

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

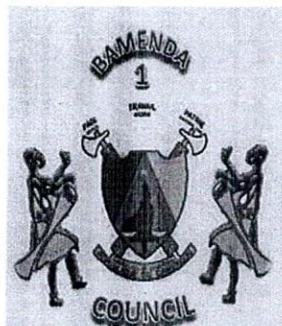
MINISTERE DE LA
DECENTRALISATION ET DU
DEVELOPPEMENT LOCALE

REGION DU NORD-OUEST

DEPARTMENT DE LA MEZAM
COMMUNE DE BAMENDA I

Tel: 677 177 974 / / 657 103 788
P.O BOX 4152

Website: bamenda1council.org
Email : info@bamenda1council.org



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF
DECENTRALISATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA I COUNCIL

Tel: 677 177 974 / / 657 103 788
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BAMENDA 1 COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF 15/07/2025 FOR THE
SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN
EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE
NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF BAMENDA I COUNCIL

FUNDING: MINPROFF (PIB) –2025

NAME OF PROJECT	BUBGETARY AUTHORIZATION NUMBER
SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER	JA07514

FINANCIAL YEAR 2025

Re 17/07/25

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**REPUBLIC OF CAMEROON
PEACE – WORK - FATHERLAND**

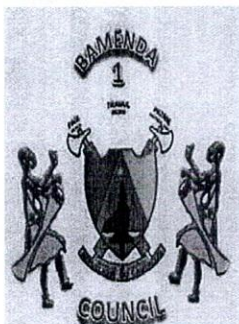
**MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT**

NORTH WEST REGION

MEZAM DIVISION

BAMENDA I SUB DIVISION

BAMENDA I COUNCIL



**RÉPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE**

**MINISTRE DE DECENTRALISATION
ET DEVELOPPEMENT LOCALE**

REGION DU NORD OUEST

DEPARTEMENT DE MEZAM

ARRONDISSEMENT DE BAMENDA

COMMUNE DE BAMENDA I

TENDER NOTICE

**N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF 15/07/2025 FOR THE
SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN
EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE
NORTH WEST REGION.**

FUNDING: MINPROFF PUBLIC INVESTMENT BUDGET (PIB) –2025

1. Subject of the invitation to tender

Within the framework of 2025 Public Investment Budget, the LORD MAYOR OF BAMENDA 1 COUNCIL, the Contracting Authority hereby launches a request for quotation for the SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.

2. Participation:

Participation to this **Request for Quotation** is opened to the Cameroonian enterprises that are in compliance with the fiscal laws of Cameroon.

3. Description of services:

The services of this request for quotation include;
SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION. As described in the Technical Description

4. Lots

The supply is in a single lot as indicated below.

The SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.

5. Estimated cost

The estimated cost after preliminary studies is Fifteen Million two hundred thousand (15.200.000) CFAF

6. Funding

This project is financed by the 2025 Public Investment Budget of MINPROFF, budgetary Authorization N° JA07514

7. Bid bond

Each bidder must include in his administrative documents, a bid bond issued in line with the Caisse des Depots Et de Consignation-CDEC by a first-rate banking establishment approved by the Ministry in charge of finance and

whose list is found in this Consultation File, of an amount of 304.000 Francs CFA (three hundred and four thousand francs) and valid for thirty (30) days beyond the date of validity of bids.

8. Consultation of the Tender File:

The file will be consulted online in MINMAP COLEPS Platform www.publiccontracts.cm or during working hours at the Service of SIGAMP of BDA I Council,, as soon as this notice is published

9. Acquisition of Consultation File:

The File will be obtained online in MINMAP COLEPS Platform www.publiccontracts.cm as soon as this tender notice is published online against payment of a non-refundable sum of 25,000CFA francs (twenty five thousand francsCFA), payable at the Bamenda I Council Treasury, representing the cost of purchasing the Tender File

10. Presentation of consultation file:

The File presented in three (03) volumes shall be enclosed in three sealed envelopes online in MINMAP COLEPS Platform www.publiccontracts.cm labelled;

- Envelope A; Administrative Documents;
- Envelope B; Technical Documents;
- Envelope c; Financial Documents;

Each envelope bearing the reference and subject of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. Submission of Files:

Each offer drafted in English or French will solely be submitted online in MINMAP COLEPS Platform www.publiccontracts.cm not later than 05/08/2025 at 10:00 AM local time and a back up copy of the file in sealed envelope with the inscription 'back up' must be submitted at the time of opening of bids. Each offer should carry the inscription

« RQ N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2024 OF 15/07/2025 FOR THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

To be opened only during the Tenders Board Opening session.

12. Opening of bids:

The bids shall be opened in a single phase online in MINMAP COLEPS Platform www.publiccontracts.cm. The opening of the administrative documents, the Technical and Financial offers will take place on the 05/08/2025 at 11 AM local time, at the Conference Hall of Bamenda I council, by the Bamenda I council Internal Tenders board. Only bidders may attend or be represented by duly mandated persons of their choice

13. Deadline of execution:

The dead line of execution is **Sixty (60) days** from the date of notification of Service Order to begin.

14. Evaluation criteria

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

A. Eliminary criteria

1. Absence or insufficient Bid Bond;
2. Non respect of 48 hours given for absence or non conformity of an element in the Administrative File
3. False declaration or falsified documents or misrepresentation;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Non-compliance with model bid
6. Incomplete Bids
7. Absence of a quantified unit price;
8. Non respect of **75%** of essential criteria;
9. Financial capacity below 50% of the estimated cost
10. Change of a quantity in the Financial File

B. Essential criteria

- 1- General presentation of tenders

- 2- Financial capacity
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Attestation and report of site visit signed by the Contractor;
- 7- Technical description initialled in all pages and last page signed
- 8- Special Administrative Clauses completed and initialed in all the pages and signed at the last page.

15. Award

This evaluation will be done in a purely positive way (**yes**) or negative(**no**) with an acceptable minimum of **75%** of the essential criteria taken into account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the panelised/eliminary criteria and at least **75%** of the essential criteria.

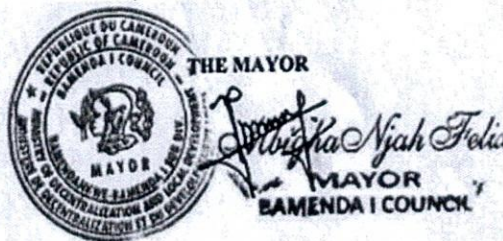
16. Period of validity of the bids:

The bidder is bound by his bid for a period of sixty (**60**) days with effect from the deadline fixed for the submission of the bids.

17. Complementary Information:

Complementary technical information may be obtained during working hours at the Service of SIGAMP, Bamenda 1 Council Office.

Done at Bamenda 1 on the, 15 JULI 2025
(THE LORD MAYOR)



Copies:

- MINMAP
- ARMP
- MINDDEVEL
- Chairperson of B1 CITB
- Notice Boards
- FILE

**REPUBLIC OF CAMEROON
PEACE – WORK – FATHERLAND**

**MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT**

NORTH WEST REGION

MEZAM DIVISION

BAMENDA I SUB DIVISION

BAMENDA I COUNCIL



**RÉPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE**

**MINISTÈRE DE DÉCENTRALISATION
ET DÉVELOPPEMENT LOCALE**

RÉGION DU NORD OUEST

DÉPARTEMENT DE MEZAM

ARRONDISSEMENT DE BAMENDA

COMMUNE DE BAMENDA I

AVIS D'APPEL D'OFFRE

DC N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 DU 15/07/2025 POUR LA FOURNITURE DE MATERIEL (TABLE/CHAIRS AND CUPBOARD) DE BUREAU AU CENTRE D' AU TONOMISATION DES FEMMES DE BAMENDA 1^{ERE}, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST

1. Objet de l'APPEL D'OFFRE

Dans le cadre du budget d'investissement Public 2025, le MAIRE de la Commune de Bamenda I; Le maître d'ouvrage et l'autorité contractante lance une demande de Cotation POUR LA FOURNITURE DE MATERIEL (TABLE/CHAIRS AND CUPBOARD) DE BUREAU AU CENTRE D' AU TONOMISATION DES FEMMES DE BAMENDA 1^{ERE}, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST..

2. Participation:

La participation à cette consultation est ouverte aux entreprises camerounaises qui respectent les lois fiscales.

3. Description des service:

Les prestations du present marché comprennent LA FOURNITURE DE MATERIEL (TABLE/CHAIRS AND CUPBOARD) DE BUREAU AU CENTRE D' AU TONOMISATION DES FEMMES DE BAMENDA 1^{ERE}, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST

4. Lots

La fournitureest en un(01) seul lot commeindiqué ci-dessous. LA FOURNITURE DE MATERIEL (TABLE/CHAIRS AND CUPBOARD) DE BUREAU AU CENTRE D' AU TONOMISATION DES FEMMES DE BAMENDA 1^{ERE}, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST

5. Coût prévisionnel.

Le coût prévisionnel de l'opération à l'issue des études préalables est de 15.200.000 (QUINZE MILLIONS DEUX CENT MILLE FRANCE FCFA.

6. Financement:

Ce projet sera financé par le Budget d'Investissement Publics du MINPROFF de l'exercice 2025sur la ligne d'imputation Authorization budgétaire N° JA07514

7. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission émis en respectant les prescription de Caisse des Depots Et Consignation-CDEC par un établissement bancaire de premier ordre agréé par le ministère en charge des finances et dont la liste se trouve dans ce dossier de consultation, d'un montant de 304.000 francs CFA (TROIS CENT QUATRE MILLE France CFA) et valable trente (30) jours au-delà de la date de validité des offres.

8. Consultation du Dossier:

Le dossier peut être consulté dans le platform de COLEPS www.marchespublics.cm ou aux heures ouvrables a la Commune de Bamenda 1, Service de SIGAMP, dès la publication de cet avis

9. Acquisition de dossier consultation:

Le dossier doit être obtenu dans le platform de COLEPS www.marchespublics.cm contre présentation d'une quittance de versement au Trésor de la commune de Bamenda I de la somme non remboursable de vingt cinq mille (25.000) CFA

10. Présentation du dossier de consultation:

Le dossier doit presenter en troi (03) enveloppes cellées dans le platform de COLEPS www.marchespublics.cm.

- ❖ Enveloppe A; documents administratifs;
- ❖ Enveloppe B; documents techniques
- ❖ Enveloppe C; documents financiers

11. Remise des offres:

Chaque offre rédigée en français ou en anglais devra parvenir dans le platform de COLEPS www.marchespublics.cm au plus tard le 05/08/2025 à 10H00, heure locale et devra parvenir avec un back up au temps de l'ouverture des plis. Chaque offre devra porter la mention suivante :

«RQ N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 DU 15/07/2025 POUR LA FOURNITURE DE MATERIEL (TABLE/CHAIRS AND CUPBOARD) DE BUREAU AU CENTRE D' AUTONOMISATION DES FEMMES DE BAMENDA 1^{ERE}, DÉPARTEMENT DE LA MEZAM, RÉGION DU NORD-OUEST»

Aouvriruniquement pendant la séance d'ouverture de la Commission des marchés».

12. Ouverture des offres:

Les offers seront ouvertes en une seule phase dans le platform de COLEPS www.marchespublics.cm. L'ouverture des documents administratifs, les offres techniques et financièresauront lieu le 05/082025 à 11h00heures, heure locale, dans la salle des conférences de Bamenda I, par la Commission interne de passassion de Bamenda I. Seuls les soumissionnairespeuvent assister ou se faire représenter par des personnesdûmentmandatées de leurchoix

13.Délaid'exécution:

La date limited'exécutionestde Soixante (60)jours à compter de la date de notification pour le début de la commande.

14. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A - Critères éliminatoires

Il s'agitnotamment:

- 1- Absence ou insuffisant d'une caution de soumission;
- 2- Non respect de 48hrs pour l'absence ou non-conformité d'un dossier Administratif
- 3- Fausses déclarations ou pièces falsifiées;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 5- Non-conformité du model de soumission
- 6- Offres incomplète,
- 7- Absence d'un prix unitaire quantifié ;
- 8- Le non-respect de **75%** des critères essentiels ;
- 9- Capacité financière inferieur au 50% du cout prévisionnel.
- 10-Changement d'une quantité dan les offies financier

B - Critères essentiels

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Attestation et rapport de visite du site signe par l, entreprise;

7- Cahier des Clauses techniques Particulières complété et paraphé à chaque page et signé à la dernière page.

8- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signé à la dernière page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

15 Attribution

Cette évaluation se fera de manière purement positif (oui) ou négatif (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels..

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires:

Des informations techniques complémentaires peuvent être obtenues aux heures ouvrables à la Commune de Bamenda 1, Service de SIGAMP

Fait à Bamenda 1, le 15 JUL 2025

LE MAIRE



THE MAYOR

Joseph Njah Felix
MAYOR
BAMENDA 1 COUNCIL

Copies

- MINMAP
- ARMP
- MINDDEVEL
- Président B1CITB
- Affichage.
- Chrono/Archive

DOCUMENT N° I

LETTER OF INVITATION TO BE SUBMITTED

REQUEST FOR QUOTATION N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF - 15/07/2025 FOR THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

Dear Sir,

Within the framework of 2025 Public Investment Budget, the mayor of the Bamenda 1 council; Contracting Authority hereby launches a Request for Quotation for THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supply to be carried out which I am requesting you to cost them and return to me online in MINMAP COLEPS Platform www.publiccontracts.cm on the **05/082025** at **10 AM** in sealed envelopes bearing on:

"REQUEST FOR QUOTATION N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF 15/07/2025 FOR THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION.

The bids will be submitted online in MINMAP COLEPS Platform www.publiccontracts.cm on the **05/082025** at **10 AM** and shall be opened online in MINMAP COLEPS Platform www.publiccontracts.cm on the same day at 11AM at the Conference Hall of the Bamenda Council, by the Bamenda 1 Council Internal Tenders Board.

Your bid should be costed with value added taxes and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

This supply shall be carried out within deadline of **60 (Sixty)** days taking effect from the date entered into of this Jobbing Order.

Accept Sir/Madam, my heartfelt greetings.

DOCUMENT No. II
RULES OF THE CONSULTATION

2.1 - CONSULTATION FILE

ARTICLE 1 : Contents of the consultation file

- 1.1 The consultation file shall describe the supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- 1.3 the letter of invitation to tender,
- 1.4 technical specifications,
- 1.5 the bill of entry and quantities,
- 1.6 the model tender,
- 1.7 the draft jobbing order,
- 1.8 the model bid comparison table.
- 1.9 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

2.2- BID PREPARATION

ARTICLE 2: Langage

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

ARTICLE 3: Documents comprising the bid

The bid presented by the Supplier shall comprise the following documents duly filled;

NO	DESCRIPTION	NO	YES
A.1	Certified Copy of the Business Registration, not older than three months.		
A.2	Declaration of intention to tender stamped with the tariff in force		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not older than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not older than three months.		
A.5	Purchase receipt of Tender File issued by Bamenda I council treasury of 25,000 FCFA		
A.6	A bid bond of 304.000 FCFA (Three hundred and four thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time		
A.9	A valid Certificate of imposition certified by the chief of center for taxation		
A.10	Business License (photocopy certified by the chief of center of Taxes, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
A.13	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should not be more than three months old.		
A 14	Plan and attestation of site location of the enterprise stamped with the tariff in force		
A 15	Power of attorney if necessary		
A 16	Group agreement if need be		

The second Internal Envelope shall be labeled <<: **TECHNICAL DOCUMENT**>> and shall contain the following:

I. EVALUATION GRID OF TECHNICAL AND FINANCIAL BID FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	NO	YES
B)	ESSENTIAL CRITERIA		
	General presentation of the tender files		
	- Table of content page,		
	- paginated,		
	- spiral bound documents BIDS		
	- colour sheet separator		
	- Clarity and legibility of the documents provided		
	-Presentation of the documents in the order required in the tender file,		
	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
1.2	List of references of the enterprise in similar jobs justified by signed certified contracts (first and last pages) and certified minutes of reception or attestation of clearances of supply executed.		

	Minimum acceptable: 02 Contracts realized in the domain of supply over the past 05 years	
2.1	1 st Reference	
	2 RD Reference	
1.3	ACKNOWLEDGEMENT AND LOCALIZATION	
3.1	Comprehensive report of site visit signed by the company administrator and justified by photos	
1.4	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF 01 works supervisor technician with at least 03 (three) years' experience in the domain and holder of BAC + 3,	
	➤ A certified copy of the technical diploma,	
	➤ Certified copy of ID card	
	➤ Attestation of presentation of original of Technical Diploma,	
	➤ CV signed and date by the candidate	
1.5	METHODOLOGY OF SUPPLY	
5.1	TIME FRAME FOR THE SUPPLIES	
5.1.1	Signed Planning of the execution and the respect of the duration of the supplies	
5.1.2	Signed Coherence in the execution of the supplies	
5.1.3	Signed Logical sequence for the execution of the tasks	
5.2	QUALITY OF THE SUPPLIES AND MAINTENANCE	
5.2.1	Signed Description of tests mesures	
5.2.2	Signed Description of the origin of material	
5.2.3	Signed Description of services after sales	
5.2.4	Signed Catalogue of equipment (each of them) in colour including specifications and references	
1.6	CAPACITY TO FINANCE THE PROJECT	
6.1	FINANCIAL CAPACITY An attestation of financial capacity (solvency) of the enterprise issued by a 1 st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions of at least 50% of the estimated cost of the project	
6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page	
6.3	Technical description initialed in all the pages and signed on the last page	
	TOTAL	
1.7	FINANCIAL FILE	
7.1	A submission letter, signed, dated and franked with the tariff in force	
7.2	Completed and signed frame work of unit prices.	
7.3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)	
	TOTAL	

	GRAND TOTAL OF B.1 TO B.7	
	PERCENTAGE (%) SCORE	

ARTICLE 4 : BID

4.1 The Supplier shall specify in the bid the place of delivery and nature of prices

a. Exclusive of VAT

and

b. All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supply in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

4.3 The contractor shall fill and sign the draft jobbing order.

ARTICLE 5 : Bid currencies

Prices shall be written in CFA francs.

ARTICLE 6 : Bid validity period

Bids shall be valid for the period of 60 days.

2.2 - SUBMISSION OF BIDS

The bids will be submitted online in MINMAP COLEPS Platform www.publiccontracts.cm on the -----at 10 AM

ARTICLE 7: Stamping and marking of bids

Each offer drafted in English or French should be submitted online in MINMAP COLEPS Platform www.publiccontracts.cm not later than -----at 10 AM local time and should carry the inscription:

(CONTRACTING AUTHORITY)

« REQUEST FOR QUOTATION N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF -----FOR THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION »

To be opened only during the Tenders Board Opening session

ARTICLE 8: Latest time and date of submission of bids

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

2.4 - OPENING AND EVALUATION OF BIDS

ARTICLE 9 : Opening of bids by the Tenders Board

9.1 The bids shall be opened in a single phase online in MINMAP COLEPS Platform www.publiccontracts.cm. The opening of the administrative documents, the Technical and Financial offers will take place online on the -----at 11 AM local time, at the Conference Hall of the Bamenda I Council, by the Bamenda 1 Council Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

ARTICLE 10: Verification of compliance and comparison of bids

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

- study of the compliance of bids, as regards the delivery periods and technical specifications

- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

2.5 - AWARD OF THE JOBBING ORDER

ARTICLE 11 : Award of the jobbing order

The Tenders Board shall propose the award of the jobbing order of the contractor whose bids it would have deemed compliant with the provisions of the Consultation File and is the **lowest bidder**.

ARTICLE 12 : Announcement of award of the jobbing order

The Contracting Authority shall decide on the award and publish the result of the jobbing order online in MINMAP COLEPS Platform www.publiccontracts.cm and in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the jobbing order and of each lot (if the consultation had led to apportionment),
- d) The delivery deadline.

ARTICLE 13 : Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order shall be signed by the Contracting Authority and notified to the contractor who shall be responsible for its registration according to the procedure in force.

ARTICLE 14 : Corruption and fraudulent practices

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

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".
"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

DOCUMENT No. III

MODEL APPENDICES

3.1 BID LETTER

Date

REQUEST FOR QOUTATION N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF -----FOR THE SUPPLY OF OFFICE EQUIPMENTS (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION ».

To : The Project Owner/Contracting Authority

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supply in accordance with the request for Consultation and for the sum of CFAF (in words and figures) inclusive of Value Added Tax andCFAF (in words and figures), exclusive of Value Added Tax and all Taxes Inclusive.

If our bid is approved, we undertake to do the supply in accordance with the provisions specified in the Bill of Entry and Quantities.

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

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

On

Signature

Name and capacity of signatory

3.1 - UNIT PRICE SCHEDULE

SUPPLY OF OFFICE EQUIPMENT (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA

No	REFERENCE	DESCRIPTION	QTY	UP FIGURES	UNIT PRICE IN WORDS
ARTS AND CULTURE OFFICE SHELVES					
1		WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m	6		
2		laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49	10		
		SUB TOTAL I			
DIRECTOR OFFICE					
3		WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 2.1MX1.5MX45cm	1		
4		WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 1.5MX1.5MX45cm	1		
		SUB TOTAL II			
COMPUTER DEPARTMENT					
5		SETS OF COMPUTER	0		-
6		STABILIZERS	0		-
7		BACK UP	0		-
8		COMPUTER TABLES AND CHAIRS	8		
		SUB TOTAL III			
SEWING AND DECORATION DEPARTMENT					
9		WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m	6		
10		laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49	10		
		SUB TOTAL IV			
CATERING AND HOTEL MANAGEMENT					
11		WOODEN WORKING TABLE(SAPELLI/IROKO) 2.2MX1.2M	2		
12		CHAFFER	5		
		SUB TOTAL V			
HAIR DRESSING					
13		HAIR DRYER	1		
14		WASHING BASIN	2		
15		SOFA COUCH 4 PLACES 2+1+1	2		

16		SALOON CUIR CHAIRS	5		
17		SALOON BIG WALL MIRROR 2.2MX1.2M	2		
		SUB TOTAL VI			
		GENERAL TOTAL I,II,III,IV,V,VI			

3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

SUPPLY OF OFFICE EQUIPMENT (TABLE/CHAIRS AND CUPBOARD) TO WOMEN EMPOWERMENT CENTER IN BAMENDA
1 COUNCIL AREA

No	REFERENCE	DESCRIPTION	QTY	UP	TOTAL AMOUNT
ARTS AND CULTURE OFFICE SHELVES					
1		WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m	6		
2		laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49	10		
		SUB TOTAL I			
DIRECTOR OFFICE					
3		WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 2.1MX1.5MX45cm	1		
4		WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 1.5MX1.5MX45cm	1		
		SUB TOTAL II			
COMPUTER DEPARTMENT					
5		SETS OF COMPUTER	0		
6		STABILIZERS	0		
7		BACK UP	0		
8		COMPUTER TABLES AND CHAIRS	8		
		SUB TOTAL III			
SEWING AND DECORATION DEPARTMENT					
9		WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m	6		
10		laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49	10		
		SUB TOTAL IV			
CATERING AND HOTEL MANAGEMENT					
11		WOODEN WORKING TABLE(SAPELLI/IROKO) 2.2MX1.2M	2		

12		CHAFFER	5		
		SUB TOTAL V			
HAIR DRESSING					
13		HAIR DRYER	1		
14		WASHING BASIN	2		
15		SOFA COUCH 4 PLACES 2+1+1	2		
16		SALOON CUIR CHAIRS	5		
17		SALOON BIG WALL MIRROR 2.2MX1.2M	2		
		SUB TOTAL VI			
		GENERAL TOTAL I,II,III,IV,V,VI			
MONTANT TOTAL HORS TAXES					
MONTANT VAT (19.25%)					
MONTANT AIR (5.5%)					
MONTANT TOTAL TAXES					
MONTANT NET A PAYER					
MONTANT TTC					

*This Bill of Quantities and Cost Estimates is disclosed at the sum of : **Francs CFA** all Taxes Inclusive.*

3.3 - TECHNICAL DESCRIPTION OF SERVICES

FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION ».

NO	DESCRIPTION
101	WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m
102	laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49
103	WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 2.1MX1.5MX45cm
104	WOODEN OFFICE CUPBOARD glued slats in sapelli/iroko with 3 casement at the top two casement glass and 01 casement wood and 3 casement at the bottom with wood (CONFORT HOUSE) 1.5MX1.5MX45cm
105	COMPUTER TABLES AND CHAIRS
106	WOODEN TABLES with 3 drawers (SAPELLI/IROKO) 1.4MX1m
107	laquered WOODEN CHAIRS (SAPELLI/IROKO) 43x10x49
108	WOODEN WORKING TABLE(SAPELLI/IROKO) 2.2MX1.2M
109	CHAFFER
110	HAIR DRYER
111	WASHING BASIN
112	SOFA COUCH 4 PLACES 2+1+1
113	SALOON CUIR CHAIRS
114	SALOON BIG WALL MIRROR 2.2MX1.2M

3.3 - BIDEVALUATION GRID

ADMINISTRATIVE DOCUMENTS FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

NO	DESCRIPTION	NO	YES
A.1	Certified Copy of the Business Registration, not older than three months.		
A.2	Declaration of intention to tender stamped with the tariff in force		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not older than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not older than three months.		
A.5	Purchase receipt of Tender File issued by Bamenda I council treasury of 25,000 FCFA		
A.6	A bid bond of 304.000 FCFA (three hundred and four thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time		
A.9	A valid Certificate of imposition certified by the chief of center for taxation		
A.10	Business License (photocopy certified by the chief of center of Taxes, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
A.13	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should not be more than three months old.		
A.14	Plan and attestation of site location of the enterprise stamped with the tariff in force		
A.15	Power of attorney if necessary		
A.16	Group agreement if need be		

The second Internal Envelope shall be labeled << **TECHNICAL DOCUMENT**>> and shall contain the following:

1. EVALUATION GRID OF TECHNICALAND FINANCIAL BID FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	NO	YES
B)	ESSENTIAL CRITERIA		
B.1	General presentation of the tender files		
	- Table of content page,		
	- paginated,		
	- spiral bound documents BIDS		
	- colour sheet separator		
	- Clarity and legibility of the documents provided		
	-Presentation of the documents in the order required in		

	the tender file,		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
	List of references of the enterprise in similar jobs justified by signed certified contracts (first and last pages) and certified minutes of reception or attestation of clearances of supply executed. Minimum acceptable: 02 Contracts realized in the domain of supply over the past 05 years		
B.2.1	1 st Reference		
	2 RD Reference		
B.3	ACKNOWLEDGEMENT AND LOCALIZATION		
B.3.1	Comprehensive report of site visit signed by the company administrator and justified by photos		
B.4	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF 01 works supervisor technician with at least 03 (three) years' experience in the domain and holder of BAC + 2 in one of the concern domain of supply,		
	➤ A certified copy of the technical diploma,		
	➤ Certified copy of ID card		
	➤ Attestation of presentation of original of <i>Technical Diploma</i> ,		
	➤ CV signed and date by the candidate		
B.5	METHODOLOGY OF SUPPLY		
B.5.1	TIME FRAME FOR THE SUPPLIES		
B.5.1.1	Signed Planning of the execution and the respect of the duration of the supplies		
B.5.1.2	Signed Coherence in the execution of the supplies		
B.5.1.3	Signed Logical sequence for the execution of the tasks		
B.5.2	QUALITY OF THE SUPPLIES AND MAINTENANCE		
B.5.2.1	Signed Description of tests mesures		
B.5.2.2	Signed Description of the origin of material		
B.5.2.3	Signed Description of services after sales		
B.5.2.4	Signed Catalogue of equipment (each of them) in colour including specifications and references		
B.6	CAPACITY TO FINANCE THE PROJECT		
B.6.1	FINANCIAL CAPACITY An attestation of financial capacity (solvency) of the enterprise issued by a 1 st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions of at least 50% of the estimated cost of the project		
B.6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
B.6.3	Technical description initialed in all the pages and signed on the last page		
	TOTAL		
B.7	FINANCIAL FILE		
B.7.1	A submission letter, signed, dated and franked with the tariff in force		
B.7.2	Completed and signed frame work of unit prices.		
B.7.3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)		

	TOTAL		
	GRAND TOTAL OF B.1 TO B.7		
	PERCENTAGE (%) SCORE		

BID COMPARISON TABLE FOR THOSE RETAINED

No	Names of Enterprises	Address	Technical/Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
01							
02							
03							

Members of the Bamenda 1 Council InternalTenders Board

S/N	Name	Duty	Signature
<u>Members of the Bamenda 1 Council Internal Tenders Board</u>			
01			
02			
03			
04			
05			
<u>Invitee</u>			
01			
02			

REPUBLIC OF CAMEROON
PEACE – WORK - FATHERLAND

MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA I SUB DIVISION

BAMENDA I COUNCIL



RÉPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE

MINISTRE DE DECENTRALISATION
ET DEVELOPPEMENT LOCALE

REGION DU NORD OUEST

DEPARTEMENT DE MEZAM

ARRONDISSEMENT DE BAMENDA

COMMUNE DE BAMENDA I

JOBGING ORDER

JOBGING

ORDERN°...../RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025

AWARDED REQUEST FOR QUATATION
08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF ----FOR SUPPLY OF OFFICE
EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM
DIVISION OF THE NORTH WEST REGION »

CONTRACTOR :

TAX PAYER'S CARD NO :

ADDRESS :

BP :

TEL :

FAX :

BANK ACCOUNT NO.....

SUBJECT :THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1
COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

»AMOUNT : F CFA TTC
(..... F CFA TOUTES TAXES COMPRISES)

DELAI : SIXTY(60)DAYS

FINANCING : (PIB) - 2025

VOTE CHARGE ::

ENTERED INTO ON:

SIGNED ON:.....

NOTIFIED ON:

REGISTERED ON:

BETWEEN: The Government of the Republic of Cameroon, represented by the Lord Mayor of
Bamenda I council Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP :

TEL. :

FAX :

BANK ACCOUNT NO.....

Represented by the General

Manager

Hereafter known as <<**THE contractor**>>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :

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ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER

ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

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ARTICLE 16 : GENERAL NOTIONS –PRICE

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CHAPTER I GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this jobbing order is **FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION**

A description of this supply shall be given in Article 10 below.

ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

This jobbing order is awarded following **REQUEST FOR QUATATION N° 08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR OF ---FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION**

ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

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

- this booklet of Special Administrative Clauses ;
- the Supplier's bid and his overall proposal ;
- the provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above ;
- the breakdown of estimates ;
- The descriptive bill of quantities.

ARTICLE 4 : GENERAL TEXTS

This jobbing order shall be governed by:

- This jobbing order is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- *Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;*
- Order N° 093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N° 22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N° 23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award, execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N° 2012/074 of 08 March 2012 relating to the creation, organization and functioning of the Public Tenders Board;

- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- Unified Technical Documents (DTU) for building supply;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Other texts specific to contracting fields.

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER

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

- ✚ The **Contracting Authority** shall be the **Lord Mayor of Bamenda 1 Council**.
- ✚ 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 **Project Manager** shall be the **DDMINPROFF hereinafter** referred to as the Project Manager.
- ✚ He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- ✚ The **Contract Manager** shall be the **Council Development Officer Bamenda 1 Council hereinafter** referred to as the Contract Manager.
- ✚ He ensures the respect of the administrative, technical, financial conditions and contractual time-limits
- ✚ The **Contract Engineer** shall be the **Divisional Chief of Service for State Property Mezam**, hereinafter referred to as the Engineer.
- ✚ The contractor shall be **[to be specified]**.
- ✚ The Contract Manager is **DD MINDDEVEL, MEZAM**.
- ✚ The Authority In charge of regular control to ensure the respect of this Jobbing Order is the **DDMINMAP for Mezam**

Security

This Contract may use security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment is **the Lord Mayor of Bamenda 1 Council**
- The authority in charge of the clearance of expenditures is **the Specialised Finance Controller for Bamenda City Council**
- The body or official in charge of payment is **the MT Bamenda I**
- The official competent to furnish information within the context of execution of this Contract is **the MINMAP/BAMENDA I**

ARTICLE 6 : PERIOD AND PLACE OF DELIVERY

The delivery period for the Equipment shall be fixed at **60 Days** with effect from the date of notification of the Service Order to Start Work.

Equipment shall be **THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION**

ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

The supplier's main residence shall be :

at :
P.O. Box :
TEL :
FAX :

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

CHAPTER II PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8 : ROLE AND RESPONSIBILITY OF THE SUPPLIER

The contractor has as mission to effect the supply as described in Article 10 under the control of the **Divisional Chief of Service for State Property Mezam**, and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

ARTICLE 9 : CONSISTENCY OF SERVICES

The services of the supplier shall comprise the purchase of equipment, delivery, installation, technical receipt and insurance charges.

ARTICLE 10 : DESCRIPTION OF SUPPLY

SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

plan of execution of the supplies.

ARTICLE 12: ACCEPTANCE OF SUPPLY

PRE- ACCEPTANCE OPERATIONS

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

- Qualitative and quantitative evaluations of the different materials
- Findings and statement of the unexecuted task envisaged in the present Jobbing Order.
- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

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

- Contract Engineer,
- MINMAP
- Project Manager,
- Contractor.

During this pre-acceptance, the engineer shall eventually specify the reserves to be lifted and the corresponding materials to be supplied before the acceptance.

The Project Owner or Project Manager shall fix the date for the reception of supply to be effected in the presence of the supplier by a commission composed of:

- ❖ The Authorizing Officer (Contracting Authority).....Chairperson;
- ❖ The Contract Engineer.....secretary.
- ❖ The CDO-----Member;
- ❖ The Divisional Delegate MINMAP MezamObserver;
- ❖ The DD MINDEVEL Mezam.....Member
- ❖ The Stores Accountant B.I.C.....Member;
- ❖ The DD MINPROFFmember
- ❖ The supplier.....Member;

It shall cross-check the conformity of the supply with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.

Where the supply does not conform, the supplier shall be requested to replace the defective items at his own cost.

Where the supply does conform, the commission shall rule for acceptance. An acceptance report will then be prepared and shall be signed by all the members of the commission and the supplier. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

ARTICLE 13: GUARANTEE

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the items shall be borne by the supplier. The supply will bear the cost of repairs of the supplied equipment for six months from the date of acceptance of the supply.

ARTICLE 14: INSURANCE

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the supplier.

ARTICLE 15: PENALTIES FOR DELAYS

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 thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

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

CHAPTER III FINANCIAL PROVISIONS

ARTICLE 16: GENERAL NOTIONS – PRICES

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

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

ARTICLE 17: AMOUNT OF THE JOBBING ORDER

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

in accordance with the breakdown of estimates appended here to .

ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT

17.1 Start up advance:

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request.

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

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

17.2. Scheduling payments:

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The supplier shall be paid upon presentation of invoices after acceptance of supply.

ARTICLE 19: BANK DOMICILIATION

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. at
..... in the name of

ARTICLE 20: TAX SYSTEM

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon. The Value Added Tax shall be borne by the Project Owner or Project Manager.

ARTICLE 21: STAMP DUTY AND REGISTRATION

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

**CHAPTER IV
MISCELLANEOUS PROVISIONS**

ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Seven (7) copies of this jobbing order shall be produced and circulated.

ARTICLE 23: DISPUTES

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failing an amicable settlement, the final verdict of any dispute stemming from this jobbing order shall be passed by the competent Cameroonian court.

ARTICLE 24: CANCELLATION OF THE JOBBING ORDER

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

ARTICLE 25: VALIDITY OF THE JOBBING ORDER

This jobbing order shall be valid only after its signature by the Project Owner (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.

PAGE ...AND LAST OF JOBBING ORDER N° 02/JO/MINDDEVEL/BICITB/B1C /BISD /MEZAM/NWR/2025
Awarded after Request for Quotation N°
08/RQ/MINDDEVEL/BICITB/B1C/BISD/MEZAM/NWR/2025 OF _____

THE COMPANY:
FOR THE SUPPLY
AMOUNT OF THE JOBBING ORDER: CFAF
(In words
CFA francs inclusive of taxes)

EXECUTION TIME:

Read and accepted by the contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

Document No. 10:
Models to be used by bidders

TABLE OF MODELS

- 1: Model Tender (Bid Letter)
- 2: Model bid bond
- 3: Model final bond
- 4; Model of Performance Bond (Model retention fund)
- 5: Model of start-off advance bond
- 6: Attestation of site visit
- 7; Model Declaration of Intention to Tender
- 8: Model Commitment of Availability of Personnel
- 9. Model Table of Equipment
- 10 Model Report of site visit

1: Model tender (bid letter)

I, the undersigned _____ [indcate the name and Capacity of signatory]

Representing the _____ company or enterprise or group 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
addendum (addenda): the Invitation to Tender [recall the subject of the Invitation to Tender]

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself established for each type of structure which prices reveal the amount of the Tender No. _____ at _____ [in figures and words] CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline ofmonths.
- I pledge to maintain my bid for [indcate duration of validity, in principle 90 days for national invitations to tender 120 days for international invitations to tender] from the deadline of submission of bids.
- Rebates and the modalities of application of the said rebates shall be the following (in Case of the possibility of award of several lots).

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 me shall constitute an agreement
between us.

Done at..... on.....

Signature of.....

in the Capacity of.....duly authorised to sign the bids on behalf
of.....

2: MODEL BID BOND

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

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

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

The conditions of this commitment are as follows:

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

Or

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

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

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

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

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

Signed and authentiCated by the bank at _____, on _____

[Bank's signature]

3: Model final bond

Bank:

Reference of the bond: No _____

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

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

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

Whereas we have agreed to issue the Contractor this guarantee,

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

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

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

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

4: Model of performance bond (Retention fund)

Bank: _____

Reference of the bond: No _____

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas _____ name and address of Supplier] hereinafter referred to "the Contractor", pledged, in execution of the Contract, to Carry out the works of [indicate the subject of the works]

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

Whereas we have agreed to provide the Contractor with this guarantee,

We, _____ [name and address of the bank],

Represented by _____ [names of signatories] and hereinafter referred to as "the bank",

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

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

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

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

5: Model of start-off advance bond

Bank: reference, address _____

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

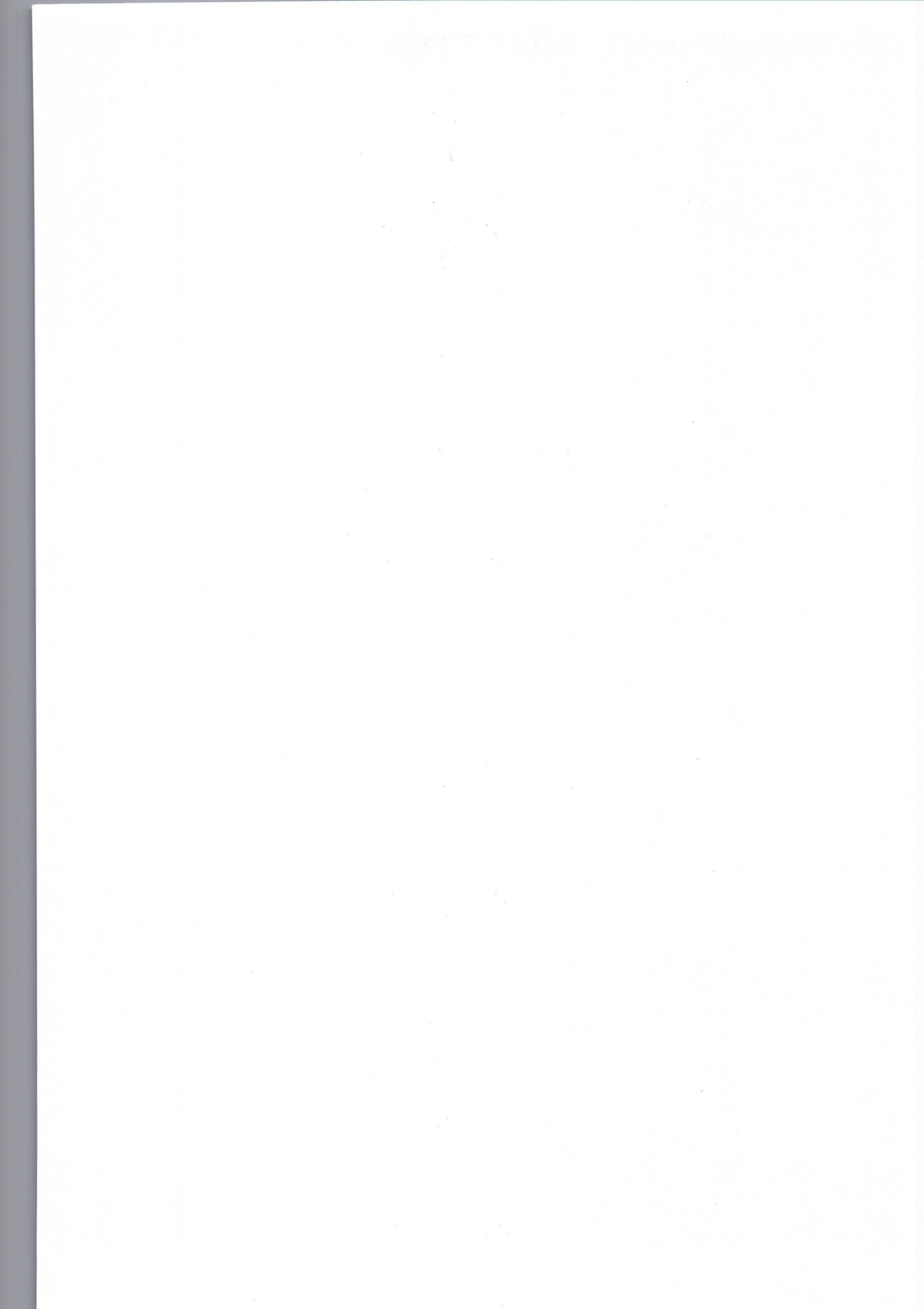
The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. _____ of _____ relating to _____ works [indicate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

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

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

The applicable law and jurisdiction shall be those of the Republic of Cameroon.
Signed and authenticated by the bank at _____ on _____

[Signature of the bank]



6: MODEL ATTESTATION OF SITE VISIT

I the undersigned Mr./Mrs./Miss..... (Name)

Director Manager Engineer of the Company :.....(Name of Enterprise),

Confirm having actually visited the site for the structure relative to the;

REQUEST FOR QUOTATION

N°08/RQ/ MINDDEVEL/B1C /BICITB/B1SD/MEZAM/NWR/2025 OF ----FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

I, the interested contractor declare:

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

In Testimony Whereof, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

THE CONTRACTOR_____

SIGN_____

DATE_____

(COMPANY STAMP)

. 7; Model Declaration of Intention to Tender

I the under signed _____
(name)

Nationality _____ Function _____ (manager or director etc) of
the

_____ (enterprise) acknowledged having received
the _____

_____ (Tender File or Request for Quotation) No-

_____ (reference) of _____ (date)

For The _____ (subject)

And hereby declare my intention to tender for the aforementioned project.

DONE IN _____

BY _____

ON _____

SIGN _____

8: MODEL COMMITMENT OF AVAILABILITY

SUBJECT: COMMITMENT OF AVAILABILITY

I, the undersigned,

HOLDER OF A, AND NATIONAL

IDENTITY CARD NO, ISSUED ON,

AT, TEL, IS COMMITTED
AND

AVAILABLE TO WORK AS

.....

WITH, COMPANY IF AWARDED
THE

CONTRACT FOR, THIS IS IN
RESPONSE

TO TENDER

NO, OF, FOR

THE

.....

DONE IN, ON,

BY,

SIGN,

9: MODEL TABLE OF EQUIPMENT:

LIST OF EQUIPMENT AND MATERIAL AVAILABLE FOR THE WORK

SN	DESIGNATION <i>Description & frame (châssis) number</i>	MARK &(Horse Power if vehicle)	REGISTRATION NUMBER (if vehicle)	QUANTITY	STATUS (Hired or owned)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
etc					

I the undersigned, _____ holder of National Identity Card N° _____ issued on _____ at _____ being Managing Director of this Company called _____ testifies that the above information is correct and commit myself to present any of the above equipment and tools at any given time requested.

As well any of them must be present at the site before and during each phase at any given moment required or requested by the Authorities in charge of the project I am tendering for.

NOTE: For equipment, whether owned or hired, the justified documents (leased, cartegresse etc) must be certified by the serve concern with the Tariff in force as spelt-out in the Tender File

Signature of Managing Director, name, date and Enterprise stamp

10-Model Report of site visit

I-INTRODUCTION

TENDER N° (*with project title*).....

.....

NAME OF COMPANY.....

DATE:..... TIME:.....

II) COMMENTARY:

II-1) Nature of the project site.....

II-2) Accessibility to the project site:

II-3) Vegetation (trees, shrubs etc).....

II-4) Topography of the site.....

III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF CONSTRUCTIONAL MATERIAL (stones, sand, gravel, wood etc)

V) DIFFICULTIES:

.....

....

.....

....

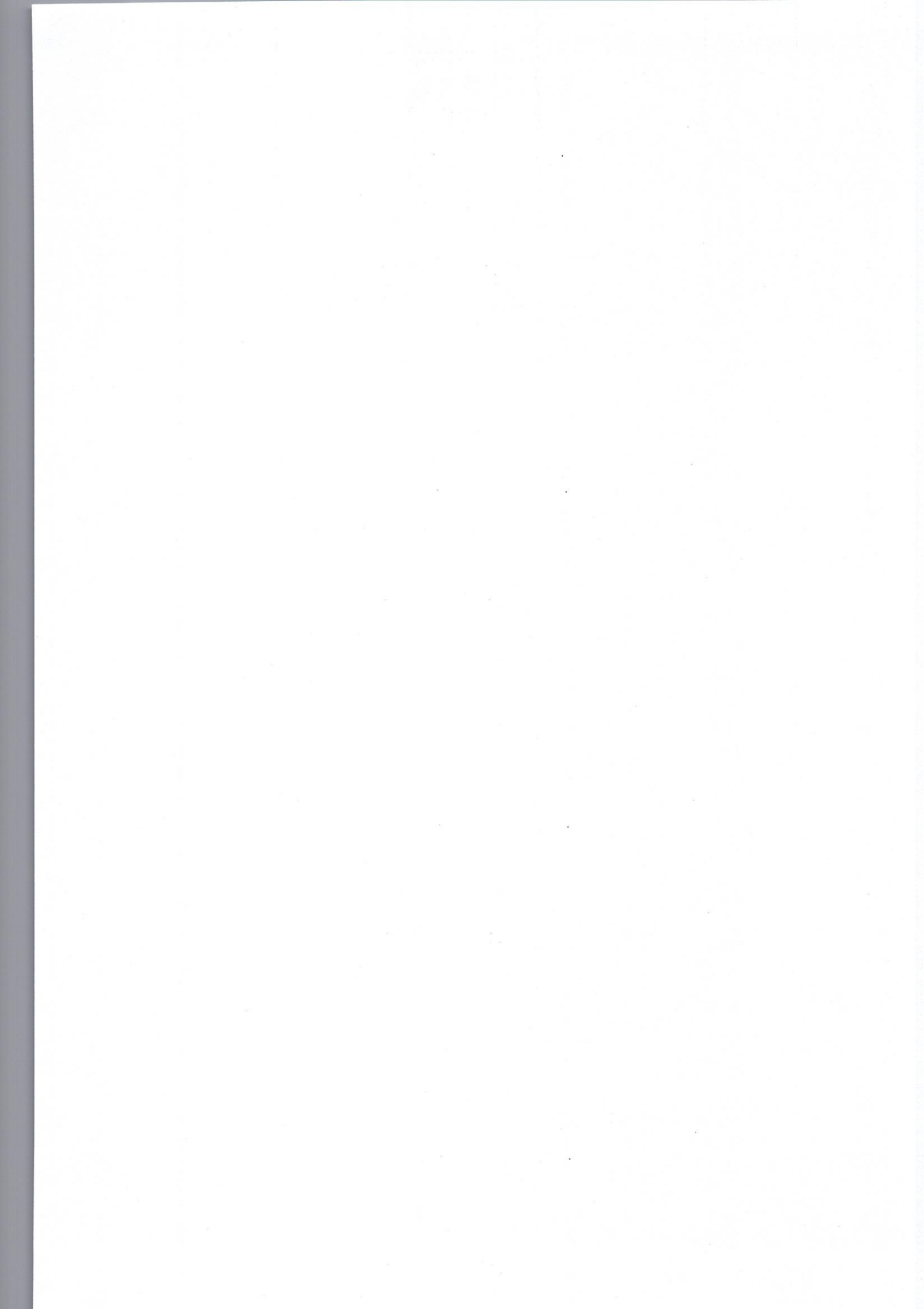
V)
CONCLUSION.....

.....

Signature of Managing Director, name, date and Enterprise stamp

ANNEX No. 6: Framework of schedule

DESIGNATION :Studies and site installation					
No	Daily out put		Total quantity	Unit	Duration of activity
		No			
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
TOTAL A					
EQUIPMENT/MECHINES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL AND MISCELLANEOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST			A+B+C	
E	GENERAL SITE EXPENSESES			Dx%	
F	GENERAL OFFICE EXPENSES			Dx%	
G	NET COST			D+E+F	
H	RISK + BENEFITS			Gx%	
P	TOTAL COST (HT)			G+H	
V	UNIT COST (HT)			P/Q'TY	



3.4 - BIDEVALUATION GRID

ADMINISTRATIVE DOCUMENTS FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION

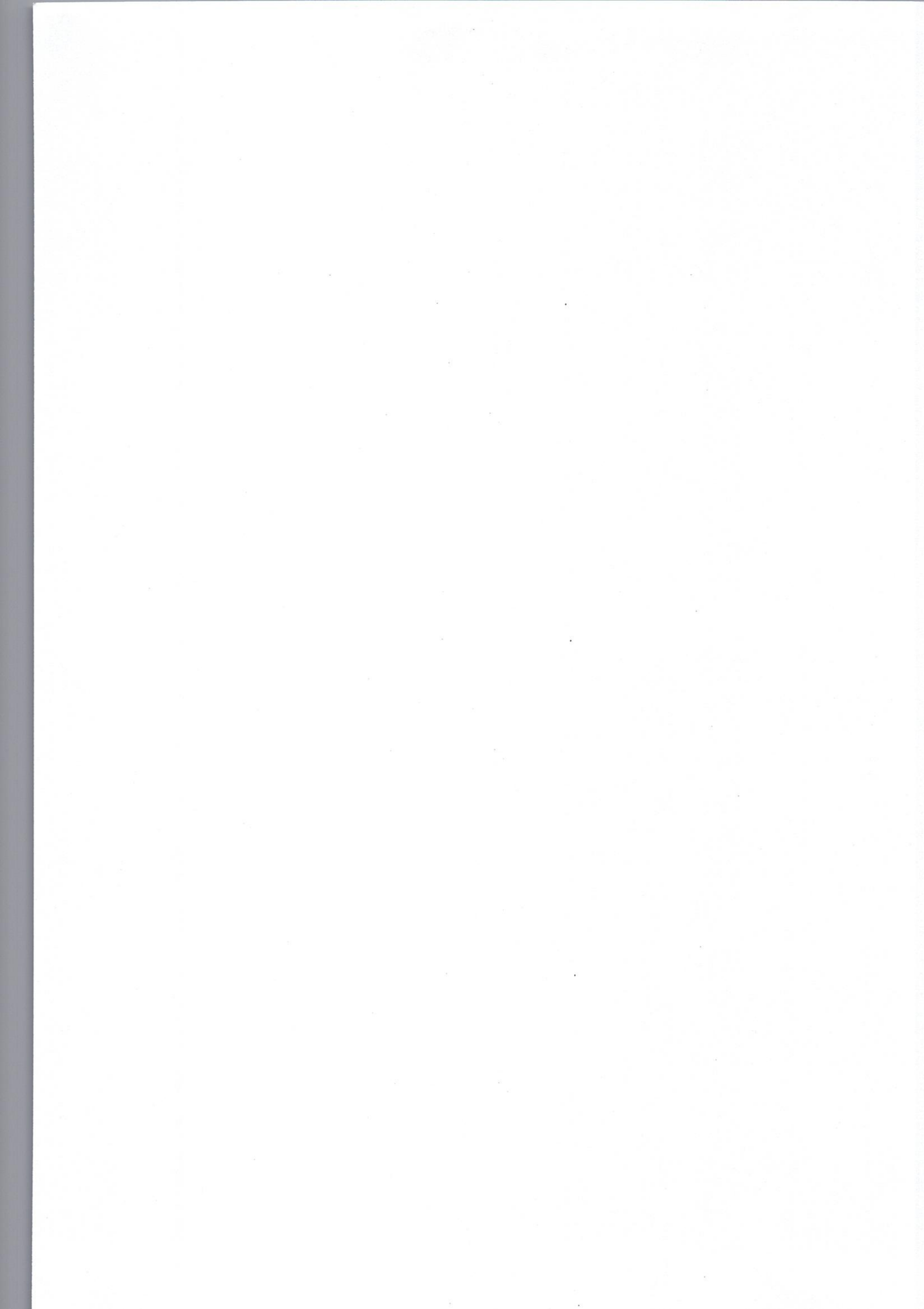
NO	DESCRIPTION	NO	YES
A.1	Certified Copy of the Business Registration, not older than three months.		
A.2	Declaration of intention to tender stamped with the tariff in force		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not older than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not older than three months.		
A.5	Purchase receipt of Tender File issued by Bamenda I council treasury of 25,000 FCFA		
A.6	A bid bond of 304.000 FCFA (Three hundred and four thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time		
A.9	A valid Certificate of imposition certified by the chief of center for taxation		
A.10	Business License (photocopy certified by the chief of center of Taxes, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
A.13	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should not be more than three months old.		
A.14	Plan and attestation of site location of the enterprise stamped with the tariff in force		
A.15	Power of attorney if necessary		
A.16	Group agreement if need be		

The second Internal Envelope shall be labeled <<TECHNICAL DOCUMENT>> and shall contain the following:

2. EVALUATION GRID OF TECHNICAL AND FINANCIAL BID FOR THE SUPPLY OF OFFICE EQUIPMENTS TO WOMEN EMPOWERMENT CENTER IN BAMENDA 1 COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	NO	YES
B)	ESSENTIAL CRITERIA		
B.1	General presentation of the tender files		
	- Table of content page,		
	- paginated,		
	- spiral bound documents		

	- colour sheet separator		
	- Clarity and legibility of the documents provided		
	-Presentation of the documents in the order required in the tender file,		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
	List of references of the enterprise in similar jobs justified by signed certified contracts (first and last pages) and certified minutes of reception or attestation of clearances of supply executed. Minimum acceptable: 02 Contracts realized in the domain of supply over the past 05 years		
B.2.1	1 st Reference		
	2 RD Reference		
B.3	ACKNOWLEDGEMENT AND LOCALIZATION		
B.3.1	Comprehensive report of site visit signed by the company administrator and justified by photos		
B.4	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF 01 works supervisor technician with at least 03 (three) years' experience in the domain and holder of BAC + 3 in one of the concern domain of supply,		
	➤ A certified copy of the technical diploma,		
	➤ Certified copy of ID card		
	➤ Attestation of presentation of original of Technical Diploma,		
	➤ CV signed and date by the candidate		
B.5	METHODOLOGY OF SUPPLY		
B.5.1	TIME FRAME FOR THE SUPPLIES		
B.5.1.1	Signed Planning of the execution and the respect of the duration of the supplies		
B.5.1.2	Signed Coherence in the execution of the supplies		
B.5.1.3	Signed Logical sequence for the execution of the tasks		
B.5.2	QUALITY OF THE SUPPLIES AND MAINTENANCE		
B.5.2.1	Signed Description of tests mesures		
B.5.2.2	Signed Description of the origin of material		
B.5.2.3	Signed Description of services after sales		
B.5.2.4	Signed Catalogue of equipment (each of them) in colour including specifications and references		
B.6	CAPACITY TO FINANCE THE PROJECT		
B.6.1	FINANCIAL CAPACITY An attestation of financial capacity (solvency) of the enterprise issued by a 1 st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions of at least 50% of the estimated cost of the project		
B.6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
B.6.3	Technical description initialed in all the pages and signed on the last page		
	TOTAL		
B.7	FINANCIAL FILE		

B.7.1	A submission letter, signed, dated and franked with the tariff in force		
B.7.2	Completed and signed frame work of unit prices.		
B.7.3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)		
	TOTAL		
	GRAND TOTAL OF B.1 TO B. 7		
	PERCENTAGE (%) SCORE		



Document No. 12:

**List of banking establishments and financial bodies authorised
to issue bonds for Public Contracts**

I- BANKS

1. Afriland First Bank
2. BanqueAtlantique
3. Banque Camerounaise des petites et moyennes entreprises (BC-PME)
4. Banque Gabonaise pour le Financement International (BGFI BANK)
5. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
6. Bank of Africa Cameroon (BOA Cameroun)
7. CITI Bank Cameroun
8. Commercial Bank of Cameroon (CBC)
9. Ecobank Cameroun (ECOBANK)
10. National Financial Credit Bank (NFC)
11. Société Camerounaise de Banque au Cameroun (SCB-Cameroun)
12. Société Générale de Banque au Cameroun(SGC)
13. Standard Chartered Bank Cameroon (SCBC)
14. Union Bank of Cameroon(UBC)
15. United Bank for Africa(UBA)

II- Insurancecompanies

16. Activa Insurance
17. ZenithInsurance SA BP Douala
18. Aréa Assurances S.A
19. Atlantique Assurances S.A
20. Beneficial General Insurance S.A
21. Chanas Assurances S.A
22. CPA S.A
23. NsiaAssurancs S.A
24. Pro Assur S.A
25. SAAR S.A
26. Saham Assurances S.A