

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

MINISTRE DE LA
DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

RÉGION DE L'OUEST

DÉPARTEMENT DU HAUT NKAM

COMMUNE DE BANA

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REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

MINISTRY OF
DECENTRALIZATION
LOCAL DEVELOPMENT

WEST REGION

UPPER NKAM DIVISION

BANA COUNCIL

BP : 35

CONSULTING APPLICATION

N° 01/CA/CBANA/CIPM-AG/2025 OF 16 MAI 2025

FOR SUPPLY OF SCHOOL EQUIPMENT OF TABLE BENCH TO SCHOOLS OF BANA'S COUNCIL,
UPPER-NKAM DIVISION, WEST REGION

1. Subject of the Request for Quotation

Within the framework of *(context to be specified)*, the *(Project Owner or Delegated Project Owner)* launches a consultation for *(subject of the request for quotation)*

2. Nature of services

The services include notably: *(Les prestations, objet de la présente consultation sont décrites dans le devis descriptif)*

3. Participation and origin

The participation in this Request for Quotation is open to services providers *est ouverte à égalité de conditions aux personnes physiques ou morales ayant une expertise dans le domaine des fournitures*

4. Financing

The Services subject of this Request for Quotation shall be financed by MINADER BIP; *of theyear*
2025 Financial year, Budget Head No.

5. Submission method

The submission method retained for this Request for Quotation is off line .

6. Consultation of the Request for Quotation File

The hard copy of the file may be consulted free of charge during working hours in the services of the PO/DPO at [place of consultation of the RQ file, (SIGAMP) service), door number, P.O. Box, telephone, fax, e-mail] as soon as this notice is published.

It may equally be consulted online on the COLEPS platform to the following addresses:
<http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website (www.armac.cm) or on any other electronic communication means indicated by the Project Owner (to be specified).

7. Acquisition of the Request for Quotation file

The hard copy of the file may be obtained at *[place of withdrawal of the Request for Quotation file ((SIGAM) Service, service, door number, P.O. Box, telephone, fax, e-mail)]* as soon as this notice is published against payment of a non-refundable sum of 20 000 (twenty thousand) CFA francs for the purchase of the Tender File fees. *[In figures and in words, in compliance with the regulation in force payable at [place of payment of purchase fees of the Request for Quotation file: at the Public Treasury for Public Administrations and in the Special Account CAS- ARMP for other Project Owners or Delegated Project Owners except express waiver or any other payment method indicated by the Project Owner or the Delegated Project Owner].*

It is equally possible to freely download the soft version of the Request for Quotation File (RQ) on the COLEPS or PRIDESOFT platforms, available at the addresses indicated above for the electronic version. However, the online bidding is subject to the payment of the purchase fees of the Request for Quotation File (RQF).

8- Estimated cost

The estimated cost of the operation following preliminary studies is 200 000 (two hundred thousands)FCFA (in case of tranches and/or allotment, indicate this estimated cost for each of the tranches and for each lot)

9-Bid bond

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 10 of the Request for Quotation File (RQF), of an amount of *[specify the all-in amount in CFA francs for each lot, if applicable. It is not more than 2 % of the estimated cost of the Jobbing Order all taxes inclusive (ATI), in accordance with the Order in force]* and valid up to thirty (30) days beyond the initial date limit of the validity of bids. The absence of the bid bond issued by a first-rate bank or financial body of first category authorised by the Minister in charge of Finance to issue bonds for public contracts shall lead to the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be inadmissible

10-Submission of Quotations

Each quotation shall be drafted in English or French.

- **For the offline bidding**, the quotation in seven (7) copies including the original and six (6) copies marked as such shall reach *[Place of registration of offers]*, not later than *[Deadline for the reception of offers]* at *[Time limit]* and shall carry the inscription.

11-Opening of bids

Bids shall be opened in a single phase on the _____ [to be specified] at 12 PM [to be specified] by the Project Owner or Delegated Project Owner's Tenders Board) in the hall _____ [to be specified] located at _____ [to be specified]

Only bidders may attend this opening session or be represented by a person of their choice duly authorised.

Under pain of being rejected, only originals or true copies certified by the issuing service or competent administrative authorities for the administrative documents required shall be produced in accordance with the provisions of the Special Regulations of the Invitation to Tender. They must not be older than three (3) months or shall be signed before the date of signature of the Quotation notice.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48(forty-eight) hours deadline granted by the Tenders Board, the file shall be rejected.

[The launching of the bid-opening session must be done not later than one hour after the time-limit for the submission of quotations specified in the Request for Quotation File].

12-Admissibility of Quotations

The administrative documents, the technical and the financial quotations must be placed in separate envelopes and submitted in a sealed envelope.

The Project Owner shall not accept:

- Envelopes bearing information on the identity of the tenderer;
- Bids submitted after the closing date and time for submission;
- Bids non-compliant with the bidding mode;
- Envelopes without indication on the identity of the Invitation to Tender;
- Failure to comply with the number of copies specified in the Request for Quotation File (RQF) or offer in copies only;

Any incomplete offer in accordance with the prescriptions of the RQF shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue bonds for public contracts or the failure to comply with the model documents of the RQF shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to the consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

13-Evaluation criteria

[Evaluation criteria are of two types: the eliminatory criteria and the essential criteria. It should be specified that no criterion can be eliminatory and essential at the same time.

The aim of these criteria is to assess compliance with the conditions laid down in the Tender File, administrative documents, the technical offer and the financial proposal in order to award the contract to tenderers.

13.1 Eliminatory criteria

The eliminatory criteria set the minimum conditions to be fulfilled in order to be admitted to evaluation following the essential criteria. They should not be the subject of notation. The failure to comply with these criteria shall lead to the rejection of the bidder's quotation.

The eliminatory criteria include: (for information purpose)

13.1-Critères éliminatoires

[Les critères éliminatoires fixent les conditions minimales à remplir pour être admis à l'évaluation selon les critères essentiels. Ils ne doivent pas faire l'objet de notation. Le non- respect de ces critères entraîne le rejet de la cotation du soumissionnaire.]

Il s'agit notamment

- ✓ de la non-production dans un délai de 48h après l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente autre que la caution de soumission;
- ✓ de l'absence du cautionnement de soumission ;
- ✓ des fausses déclarations, les manœuvres frauduleuses ou la falsification de pièces ;
- ✓ de l'absence d'un prix unitaire quantifié dans la cotation ;
- ✓ de l'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE) ;

NB: Depending on the specificity of the service, other relevant criteria may be added when drafting the Request for Quotation.

13.2 Essential criteria

The so-called essential criteria are the fundamental or key ones that will help to measure the financial and the technical capacity of candidates to execute the services subject of the tender. They should be determined depending on the nature and the content of the services to be executed.

It is necessary to clearly specify the modalities for validating a criterion from the number of sub-criteria to be respected

The essential criteria for the qualification of bidders will focus namely on:

13.2-Critères essentiels

- ✓ Présentation de l'offre ;
- ✓ Conformité des équipements;
- ✓ Attestation de catégorisation (cas échéant) ;
- ✓ Respect du délai de livraison

NB: . [Indicate the main qualification criteria which show that the bidder has the required technical capacities and resources to successfully execute the contract]. [These criteria are detailed in Article 11 of the Special Regulations of the Request for Quotation (SRRO)]

[The notation system of bids by giving points (marks) is forbidden and the scoring system to be applied shall be the binary mode (Yes or No)]

14 Estimated execution period

The maximum time frame provided for by Project Owner or Delegated Project Owner for the execution of the services subject of this Request for Quotation is two months calendar months or days This time frame shall run from the date of notification of the administrative order to commence the services.

15- Tranches/Allotment

The works are subdivided into tranches and or lots defined here below: (to be specified)

16-Award

The Project Owner or the Delegated Project Owner shall award the Jobbing Order to the bidder who presented a bid that complied with the required technical and financial qualification criteria and whose offer was evaluated as the lowest by including, where necessary, proposed rebates.

(In case of allotment, indicate the maximum number of lots which may be awarded to the successful bidder)

A candidate may tender for one or several lots, but cannot be awarded more than _____ lots.
[In the event a bidder is the lowest bidder for more than _____ lots, the Project Owner or Delegated Project Owner shall award the _____ lots to the said bidder in accordance with the conditions provided for in the SRRQ]

17- Duration of the validity of Quotations

Bidders shall remain committed by their **Quotations** during *(indicate the duration between 60 and 90 days)* from the deadline set for the submission of **Quotations**.

18- Additional information

Additional information may be obtained during working hours from [(SIGAMP) service, door number, P.O. Box, telephone, fax, e-mail] or online on the COLEPS platform at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> or any other means of electronical communication indicated by the Project Owner.

19- Fight against corruption and malpractices

For any denunciation for practices, facts or acts, attempt of corruption or facts of malpractices, please call CONAC at 1517, the Authority in charge of Public Contracts (MINMAP) SMS or call the following numbers: (+237) 673 20 57 25 and 699 37 07 48, and the Unit for the Fight Against Corruption of the PO/DPO at _____ and ARMP at _____

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Issued at BANA on the... **17 JUIN 2025**

