

## North West Development Authority

MISSION DE DÉVELOPPEMENT DU NORD OUEST

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Bamenda, the.....

03 JUL 2025

N° 1213/MIDENO/B/ MITB/13/84

### TENDER NOTICE

REQUEST FOR QUOTATIONS N° 1213/RQ/MIDENO/MITB/13/84/2025  
of 03 JUL 2025 TO CARRY OUT CAPACITY BUILDING OF COFFEE  
FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION  
THROUGH EMERGENCY PROCEDURE

**SOURCE OF FINANCING:** INTERNALLY GENERATED REVENUE FROM THE NATIONAL COCOA AND  
COFFEE BOARD (ONCC)

**Budgetary Head:** 211110

**1. Subject of the invitation to tender:** Within the frame work of the activities financed from the royalties from the National Cocoa and Coffee Board (ONCC). Considering reference program 186 titled **Improving the Infrastructural and access to factors of production and markets with Reference action 1 in program 186 on the investment program of MIDENO for 2025 financial year and her objective to attain operational efficiency of the North West Development Authority, (MIDENO) hereby launches a request for quotations to carry out capacity building of coffee farmers' cooperatives and input support for diversification through emergency procedure**

**2. Nature of assignment:** The scope of this intervention includes:

The consultant/s is expected to provide the following services:

**Phase 1: Pre-Workshop work including:**

- Preparation of a comprehensive, Interactive and engaging workshop content methodology, material, schedule and resources needed for the workshop.
- Propose workgroup formats and discussion to ensure maximum participation

**Phase 2: During workshop**

- Conduct the workshop based on the adopted methodology workshop schedule and, materials



### **Phase 3: Post workshop**

- Brief, wrap up and report on recommendations including identified constraints that might affect the implementation of changes
- Conduct the evaluation of the workshop
- Preparation of report summarizing outcomes and recommendations

**3. Participation:** Participation in this invitation to tender is opened to registered qualified contractors of the Republic of Cameroon with financial ability, technical and professional expertise in the same or similar works.

**PROVISIONAL COST:** EIGHTEEN MILLION SEVEN HUNDRED AND FIFTY THOUSAND (18,750,000) FCFA

**4. Financing:** Services which form the subject of this Invitation to tender shall be financed funds internally generated from the National Cocoa and Coffee Board (ONCC)

**5. Consultation of tender file:** The tender file can be consulted during working hours from 8:00 am to 4:00 pm at the MIDENO Head Office, Secretariat of the Director General (1<sup>st</sup> Floor), Ayaba Street, P.O. Box 442, Bamenda; Email: mideno1981@gmail.com: Tel: 237 233 361 378 following the publication of this notice.

**6. 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: mideno1981@gmail.com: Tel: 237 233 361 378 following the publication of this notice against payment of a non-refundable sum of Thirty two thousand (32,000) fcfa and payable into Account N° 06845 97568660001- 28 in the name of "SPECIAL ACCOUNT SAC-ARMP" in any BICEC Branch in Cameroon

**7. 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 3.0 JUL 2025 and should carry the inscription:

REQUEST FOR QUOTATIONS N° 1245/RQ/MIDENO/MITB/13/84/2025  
of 03 JUL 2025 TO CARRY OUT CAPACITY BUILDING OF COFFEE  
FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH  
EMERGENCY PROCEDURE

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

**8: Bid Bond:** The stamped hand endorsed bid bond according to the attached model for the sum of Three hundred and seventy thousand (370,000) 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<sup>th</sup> 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.

**9. 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 bids. 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.

**10. Opening of bids:** The opening of the administrative documents, technical and financial bids are scheduled on the .....**3-0 JUL 2025**..... 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.

**11. Delivery deadline:** The maximum execution deadline provided for by the Project Owner shall be **one (1) month from the date of notification to start delivery**

**12. Evaluation Criteria:** The bids shall be evaluated according to the following principal criteria;

**A. Eliminary Criteria**

- Absence or insufficient Bid Bond of the specified amount
- Incomplete administrative, technical and financial offer.
- Absence of the receipt of deposit from CDEC of the amount indicated in the bid bond
- 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 envelopes 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 3 years
3	Conformity to technical specifications and standards (prospectuses, photos etc.)
4	Delivery schedule of <b>one (1) month</b>
5	Original bids signed by the competent Authority of the firm

**13. 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 eliminatory criteria and must score at least 80 out of the 100 points previewed for the technical evaluation) and financial capacity of the bidder and make sure 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**

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

**15. 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](mailto:mideno1981@gmail.com): Tel: 237 233 361 378**

**FOR: NORTH WEST DEVELOPMENT AUTHORITY**



**CC**

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



NORTH WEST DEVELOPMENT AUTHORITY  
MISSION DE DEVELOPPEMENT DU NORD OUEST

P.O. Box, 442, Bamenda

Tel: (237) 3336 13 78

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Bamenda, ..... 03 JUL 2025

N° 1215/MIDENO/B/ MITB/13/84

**AVIS D'APPEL D'OFFRES**

DEMANDE	DE	COTATIONS	N°	...../DC/MIDENO/MITB/13/84/2025
DE .....			of	03 JUL 2025
TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION PAR LA PROCEDURE D'URGENCE				

**Financement** : INTERNALLY GENERATED REVENUE FROM THE NATIONAL COCOA AND COFFEE BOARD (ONCC)

**Line budgétaire** : 211110

**1. Objet de l' Appel d'Offres** : Dans le cadre des activités financées par les royalties de l'Office National du Cacao et du Café (ONCC). Considérant le programme de référence 186 intitulé Amélioration de l'infrastructure et de l'accès aux facteurs de production et aux marchés avec l'action de référence 1 du programme 186 sur le programme d'investissement du MIDENO pour l'exercice 2025 et son objectif d'atteindre l'efficacité opérationnelle de l'Autorité de Développement du Nord-Ouest, (MIDENO) lance par la présente un appel d'offres pour réaliser le renforcement des capacités des coopératives de caféiculteurs et l'appui à la diversification par le biais de la procédure d'urgence

**2. Consistance des prestations** : Les prestations du présente marché comprennent comme suit :



**Phase 1: Travail préalable à l'atelier, y compris :**

- **Préparation d'une méthodologie de contenu d'atelier complète, interactive et engageante, matériel, calendrier et ressources nécessaires pour l'atelier.**
- **Proposer des formats de groupe de travail et de discussion pour assurer une participation maximale**

**Phase 2 : Pendant l'atelier:**

- **Diriger l'atelier en fonction de la méthodologie adoptée, du calendrier de l'atelier et du matériel**

**Phase 3 : Après l'atelier:**

- **Brief, conclure et rendre compte des recommandations, y compris les contraintes identifiées qui pourraient affecter la mise en œuvre des changements**

**3. Participation :** La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine de la construction et les domaines similaires.

**COÛT PRÉVISIONNEL :** DIX-HUIT MILLIONS SEPT CENT CINQUANTE MILLE (18 750 000) FCFA

**4. Financement :** Les travaux objet du présent Appel d'Offres sont financés avec internally generated funds from the National Cocoa and Coffee Board (ONCC)

**5.0 Consultation du Dossier d'Appel d'Offres :** Le dossier peut être consulté aux 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 : [mideno1981@gmail.com](mailto:mideno1981@gmail.com): Tel 237 233 361 378 des publications du présent avis.

**6. Acquisition du Dossier d'Appel d'Offres :** Le dossier peut être obtenu au **Siège Social de la MIDENO, Secrétariat du Directeur General premiere etage Situe à Ayaba Street. B.P. 442, Bamenda :** Email : [mideno1981@gmail.com](mailto:mideno1981@gmail.com): Tel 237 233 331 661 des publications du présent avis, contre présentation d'une quittance de versement d'une somme non remboursable de **Trente-deux milles (32,000) francs CFA, ou l'équivalent**, payable dans une Agence BICEC au « **Compte Spécial –CAS ARMP N° 06845 97568660001- 28** La quittance doit identifier le payeur comme représentant de l'entreprise ou groupement désireux de participer à l'Appel d'Offres

**7. Recevabilité des offres :** Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles 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, entraînera le rejet de l'offre.

**8.0 Caution de Soumission:** La caution de soumission timbre acquittée à la main (suivant modèle joint) d'un montant de **Trois cent soixante dix milles (370,000) FCFA** par lot d'une durée 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 11 du DAO**. Ledit cautionnement doit etre accompagne d'un recepisse 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.

**9. Remise des offres :** Chaque offre rédigée en français ou en anglais en **Sept (7) exemplaires dont 1 'original et (6) copies** marquées comme telles, devra parvenir au Siège Social de la MIDENO, Secrétariat du Directeur General de la MIDENO, situé à Ayaba Street, B.P. 442, Bamenda; Email: mideno1981@gmail.com: Tel: 237 233 331 661, au plus tard le ..... **3 0 JUL 2025** ..... et devra porter la mention :

DEMANDE	DE	COTATIONS	N°	1215	/DC/MIDENO/MITB/13/84/2025
DE	.....	of	.....	0 3 JUL 2025	TO CARRY OUT
CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION PAR LA PROCEDURE D'URGENCE					

**«A N'OUVRIR QU'EN SÉANCE DE DÉPOUILLEMENT»**

**10. Ouverture des plis :** L'ouverture des pièces administratives et the offres techniques aura lieu le ..... **3 0 JUL 2025** ..... précise par la Commission Interne de Passation des **Marches dans la salle de conférence de la Mission de Développement du Nord-Ouest (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

**11.0 Délais de livraison :** Le délai maximum de livraison prévu par le Maitre d'Ouvrage ou Maitre d'Ouvrage Délégué pour la réalisation des fournitures et **un (01) Mois**

**12.0 Principaux Critères d'évaluation :** Les Offres seront évaluées selon les principaux critères suivant:

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

**A. Critères éliminatoires :**

- Absence ou insuffisance de la caution de soumission
- Offre administrative, technique et financière incomplète
- Absence of the receipt of deposit from CDEC of the amount indicated in the bid bond
- Soumission en retard
- Les documents frauduleux ou falsifiées
- Sanctionner 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



- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le soumissionnaire
- Le non-respect de 80% des critères essentielle

## **B. Les Critères Essentielle**

SN	Critères
1	Presentation générale des offres
2	l'expérience et la compétence technique pour au moins de 3 ans en ce domaine ou les domaines similaire
3	Conformité aux spécifications et normes technique du DAO (prospectus, photos etc,)
4	Délai de livraison <b>un (01) mois</b>
5	Signature des originaux des Offres par L'Autorité ayant le mandat de Soumissionnaire en cas d'un groupement

**13. 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 du soumissionnaire a fournir les produits et la conformité des fournitures proposées aux normes et spécifications technique dans la DAO** et conformément aux procédures décrites dans le présent DAO.

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

**15. 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:: Tel: 237 233 361 378

**POUR : MISSION DE DEVELOPPEMENT DU NORD OUEST**



  
**Etus Amye Matoyah**  
**ECONOMIST ( PLEG Hors Echelle)**

### **Ampliations:**

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



## **DOCUMENT NO. 02: GENERAL REGULATIONS OF THE INVITATION TO TENDER**

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## DOCUMENT NO. 02: GENERAL REGULATIONS OF THE INVITATION TO TENDER

### A) GENERAL

#### Article 1: Scope of offer

1.1 The Project Owner here referred to as the "North West Development Authority (MIDENO)", launches 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 offers, 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 offers 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 offer, 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 offer 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 offer**.

**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 offer, bidders must where applicable:

**a)** Submit a Power of Attorney, making the signatory of the offer bound by the offer; 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 offer 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 offer 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 each taking a specific lot.

**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
- q) 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 an offer in conformity with all aspects of the said file. Any deficiency may lead to a rejection of his file.

#### **Article 8: Clarification 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, BAMENDA: Tel: 237 233 361 378, 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 offers. 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: Amendment of the Tender File**

9.1 MIDENO may at any moment prior to the deadline for submission of offers and for any reason, be it at their 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 offers, MIDENO may postpone as is necessary, the deadline for the submission of offers, in accordance with the provisions of **Article 23.3 of the General Regulations of the invitation to tender**.

#### **C) Preparation of Offers**

##### **Article 10: Tender fees**

The candidates shall bear the costs related to the preparation and presentation of his offer 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 Offer**

11.1 The offer as well as any correspondence and all documents concerning the offer 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 either language on condition that a precise translation into either English or French of the passages concerning the offer is included: in which case for reasons of interpretation, the translation shall be considered to be authentic.

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

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

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



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

## **b) Volume 2: Technical Offer**

### **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, marks, 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) Volume 3: Financial Offer**

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

- The signed and dated original offer 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 offers for several lots of the same invitation to tender, they could indicate rebates offered in case of award of more than one lot

## **Article 13: Offer Price**

**13.1** Prices shall be indicated as required in the model 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 offered 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 offer 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 offer 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 offers are submitted and opened at the same time.

#### **Article 14: Currency of offer**

**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 offer, 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 offer, 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 offer, 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 in no way have a restrictive character.

The bidder may substitute them with other quality standards, trademarks and/ or other catalogue numbers provided that he establishes to the satisfaction of MIDENO that the standards, marks 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 offer is accepted shall establish to the satisfaction of MIDENO that:

- In the case where the bidder offers to deliver in execution of the contract, supplies which moreover he does not manufacture or produce, the said bidder is duly 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 offer.

**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 offers 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 offer 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 offer 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 offer during the time-limit which he specifies in his offer; 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 his obligation to furnish the final bond in application of **Article 40 of the General Regulations of the invitation to tender**.

**Article 20: Validity of offers**

**20.1** Offers must remain valid during the period stated in the Special Regulations from the date of submission of the offers set by MIDENO in application of **Article 23 of the General Regulations**. An offer 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 offer without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his offer 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 offers 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 offer**

**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 offer 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 offer containing alterations or changes must be initialed by the signatory (ies) of the offer.

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

**D) Submission of offers**

**Article 22: Sealing and Marking of offers**

**22.1** The Bidder shall place the original and each of the copies of the offer 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 offer 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 offer is misplaced or opened prematurely.

### **Article 23: Date and time limit for Submission of offers**

**23.1** The offers must be received by MIDENO at the address specified above not later *than* .....  
**at 10:00 am prompt local time.**

**23.2** MIDENO may, at its discretion, postpone the deadline set for the submission of the offers 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 offers**

Any offer received by MIDENO beyond the deadline for the submission of offers 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 offers**

**25.1** A Bidder may modify, replace or withdraw his offer 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 offers. 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 offer must be attached to the written notification. As the case may be, the envelopes must bear the inscription **"WITHDRAWAL"**, and **"REPLACEMENTOFFER"** 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 offers.

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

**25.4** No offer may be withdrawn in the interval between the deadline set for the submission of offers and the expiry of the validity period of the offers set in the model offer. The withdrawal of an offer 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 offers**

### **Article 26: Opening of envelopes 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 offer 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 offer" are opened and announced to the hearing of everyone and the new corresponding offer substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the offer 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 offer. The modification of the offer 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 offers which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated

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

26.4 Offers (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 offers, 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 an initialed copy of the offers 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 offers 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 offer.

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 offer, he should do so in writing.

#### **Article 28: Clarifications on the offers and contact with the Project Owner**

**28.1.** To ease the examination, evaluation and comparison of offers, the Tenders Board may, if it desires, request any bidder to give clarifications on his offer. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorized, except it is necessary to confirm the corrector 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 offers, between the opening of envelopes and the award of the contract.

#### **Article 29: Conformity of offers**

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

**29.2:** The Evaluation sub committee shall determine if the offer 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:** An offer that conforms to the tender file shall essentially be an offer 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 offers that essentially conformed with the Tender File.

**29.4.** If an offer is essentially not in conformity it shall be rejected by the competent Tenders Board and be treated as such.

**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 offers.

#### **Article 30: Evaluation of Technical Offer**

**30.1:** The Evaluation sub committee shall examine the offer 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 Evaluation sub committee shall evaluate the technical aspects of the offer 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 sub committee establishes that the offer does not essentially conform in application of article 29 of the General Regulations, it will propose to the tenders board that the said offer be set aside.

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

The Evaluation sub committee shall ensure that the bidder retained for having submitted the offer 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 v**

**32.1.** The Evaluation sub committee shall verify the offers considered essentially in conformity with the Tender File to rectify the possible calculation errors. The Evaluation 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 offer 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 offer assessed as being the lowest bid does not accept the corrections, his offer shall be rejected and his bond may be seized.

#### **Article 33: Evaluation of financial offers**

**33.1** The Evaluation sub committee shall proceed to the evaluation and comparison of offers 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 offered in application of paragraph 13(4) of the General Conditions;

**33.3.** To evaluate the tender price, the Evaluation sub committee may 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 need be, shall be expressed in monetary terms in a way as to facilitate the comparison of offers.



#### **Article 34: Comparism of offers**

The Evaluation sub committee shall compare all the offers that substantially conform to determine the offer evaluated 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 offer 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 offer 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 offered 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 offers have been opened) or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

##### **Article 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 offers set in the Special Regulations, the Project Owner shall notify the successful bidder by telecopy confirmed by registered mail that his offer 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 offers.

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

**39.3.** After publication of the award results, offers 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 first rate financial institution 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



**DOCUMENT NO.03: SPECIAL REGULATIONS OF THE INVITATION TO TENDER**

**SPECIAL REGULATIONS OF THE INVITATION TO TENDER**

The following information concerning the acquisition of supplies should supplement or specify in the clauses of the General Regulations of the invitation to tender. In case of divergence, the following provisions will prevail over the articles of the General Regulations.

	General
1.	<b>Definition of supplies: TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE</b>
1.1	<b>Name and Address of Project Owner:</b>  The Director General, North West Development Authority (MIDENO)  P.O. Box 442, Bamenda:  <b>Email:</b> <a href="mailto:mideno1981@gmail.com">mideno1981@gmail.com</a>  <b>Tel:</b> +237 233361378  <b>REFERENCE OF THE INVITATION TO TENDER: REQUEST FOR QUOTATIONS N° ...../RQ/MIDENO/MITB/13/84/2025 of ..... TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE</b>
1.2	Delivery schedule of one (1) month from the date of notification to start delivery
2.1	<b>Source of Financing: INTERNALLY GENERATED REVENUE FROM THE NATIONAL COCOA AND COFFEE BOARD (ONCC)</b>
3	<b>List of pre-qualified candidates, where applicable: NA</b>
3.1	<b>Criteria or origin of bidders:</b> <ul style="list-style-type: none"><li>▪ All National companies/contractors in Cameroon that fulfill the required criteria specified in the bidding document and have the competence and experience of <b>not less than 3 years</b> in the same or similar supplies.</li><li>▪ 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</li><li>▪ The bidder must not have been excluded from bidding for public contracts by the Competent Authority in charge of Public contracts</li><li>▪ A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is:</li></ul>

	<ul style="list-style-type: none"> <li>- Legally and financially autonomous</li> <li>- Managed according to commercial laws and</li> <li>- Not under the direct supervisory authority of MIDENO.</li> </ul>
4	<p><b><u>Main Eliminary Criteria</u></b></p> <ul style="list-style-type: none"> <li>• Absence or insufficient of Bid Bond of the specified amount</li> <li>• Absence of the receipt of deposit from CDEC of the amount indicated in the bid bond</li> <li>• Late submission of bids</li> <li>• False declarations or forged documents</li> <li>• Under exclusion sanctions from the Authority in Charge of the Regulation of Public Contracts</li> <li>• Associated directly or indirectly with the conception, preparation of technical specifications and other documents concerned with this tender</li> <li>• Non-respect of 80% of the essential criteria</li> <li>• Bids whose outer envelope leads to the recognition of the bidder</li> </ul>
4.1	<p><b><u>Essential Criteria</u></b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Specific experience of the firm in the same or similar services for at least 3 years</li> <li>• Conformity to technical specifications and standards (prospectus, photos etc.)</li> <li>• <i>Delivery schedule of <b>one (1) month</b></i></li> <li>• Original bids signed by the competent Authority of the firm</li> </ul>
4.2	<p><b>In case of a group of contractors:</b> Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:</p> <ul style="list-style-type: none"> <li>- The offer must include all the information listed in Article 6(1) above.</li> <li>- The offer and the contract must be signed in a way that it is binding on all members of the group.</li> <li>- The nature of the group joint or several must be specified and justified with the production of a joint venture agreement in due form</li> <li>- 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</li> <li>- 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.</li> </ul>
5	<b>language of offer :</b> English or French
6	The information on qualification referred to Article 12 of the General Regulations must be supplemented



and grouped in three volumes inserted respectively in internal envelopes and detailed as follows:

**Envelope A - Volume 1 Administrative file**

The Administrative File should contain the following documents:

- The declaration of the intention to tender, stamped with fiscal stamp and signed by the bidder (according to the attached model)
- Certified copy of Certificate of Incorporation not more than 3 months old **OR** Certified copy of Business registration ("Registre de Commerce") or attestation of registration as a Cooperative (for Cooperatives)
- Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of offers
- 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 or by a first rate foreign bank not more than 3 months old
- Original attestation of tax conformity in the current financial year obtainable from the Taxation Department and not more than three months old
- A valid location plan, signed, stamped and dated by the bidder not more than 3 months old
- Original CNPS clearance certificate relating to the supplies not more than 3 months old
- Original receipt of payment for bidding document
- Original Certificate of non-exclusion from Public contracts by ARMP relating to the subject of the invitation to tender and not more than 3 months old
- The stamped hand endorsed bid bond according to the attached model for the sum of **Three hundred and seventy thousand (370,000) 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<sup>th</sup> 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
- The power of attorney, where necessary

In case of group bidding, each member of the group must present a complete administrative file while items **12** and **13** being presented only by the representative of the group in case of group bidding, each member of the group must present a complete administrative file while items **12** and **13** being presented only by the representative of the group.

	<p><b><u>Envelope B - Volume 2: Technical offer</u></b></p> <p><b>b.1 Information on qualification</b></p> <ul style="list-style-type: none"> <li>• Full presentation of the firm</li> <li>• Specific Experience of contractor in same or similar services of not less than 3 years with proofs</li> <li>• Financial capacity of at least 75% of the estimated amount</li> </ul> <p><b>b.2 Technical proposals</b></p> <ul style="list-style-type: none"> <li>• Technical specification of supplies in respect of the technical specifications and standards of the supplies in the Tender Document</li> <li>• Delivery schedule of at most <b>one (1) month</b></li> </ul> <p><b>b.3 Proofs of acceptance of conditions of the contract</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><b>Envelope C - Volume 3: Financial offer</b></p> <ul style="list-style-type: none"> <li>• Bid submission letter signed, dated and stamped with fiscal stamp</li> <li>• Price schedule following models provided in the Tender Document taking into account tax liabilities</li> <li>• Detail estimates indicating unit prices, sub details of prices and/or breakdown of all-in prices where applicable</li> </ul> <p>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.</p>
7	<b>Price of the offer</b>
7.1	The price of the Offer shall be quoted only in local currency of: <b>FCFA</b>
7.2	The price of the contract shall <b>NOT</b> be revisable.
8	<p><b>Period of functioning of the supplies:</b></p> <p>Delivery Deadline: <b>one (1) month</b></p>
<b>Preparation and submission of offers</b>	
9	<p>Amount of the bid bond: The stamped hand endorsed bid bond according to the attached model for the sum of <b>three hundred and seventy thousand (370,000) fcfa</b> 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 <b>Annex 11</b> of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the <b>“Caisse Dépôt et Cosignation (CDEC)</b> in accordance with Circular</p>



	letter N° 0000019/L/MinMap of 5 <sup>th</sup> 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.
<b>Period of validity of offers</b>	
10	The period of validity of offers is <b>Thirty (30) days</b> from the date of submission of offers
11	The number of copies of the offer which must be filled and sent: <b>One (1) Original and six (6) copies</b>
12	<b>Name and Address of Project Owner:</b>  The Director General, North West Development Authority (MIDENO)  P.O. Box 442, Bamenda:  <b>Email:</b> mideonbda@yahoo.com  <b>Tel: +237 33 36 13 78</b>  Reference of the invitation to tender: <b>REQUEST FOR QUOTATIONS N° ...../RQ/MIDENO/MITB/13/84/2025 of ..... TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE</b>
13	Date and time-limit for submission of bids: <b>Bids must be submitted latest .....prompt</b>
14	Venue, date and time of opening of bids: <b>Bids shall be opened in the MIDENO conference Hall located in the MIDENO Project management office, situated along Ayaba Street, opposite Mansfield plaza Hotel on the ..... at 11: 00 am prompt local time</b>
<b>15</b>	<b>Award of the contract</b>
15.1 and 15.2	A final bond of <b>5%</b> of the total amount of the contract all taxes inclusive shall be furnished by the successful bidder within <b>20 days</b> of the notification of the contract and presented in the form indicated in the Tender document

## **DOCUMENT NO. 04: SPECIAL ADMINISTRATIVE CONDITIONS (SAC)**

### **CONTENT**

<b>Chapter : General</b> .....	
<b>Article 1:</b> Subject of the tender.....	
<b>Article 2:</b> Award procedure.....	
<b>Article 3:</b> Definitions and duties (article 2 of GAC supplemented).....	
<b>Article 4:</b> Applicable language, law and regulations .....	
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<b>Article 8:</b> Communication (article 6 of GAC supplemented).....	
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<b>Article 11:</b> Guarantees and bonds (articles 21 and 40 of GAC).....	
<b>Article 12:</b> Amount of the Jobbing Order.....	
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<b>Article 17:</b> Advances (article 21 of GAC).....	
<b>Article 18:</b> Payment (article 19 supplemented).....	
<b>Article 19:</b> Interest on overdue payments (article 20 of GAC).....	
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<b>Article 21:</b> Tax and customs schedule (article 10 of GAC).....	
<b>Article 22:</b> Stamp duty and registration of contracts (article 11 of GAC).....	
<b>Chapter III: Execution of Services</b> .....	
<b>Article 23:</b> Patent rights (GAC supplemented).....	
<b>Article 24:</b> Place of delivery and deadline (articles 31 and 33(1) of GAC).....	



<b>Article 25:</b> Role and responsibility of contractor (GAC supplemented).....	
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<b>Article 27:</b> Trials and related services (Article 28).....	
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<b>Chapter IV: Acceptance</b> .....	
<b>Article 29:</b> Documents to be furnished before the technical acceptance (article 41 of GAC supplemented).....	
<b>Article 30:</b> Provisional acceptance (articles 40 and 41 GAC) .....	
<b>Article 31:</b> Documents to be furnished after provisional acceptance (article 40 of GAC supplemented).....	
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<b>Article 33:</b> Final acceptance (article 48 of GAC).....	
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<b>Article 34:</b> Termination of the contract (article 57 of GAC).....	
<b>Article 35:</b> Case of force majeure (article 56 of GAC).....	
<b>Article 36:</b> Differences and disputes (article 61 of GAC) Article 37 .....	
<b>Article 37:</b> Drafting and dissemination of this contract .....	
<b>Article 38:</b> and last; Entry into force of the contract.....	

## Chapter I: General

### Article 1: Subject of the tender

The subject of this tender is **TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE** according to the characteristics defined in the technical specifications and the quantities defined.

### Article 2: Award Procedure

The Contracts shall be awarded through a **Request for quotations, a single phase bid opening 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**. 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 – MIDENO**. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The **Contract Engineer** shall be the **Director of the Technical Department - MIDENO** who shall ensure that the training carried out and the inputs in terms of quality and quantity supplied are in conformity with the technical specifications
- The **Contractor** shall be the Enterprise/firm 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 Director of Administration and Finance (DAF) - 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:**

- ✚ **Ensure that the consultant respects 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 contractual 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, ancillary services and technical specification
- The Tender or commitment letter
- The contractors 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
- Decree No 2018/366 of 20<sup>th</sup> June 2018 revising the Public Contracts Code

#### **Article 7: General instruments in force**

1. The Finance law for the 2025 financial year.
2. Circular N° 00013995/C/MINFI of 31<sup>st</sup> 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° 2018/366 of 20<sup>th</sup> June 2018 revising the Public Contracts Code;
4. Decree N° 2012/074 of 8<sup>th</sup> March 2012 relating to the setting up, organization and functioning of Tenders Boards;
5. Decree N° 2012/075 of 8<sup>th</sup> March 2012 on the organization of the Ministry of Public Contracts;
6. Decree N° 2012/076 of 8<sup>th</sup> March 2012 amending and supplementing some provisions of Decree No 2001/048 of 23<sup>rd</sup> February 2001 on the creation, the organization and functioning of the Public Contracts Regulatory Agency;

7. Decree N° 2013/271 of 5<sup>th</sup> August 2013 amending and supplementing some provisions of Decree No 2012/074 of 8<sup>th</sup> 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 18<sup>th</sup> April 2008 on the enforcement of rules governing the procurement, execution and control of public contracts;
10. Circular N° 0001/CAB/PR of 19<sup>th</sup> June 2012 on the procurement and control of the execution of public contracts;
11. Circular Letter N° 002/CAB/PM of 31<sup>st</sup> January 2011 on the improvement of the performance of the public contracts system;
12. Circular N° 003/CAB/PM of 31<sup>st</sup> January 2011 laying down procedures for changes in management of economic conditions of Public Contracts;
13. Texts governing the domain; Section G of the 2020 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: mideno1981@gmail.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: mideno1981@gmail.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)**

[Specify here the functioning of Administrative Orders]

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 offer shall only occur after the written approval of the **Project Owner**

## CHAPTER II: FINANCIAL CONDITIONS

### 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**

- Not applicable

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 Jobbing Order

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 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:**

Payments in this contract shall be

- 90% payment after delivery and acceptance of the bio complex solid fertilizer
- 10% of the total amount of contract taxes exclusive shall be considered retained from the date of signature of the contract and shall serve as guarantee for Three (3) months at 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 Contracting Authority, ascertaining the conformity of the trainings and inputs to the technical specifications. Otherwise, part or the entire Retention fee will be used to carry out any major repairs for any breakdown during the guarantee period of three (3) months
- 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) or AIR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the 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(1) of GAC)

24.1. The place of delivery shall be as indicated on the table below:

Description	Place of Delivery
TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE	

24.2. The delivery deadline of the services forming the subject of this contract shall be: **one (1) month from the date of notification to start the assignment**

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 acceptance (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.

**30.1.** The Acceptance Commission shall comprise the following **statutory members**;

1. The Project Owner or his representative: Chairperson;
2. The Contract Manager: member
3. Contract Engineer; Secretary
4. A Representative from the Regional Delegation of MINADER
5. A Representative from the Regional Delegation of MINMAP (As Observer)
6. The Stores Accountant
7. Contractor/His Representative

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

The Commission shall examine the minutes of the preliminary operations of the acceptance and shall proceed to provisional acceptance of the supplies if there is need.

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

**30.3.** Partial acceptance is applicable upon request by the contractor and after authorization by MINMAP

**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 contractor 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 amount.
- 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



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

**Article 33: Final Acceptance (Article 48 of GAC)**

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

33.3. The procedure for acceptance shall be the same as in any other services/works.

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

**CHAPTER V: SUNDRY CLAUSES**

**Article 34: Termination of the contract**

The contract may be terminated as provided for in Part III 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**

Seven (7) 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 DU NORD OUEST

P.O Box 442 Bamenda  
Tel: 233 36 13 78  
Fax: 233 36 16 61  
Email: [mideno1981@gmail.com](mailto:mideno1981@gmail.com)  
Website: [www.mideno.org](http://www.mideno.org)



Bamenda, the.....

N°...../MIDENO/B/.....

**TOR OF CAPACITY BUILDING OF COFFEE FARMERS'  
COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION**



## 1. Background and Justification

The North West Development Authority (MIDENO) is an administrative public establishment created by Presidential Degree No. 81/350 to support, coordinate and oversee rural development in the North West Region. The mission of MIDENO was to respond to the slow pace of development in the Region. Agriculture (crop production and livestock) is the mainstay of the Region. The specific responsibilities assigned to MIDENO are as follows:

- Conducting development studies;
- Educating and training farmers;
- Organizing the community and promoting the cooperative movement;
- Improving farming methods and setting up pilot estates;
- Enhancing access of farmers to improved planting materials;
- Intensifying plant protection campaigns;
- Improving livestock production;
- Providing access of farmers to agricultural 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 Region.

In the light of the above mandate conferred to MIDENO, the institution has been committed uninterrupted to improve the access of farmers to improved seeds / seedlings such as maize, beans, yam, coffee, plantain, cassava, coffee, oil palm and solanum potato depending on the needs of the farming population of the North West Region.

In the absence of industries, agriculture remains the main source of income and livelihood for the populations of the North West Region. More than 80% of the population of the Region is involved in agriculture. The major crops cultivated include coffee, maize, Irish potato, cassava, beans, yam, groundnuts, rice, vegetables, oil palm, raffia palm, plantains/bananas and cocoa.

Over the years, MIDENO has worked hard to empower the North West Cooperative Association (NWEA) as the main farmer organization facilitating coffee production and marketing through its network of primary cooperative societies and unions all over the Region. In the 1970s and 1980s, coffee (both Arabica and Robusta) constituted a major source of income for farmers of the North West Region with over 50,000 farmers involved and an average annual tonnage of 12,000. The North West Cooperative Association (NWCA) was the main organization facilitates coffee production and marketing through its network of primary cooperative societies and unions all over the Region. Between 1982/1983 to 1989/1990 MIDENO within the framework of its activities reinforced the NWCA and its input distribution network by putting place a credit line to stimulate coffee production. Most farmers depended solely on coffee production to meet the basic needs of their families and to raise capital for other investments.

Before the close of the 80s, world price of coffee fell drastically to barely 200 CFA francs per kg. Other factors compounded to usher in serious economic malaise which discouraged coffee farmers in the North West Region. The liberalization of the sector and the withdrawal of the state subsidies from agriculture and the liquidation of the National Produce Marketing Board (NPMB) further worsened the



situation of farmers in the Coffee sector, who are mostly small holders. Many nonprofessionals invaded the sector and quality issues were ignored. Input prices went up. More than 70% of farms were abandoned; others transformed their coffee farms to the production of food crops for subsistence and cash. Production has since dropped in quantity and quality to a current production of barely 1000 tons. The coffee unions and the societies were not able to generate enough money to pay the farmers produce upon delivery.

NWCA, the coffee commercial apex organization in the Region has kept up effort to encourage the few farmers who still have faith in the crop. The NWCA has also restructured its unions and primary societies to market reduced volume of produce to handle. MIDENO on its part has supported the NWCA in the restructuring process of its organs (Coffee Cooperative Unions). Since 1982, MIDENO has made significant intervention in the coffee sector in the NWP in collaboration with the NWCA and the PDARD. Within the framework of one of its projects called the North West High Plateau Rural Development Project phase I which ended in 1989/1990, MIDENO put in place a credit line to boost coffee production in the Region. The loans were granted through NWCA using its affiliated primary societies and unions. In this connection, 6 Rural Development Centers (RDCs), 59 Farmer Service Centers (FSCs) and 10 Trials and Demonstration Centers (TDCs) exist in well studied coffee production areas in the NWP constructed by MIDENO.

The economic crisis which led to the fall in coffee prices and the withdrawal of the state and the subsequent liberalization of the sector led to serious problems encountered by NWCA. Most of the farmers withdrew from the cooperatives and sold their coffee to private buying agents. The recovery of loans given to farmers through the unions and primary societies became an uphill task. NWCA could not raise enough money to buy farmers produce at good prices and to pay upfront. In an effort to cut down costs within the structure and maintain viable economic units and improve on the incomes of coffee farmers, NWCA was restructured with the support of the International Coffee Partners (ICP), German Development Cooperation (GTZ) and MIDENO from sixteen unions (16) to seven (7) and the 172 Cooperative Produce Marketing Societies (CPMS) in the Region were merged to 43. The objective of this merge was to ensure that farmers reap maximum benefits. Since then, MIDENO has been working with the RDARD and NWCA to map out strategies to promote coffee production in the North West Region. It is within this drive to revamp the sector that MIDENO gave out over 150,000 improved coffee seedlings to farmers to replace their old coffee plans and to those willing to open up new coffee plantations.

Within the framework of projects under the ambition of MIDENO such as the GP-DERUDEP II and GP-IRDP, a giant coffee process plant was acquired for NWCA and a revolving fund to boost coffee production put in place. The coffee transformation plant is functional but not operating at its optimum capacity and one major constraint diagnosed is limited market for the final product. In the light of the above, the North West Development Authority (MIDENO) approached the Minister of Commerce and solicited for allocation of Coffee export earnings to enable the Authority continue to promote coffee production, processing and marketing in the North West Region. This request received a favorable response and MIDENO has created a special bank account to ensure proper and transparent management of the funds allocated.



The demand for coffee continues to rise globally, presenting opportunities for local economies. Municipalities can play a pivotal role in establishing council coffee plantations that are economically viable and environmentally sustainable.

Within the framework of the coffee royalties received from OICC as export earning to promote the production, productivity and marketing of coffee, the capacity building of coffee farmers' cooperatives and input support for diversification is envisaged.

Following a survey carried out among five (5) cooperative unions and societies on the capacity building needs as well as production needs, it was observed that they had the following needs:

- Capacity building needs
- Need for crop and income diversification

In order to meet the capacity building needs of farmers, and the need for crop and income diversification MIDENO envisages the capacity building of coffee cooperatives and other stakeholders on the successful management of coffee cooperatives. Also, in order to diversify the income sources of coffee farmers, there is need to support coffee farmers with an alternative short cycle crop that can be intercropped with coffee.

## **2. Objective**

To build the capacity of coffee farmers' cooperatives and input support for diversification.

### **2.1. Specific objectives of the workshop**

- ❖ To organize capacity building workshop on the management of coffee cooperatives for 20 cooperative managers, board members and other staff from Boyo and Bui Divisions
- ❖ To provide input support (plantain plantlets) to participating cooperatives to promote income diversification

### **2.2. Expected Outcomes**

- ❖ Increased knowledge of cooperative members, managers and board members on the successful management of coffee cooperatives
- ❖ Income source of coffee cooperatives increase through crop diversification.

## **3. Scope of Work**

The consultant/s is expected to provide the following services:

### **3.1. Phase 1: Pre-Workshop work including:**

- Preparation of a comprehensive, Interactive and engaging workshop content methodology, material, schedule and resources needed for the workshop.
- Propose workgroup formats and discussion to ensure maximum participation

### **3.2. Phase 2: During workshop**

- Conduct the workshop based on the adopted methodology workshop schedule and, materials

### 3.3. Phase 3: Post workshop

- Debrief, wrap up and report on recommendations including identified constraints that might affect the implementation of changes
- Conduct the evaluation of the workshop
- Preparation of report summarizing outcomes and recommendations

#### 4. Target Group

- Four (4) board members of cooperatives
- Four (4) members from cooperative societies
- Four (4) members from cooperative unions
- Four (4) members from farmers' cooperatives

#### 5. Technical specification

Sn	Description	specification	Quantity
1	Five days training workshop on the successful management of Agricultural Cooperatives	20 participants trained for 5 days on the management of coffee cooperatives	
2	Five days Training on the production of compost manure, organic folial fertilizers and organic pesticides using local materials	20 participants trained for 5 days on the management of coffee cooperatives	

#### 6. Methodology of Work

- **Interactive Sessions:** Engaging presentations and discussions led by experts.

#### 7. Duration and working schedule

The assignment is expected to be completed within one month with effect from the date of the notification to start work. The service provider should be able to provide to MIDENO the plan for implementing the workshop that will articulate the overall requirements of the TOR, including proposed methodology, work plan with clear timelines, and division of labour.

#### 8. Reporting

The Final report will document the context in which the workshops took place. The deadline for submitting the report is 7 days after completion of the workshop. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

#### 9. Quotations

All potential service providers should submit their proforma invoices in sealed envelopes

#### 10. Eligibility Criteria

To be eligible under this bid, all bidders must submit the following administrative documents, each of which must not be more than three months old.

- ❖ Original tax Clearance Certificate
- ❖ Original Certificate of Non-Exclusion from Public Contracts by ARMP
- ❖ Certified copy of Tax payer's card
- ❖ Certified copy of Business Registration (Certificate of incorporation)
- ❖ Original Copy of attestation of non-bankruptcy/solvency obtained from the court



- ❖ Original attestation of Bank Account
- ❖ Original CNPS Clearance certificate
- ❖ Original copy of receipt for payment of bid document
- ❖ Valid location plan, signed, stamped and dated by the bidder.

### **11. Financing / Source of Funding**

This project is financed by royalties paid by the Ministry of Commerce National Coffee and Cocoa Board within the framework of Coffee Export earnings at the cost of 18,500,000CFA.

### **12. Responsibilities**

#### **12.1. Responsibilities of MIDENO and NWCA**

MIDENO and NWCA shall be responsible for: -

- Facilitating access to information;
- Supervising and ensuring proper realization of the assignment in accordance with the specifications outlined on the ToR
- Monitoring and evaluation of the assignment carried out by the service provider.

### **13. Submission of proposal**

All potential bidders should submit their proforma invoices in sealed envelopes at the following address:

North West Development Authority (MIDENO) located at Ayaba Street - Bamenda P.O. Box 442, Bamenda

C/O Mr. Cletus Anye Matoyah, Director General

**Sign**\_\_\_\_\_

## DOCUMENT NO. 05: DESCRIPTION OF THE ASSIGNMENT

### 1. THE DELIVERY CALENDAR

Description	Quantity	Delivery Units	Site (project) or final destination as indicated in the Special Regulations	Delivery date one (1) Month from the date of notification to start the assignment	
				Latest delivery date	Delivery date offered by the contractor
TO CARRY OUT CAPACITY BUILDING OF COFFEE FARMERS' COOPERATIVES AND INPUT SUPPORT FOR DIVERSIFICATION THROUGH EMERGENCY PROCEDURE				One (1) Month from the date of notification to start the supplies and delivery	

### 2- GENERAL AND DETAIL TECHNICAL SPECIFICATIONS/CHARACTERISTICS

Sn	Description	specification
1	Five days training workshop on the successful management of Agricultural Cooperatives	20 participants trained for 5 days on the management of coffee cooperatives
2	Five days Training on the production of compost manure, organic folial fertilizers and organic pesticides using local materials	20 participants trained for 5 days on the management of coffee cooperatives



## DOCUMENT NO. 06: UNIT PRICE SCHEDULE

### SCHEDULE OF UNIT PRICES

Price N°	Mercuriel Ref	Description or designation	Unit	Unit in Letter in CFA Francs exclusive of VAT	Unit prices in figures exclusive of VAT
1					
2					
3					

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

Signature .....[Insert signature],

Date.....[Insert date]:

## DOCUMENT NO. 07: DETAILED ESTIMATES

### Detailed estimates

N°	Designation	Unit	Qty	UP	TP EVAT
Total EVAT					
VAT (19.25%)					
AIR (....%)					
Total inclusive of all taxes					

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 Oder	Delivery fees	Margin	Unit price EVAT

#### Option N° 2

Description	Amount
Ex-works	
Freight	
Insurance	
CAF delivered Douala	
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],  
[insert date]

Date

## DOCUMENT NO. 09: MODEL DOCUMENTS

### TABLE OF MODEL DOCUMENTS

Annex No. 1: Model declaration of intention to tender

Annex No. 2: Model bid submission letter

Annex No. 3: Model bid Bond

Annex No. 4: Model final Bond

Annex No. 5: Model Performance Bond



## ANNEX No. 1: DECLARATION OF INTENTION TO 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*]
- I pledge to deliver the supplies within a deadline of.....months.
- In addition I pledge to maintain my offer for[*indicate duration of validity, in principle 60 days*] from the deadline of submission of tenders.

The Project Owner 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 No. 2: BID SUBMISSION LETTER**

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 Phase I.....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 offer for[*indicate duration of validity, in principle 60 days*] from the deadline of submission of tenders.

The rebates offered and modalities of application of the said rebates are as follows.....

The Project Owner 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° 3: 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 withdraws 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 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. 4: 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 N° 5: MODEL RETENTION BOND (GUARANTEE)**

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]

## DOCUMENT NO. 10: MODEL CONTRACT

REPUBLIQUE DU CAMEROON

REPUBLIC OF CAMEROON

Paix- Travail- Patrie

Peace - Work- Fatherland

[Indiquer le Maitre d'Ouvrage][Indicate the Project Owner]

Jobbing 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]

TTC	
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, represented by [indicate Contracting Hereinafter referred to as "the 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 ONE AND LAST PAGE OF THE 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]

<p><b>Read and accepted by the contractor</b></p> <p>(place of signature) -----(date)</p>
<p><b>Signature of Project Owner</b></p> <p>(place of signature)----- (date)</p>
<p><b>Registration</b></p>

**DOCUMENT NO. 11: LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES**  
**AUTHORISED TO ISSUE BANK CAUTION IN PUBLIC CONTRACTS**

**1. 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



**EVALUATION GUIDE**  
**(I) PRELIMINARY EXAMINATION OF BIDS USING ELIMINATORY CRITERIA**

DATE.....

LOT NO/NAME:								
SN	Elimination Criteria	Sub Criteria	Bidder 1:		Bidder 2:		Bidder 3:	
			Yes/No	Observations	Yes/No	Observations	Yes/No	Observations
1.0	Presentation /submission of bid	Complete bid (Administrative, technical and financial offers)						
		The various parts of the same file separated by colour dividers both in the original and in the copies						
		Files spirally bounded						
		Original Bid signed by Competent Authority of the firm						
		All bids typed with indelible ink						
2.0	Administrative Documents (Complete or incomplete)	Bid submitted on time						
		Presentation of the declaration of the intention to tender, stamped with fiscal stamp and signed by bidder (according to the attached model)						
		Signed, stamped and dated copy of a valid location plan signed, stamped and dated by the bidder not more than 3 months old						
		Certified copy of Certificate of Incorporation <b>OR</b> Certified copy of Business registration ("Registre de Commerce") or attestation of registration as a Cooperative (for Cooperatives) not more than 3 months old						





	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

DATE.....

SN	TITLE:	NAME OF BIDDERS	BIDDER 1:		BIDDER 2:	
			Score (Yes/No)	Observations	Score (Yes/No)	Observations
		Sub Criteria				
1	Full presentation of the firm					
2	Specific Experience of contractor in same or similar services of not less than 3 years with proofs					
3	Delivery schedule of <b>one (1) month</b>					
4	Financial capacity of at least <b>75% of the budgetary provision</b>					
5	Special Administrative Conditions (SAC) and Technical Specifications (TS) duly initialed and signed on the last page by the duly mandated representative of the contractor					
		<b>Total</b>				

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

GENERAL OBSERVATIONS:

RECOMMENDATIONS:



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 OFFER

DATE.....

SN	TITLE:	NAME OF BIDDER	Read out Amount all taxes inclusive (FCFA)	Adjustments/Correct ions (FCFA)	Corrected Amount all taxes inclusive (FCFA)	Technical Score	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.....



