'S BOARD

\*\*\*\*\*

### REQUEST FOR QUOTATION

### TENDER FILE

#### REQUEST FOR QUOTATION

N° 015/RQ/GOV-NW/NWRTB/2025 OF THE 19 / JUN /2025  
FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR  
PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF  
COMMERCE (MINCOMMERCE-NW)

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF THE NORTH-WEST REGION

PROJECT OWNER: THE REGIONAL DELEGATE OF COMMERCE (MINCOMMERCE-NW)

FINANCING : MINCOMMERCE PIB - 2025

AUTHORIZATION NUMBER: JAO1988

IMPUTATION: -----

FINANCIAL YEAR 2025

Re B/66/25

## SUMMARY CONTENT OF THE TENDER FILE

DOCUMENT N° I	TENDER NOTICE
DOCUMENT N ° II	RULES OF THE CONSULTATION FILE
DOCUMENT N ° III	MODEL APPENDICES
DOCUMENT N ° IV	DRAFT JOBBING ORDER

# Document N°. 1

## TENDER NOTICE

## TENDER NOTICE

### REQUEST FOR QUOTATION

N° 015/RQ/GOV-NW/NWRTB/2025 OF THE 19:1/2025, FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW)

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

Within the framework of the 2025 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches a **REQUEST FOR QUOTATION FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW)**

**2. Nature of work:**

The work to be done consists of the Supply of Office Equipment

**3. Execution deadline**

The maximum deadline provided by the Delegated Contracting Authority for the execution of the supplies forming the subject of this Invitation to Tender is **Ninety (90) days**.

**4. Lots**

The supply is in one lot.

**5. Estimated cost**

The estimated cost after preliminary studies is 10,100,000 (TEN MILLION ONE HUNDRED THOUSAND) **CFAF ALL TAXES INCLUDED**

**6. Participation and origin**

Participation to this Invitation to tender is opened under the same conditions to all Cameroonian companies and business persons that have proven experience in the field of general supplies and provided they are in compliance with the Cameroonian laws and registered in the COLEPS platform.

**7. Financing**

Works which form the subject of this Invitation to Tender shall be financed by MINCOMMERCE Public Investment Budget for 2025.

**8. Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate financial establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of 202,000 FCFA amount and valid for thirty (30) days beyond the date of validity of bids:



## 9. Consultation of Tender File:

The tender documents are available for consultation at the North West Governor's office during working hours, Room 108 Tel: 233361941 / 652582344 as soon as the notice is published. It can equally be consulted online on COLEPS platform at [www.publiccontracts.com](http://www.publiccontracts.com) or ARMP website at [www.armac.com](http://www.armac.com) as soon as this notice is published.

## 10. Acquisition of Tender File:

The file may be obtained from the Governor's office Room 108, Tel: 233361941/652582344 upon presentation of a receipt showing payment of a non-refundable sum of 18,000 FCFA payable at a public treasury representing the cost of purchasing the tender file. The original copy of this receipt shall be included in the bidder's documents. On procuring the tender documents (DAO), the bidders shall be duly registered with their full addresses including : P.O. Box: Fax: and telephone numbers. It is equally possible to obtain the electronic version of the Tender file by downloading it through the above indicated address.

## 11. Submission of bids:

The submission is done electronically. The bid should be forwarded by the tenderer on the COLEPS platform or any other means of electrical communication indicated by the project owner not later than 09/07/2025 at 11am prompt. A backup copy of the bid registered on USB key should be forwarded in a sealed envelop with the clear and legible indication " backup copy", in addition to the above label, within the allocated deadline.

NB file size and format

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

- 5MB for the Administrative file
- 15MB for the Technical offer
- 5MB for the financial offer

The following formats are acceptable

- PDF format for text documents
- JPEG for images

The applicant shall use compression software to possible reduce the size of the files to be transmitted according to the sizes indicated above.

NB the original of the BIDS should be presented during the online opening session.

**The sealed pack (Backup copy of the bid ) shall bear the following inscriptions**

<< REQUEST FOR QUOTATION N° <sup>015</sup> 015/RQ/GOV-NW/RTB/2025 OF   /  /2025 FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW)>>

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

## 12. Admissibility of bids

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers....) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

## 13. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 09/07/2025 at **12:00 noon** local time, in the conference hall of the Governor's office, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

## 14. Evaluation criteria

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



#### **A. Eliminatory criteria**

1. The Absence or non-conformity of an element in the administrative file not regularized after 48hrs from the opening time;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Absence or insufficient bid bond;
6. Change of quantity or unit and omission of unit price in the financial bid;
7. Suspension from public contracts by MINMAP in 2024
8. Scores of less than **80%** of essential criteria;
9. Incomplete financial file;
10. Non respect of tender model.

#### **B. Essential criteria**

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

N°	Criteria
1	<b>Attestation of solvability</b> of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	<b>Experience of the bidder</b> (01 contract justifying similar supplies and justified by the first and last pages of the contract and the Reception Minutes). Not applicable to new enterprises less than five years.
3	<b>The execution time of Delivery:</b> Not more than 90 days from the date of notification of the Service Order to commence works.
4	<b>Proof of the acceptance of the Contract conditions.</b> The Rules of the Consultation initialled, signed and dated on the last page. The quotations and Technical specifications initialled, signed and dated on the last page
5	Works Director: At least Senior Civil Engineering Technician (HTD or HND, Diploma and CV signed and dated) with 02 years working experience.
6	Furniture Team Head: At least Woodwork or furniture technician (BT-MEB, Diploma and CV signed and dated) with 02 years working experience.

#### **15- Technical Evaluation.**

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Concerning the essential criteria, a minimum of 5/6 positive responses would be needed for a bid to be retained for the financial evaluation.

#### **16- Financial Evaluation.**

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

#### **17. Acceptability of Offers.**

Every bid should, in order not to be rejected, contain a bid bond of **Two Hundred and Two Thousand (202,000) Francs CFA** issued by the caisse de depots et consignations (CDEC) from a bank approved by the Ministry of Finance and which figures in the list of banks in this consultation file for a period of thirty (30) days beyond the validity of the offer.

### 18. Administrative Documents.

The required administrative documents should be, under penalty of being rejected; only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers....) must be produced in accordance with the Special Regulations of the invitation to tender. They must not be older than **Three (3) months** preceding the date of submission of bids or may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

### 19. Engagement Period.

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

### 20. Complementary Information

Complementary technical information may be obtained every day during working hours from the Governor's office North West Region, room 108, Tel: 233361941/ 652582344, within working hours.

Done at Bamenda on 11 JUIN 2025

The Governor North-West Region  
(Delegated Contracting Authority)

#### Copies:

- ARMP BAMENDA
- RD/MINMAP/NW
- RD/MINCOMMERCE/NW
- Chairperson of TB/NW
- Notice Board
- File/archive



**FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL**

*Saidouna Ali*  
Administrateur Civil Principal



## AVIS D'APPEL D'OFFRES

DOSSIER DE CONSULTATION N° <sup>015</sup> /DC/GOV/CRPM-NO/2025 DU <sup>11 JUIN 2025</sup> 2025 POUR L'ÉQUIPEMENTS DU MAGASIN DE STOCKAGE DES PRODUITS INSTRUMENTS DE MESURES SAISIS DE LA DÉLÉGATION RÉGIONALE DU COMMERCE POUR LE NORD-OUEST (MINCOMMERCE-NW).

Financement : Budget d'Investissement Public (MINCOMMERCE) 2025

### 1. Objet de l'Appel d'Offre

Dans le cadre de l'exercice budgétaire 2025, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante Déléguée lance un dossier de consultation Ouvert POUR L'ÉQUIPEMENTS DU MAGASIN DE STOCKAGE DES PRODUITS INSTRUMENTS DE MESURES SAISIS DE LA DÉLÉGATION RÉGIONALE DU COMMERCE POUR LE NORD-OUEST (-NW)

### 2. Consistance des travaux

Les travaux comprennent notamment LA FOURNITURE DES ÉQUIPEMENTS DE MAGASIN DE STOCKAGE.

### 3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **Quatre Vingt Dix (90) jours**.

### 4. Allotissement

Le travail est défini en un lot

### 5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **Dix Million, Cent Mille (10,100,000) FCFA**.

### 6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais.

### 7. Financement

Les travaux objet du présent appel d'offres, sont financés par le Budget d'Investissement Publics MINCOMMERCE du Cameroun de l'exercice 2025, sur la ligne d'imputation budgétaire n° -----

### 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission suivant la prescription de la caisse des dépôts et consignation (CDEC) des Banks agréée par le Ministère en charge des finances qui figure sur la liste dans le dossier de consultation, pièce 8 du DAO, d'un montant de Deux Cent Deux Mille (202,000) franc FCFA et valable pendant trente (30) jours au-delà de la date originale de validité des offres :

### 9. Consultation du Dossier de consultation

Le Dossier peut être consulté en ligne sur la plateforme [www.publiccontracts.com](http://www.publiccontracts.com) du COLEPS ou dans le WEB du l'ARMP, [www.armp.com](http://www.armp.com) dès la Publication du présent avis.



#### 10. Acquisition du de consultation

Le dossier sera obtenu en ligne sur la platform [www.publiccontracts.com](http://www.publiccontracts.com) du COLEPS dès la Publication du présent avis de marché, contre paiement d'une somme non remboursable de **DIX HUIT MILE ) 18,000 Francs CFA** contre quittance de versement au Trésor Public, représentant le coût d'achat du dossier d'appel d'offres.

#### 11. Remise des offres

Chaque offre rédigée en français ou en anglais sera soumise en ligne sur la platform [www.publiccontracts.com](http://www.publiccontracts.com) du COLEPS au plus tard le 09/07/2025 à 11 h 00, heure locale et devra porter l'inscription :

« DOSSIER DE CONSULTATION N° \_\_\_\_/DC/GOV/CPMNW/2025 POUR L'ÉQUIPEMENTS DU MAGASIN DE STOCKAGE DES PRODUITS INSTRUMENTS DE MESURES SAISIS DE LA DÉLÉGATION RÉGIONALE DU COMMERCE POUR LE NORD-OUEST (MINCOMMERCE-NW).  
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

#### 12. Recevabilité des offres

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 une autorité administrative (Préfet, Sous-préfet), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier de consultation sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

#### 13. Ouverture des plis

Les offres seront ouvertes en ligne sur la platform [www.publiccontracts.com](http://www.publiccontracts.com) du COLEPS le 09/07/2025 à 12h00, heure locale, dans la salle de conférence de la Région du Northwest siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

#### 14. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

##### A - Critères éliminatoires

Il s'agit notamment :

- 1- Absence ou non-conformité d'une pièce administrative et non fourni après 48hrs d'ouvertures ;
- 2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 3- Fausses déclarations ou pièces falsifiées ;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire ;
- 5- Absence ou insuffisance de la caution provisoire de soumission ;
- 6- Le changement d'une unité ou d'une quantité et l'omission d'un prix unitaire dans l'offre financière ;
- 7- Suspendu par le MINMAP en 2024
- 8- Le non-respect de 80% des critères essentiels ;
- 9- Offres financière incomplète,
- 10-Non-conformité aux modèles du DAO.

##### B - Critères essentiels

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

L'évaluation de l'offre technique portera sur les critères énoncés dans le tableau ci-dessous, elle se fera de manière positive (OUI) ou négative (NON).

N°	Critères
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1	<b>Attestation de solvabilité</b> d'au moins 80% de l'offre financière (obtenue d'un établissement bancaire agréé par le MINFI).
2	<b>Expérience du soumissionnaire</b> (01 contrat justifiant de la fourniture similaire et justifié par la première et dernière page). Exception des entreprises de moins de cinq ans
3	<b>La durée d'exécution de cette commande :</b> - Pas plus de 90 jours à partir de la date de notification de l'Ordre de Service de commencement de travaux.
4	<b>Preuve de l'acceptation des conditions du Marché.</b> Les Règles de la cotation paraphées et signées à la dernière page. Les Spécifications Techniques paraphées et signées à la dernière page.
5	<b>Chef des Travaux :</b> Au moins Technicien Supérieur de Génie Civil avec 02 ans d'expérience (TSGC or HND, Diplôme et CV signé et daté).
6	<b>Chef d'Equipe des Meubles:</b> Brevet de Technicien en Menuiserie et Ebénisterie avec 02 ans d'expérience (BT-MEB, Diplôme et CV signé et daté)

#### 15- Evaluation technique.

L'évaluation de ces critères se fera de manière purement positive (OUI) ou négative (NON). Quant aux critères essentiels, un minimum de Cinq (05) sur six (06) de réponses positives au total sera requis pour être retenu.

#### 16- Evaluation financière.

Seules les offres de prix des soumissionnaires retenus à l'issue de l'examen des critères éliminatoires et essentiels seront prises en compte pour la suite de l'analyse. Seuls les prix en toutes lettres du bordereau des prix unitaires font foi.

#### 17. Recevabilité des Offres.

Chaque offre devra, sous peine de rejet contenir une Caution de Soumission d'un délai de **trente (30) jours** à compter de la date de remise des offres, délivrée par la caisse des dépôts et consignation (CDEC) des Banks agréée par le Ministère en charge des finances qui figure sur la liste dans le dossier de consultation et dont le montant est de **Deux Cent Deux Mille (202,000) franc CFA**.

#### 18. Pièces Administratives.

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 une autorité administrative (Préfet, Sous-préfet), conformément aux stipulations du Règlement Particulier de Demande de Cotation. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis de Demande de Cotation. 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 une banque de premier ordre agréée par le Ministère chargé des Finances.

#### 19. Délai d'Engagement

Les Soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours à compter de la date limite fixée pour la réception des offres.

#### 20. Renseignements Complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest, dans la salle du porte 108, Tel : 233361941/ 652582344

Fait à Bamenda, le \_\_\_\_\_

11 JUIN 2025

Le Gouverneur du Nord-Ouest  
(Autorité Contractante Déléguée)

FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL

Copie :

- ARMP ;
- DR/MINMAP/NW
- DR/MINCOMMERCE/NW
- Présidents CPM ;
- Affichage.
- Chrono/archive



*Guidouna Ollé*  
Administrateur Civil Principal

**Document N°. 2**

**RULES OF THE CONSULTATION FILE**



## THE TENDER FILE

### **Article 1: Contents of the Tender file**

- 1.1. The tender file shall describe the supplies which is subjected to a certain type of Jobbing Order, laid down by the Request for consultation procedure and conditions specified by the Jobbing Order.
- 1.2. The tender file shall comprise the following documents:
  - a. The letter of invitation to tender,
  - b. Technical description of the Supplies
  - c. The bill of quantities and cost,
  - d. The draft jobbing order,
  - e. The model bid comparison table.
  - f. The model tender
- 1.3 The bidder shall study the instructions, models, conditions and specifications contained in the consultation file.

### **2.2. BID PREPARATION**

### **Article 2: Language**

The bid as well as any correspondence comprising the bid shall be written in English or French.

### **Article 3: Documents that constitute the bid**

The bid presented by the bidders shall comprise the following documents:

**ENVELOPE A:** Containing one original Bound Booklet and four photocopies of the original Bound Booklets comprising the following:

- 1 Declaration of intention to tender. (Stamped with a fiscal stamp of 1500frs)
- 2 A certified copy of a taxpayer's card (Carte du contribuable).
- 3 An Affidavit of non-bankruptcy issued by the competent Court (original).
- 4 Tax conformity certificate
- 5 An attestation issued by the National Social Insurance Fund (original)
- 6 An Original attestation of Bank Account (COBAC affiliated)
- 7 A temporary guarantee deposit for the tender of **Two Hundred and Two Thousand (202,000) Francs CFA** (Bid bond) issued by a first-class bank recognised by COBAC.
- 8 The power of Attorney or "Authorization" where necessary.
- 9 The site location plan of the enterprise.
- 10 Receipt showing amount paid to obtain the Consultation File, issued by the State Treasury.
- 11 A Certificate of Non-Exclusion issued by ARMP.
- 12 Certified copy of certificate of business incorporation.

### **ENVELOPE B: TECHNICAL/FINANCIAL DOCUMENTS**

- B.1** Technical specifications or descriptions
- B.2** A bid letter duly filled, dated and signed with a 1500 FCFA fiscal stamp.
- B.3** The Bill of estimates, entry and Quantities duly filled dated and signed.
- B.4** The draft jobbing order duly filled signed and dated by the bidder.
- B.5** Model Bid comparison table (**see page 21**)
- B.6** Certified true Copies of a past similar contract and reception minute, done by the bidder for the previous past five years. (The members of the North West Regional Tenders Board for any necessary verification can request the originals of these documents). Not applicable to newly created enterprises less than 5 years of age.
- B.7** Description of the items



## **Article 4: Bid**

- 4.1 The Bidder shall specify in the bid the place of delivery and nature of prices  
(a) Exclusive of Value Added Taxes (EVAT) and  
(b) All Taxes and Customs Duties Inclusive (ATI)
- 4.2 The contractor shall complete the Bill of Quantities and Cost provided in the consultation file, the unit prices, the total cost for each work and the execution period for the Jobbing Order.
- 4.3 The contractor shall fill and sign the draft jobbing order.

## **Article 5: Bid Currencies**

Prices shall be written in CFA francs.

## **Article 6: Bid validity period**

Bids shall be valid for ninety (90) days.

## **2.3 SUBMISSION OF BIDS**

### **Article 7: Submission of offers and Opening of Bids**

Envelopes A and B shall be sealed. Each envelope shall be marked "ADMINISTRATIVE DOCUMENTS and FINANCIAL/TECHNICAL OFFER" respectively. The two envelopes shall be placed in a third envelope, sealed and carrying the following inscriptions:

### **REQUEST FOR QUOTATION**

*N° \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).*

**"TO BE OPENED ONLY AT THE TENDER OPENING SESSION"**

### **Article 8: Latest time and date of submission of bids**

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

## **2.4 OPENING AND EVALUATION OF BIDS**

### **Article 9: Opening of bids by the Tenders Board**

- 9.1 The Tenders Board attached to Governor of North West Region (Delegated Contracting Authority) shall open the bids in the presence of representatives of contractors wishing to attend the bid-opening session to hold on the same day as the last day of submission at 11:00 AM prompt.
- 9.2 The Regional Tenders Board shall prepare a report of the bid-opening session.

### **Article 10: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- Study of the compliance of bids, as regards the administrative documents submitted, delivery periods;
- Verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections;
- Assess the number of past supply contract done in the previous years by the bidders and justified with certified true copies of documents requested in **B5 of envelope B**. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.
- Preparation of a summary table of bids.
- Comparison of technical specifications/description



### 10.1-Elimination criteria

1. The Absence or non-conformity of an element in the administrative file not regularized after 48hrs from the opening time;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Absence or insufficient bid bond;
6. Change of quantity or unit and omission of unit price in the financial bid;
7. Suspension from public contracts by MINMAP in 2024
8. Scores of less than **80%** of essential criteria;
9. Incomplete financial file;
10. Non respect of tender model.

### 10.2- Essential Criteria.

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

Nº	Criteria
1	<b>Attestation of solvability</b> of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	<b>Experience of the bidder</b> (01 contract justifying similar supplies and justified by the first and last pages of the contract and the Reception Minutes). Not applicable to new enterprises less than five years.
3	<b>The execution time of Delivery:</b> Not more than 90 days from the date of notification of the Service Order to commence works.
4	<b>Proof of the acceptance of the Contract conditions.</b> The Rules of the Consultation initialled, signed and dated on the last page. The quotations and Technical specifications initialled, signed and dated on the last page
5	Works Director: At least Senior Civil Engineering Technician (HTD or HND, Diploma and CV signed and dated) with 02 years working experience.
6	Furniture Team Head: At least Woodwork or furniture technician (BT-MEB, Diploma and CV signed and dated) with 02 years working experience.

Nº	Criteria	Evaluation	
		Yes	No
1	<b>Attestation of solvability</b> of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).		
2	<b>Experience of the bidder</b> (01 contract justifying similar supplies and justified by the first and last pages of the contract and the Reception Minutes). Not applicable to new enterprises less than five years.		
3	<b>The execution time of Delivery:</b> Not more than 90 days from the date of notification of the Service Order to commence works.		
4	<b>Proof of the acceptance of the Contract conditions.</b> The Rules of the Consultation initialled, signed and dated on the last page. The quotations and Technical specifications initialled, signed and dated on the last page		



5	Works Director: At least Senior Civil Engineering Technician (HTD or HND, Diploma and CV signed and dated) with 02 years working experience.		
6	Furniture Team Head: At least Woodwork or furniture technician (BT-MEB, Diploma and CV signed and dated) with 02 years working experience.		
<b>TOTAL</b>			

### 10.3- Technical Evaluation.

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Concerning the essential criteria, a minimum of 5/6 positive responses would be needed for a bid to be retained for the financial evaluation.

### 10.4 – Financial Evaluation.

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

## 2.5 AWARD OF THE JOBBING ORDER

### Article 11: Award of the jobbing order

The Tender's Board shall propose the award of the Jobbing Order to the bidder whose bid would have been deemed compliant with the provisions of the tender file, the lowest and has the best specifications. **Past experience will be considered as an additional advantage.**

### Article 12: Announcement of award

The Governor of North West shall decide on the award and publish the result of the Jobbing Order in the Contracts Newsletter, through the media and/or by board pasting, stating:

- a) The name of the beneficiary,
- b) The subject of the tender,
- c) The amount of the Jobbing Order.
- d) The delivery deadline.

### Article 13: Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order to be produced at the contractor's cost shall be signed by the Bidder and visa by the Regional Controller of Finance for the North West. Thereafter, the Governor of North West Region, Delegated Contracting Authority shall sign the Jobbing Order and notify it to the contractor who shall be responsible for its registration according to the procedure in force.

### Article 14: Corruption and fraudulent practices

The Chairpersons and Members of Tenders' Board as well as contractors should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State Worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "Fraudulent practices".

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.



REPUBLIQUE DU CAMEROUN

*Paix - Travail - Patrie*

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REGION DU NORD OUEST

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SERVICES DU GOUVERNEUR

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SECRETARIAT GENERAL

\*\*\*\*\*

COMMISSION REGIONAL DE PASSATION

DES MARCHES PUBLICS

\*\*\*\*\*

REPUBLIC OF CAMEROON

*Peace - Work - Fatherland*

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NORTH WEST REGION

\*\*\*\*\*

OFFICE OF THE GOVERNOR

\*\*\*\*\*

GENERAL SECRETARIAT

\*\*\*\*\*

REGIONAL TENDERS' BOARD

\*\*\*\*\*

## REQUEST FOR QUOTATION

N° \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE  
WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR  
PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF  
COMMERCE (MINCOMMERCE-NW).

FUNDING: PIB (MINCOMMERCE) 2025 FINANCIAL YEAR

**DOCUMENT N ° III**  
**MODEL APPENDICES**

Date:

REQUEST FOR QUOTATION

N° \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO FIT  
OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH  
WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

To: The Governor of the North West Region (Delegated Contracting Authority)

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned,  
hereby tender to equip the.....

In accordance with the Request for Quotation and for the sum of .....

(in words) .....(in figures) exclusive of Value Added Tax

and..... (in words) .....(in figures) all Taxes  
inclusive.

If our bid is approved, we undertake to carry out the supplies in accordance with the provisions specified in  
the Bill of Quantities and Cost.

We are bound by the terms of this bid for a period of ninety (90) days from the date fixed for opening of  
bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time  
before the end of this period.

Pending the due preparation and signing of a Jobbing Order, this bid completed by your written acceptance  
and the notification of award of the Jobbing Order, shall serve as a Jobbing Order binding us mutually.

On the .....

Signature.....

Name and capacity of signatory

On behalf of the Candidate



N° \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

Deadline for submission of \_\_\_\_\_

### 3.2- TECHNICAL DESCRIPTION OF SERVICES

#### a) Description of Items

FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

NO	DESIGNATION	U
01	Contract formalities, Transportation and Installation of supplies on site, site cleaning and folding up after work completion.	ls
02	Marking of supply items as (RD/ MINCOMMERCE/NW/PIB 2025/Ref No.-----)	ls
03	Bloc of open wooden Shelves/ hard wood / Iroko / smaller shelves of 30cm high or as required) /Total sizes; 120x60x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon	u
04	Freezer of mark WESCOOL/ 850L BD/BG-850/ imported	u
05	Refrigerator of mark HISENSE/ COMBINE ,02 shutters /Water dispenser / 670 L/ Rate 220-240V / imported	u
06	Office file/document cupboard: hard wood/ Iroko/2 wooden glazed independent shutters at top, 2 independent panel shutters at bottom (Each compartment, subdivided into smaller shelves of 30cm high) /Total sizes; 200x100x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon.	u
07	Voltage regulator; /LIGHT WAVE LW-VADRC-5000VA / imported.	u
08	Multi plug-multimedia protector; (MULTIPRISE MULTIMÉDIA A/PARAFOUDRE) 2X2P + T + 2XRJ, 1,5M, LEGRAND / imported	u
09	Hard Wooden tables with framed glazed top / moulded edges (TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311) / imported	u
10	Current distributor with multiplugs; / LIGHT WAVE EXT-715-2P 5 Plugs/ imported	u

#### b) Consistency of the Project

The project consists of the FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW) (see table of description of quantities and unit cost estimate at annex for details) or contact the contract engineer for more details on the technical characteristics.



N° \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

Deadline for submission of \_\_\_\_\_

### 3.3- BILL OF QUANTITIES AND COST ESTIMATE

#### **FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).**

NO	DESIGNATION	U	Q'TIES	U. PRICE	AMOUNT
01	Contract formalities, Transportation and Installation of supplies on site, site cleaning and folding up after work completion.	ls	1		
02	Marking of supply items as (RD/ MINCOMMERCE/NW/PIB 2025/Ref No.-----)	ls	1		
03	Bloc of open wooden Shelves/ hard wood / Iroko / smaller shelves of 30cm high or as required) /Total sizes; 120x60x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon	u	4		
04	Freezer of mark WESCOOL/ 850L BD/BG-850/ imported	u	2		
05	Refrigerator of mark HISENSE/ COMBINE ,02 shutters /Water dispenser / 670 L/ Rate 220-240V / imported	u	2		
06	Office file/document cupboard: hard wood/ Iroko/2 wooden glazed independent shutters at top, 2 independent panel shutters at bottom (Each compartment, subdivided into smaller shelves of 30cm high) /Total sizes; 200x100x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon.	u	9		
07	Voltage regulator; /LIGHT WAVE LW-VADRC-5000VA / imported.	u	5		
08	Multi plug-multimedia protector; (MULTIPRISE MULTIMÉDIA A/PARAFOUDRE) 2X2P + T + 2XRJ, 1,5M, LEGRAND / imported	u	4		
09	Hard Wooden tables with framed glazed top / moulded edges (TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311) / imported	u	2		
10	Current distributor with multiplugs; / LIGHT WAVE EXT-715-2P 5 Plugs/ imported	u	4		
TOTAL WITHOUT TAXES					-
VAT (19.25%)					-
AIR (5.5% or 2.2 %)					-
TOTAL WITH TAXES					-
NET PAYMENT					-

*This estimate is closed at the sum of "IN WORDS" ("IN FIGURE") Francs CFA (TAXES INCLUSIVE)*

NET PAYMENT.....

REGIONAL TENDER'S BOARD NORTH WEST

REQUEST FOR QUOTATION N° \_\_\_\_\_ / RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_, FOR THE WORK TO FIT  
OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF  
COMMERCE (MINCOMMERCE-NW)

Deadline for submission of bids.....

3.4 BID COMPARISON TABLE

No.	Names of Bidders	Address	Bid Compliance		Supplies		Total Price TTC	Remarks
			Yes	No	Period (time)	Place		
1								
2								
3								
4								

Members of the Tenders Board

Name	Duty	Signature
------	------	-----------



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REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

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NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAT

REGIONAL TENDERS' BOARD

REQUEST FOR QUOTATION

N° \_\_\_\_\_ / RQ / GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO  
FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE  
NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW)

FUNDING: PIB (MINCOMMERCE) 2025 FINANCIAL YEAR.

**DOCUMENT N ° IV**  
**DRAFT JOBBING ORDER**



JOBING ORDER N<sup>o</sup>. \_\_\_\_\_/JO/GOV-NO/RTB/2025 OF \_\_\_\_\_ AWARDED  
FOLLOWING REQUEST FOR QUOTATION

N<sup>o</sup> \_\_\_\_\_/RQ/GOV-NW/RTB/2025 OF THE \_\_\_\_\_ FOR THE WORK TO FIT  
OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH  
WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

CONTRACTOR: .....

ADDRESS: P.O BOX .....

PHONE: .....

Tax Registration N<sup>o</sup>: .....

Tax Payer's No: .....

Bank Account N<sup>o</sup>: .....Branch .....

PURPOSE: .....

PLACE OF DELIVERY

AMOUNT: ..... (inclusive of taxes)

Period of Execution: .....

DELIVERY SITE: .....

Assigned Treasury: .....

FUNDING;

BUDGETARY CHARGE: .....

AUTHORISATION No: .....

CONTRACT MADE on: .....

SIGNED ON: .....

NOTIFIED ON: .....

REGISTERED ON: .....

**BETWEEN**

The State of Cameroon represented by the Governor of North West Region here in after referred to as the Delegated Contracting Authority.

ON THE ONE HAND

**AND**

CONTRACTOR: .....

ADDRESS: P. O BOX .....

PHONE:

Tax Registration N°: .....

Tax Payer's No: .....

Bank Account N°: .....Branch .....

Represented;

Here in after referred to as:

"THE CONTRACTOR"

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:



## CONTENTS

### **CHAPTER 1: GENERAL CONSIDERATIONS**

- ARTICLE 1: PURPOSE OF THE JOBBING ORDER
- ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4: GENERAL TEXTS
- ARTICLE 5: DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6: PERIOD AND PLACE OF SUPPLIES
- ARTICLE 7: RESIDENCE OF THE CONTACTOR.

### **CHAPTER II: PERFORMANCE OF THE JOBBING ORDER**

- ARTICLE 8: CONTRACTOR'S ROLE AND RESPONSIBILITIES
- ARTICLE 9: CONSISTENCY OF SERVICES
- ARTICLE 10: DESCRIPTION OF SUPPLIES
- ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12: ACCEPTANCE OF SUPPLIES
- ARTICLE 13: GUARANTEE
- ARTICLE 14: INSURANCE AND TRANSPORT

### **CHAPTER III: FINANCIAL PROVISIONS**

- ARTICLE 15: GENERAL NOTION AND PRICES
- ARTICLE 16: AMOUNT OF THE JOBBING ORDER
- ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 18: BANK ACCOUNT
- ARTICLE 19: TAXES
- ARTICLE 20: STAMP DUTY AND REGISTRATION

### **CHAPTER IV: MISCELLANEOUS PROVISIONS**

- ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 22: DISPUTES
- ARTICLE 23: CANCELLATION OF THE JOBBING ORDER
- ARTICLE 24: VALIDITY OF THE JOBBING ORDER.
- ARTICLE 25: QUALITY OF ENVISAGE OUTPUT

### **ANNEX**

## **CHAPTER I**

### **GENERAL CONSIDERATIONS**

#### **ARTICLE 1: PURPOSE OF THE JOBBING ORDER**

The purpose of this Jobbing Order is a description of the supplies that shall be given in Article 10 below.

#### **Article 2: PROCEDURE FOR AWARDING THE JOBBING ORDER**

This Jobbing Order is awarded following: -

#### **REQUEST FOR QUOTATION**

N° \_\_\_\_\_/RQ/GOVNW/RTB/2025 OF THE \_\_\_\_\_ *FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).*

#### **Article 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER**

The constituent contractual documents of this jobbing order are in order of priority as follows: -

- The booklet of Special Administrative Clauses;
- The Contractor's Bid and his overall proposal;
- The provisions, which are not repugnant to the booklet of Special Administrative Clauses, mentioned above;
- The descriptive bill of quantities.

#### **Article 4: GENERAL TEXTS**

- The special General Administrative Clauses (CCLS);
- Law No 2024/013 of 23/12/2024 bearing on the finance law of Cameroon for 2025
- The Decree N° 2018/366 of 20 June 2018 bearing on procurement code and its circular;
- Decree n° 2001/048 of 23 February 2001 on the Organization and functioning of the Public contract regulation agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 bearing on the taxation regime for public procurement;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the public Procurement system;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency (ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- Circular No 00013995/C/MINFI of 31/12/2024 bearing the instructions relating to the implementation of the finance law, the monitoring and control of the execution of the budget of the state and other public entities, for the 2025 financial year;
- The Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.
- The present estimate

#### **Article 5: DUTIES OF THE SERVICE HEADS AND ENGINEER**

In pursuance of the provisions of this jobbing order, it shall be specified that

- i. - The delegated contracting authority shall be the **Governor of the North West Region**.  
He ensures the preservation of the originals of contract documents and the transmission of copies to ARMP and other stakeholders through the focal point designated to this effect.
- ii. - The duties of the contract Manager shall devolve on **The Regional Delegate of Commerce (MINCOMMERCE) in the North West Region**. He shall furnish all relevant information within the context of the execution of this contract.



iii. - The duties of the Engineer shall be discharged by the **Regional Delegate for State Property North West.**

He follows up and control the proper execution of the contract in conformity with the technical specifications and bill of quantities through his competent technical service, approves executed jobs and prepare reports concerning the execution of the project.

iv. - The Delegated project owner shall be the **Governor of the North West Region.**

He ensures the respect of the administrative, technical and financial conditions, contractual deadlines for the interest of the project owner at the definition, preparation, execution and acceptance stages.

v. - The contractor shall be [To be specified]

vi. - The authority in charge of ordering payment shall be **Governor of the North West Region**

vii. - The authority in charge of clearance of expenditure shall be the **Regional Finance Controller for North West.**

viii. - The authority in charge of payment shall be the **Treasury Pay Master General Bamenda.**

#### **Article 6: PERIOD AND PLACE OF SUPPLIES**

The supplies period for the equipment shall be fixed at **Ninety (90) days** with effect from the date of notification of this jobbing order.

#### **Article 7: RESIDENCE OF THE CONTRACTOR**

The Contractor's main residence shall be:

At:

P.O. BOX:

TEL:

FAX: .....All notifications to him shall validly be forwarded to this address.

### **CHAPTER II**

#### **PERFORMANCE OF THE JOBBING ORDER**

#### **Article 8: ROLE AND RESPONSIBILITY OF THE CONTRACTOR**

The contractor has as mission to effect the supplies as described in Article 10 under the control of the reception commission members and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

#### **Article 9: CONSISTENCY OF SERVICES**

The services of the Contractor shall comprise the **WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW)..**

#### **Article 10: DESCRIPTION OF SUPPLIES AND COST ESTIMATE**

The services shall include the descriptions listed in the table of Bill of Quantities and cost estimates below:

##### **a) Unit Prize Schedule**

*FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS  
SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE  
(MINCOMMERCE-NW)..*

NO	DESIGNATION	UNIT	UNIT PRICE	
			IN FIGURES	IN WORDS
01	Contract formalities, Transportation and Installation of supplies on site, site cleaning and folding up after work completion.	Is		
02	Marking of supply items as (RD/ MINCOMMERCE/NW/PIB 2025/Ref No.-----)	Is		



03	Bloc of open wooden Shelves/ hard wood / Iroko / smaller shelves of 30cm high or as required) /Total sizes; 120x60x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon	u		
04	Freezer of mark WESCOOL/ 850L BD/BG-850/ imported	u		
05	Refrigerator of mark HISENSE/ COMBINE ,02 shutters /Water dispenser / 670 L/ Rate 220-240V / imported	u		
06	Office file/document cupboard: hard wood/ Iroko/2 wooden glazed independent shutters at top, 2 independent panel shutters at bottom (Each compartment, subdivided into smaller shelves of 30cm high) /Total sizes; 200x100x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon.	u		
07	Voltage regulator; /LIGHT WAVE LW-VADRC-5000VA / imported.	u		
08	Multi plug-multimedia protector; (MULTIPRISE MULTIMÉDIA A/PARAFoudre) 2X2P + T + 2XRJ, 1,5M, LEGRAND / imported	u		
09	Hard Wooden tables with framed glazed top / moulded edges (TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311) / imported	u		
10	Current distributor with multiplugs; / LIGHT WAVE EXT-715-2P 5 Plugs/ imported	u		

**b) Quantities and Cost Estimate**

*FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).*

NO	DESIGNATION	U	Q'TIES	U. PRICE	AMOUNT
01	Contract formalities, Transportation and Installation of supplies on site, site cleaning and folding up after work completion.	ls	1		
02	Marking of supply items as (RD/ MINCOMMERCE/NW/PIB 2025/Ref No.-----)	ls	1		
03	Bloc of open wooden Shelves/ hard wood / Iroko / smaller shelves of 30cm high or as required) /Total sizes; 120x60x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon	u	4		
04	Freezer of mark WESCOOL/ 850L BD/BG-850/ imported	u	2		
05	Refrigerator of mark HISENSE/ COMBINE ,02 shutters /Water dispenser / 670 L/ Rate 220-240V / imported	u	2		
06	Office file/document cupboard: hard wood/ Iroko/2 wooden glazed independent shutters at top, 2 independent panel shutters at bottom	u	9		



	(Each compartment, subdivided into smaller shelves of 30cm high) /Total sizes; 200x100x45cm/ use mitre and mortise & tenon joints for frames with glue/ clear varnish finish. made in Cameroon.				
07	Voltage regulator; /LIGHT WAVE LW-VADRC-5000VA / imported.	u	5		
08	Multi plug-multimedia protector; (MULTIPRISE MULTIMÉDIA A/PARAFoudre) 2X2P + T + 2XRJ, 1,5M, LEGRAND / imported	u	4		
09	Hard Wooden tables with framed glazed top / moulded edges (TABLE EN BOIS MASSIF AVEC MOTIF D'OREE ET SURFACES DE VERRE MODELE T311) / imported	u	2		
10	Current distributor with multiplugs; / LIGHT WAVE EXT-715-2P 5 Plugs/ imported	u	4		
	<b>TOTAL WITHOUT TAXES</b>				-
	<b>VAT (19.25%)</b>				-
	<b>AIR (5.5% or 2.2 %)</b>				-
	<b>TOTAL WITH TAXES</b>				-
	<b>NET PAYMENT</b>				-

*This estimate is closed at the sum of "IN WORDS" ("IN FIGURE") Francs CFA (TAXES INCLUSIVE)*

#### **Article 11: DOCUMENTS TO BE FURNISHED BY THE CONTRACTOR**

- a) Within a maximum deadline of *fifteen (15) days* from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in *six (6)* copies for the approval of the *project owner after the endorsement of the Contact Engineer* the execution programme of the works. This programme shall be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of reception with:

- Either the indication "GOOD FOR EXECUTION";
- Or the indication of their rejection including the reasons for the said rejection.

The Contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Project Owner does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule. The Contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the Contractual programme upon receiving the approval of the Project engineer. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.



## Article 12: RECEPTION OF WORKS

### 12.1 Technical Reception

Before the acceptance of the works the Contractor shall ask in writing to the Contract Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

- Qualitative and quantitative evaluations of the different supplies that have been executed.
- Findings and statement of the unexecuted task envisaged in the present contract.
- Findings on the quantity of supplies that have been effectively realized
- Findings relative to the completion of the supplies

These operations shall be subject to a site report drawn up on the field, signed by the following.

- The Contract Engineer .....Secretary
- The Stores Accountant of the Authorizing Officer.....Member
- The Representative of RD-MINMAP-NW.....Observer
- The Contractor.....Member

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the reception. The Engineer shall fix the reception date in collaboration with the chief of service for the Contract.

### 12.2 Final Reception

Before the final acceptance of the supplies, the Contractor shall ask in writing to the project owner with attachments of the technical Reception report, to organize a site visit for Final acceptance. The operations of this visit shall be the same as that of the technical Reception.

The Project Owner or contract Manager shall fix the date for the Final reception of the supplies to be effected in the presence of the contractor by a commission composed of:

- The Delegated Project Owner .....Chairman
- The contract manager.....Member
- The Contract Engineer.....Secretary
- The Stores Accountant of the Authorizing Officer .....Member
- The Representative of RD-MINMAP-NW.....Observer
- The Contractor.....Observer

They shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of acceptance.

Where the supplies do not conform, the contractor shall be requested to correct them and call for a technical reception team for up-liften of reserves at his own cost.

Where the supplies conform, the commission shall rule for acceptance. An acceptance report will then be prepared and shall be signed by all the members of the commission and the contractor. Such report shall be drawn up to highlight that the Jobbing Order has been executed in compliance with the contractual clauses.

## Article 13: GUARANTEE

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the supplies shall be borne by the contractor within a period of **six (06) months** from the date of reception.

## Article 14: INSURANCE

Hazards of whatever nature during realisation of the works must be covered by an insurance policy taken by the contractor.

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

The insurance must represent 110% (one hundred and ten percent) of the CIF value, including war and strikes, in a freely convertible currency. The beneficiary is the **Authorizing officer**.



## **CHAPTER III**

### **FINANCIAL PROVISIONS**

#### **Article 15: GENERAL NOTION AND PRICES**

The contractor shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this jobbing order shall be final and not subjected to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of all taxes.

#### **Article 16: AMOUNT OF THE JOBBING ORDER**

The total amount of this jobbing order stands at .....CFAF inclusive of taxes  
(amount in words)

#### **Article 17: TERMS AND CONDITIONS FOR PAYMENT**

##### **17.1 Advance payment**

Upon notification of the contractor, an advance payment corresponding to an amount not exceeding 40% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request.

This advance payment shall be guaranteed 100% (one hundred percent) by a first-class bank approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon acceptance of all the supplies which were the purpose of the jobbing order.

##### **17.2: Scheduling payments**

Payments shall be made in total or in proportion to the services performed and deduction made from the advance payment.

The Contractor shall be paid upon presentation of minutes of reception of the supplies.

#### **Article 18: BANK DOMICILIATION**

The Project Owner or Contract Manager shall pay all sums owed for the execution of this jobbing order by Bank transfer to Account N<sup>o</sup>.....at.....in the name of.....

#### **Article 19: TAXES**

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

The Value Added Tax shall be borne by the Project Owner or Contract Manager.

#### **Article 20: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this jobbing order shall be stamped and registered by the contractor at his cost in accordance with the regulations in force.

## **CHAPTER IV**

### **MISCELLANEOUS PROVISIONS**

#### **Article 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Copies of this jobbing order shall be produced at the expense of the contractor and circulated to the various Stakeholders.

#### **Article 22: DISPUTES**

Any dispute arising between the contracting parties shall be a subject of amicable direct negotiation.

Failing an amicable settlement, the competent court in Bamenda shall pass the final verdict of any dispute stemming from this jobbing order.

#### **Article 23: CANCELLATION OF THE JOBBING ORDER**

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

**Article 24: VALIDITY OF THE JOBBING ORDER**

This Jobbing Order shall be valid only after its signature by the Delegated Contracting Authority and shall become enforceable only after its notification to the Contractor.

**Article 25: QUALITY OF ENVISAGE OUTPUT:**

The qualities of the envisage products ranges from locally made to imported finished goods ready for use with sample photos of their production presented to the engineer for confirmation before the supply proper is done.



AWARDED AFTER:

WITH THE COMPANY: .....

FOR THE SUPPLY OF: .....

AMOUNT OF THE JOBBING ORDER: ..... EXECUTION TIME: **Three (03) months.**

**READ AND APPROVED**

(Place and date of signature) .....

<p>THE CONTRACTOR</p> <p>SIGN: _____</p>	<p>THE DELEGATED CONTRACTING AUTHORITY</p> <p>SIGN: _____</p>
<p>REGISTRATION</p>	

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

## I- BANK

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. Banque of Africa Cameroon (BOA Cameroon)
15. Crédit Communautaire d'Afrique (CCA Bank)
16. Banque Cameroonnaise des Petites et Moyennes Entreprises (BC-PME)

## II- INSURANCE COMPANIES

17. Chanas Insurance
18. Activa Insurance
19. Zenithe Insurance
20. SAAR Insurance.
21. Area Insurance
22. Atlantique Insurances SA
23. Beneficia General Insurance
24. CPA SA
25. NSIA Insurance
26. SAHAM Insurance
27. PRO ASSUR SA



## ANNEX

## **MODEL FORMS TO BE USED BY THE BIDDERS**

Annex No. 1: Model bid bond

Model No. 2: Model final bond

Model No. 3: Model of start-off advance bond

Model No. 4: Model retention fund

Annex No. 5: Attestation of site visit

Annex No. 6: Model Declaration of Intention to Tender

Annex No. 7; Model Sub Details of Prizes



## ANNEX No. 1: Model Bid Bond

Addressed to [indicate the Contracting Authority and his address] "Delegated Contracting Authority"

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for [recall the subject of the Invitation to Tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Delegated Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the Contract by the Delegated Contracting Authority during the validity period:

- Fails or refuses to sign the Contract, even though required to do so;
- Fails or refuses to furnish the final bond for the Contract (final bond) as provided for by the Contract;

We pledge to pay to the [Delegated Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the first written request, without the Delegated Contracting Authority having to justify his request, given, however, that in his request the Delegated Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall enter into force from the date of signature and from the date set by the Delegated Contracting Authority for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the Delegated Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

[Bank's signature]

## ANNEX No. 2: Model final bond

Bank:  
Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the Contract referred to as "the Contract", to carry out *[indicate the nature of the works]*.

Whereas it is stated in the Contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5%]* of the amount of the corresponding portion of the Contract, as guarantee of the execution of his full obligations in accordance with the terms of the Contract,

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*  
represented by \_\_\_\_\_ *[name of signatories]*,  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Contractual commitments within the meaning of the Contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]*.

We agree that no change or addendum or any other amendment to the Contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force upon signature and notification of the Contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment made by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

*[Signature of the bank]*

### **ANNEX No. 3: Model of start-off advance bond**

Bank: reference, address \_\_\_\_\_



We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner  
[address of the Project Owner]  
(the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the Invitation to Tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of Contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

#### **ANNEX No. 4: Model of performance bond (Retention fund)**

Bank: \_\_\_\_\_

Reference of the bond: No \_\_\_\_\_

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ *name and address of Supplier*] hereinafter referred to "the Contractor", pledged, in execution of the Contract, to carry out the works of *[indicate the subject of the works]*

Whereas it is stipulated in the Contract that the retention fund fixed at *[percentage below 10 % to be specified]* of the amount of the Contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,  
We, \_\_\_\_\_ *[name and address of the bank]*,  
Represented by \_\_\_\_\_ *[names of signatories]* and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of \_\_\_\_\_  
*[in figures and letters]* corresponding to *[percentage below 10 % to be specified]* of the Contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Contractor has not fulfilled his Contractual obligations or is indebted to the Project Owner within the meaning of the Contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to *[percentage below 10 % to be specified]* of the total amount of the works featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby incline by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.  
This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

*[Signature of the bank]*

## ANNEX No. 5: Model Attestation of Site Visit

I the undersigned Mr./Mrs./Miss..... Works Director of the  
Company:..... *(Name of Enterprise)*,



Confirm that

I have actually visited the site which is going to receive the items relative to REQUEST FOR QUOTATION N° \_\_\_\_/RQ/GOV-NW/RTB/2025 OF \_\_\_\_/\_\_\_\_/2025 FOR THE WORK TO FIT OUT AND EQUIP STORAGE FACILITIES FOR PRODUCTS SEIZED BY THE NORTH WEST REGIONAL BRIGADE OF COMMERCE (MINCOMMERCE-NW).

I declare:

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

THE GENERAL MANAGER OF THE ENTERPRISE \_\_\_\_\_

SIGN \_\_\_\_\_

DATE \_\_\_\_\_

(STAMP)

#### ANNEX No. 6: Model Declaration of Intention to Tender

I the under signed \_\_\_\_\_ (name) Nationality \_\_\_\_\_

Function \_\_\_\_\_ (manager or director) of the \_\_\_\_\_ (enterprise)  
 Acknowledged having received the \_\_\_\_\_ (Tender File or Request for  
 Quotation) No \_\_\_\_\_ (reference) of \_\_\_\_\_ (date)  
 For The \_\_\_\_\_ (subject) And hereby  
 declare my intention to tender for the aforementioned project.

DONE IN \_\_\_\_\_

BY \_\_\_\_\_

ON \_\_\_\_\_

SIGN \_\_\_\_\_

#### ANNEX No. 7; Model Sub Details of Prizes

##### A) For Equipment

Description	Buying price	Transportation	Cost of the command	Delivery cost	Profit margin	Unit price WHOVAT
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