

North West Development Authority

MISSION DE DEVELOPPEMENT DU NORD OUEST

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Bamenda, the.....

03 JUL 2025

N° 1214/MIDENO/B/ MITB/13/84

TENDER NOTICE

**OPEN NATIONAL INVITATION TO TENDER N° 1214/ONIT/MIDENO/MITB/13/84/2025 of
FOR THE ESTABLISHMENT OF A 10-YEAR AGRICULTURAL AND RURAL DEVELOPMENT
STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON
THROUGH EMERGENCY PROCEDURE**

03 JUL 2025

SOURCE OF FINANCING: 2025 Public Investment Budget (PIB) from the Ministry of Agriculture and Rural Development (MINADER).

1. Subject of the invitation to tender: Within the frame work of Improving the productivity and competitiveness of the Agricultural production sectors in Reference action 4 and 392 on the investment program of MIDENO for 2025 and her objective to attain operational efficiency of the North West Development Authority, (MIDENO) hereby launches an Open National Invitation to tender to establish a 10 year agricultural and rural development strategic plan (MIDENO 2035 vision) for the North West Region of Cameroon through emergency procedure

2. Nature of services/Works: The services in this invitation to tender include:

- Conduct a comprehensive situational analysis of the agricultural sector and rural communities in the North West Region.
- Establish a baseline situation of Agric and Rural development at each council area and validate with the key stakeholders.
- Review existing policies, programs, and initiatives relevant to agricultural and rural development.
- Engage with stakeholders from government agencies, local communities, civil society organizations, and development partners.
- Organize at least strategic planning workshops
- Develop a comprehensive 10-year results-based Agricultural and Rural Development Strategic Plan with clear objectives, targets, strategies, and action plans, indicators, and monitoring mechanisms.
- Hold working sessions with the Division of studies, projects and Cooperation (DEPC) of MINADER and MINEPAT.
- Formulate actionable strategies, programs, and projects to achieve the desired outcomes within the specified timeframe.
- Provide capacity-building support and training to relevant stakeholders for plan implementation and monitoring.

3. Participation: Participation in this Invitation to tender is open to all local and National companies that fulfill the required criteria specified in the bidding document and have the competence and experience of **not less than five (5) years** in the same or similar service.

NB: The firm must not be in a situation of conflicting interest as defined in Article 4.2 (b) of the General

Regulations of the Invitation to Tender. The bidder must not have been excluded from bidding for public contracts by the Competent Authority in charge of Public contracts

4. Provisional Cost: The provisional costs of the services/works involved in these assignment is **Forty five million and fifty thousand (45,050,000) fcfa**

5. Financing: Services which form the subject of this Invitation to tender shall be financed by PIB MINADER of the **2025** financial year. Budget Head No: **219102**

6. Consultation of tender file: The tender file maybe consulted during working hours from **8:00 am to 4:00 pm** at the MIDENO Head Office, Secretariat of the Director General, Ayaba Street, P.O. Box 442, Bamenda; Email: **mideno1981@gmail.com**; Tel: **237 23336161** following the publication of this notice.

7. Acquisition of Tender File: The tender file may be obtained during working hours from **8:00 am to 4:00 pm** at the MIDENO Head Office, Secretariat of the Director General, Ayaba Street, P.O. Box 442, Bamenda; Email: **midenobda@yahoo.com**; Tel: **237 233331661** following the publication of this notice against payment of a non-refundable sum of Sixty thousand seven hundred and fifty (**60,750**) **fcfa** and payable into **Account No. 06845 97568660001- 28** in the name of **"SPECIAL ACCOUNT SAC-ARMP"** in any BICEC Branch in Cameroon

8. Submission of bids: Each bid drafted in English or French in (7 copies) including one (1) original and six (6) copies marked as such, should reach the MIDENO Head Office located at Ayaba Street, P.O. Box 442, Bamenda) not later than 06 AOÛT 2025 at **10:00 am prompt** and should carry the inscription:

"OPEN NATIONAL INVITATION TO TENDER N°1214/ONIT/MIDENO/MITB/13/84/2025 of 03 JUIL 2025 FOR THE ESTABLISHMENT OF A 10-YEAR AGRICULTURAL AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON THROUGH EMERGENCY PROCEDURE"

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

9: Bid Bond: The stamped hand endorsed bid bond according to the attached model for the sum of **Nine hundred and one thousand (901,000) fcfa** and with thirty (30) days validity period established by an organization or financial institution approved by the Ministry in charge of Finance to issue bonds in Public Procurement and listed in **Document 12** of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the **"Caisse Dépôt et Cosignation (CDEC)** in accordance with Circular letter N° 0000019/L/MinMap of 5th June 2024 relating to the constitution of deposits, retention, restitution and deconsignment of bonds on public contracts, in case of group bidding/joint venture the bid bond is established on behalf of the group/joint venture.

10. Admissibility of bids: Under pain of being rejected, only originals or certified true copies by the issuing service and official or administrative authorities (Senior Divisional Officers, Divisional Officers, Bank Officials, and Taxation Officials etc.) of the administrative documents required, including the bid bond, must imperatively be produced in accordance with the Special Conditions of the invitation to tender. They must obligatorily not be older than three (3) months or must not be produced after the submission of the bid. Any bid not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid without any appeal being entertained.

11. Opening of bids: The opening of the administrative documents, technical and financial bids are scheduled on the 06 AOÛT 2025 at **11: 00 am prompt** local time by the **Internal Tenders Board of MIDENO** in the **MIDENO Conference Room at the Project management Office.** Only bidders may attend or duly represented by a person of their choice.

12. Delivery deadline: The maximum execution deadline provided for by the Project Owner shall be **Four (4) Months from the date of notification to start the assignment**

13. Evaluation Criteria: The bids shall be evaluated according to the following principles:

A. Eliminary Criteria

- Absence or insufficient Bid Bond of the specified amount
- Absence of the receipt of deposit from CDEC of the amount indicated in the bid bond
- Incomplete or non-conformity of Bidding documents (Administrative, Financial and technical bids)
- Nonconformity to technical specifications and standards (prospectuses, photos etc.)
- Late submission of bids
- False declarations or forged documents
- Under exclusion sanctions from the Authority in Charge of the Regulation of Public Contracts
- Associated directly or indirectly with the conception, preparation of technical specifications and other documents concerned with this tender
- Non-respect of 80% of the essential criteria
- Bids whose outer envelop leads to the recognition of the bidder

B. Essential Criteria

SN	Criteria
1	General Presentation of bids (The various parts of the same file separated by colour dividers both in the original and in the copies and Files spirally bounded)
2	Specific experience of the firm in the same or similar services for at least 5 years
3	Conformity to technical specifications and standards.
4	Delivery schedule of Four (4) Months
5	Original bids signed by the competent Authority of the firm


NB:

14. Selection Method of Contractor: Evaluation shall be done using the binary method. The contractor shall be selected by the **Least Cost selection method after evaluating the technical capacity (Bidder must fulfill 100% of the eliminary criteria and must score at least 80 out of the 100 points previewed for the technical evaluation) and financial capacity of the bidder and that the supply he/she is proposing is in conformity with the technical specifications of the supply in the Tender document and in accordance with the procedures described in this tender file**

15. Validity of bids: Bidders will remain committed to their bids for **thirty (30) days** from the deadline set for the submission of tenders.

17. Complementary Information: Complementary information can be obtained during working hours from **the secretariat of the Director General, MIDENO, P.O. Box 442, Bamenda: Email: mideno1981@gmail.com: Tel: 237 233361378**

FOR NORTH WEST DEVELOPMENT AUTHORITY


Clotius Amie Matoyah
ECONOMIST (PLEG Hors Echelle)

CC

- ARMP (for publication and archiving)
- MINMAP (For information)
- Chairperson of MITB (for information)
- MIDENO Notice Board (for information)

North West Development Authority

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Bamenda, le..... 03 JUL 2025

N° 1214/MIDENO/BI/MTB/13/84

AVIS D'APPEL

APPEL D'OFFRES NATIONAL OUVERT N° 1214/AONO/MIDENO/MITB/13/84/2025 DE 03 JUL 2025 FOR THE ESTABLISHMENT OF A 10-YEAR AGRICULTURAL AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON PAR PROCEDURE D'URGENCE

Financement : Bugetaire D'Investement Public (BIP) MINADER 2025

1. Objet de l' Appel d'Offres : Within the frame work of Improving the productivity and competitiveness of the Agricultural production sectors in Reference action 4 and 392 on the investment program of MIDENO for 2025 and her objective to attain operational efficiency of the North West Development Authority, (MIDENO) hereby launches an Open National Invitation to tender to establish a 10 year agricultural and rural development strategic plan (MIDENO 2035 vision) for the North West Region

2. Consistance des prestations : Les prestations du présent marché comprennent :

- Conduct a comprehensive situational analysis of the agricultural sector and rural communities in the North West Region.
- Establish a baseline situation of Agric and Rural development at each council area and validate with the key stakeholders.
- Review existing policies, programs, and initiatives relevant to agricultural and rural development.
- Engage with stakeholders from government agencies, local communities, civil society organizations, and development partners.
- Organize at least strategic planning workshops
- Develop a comprehensive 10-year results-based Agricultural and Rural Development Strategic Plan with clear objectives, targets, strategies, and action plans, indicators, and monitoring mechanisms.
- Hold working sessions with the Division of studies, projects and Cooperation (DEPC) of MINADER and MINEPAT.
- Formulate actionable strategies, programs, and projects to achieve the desired outcomes within the specified timeframe.
- Provide capacity-building support and training to relevant stakeholders for plan implementation and monitoring.

3. Participation : La participation à la présente Appel d' Offres est Ouverte aux entreprises installées au Cameroun avec l'expérience et la compétence technique pour au moins 5 ans en ce domaine ou les domaines similaires.

NB : Un soumissionnaire (y compris tous les membres d'un groupement d'entreprises et tous les sous-traitants du soumissionnaire) ne doit pas se trouver en situation de conflit d'intérêt comme définie dans les Régulation Générale de la DAO. Seront exclues toutes les entreprises sous suspension suite à l'annulation des marchés conformément à l'Article 102 du Code du Marchés Publics Cameroun

4. Cout Prévisionnel : Quarante cinq million et cinquante milles (45,050,000) fcfa

5. Financement : Les fournitures qui font objet du présent Appel d'Offres sont financées par **BIP MINADER 2025** sur la ligne d'imputation budgétaire **219102**

6. Consultation du Dossier d'Appel d'Offres : Le dossier d'Appel d'offre peut être consulté aux heures ouvrables de lundi à vendredi de 8h à 16h au **Siège Social de la MIDENO, Secrétariat du Directeur Général, situé à Ayaba Street, B.P. 442, Bamenda; Email: mideno1981@gmail.com; Tel: 237 2333611378** de publication du présent avis.

7. Acquisition du Dossier d'Appel d'Offres : Le dossier peut être obtenu pendant des heures ouvrables de lundi à vendredi de 8h à 16h au **Siège Social de la MIDENO, Secrétariat du Directeur General, situé à Ayaba Street, B.P. 442, Bamenda; Email: midenobda@yahoo.com; Tel: 237 2333611378** de publication du présent avis, contre versement d'une somme non remboursable de **60,750 fcfa dans une Agence BICEC au « Compte Spécial-CAS ARMP No : 06845 97568660001- 28 »**. La quittance doit identifier le payeur comme représentant de l'entreprise ou groupement désireux de participer à l'Appel d'Offre.

8. Remise des offres : Chaque offre rédigée en français ou en anglais en **Sept (7)** exemplaires dont **Un** original et **Six (6) copies** marqués comme tels, devra parvenir au **Siège Social de la MIDENO, Secrétariat du Directeur Générale de la MIDENO, situé à Ayaba Street, B.P. 442, Bamenda; Email: mideno1981@gmail.com; Tel: 237 2333611378** au plus tard le **06 AOÛT 2025** à 10h précise heure local (GMT+1) et devra porter la mention : **« APPEL D'OFFRES NATIONAL OUVERT N°/AONO/MIDENO/MITB/13/84/2025 DE 03 JUIL 2025**

FOR THE ESTABLISHMENT OF A 10-YEAR AGRICULTURAL AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON PAR PROCEDURE D'URGENCE”

« A n'ouvrir qu'en séance de dépouillement »

9. Cautionnement Provisoire : La caution de soumission timbre acquitée a la main (suivant model joint) d'un montant de **Neuf cent milles et milles (901,000) FCFA** par lot d'une duree de validite de trente (30) jours etablie par un organisme ou un institution financiere agree par le Ministre en charge des Finances pour emettre les cautions dans le domaine de marche publics et don't la liste figures dans **la piece 12 du DAO**. Ledit cautionnement doit etre accompagne d'un recepis de cosignation delivrer par la Caisse de depot et Cosignation (CDEC) conformement a la letter Circulaire No 0000019/LC/MinMap du 05 juin 2024 relative aux modalites de constitution des cosignations, de conservation, de restitution et de decosignation des cautionnements sur le marches publics, en case de groupement, la caution de soumission est libelle au nom du groupement.**11.**

10.Recevabilité des offres : Sous peine de rejet, les pièces des dossiers administratifs requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une Autorité Administratif (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles devront obligatoirement dater de moins de trois (03) mois précédant la date de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres. Toute offre non conforme aux prescriptions du présent avis et 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 ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entrainera le rejet pur et simple de l'offre sans aucune recours.

11. Ouverture des plis : L'ouverture des pièces administratives, offres techniques et financières aura lieu le **06 AOÛT 2025** à 11h précise dans la **salle de Conférence de la MIDENO par la Commission Interne de Passation des Marchés de la MIDENO** sise au Siège Social situé à **Ayaba Street, en face Mansfield Plaza Hôtel**. Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix

12. Délais de livraison : Le délai maximum de livraison prévu par le Maitre d'Ouvrage ou Maitre d'Ouvrage Délégué pour la réalisation des travaux est **quatre (4) Mois**

13. Critères d'Evaluation : Les offres seront évaluées selon les principaux critères suivant :

A. Critères éliminatoires :

- Absence ou insuffisance de la caution de soumission
- Absence of the receipt of deposit from CDEC of the amount indicated in the bid bond
- Les Offres financières incomplètes
- Non-conformité aux spécifications et normes technique du DAO (prospectus, photos etc,)
- Soumission en retard
- Les documents frauduleux ou falsifiées
- Sanctions d'Exclusion par L'Autorité Chargée de Marchés Publics
- Association direct ou indirect à la conception, préparation des spécifications technique et autres documents concernant cet Avis d'Appel d'Offres
- Le non-respect de 80% des critères essentielle
- Offres dont L'enveloppe extérieure mène a la reconnaissance du soumissionnaire

B. Les Critères Essentielles

SN	Critères
1	Presentation générale des offres
2	l'expérience et la compétence technique pour au moins de 5 ans en ce domaine ou les domaines similaire
3	Conformité aux spécifications et normes technique du DAO
4	Délai de livraison est quatre (4) mois
5	Signature des originaux des Offres par L'Autorité ayant le mandat de Soumissionnaire en cas d'un groupement

14. Méthode de sélection du Prestataire : L'évaluation se fera par la méthode binaire. Le prestataire sera choisi par la méthode de **sélection de moins disant après constatations de la capacité technique et financière de soumissionnaire a fournir les équipements et la conformité des fournitures proposées aux normes et spécifications technique dans la DAO** et conformément aux procédures décrites dans le présent DAO.

15. Durée de validité des offres : Les soumissionnaires restent engages par leur offre pendant **30 jours** à partir de la date limite fixée pour la remise des offres

16. Renseignements Complémentaires : Les renseignements complémentaires peuvent être obtenus aux heures ouvrables **de lundi à vendredi de 8h à 16h au Siège Social de la MIDENO, Secrétariat du Directeur Général, situé à Ayaba Street, B.P. 442, Bamenda; Email: mideno1981@gmail.com: Tel: : 237 233361378**

POUR MISSION DE DEVELOPPEMENT DU NORD OUEST

Ampliatiions :

- ARMP (pour publication et archivage)
- MINMAP NWR (pour information)
- Président CIPM MIDENO (pour information)
- Affichage MIDENO (pour information)
- Service des marches MIDENO (pour archivage)



Clotus Anne Matoyah
ECONOMIST (PLEG Hors Echelle)

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GENERAL REGULATIONS OF THE INVITATION TO TENDER

Article 1: Scope of bid

1.1 The Project Owner here referred to as the "North West Development Authority (MIDENO)" attaches an Open National Invitation to tender in view of obtaining the supplies and ancillary services briefly described in the Special Regulations of the Open National Invitation to tender and specified in the *Supplies Descriptive* as well as in the schedule of Quantities.

The name, identification number and number of lots which form the subject of the Open National Invitation to tender feature in the Special Regulations of the Open National Invitation to tender. Hereafter reference is made to it under the theme "supplies"

1.2 The bidder retained or the successful bidder must furnish the supplies within the time-limit indicated in the Special Regulations of the invitation to tender and which runs from the date of notification of the Administrative Order to start the delivery of the supplies.

1.3 In this Tender file the terms "Project Owner" and "North West Development Authority" and "MIDENO" are interchangeable, while the term "Day" or "Month" refers to a Calendar day or month.

Article 2: Financing

2.1 The source of financing for the supplies forming the subject of this invitation to tender shall be specified in the Special Regulations of the invitation to tender

Article 3: Fraud and Corruption

3.1 MIDENO requires of bidders and its contractors the strict respect of rules of professional ethics during the award and execution of public Contracts. By virtue of this principle, MIDENO:

a) Defines, within the context of this clause, the expressions in the following manner:

i) *shall be guilty of «Corrupt practice» whoever bids, gives requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;*

ii) *is involved in «fraudulent manoeuvres» whoever deforms or distorts facts in order to influence the award or execution of a contract;*

iii) **Collusive Practices:** mean any form of agreement between two or among several bidders (whether MIDENO is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding with those which will result from the forces of competition; and

IV) **Coercive Practices:** mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Will reject any award proposal if it determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2 The Minister Delegate in charge of Public Contracts, Authority in Charge of Public Contracts may, as a temporary measure, take a decision to ban bidding for a period not exceeding two (2) years against any bidder guilty of influence peddling, conflict of interest, insider information, fraud corruption, or production of non-authentic documents in his bid, without prejudice to legal action that may be taken against him.

Article 4: Candidates allowed to compete

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

4.2 Generally, the invitation to tender is addressed to all contractors, subject to the following provisions;

a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country in accordance with the Funding Agreement.

b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder will be judged to be in a situation of conflict of interest if he;

i) Is associated with or was associated in the past in an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or

ii) Presents more than one bid within the context of this invitation to tender, except authorized variants according to **Clause 17**, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.

c) The bidder must not have been excluded from bidding for public contracts.

d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is

i) Legally and financially autonomous

ii) Managed according to commercial laws and

iii) Not under the direct supervisory authority of MIDENO.

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

5.1 All the supplies and ancillary services forming the subject of this contract must come from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender.

5.2 Within the meaning of this clause, the term « Supplies » shall refer to products, raw material, machines, equipment and industrial installations; and the term "ancillary services" shall notably refer to services such as insurance, installation and initial training.

5.3. The term 'Originate' shall qualify the country where the supplies are extracted, cultivated, produced, manufactured or transformed or the country where a manufacturing, transformation or assembly of components process results in the obtention of a commercial article whose basic characteristics are substantially different from those of its components.

Article 6: Qualification of Bidders

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

a) Submit a Power of Attorney, making the signatory of the bid bound by the bid; and

b) Furnish all the information (complete or updated information included in the request for pre-qualification which may have changed in the case where the candidates had to pre-qualify) requested from bidders in the Special Regulations, in order to establish their ability to execute the contract.

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

i) The production of certified balance sheets or turnover

ii) Access to a credit line or availability of other sources of funding

iii) Orders acquired and contracts awarded and executed

iv) Pending litigations

v) Availability of indispensable equipment

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

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

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

B) TENDER FILE

Article 7: Content of Tender File

7.1 The tender file describes the supplies forming the subject of the contract, sets the consultation procedure by contractors and specifies the terms of the contract.

Besides the addenda published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

- a) The letter of invitation to tender (for restricted invitation to tender);
- b) The tender notice;
- c) The General Regulations of the invitation to tender;
- d) The Special Regulations of the invitation to tender;
- e) The Special Administrative Conditions;
- f) The description of the supplies which includes:
 - The list of supplies and ancillary services;
 - Technical specifications
- g) The framework of Unit Price Schedule
- h) The detailed estimates
- i) The sub-details of unit prices
- j) The model tender letter
- k) Model price and quantity schedules
- l) Model bid bond
- m) Model of final bond
- n) Model of retention fund
- o) Model contract
- p) Form relating to preliminary studies

g) List of banking establishments and financial bodies approved by the Ministry in charge of finance authorized to issue bonds.

7.2 The Bidder must examine all the rules, forms, conditions and specifications contained in the tender file. It is up to him to furnish all the information requested and prepare a bid in conformity with all aspects of the said file. Any deficiency may lead to the rejection of his file.

Article 8: Clarification and complaints on the Tender File

8.1 Any bidder who wants to obtain clarifications on the Tender File may request them from MIDENO in writing or by electronic mail (telephone and E-mail) at MIDENO's address, which is: **North West Development Authority (MIDENO), Ayaba Street, opposite Mansfield Plaza Hotel, P. O. BOX 442, BAMEIDA: Tel: 237 33 36 16 61, : Email: mideno1981@gmail.com.**

MIDENO shall reply in writing to any request for clarification received at least fourteen (14) days for national invitations to tender and twenty one (21) days for international invitations prior to the deadline for the submission of the bids. A copy of MIDENO's response indicating the question posed but not mentioning the author is addressed to all bidders who bought the Tender File.

8.2 Between the publication of the tender notice including the prequalification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to MIDENO.

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

It must reach MIDENO not later than fourteen (14) days before the opening of the bids.

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

Article 9: Modification of the Tender File

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

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

9.3 In order to give sufficient time to take account of the addendum in the preparation of their bids, MIDENO may postpone as is necessary, the deadline for the submission of bids, in accordance with the provisions of **Article 23.3 of the General Regulations of the invitation to tender**.

C) Preparation of Bids

Article 10: Tender Cost

The bidder shall bear the costs related to the preparation and presentation of his bid and MIDENO shall in no case be responsible for these costs nor pay them whatever the evolution or outcome of the invitation to tender procedure.

Article 11: Language of Bid

11.1 The bid as well as any correspondence and all documents concerning the bid exchanged between the bidder and MIDENO shall be drafted in **English or French**. Complementary documents and the forms provided by the bidder shall be drafted in any language on condition that a precise translation into either English or French of the passages concerning the bid is included: in which case for reasons of interpretation, the translation shall be considered to be authentic.

Article 12: Constituent documents of the bid

12.1 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three (3) volumes:

a) Volume 1: Administrative file

It includes

i) All documents attesting that the bidder:

- Has subscribed to all declarations provided by the laws and regulations in force
- Paid all taxes, duties, contributions, fees or deductions of whatever nature;
- Is not winding up or bankrupt;
- Is not the subject of an exclusion order or forfeiture provided for by the law in force

ii) The bid bond established in accordance with the provisions of **Article 19 of the General Regulations of the invitation to tender**

iii) The written confirmation empowering the signatory of the bid committing the bidder, in accordance with the provisions of **Article 6.1 of the General Regulations of invitation to tender**.

b) Volume 2: Technical Bid

b.1 information on qualifications

The Special Regulations of the invitation to tender specifies the documents to be furnished by the bidders attesting to the qualification to bid in accordance with **Articles 6(1) of the General Regulations**.

b.2 Methodology of Technical Proposal

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

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

b.3 Proof of acceptance of conditions of the contract

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

- The Special Administrative Conditions (SAC);
- Technical specifications

c) Volume3: Financial Bid

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

- The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate.
- The duly filled schedule of Unit Prices
- The duly filled detailed estimates;
- The sub-details of prices and/or breakdown of all-in prices

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

12.2 If in accordance with the provisions of the Special Regulations of invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates bided in case of award of more than one lot

Article 13: Bid Price

13.1 Prices shall be indicated as required in the main Price Schedules and sub-details of prices as furnished in the annex.

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

Prices proposed in the forms of sub-details of prices for supplies and ancillary services shall be presented in the following manner:

- Prices of supplies ex-works (exit from factory, manufacturing, exhibition hall, warehouse or sales room as the case may be) including all the custom duties, sales tax or other taxes to be paid on the components or raw materials used in manufacturing or assembling of supplies;

Sales and other taxes collected on the supplies which will be due if the contract is awarded;

The price of domestic transportation, insurance and other local services related to the delivery of the supplies up to their final destination (project site) specified in the Special Regulations of the invitation to tender.

13.2 The Prices bided by the bidder should be firm during the duration of the execution of the contract and should no way in any manner vary, except there is a contrary provision in the Special Regulations. Except otherwise stated in the Special Administrative Conditions, an bid including a price revision clause will be considered as not being in conformity and set aside, in accordance with article 29(3) of the General Regulations.

13.3 In the case where the invitation to tender has several lots, the prices indicated should correspond to the total of the articles of each lot and the total quantity indicated for each article. Bidders wishing to bid a rebate in the case of the award of more than one contract will specify the rebates applicable on each group of lots or each contract of the group of lots, on condition that all the bids are submitted and opened at the same time.

Article 14: Currency of bid

14.1 Prices will be drawn in the CFA Francs

Article 15: Documents attesting to the Eligibility of the bidder

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

Article 16: Documents attesting to the admissibility of supplies

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

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

Article 17: Documents attesting to the conformity of supplies

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

17.2 These proofs may take the form of prospectus, drawings or data and include a detail description of the main technical and performance characteristics of the supplies and ancillary services, demonstrating that they essentially correspond to the specifications and, where need be, a list of differences and reservations in relation to the provisions of the supplies Specifications.

17.3 The bidder shall also provide a list giving all the details, including the available sources of supply and the current prices of spare parts, special tools, etc necessary for the proper and continuous functioning of the supplies from the start of their use by MIDENO and during the period specified in the Special Regulations

17.4 The standards which apply to the execution methods, manufacturing processes, equipment and materials as well as references to trademarks or catalogue numbers specified by MIDENO in the quantity schedules, delivery calendar and technical specifications are mentioned only for information and they may have a restrictive character.

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

Article 18: Documents attesting to the bidder's qualification

Documents attesting that the bidder is qualified to execute the contract if his bid is accepted shall establish to the satisfaction of MIDENO that:

- In the case where the bidder bids to deliver in execution of the contract, supplies which moreover he does not manufacture or produce, the said bidder is duly authorized by the manufacturer of these supplies to deliver them in Cameroon;
- The bidder has the financial, technical and production capacity necessary to execute the contract
- In the case where the bidder has no operations in Cameroon, he is or shall (if he is awarded the contract) be represented by an Agent endowed with the expected means and capacity to ensure the tasks of maintenance, repairs and stocking of spare parts corresponding to the obligations mentioned in the Special Administrative Conditions and/or technical specifications; and
- The contractor has pertinent experience similar to that provided for in the Tender File.

Article 19: Bid Bond

19.1 In application of **Article 12 of the General Regulations**, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which shall become a full part of his bid.

19.2 The bid bond must conform to the model presented in the Tender File; other models may be authorized subject to the prior approval of MIDENO. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by MIDENO and accepted by the bidder, in accordance with **Article 20(2) of the General Regulations**.

19.3 Any bid without an acceptable bid bond shall be rejected by MIDENO as not being in conformity. The bid bond of associated enterprises must be established in the name of the representative submitting the bid and should mention each member of the associated grouping.

19.4 The bid bond of bidders who are not retained shall be returned within fifteen (15) days after the publication of the award result.

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

19.6 The bid bond may be seized:

a) If the Bidder:

Withdraws his bid during the time-limit which he specifies in his bid; or

Does not accept the correction of errors in application of **Article 32 of the General Regulations**; or

b) If the bidder retained:

Defaults in his obligation to sign the contract in application of Article 39 of the General Regulations; or

Defaults in the obligation to furnish the final bond in application of *Article 40 of the General Regulations of the invitation to tender.*

Article 20: Validity of bids

20.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids set by MIDENO in application of *Article 23 of the General Regulations*. An bid valid for a shorter period shall be rejected by MIDENO as not being in conformity.

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

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

Article 21: Form and signature of the bid

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

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

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

D) Submission of bids

Article 22: Sealing and Marking of bids

22.1 The Bidder shall place the original and each of the copies of the bid in separate and sealed envelopes bearing the inscription "ORIGINAL" and "COPY", as the case may be. These envelopes should then be placed in another envelope which should equally be sealed.

22.2 The external and internal envelopes:

Should be addressed to The Director General, MIDENO, P.O. Box 442, Bamenda

Should bear the name of the Project as well as the Subject number of the invitation of tender and the statement "TO BE OPENED ONLY DURING THE BID-OPENING SESSION"

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

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

Article 23: Date and time limit for Submission of bids

23.1 The bids must be received by MIDENO at the address specified above not later *than*
prompt local time.

23.2 MIDENO may, at its discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 9 of the General Regulations. In this case, all the rights

and obligations of MIDENO and bidders previously governed by the initial date will henceforth be governed by the new date

Article 24: Late bids

Any bid received by MIDENO beyond the deadline for the submission of bids set by MIDENO in application of **Article 23 of the General Regulations** shall be declared late and rejected.

Article 25: Modification, substitution and Withdrawal of bids

25.1 A Bidder may modify, replace or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by MIDENO prior to end of the time limit prescribed for the submission of the bids. The said notification must be signed by an authorized representative in application of **Article 21(2) of the General Regulations**. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENT BID" or "MODIFICATION"

25.2 The notification of modification, replacement or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of **Article 22 of the General Regulations**. The withdrawal may equally be notified by telephone but should in this case be confirmed by a duly signed written notification and whose date, post mark being authentic, shall not be posterior to the time limit set for the submission of bids.

25.3 Bids being requested to be withdrawn in application of **Article 25(1)** shall be returned unopened.

25.4 No bid may be withdrawn in the interval between the deadline set for the submission of bids and the expiry of the validity period of the bids set in the model bid. The withdrawal of an bid by a bidder during the interval may lead to the confiscation of the bid bond in accordance with the provisions of article 19(6) of the General Regulations

E) Opening of envelopes and Evaluation of bids

Article 26: Opening and Evaluation of envelopes, bids and petitions

26.1 The competent Tenders Board proceeds to open the envelopes in the presence of the representatives of bidders who wish to attend and who have a perfect mastery of the file, at the date, time and address specified in the Special Regulations. Representatives of bidders present shall sign a register attesting to their presence.

26.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated

26.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price bided including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Project Owner deems useful "to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

26.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

26.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative

regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

26.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by ARMP a detailed copy of the bids presented by bidders.

26.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public contracts, the Project Owner or Delegated Project Owner.

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

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

Article 27: Confidential nature of the procedure

27.1: No information relating to the examination, evaluation, comparison of bids and verification of the qualification of bidders and the contract award recommendation shall be given to bidders or to any other person concerned with the said procedure as long as the contract award has not been made public.

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

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

Article 28: Clarifications on the bids and contact with the Project Owner

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

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

Article 29: Conformity of bids

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

29.2: The Evaluation Subcommittee shall determine if the bid is essentially in conformity with the conditions fixed in the tender file based on the contents without recourse to external elements of proof.

29.3: A bid that conforms to the tender file shall essentially be a bid that respects all the terms, conditions and specifications of the tender file without substantial divergence or reservations. A substantial divergence or reservations is that

- a. Which substantially limits the scope, quality or performance of the supplies and ancillary services specified in the contract.
- b. Which substantially limits and is not in conformity with the Tender File, the rights of the Project Owner or the obligations of the bidder in relation to the contract; or
- c. whose acceptance would be prejudicial to other bidders who presented bids that essentially conformed with

the Tender File.

29.4. If a bid is essentially not in conformity it shall be rejected by the Competent Tenders Board and shall not essentially be rendered in conformity.

29.5. The Project Owner reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variance and other factors which are beyond the requirements of the tender file shall not be considered during the evaluation of bids.

Article 30: Evaluation of Technical Bid

30.1: The evaluation subcommittee shall examine the bid to confirm that all the conditions fixed in the special regulations and special administrative conditions were accepted by the bidder without substantial difference or reservation.

30.2: The Subcommittee shall evaluate the technical aspects of the bid presented in accordance with **Article 17 of the General Regulations** in order to ensure that all the stipulations of the schedule of prices, delivery calendar, and supplies specifications (technical specifications, plans, inspections and trails) are respected without substantial difference or reservation.

30.3: If after the examination of the terms and conditions of the invitation to tender and the technical evaluation, the evaluation subcommittee establishes that the bid does not essentially conform in application of article 29 of the General Regulations, it will propose to the tenders board that the said bid be set aside.

Article 31: Qualification of the Bidder

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

Article 32: Correction of errors

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

- a. If there is a contradiction between the unit price and the total obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected, unless, according to the Evaluation sub-committee, the decimal point of the unit price is manifestly badly placed. In which case the total price indicated shall prevail and the unit price corrected.
- b. If the total obtained by the addition or subtraction of sub totals is not exact, the sub totals shall be authentic and the total corrected;
- c. If there is a contradiction between the indicated price in letters and figures, the amount in letters shall be authentic, unless the amount is linked to an arithmetical error, in which case the amount in figures shall prevail subject to paragraphs a) and b) above.

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

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

Article 33: Evaluation of financial bids

33.1 The Evaluation sub-committee shall proceed to the evaluation and comparison of bids which it had determined essentially met the provisions of the Tender File within the meaning of articles 29, 30 and 31 of the General Regulations.

33.2. For this evaluation the Evaluation sub-committee shall consider the following elements:

- a. the tender price, indicated according to the provisions of clause 13 of the General Regulations;
- b. adjustments made on the price to correct the arithmetical errors in application of paragraph 32 of the General Regulations;

c. Adjustments made on the price as a result of rebates bided in application of paragraph 13(4) of the General Conditions:

33. To evaluate the tender price, the Evaluation sub-committee must equally consider factors other than the tender price indicated, in application of article 13 of the General Conditions, including characteristics, performance of the supplies and ancillary services and purchase conditions.

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

Article 34: Comparison of bids

The Evaluation sub-committee shall compare all the bids that substantially conform to determine the bid valued as the lowest, in application of article 33(4) of the General Regulations.

F. Award of the Contract

Article 35: Award of the contract

35.1. The Contacting Authority shall award the contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates.

35.2. If the invitation to tender has several lots, the lowest bid shall be determined by evaluating this contract in relation with the other lots to be awarded concurrently, by taking into consideration the rebates bided by the bidders in case of award of more than one lot, as well as their financial burden at the time of award.

Article 36: The right by the Project Owner to declare an invitation to tender unsuccessful or cancel a procedure

The Project Owner reserves the right to cancel a procedure of invitation to tender (after the authorization of the *Authority in charge of Public contracts* where the bids have been opened) or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 37: Right to modify quantities during the award of the contract

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

Article 38: Notification of the award of the contract

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

Article 39: Publication of results of award and petitions

39.1. The Project Owner shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the independent Observers report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

39.2. The Project Owner is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

39.3. After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

39.4. In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Project Owner or Delegated Project Owner and the chairperson of the Tenders Board.

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

Article 40: Signing of the contract

- 40.1. After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board (and the competent Specialized Contracts Control Board, where need be) for approval.
- 40.2. The Project Owner has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder.
- 40.3. The contract must be notified to the successful bidder within five (5) days of its date of signature.

Article 41: Final Bond

- 41.1. Within twenty (20) days of the notification by the Project Owner, the contractor shall furnish the Project Owner with a final bond in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.
- 41.2. The bond may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.
- 41.3. Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.
- 41.4. Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract.

The information on qualification referred to Article 12.1 of the General Regulations must be supplemented and grouped in three volumes inserted respectively in three internal envelopes and detailed as follows:

Envelope A - Volume 1 Administrative file

The Administrative File should contain the following documents:

1. The declaration of the intention to tender, stamped with fiscal stamp and signed by the bidder (according to the attached model)
2. Certified copy of Certificate of Incorporation not more than 3 months old
3. Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids
4. Certified copy of Tax Payer's card not more than 3 months old
5. Original attestation of Bank Account issued by a first rated-bank approved by the Ministry in charge of finance
6. Attestation of tax clearance stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year obtainable from the Taxation Department and not more than three months old,
7. Valid location plan signed, stamped and dated by the bidder
8. Original CNPS clearance certificate not more than 3 months old
9. Original receipt of payment for bidding document
10. Original Certificate of non-exclusion from Public contracts by ARMP not more than 3 months old
11. Bid bond of an amount: The stamped hand endorsed bid bond according to the attached model for the sum of **Nine hundred and one thousand (901,000) fcfa** and with thirty (30) days validity period established by an organization or financial institution approved by the Ministry in charge of Finance to issue bonds in Public Procurement and listed in **Annex 11** of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the "Caisse Dépôt et Cosignation (CDEC) in accordance with Circular letter N° 0000019/L/MinMap of 5th June 2024 relating to the constitution of deposits, retention, restitution and deconsignment of bonds on public contracts, in case of group bidding/joint venture the bid bond is established on behalf of the group/joint venture The group agreement, where necessary
12. The power of attorney, where necessary

In case of group bidding, each member of the group must present a complete administrative file, whilst items 12, 13 and 14 shall be presented only by the representative of the group.

Envelope B - Volume 2: Technical bid

b.1 Information on qualification

- Full presentation of the firm
- Specific Experience of contractor in same or similar services of not less than 5 years with proofs

b.2 Technical proposals

- Technical specification of supplies in respect of the technical specifications and standards of the supplies in the Tender Document including proofs (prospectuses, photos etc.)
- Delivery schedule of **Four (4) Months**

b.3 Proofs of acceptance of conditions of the contract

- Copies of duly initialed Special Administrative Conditions (SAC) and Technical Specifications (TS) signed on the last page by the duly mandated representative of the contractor

Envelope C - Volume 3: Financial bid

- Price schedule following models provided in the Tender Document taking into account tax liabilities
- Detail estimates indicating unit prices
- Sub details of prices and/or breakdown of all-in prices where applicable

N.B The various parts of the same file must obligatorily be separated by colour dividers both in the original and in the copies in a way as to facilitate examination.

Price of the bid

- | | |
|------|---|
| 13.1 | The price of the Bid shall be quoted only in local currency of: FCFA |
| 13.2 | The price of the contract shall NOT be revisable. |
| 17.3 | Period of functioning of the Four (4) Months from the date of notification to start delivery <ul style="list-style-type: none"> • Three (3) months guarantee after provisional reception |

Preparation and submission of bids

- | | |
|------|---|
| 19.1 | Amount of the bid bond: The stamped hand endorsed bid bond according to the attached model for the sum of Nine hundred and one thousand (901,000) fcfa and with thirty (30) days validity period established by an organization or financial institution approved by the Ministry in charge of Finance to issue bonds in Public Procurement and listed in Annex 11 of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the " Caisse Dépôt et Cosignation (CDEC) " in accordance with Circular letter N° 0000019/L/MinMap of 5 th June 2024 relating to the constitution of deposits, retention, restitution and deconsignment of bonds on public contracts, in case of group bidding/joint venture the bid bond is established on behalf of the group/joint venture. The group agreement, where necessary |
|------|---|

Period of validity of bids

20.1	The period of validity of bids is thirty (30) days from the date of submission of bids
22.1	The number of copies of the bid which must be filled and sent: One (1) Original and 6 copies
22.2	<p>Name and Address of project owner:</p> <p>The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda:</p> <p>Email: mideonbda@yahoo.com: Tel: +237 233 36 13 78; Fax: +237 233361661</p> <p>Reference of the invitation to tender : Open National invitation to Tender N° _____ /ONIT /MIDENO / MITB/13/84/2025 of _____ FOR THE ESTABLISHMENT OF A 10-YEAR</p> <p>AGRICULTURAL AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON THROUGH EMERGENCY PROCEDURE</p>
23.1	Date and time-limit for submission of bids: Bids must be submitted latest _____ at 10:00 am prompt
26.1	Venue, date and time of opening of bids: Bids shall be opened in the MIDENO conference Hall located in the MIDENO Project management office, along Ayaba Street, opposite Mansfield plaza Hotel on the _____ at 11:00 am prompt local time
Award of the contract	
41.1 and 41.4	A final bond of 5% of the total amount of the contract all taxes inclusive shall be furnished by the successful bidder within 20 days of the notification of the contract and presented in the form indicated in the Tender document

DOCUMENT NO. 04: SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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Article 1: Subject of tender

The subject of this tender is FOR THE ESTABLISHMENT OF A 10-YEAR AGRICULTURAL AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION FOR THE NORTH WEST REGION OF CAMEROON and technical follow-up by North West Development Authority (MIDENO) according to the characteristics defined in the technical specifications and the quantities defined in the estimate.

Article 2: Award Procedure:

The contract shall be awarded through an open national invitation to tender, one stage procedure and on the basis of least cost selection after ascertaining the bidder with the most technical capacity to carry out the supplies

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

1. General definitions

- The Project Owner shall be The Director General, North West Development Authority (MIDENO). He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect
- The Contract Manager shall be the procurement Officer of MIDENO. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be The Technical Director (DTD) - MIDENO.
- The Contractor shall be the contractor to whom the contract shall be awarded by The Director General, North West Development Authority.

2 Security

- The Authority in charge of ordering payment shall be The Director General, MIDENO
- The Authority in charge of the clearance of expenditures shall be The Specialized Finance Controller, MIDENO
- The body or official in charge of payment shall be The "Agent Comptable" of MIDENO
- The official competent to furnish information within the context of the execution of this contract shall be Project Owner

3. Duties of the Contract Engineer shall include the following:

- Ascertain the originality of the equipment
- Ensure equipment supplied respect the technical specifications and standards of the Call for Tender
- Secretary of the technical reception committee
- Secretary of the provisional and final Reception committees

Article 4: Language, applicable law and regulation

1. The language to be used shall be English or French

2. The contractor shall be bound to respect the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract.

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

Article 5: Standards (Article 3 of GAC supplemented)

The supplies done in execution of this contract shall be in conformity with the standards laid down in the Special

Technical Conditions and where no standard is mentioned, to the authoritative standard on the issue and applicable in Cameroon; this standard shall be the most recent standard approved by the Competent Authority. The contractor shall study, execute and guarantee the supplies and services by taking into consideration the best practice in Cameroon for operations of similar technology.

Article 6: Constituent documents of the contract (Article 7 of GAC)

The constituent documents of this contract are in order of priority

- The tender notice
- The General Regulations of the invitation to tender
- The Special Regulations of the invitation to tender
- The Special Administrative Conditions
- The description of the supplies which includes the list of supplies and ancillary services and technical specification
- The Tender or commitment letter
- The contractor's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Special Technical Conditions (STC) referred to above;
- The framework of Unit Price Schedule, detailed estimates and sub-details of unit prices
- The draft Contract
- The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Order No. 033/CAB/PM of 13 February 2007
- The General Technical Conditions applicable to supplies forming the subject of the contract

Article 7: General instruments in force

This contract shall be governed by the following, general instruments:

1. The Finance law for the 2025 financial year;
2. Circular N° 00013995/C/MINFI of 31st December 2024 bearing on the instructions relating to the execution of the Finance Laws, the monitoring and control of the execution of the budget of the State and other public entities for the 2025 fiscal year;
3. Decree N° 2004/275 of 24 September 2004 to institute the Public Contracts Code and implemented by Circular N° 004/CAB/PM of 30th December 2005;
4. Decree N° 2012/074 of 8th March 2012 relating to the setting up, organization and functioning of Tenders Boards;
5. Decree N° 2012/075 of 8th March 2012 on the organization of the Ministry of Public Contracts;
6. Decree N° 2012/076 of 8th March 2012 amending and supplementing some provisions of Decree N° 2001/048 of 23rd February 2001 on the creation, the organization and functioning of the Public Contracts Regulatory Agency;
7. Decree N° 2013/271 of 5th August 2013 amending and supplementing some provisions of Decree N° 2012/074 of 8th March 2012 on the creation, the organization and functioning of the Public Contracts Tender Boards;
8. Decree N° 2003/651/PM of 16 April 2003 laying down the procedures for the application of tax and customs regime of public contracts;
9. Circular Letter N° 003/CAB/PM of 18th April 2008 on the enforcement of rules governing the procurement, execution and control of public contracts;

10. Circular N° 0001/CAB/PR of 19th June 2012 on the procurement and control of the execution of public contracts;
11. Circular Letter N° 002/CAB/PM of 31st Jan 2011 on the improvement of the performance of the public contracts system;
12. Circular N° 003/CAB/PM of 31st Janua 2011 laying down procedures for changes in management of economic conditions of Public Contracts;
13. Texts governing the domain : Section G of the 2022 Tax Code, **section 122 bearing on incentives for the agricultural sector**;
14. Standard norms;
15. Other instruments specific to the domain concerned in the contract.

Article 8: Communication (Article 6 of GAC supplemented)

1. All notifications and written communication within the framework of this contract shall be sent to the following address: **THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO), P.O. BOX 442, BAMENDA: EMAIL: midenobda@yahoo.com**

a. In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the **Project Owner** and immediately after delivery of the supplies, correspondences shall be validly addressed to the: **THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO), P.O. BOX 442, BAMENDA: EMAIL: midenobda@yahoo.com**

b. In the case where the **project owner** is the addressee:

M.....[to be specified] with a copy addressed to the **Contract Manager and Contract Engineer**, where need be.

The contractor shall address all written notifications or correspondences to the **project owner** with a copy to the **Contract Engineer and Contract Manager**

Article 9: Administrative Orders (Article 8 of GAC)

1. The Administrative Order to start execution shall be signed by the **project owner** and notified by the **Contract Engineer**

2. Administrative Orders with financial incidence likely to modify the time-limits shall be signed by **project owner** and notified by the **Contract Engineer**

3. Administrative Orders of a technical nature linked to the normal progress of the supply and without financial incidence shall be signed directly by **project owner** and notified by the **Contract Engineer**

4. Administrative Orders serving as warnings shall be signed by the **project owner**.

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

Article 10: Contractor's equipment and staff

1. Any modification, even partial, made to the technical bid shall only occur after the written approval of the **project owner**

Article 11: Guarantees and securities

11.1. Final bond

The final bond shall be set at **5%** of the amount of the contract, **inclusive of VAT**

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

11.2. Performance bond

The retention fund shall be set at **10 %** of the amount of the contract, **exclusive of VAT**.

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

11.3. Guarantee of start-off advance

— Not applicable

Article 12: Amount of the contract

The amount of this contract as it emerges from the attached [detail or estimates] is.....NA... (in figures)....NA.....(in letters) CFA francs inclusive of All taxes; that is:

- Amount exclusive of VAT...NA.... (NA)....CFAF
- Amount of VAT: 19.25% of total contract amount

The amount of the contract calculated under the conditions laid down in Article 19 of the GAC, results from the application to the amount exclusive of the VAT **plus the Value Added Tax (VAT)**.

Article 13: Place and Method of payment

13.1 In return for the payments to be done by the **project owner** to the contractor under the conditions laid down in the contract, the contractor is bound by these provisions to execute the contract in accordance with the provisions of the contract.

13.2. Payments shall be made into an account opened in the name of the contractor in a bank in Cameroon.

Article 14: Price variation (Article 17 of GAC)

14.1. Prices shall be firm/fixed

Article 15: Price revision formulae (Article 18 of GAC)

Not applicable

Article 16: Price updating formulae (Article 18 of GAC)

Not applicable

Article 17: Advances (Article 21 of GAC)

17.1. The project owner shall not grant a start-off advance.

17.2. The time-limit for payment of the start-off advance: **Not applicable**

Article 18: Payment (Article 19 of GAC supplemented)

18.1. Payment conditions:

- 90% advance payment exclusive of VAT after delivery and provisional acceptance of the equipment;
- 10% of the total amount of contract ATI shall be considered retained from the date of signature of the contract and shall serve as guarantee for three (3) months from the end of which the retention fees will be paid after the final reception has been carried out by the Reception committee which must be sanctioned by a technical report from a technical reception committee to be put in place by the Project Owner, ascertaining the continuous functionality of the equipment. Otherwise, part of the entire Retention fee will be used to carry out any major repairs or any breakdown during the guarantee period of three (3) months.
- The Project Owner shall within 30 days of provisional and final reception of equipment ensure that the contractor is paid following an official request from the contractor accompanied by a bill and updated administrative documents
- All taxes shall be deducted at source by the Project Owner

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

Possible interests on overdue payments shall be paid by statement of sums due in accordance with Article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

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

20.1. The amount set for penalties for delays is set as follows:

- One two thousandth (1/2000th) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- One, one thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day

20.2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

Article 21: Tax and Customs Regulations (Article 10 of GAC)

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

- Taxes and dues relating to industrial and commercial profits, including the Advance income tax (AIT)/AIR which is a deduction on company taxes;
- Registration duty in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
- Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax)

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

All taxes inclusive prices means VAT included.

Article 22: Stamp duty and registration of contracts (Article 11 of GAC)

Seven (7) original copies of the contract will be registered by and at the cost of the contractor, in accordance with the applicable regulations.

CHAPTER III: EXECUTION OF THE SERVICES

Article 23: Patent Rights (GAC supplemented): NA

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

24.1. The place of delivery shall be The Project Management Office of the North West development Authority (MIDENO), located along Ayaba Street, opposite Mansfield Plaza Hotel, Mankon-Bamenda

24.2. The delivery deadline of the services forming the subject of this contract shall be: Three (3) months

24.3. This deadline shall run from the date of notification of the Administrative Order to start execution.

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

The mission of the contractor shall be to ensure the supply of goods as described in the Special Technical Conditions under the control of the Contract Engineer and in conformity with this contract and the applicable rules and standards.

Article 26: Transport and Insurance (article 31 of GAC)

26.1. Packaging for transportation

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

26.2. Insurance

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

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

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

CHAPTER IV: ACCEPTANCE

Article 29: Documents to be furnished prior to the technical acceptance (Article 41 of GAC supplemented): NA

Article 30: Provisional Reception (Articles 40 and 41 of GAC)

Prior to the provisional acceptance requested in writing to the project owner and copying the Contract Manager and Engineer, a technical reception is organized before the provisional acceptance.

The Technical reception shall be carried out by a Technical Reception Committee to be put in place by a Decision from the project owner.

The Technical Reception Committee shall carry out the running and testing of the equipment to ensure that all the systems are functional and report to the project owner.

30.1. A Provisional Reception Commission shall be put in place by the project owner to provisionally receive the equipment comprising of the follow members:

- project owner /Representative: President
- Contract Engineer MIDENO: Secretary
- Representative of MINMAP (As Observer)
- Representative from MINADER (Member)
- Contractor/Representative (Member)
- Contract Manager MIDENO (Member)

The Provisional Reception Committee shall examine the minutes of the technical reception and shall proceed to provisional acceptance of the supplies if there is need.

The visit for provisional reception shall be the subject of minutes of provisional reception-signed on the spot by all the members of the Commission.

The Contractor takes part in the reception as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Reception Commission.

30.3. Partial acceptance is not applicable

30.4. The guarantee period commences from the date of signature of the provisional reception by the acceptance committee.

Article 31: Documents to furnish after provisional acceptance (article 40 of GAC supplemented)

The following documents are to be furnished by the contractors within a time-limit of 30 days after provisional acceptance:

- Copy of the contractor's bill describing the supplies indicating their quantities, prices and total amounts
- Administrative documents
- A copy of the original Contract document signed with MIDENO
- A copy of the Original Administrative Order and notification to start delivery
- A copy of the original notification of contract award
- Original technical and provisional reception minutes
- Notification of the delivery
- Certificate of guarantee by the manufacturer or contractor
- Certificate of origin

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

32.1 The guarantee period shall be Six (6) months to run from the date of the provisional acceptance of the supplies.

32.2 During the guarantee period, the contractor shall be bound to:

- Ensure the routine servicing of the equipment supplied
- Carry out regular minor repairs from damages due to normal usage of the equipment

Article 33: Final Reception (Article 48 of GAC)

33.1. Final Reception shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee.

33.2. The procedure and the Committee for final reception shall be the same as for provisional acceptance

33.3. The joint signature of the final detailed account by the Project Owner and the contractor shall definitely end the contract

CHAPTER V DRY CLAUSES

Article 34: Termination of the contract

The contract may be terminated as provided for in Part II Paragraph IV of Decree No. 2004/275 of 24 September 2004 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

- Delay in services resulting in penalties of more than 10 % of the amount of the supplies;
- Refusal to repeat poor supplies;
- Default by the contractor;

Article 35: Case of force majeure (Article 56 of GAC)

The contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of "Force Majeure".

For the purpose of this contract, "Force Majeure" means an event beyond the control of contractor and not involving their fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of MIDENO in its sovereign capacity, wars or revolution, fires, floods, epidemics and guarantee restrictions.

If a "Force Majeure" situation arises, the contractor shall promptly notify MIDENO in writing of such condition and the causes thereof. Unless otherwise directed by MIDENO in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the "Force Majeure" event.

Article 36: Disagreements and disputes (Article 61 of GAC)

Where no amicable solution can be found for a disagreement, this disagreement is brought before the competent Cameroonian jurisdiction, subject to the following provisions of the Common law procedures.

Article 37: Production and dissemination of this contract

Fifteen (15) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 38: Entry into force of the contract

This contract shall be final only upon its signature by the Project Owner. It shall enter into force as soon as it is notified to the contractor by the Project Owner.

North West Development Authority

MISSION DE DÉVELOPPEMENT DE LA RÉGION DU NORD OUEST

P.O. Box 442, Bamenda

Tel: 223 361 378

Fax: 223 361 661

Email: midenobda@yahoo.com

Web site: www.mideno.org



Bamenda, Le

No...../ MIDENO/B/.....

TERMS OF REFERENCE (TOR) FOR THE ESTABLISHMENT OF
A 10 YEAR AGRICULTURE AND RURAL DEVELOPMENT
STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH
WEST REGION OF CAMEROON

1. Background and Rationale

1.1. Development Mandate of MIDENO

The North West Development Authority (MIDENO) was created by Presidential Decree No. 81/350 as an agency of rural development in the North West Region. The development mandate assigned to MIDENO by the Decree of its creation includes among others the following responsibilities: -

- Conducting development studies;
- Educating and training farmers;
- Organizing the community and promoting the cooperative movement;
- Improving farming methods and setting up pilot estates;
- Intensifying plant protection campaigns;
- Improving livestock production;
- Granting and collecting loans;
- Transforming the socio-economic environment and improving the living conditions in rural areas;
- Conducting any study, research or operations connect with rural development in the then North West Province

The Authority was empowered to ask for any information from any government service, body or local authority that will enable her achieve her mandate and is to be consulted on any study or development programs to be carried out in the rural areas of the North West Region. For over 43 years the Authority has been committed uninterrupted in the pursuit of her mandate. MIDENO through the Technical Tutelage Ministries-MINADER and MINEPAT has benefited from several international cooperation financing from multilateral funding bodies such as IFAD, AIDB, IsDB, World Bank, etc, targeting agriculture and rural development in the North West Region.

1.2. Global Development Landscape

The present global development landscape is characterized by various rising tides. These changes in the world are certainly affecting the way development is perceived and done. The world today is faced with four major rising tides. The rising world population is one of the major tides. We are living a significant time marked by unprecedented urban population growth. The momentum of population growth has been exponential. Population movement has greatly increased and constitute an opportunity for development planning. The implication of this rapid population growth on how development organizations and development are run is huge. The rising technology characterized by the rapid advancement in technology such as communication technology is certainly enormously affecting the way development business is conducted in the world today. Some of the ways the rising technology is affecting us is changing the scientific output, changing language such as social media language - WhatsApp, YouTube, google, twitter, Instagram, Facebook, etc.) with many people depending on technology. The separation between people is reduced. Amidst

this information overload, for anyone to have his/her voice heard in the development landscape, that voice and action must carry something unique and it is only by having a clear strategic vision. Advancement in artificial intelligence points to massive job losses in the future, which will further widen the gap between the wealthy and the poor. MIDENO needs to adapt to these changes for the institution to be effective. The authority must seek to understand how technology affects the way we relate to each other and do the work we are called to do. The rising economic gap evidenced by power shifting to a few people as wealth is being accumulated by a few extremely rich in the world. There is rising political polarization of world view. This is exacerbated by the advancing technology which is helping to divide people through the spread of fake news and half-truths, creating fear mongering, existential threats, and echo-chambers. In the midst of these galloping demographics, technology, socioeconomic and political changes, MIDENO has to figure out intentionally how to continue to effectively pursue her mandate and how the institution can stay relevant.

1.3. National Development Policy Framework

Cameroon's National Development Strategy 2020-2030 (NDS2030) serves as a roadmap for the country's economic transformation, with a focus on achieving industrialization, structural transformation, and sustainable development. This strategy is aligned with Vision 2035, which aims to make Cameroon an emerging economy by the year 2035 through inclusive growth, poverty reduction, and improved living standards. The agriculture sector, a backbone of Cameroon's economy, is a major focus in NDS2030, especially for the North West Region. The strategy aims to modernize agriculture by promoting mechanization, improving access to finance, strengthening value chains, and enhancing climate resilience. In the North West Region, where farming is the primary livelihood for most inhabitants, key interventions include:

1. **Agricultural Modernization:** Adoption of improved farming techniques, provision of modern tools, and expansion of agro-industrial activities to enhance productivity.
2. **Infrastructure Development:** Construction and rehabilitation of rural roads to facilitate market access, storage facilities, and irrigation systems to improve agricultural output.
3. **Support for Cooperatives and Smallholder Farmers:** Strengthening farmer cooperatives, providing access to microfinance, and facilitating partnerships between farmers and agro-industries.
4. **Agro-processing and Value Addition:** Promotion of local processing industries to reduce post-harvest losses, increase value addition, and boost the competitiveness of local products.
5. **Climate-Smart Agriculture:** Implementation of sustainable farming practices to mitigate the effects of climate change, particularly in a region vulnerable to unpredictable weather patterns.
6. **Youth and Women Empowerment:** Encouraging the participation of youth and women in agribusiness through vocational training and financial support programs.

NDS2030's emphasis on agriculture and rural development in the North West Region directly contributes to Cameroon's Vision 2035 by **Boosting Economic Growth:** Enhancing agricultural productivity to drive industrialization and increase GDP, **Reducing**

Poverty: Creating employment and improving incomes in rural areas. **Ensuring Food Security:** Increasing local food production and reducing dependence on imports and **Fostering Sustainability:** Implementing climate-resilient practices for long-term agricultural development. By implementing these strategies, the North West Region is positioned as a key player in Cameroon's journey towards becoming a middle-income country by 2035.

1.4. Rationale for a 10 Year Strategic Plan

To effectively implement NDS2030 and align with Vision 2035, the North West Development Authority sees the establishment of a **10-year strategic development plan** as crucial. Such a plan would provide a **structured framework for policy execution, resource allocation, and performance monitoring**. In the North West Region, this would ensure:

- **Consistency in Development Goals:** Aligning regional initiatives with national objectives for agriculture and rural development.
- **Sustainable Investment Planning:** Facilitating long-term investments in infrastructure, agro-industries, and human capital development.
- **Enhanced Coordination:** Strengthening collaboration between government agencies, private sector actors, and local communities.
- **Adaptive Strategies:** Allowing for periodic evaluation and adjustments to address emerging challenges, such as climate change and market dynamics.

As such, a well-structured 10-year strategic plan would serve as a **roadmap for sustainable development**, ensuring that the North West Region contributes effectively to Cameroon's economic transformation and long-term prosperity.

A long-term strategic development plan which aligns with the NDS30, is essential for ensuring structured growth, resilience, and long-term success in a rapidly evolving world. It will align goals enable the authority to optimize resources, and prepare for future challenges and opportunities by providing a clear roadmap for the future, aligning stakeholders with a shared vision, ensuring sustainability and stability, enhancing resource allocation, enhances the competitive advantage in helping maintain relevance in a dynamic environment, encouraging innovations, enhancing risk management, performance measurement, supporting national policies, economic development, ensures alignment with emerging technologies, encourages sustainable development strategies, addresses key societal issues like education, healthcare, and employment and guarantees policy Continuity.

In the light of the above, the North West Development Authority (MIDENO), under the auspices of the Ministry of Agriculture and Rural Development (MINADER) is seeking the services of a competent consulting firm to develop a comprehensive 10-year Agricultural and Rural Development Strategic Plan (MIDENO Vision 2035) in alignment with the development mandate of MIDENO and Government policy in the sector. The plan aims to address the Region's agricultural challenges, promote sustainable rural development, and improve the livelihoods of its inhabitants.

2. Objectives:

- 2.1 Develop a long-term strategic plan that aligns with Government policy and the development mandate of MIDENO.
- 2.2 Identify key agricultural and rural development priorities, opportunities, and challenges in all 4 council areas of the Region.
- 2.3 Outline strategies and action plans to enhance agricultural productivity, increase food security, and promote inclusive rural growth.
- 2.4 Ensure the integration of climate-smart practices, gender mainstreaming, and youth engagement in all aspects of the plan.
- 2.5 Facilitate stakeholder engagement, coordination, and partnerships for effective plan implementation.

3. Scope of Work:

The consultant/firm shall:

- Conduct a comprehensive situational analysis of the agricultural sector and rural communities in the North West Region.
- Establish a baseline situation of Agric and Rural development at each council area and validate with the key stakeholders.
- Review existing policies, programs, and initiatives relevant to agricultural and rural development.
- Engage with stakeholders from government agencies, local communities, civil society organizations, and development partners.
- Organize at least strategic planning workshops
- Develop a comprehensive 10-year results-based Agricultural and Rural Development Strategic Plan with clear objectives, targets, strategies, and action plans, indicators, and monitoring mechanisms.
- Hold working sessions with the Division of studies, projects and Cooperation (DEPC) of MINADER and MINEPAT.
- Formulate actionable strategies, programs, and projects to achieve the desired outcomes within the specified timeframe.
- Provide capacity-building support and training to relevant stakeholders for plan implementation and monitoring.

4. Deliverables:

- Inception report outlining the methodology, work plan, and data collection tools.
- A comprehensive situational diagnosis of Agricultural and Rural Development in the Region per sub-Division/Council area and consolidated.
- Draft Agricultural and Rural Development Strategic Plan for review and feedback.
- Final robust 10-year Agricultural and Rural Development Strategic Plan incorporating inputs and recommendations from stakeholders following a regional validation workshop and tailored to the specific needs and context of the North West Region of Cameroon.
- Final Strategic Plan document incorporating inputs and recommendations from stakeholders following a regional validation workshop.
- A monitoring and evaluation framework for the implementation of the strategic plan with key performance indicators (KPIs) to track progress, measure impact, and ensure accountability; and define mechanisms for regular monitoring, reporting, and feedback loops to facilitate adaptive management by MIDENO and stakeholders

5. Methodology

The bidder is expected to provide a comprehensive methodology of work which should include: -

- a comprehensive review of existing data, reports, and studies related to the agricultural sector and rural development in the North West Region of Cameroon.

- Identify and engage with key stakeholders including government agencies, local communities, farmers' associations, NGOs, development partners, and other relevant actors.
- Conduct consultations, focus group discussions, and interviews to gather insights, needs, and priorities.
- Perform a detailed analysis of the strengths, weaknesses, opportunities, and threats (SWOT) facing the agricultural sector and rural communities in the region
- Collect primary data through surveys, field visits, and consultations to validate findings and gather additional information.
- Analyze the collected data to identify trends, challenges, constraints, and opportunities in the agricultural and rural development context.
- Develop a shared vision for agricultural and rural development in the North West Region in alignment with the MIDENO Vision 2035
- Define clear and measurable goals and objectives that address the identified needs and priorities.
- Identify strategic interventions, programs, and projects that will contribute to achieving the established goals and objectives.
- Develop action plans with detailed activities, timelines, responsible entities, and resource requirements.
- Organize a regional review and validation workshop with at least 150 participants drawn from all segments of the population.

6. Duration:

This assignment is expected to be carried out over a period of four months from the signing of the contract.

7. Eligibility

To be eligible for this call, the bidder must: -

- 7.1 Have established a transparent, smooth and successful working relationship with MIDENO in the execution of previous contractual arrangements.
- 7.2 Have sufficient capacity to execute the proposed application and operating experience of minimum three years
- 7.3 Demonstrate a mastery of the project area and ability to work in the current crisis environment in the North West Region (a commitment letter stating that the firm has the capacity to access and organize stakeholder workshops in all 34 councils in the Region)
- 7.4 Have experience of managing at least one similar project during the last four years.

NOTE: Only bidders satisfying the above eligibility criteria will be reviewed.

8. Minimum Qualifications

The consultant/firm should have:

- i. Demonstrated experience in agricultural and rural development planning, particularly in Cameroon and in sub-Saharan Africa in general
- ii. Expertise in conducting stakeholder consultations, policy analysis, and strategic planning processes.
- iii. Strong knowledge of the agricultural sector, agribusiness, climate change adaptation, and community development.
- iv. Excellent communication skills and the ability to work effectively with diverse stakeholders.

Meanwhile, the study team at the minimum should comprise of the following 7 key members.

- i. Team Leader (Agricultural Economist)
- ii. Agricultural Specialist
- iii. Livestock Specialist
- iv. Senior Civil/Rural Engineer
- v. Hydraulic Engineer
- vi. Environmental Expert
- vii. Gender Specialist
- viii. M&E Specialist

sn	Position	General Qualification and Experience
1.	Team Leader	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Master's Agricultural Economics, Rural Development, Economics or any other related discipline <p>Professional experience:</p> <ul style="list-style-type: none"> ○ Minimum of 10 years of project management for rural development, agricultural value chain development or livelihood related interventions in developing countries, preferably in Cameroon ○ Familiarity with international context in conflict and post-conflict/ crises in developing societies. ○ Familiarity with the rural development policy in Cameroon ○ Experience in leading program/project teams and ensuring gender equality and gender representation in the implementation. ○ Experience and knowledge of the socio-political context of the North West Region would be a strong asset ○ Excellent communication (both oral and written), representational and interpersonal skills <p>Language:</p> <ul style="list-style-type: none"> ○ Ability to use written and spoken English language flexibly and effectively for social and professional purposes. ○ Knowledge of some of the dialects in the NWR Pashto is an asset, but not required.
2.	Agriculture Specialist	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Minimum of a bachelor's degree in agricultural sciences, agronomy, horticulture, development studies, rural development or any other related discipline from an accredited institution. ○ Professional experience: ○ Minimum 7 years of relevant experience with implementation of a complex agricultural/horticultural value-chain program/projects in similar settings.

3.	Livestock Specialist	<p>Language:</p> <ul style="list-style-type: none"> ○ Fluency in English, pigin <p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Minimum of a bachelor's degree in Livestock and fisheries sciences, development studies, rural development or any other related discipline from an accredited institution. <p>Professional experience:</p> <ul style="list-style-type: none"> ○ Minimum 7 years of relevant experience with implementation and or design of livestock and fisheries development projects
4.	Senior Civil Engineer	<p>Language:</p> <ul style="list-style-type: none"> ○ Fluency in English, pigin <p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Minimum of a bachelor's degree in civil/rural engineering from an accredited institution. <p>Professional experience:</p> <ul style="list-style-type: none"> ○ Minimum of 7 years of professional experience with designing and managing implementation of complex community-based infrastructural related programs and projects including irrigation development, greenhouses and other pre and/or post-harvest agricultural related infrastructure projects <p>Language:</p> <ul style="list-style-type: none"> ○ Fluency in pigin is required ○ Proficiency in oral and written English is required.
5.	Hydraulics Engineer	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Minimum of a bachelor's degree in hydraulics or water management from an accredited institution. <p>Professional experience:</p> <ul style="list-style-type: none"> ○ Minimum of 7 years of professional experience with designing and managing implementation of complex community-based water projects including irrigation development and related infrastructure projects <p>Language:</p> <ul style="list-style-type: none"> ○ Fluency in pigin is required ○ Proficiency in oral and written English is required.
6.	Environmental Expert	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ○ Minimum of a bachelor's degree in Environmental Management or related field <p>Professional experience:</p>

		<ul style="list-style-type: none"> Minimum of 7 years of professional experience with agribusiness related programs/projects <p>Language:</p> <ul style="list-style-type: none"> Fluency in pigin is required <p>Proficiency in oral and written English is required</p>
7.	Gender Specialist	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> Minimum of a bachelor's degree in gender studies, social sciences, development studies, business administration and any other related discipline from an accredited institution.
		<p>Professional experience:</p> <ul style="list-style-type: none"> Minimum of 7 years of professional experience with gender mainstreaming in a development/humanitarian setting <p>Language:</p> <ul style="list-style-type: none"> Fluency in pigin is required Proficiency in oral and written English is required
8.	M&E Specialist	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> Minimum of a bachelor's degree in social sciences, development studies, business administration and any other related discipline from an accredited institution. <p>Professional experience:</p> <ul style="list-style-type: none"> Minimum of 7 years of professional experience on monitoring and reporting on agri business and rural development projects in a development/emergency setting <p>Language:</p> <ul style="list-style-type: none"> Fluency in pigin is required Proficiency in oral and written English is required.

Bidders should provide Curriculum vitae (CV) of the key members of the proposed core project team. The CVs should include names, qualifications, details of relevant experience, and capability and capacity to undertake the activities required in this ToR.

9. Monitoring and evaluation

The delivery of this assignment will be monitored by a Monitoring and evaluation Committee headed by the Director of Studies, Projects and Cooperation in MINADER while the technical coordination will be assured by the Director of the Technical Department in MIDENO with the following as members: - the Director of Agricultural Development, the Director of rural engineering, the Regional Delegate of Agriculture and Rural Development, the Regional Delegate of Livestock, the Director General of

Cooperation in MINEPAT, The Director of Administration and Finance, MIDENO, the Finance Controller, MIDENO and the Assistant Comptable. A Representative of the Regional Assembly, the Chief of Service for Projects and Programmes MINADER, CEA5/CPP MINADER, Le CEA1/CPP MINADER, Agronomist, MIDENO. This Committee will be set up by a decision of the Director General to ensure that the deliverables defined in this assignment are effectively delivered.

Meanwhile, the consultant will establish a monitoring and evaluation framework for the implementation of the strategic plan with key performance indicators (KPIs) to track progress, measure impact, and ensure accountability; and define mechanisms for regular monitoring, reporting, and feedback loops to facilitate adaptive management. This M&E plan will be one of the key deliverables of this assignment.

10. Technical and Financial Proposals

10.1 Technical Proposals

The Technical Proposal must be submitted following the guidelines spelt out in the tender document and must include a cover letter explaining why the applicant organization considers itself the most suitable partner for the work. A methodological approach and explanation of how each of the objectives would be carried out and results achieved. This should also include specific ideas or suggestions that demonstrate an understanding of the requirements, objectives, scope and deliverables and how they might be enhanced. The technical proposal should demonstrate clear understanding of the challenges facing smallholder producers and propose tangible strategies to overcome them taking into consideration the local settings. Gender inclusive arrangements in targeting and implementation of this assignment at all stages is a must.

10.2 Financial Proposals

Meanwhile, the financial proposal must include a detailed budget breakdown per objective and deliverables and in line with the scope of the work. Personnel cost should not exceed 20 percent of the total cost of the assignment. The cost breakdown will be used to determine the value-for-money. The Budget for the assignment is **cf** 45,050,000 francs, financed by through the 2025 PIB resources allocated to MIDENO by from MINADER, the tutelage ministry.

11. Mode of Payment

sn	Deliverable	Timeline	% payment	Terms of payment
12.	Submission of inception report outlining the methodology, work plan, and data collection tools.	2 Weeks after	20%	After review and validation of inception report

13.	Draft Agricultural and Rural Development Strategic Plan for review and feedback.	3 months and 2 weeks	40%	After submission, review and feedback
14.	Final robust 10-year Agricultural and Rural Development Strategic Plan Document (MIDENO Vision 2023) incorporating inputs and recommendations from stakeholders following a regional validation workshop and tailored to the specific needs and context of the North West Region of Cameroon.	2 Months	40%	After submission of 12 hard copies and complete soft copies in word, pdf and Power Point summary

15. Evaluation Criteria:

Sn	Main Criterion	Sub Criteria	Max Score	Firm's Score		
				F1	F2	F3
1.	Firm's Experience and Track Record (25%)	Relevant experience in developing strategic plans for agriculture and rural development. (at least 5)	8			
		Experience in similar projects (national or international, at least 3)	7			
		Evidence of past work with government agencies, international organizations, or NGOs.	5			
		References from previous clients.	5			
	Sub Total		25			
2.	Methodology and Approach (30%)	Understanding of the project objectives and scope.	5			
		Quality and clarity of the proposed methodology.	7			

Sn	Main Criterion	Sub Criteria	Max Score	Firm's Score		
		Data collection and analysis techniques.	7			
		Stakeholder engagement strategy.	6			
		Risk assessment and mitigation measures.	5			
	Sub Total		30			
3.	Team Composition and Qualifications (20%)	Expertise of key personnel (team leader, agricultural economists, rural development specialists, environmental expert, etc.)	10			
		Experience of proposed team members in similar projects (at least 5 years)	7			
		Clear roles and responsibilities of team members.	3			
	Sub Total		20			
4	Work Plan and Deliverables (10%)	Realistic and detailed work schedule.	4			
		Clear milestones and timelines.	2			
		Adequacy of resources allocated for the study.	2			
		Clarity and feasibility of deliverables.	2			
	Sub Total		10			
5	Understanding of Local Context (10%)	Knowledge of the agricultural and rural development context in the NWR	4			
		Understanding of socio-economic and environmental factors affecting rural	3			

Sn	Main Criterion	Sub Criteria	Max Score	Firm's Score		
		development.				
		Ability to engage with local stakeholders and integrate indigenous knowledge.				
	Sub Total		10			
6	Compliance with Terms of Reference (5%)	Adherence to the Terms of Reference (ToR) requirements.	2			
		Completeness of the technical proposal.	2			
		Compliance with formatting and submission guidelines.	1			
	Sub Total		5			
	Grand Total (1+2+3+4+5+6)		100			

16. Submission of Proposals

Interested consultants/firms are invited to submit their proposals, including a technical and financial proposal, by the 30th April 2025. Proposals should be sent to the following address:

The Director General,

North West Development Authority (MIDENO),

C/o, Cletus ANYE MATOYAH

P.O Box 442, Bamenda

THE ESTABLISHMENT OF A 10 YEAR AGRICULTURE AND RURAL
DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH
WEST REGION OF CAMEROON

1.1 DELIVERY CALENDAR

Description	Deliverables	Site (project) or final destination as indicated in the Special Regulations	Delivery date (according to Incoterms)
			Latest delivery date
THE ESTABLISHMENT OF A 10 YEAR AGRICULTURE AND RURAL DEVELOPMENT STRATEGIC PLAN (MIDENO 2035 VISION) FOR THE NORTH WEST REGION OF CAMEROON	Inception report outlining the methodology, work plan, and data collection tools.		Four (4) Months from the date of notification to start supplies
	A comprehensive situational diagnosis of Agricultural and Rural Development in the Region per sub-Division/Council area and consolidated.		
	Draft Agricultural and Rural Development Strategic Plan for review and feedback.		
	Final robust 10-year Agricultural and Rural Development Strategic Plan incorporating inputs and recommendations from stakeholders following a regional validation workshop and tailored to the specific needs and context of the North West Region of Cameroon.		
	Final Strategic Plan document incorporating inputs and recommendations from stakeholders following a regional validation workshop		

A monitoring and evaluation framework for the implementation of the strategic plan with key performance indicators (KPIs) to track progress, measure impact, and ensure accountability; and define mechanisms for regular monitoring, reporting, and feedback loops to facilitate adaptive management by MIDENO and stakeholders

DOCUMENT NO. 06: UNIT PRICE SCHEDULE

SCHEDULE OF UNIT PRICE

Price N°	Description or designation	Unit	Unit in Letter Francs exclusive of VAT	FA VAT	Unit prices in figures exclusive of VAT
1					
2					
3					
Etc.					

Name of bidder.....[insert name]

Signature[Insert signature],

Date.....[Insert date]:

Detailed estimates

Professional Services (Personnel Costs – Not to Exceed 15% of Total Budget)

SN	Position	Duration (Days)	Daily Rate (CFA)	Total (CFA)
1	Team Leader (Agro Economist)	45		
2	Agricultural Specialist	30		
3	Livestock Specialist	20		
4	Civil/Rural Engineer	20		
5	Hydraulics Engineer	20		
6	Environmental Expert	15		
7	Gender Specialist	20		
8	M&E Specialist	25		
Sub Total A (Personnel)				

Note: This is capped at 15% of the budgeted CFA 45,050,000 = CFA 6,757,500. Therefore, the actual allowable professional cost must not exceed CFA 6,757,500. Bidders must revise team composition or number of days to fit this ceiling.

B. Operational Costs

SN	Item	Quantity	Unit Cost (CFA)	Total (CFA)
1.	Organize at least one Regional Stakeholder/strategic planning Workshops	1		
2.	Stakeholder/strategic planning workshops in 34 Council Areas bringing together at least 50 key stakeholders	34		
3.	Accommodation and Per Diem	30 Days		
4.	Transport & Logistics in 34	34		

SN	Item	Quantity	Unit Cost (CFA)	Total (CFA)
	subdivisions			
5.	Data Collection Interviews/Surveys	Lump sum		
6.	Establish and print inception report outlining the methodology, work plan, and data collection tools (7 copies)	7		
7.	Establish and print a comprehensive situational diagnosis of Agricultural and Rural Development in the Region per sub-Division/Council area and consolidated in 7 copies	7		
8.	Establish and print a draft Agricultural and Rural Development Strategic Plan (10 copies) for review and feedback.	10		
9.	Establish a final robust 10-year Agricultural and Rural Development Strategic Plan incorporating inputs and recommendations from stakeholders following a regional validation workshop and tailored to the specific needs and context of the North West Region of Cameroon. (12 copies)	12		
Sub Total B (Operational)				

C. Monitoring and Evaluation Tools

SN	Item	Quantity	Unit Cost (CFA)	Total (CFA)
1	M&E Framework Development	Lump sum		
2	At least 2 technical Follow-up Committee Workshops at	2		

SN	Item	Quantity	Unit Cost (CFA)	Total (CFA)
	MINADIER chaired by the DEPC			
Sub Total C (M&E)				
Total (A+B+C) EVAT				
VAT: 19.25%				
IR: (.....%)				
Net Payment				
TTC				

Summary of Costs		
SN	Category	Total (CFA)
A	Personnel Costs (max 15%)	
B	Operational Costs	
C	M&E Tools	
Total EVAT		
VAT: 19.25%		
IR: (.....%)		
Net Payment		
TTC		

Name of bidder.....[insert name]

Signature[Insert signature],

Date.....[Insert date]

DOCUMENT NO. 08: SUB-DETAILS OF UNIT PRICES

Sub-details of unit prices

Option N° 1

N°	Designation	Cost price	Transportation	Cost of order	Delivery fees	Margin	Unit price EVAT

Option N° 2

Description	Amount
Ex-works	
Freight	
Insurance	
CAF delivered Doula	
Customs duty	
Computer tax	
Unloading tax	
SGS control	
Transit + handling	
Transportation + intervention	
Others	
Bank Charges	
After-sales-services	
Registration, assembling	
Miscellaneous	
Total EVAT	

Bidder's name [insert name],

Signature [insert signature],

Date [insert date]

TABLE OF MODEL DOCUMENTS

Annex No. 1: model tender

Annex No. 2: Model bid Bond

Annex No. 3: Model final Bond

Annex No. 5: Model performance Bond

Annex No. 6: Model authorization from manufacturer

ANNEX No. 1: MODEL TENDER

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

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

- Having taken cognisance of all the documents featured or mentioned in the Tender File including the addenda of No [recall the subject of the invitation to tender]
- Submit and commit myself to deliver the supplies in accordance with the tender File, in return for the prices which I myself establish on the basis of the price and quantity schedule which give the amount of the tender for lot No at [in figures and words] CFA francs exclusive of VAT and at CFA francs inclusive of all taxes. [In figures and words].
- I pledge to deliver the supplies within a deadline of months.
- In addition I pledge to maintain my bid for [indicate duration of validity, in principle 90 days] from the deadline of submission of tenders.

The rebates bided and modalities of application of the said rebates are as follows

The Administrator shall pay the sums due for this contract by crediting account No opened in Bank Branch

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

Done at on

Signature of

In the capacity as

Duly authorised to sign bids for and on behalf of

ANNEX N° 2: MODEL BID BOND

Addressed to [indicate the project owner and his address] "project owner"

Whereas the Contractor.....hereinafter referred to as the "bidder" has submitted his tender

On.....for [recall the subject of the invitation to tender], hereinafter referred to as "the tender" 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 declare to guarantee payment to the project owner of the maximum sum of [indicate the amount] CFA francs, that the bank pledge; to pay in full to the Project Owner, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his tender during the validity period specified by him in the tender; or

If the bidder having been notified of the award of the contract by the project owner 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 commit ourselves to pay to the project owner an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the project owner having to justify his request, given, however, that in his request the project owner shall note that he is due the amount he is claiming because one or the other or both of the above conditions 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 project owner for the submission of tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by the project owner to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this validity period.

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

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

ANNEX No. 3: MODEL FINAL BOND

Bank

Reference of the bond: No.....

Addressed to [indicate the project owner and his address] Cameroon, hereinafter referred to as the project owner "

Whereas.....[name and address of Contractor], hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out [indicate the nature of the services].

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 give 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 as soon as it is signed and as soon as the project owner notifies the Contractor of the approval of the contract. It shall be released within a deadline of [indicate the Deadline] from the date of the provisional acceptance of the supplies.

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 formulated 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. 5: MODEL RETENTION FUND

Bank

Reference of the guarantee: No

Addressed to [Indicate the project owner]

[Address of project owner]

Hereinafter referred to as "the project owner"

Whereas [name and address of Contractor] hereinafter referred to "the Contractor", pledged, in execution of the contract, to carry out the supplies of [Indicate the subject of the supplies]

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 words] 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 work featuring in the final detailed account, without the project owner having to prove or give the reasons nor the reason 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 guarantee and we hereby incline to any amendment, addendum or change.

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

Any request for payment formulated 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 guarantee 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

[Signature of the bank]

ANNEX N° 6: MODEL OF MANUFACTURER'S AUTHORIZATION

The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorization must be on the manufacturer's letter head and must be signed by a person duly mandated to sign documents which commit the manufacturer. The bidder should include this letter in his tender, if so required by the Tender File]

Date [insert the date, (day, month, year) of submission of tender]

IT N° of [insert references of Invitation to tender]

Variant No.: [insert the identification number if this tender is proposed for a variant]

To: [insert full name of project owner]

WHEREAS:

[insert full name of manufacturer] are reputed manufacturer of [indicate the supplies produced] having our factory at [indicate the full address]

We hereby authorize [indicate the full name of the bidder] to present a tender and possibly sign a contract with you for the Invitation to Tender No. [insert the references of the invitation to tender] for the supplies manufactured by us.

We confirm all our guarantees and are guarantors in accordance with the Tender File for the supplies bided above for this invitation to tender.

Name [insert the full name of the signatory of the authorization] In the capacity of

Signature [insert the signature]

Duly mandated to sign the capitulation for and on behalf of [insert manufacturer's full

Done on day of

[Insert, date of signature]

DOCUMENT NO. 10: MODEL CONTRACT

REPUBLIQUE DU CAMEROON

Paix- Travail- Patrie

REPUBLIC OF CAMEROON

Peace - Work- Fatherland

[Indiquer le Maître d'Ouvrage][Indicate Project Owner]

ANNEX NO. 7

CONTRACT No _____ /IT or C, /CA/TB

Awarded after Invitation to tender No _____ /IT /CA/TB/00 of _____

HOLDER OF CONTRACT: [indicate the holder and his full address]

P.O. Box 0000 at _____, Tel _____, Fax: _____

Business Registry No. _____ A Issued at _____

Taxpayer's No. _____

SUBJECT OF CONTRACT: [indicate the full subject of the supply]

PLACE OF DELIVERY: [indicate]

AMOUNT IN CFA F: [indicate]

IAT	
EVAT	
VAT (19.25%)	
AIR (.....%)	
Net to be paid	

DELIVERY DEADLINE : [In days, weeks, months or years]

FINANCING : [Indicate source of financing]

BUDGET HEAD : [To be filled]

SUBSCRIBED ON-----

SIGNED ON-----

NOTIFIED ON-----

REGISTERED ON-----

BETWEEN:

The Republic of Cameroon presented by (indicate Contracting Hereafter referred to as it Project Owner),

On the one hand

And

-----COMPANY

P.O. Box-----at-----Tel-----Fax-----

Business Registry N° -----A

Taxpayer's N°

[Indicate name of contractor, his full address as well as the name of the mandated signatory], hereinafter referred to as "THE CONTRACTOR"

On the other hand

It has been agreed and settled as follows:

SUMMARY

Part I: Special Administrative Conditions (SAC)

Part II: Description of supplies

Part III: Price Schedule

Part IV: Detailed estimates

Part V: Delivery calendar

PAGE AND LAST PAGE OF CONTRACT N°-----/C or JO/CA/TB/0000

[recall the method of award of contract]

And -----

For The Supply Of-----

Contract price:[recall in CFA francs inclusive of all taxes figures and words

Delivery deadline: [fill in days, weeks, months or years]

Read and accepted by the contractor •

(place of signature) ----- (date)

Signature of Project Owner

(place of signature)----- (date)

Registration

AUTHORITY TO ISSUE BANK CAUTION IN PUBLIC CONTRACTS

I. LIST OF BANKS

1. Société Générale Cameroun (SGC)
2. Banque Internationale du Cameroun pour l'épargne et le Credit (BICEC)
3. Société Commerciale de Banques-Cameroun (CA-SCB)
4. Standard Chartered Bank Cameroon (SCBC)
5. Afriland First Bank (AFB)
6. Banque Atlantique du Cameroun (BAC)
7. Ecobank Cameroon (EBC)
9. Citibank N.A. Cameroon
10. Commercial Bank of Cameroon (CBC)
11. Union Bank of Cameroon (UBC)
12. National Financial Credit Bank (NFC Bank)
13. United Bank of Africa (UBA)
14. BANQUES GABONNAISE POUR LE FINANCEMENT INTERNATIONAL (BGFI Bank)
15. LA REGIONALE BANK
16. CREDIT COMMUNAUTAIRE D'AFRIQUE (CCA BANK)
17. BANGE BANK CAMEROON (BANGE CMR)
18. ACCES BANK CAMEROON (ABC)

II. LIST OF INSURANCE COMPANIES

19. CHANAS Insurance Company
20. ACTIVA Insurance Company
21. Zenith Insurance
22. Compagnie Professionnelle d'Assurance du Cameroun (CPA)
23. AREA ASSURANCES
24. ATLANTIC ASSURANCE SA
25. PRUDENTIAL BENEFICIAL GENERAL INSURANCES
26. CPA SA
27. NSIA ASSURANCES
28. PRO ASSUR SA
29. ROYAL ONYX INSURANCE
30. SAAR SA
31. SAHAM ASSURANCES CAMEROON

PRELIMINARY EXAMINATION OF BIDS USING ELIMINATORY CRITERIA OPEN NATIONAL INVITATION TO TENDER N° /ONIT/MIDENO/MITB/13/84/2025 of ...

SN	Elimination Criteria	Sub Criteria	Bidder 1:		Bidder 2:	
			Yes/No	Observations	Yes/No	Observations
1.0	Presentation /submission of bid	Sealing and marking of bids (Outer envelope addressed as required)				
		Number of copies submitted (7, 1 original and 6 copies)				
		Bids signed by Competent Authority				
		All bids typed with indelible ink				
		Bid submitted on time				
2.0	Administrative Documents (Complete or incomplete)	Presentation of the declaration of the intention to tender, stamped with fiscal stamp and signed by bidder (according to the attached model)				
		Certified copy of Certificate of incorporation not more than 3 months old				
		Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids				
		Certified copy of Tax Payer's card not more than 3 months old				
		Original attestation of Bank Account issued by a First Rated bank approved by the Ministry in charge of finance				
		Attestation of tax conformity stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year obtainable from the Taxation Department and not more than three months old				
		Valid location plan signed, stamped and dated by the bidder				
		Original CNPS clearance certificate and relating to the activity not				

	more than 3 months old and issued for the Assignment								
	Original receipt of payment for bidding documents								
	Original Certificate of non-exclusion from Public Contracts by ARMP and relating to the activity not more than 3 months old and issued for the Assignment								
	The stamped hand endorsed bid bond according to the attached model for the sum of Nine hundred and one thousand (901,000) fcfa and with thirty (30) days validity period established by an organization or financial institution approved by the Ministry in charge of Finance to issue bonds in Public Procurement and listed in Annex 11 of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the " Caisse Dépôt et Consignation (CDEC) " in accordance with Circular letter N° 0000019/L/MinMap of 5 th June 2024 relating to the constitution of deposits, retention, restitution and deconsignment of bonds on public contracts, in case of group bidding/joint venture the bid bond is established on behalf of the group/joint venture.								
	Group Agreement in case of Joint Venture								
	Power of Attorney in case of Joint Venture								

Name of Evaluator No. 1.....Signature.....
Name of Evaluator No. 2.....Signature.....
Name of Evaluator No. 3.....Signature.....
Name of Evaluator No. 4.....Signature.....

(II) EVALUATION OF TECHNICAL PROPOSAL USING ESSENTIAL CRITERIA FOR OPEN NATIONAL INVITATION TO TENDER N°/ONIT/MIDENO/MITB/13/84/2025 OF ...

Sn	Main Criterion	Sub Criteria	Max Score	Firm's Score		
				F1	F2	F3
1.	Firm's Experience and Track Record (25%)	Relevant experience in developing strategic plans for agriculture and rural development. (at least 5)	8			
		Experience in similar projects (national or international, at least 3)	7			
		Evidence of past work with government agencies, international organizations, or NGOs.	5			
		References from previous clients.	5			
		Sub Total	25			
2.	Methodology and Approach (30%)	Understanding of the project objectives and scope.	5			
		Quality and clarity of the proposed methodology.	7			
		Data collection and analysis techniques.	7			
		Stakeholder engagement strategy.	6			
		Risk assessment and mitigation measures.	5			
	Sub Total		30			
3.	Team Composition and Qualifications	Expertise of key personnel (team leader, agricultural economists, rural development specialists, environmental expert, etc.)	10			
		Experience of proposed team members in similar projects (at least 5 years)	7			

Sn	Main Criterion	Sub Criteria				Max Score	Firm's Score			
		Clear roles and responsibilities of team members.								
	(20%)					3				
	Sub Total					20				
4	Work Plan and Deliverables (10%)	Realistic and detailed work schedule.	4							
		Clear milestones and timelines.	2							
		Adequacy of resources allocated for the study.	2							
		Clarity and feasibility of deliverables.	2							
	Sub Total		10							
5	Understanding of Local Context (10%)	Knowledge of the agricultural and rural development context in the NWR	4							
		Understanding of socio-economic and environmental factors affecting rural development.	3							
		Ability to engage with local stakeholders and integrate indigenous knowledge.	3							

Main Criterion		Sub Criteria				Max Score	Firm's Score
	Sub Total					10	
6	Compliance with Terms of Reference (5%)	Adherence to the Terms of Reference (ToR) requirements.	2				
		Completeness of the technical proposal.	2				
		Compliance with formatting and submission guidelines.	1				
	Sub Total					5	
	Grand Total (1+2+3+4+5+6)					100	

NB: A score of less than 80 leads to technical elimination of the firm

GENERAL OBSERVATIONS/RECOMMENDATION:

Name of Evaluator No. 1.....Signature.....

Name of Evaluator No. 2.....Signature.....

Name of Evaluator No. 3.....Signature.....

Name of Evaluator No. 4.....Signature.....

EVALUATION OF FINANCIAL PROPOSAL FOR OPEN NATIONAL INVITATION TO TENDER NO/ONIT/MIDENO/MTB/13/84/2025 OF

DATE.....

SN	NAME OF BIDDER	Read out Amount all taxes inclusive (FCFA)	Adjustments/ Corrections (FCFA)	Corrected Amount all taxes inclusive (FCFA)	RANKING	Observations

PROPOSAL FOR AWARD:

Name of Evaluator No. 1.....Signature.....

Name of Evaluator No. 2.....Signature.....

Name of Evaluator No. 3.....Signature.....

Name of Evaluator No. 4.....Signature.....