

FC: 016/25/SAS/Con/CRR/NW  
REPUBLIQUE DU CAMEROUN  
PAIX - TRAVAIL - PATRIE

REPUBLIC OF CAMEROON  
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DAO

MINISTERE DE L'ADMINISTRATION TERRITORIALE

MINISTRY OF TERRITORIAL ADMINISTRATION

REGION DU NORD-OUEST

NORTH-WEST REGION

SERVICES DU GOUVERNEUR

GOVERNOR'S OFFICE

## NORTH WEST REGIONAL TENDER'S BOARD

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### REQUEST FOR QUOTATION

### TENDER FILE

REQUEST FOR QUOTATION  
N° 018/RQ/GOV-NWR/NWRTB/2025 OF 25 JUN 2025 /2025  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE  
INTEGRATED HEALTH CENTRE (IHC) ANDEK, NGIE SUB  
DIVISION IN MOMO DIVISION NORTH WEST REGION BY  
EMERGENCY PROCEDURE

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF THE  
NORTH WEST REGION

PROJECT OWNER: THE REGIONAL DELEGATE OF MINEPAT NORTH WEST

FINANCING: PPRD-NW/SW BUDGET - 2025

AUTHORIZATION NUMBER:

IMPUTATION: 59 B1 976 02 650001 524412

FINANCIAL YEAR 2025

Re 25/06/25

## SUMMARY CONTENT OF THE TENDER FILE

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

# **Document N°. 1**

## **TENDER NOTICE**

## TENDER NOTICE

### REQUEST FOR QUOTATION

N° 013/RQ/GOV-NWR/NWRTB/2025 OF \_\_\_\_/\_\_\_\_/2025  
**FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE IHC ANDEK, NGIE  
SUB DIVISION IN MOMO DIVISION NORTH WEST REGION BY  
EMERGENCY PROCEDURE**

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

Within the framework of the PPRD-NW/SW Budget for 2025, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches a Request for Quotation **for the Supply of Medical Equipment to the IHC Andek, Ngie Subdivision, Momo Division, North West Region by Emergency Procedure**

LOT	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
SINGLE	SUPPLY OF MEDICAL EQUIPMENT TO IHC ANDEK	20 000 000F CFA	400 000F CFA	34 000

2. **Nature of work:**

The work to be done consists of the supply of medical equipment to the Integrated Health Centre Andek, Ngie Sub-Division, Momo Division North West Region.

3. **Execution deadline**

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

4. **Lots**

The supply is in one lot.

5. **Estimated cost**

The estimated cost after preliminary studies is **twenty million (20 000 000) CFAF**

6. **Participation and origin**

Participation in this Request for Quotation is open to all registered and qualified enterprises of the Republic of Cameroon, with the necessary financial capability, technical and professional expertise in Supplies (especially Medical Equipment) who are registered in the COLEPS Platform or ARMP website at [www.armacm.com](http://www.armacm.com)

7. **Financing**

Supplies which form the subject of this Request for Quotation shall be financed by the PPRD-NW/SW Budget for 2025, Imputation No 59 B1 976 02 650001 524412.



**8. Bid bond**

The bidder must include in his administrative documents, a bid bond that respects the model of this tender file, issued by a banking establishment approved by the Ministry in charge of Finance at an amount of 400,000 FCFA (Four Hundred Thousand CFA). Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided. The validity period for the Bid Bond shall be 30 days

**9. Consultation of Tender File:**

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

**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 34,000 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), bidders shall be duly registered with their full addresses indicating: 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 ARMP website at [www.armac.com](http://www.armac.com) any other means of electrical communication indicated by the project owner not later than ~~23~~<sup>2018</sup>---/07---/ 2025 at 11am prompt. A backup copy of the bid registered on USB key should be forwarded in a sealed envelope 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 possibly 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>018</sup> /RQ/GOV-NWR/NWRTB/2025 OF \_\_\_/\_\_\_/2025  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE IHC ANDEK, NGIE SUB DIVISION IN MOMO DIVISION  
NORTH WEST REGION BY EMERGENCY PROCEDURE>>  
**"To be opened only during the bid-opening session"**

**12. Admissibility of bids**

At the risk of being rejected, all documents shall be originals or certified true copies by the authorized issuing service or administrative authorities (Senior Divisional Officers, Divisional Officers) presented in accordance with the Special Regulations of this invitation to tender. None of these should be more than three (3) months old as from the date of submission of offers, without double certification and not falsified. These shall be separated by coloured separators from each other. Any bid that shall not be in conformity with the prescriptions of this notice and tender file shall be declared inadmissible.

NB: The successful bidder shall during site installation present the originals of the respective documents for strict verification of their authenticity.



### 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 23/07/2025 at **12:00 noon** local time, in the conference hall of the regional Tenders' Board, 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. Failure to produce or replace an element of the administrative file other than the bid bond within forty-eight hours in the case of absence or non-conformity of this document;
2. Deadline for delivery higher than prescribed
3. False declaration or falsified documents
4. Absence or insufficient bid bond
5. A bid with an external envelope carrying a sign or mark leading to the identification of the bidder
6. Incomplete financial file
7. Change of quantity or unit
8. Non respect of 85% of essential criteria
9. Offer above the provisional amount
10. Suspension from public contracts by MINMAP in 2024
11. 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 Jobbing Order justifying similar supplies and justified by the first and last pages of the Jobbing Order and the Reception Minutes).
3	<b>The execution time of this Delivery</b> is fixed at: 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 Laboratory Technician (HPD or HND, Diploma and CV signed) with 02 years working experience
6	Electronics Team head: At least Electrical technician (BT-EE, Diploma and CV signed and dated) with 02 years working experience
7	Furniture Team Head: At least Woodwork 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). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of six (06) on seven (07) 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. Administrative Documents.

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

## 18. AWARD OF JOBBING ORDER.

The Jobbing Order shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest realistic bid and technical quality. (See article 33 of the public contracts code)

## 19 – VALIDITY OF BIDS:

Bidders will remain committed to their bids which shall be valid for a period of ninety (90) days with effect from the deadline for the submission.

## 20 – COMPLEMENTARY INFORMATION:

Complementary technical information may be obtained during working hours from the Governor's office for the North West Region in Bamenda room 108, TEL: 233361941/652582344

Done at Bamenda on 25 JUN 2025

The Governor North-West Region  
(Delegated Contracting Authority)

### Copies:

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



FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL

*Saidouna Ali*  
Administrateur Civil Principal



REPUBLIQUE DU CAMEROUN

PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD-OUEST

SERVICES DU GOUVERNEUR

REPUBLIC OF CAMEROON

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MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

## AVIS D'APPEL D'OFFRES

DOSSIER DE CONSULTATION N° 018/DC/GOV-RNO/CRPM-RNO/2025 DU \_\_\_ /\_\_\_ 2025 POUR LES TRAVAUX DE FOURNITURE DES ÉQUIPEMENTS MÉDICAUX AU CENTRE DE SANTE INTÉGRÉ DE ANDEK, ARRONDISSEMENT DE NGIE, DÉPARTEMENT DE LA MOMO DU NORD OUEST EN PROCÉDURE D'URGENCE.

Financement : BUDGET DE PPRD- NO/SO 2025

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

Dans le cadre de l'exercice budgétaire de PPRD-NO/SO 2025, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante Déléguée lance un Appel d'Offres pour les travaux de Fourniture des Equipements médicaux au centre de sante intégré Andek, arrondissement de Ngie, Département De La Momo Du Nord-Ouest en Procédure D'urgence.

LOT	Projet	Coût estimatif du projet	Cautionnement de Soumission	Frais d'appel d'offres
01	Fourniture des Equipements médicaux au centre de sante intégré Andek,	20 000 000F CFA	400 000F CFA	34 000

### 2. Consistance des travaux

Les travaux comprennent notamment la fourniture des équipements médicaux au centre de sante intégré Andek dans l'arrondissement de Ngie, Département De La Momo Du Nord-Ouest.

### 3. Délais d'exécution

Le délai maximum prévu par 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 **Vingt Million (20 000 000) FCFA**.

### 6. Participation et origine

La participation est ouverte aux entreprises de droit camerounais.

La participation à cette consultation est ouverte à tous les immatriculés du Cameroun, disposant des capacités financières, techniques et nécessaires (domaine de la fourniture notamment des équipements médicaux).

Qui est enregistré sur la plateforme de COLEPS or ARMP website at [www.arpmp.com](http://www.arpmp.com)



## 7. Financement

Les travaux objet du présent consultation sont financés par la budget de PPRD- NO/SO 2025, sur la ligne d'imputation budgétaire No 59 B1 976 02 650001 524412.

## 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 07 du DAO, de montant de 400 000 FCFA et valable pendant trente (30) jours au-delà de la date originale de validité des offres :

## 9. Consultation du Dossier d'Appel d'Offres

Le document d'appel d'offres sont disponibles pour consultation au bureau du Gouverneur du Nord-Ouest pendant les heures ouvrables. Porte 108, Tel: 233361941/652582344

## 10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables aux services du Gouverneur du Nord-Ouest, dès Publication du présent avis, contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de 34,000 (vingt Six Mille) Francs CFA.

## 11. Mode De Soumission

Les offres se font par voie électronique

## 12. Soumission Des Offres

Les soumissions est faite électroniquement. Les offres sont fournies sur la plateforme de COLEPS ou sur toute autres voies de communication électronique endiguée par le maitre d'ouvrage avant la date du ----- /-----/2025 à 11 heures précises.

Les offres administratif, techniques et financiers (Backup) fournies également à la même date et à la même heure

NB taille et format

- 5MB pour les documents administratifs
- 15MB pour les documents en techniques
- 5MB pour les documents financiers

Les soumissionnaires droit utiliser l'application devant les permettre de réduire les offres produites

NB les documents originaux doivent être présent du cours de la phase d'ouverture des offres

L'emballage cellé (backup d'offres) portera les inscriptions suivantes

«DOSSIER DE CONSULTATION N° <sup>018</sup> /DC/GOV-RNO/CRPM-RNO/2025 DU \_\_ /\_\_ 2025 POUR LES TRAVAUX DE FOURNITURE DES ÉQUIPEMENTS MÉDICAUX AU CENTRE DE SANTE INTÉGRÉ DE ANDEK ARRONDISSEMENT DE NGIE, DÉPARTEMENT DE LA MOMO DU NORD OUEST EN PROCÉDURE D'URGENC »

## 13. 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 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.

## 14. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le \_\_/\_\_/2025 à 12h00, heure locale, dans la salle de conférence de la Commission de Passation de Marchés siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

## 15. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

### A - Critères éliminatoires

Il s'agit notamment:

- 1- Défaut de production ou de remplacement d'un élément du dossier administrative en d'hors de cautionnement de soumission dans les quarante-huit heures en cas d'absence ou de non-conformité de ce document.
- 2- Délai de livraison supérieur à celui prescrit
- 3- Fausse déclaration ou documents falsifiés
- 4- Absence ou insuffisance de cautionnement de soumission
- 5- Une offre avec une enveloppe extérieure portant insigne ou une marque permettant l'identification de l'enchérisseur
- 6- Dossier financier incomplet
- 7- Changement de quantité ou d'unité
- 8- Non-respect de 85% des critères essentiels
- 9- Offre supérieure au montant provisoire
- 10- Suspension des marchés publics par MINMAP en 2024
- 11- Non-respect du modelé d'appel d'offres

### 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
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).
3	<b>La durée d'exécution de cette commande</b> est 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 Marche.</b> Le Règlement de la consultation paraphe, signe et date en dernière page. Les devis et les spécifications techniques paraphes, signes et dates en dernière page
5	Directeur des travaux : au moins Technicien Supérieur de Laboratoires (HPD ou BTS, Diplôme et CV signes et Date) avec 02 ans d'expériences professionnelle
6	Chef d'équipe Electronique: Au moins Electricien (BT-EE, Diplôme et CV signes et dates) avec 02 ans d'expériences professionnelle
7	Chef d'équipe mobilier : Au moins Technicien en menuiserie (BT-MEB, Diplôme et CV signes et dates) avec 02 ans d'expériences professionnelle
<b>TOTAL</b>	



### 15- Evaluation technique.

L'évaluation de ces critères se fera de manière purement positive (OUI) négative (NON) lors de l'examen des critères éliminatoires entraîne la di critères essentiels, un minimum de 85% de réponses positives au total ser

### 16- Evaluation financière.

Seules les offres de prix des soumissionnaires retenus à l'issue de l'examen essentiels seront prises en compte pour la suite de l'analyse. Seuls les prix , prix unitaires font foi.

### 17. Recevabilité des Offres.

Chaque offre devra, sous peine de rejet contenir une Caution de Soumission compter de la date de remise des offres, délivrée par un établissement bancaire montant est de **Quatre cent mille (400 000) de Francs 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

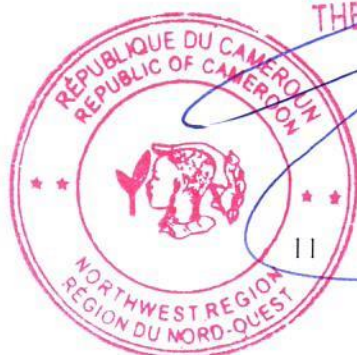
Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest.

Fait à Bamenda, le 25 JUIN 2025

Le Gouverneur du Nord-Ouest  
(Autorité Contractante Déléguée)

#### Copie :

- ARMP ;
- RD/MINEPAT/NW
- RD/MINMAP/NW
- Présidents CPM ;
- Affichage.
- Chrono/archive



FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL

*Saidouna Ali*  
Administrateur Civil Principal

**Document N°. 2**  
**RULES OF THE CONSULTATION**  
**DOCUMENT**



## THE TENDER FILE

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

- 1.1. The tender file shall describe the supply 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 Request for Quotation.
  - 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: Administrative Document**

- 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 **Four hundred thousand (400 000) CFA francs** (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 and attestation 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 22**)
- B.6** Certified true Copies of a past similar Jobbing Order and reception minute with amount more than 5,000,000 FCFA or less than 25,000,000 FCFA done by the bidder for the 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, initialled on all the pages, signed and dated on the last page.

#### **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° 013 /RQ/GOV-NWR/NWRTB/2025 OF  
25 JUN 2025 FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE  
INTEGRATED HEALTH CENTRE ANDEK, NGIE SUB DIVISION, MOMO DIVISION  
IN THE NORTH WEST REGION BY EMERGENCY PROCEDURE  
"TO BE OPENED ONLY AT THE TENDER OPENING SESSION"***

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

The original 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 12:00 noon 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 to 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 Jobbing Order done in the previous years by the bidders and justified with certified true copies of documents requested in **B6 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. Deadline for delivery higher than prescribed;
2. False declaration or falsified documents;
3. Absence or insufficient bid bond;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Incomplete financial file;
6. Change of quantity or unit;
7. Non respect of **85%** of essential criteria;
8. Non completion of any project in the previous years in the North West Region and suspended by MINMAP in 2024.

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

### C. Essential criteria

### 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).

N°	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).		
3	<b>The execution time of this Delivery</b> is fixed at: 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 Laboratory Technician (HPD or HND, Diploma and CV signed) with 02 years working experience		
6	Electronics Team head: At least Electrical (BT-EE, Diploma and CV signed and dated) with 02 years working experience		
7	Furniture Team Head: At least Woodwork 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). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of 85% 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 specification. **Past experience will be considered as an additional advantage.**

### **Article 12: Announcement of award**

The Governor of the North West Region 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 the 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 the Suppliers 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 Supplier under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "Fraudulent practices".

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



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

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COMMISSION REGIONAL DE PASSATION  
DES MARCHES PUBLICS

\*\*\*\*\*

REPUBLIC OF CAMEROON  
*Peace - Work - Fatherland*

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NORTH WEST REGION

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OFFICE OF THE GOVERNOR

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GENERAL SECRETARIAT

\*\*\*\*\*

REGIONAL TENDERS' BOARD

\*\*\*\*\*

**REQUEST FOR QUOTATION**

N° 018 /RQ/GOV-NW/NWRTB/2025 OF 25 JUN 2025 FOR THE SUPPLY OF  
MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH CENTER ANDEK,  
NGIE SUB DIVISION MOMO DIVISION, NORTH WEST REGION BY  
EMERGENCY PROCEDURE

**FUNDING: PPRD –NW/SW BUDGET 2025 Financial Year**

LOT	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
SINGLE	SUPPLY OF MEDICAL EQUIPMENT	20 000 000F CFA	400 000F CFA	34000

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

### 3.1 BID LETTER

Date:

REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NW/NWRTB/2025 OF \_\_\_\_\_ FOR THE  
SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH CENTER ANDEK NGIE  
SUB DIVISION, MOMO DIVISION, NORTH WEST

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 thirty (30) 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





REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NWR/NWRTB/2025 OF \_\_\_\_\_ FOR THE  
SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH CENTER ANDEK, NGIE  
SUB DIVISION, MOMO DIVISION, NORTH WEST REGION BY EMERGENCY PROCEDURE

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

### 3.2- TECHNICAL DESCRIPTION OF SERVICES

#### a) Description of Items

THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTERGRATED HEALTH CENTER ANDEK,  
NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION BY EMERGENCY PROCEDURE

#### QUANTITIES AND COST ESTIMATE FOR EQUIPMENT TO IHC ANDEK, NGIE SUB DIVISION, MOMO DIVISION, NORTH-WEST REGION

NO	DESIGNATION	U	QTY	U.P	TOTAL PRICE
A	<b>PRELIMINARY, DURING AND AFTER WORKS</b>				
1	Documentation and contracting formalities	Item	1		
2	Transportation and installation	Item	1		
B	<b>FURNITURE EQUIPMENT</b>				
3	Delivery Bed	U	2		
4	Examination bed	U	1		
5	Metallic hospitalization bed; Adjustable + Rolling legs + XKBIE table	U	6		
6	Matrasses / MS/90X190X15CM/ in leather clothing	U	6		
7	Trolley (INOX)	U	2		
8	Drip Stand	U	6		
9	Stretcher	U	2		
10	Visitor's chairs of good quality / Hard wood or metallic / Joinery framed / material or leather on foam seat / locally made or imported	U	3		
11	Medium office chairs of semi leather clothing/ mobile and adjustable seat / black/ vinyl rolling legs / arms/ imported or locally made of similar – higher quality	U	1		
12	Working tables of good quality / Hard wood / with Drawer/ Joinery framed/ locally made/ Clear vanish finish / 1.80m long	U	4		
13	Table chairs of good quality / Hard Wood / Joinery framed/ material or leather on foam seat and back rest / Arms/ locally made / Clear vanish finish	U	4		
C	<b>IT AND POWER EQUIPMENT</b>				
14	Current backup ONDULEUR APC 1100VA BACKUPS	U	1		
15	Light wave digital Automatic voltage regulator / convertor 3000VA	U	2		
16	Surge protector distributor ; nagu /6 current socket with 4 USB sockets	U	2		
17	Canon PIXMA G3411 color printer / wireless / All	U	1		



	in one/ Refillable ink tanks / or similar quality				
18	Complete Desktop Computer / 3.2GHZ/ 500 GB HD/4GB Ram/CD-DVD RW/Windows 10/21 inches screen / core i5 or i7 including all installation accessories	U	1		
19	Flat screen television LG / UHD/ SMART: 50 UP 7550 PVG 50"	U	1		
20	Generator SDMO/ Petro / 220V. 50HW. 3.0KW. Max out power 3.75KVA	U	1		
D	<b>INSTRUMENTS AND UTENSILS</b>				
21	Full Blood Count Machine/ Haemotogy Analyser	U	1		
22	Electronic Binocular Microscope / CX23LEDRES1/ with 4 objectives ( 4x. 10x. 40x. 100x. ) / ABBE NA 1.25 Condenser / clear end / connection cables and pipes all inclusive	U	1		
23	Electronic BP Machine	U	2		
24	Manual BP Machine	U	2		
25	Adult analog scale	U	2		
26	Baby Electronic Scale	U	2		
27	Hospital refrigerator / AUCMA / 385 L / Show case / Power input 313W	U	1		
28	Filled gas bottle of 35kg	U	2		
29	Plastic storage water tank of 1000 L	U	2		
<b>TOTAL WITHOUT TAXES</b>					
<b>VAT (19.25%)</b>					
<b>AIR (2.2% or 5. 5%)</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)

**b) Consistency of the Project**

The project consists of the *SUPPLY OF EQUIPMENT TO THE INTERGRATED HEALTH CENTER ANDEK NGIE SUB DIVISION MOMO DIVISION, NORTH WEST REGION*  
(See table of description of quantities and unit cost estimate at annex for details)

**REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NWR/NWRTB/2025 OF \_\_\_\_\_  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH  
CENTER ANDEK NGIE SUB DIVISION MOMO DIVISION, NORTH WEST REGION**

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

**REGIONAL TENDER'S BOARD NORTH WEST**

**REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NWR/NWRTB/2025 OF \_\_\_\_\_ FOR THE SUPPLY OF  
MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH CENTER ANDEK, NGIE SUB DIVISION, MOMO  
DIVISION. NORTH WEST REGION**

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**



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

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REPUBLIC OF CAMEROON  
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NORTH WEST REGION

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OFFICE OF THE GOVERNOR

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GENERAL SECRETARIAT

\*\*\*\*\*

REGIONAL TENDERS' BOARD

\*\*\*\*\*

## REQUEST FOR QUOTATION

REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NWR/NWRTB/2025 OF  
\_\_\_\_\_ FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE  
INTERGRATED HEALTH CENTER ANDEK NGIE SUB DIVISION, MOMO  
DIVISION. NORTH WEST REGION

FUNDING: PPRD-NW/SW BUDGET 2025 Financial Year

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



JOBGING ORDER N° \_\_\_\_\_/JO/GOV-NWR/NWRTB/2025 OF \_\_\_\_\_

**AWARDED FOLLOWING**

**REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NWR/NWRTB/2025 OF \_\_\_\_\_  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH  
CENTER ANDEK SUB DIVISION, MOMO DIVISION. NORTH WEST REGION BY  
EMERGENCY PROCEDURE**

SUPPLIER: .....  
ADDRESS: P.O BOX .....  
PHONE: .....  
Tax Registration N°: .....  
Tax Payer's No: .....  
Bank Account N°: .....Branch .....

PURPOSE: .....

PLACE OF DELIVERY

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

Period of Execution: .....

DELIVERY SITE: .....

Assigned Treasury: .....

FUNDING;

BUDGETARY CHARGE: .....

AUTHORISATION No: .....

JOBGING ORDER 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**

SUPPLIER: .....  
ADDRESS: P.O BOX .....  
PHONE: .....  
Tax Registration N°: .....  
Tax Payer's No: .....  
Bank Account N°: .....Branch .....

Represented;  
Here in after referred to as:

"THE SUPPLIER"  
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**

**REQUEST FOR QUOTATION N° \_\_\_\_\_/RQ/GOV-NW/NWRTB/2025 OF \_\_\_\_\_  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH  
CENTER ANDEK SUB DIVISION, MOMO DIVISION. NORTH WEST REGION BY  
EMERGENCY PROCEDURE**

#### **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 N° 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 N° 00013995/C/MINFI of 31/12/2024 bearing the instructions relating to the implementation of the finance law, the monitoring and control of the state budget and other entities for the 2025 fiscal 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 THE ENGINEER**

- In pursuance of the provisions of this jobbing order, it shall be specified that
- The duties of the contract Manager shall devolve on **The Regional Delegate of the Economy, Planning and Regional Development (MINEPAT) North West**
  - The authority in charge of authorizing payment shall be the RD MINEPAT-NW**
  - The authority in charge of clearance of expenditure shall be the Regional Finance Controller for North West.**
  - The authority in charge of payment shall be the Treasurer Paymaster General North West Region, Bamenda.**



- The duties of the Engineer shall be discharged by the **Regional Delegate for State Property North West / DMO For NGIE Health District.**

**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 SUPPLIER**

The Supplier's main residence shall be:

At:

P.O. BOX:

TEL:

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

**CHAPTER II**

**PERFORMANCE OF THE JOBBING ORDER**

**Article 8: ROLE AND RESPONSIBILITY OF THE SUPPLIER**

The Supplier has as mission to affect 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 Supplier shall comprise THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTERGRATED HEALTH CENTER ANDEK, NGIE SUB DIVISION, MOMO DIVISION. NORTH WEST REGION*

**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 SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH CENTER ANDEK, NGIE SUB DIVISION, MOMO DIVISION. NORTH WEST**

NO	DESIGNATION	U	U.P in figure	UP in words
A	<b>PRELIMINARY, DURING AND AFTER WORKS</b>			
1	Documentation and contracting formalities	Item		
2	Transportation and installation	Item		
3	Delivery Bed	U		
4	Examination bed	U		
5	Metallic hospitalization bed; Adjustable + Rolling legs + XKBIE table	U		
6	Matrasses / MS/90X190X15CM/ in leather clothing	U		
7	Trolley (INOX)	U		
8	Drip Stand	U		
9	Stretcher	U		
10	Visitor's chairs of good quality / Hard wood or metallic / Joinery framed / material or leather on foam seat / locally made or imported	U		
11	Medium office chairs of semi leather clothing/ mobile and adjustable seat / black/ vinyl rolling legs / arms/ imported or locally made of similar -	U		

	higher quality			
12	Working tables of good quality / Hard wood / with Drawer/ Joinery framed/ locally made/ Clear vanish finish / 1.80m long	U		
13	Table chairs of good quality / Hard Wood / Joinery framed/ material or leather on foam seat and back rest / Arms/ locally made / Clear vanish finish	U		
14	Current backup ONDULEUR APC 1100VA BACKUPS	U		
15	Light wave digital Automatic voltage regulator / convertor 3000VA	U		
16	Surge protector distributor ; nagu /6 current socket with 4 USB sockets	U		
17	Canon PIXMA G3411 color printer / wireless / All in one/ Refillable ink tanks / or similar quality	U		
18	Complete Desktop Computer / 3.2GHZ/ 500 GB HD/4GB Ram/CD-DVD RW/Windows 10/21 inches screen / core i5 or i7 including all installation accessories	U		
19	Flat screen television LG / UHD/ SMART: 50 UP 7550 PVG 50"	U		
20	Generator SDMO/ Petro / 220V, 50HW, 3.0KW, Max out power 3,75KVA	U		
21	Full Blood Count Machine/ Haemotogy Analyser	U		
22	Electronic Binocular Microscope / CX23LEDRES1/ with 4 objectives ( 4x, 10x, 40x, 100x, ) / ABBE NA 1.25 Condenser / clear end / connection cables and pipes all inclusive	U		
23	Electronic BP Machine	U		
24	Manual BP Machine	U		
25	Adult analog scale	U		
26	Baby Electronic Scale	U		
27	Hospital refrigerator / AUCMA / 385 L / Show case / Power input 313W	U		
28	Filled gas bottle of 35kg	U		
29	Plastic storage water tank of 1000 L	U		



**b) QUANTITIES AND COST ESTIMATE**

**FOR THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTERGRATED HEALTH CENTER ANDEK, NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION BY EMERGENCY PROCEDURE**

NO	DESIGNATION	U	QTY	U.P	TOTAL PRICE
A	<b>PRELIMINARY, DURING AND AFTER WORKS</b>				
1	Documentation and contracting formalities	Item	1		
2	Transportation and installation	Item	1		
B	<b>FURNITURE EQUIPMENT</b>				
3	Delivery Bed				
4	Examination bed	U	2		
5	Metallic hospitalization bed: Adjustable + Rolling legs + XKBIE table	U	1		
6	Matrasses / MS/90X190X15CM/ in leather clothing	U	6		
7	Trolley (INOX)	U	2		
8	Drip Stand	U	6		
9	Stretcher	U	2		
10	Visitor's chairs of good quality / Hard wood or metallic / Joinery framed / material or leather on foam seat / locally made or imported	U	3		
11	Medium office chairs of semi leather clothing/ mobile and adjustable seat / black/ vinyl rolling legs / arms/ imported or locally made of similar – higher quality	U	1		
12	Working tables of good quality / Hard wood / with Drawer/ Joinery framed/ locally made/ Clear vanish finish / 1.80m long	U	4		
13	Table chairs of good quality / Hard Wood / Joinery framed/ material or leather on foam seat and back rest / Arms/ locally made / Clear vanish finish	U	4		
C	<b>IT AND POWER EQUIPMENT</b>				
14	Current backup ONDULEUR APC 1100VA BACKUPS	U	1		
15	Light wave digital Automatic voltage regulator / convertor 3000VA	U	2		
16	Surge protector distributor : nagu /6 current socket with 4 USB sockets	U	2		
17	Canon PIXMA G3411 color printer / wireless / All in one/ Refillable ink tanks / or similar quality	U	1		
18	Complete Desktop Computer / 3.2GHZ/ 500 GB HD/4GB Ram/CD-DVD RW/Windows 10/21 inches screen / core i5 or i7 including all installation accessories	U	1		
19	Flat screen television LG / UHD/ SMART: 50 UP 7550 PVG 50"	U	1		
20	Generator SDMO/ Petro / 220V, 50HW, 3.0KW, Max out power 3.75KVA	U	1		
D	<b>INSTRUMENTS AND UTENSILS</b>				
21	Full Blood Count Machine/ Haemotogy Analyser	U	1		



22	Electronic Binocular Microscope / CX23LEDRES1/ with 4 objectives ( 4x, 10x, 40x, 100x. ) / ABBE NA 1.25 Condenser / clear end / connection cables and pipes all inclusive	U	1		
23	Electronic BP Machine	U	2		
24	Manual BP Machine	U	2		
25	Adult analog scale	U	2		
26	Baby Electronic Scale	U	2		
27	Hospital refrigerator / AUCMA / 385 L / Show case / Power input 313W	U	1		
28	Filled gas bottle of 35kg	U	2		
29	Plastic storage water tank of 1000 L	U	2		
<b>TOTAL WITHOUT TAXES</b>					
<b>VAT (19.25%)</b>					
<b>AIR (2.2% or 5. 5%)</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 THE SUPPLIES**

##### **12.1 Technical Reception**

Before the acceptance of the Supplies the Contractor shall ask in writing to the Contract Engineers, 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 Jobbing Order.
- Findings relative to the completion of the supplies
- Findings on the quantity of supplies that have been effectively realized



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

-Contract Engineers,

-RD MINMAP-NW

-Contractor,

-The Stores Accountant at MINEPAT NW

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be affected before the reception. The Engineer shall fix the reception date in collaboration with the Contract Manager.

## 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 (The Governor of North West Region) or His Rep..... Chairman
- The Contract Manager (RD-MINEPAT-NW) or Rep..... Member
- The Contract Engineer (RD MINDCAF) ..... Secretary
- The DMO for Ngie Health District ..... Member
- The Regional Delegate MINMAP-NW or His Rep..... Observer
- The Contractor..... Observer
- The Stores Account at RD/MINEPAT North West..... Member

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

Where the supplies conforms, 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 supplies must be covered by an insurance policy taken by the contractor.

The Project Owner or Contract 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 **Regional Delegate of the Economy, Planning and Regional Development (MINEPAT) North West Region**

## 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 a maximum of 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 proportion to the services performed and deduction made of 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°.....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 Project 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 see sample photos at annex





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

## **A- BANKS**

- 1- Afriland First Bank (First Bank);
- 2- Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICCEC) ;
- 3- CITI BANK Cameroon (CITI-C);
- 4- COMMERCIAL BANK CAMEROON (CBC);
- 5- ECOBANK Cameroun (ECOBANK);
- 6- National Financial Credit Bank (NFC-BANK);
- 7- Société Commerciale de Banque Cameroun (CA-SCB);
- 8- Société Générale des Banques au Cameroun (SGBC) ;
- 9- Standard Chartered Bank Cameroon (SCBC);
- 10- City Bank Cameroon (City group);
- 11- Union Bank of Cameroon (UBC).
- 12- United Bank for Africa (UBA)
- 13-Banque Atlantique du Cameroun (BACM);
- 14- Banque Gabonaise pour le financement International (BGFI Bank)
- 15-Bank Of Africa Cameroun( BOA Cameroun)
- 16-Crédit Communautaire D' Afrique(CCA Bank)
- 17-Banque Camerounaise Des Petites Et Moyennes Entreprises (BC-PME)

## **B- INSURANCE COMPANIES**

- 1- Chanas Assurances;
- 2- Activa Assurances
- 3- Zenithe Insurance
- 4- Area Assurance
- 5- Beneficial General Insurance
- 6- NSIA Assurance
- 7- PRO ASSUR SA
- 8- SAAR Insurance
- 9- Saham Assurance
- 10-CPA SA
- 11-Atlantique Insurance 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 delegated 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 delegated 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 5: MODELE 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/NWRTB/2025 **FOR**  
**THE SUPPLY OF MEDICAL EQUIPMENT TO THE INTEGRATED HEALTH**  
**CENTER ANDEK SUB DIVISION, MOMO DIVISION. NORTH WEST REGION BY**  
**EMERGENCY PROCEDURE**

I declares:

- 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 delegated Contracting Authority for any increase of unit price.

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

SIGN \_\_\_\_\_

DATE \_\_\_\_\_

(STAMP)

## ANNEX 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

