

REPUBLIQUE DU CAMEROUN

PAIX- TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

REPUBLIC OF CAMEROON

PEACE -WORK-FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)  
[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

BP 399 MANKON BAMENDA

**NORTH WEST LIVESTOCK DEVELOPMENT FUND  
INTERNAL TENDERS BOARD**

RESTRICTED NATIONAL INVITATION TO TENDER  
NO. ~~015~~/RNIT/PIISAH/CDENO/CITB/2025 OF ~~29/07~~/2025 TO SELECT A  
CONSULTANT FOR THE ARTIFICIAL INSEMINATION OF 400 DAIRY  
CATTLE IN THE WEST AND NORTH WEST REGIONS BY EMERGENCY  
PROCEDURE

FUNDING: PIISAH - CDENO Budget 2025  
BUDGETARY HEAD : 20:10:10

Re 30/07/25

PU 31/07/25

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*Document No. 1*

**Letter of invitation to tender applicable for  
restricted invitations to tender;**



REPUBLIQUE DU CAMEROUN  
PAIX- TRAVAIL-PATRIE  
MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

CAISSE DE DEVELOPPEMENT DE  
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15

Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON  
PEACE -WORK -FATHER LAND  
MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK  
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21

BP 399 MANKON BAMENDA

Ref.no. \_\_\_\_ / \_\_\_\_ / CDENO/AD/SIGAMP

B'DA, the **29 JUL 2025**

THE ADMINISTRATIVE DIRECTOR  
OF CDENO

TO: \_\_\_\_\_

**REFERENCE: RESTRICTED NATIONAL INVITATION TO TENDER NO. **DIS****  
**/RNIT/PISAH/CDENO/CITB/2025 OF **29/07/2025** TO SELECT A CONSULTANT FOR THE**  
**ARTIFICIAL INSERMATION OF 400 DAIRY CATTLE IN THE WEST AND NORTH WEST**  
**REGIONS BY EMERGENCY PROCEDURE**

Sir/Madam,

1. We are pleased to inform you that you are pre-qualified for the project referred to above and have consequently been authorised to tender
2. We are hereby inviting you as well as all the other pre-qualified competitors to tender for the execution of the contract mentioned above..
3. A complete set of the Tender File may be consulted and withdrawn against payment of a non-refundable sum of **Sixty thousand (60,000) FCFA** payable into ARMP account no. 100010686097568660001-28 of BICEC Bank
4. All tenders must include a bid bond of **Eight hundred and ninety five thousand francs (895,000 frs.)** and must be submitted to **CDENO, SIGAMP UNIT**, on or before the **29/08/2025** at **11.00 A.M** on \_\_\_\_\_. The bids shall immediately be opened in the presence of bidders or their representatives of who desire to attend the bid-opening session at 12 noon on the same day
5. This invitation to tender is addressed to the Bidders in the following restricted list:

No.	Names of pre-qualified enterprises	Addresses
1	ORICAA- CAMEROON	P.O. Box 691 Bamenda, Tel: 677667030
2	AWANCHERE & SONS	Tel: 677829512
3	PREMIER SECURITY	TEL: 650792999

6. ONLY Bidders on the restricted list may do joint bidding.
7. Please acknowledge receipt of this letter to the following address: The Administrative Director of CDENO and within a deadline of two days from the date of receipt of this letter and indicate if you do not intend to tender.

The Administrative Director of CDENO  
(The Contracting Authority)

- MINMAP
- ARMP
- Chairperson of TB
- Notice boards



*Document No. 2*

## **TENDER NOTICE**

REPUBLIQUE DU CAMEROUN  
PAIX- TRAVAIL-PATRIE  
MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

REPUBLIC OF CAMEROON  
PEACE -WORK -FATHER LAND  
MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)  
[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

BP 399 MANKON BAMENDA

TENDER NOTICE

RESTRICTED NATIONAL INVITATION TO TENDER NO. 015  
/RNIT/PIISAH/CDENO/CITB/2025 OF 29/07/2025 TO SELECT A CONSULTANT  
FOR THE ARTIFICIAL INSEMINATION OF 400 DAIRY CATTLE IN THE WEST  
AND NORTH WEST REGIONS BY EMERGENCY PROCEDURE.

1. **SUBJECT OF INVITATION TO TENDER:** The Administrative Director of CDENO, (Contracting Authority) hereby launches a Restricted National Invitation to tender to select a consultant for the artificial insemination of 400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS.

This present invitation to tender follows call for manifestation of interest No. 001/CDENO/AD/SIGAMP/2025 published on the 05/06/25025

2. **NATURE OF SERVICE:** The services comprise the insemination of 400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS as outlined in the Terms of Reference (ToR)
3. **EXECUTION DEADLINE:** The maximum deadline for the job forming the subject of this invitation to tender shall be **Three (03) months** from the date of notification of each service order work
4. **ALLOTMENT:** Unique
5. **ESTIMATED COST OF PROJECT :** The provisional amounts after studies for the supply amounts to Forty four million seven hundred and fifty thousand 44,750,000) FCFA
6. **PARTICIPATION AND ORIGIN:** Participation is open to the three enterprises shortlisted following the call for manifestation of interest No. 001/CDENO/AD/SIGAMP/2025 published on the 05/06/25025
7. **FINANCING** -This project shall be financed by PIISAH - CDENO Budget for 2025, chap 22:10:10
8. **SUBMISSION METHOD**  
The submission method chosen for this consultation is **OFFLINE**
9. **BID BOND:** Each bidder must attach to his/her administrative documents a bid bond issued by a first-rate banking institution authorized to issue bonds for public contracts, approved by the Ministry in charge of Finance amounting to **Eight hundred and ninety five thousand (895,000)FCFA.**

This attestation, which must be original, should be valid for thirty (30) days beyond the date of validity of bids. Failure to produce a bid bond issued by a first-rate banking institution or financial body authorised to issue bonds for public contracts, approved by the Ministry in charge



of Finance shall result in the bid being rejected. A bid bond not related to the consultation concerned shall be considered absent. No bid bond submitted by a bidder during the bid opening sessions shall be admissible

10. **CONSULTATION OF TENDER FILE:** The tender documents are available for consultation at CDENO, SIGAMP UNIT, Box 399 Bamenda, Tel: 233 36 10 17
11. **ACQUISITION OF TENDER FILE:** The tender can be obtained from CDENO Bamenda, SIGAMP UNIT, Box 399 Bamenda, Tel: 233 36 10 17 / 677451721 upon presentation of a receipt showing payment of a non-refundable sum of **Sixty thousand (60,000) FCFA** payable into ARMP account no. 100010686097568660001-28 of BICEC Bank.
12. **SUBMISSION OF BIDS:** Bids in English or French shall be submitted in Seven (7) bound copies i.e. one (1) stamped original and Six (6) copies and should reach CDENO, SIGAMP UNIT on or before the 20/08/2025 at **11.00 A.M** in a single envelope comprising the administrative, technical and financial Documents upon the issue of an acknowledgement receipt. The Envelope shall be addressed as follows:

**<< RESTRICTED NATIONAL INVITATION TO TENDER NO  
015/RNIT/PIISAH/CDENO/CITB/2025 OF 29/07/2025 TO SELECT A  
CONSULTANT FOR THE ARTIFICIAL INSEMINATION OF 400 DAIRY CATTLE  
IN THE WEST AND NORTH WEST REGIONS BY EMERGENCY PROCEDURE >>**

*'To be opened only during the bid opening session'*

13. **ADMISSIBILITY OF BIDS:**

Administrative documents, the technical offer and the financial offer must be inserted in different separate sealed envelopes and submitted in sealed envelope.

The following shall be inadmissible by the Project Owner,

- Bids revealing the identity of the bidders;
- Bids submitted after the deadline for submission;
- Bids without indications on the identity of the invitation to tender;
- Bids non-compliant with the bidding method;
- Failure to produce the number of copies specified in the Special Regulations or offer only in copies.

Any incomplete tender in accordance with the requirements of the tender file shall be declared inadmissible. In particular, the absence of a bid bond issued by a first- category body or financial institution approved by the Minister in charge of finance to issue bonds for public contracts or failure to comply with the model documents in the tender file shall result in the outright rejection of the tender without any other procedure. A bid bond produced but having no connection with the consultation concerned shall be considered as absent. A bid bond submitted by a tenderer during the tender opening session shall be inadmissible.

14. **OPENING OF BIDS:** The Bids shall be opened in a single phase in the conference hall of CDENO on the 20/08/2025 at **12:00 prompt**. Only bidders may attend or be represented by a single duly mandated person even in case of group of enterprises.



Under pain of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be valid at the original date limit of bid submission or must have been produced after the date of signature of the tender notice.

In case of the absence or non-conformity of any document in the administrative file at the bids opening session, a period of 48 hours shall be granted to the bidders concerned to produce or replace the document in question.

Failure to comply with the required number of copies as indicated in the Special Regulations shall result in the bid being rejected.

## **15. EVALUATION CRITERIA.**

### **ELIMINATORY CRITERIA:**

- a) Absence of the bid bond;
- b) Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except bid bond);
- c) False declarations, fraudulent schemes or forged documents;
- d) Failure to comply with 75% essential criteria
- e) Absence of the sworn statement for not having abandoned contracts during the last three years;
- f) Absence of a quantified unit price in the Financial Bid;
- g) Failure to comply with one of the major technical specifications specified in the Terms of reference,

### **a. ESSENTIAL CRITERIA:**

The technical documents shall be evaluated following the binary method:

- General Presentation
- Personnel
- References
- Equipment
- Methodology
- Financial Capacity

Only bids that score above 75% yes criteria on the technical tender shall have their financial tender evaluated

**16. AWARD OF THE JOBBING ORDER:** The contracting authority shall award the contract to the bidder whose offer is technically qualified and lowest bidder.

**17. MAXIMUM NUMBER OF LOTS: Unique**

**18. VALIDITY OF TENDER:** The bidders shall remain committed to their bid for 90 days from the deadline set for the submission of bids.



19. **COMPLEMENTARY INFORMATION:** Further information can be obtained from the CDENO office, SIGAMP UNIT or the Contracting Authority Box 399 Bamenda, Tel: 233 36 10 17 / 677451721.

20. **FIGHT AGAINST CORRUPTION AND MALPRACTICES**

To report corrupt practices, facts or acts, please call CONAC on 1517, the Authority in Charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48, ARMP or the Contracting Authority on 2 33 36 14 40..

Done at Bamenda on 29 JUL 2025

The ADMINISTRATIVE DIRECTOR OF CDENO  
(The Contracting Authority).



*[Handwritten signature in blue ink]*  
*Moah Shupong Michael*

Copies

- MINMAP
- ARMP (for publication and archiving)
- Chairman CDENO ITB
- Notice board (for information)
- Chrono

REPUBLIQUE DU CAMEROUN  
PAIX-TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES

CAISSE DE DEVELOPPEMENT DE  
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15  
Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON  
PEACE -WORK -FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK  
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21  
BP 399 MANKON BAMENDA

**AVIS D'APPEL D'OFFRES NATIONAL RESTRIENT**  
**N° 15 /AONR/PIISAH/CDENO/CIPM/2025 DU 29 / 07 /2025 POUR LE**  
**RECRUTEMENT D'UN CONSULTANT POUR L'INSÉMINATION ARTIFICIELLE**  
**DES 400 VACHES LAITIÈRES DANS LES REGIONS DE L'OUEST ET NORD OUEST**  
**EN PROCEDURE D'URGENCE**

**1. Objet de l'Appel d'Offres**

Le Directeur Administratif de la CDENO (Autorité Contractante), lance un appel d'offre pour le recrutement d'un consultant pour l'insémination artificielle des 400 vaches laitières dans les Regions de l'Ouest et Nord Ouest

**2. Consistance des prestations**

Les prestations du présent marché comprennent le recrutement d'un consultant pour l'insémination artificielle des vaches laitières

**3. Délais de livraison**

Le délai maximum prévu par le Maître d'ouvrage pour la livraison, objet du présent appel d'offres est de trois mois

**4. Allotissement**

Les fournitures seront dans un lot

**5. Coût prévisionnel**

Le cout totale de ce travaux est arrête à la somme de **quarante-quatre million sept cent cinquante mille (44,750,000) FCFA**

**6. Participation et origine**

La participation est ouverte aux trois entreprises présélectionnées suite à l'appel à manifestation d'intérêt No. 001/CDENO/AD/SIGAMP/2025 du 05/06/2025

**7. Financement**

Les prestations objet du présent appel d'offres sont financées par le budget de la PIISAH-CDENO pour l'exercice 2025 sur la ligne d'imputation budgétaire n° 22:10:10

**8. Mode de soumission**

Le mode de soumission retenu pour cette consultation est HORS LIGNE

**9. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission



établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans l'annexe 11 du DAO d'un montant de **huit cent quatre-vingt-quinze mille francs (895,000) FCFA** et valable pendant trente (30) jours au-delà de la date (limite) de validité des offres.

L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

#### **10. Consultation du dossier d'Appel d'Offres**

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la CDENO (unité SIGAMP, tel No. 233 36 10 17)

#### **11. Acquisition du dossier d'Appel d'Offres**

La version physique du dossier d'appel d'offres peut être obtenue au [Lieu de retrait du DAO (unité SIGAMP chargée de offres, tel No. 233 36 10 17) dès publication du présent avis, contre versement d'une somme non remboursable des frais d'achat du DAO de **60,000 (Soixante mille) francs CFA** à la compte ARMP no 100010686097568660001-28 du banque BICEC. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

#### **12. Remise des Offres**

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme tels, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, à la la CDENO (Unité de SIGAMP) , au plus tard le 20 / 08 /2025 à 11 heures, heure locale et devront porter la mention :

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° 015/AONO/PIISAH/CDENO/CIPM/2025 DU 29/07/2025 POUR LE RECRUTEMENT D'UN CONSULTANT POUR L'INSÉMINATION ARTIFICIELLE DES 400 VACHES LAITIÈRES DANS LES REGIONS DE L'OUEST ET NORD OUEST EN EN PROCEDURE D'URGENCE**

*A n'ouvrir qu'en séance de dépouillement."*

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

#### **13. Recevabilité des offres**

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous plis scellé.

Seront irrecevables par le Maître d'Ouvrage :

- Les plis portant les indications sur l'identité des soumissionnaires,
- Les plis parvenus postérieurement aux dates et heures limites de dépôt.
- Les plis sans indication de l'identité de l'Appel d'Offres ;
- Les plis non-conformes au mode de soumission
- Le non-respect du nombre d'exemplaires indiqué dans le RPAO ou offre uniquement en copies ;



Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par un organisme ou une institution financière de première catégorie agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

#### **14. Ouverture des plis**

L'ouverture des offres aura lieu en un temps le 20 / 08 /2025 à 12 heures précises dans la salle de Commission interne de la CDENO.

Seuls le soumissionnaire peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de son choix ayant une parfaite connaissance du dossier et mandater à cet effet.

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent être valides à la date limite originelle de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'avis d'appel d'offres.

En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, un délai de quarante-huit heures est accordé aux soumissionnaires concernés pour produire ou remplacer la pièce en question.

Le non-respect du nombre d'exemplaires indiqués dans le RPAO, entrainera le rejet de l'Offre

#### **15. Critères d'évaluation**

##### **15.1 Critères éliminatoires**

- a) De l'absence du cautionnement de soumission ;
- b) De la non -production au-delà du délai de 48h d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- c) Des fausses déclarations, manœuvres frauduleuses ou falsification des pièces ;
- d) Du non-respect de 75% critères essentiels;
- e) De l'absence de la déclaration sur l'honneur de non abandon des prestations au cours des trois dernières années ;
- f) De l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- g) Du non-respect de l'une des spécifications techniques majeures indiquées dans le Terme de référence (TDR)

##### **15.2 Critères essentiels**

L'offre technique du soumissionnaire sera évaluée sur les éléments suivants :

A présentation de l'offre ;

- Les références du soumissionnaire ;
- Le calendrier de livraison (planning et calendrier de réalisation des services connexes) ;
- Les preuves d'acceptations des conditions du marché (Le Cahier des Clauses Administratives Particulières(CCAP) et les spécifications techniques paraphés et signés à la dernière page);



- la Qualification et expérience du personnel;
- Les Moyens logistiques,
- Méthodologie
- Le délai de garantie ;

Seules les offres ayant totalisé à l'issue de l'évaluation technique une note supérieure ou égale à **75%** points sur la base du critère oui seront évaluées financièrement.

#### 16. Attribution de contract

Le contrat sera attribué au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante.

#### 17. Nombre maximum de lots :

L'offre est dans un seul lot

#### 18. Durée de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période quatre-vingt-dix jours (90) jours, à compter de la date limite fixée pour la remise des offres.

#### 19. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la CDENO (Unité de SIGAMP), BP 339, Bamenda, Tel 233 36 10 1 / 677451721

#### 20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP ou le MO numéro 233 361 440

Bamenda, le \_\_\_\_\_

**29 JUL 2025**

*Le Directeur Administratif  
(Autorité Contractante)*

#### Ampliations :

- ARMP (pour publication et archivage)
- Président CIPM (pour information)
- MINMAP
- Affichage



*Mbah Shupong Michael*

DOCUMENT No. 3

**GENERAL REGULATION OF THE INVITATION TO TENDER**



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## **General regulations of the invitation to tender**

### **1. General**

1.1 The Administrative Director of CDENO shall select a service provider among candidates whose names feature on the letter of invitation to tender, in accordance with the selection method specified in the Special Regulations of the invitation to tender.

1.2 Candidates are invited to submit an Administrative file, a Technical bid and a Financial bid for the provision of the services necessary for the accomplishment of the mission stated in the Terms of Reference. The proposal shall serve as base for negotiation of the contractual terms and eventually the signing of the contract with the candidate retained.

1.3 The mission shall be accomplished in accordance with the calendar indicated in the Terms of Reference. Where the mission involves several phases, the performance of the service provider during this phase should satisfy the Project Owner before the next phase commences.

1.4 Candidates must be acquainted with the local conditions and take them into account in preparing their bids..

1.5 The Project Owner shall furnish the information specified in the Terms of Reference, help the service provider to obtain the licences and permits necessary for the provision of the services and furnish the related data and reports on the project.

1.6 It should be noted that:

- i) Costs for preparing the bids and negotiation of the contract, including the visit to the Project owner are not considered as direct costs of the mission and are therefore not reimbursable; and that
- ii) The Contracting Authority is not bound to accept any of the bids which would have been submitted.

1.7 Service providers shall furnish objective, impartial and professional counsel; in all circumstances, they shall defend the interest of the Project Owner without consideration of an ulterior mission and scrupulously avoid any possibility of conflict of interest with other activities or with the interests of their enterprise.

Service providers must not be engaged for missions which would be incompatible with their present or past mission towards other Project Owners or which would risk making it impossible for them to execute their task to the best interest of the Project Owner.

1.7.1 Without prejudice to the general character of this rule, service providers shall not be bound by the circumstances stipulated hereunder:

- a) No enterprise engaged by the Contracting Authority shall supply goods and services or provide services for a project, nor shall any enterprise affiliated to it be accepted to provide advisory services for the same project. Equally, no design office engaged to supply consultancy services in view of the preparation or execution of a project nor shall any enterprise affiliated to it, eventually be admitted to supply goods, provide services or execute services linked to its initial mission for the same project. (unless it is a continuation of the same project).
- b) Neither the service providers nor enterprises affiliated to them can be engaged for a mission which, by its nature, risks being incompatible with another of its missions.

1.7.2 As indicated in paragraph 1.7.1(a) above, service providers may be engaged



to perform service downstream where it is essential to ensure some continuity, in which case the Special Regulations must state this possibility and the criteria used in the selection of the service provider must take into account the possibility of renewal. It is exclusively up to the Project Owner to decide to execute or not the activities downstream and if in the affirmative, to determine which service provider shall be engaged to this end.

1.8 The Contracting Authority requires of its bidders and contractors that they strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, the Contracting Authority:

a) For purposes of this clause, defines the expressions below in the following manner:

i) Is guilty of "corruption" anyone who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract;

ii) Is involved in "fraudulent manoeuvres" anyone who deforms or distorts facts in order to influence the award or execution of a contract;

iii) "Collusion" refers to any form of agreement between two or several bidders (whether the Contracting Authority has knowledge of it or not) aimed at artificially maintaining the price of bids at levels that do not correspond to those that will result from competition;

iv) And "coercive practices" refer to any form of attack on persons or their property or threats against them in order to influence their action in the award or execution of a contract;

b) May reject an award proposal if it determines that the proposed winner is directly or through an agent, guilty of corruption was involved in fraudulent manoeuvres, collusion or coercive practices for the award of the contract.

1.9 Candidates shall communicate information on commissions and bonuses possibly paid or to be paid to agents in relation to this bids and the execution of the contract if it is awarded to the candidate, as requested in the financial bid form ((Tender Letter).

1.10 Candidates must not have been excluded from being awarded contracts because of corruption or fraudulent manoeuvres.

## **2. Clarifications and amendments done on the Tender File and complaint**

2.1 Candidates have up to a date specified in the Special Regulations to request for clarifications on any of the documents of the Tender File. Any request for clarifications must be in writing and forwarded by mail, fax, or electronic mail to the address of the Contracting Authority with a copy to the Project Owner found in the Special Regulations. The Contracting Authority gives his response by mail, fax or electronic mail to all candidates to whom letters of invitation were sent and sends a copy of the response (by attaching an explanation of the request for clarification, without identifying the origin) to all those who intend to tender.

2.2 At any moment before the submission of bids, the Contracting Authority may, for whatever reason, either at his own initiative, either in reply to a request for clarification from a candidate invited to tender, amend documents of the Tender File by way of an addendum. Any amendment is published in writing in the form of an addendum. The addenda are communicated by postal mail; fax or electronic mail to all the candidates requested and are obligatory on them. At his



convenience, the Contracting Authority may postpone the date for the submission of bids.

2.3 Between the publication of the tender notice, including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may petition the Contracting Authority. 2.4 The petition must be addressed to the Minister in charge of Public Contracts with copies to the Contracting Authority and the body in charge of the regulation of public contracts and to the chairperson of the Tenders Board.

It must reach not later than five (5) days before the opening of bids. 2.5 The Contracting Authority has five (5) days to react. The copy of the reaction shall be transmitted to the body in charge of the regulation of public contracts.

### **3. Establishment of proposals**

3.1 Candidates are bound to submit bids in the language(s) indicated in the Special Regulations. Technical proposal

3.2 During the preparation of the technical bid, candidates are supposed to examine in detail the documents that make up the consultation file. The blatant insufficiency of the information furnished may lead to the rejection of a bid.

During the preparation of the technical bid candidates must pay particular attention to the following considerations:

i) The candidate who thinks he does not have all the necessary skills for the mission may obtain them by associating with one or several individual candidates and/or other candidates in the form of joint-venture or sub- contracting as the case may be. Candidates may only enter into joint venture with other candidates solicited for this mission with the approval of the Contracting Authority as indicated in the Special Regulations. Candidates are encouraged to seek the participation of national candidates by concluding joint venture agreements (notarized agreements) with them or sub- contracting part of their mission to them.

ii) For missions based on work time, the estimate of the work time shall be provided for in the Special Regulations. Meanwhile, the bid must be based on the estimation done by the candidate of the work time put in by the personnel. iii) It is recommended that the proposed specialised personnel make up the majority of the candidate's permanent staff or have a stable long standing working relation with the candidate.

iv) The proposed specialised personnel must have at least the experience indicated in the Special Regulations, experience which it would have acquired in similar working conditions in the country where the mission will take place

v) No choice of specialised personnel may be proposed and only one curriculum vitae (CV) per job position shall be authorised.

3.3 Reports to be produced by candidates within the framework of this mission must be written in the language(s) stipulated in the Special Regulations. It is recommended the candidate's personnel should have a good practical mastery of English and French.

3.4 The candidate's technical offer with the help of the attached tables should provide the following information (Document No. 4):



- i) A brief description of the candidate and a general idea of his recent experience within the framework of similar missions (Table 4B). For each of them, this summary must especially indicate the characteristics of the proposed personnel, the duration of the mission, the amount of the contract and the share of the candidate.
  - ii) All possible observations or suggestions on the Terms of Reference, data, services and installations must be furnished by the Contracting Authority (Table 4C).
  - iii) A description of the methodology and work plan proposed to accomplish the mission (Table 4D).
  - iv) The composition of the team proposed by specialty as well as the tasks which are assigned to each member and their calendar (Table 4E).
  - 24v) Recent curricula vitae signed by the proposed specialised personnel and the representative of the candidate empowered to submit the proposal (4F). In the key information must feature for each, the number of years of experience of the candidate and the scope of responsibilities exercised within the framework of the various missions during the past ten (10) years.
  - vi) Estimates of the contribution by the personnel (senior and support staff, time), necessary for the accomplishment of the mission, justified by bar diagrams, indicating the work time provided for each senior staff of the team (Tables 4E and 4G).
  - vii) A detailed description of the method, personnel strength and follow-up envisaged for training, if the Special Regulations state that this is a major element of the mission.
  - viii) Any other information requested in the Special Regulations.
- 3.5 The technical proposal must not include any financial information.

### **Financial proposal**

- 3.6 The financial bid must be established using model tables (Document No. 5). It lists all the related costs of the mission. If need be, all the costs may be distributed by activity.
- 3.7 The financial bid must separately present taxes, duties (including social security contributions), rates and other applicable tax costs by virtue of the laws in force on the candidates, sub-contractors and their personnel (other than citizens or permanent residents of Cameroon), except otherwise indicated in the Special Regulations of the Invitation to Tender.
- 3.8 Candidates must indicate the price of their services in the currency (ies) specified in the Special Regulations.
- 3.9 Commissions and bonuses paid to be paid eventually by the candidates in relation to their mission shall be specified in the submission letter of the financial bid (Section 5.A).
- 3.10 The Special Regulations of the invitation to tender indicates the duration of the validity of the bids from the date of submission. During this period, candidates must make available the specialized personnel proposed for the mission. The Contracting Authority in relation with the Project Owner shall do everything possible to conclude the negotiations within the time limit. If he intends to extend the validity of the bids, candidates who do not want it are justified in refusing such an extension.

### **Submission, reception and opening of bids**



4.1 The original of the bid must be in indelible ink. It should have no additions between the lines or overloading on the same text. Except only to correct possible mistakes made by the candidate himself, any correction of this type must be initialed by signatory (ies) of the bids.

4.2 A representative duly authorised by the candidate must initial all the pages of the bid. This authorisation must be confirmed by a written power of attorney attached to the bid.

4.3 For each proposal, the candidates must prepare the number of copies indicated in the Special Regulations of the invitation to tender. Each technical and financial bid must bear the inscription "ORIGINAL" or "COPY" as the case may be. In case of discrepancy between the copies of the bids, it is the original copy that shall be considered as authentic.

4.4 Candidates must put the original and all the copies of the administrative documents listed in the Special Regulations in one envelope bearing the inscription "ADMINISTRATIVE DOCUMENTS", the original and all the copies of the technical bid in an envelope clearly bearing the inscription "TECHNICAL BID" and the original and all the copies of the financial offer in a sealed envelope clearly bearing the inscription "FINANCIAL BID" and the warning "TO BE OPENED TOGETHER WITH THE TECHNICAL BID". Candidates should then put all the three (03) envelopes in the same sealed envelope which bears the address where the bids are deposited and the information indicated in the Special Regulations, as well as the inscription "TO BE OPENED ONLY DURING THE BID-OPENING SESSION".

4.5 The bid bond may be seized:

a) If the bidder withdraws his offer during the period of validity,

b) If the preferred bidder:

i) Fails in his obligation to subscribe the contract or,

ii) Fails in his obligation to furnish the final bond required;

iii) Refuses to receive notification of the contract

4.6 The duly established administrative file, the technical and financial bids must be submitted to the address indicated not later than the date and time stated in the Special Regulations. Any bid received after the deadline for submission of bids shall be returned to the sender unopened.

4.7 As soon as the time limit for the submission of bids expires, the administrative and technical files are opened by the Tenders Board. The financial bid remains sealed and is handed over to the chairperson of the competent Tenders Board who keeps it until the session for the opening of financial bids.

## **5. Evaluation of proposals**

### **General**

5.1 Bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for issues having to do with their offers between the opening of bids and the award of the contract.

5.2 Any attempt made by any bidder to influence the proposals of the Tenders Board relating to the evaluation and comparison of bids or decisions of the Contracting Authority in view of the award of a contract may lead to the rejection of his offer.

### **Evaluation of technical bids**

5.3 The Evaluation sub-committee set up by the Tenders Board, evaluates the technical bids on the basis of their compliance with the Terms of Reference, with the help of evaluation criteria, sub-criteria (generally, not more than three per criterion) and of the points system specified in



the Special Regulations. Each compliant bid is attributed a technical score (Ts). A bid is rejected at this stage if it does not satisfy the important aspects of the Terms of Reference or does not obtain the minimum technical score mentioned in the Special Regulations.

5.4 At the end of the evaluation of the technical quality, the Contracting Authority notifies the bidders whose bids did not obtain the minimum quality score that their bids were not retained; their financial bids are returned to them at the end of the selection process unopened. At the same time, the Contracting Authority notifies candidates who obtained the minimum qualification score and informs them of the date, time and venue of the opening of the financial bids.. This notification may be addressed to them by registered mail, fax or electronic mail.

### **Opening and evaluation of financial bids**

5.5 The financial bids are opened by the Tenders Board in the presence of representatives of the candidates which wish to attend. The name of the candidate and the proposed price are read out loud and entered in writing during the opening of the financial bids. The Contracting Authority takes down minutes of the opening session.

5.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately puts at the disposal of the focal point designated by ARMP, an initialed copy of the bids submitted by bidders.

5.7 In case of petition, it must be addressed to the Minister in charge of Public Contracts with copies to the body in charge of regulation of public contracts and the Project Owner or Delegated Project Owner.

It must reach within a maximum deadline of three (03) 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 complainant and possibly by the chairperson of the Tenders Board.

The Independent Observer shall attach to his report the sheet handed to him, with related comments or observations.

5.8 The Evaluation sub-committee shall determine if the financial bids are complete (that is, if all the elements of the corresponding technical proposal have been costed; shall correct any calculation error and shall convert the prices expressed in various currencies into the currency mentioned in the Special Regulations. The official exchange rate used to this effect furnished by the Bank of Central African States (BEAC) shall be those in force on the deadline for the submission of bids. The evaluation is done without taking into account the dues, taxes and other taxes as defined in paragraph 3.7.

5.9 In case of quality-cost selection, the compliant lowest financial bid (fm) shall be awarded a financial score (sf) of 100 points. The financial scores (sf) of other bids shall be calculated as indicated in the Special Regulations. The bids are classified in relation to their combined technical scores (st) and financial scores (sf) after introduction of weights (T being the weight attributed to the technical bid and P the weight attributed to the financial bid; T + P being equal to 100, as indicated in the Special Regulations. The candidate with the highest combined technical and financial score is then invited for negotiations.

5.10 In case of selection within the framework of a determined budget, the Evaluation sub-committee shall retain the consultant with the best technical bid within the limits of the budget ("evaluated price"). The bids above this budget shall be rejected. In case of least cost selection,



the client or Contracting Authority shall retain the lowest bid ("evaluated price") among those which obtained the minimum required score. In the two cases, the selected consultant shall be invited for negotiations.

## **6. Negotiations**

6.1 Negotiations may take place at the address indicated in the Special Regulations between the Contracting Authority and/or Project Owner and the candidate whose offer is retained, the objective being to reach an agreement on all the points and signing a contract.

In no case shall there be concomitant negotiations with more than one candidate. These negotiations which must have nothing to do with the unit prices must culminate in minutes signed by the two parties.

6.2 Negotiations shall involve discussions on the technical proposal, the proposed methodology (work plan), personnel and any suggestion made by the candidate to improve on the Terms of Reference. The Contracting Authority and/or Project Owner the candidate shall then draw up the final Terms of Reference, the bar diagrams indicating the activities, the personnel used, and the time spent on the field and at the head office, time spent monthly on work, logistics and the regulations for writing reports. The work plan and the final Terms of Reference which were agreed upon are then integrated into the "Description of Services" which shall be part of the contract. Care should be taken to obtain as much as possible from the candidate within the limits of the budget and to clearly define the inputs which the project Owner must furnish to ensure the proper execution of the mission.

6.3 Financial negotiations especially shall aim at specifying (where need be) the candidate's tax obligations in the Republic of Cameroon and the manner in which these obligations are taken into account in the contract; they shall also integrate the agreed technical modifications into the cost of services.

Except under exceptional circumstances, financial negotiations shall have nothing to do either with the rate of remuneration of the personnel (no breakdown of rates) or on other unit rates, whatever the method of selection.

6.4 Having based its choice of a candidate, among other things, on an evaluation of the proposed specialised personnel, the Contracting Authority shall be expected to negotiate the contract on the basis of the experts whose names feature on the proposal. Prior to the negotiation of the contract, the Contracting Authority shall insist on the assurance that these experts are effectively available. The Contracting Authority shall not take into account the replacement of this personnel during negotiations, except if the two parties agree that this replacement was rendered unavoidable because a major delay in the selection process or that these replacements are indispensable in the realisation of the objectives of the mission. If this is not the case and if it is established that the candidate proposed a key person without being sure of his availability, the company may be disqualified.

6.5 The negotiations shall culminate in the examination of the draft contract. The candidate and the Contracting Authority shall conclude by initialing the agreed contract. If the negotiations fail, the Contracting Authority shall invite the candidate whose bid was placed second for negotiations.

## **7. Award of the contract**



7.1 Once the negotiations are over, the Contracting Authority shall award and publish the results.

7.2 The successful bidder is supposed to start his mission on the date and time specified in the Special Regulations.

### **3. Publication of results of award and petitions**

8.1 The Contracting Authority 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 Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

8.2 The Contracting Authority shall be bound to communicate the reasons for the rejection of offers of the bidders concerned who so request.

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

8.4 In case of complaint as provided for by the Public Contracts Code, it should be addressed to the Minister of Public Contracts, with copies to the body in charge of the regulation of public contracts, the Project Owner and the chairperson of the Tenders Board. It must take place within a maximum deadline of five (5) working days after publication of the results.

### **9. Confidentiality**

No information concerning the evaluation of the bids and the recommendations for award must be communicated to the bidders who submitted a tender or any other person who was not qualified to take part in the selection procedure, as long as the award has not been notified to the successful bidder.

### **10. Signing of the contract**

10.1 After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board concerned for examination and adoption.

10.2 The Contracting Authority 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.

10.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

### **11. Final Bond**

Non applicable

Document No. 4:  
Special Regulations of the invitation to  
tender



General clause	Special information
1.1	<b>Name of beneficiary Project Owner of services:</b> The Administrative Director of CDENO, Tel :233361440, BP 399 Bamenda
1.2	<b>Selection method:</b> best bidder
1.3	<b>Name, objective and description of the mission</b> To select a consultant for the artificial insemination of 400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS  The objective <b>shall be to:</b> significantly augment the production and availability of milk products by ameliorating the genetic potential for the production of animals by artificial insemination
1.4	<b>The work is in several phases:</b> NO
1.5	<b>Preparatory conference before the preparation of proposals:</b> NO
1.6	<b>Address of the Contracting Authority to be used for the submission of offers</b> Bids shall be submitted to CDENO main office, <b>SIGAMP UNIT, Box 399</b> Bamenda, Tel: 233 36 10 17
1.7	<b>The Project Owner envisages the need to ensure some continuity for the activities downstream:</b> NO
1.8	<b>The contractual clauses relating to fraudulent manoeuvres and corruption are the following:</b> i) Is guilty of "corruption" anyone who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract;  ii) Is involved in "fraudulent manoeuvres" anyone who deforms or distorts facts in order to influence the award or execution of a contract;
1.9	<b>Candidates must not have been excluded from Public contracts because of fraud</b>
2.1	<b>Clarifications may be requested 14 days before the date of submission.</b> <b>The requests for clarification may be sent to the following address:</b> CDENO Bamenda, SIGAMP UNIT, Box 399 Bamenda, Tel: 233 36 10 17 / 677451721
3.1	<b>The proposals must be submitted in the following language(s):</b> English or French
3.2	i) Can two consultants featuring on the restricted list bid jointly? Yes ii) The number of work months of the specialised personnel needed for the mission is estimated at: three months
3.3	<b>The key personnel must have the following minimum experience:</b> ☞ Supervisor: At least a Veterinary Doctor with at least 05 years' experience in the field.  Assistant Supervisor: At least a Senior veterinary nurse with at least 05 years' experience in the field
	<b>Language(s) of the final report relating to the Mission:</b> English or French
	<b>Is training a major factor of this element:</b> YES
	<b>Taxes:</b> VAT = 19,25% HT AIR = 2,2% 5,5% HT



	<b>Should the local expenditure element be drawn in the local currency? Yes</b>	
	<b>Bids must remain valid for: 90 days</b>	
	<b>The consultants should submit an original and six (6) copies of each proposal</b>	
	<b>Address where the tenders are submitted: CDENO Bamenda, SIGAMP UNIT</b>	
	<b>Information to be added on the external envelope:</b> << RESTRICTED NATIONAL INVITATION TO TENDER NO .____//RNIT/PIISAH/CDENO/CITB/2025 OF ____/____/2025 TO SELECT A CONSULTANT FOR THE ARTIFICIAL INSEMINATION OF 400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS BY EMERGENCY PROCEDURE BY EMERGENCY PROCEDURE>>	
<b>3.4</b>	<b>Volume A: The administrative file must include the following documents:</b>	
	A1	Submission letter signed, stamped and affixed a fiscal stamp
	A2	An attestation of Non exclusion issued by the public contract regulatory Board (ARMP)
	A3	Purchase receipt of tender file of 60,000FCFA issued by BICEC bank
	A4	Valid tax payers' card
	A5	An attestation of fiscal conformity
	A6	Attestation of bank account in the name of the Enterprise
	A7	An affidavit of non-bankruptcy issued by the court of 1 <sup>st</sup> instance of the area where the contractor is resident.
	A8	Clearance certificate issued by National social Insurance Fund
	A9	Guarantee deposit for the tender (BID Bond) of 895,000FCFA or its equivalent according to the attached model
	A10	Copy of localization plan
	A11	A group agreement where applicable
	A12	The power of Attorney or "Authorization" where necessary.
	A13	Certificate of incorporation (registres de commerce).
	<b>Volume B: The technical file should comprise the following documents</b>	
	BI	A brief description by the candidate and an insight into his recent experience in similar missions (Table 3B). For each of them, this summary must especially indicate the nature of the proposed personnel, the duration of the mission, the amount of the contract and the share taken by the candidate
	B2	All possible observations or suggestions on the Terms of Reference and statistics, services and installations to be furnished by the Project Owner (Table 3C)
	B3	A description of the methodology and work plan proposed to accomplish the mission (Table 3D)
	B4	The composition of the team proposed by specialty as well as the tasks assigned to each person and their calendar (Table 3E)
	B5	A recently signed curriculum vitae of the proposed specialised personnel and that of the representative of the candidate empowered to submit the bid (Table 3F). The key information must include for each the number of years of experience of the candidate and the extent of the responsibilities within the scope of the various missions during the last five (5) years
	B6	Estimates of the contribution of the staff (senior and support staff, time



		necessary for the accomplishment of the mission) justified by bar diagrams indicating the work time provided for each senior staff of the team (Tables 3E and 3G)
	B7	A detailed description of method, personnel strength and the follow-up provided for training, if the Special Regulations specify that it a major element of the mission
	B8	Any other information requested in the Special Regulations.
	<b>The technical bid must not include any financial information</b>	
<b>3.5</b>	<b>The financial bid must include the following documents</b>	
	C1	The bid proper in original prepared according to the attached model, stamped at the rate in force, signed and dated
	C2	Duly filled the Schedule of Unit Prices
	C3	Duly filled bill of quantities and estimates
	C4	Sub detail of prices and/or breakdown of all-in prices
<b>N.B The various parts of the same file must obligatorily be separated by colour dividers in the original and well as in the copies in a way as to facilitate examination</b>		
	Bids shall be submitted in CDENO, SIGAMP UNIT on or before the ____/____/2025 at 11.00 A.M in a single envelope comprising the administrative, technical and financial Documents upon the issue of an acknowledgement receipt	
	The Administrative documents and the technical bids will be opened by the CDENO Internal Tenders Board in the Conference hall of CDENO on the ____/____/2025 at ____ o'clock local time in the presence of the bidders or their duly mandated representatives	
	<b>Any complementary information</b> can be obtained from the CDENO office, SIGAMP UNIT or the Contracting Authority Box 399 Bamenda, Tel: 233 36 10 17 / 677451721	
<b>EVALUATION CRITERIA.</b>		
<b>ELIMINATORY CRITERIA:</b>		
<ul style="list-style-type: none"><li>• Absence of the bid bond;</li><li>• Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except bid bond);</li><li>• False declarations, fraudulent schemes or forged documents;</li><li>• Failure to comply with 75% essential criteria</li><li>• Absence of the sworn statement for not having abandoned contracts during the last three years;</li><li>• Absence of a quantified unit price in the Financial Bid;</li><li>• Failure to comply with one of the major technical specifications specified in the Terms of reference</li></ul>		
<b>ESSENTIAL CRITERIA</b>		<b>Criteria</b>
<b>General Presentation</b>		<b>mark</b>
		Presence of all documents
		01



		Properly bound	01
		Table of contents	01
		Numbered Pages	01
		Separators in color apart from white	01
		<b>TOTAL</b>	<b>/05</b>
	<b>Personnel</b>	<b>Supervisor : Veterinary Doctor</b>	
		Certified copy of Diploma	01
		Presentation of original of diploma or certificate	01
		CV signed and dated	01
		Certified copy of valid national identity card	01
		Professional experience of supervisor of at least five years	01
		Commitment of Availability signed, dated and stamp	01
		<b>Assistant Supervisor : Veterinary Doctor</b>	
		- Certified copy of Diploma	01
		-Presentation of original of diploma or certificate	01
		-CV signed and dated	01
		-Certified copy of valid national identity card	01
		-Professional experience of Assistant Supervisor at least five years	01
		Commitment of Availability signed, dated and stamp	01
		<b>Support staff 2: Veterinary Nurse</b>	
		- Certified copy of Diploma	01
		-Presentation of original of diploma or certificate	01
		-CV signed and dated	01
		-Certified copy of valid national identity card	01
		-Professional experience of support staff at least three years	01
		Commitment of Availability signed, dated and stamp	01
		<b>Support staff 3: Veterinary Nurse</b>	
		- Certified copy of Diploma	01
		-Presentation of original of diploma or certificate	01
		-CV signed and dated	01
		-Certified copy of valid national identity card	01
		-Professional experience of support staff at least three years	01
		Commitment of Availability signed, dated and stamp	01
		<b>Computer Software Engineer</b>	
		- Certified copy of Diploma	01
		-Presentation of original of diploma or certificate	01
		-CV signed and dated	01
		-Certified copy of valid national identity card	01
		-Professional experience of software engineer at least three years	01
		Commitment of Availability signed, dated and stamp	01
		<b>Driver with category B driving licence</b>	



		- Certified copy of Driving licence	01
		- Certified copy of valid national identity card	01
		- Professional experience of works Director at least five years	01
		<b>Total for Personnel</b>	<b>/33</b>
	References	-Minimum Two (02) contracts executed in similar domain within the past 3 years (1 <sup>st</sup> and last page)	04
		-Minimum one (02) reception minutes corresponding to the attached contracts	02
		<b>Total for References</b>	<b>06</b>
	Equipment	-Proof of ownership or hire of two pick up (4x4)	<b>02</b>
		-Proof of ownership or hire of a liaison vehicle	<b>01</b>
		- Proof of ownership of office furniture	<b>01</b>
		Proof of ownership or hire of basic tools	<b>01</b>
		<b>Total for equipment</b>	<b>05</b>
	Methodology	Organigramme of the company	01
		Methodology of realisation of the project	02
		Plan of work – chronogram (conformity of planning with the execution date limit previewed in the TOR, conformity of planning and the methodology proposed, logical arrangement of activities , coherence between planning of key personnel and planning of activities etc.	05
		Attestation of site visit signed by honour	01
		<b>Total for methodology</b>	<b>/09</b>
	Proof of acceptance of terms and conditions of jobbing order	Special Administrative Clauses duly initialed on each page, signed and dated on the last page	02
	Financial Capacity	PRE-FINANCING (shall be at least 50% of the bid price ATI)	02
<p>After all verification and eventual corrections, the financial offer of the bidder shall be evaluated on 100 points.</p> <p>The formula to be used to establish the financial score shall be as follows</p> <p><math>FS=100 \times LB/F</math></p> <p>SF is the Financial score</p> <p>LB is Lowest financial proposal</p> <p>F is proposed amount considered</p> <p>TS is the technical score</p> <p>The formula for the final score shall be <math>70\% TS + 25\% FS</math></p>			
<p><b>Amount of the project:</b></p> <p>The amount of the project shall be established all taxes included with details of the taxes. The amount of the contract shall be firm and non-revisable</p>			



**AWARD OF THE CONTRACT:** The contracting authority shall award the Contract to the bidder whose bid is judged to conform to the essentials of the tender specification, and who has submitted the most coherent bid and the best bid. But inconsistent and unrealistic offers will not be accepted

## Document No. 5: Special Administrative Conditions (SAC)



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- Article 36 - Differences and disputes (article 48 of GAC)
- Article 37 - Drafting and dissemination of this contract (GAC supplemented)
- Article 38 and last: Entry into force of the contract (GAC supplemented)

## **Chapter I: General**

### **Article 1: Subject of contract**

The subject of this contract shall be **TO SELECT A CONSULTANT FOR THE ARTIFICIAL INSEMINATION OF 400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS BY EMERGENCY PROCEDURE**

### **Article 2: Contract award procedure (GAC supplemented)**

This contract shall be awarded after a Restricted National Invitation to Tender following the regulations in force

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

#### 3.1 General definitions

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

#### **1- General definitions**

- The Contracting authority is **the Administrative Director of CDENO**. He is responsible for the general administrative, financial services forming the subject of the Contract and the conservation of the originals of the Contract / transmission of copies to ARMP and other stake holders involved in the execution of the contract.
- The Project manager is **the Technical Service of CDENO**, responsible for the technical services forming the subject of the Contract
- The contract engineer is **the Regional Delegation MINEPIA North West** and is responsible for the follow-up of the execution of the Contract

#### **2- Security**

This contract may be used as security, subject to any form of assignment of receivables. In this case:

- The authority in charge of ordering payment shall be **the Administrative Director of CDENO and the Finance Controller of CDENO**.
- The body or official in charge of payment shall be the **Accounting Officer of CDENO**;
- The official competent to furnish information within the context of execution of this Contract shall be the contract manager and the contract engineer.
- **A follow up Commission** : not applicable here because of the amount of the contract
- The service provider shall be \_\_\_\_\_



**Article 4: Language, applicable law and regulation (GAC supplemented)**

- a. The language used is that of the submission is either English or French,
- b. The laws and regulations are the laws and regulations in force in Cameroon;
- c. The supplier undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

**Article 5: Constituent documents of the contract (Article 9 of GAC)**

The constituent contractual documents of this contract in order of priority are

- 1) The bid or commitment letter;
- 2) The supplier's bid and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Technical Specifications referred to above;
- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications (TS);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The execution draft
- 7) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Decree No. 033 of 13 February 2007;
- 8) The General Technical Conditions applicable to services forming the subject of the contract

**Article 6: General instruments in force**

This contract shall be governed by the following general instruments:

1. The instruments governing the professional corps;
2. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
3. Decree No. 2012/075 of 8 March 2012 to organize the Ministry of Public Contracts;
4. Decree No. 2012/076 of 8 March 2012 to amend and supplement some provisions of Decree No. 048/2001 of 23 February 2001 on the creation, organization and functioning of the Public Contracts Regulatory Agency;
5. Decree No. 2001/048 of 23 February 2001 relating to the creation, organisation and functioning of the Public Contracts Regulatory Agency;
6. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
7. The applicable standards;
8. Other instruments specific to the domain concerned in the contract.
9. Circular no. 00001/PR/MINMAP/CAB of 25/4/2022 relating to the application of the public contract code

Circular no.00013995/C/MINFI of 31/12/2023 on the instructions relating to the execution of the finance law, the monitoring and control of the execution of the Budgets of the State and other Public Entities for the year 2025

**Article 7: Communication (Articles 6 and 10 supplemented)**

- a) The contractor and the contracting authority shall prohibit any communication relating to the performance of the work which is not confirmed in writing. Any operation outside the framework of this contract will neither be recognized nor paid by the Contracting Authority



unless they had been the object of a command written on his part. The contractor prior to the signing of the contract must submit the coordinates of its representation in the region (location Plan, name and surnames) and telephone of the representative.

The contractor will address all written notifications or correspondences to the contract engineer, and copy the Contracting Authority.

**Article 8: Administrative Orders (service orders) (Article 8 of GAC)**

- 8.1 The Administrative Order to start execution of supplies shall be signed by the Contracting Authority and notified to the supplier by the Contract Engineer, with copies to the Project Owner, Contract Manager, ARMP, MINMAP and Payment Body.
- 8.2 On the proposal of the Project Owner, Administrative Orders with incidence on the objective, amount or supply deadline shall be signed by the Contracting Authority and notified to the supplier by Contract Engineer, and copies send to Project Manager and Paying Body. The prior endorsement of the Payment Body shall possibly be required for those with an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the supplies shall be signed directly by Contract Manager and notified to the supplier by the Engineer or Project Manager and a copied to the Contracting Authority.
- 8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the supplier by Contract Manager and copied to the Contracting Authority, Engineer and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of supplies for reasons of the weather or other cases of force majeure shall be signed by the Contracting authority upon the proposal of the Project Manager and notified to the supplier by the Engineer (as per type of supplies).
- 8.6 With regard to Administrative Orders signed by the Contracting Authority and notified by the Contract Engineer, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Contracting Authority to the Project Owner. **Beyond this deadline, the Contracting Authority shall establish the default of the Contract Engineer and proceed to carry out the said notification.**
- 8.7 The supplier shall address all written notifications or correspondences to the Project Manager and copied to the Contract Manager and Engineer
- 8.8 The supplier has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

**Article 9: Service Provider's equipment and staff**

- a. Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the supplier shall have himself replaced by a member of staff of equal competence (qualifications and experiences) or by equipment of similar performance and in good working order.
- b. In any case, the lists of equipment and supervisory staff to be used shall be subject to the approval of the Project Manager within 15 days of the notification of the Administrative



Order to start execution. The Project Manager has 5 days to notify his opinion in writing with a copy to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.

- c. Any unilateral modification on the proposed equipment and supervisory staff made in the technical bid prior to and during the execution shall be a reason for termination of the contract as mentioned in article 34 below or application of penalties (specify) Article

## **Chapter II: Financial conditions**

### **Article 11 Guarantees and bonds (GAC supplemented)**

#### **Guarantees and securities (Articles 21 and 40 of GAC)**

##### **11.1 Final bond**

The final bond shall be set at 2% of the amount of the contract, inclusive of all taxes. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the contract.

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 supplier.

##### **11.2. Performance bond**

NON applicable

##### **11.3 . Guarantee of start-off advance**

It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the contract TTC. The amount which must be covered by a bond from a bank duly recognized by the Ministry of Finance.

### **Article 12: Amount of the contract**

The amount of this contract as shown on the attached estimates is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
- Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.

### **Article 13: Place and method of payment (GAC supplemented)**

The Project Owner shall pay the sums due by transfer into account No. \_\_\_\_\_ opened in the name of \_\_\_\_\_ at \_\_\_\_\_ bank.

### **Article 14: Price variation (Article 17 of GAC)**

Prices shall be firm

### **Article 15: Price Revision formula (Article 18 of GAC)**

NOT APPLICABLE

### **Article 16: Price updating formula (Article 21 of GAC)**

NOT APPLICABLE

### **Article 17: Advances (Article 21 of GAC)**



It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the contract TTC. This advance may be released after the notification of the Service Order to start the supply.

Start-up advance will be repaid by taking thirty per cent (30%) of the amount from each payment. Full refund will have to be completed when all of the work will be carried out at 80%. Following of the rate of reimbursement of the advance, the contracting authority will authorize the payment of the corresponding part of the contractor upon written request.

**Article 18: Payment (article 19 of GAC supplemented)**

The payment of the supply will be in several installments following the presentation of the stages of implemented supplies approved by the engineer and the contracting authority. Each provisional payments due to the contractor in respect of the contract since the beginning of execution will be done on the basis of joint agreed bills between the engineer and the contractor. The bills must correspond to the amount of work done, obtained from the amount of supply actually executed under the conditions of the Contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.

The payment of an account to the contractor will be determined by the difference between the amount of the relevant account and the account immediately preceding it.

To give right to a payment, the amount of the work executed must be at least equal to ten per cent (10%) of the amount of the contract.

At the end of the work, a final account of the work is established.

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code.

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

**A. Penalties for delay**

20.1. The amount set for penalties for delays is fixed as follows (modifiable):

- a. One two thousandth ( $1/2000^{\text{th}}$ ) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
- b. One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.



. 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 lays down 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 IAR 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;
- i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  - ii) Council dues and taxes;
  - iii) Dues and taxes relating to the extraction of building materials and water.

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)**

Nine (9) original copies of the contract shall be stamped by and at the cost of the supplier, in accordance with the applicable regulations.

**Article 23: Nature of services**

The nature of service are define in the terms of references

**Article 24: Execution time-limit of the jobbing order (article 20 of GAC)**

The time-limit for the execution of the works forming the subject of this jobbing order shall be three (3) months

26.2 This time-limit shall run from the date of notification of the Administrative Order to commence execution of the service.

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

25.1 The Project Owner shall be bound to furnish the service provider with information necessary for the execution of his mission and to guarantee, at the cost of the service provider, access to sites of projects.

25.2 The Project Owner shall ensure the service provider protection against threats, insults, violence, assault and battery, slander or defamation of which he could be victim by reason of or during the exercise of his mission.

**Article 26: Responsibilities of the service provider (CAG supplemented)**

26.1 The service provider shall execute the services and fulfil his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity.



26.2 During the duration of the contract, the service provider shall not be committed directly or indirectly in professional or contractual activities likely to compromise his independence in relation to the mission devolving on him.

26.3 In case of conflict of interest caused by a member of his mission team, the service provider shall indicate it in writing to the Contracting Authority and must replace the expert in question involved in the project or contract.

Conflict of interest shall be understood as any situation in which the service provider could benefit directly or indirectly from a contract awarded by the Contracting Authority by whom he is consulted or any situation in which he has personal or financial interests sufficient to compromise his impartiality in the accomplishment of his functions or likely to affect his judgment unfavorably.

26.4 The service provider is bound by professional secrecy in relation to third parties with information, knowledge, documents gathered or brought to his knowledge during the execution of the contract.

In this regard, documents established by the service provider during the execution of the contract cannot be published or communicated without the approval of the Contracting Authority.

26.5 During the submission of the final report, the service provider shall be bound to return all documents borrowed the Contracting Authority.

26.6 During the execution of the contract and for six (6) months after, the service provider as well as his associates and sub-contractors shall refrain from providing goods or services to the Contracting Authority resulting from the services or closely related to them (except for the performance of the services or its continuation).

26.7 The service provider shall bear the professional costs and coverage of risks or illness or accident within the context of his mission.

26.8 The service provider shall not modify the composition of the team proposed in his technical bid without the written approval of the Contracting Authority.

#### **Article 27: Insurance**

The following insurance policies are required within the scope of this contract in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the contract (to be adapted):- Liability insurance, business manager;

- Insurance covering its ten-year obligation, where necessary

#### **Article 27: Trials and related services (article 28 of GAC)**

NOT APPLICABLE

#### **Article 28: Execution programme (GAC supplemented)**

Within a minimum deadline of [thirty (30) days] from the date of notification of the Administrative Order to commence execution, the service provider shall submit in [six (6)] copies for the approval of the (Contract Manager after the endorsement of the Project



Manager (or Project Engineer] the execution programme of the services, his execution calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

This programme will be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of reception with:

- Either the indication "GOOD FOR EXECUTION";
- Or the indication of their rejection including the reasons for the said rejection.

The service provider has eight (8) days to present a new draft. The Contract Manager then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Contract Manager does not in any way release the service provider of his responsibilities. Meanwhile, services provided before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule.

The service provider will constantly update a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Contract Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter objective of the contract or the nature of the services,, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

#### **Article 29: Approval of personnel (GAC supplemented)**

If the Contracting Authority requests the replacement of a member of the team for duly established serious misconduct or for incompetence, the replacement shall be at the cost of the service provider within a deadline of fifteen (15) days.

The Contracting Authority reserves the right to refuse its approval of a person proposed by the service provider whose qualification is inadequate.

#### **Article 30: Sub-contracting (article 27 of GAC)**

The part of the services to be sub-contracted shall be 30 % of the initial amount of the Contract and its additional clauses.

### **Chapter IV: Acceptance**

#### **Article 31: Monitoring and Acceptance Commission (article 36 of GAC)**

Before the provisional acceptance, the service provider shall request in writing to the Project Owner with a copy to the Engineer.

The Monitoring and Acceptance Commission shall comprise the following members

- |  |           |
|--|-----------|
| - The Administrative Director or his Representative      | President |
| - The Regional Delegate of MINEPIA NW (control Engineer) | Secretary |
| - The Regional Delegation MINMAP NW                      | Observer  |
| - The Project Manager                                    | Member    |
| - The Service Provider                                   | Observer  |

Members of the Commission shall be convened for acceptance within a deadline which should not exceed fifteen (15) days before the date of acceptance.



**Article 32: Acceptance of services (article 36 of GAC)**

The quorum of the reception commission is achieved by the presence of 2/3 of its members.

**The contractor is convened at the reception as observer.** He is required to attend or to be represented. His absence is equivalent to the total acceptance of the conclusions of the reception commission.

**Article 33: Case of force majeure (article 41 of GAC)**

The execution of the supply may be interrupted if the contractor encounters on the field exceptional conditions (wars, riots, Pandemic, severe social disorder...). In any of these cases, the contractor shall produce evidence demonstrating the difficulties faced during his mission. On this basis, he will negotiate with the contracting authority the terms of extension of the period of execution of the contract

**Chapter V: Sundry provisions**

**Article 34: Termination of the contract (article 57 of GAC)**

The contract may be terminated as provided for in Decree No. 2018/366 of 20<sup>th</sup> June 2018 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

1. Delay of more than 15 calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than x calendar days;
2. Delay in services resulting in penalties of more than 10 % of the amount of the supplies;
3. Refusal to repeat poor supplies;
4. Default by the supplier;
5. Persistent non-payment for services.

**Article 35: Disagreements and disputes (article 61 of GAC)**

Any dispute arising between the contracting parties within the frame work of this contract shall be the subject to an attempt of reconciliation by direct agreement, or failure will be brought before the competent courts in Bamenda.

**Article 36: Production and dissemination of this contract (GAC supplemented)**

Nine (09) copies of this contract shall be produced at the cost of the supplier and furnished to the Contracting Authority.

**Article 37 and last: Entry into force of the contract (GAC supplemented)**

The present contract shall be valid only after the signature of the Administrative Director of CDENO and will enter into force as soon as it is notified to the contractor by the Contracting Authority.



**Document No. 6:  
Terms of Reference  
(ToR)**



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## **I. Contexte et justification**

Le secteur de l'élevage s'impose actuellement comme une valeur sûre de l'économie camerounaise. Il participe ainsi à près de 165 milliards de francs CFA à la formation du Produit Intérieur Brut (PIB) et procure des revenus à environ 30 % de la population rurale (HAMADOU, 2021). Jadis, activité identitaire pour les éleveurs respectant les traditions, l'élevage connaît désormais l'intervention d'une nouvelle génération d'opérateurs en quête de revenus à savoir les fonctionnaires, les jeunes diplômés chômeurs et les « hommes d'affaires ».

L'élevage a un rôle important à jouer, car il fournit des protéines de qualité aux consommateurs et un revenu régulier aux producteurs. L'élevage apporte une contribution essentielle en générant des flux d'argent et en jouant le rôle de tampon économique, à condition que les circuits de commercialisation offrent des opportunités aux petits producteurs et négociants et aux éleveurs vivant dans des régions éloignées. Sur le plan socioéconomique, l'élevage joue un rôle d'épargne et contribue fortement à l'amélioration de la production agricole, notamment dans les zones à forte densité de population où le maintien de la fertilité des sols, la réalisation de certains travaux agricoles et le transport rural sont assurés par le bétail (bovins, asins, équins).

Depuis fort longtemps, la modernisation de l'élevage bovin a toujours été un axe majeur d'intervention du MINEPIA dans le cadre de la mise en œuvre de ses missions régaliennes visant particulièrement le développement de la filière « lait » au Cameroun. La mise en œuvre antérieure des projets tels que la Beurrerie de Meiganga, le Projet Pilote Canada-Cameroun, la Laiterie de Banyo, la Smallholder Dairy Development Project (SDDP) et tout récemment le PAPA/ADFL – pour ne citer que ceux-là – illustre à juste titre la volonté du Gouvernement à soutenir cette filière à fort potentiel de croissance. Depuis quelques décennies, des campagnes d'IA sont menées à travers le pays par l'entremise du MINEPIA et de plusieurs structures d'encadrement des éleveurs bovins tels que la SODEPA, Heifer International Project, TADU, et bien d'autres prestataires privés. Seulement, les performances de cette pratique sur la productivité du cheptel bovin restent peu satisfaisantes.



Globalement, le nombre de vaches inséminées par an reste relativement faible. Cette tendance pourrait être renversée si les éleveurs s'approprient les bienfaits de cette biotechnologie et surtout si l'on dispose d'un personnel qualifié (inséminateurs compétents) en la matière.

Le développement laitier est un outil puissant, durable et équitable pour renforcer la croissance économique, la sécurité alimentaire, les moyens de subsistance des populations et la réduction de la pauvreté. La filière laitière peut constituer une source importante de revenus réguliers, d'aliments de haute valeur nutritive et d'emplois décents. Par ailleurs, son développement permettrait une meilleure valorisation des ressources alimentaires locales et naturelles. Elle aiderait à améliorer la stabilité de la balance commerciale par la réduction des importations des produits laitiers au Cameroun représentant en moyenne 25 à 30 milliards de FCFA de pertes annuelles de devises (données du port autonome de Douala). La demande de lait reste forte au Cameroun, selon la FAO la consommation des produits laitiers est estimée à 14kg/hbt/an inférieure au besoin minimum estimé à 22 kg/hbt/an et à la consommation moyenne mondiale qui est de 45kg/habitant/an. Ainsi, dans l'optique de satisfaire les besoins minimums de la population, le déficit à combler serait de 8kg de lait/hbt/an soit près de 200 000 Tonnes de lait /an.

Afin de combler ce gap, le Chef de l'Etat dans son adresse à la nation le 31 décembre 2023, a instruit au gouvernement la mise en œuvre du Plan Intégré d'Import-Substitution Agropastoral et Halieutique (PIISAH) qui devient ainsi, le document de référence en matière d'import-substitution sur le triennat 2024-2026. Suivant la Stratégie de Développement du Secteur Rural - Plan National d'Investissement Agricole (SDSR-PNIA) 20-30, l'objectif de production de lait liquide est de 471 649 tonnes en 2025 et de 709 198 en 2030. Pour atteindre cet objectif, le MINEPIA a élaboré le Plan National de Développement de la Filière Laitière avec pour but d'avoir une vision de production au cours des vingt (20) prochaines années. Ledit document comprend six (6) programmes opérationnels qui constituent l'ossature du Plan : le Programme amélioration génétique ; le Programme amélioration de l'alimentation ; le Programme santé, logement et bien-être animal ; le Programme valorisation du lait ; le Programme recherche et développement et le Programme de gouvernance. Pour la mise en œuvre de chaque programme, des projets seront définis et exécutés, parmi lesquels l'Insémination Artificielle des vaches locales pour ce qui est du programme d'amélioration génétique.

L'insémination artificielle (IA) se présente actuellement comme une technologie appropriée orientée vers une production de qualité et en quantité des animaux domestiques et leurs produits. L'IA est la « biotechnologie » de reproduction la plus largement utilisée dans le monde. Elle est pratiquée de nos jours à grande échelle sur de très nombreuses espèces animales : bovins, caprins, porcins, ovins, équidés, etc. Considérée comme l'un des outils de diffusion du matériel génétique performant, l'IA est appliquée principalement pour assurer l'amélioration génétique sûre des animaux domestiques.



Les voies d'amélioration génétique incluent le croisement entre races locales et races exotiques avec l'insémination artificielle (IA) comme outil privilégié. L'IA semble en l'état être l'une des voies sûres pouvant permettre d'atteindre les objectifs sus-indiqués. D'où les présents termes de référence sur le recrutement d'un consultant pour l'insémination des vaches par des semences de races bovines à hautes performances laitières.

## **II- Objectifs de l'activité**

### **II.1- Objectif global**

De manière globale, il est question d'augmenter significativement la production et la disponibilité du lait et des produits laitiers à travers l'amélioration génétique du potentiel de production des vaches par insémination artificielle.

### **II.2- Objectifs spécifiques**

Spécifiquement, il est question de réaliser une insémination fécondante de 600 vaches par des semences de races bovines à hautes performances laitières.

## **III- Résultats attendus**

- 400 vaches gestantes par l'insémination artificielle à partir des semences de races bovines à hautes performances laitières ;

## **VI- Mécanisme de mise en œuvre**

L'activité d'IA se fera par le recrutement d'un Consultant national ou international spécialiste en insémination artificielle fécondante des vaches pour inséminer les vaches par des semences de races bovines à hautes performances laitières et l'élaboration et validation du rapport de l'activité.

### **VI.2- Insémination proprement dite**

Le consultant recruté réalisera les activités susmentionnées sous la supervision de la CDENO en collaboration avec la Direction du Développement des Productions et des Industries Animales (DDPIA) et les services déconcentrés du MINEPIA.

Le consultant devra présenter et faire valider auprès de la CDENO une méthodologie détaillée prenant en compte toutes les étapes du processus d'IA notamment : l'identification, la sensibilisation, la sélection, la préparation des animaux, l'insémination proprement dite et le contrôle de gravidité de l'utérus.

## **VII. Missions du consultant**

Le consultant a pour missions principales de :

- ✓ Sensibiliser les producteurs sur l'activité d'IA
- ✓ Identifier et sélectionner les vaches prêtes à inséminer ;



- ✓ Effectuer des tests sérologiques, le déparasitage et autres soins vétérinaires sur les animaux ;
- ✓ Faire des préparations hormonales, l'induction et la synchronisation des chaleurs ;
- ✓ Réaliser au moins 400 inséminations fécondantes ;
- ✓ Faire le contrôle de gravidité de l'utérus à travers les tests de gestation et le contrôle de retour des chaleurs.

### **VIII. Profil du consultant**

Les candidats éventuels à la réalisation de la prestation devront être des entreprises ayant exécuté au moins une prestation de ce type au cours des cinq dernières années. Ils devront par ailleurs montrer leurs capacités à réaliser le marché.

L'offre concerne les consultants individuels ou cabinets de consultants nationaux ou internationaux. Pour mener à bien les activités décrites ci-dessus, le consultant ou le cabinet de consultants doit avoir des compétences suivantes :

- ✓ Avoir un diplôme universitaire en agronomie, en médecine vétérinaire, ou équivalent ;
- ✓ Avoir une bonne maîtrise des Biotechnologies de la reproduction en général et de l'IA en particulier ;
- ✓ Justifier d'une expérience en matière d'IA d'au moins deux (02) ans d'expérience dans la pratique d'IA ;
- ✓ Justifier d'au moins cinq (05) années d'expérience professionnelle dans le secteur de l'élevage et des industries animales.

### **VIX- Durée de la mission et zone d'intervention**

La consultation s'étalera sur une période de 120 jours soit quatre mois à compter de la notification de l'ordre de service de démarrage. L'activité couvrira la partie méridionale du Cameroun

### **X- Livrables**

Au terme de la prestation, le consultant ou le cabinet de consultants fournira un rapport détaillé de l'activité en formats papiers (six exemplaires) dans l'une des deux langues officielles et en formats électroniques (CD et clé USB).

### **XI- Budget**

Le budget de la prestation sera pris en charge par le BIP 2025 du MINEPIA à hauteur de 44 750 000 F CFA (quarante-quatre million sept cent cinquante mille francs CFA). Les éléments de coût comprendront entre autres :

- L'activité d'IA ;
- Le déplacement du consultant ;
- Le diagnostic de gravidité.



Le tableau ci-dessous présente les éléments de coût de la prestation, listés de manière non exhaustive, que le consultant ou le cabinet de consultants devra prendre en compte dans son offre financière.

SN	Désignation	Unité	Qté	P.U.	P.T.
<b>I</b>	<b>EXPERT PERSONNEL</b>				
1	Head of mission: Veterinary Doctor with at least 2 years Experience in A.I., activities	Days	60		
2	Assistant to the head of mission: Senior Veterinary Nurse and or Senior Veterinary Technician of at least 5 years' experience	Days	60		
3	4 Support Staff: 3 Veterinary Technicians , 1 Computer Software analyst /statisticians	Days	60		
<b>II</b>	<b>Materials needed</b>				
1	Hiring of Vehicles Pick - up 4X4	Days	60		
2	Office Equipment and Furniture	U	1		
3	Technical Material/Documentation	U	1		
4	Control and monitoring of activities on the Field by CDENO	Days	20		
<b>III</b>	<b>WRITING, REPRODUCTION AND RESTITUTION OF REPORTS</b>				
5	Production of Insemination reports /presentation	U	7		
<b>Total H.T.</b>					
<b>T.V.A (19,25 %)</b>					
<b>A.I.R (2,2 %)</b>					
<b>MONTANT NET A PAYER</b>					
<b>T.T.C.</b>					

Le coût global de cette activité, s'élève à \_\_\_\_\_.



Document No. 6:  
Technical bid,  
Model Tables



## CONTENT

- 6A Letter of submission of technical bid
- 6B. Candidate's references
- 6C. Candidate's observations and suggestions on the Terms of Reference and on the data, services and installations to be furnished by the Contracting Authority.
- 6D. Description of the proposed methodology and work plan to accomplish the mission
- 6E. Composition of the team and responsibilities of its members
- 6F. Model curriculum vitae (CV) of the proposed specialised personnel
- 6G. Calendar of the specialised personnel
- 6H. Calendar of activities (work programme).



#### 4A. LETTER OF SUBMISSION OF TECHNICAL PROPOSAL

[Place, date]

To: [Name and address of Contracting Authority]

Sir/Madam,

We, the undersigned, [specify] are pleased, in accordance with Tender File No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ to submit our Technical bid, [subject of the Tender File.

In the case where our bid meets your expectations, we are fully at your disposal on the basis of the personnel proposed to commence negotiations for the best conduct of the project.

Also, we take the firm commitment for the scrupulous respect of the content of the said technical proposal, subject to the possible modifications which may result from the negotiation of the contract.

Yours faithfully,

Signature of empowered official: Name and title of signatory:

Name of candidate: Address:



## 4B Candidate's reference

Services rendered during the last [indicate the number between 1 and 5] years which best illustrate your qualifications.

Using the form below, indicate the information requested for each relevant mission which your enterprise/body has obtained through a contract, either as a single enterprise or as a major member of a group of companies.

Name of mission:		Country:
Place:		Specialised personnel supplied by your enterprise/body (profiles):
Name of client:		Number of employees who took part in the mission:
Address:		Number of months of mission:
Deadline:		Duration of mission:
Start date: Month/year	Completion date: Month/year	Approximate value of services (in CFA F exclusive of taxes)
Name of possible associates/partners		Number of months of specialist work furnished by associates:
Name and function of officials (Director/Coordinator of Project, Team Leader)		
Description of project:		
Description of services rendered by your personnel:		

Name of candidate: \_\_\_\_\_  
 Submit supporting documents



**4C. Observations and suggestions from consultant on the Terms of Reference and data, services and installations to be furnished by Contracting Authority**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

On the data, services and installations to be furnished by the Contracting Authority:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



**4D. Description of the methodology and work plan proposed to accomplish the mission**



#### 4E. Composition of the team and responsibilities of its members

##### 1. Technical/management personnel

Name	Position	Tasks

##### 2. Support staff (head office and local)

Name	Position	Tasks



#### 4F. Model Curriculum vitae (CV) of the proposed specialised personnel

Position:

Name of candidate:

Name of employee:

Profession:

Diplomas:

Date of birth:

Number of years of employment by candidate: ..... Nationality .....

Membership of professional associations/groups:

Specific duties:

Main qualifications:

[In about half a page, give a summary of aspects of the employee's training and experience most useful to the tasks within the scope of the mission. Indicate the level of responsibility exercised by the employee during previous missions by specifying the date and place].

Training:

[In about a quarter page, summarise the university and other specialised studies by the employee by indicating the names and addresses of the schools and universities attended, with the dates of attendance as well as the diplomas obtained].

#### Attached documents:

certified true copy of the highest diploma and possibly an attestation from the professional corporation

- Attestation of availability

Professional experience:

[In about two pages, draw up a list of employment exercised by the employee since the end of his studies in reverse chronological order, starting with the current position. For each position; indicate the dates, name of employer, title of position occupied and place

of work. For the last ten years, specify in addition the type of activity performed and where need be, the names of clients likely to furnish references ].

.....  
Knowledge of information technology:  
[Indicate the level of knowledge]

.....  
Languages:

[Indicate for each language the level of knowledge: mediocre/average/good/excellent, in relation to the reading/written/spoken aspects].

Attestation:

I, the undersigned, hereby truthfully certify that the information furnished above is a true testimony of my situation, qualifications and experience.

..... Date:

.....  
[Signature of employee and the empowered representative of the consultant]

Date

Name of employee:

.....  
Name of empowered representative:

.....



## 4G. Calendar of specialised personnel

Name	Position	Reports to be furnished/activities	Months (in the form of bar diagrammes)												
			1	2	3	4	5	6	7	8	9	10	11	12	No. of months
															Sub-total (1)
															Sub-total (2)
															Sub-total (3)
															Sub-total (4)

Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

Reports to be furnished: \_\_\_\_\_

Duration: \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorised representative)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

#### 4H. Calendar of activities (work schedule)

##### A. Specify nature of activity

	(Months or weeks from start of mission)												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12	
Activity (task)													
-----													
-----													
-----													
-----													
-----													

##### B. Completion and submission of reports

Reports	Date
1. Preliminary report	
2. Progress report	
a. First progress report	
b. Second progress report	
3. Draft final report	
4. Final report	



Document No. 8:  
Financial bids  
Model tables

## **Summary of model tables**

5. A Letter of submission of financial proposal for contracts paid in lump sum

5 B Summary statement of costs

5 C Distribution of costs by activity

5 D Unit cost of key personnel

5 E Unit cost of execution personnel

5 F Distribution of remuneration by activity

5 G Reimbursable costs by activity

5 H Sundry costs for contracts payable by unit prices

For contracts payable by unit prices

5 I framework of schedule of unit prices

5 J Framework of detailed estimates

5 K Framework of sub-details of unit prices

1. Elementary unit prices (cf. 5.D; 5.E; ...etc);

2. Breakdown of unit prices;

3. Reimbursable cost, where need be.



## 5.A Letter of submission of financial offer

[Place, date]

To: The Administrative Director of CDENO

Sir/Madam,

We, the undersigned, have the honour to propose our services to you, as service provider for [title of services] in accordance with your invitation to tender No. [to be indicated] of [indicate date] and our bid (our technical and financial bids).

Find herewith our financial bid which stands at [amount in letters and figures as well as the lot(s) and the distribution in CFA francs/foreign currency, where need be]. This amount is net of taxes, duties, dues which we have estimated at [amount(s) in letters and figures].

Our financial bid has force of obligation to us, subject to modifications resulting from negotiation of the contract up to the deadline of validity of the bid, that is, up till [date].

We are aware that you are not bound to accept any bid.

Yours sincerely,

Signature of empowered representative: Name and title of signatory

Name of candidate: Address

### 5. B. Summary statement of costs

Costs	Currency	Amount(s)
Sub-total		
Taxes, duties, dues and other fiscal cost		-----

### 5.C. Distribution of costs by activity

Activity No. _____	Activity No. _____	Description _____
Price components	Currency(ies)	Amount(s)
Remuneration		
Reimbursable costs		
Sundry costs		

### 5.D. Unit costs of key personnel

Names	Qualification/function	Hourly cost	Daily cost	Monthly cost

### 5.E. Unit costs of executing personnel

Names	Qualification/function	Hourly cost	Daily cost	Monthly cost



### 5.F. Distribution of remuneration by activity

Activity No.: \_\_\_\_\_ Name: \_\_\_\_\_

Names	Position	Contribution	Exchange rate remuneration	Amount
Permanent personnel				
Local personnel				
External consultants				
Grand total				

### 5.G. Reimbursable costs by activity

Activity No. \_\_\_\_\_ Name: \_\_\_\_\_

No	Description	Unit	Quantity	Unit price	Total amount
1.	International air travel	By voyage			
2.	Sundry travel costs	By voyage			
3.	Living allowance	Per day			
4.	Local transport costs				
5.	Office/lodging/ rentals				

### 5.H. Sundry costs

Activity No. : \_\_\_\_\_

Name: \_\_\_\_\_

No	Description	Unit	Quantity	Unit price	Total amount
1.	Cost of communication between _____ and _____ (telephone, fax, e-mail)				
2.	Preparation, reproduction of reports				
3.	Equipment: vehicles, computers, etc				
4.	Software				

### 5.I. Framework schedule of unit prices

No. price	Designation of tasks and unit prices all in letters	Unit	Unit prices (in letters)	
			(CFAF EVAT)	In foreign currency where applicable

### 5.J. Framework of detailed estimates

No. price	Designation	Unit Prices		Unit prices (in letters)	
		(CFAF EVAT)	In foreign currency where applicable	(CFAF EVAT)	In foreign currency where applicable



## 5.K. Framework schedule of sub details of unit prices

### Note relating to the presentation of sub details of prices and taxes

1. A sub detail presents all the stages for the establishment of sales price. Also, it is an important element of assessment of the quality of the proposed price by a bidder.

It is not necessary to impose a model of presentation on all bidders, taking into account the great diversity of software for determining sub-details of prices. On the other hand, it could have the following elements:

- a. Detail of sales coefficient according to the model presented after this note;
- b. Cost in net price of materials for the service
- c. Cost in net price of supplies necessary for the service;
- d. Cost of local and expatriate human resources;
- e. For each price on the schedule, a form conceived out of points a, b, c and above indicating the outputs leading to unit prices;
- f. Precise sub details of prices of all-ins for improvements, maintenance of premises and supply of means made available, where necessary;
- g. Sub-detail of taxes and dues.

2. Framework of presentation of sales coefficient, also known as coefficient of overheads.

#### A. Overheads of the service

-  
-  
-

Total \_\_\_\_\_  
C1

#### B. Overheads of head office

- Costs of head office
- Financial costs
- 
- Unforeseen and profit

Total \_\_\_\_\_  
C2

Sales coefficient  $k = 100/(100-C)$  with  $C = C1 + C2$

3. The Project Owner may propose a framework of sub detail of unit prices including the elements indicated in point 1 above.

**Document No. 9:**  
**Model contract**



REPUBLIQUE DU CAMEROUN  
PAIX- TRAVAIL-PATRIE  
MINISTERE DE L'ELEVAGE, DES PECHEES  
ET DES INDUSTRIES ANIMALES  
CAISSE DE DEVELOPPEMENT DE  
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15  
Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON  
PEACE -WORK -FATHER LAND  
MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES  
NORTH WEST LIVESTOCK  
DEVELOPMENT FUND (NWLDF)  
TEL:23336:14:40 /677 83 12 21  
BP 399 MANKON BAMENDA

JOBING ORDER NO \_\_\_\_\_/CDENO/CITB/ 2025 AWARDED AFTER RESTRICTED  
NATIONAL INVITATION TO TENDER NO. \_\_\_\_/RNIT/PIISAH/CDENO/CITB/2025 OF  
\_\_\_\_/\_\_\_\_/2025 TO SELECT A CONSULTANT FOR THE ARTIFICIAL INSERMATION OF  
400 DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS BY EMERGENCY  
PROCEDURE

CONTRATOR: .....

BP: .....

Tel: .....

Fax: .....

TAX PAYER'S N° .....

BANK ACCOUNT N° .....

**SUBJECT:** SELECT A CONSULTANT FOR THE ARTIFICIAL INSERMATION OF 400  
DAIRY CATTLE IN THE WEST AND NORTH WEST REGIONS

**PLACE OF DELIVERY:** CDENO BAMENDA

**EXECUTION DEADLINE:** Three (03) Months

**AMOUNT:** 44,750,000 FCFA

**FUNDING:** PIISAH - CDENO BUDGET 2025

**BUDGETARY IMPUTATION:** 20:10:10

SUBSCRIBED ON : \_\_\_\_\_  
SIGNED ON : \_\_\_\_\_  
NOTIFIED ON : \_\_\_\_\_  
REGISTERED ON : \_\_\_\_\_

**BETWEEN:**

The Government of the Republic of Cameroon, represented by the Administrative Director of CDENO North West hereinafter referred to as the "The Contracting Authority"

**ON THE ONE PART**

AND:

CONTRATOR: \_\_\_\_\_

BP: .....

Tel: .....

Fax: .....

TAX PAYER'S N° .....

BANK ACCOUNT N° .....

Represented by ..... so Hereinafter referred to as the "Contractor"

**ON THE OTHER PART**

**IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:**



## **Summary**

**Part I: Special Administrative Conditions (SAC)**

**Part II: Terms of Reference (ToR)**

**Part III: Schedule of Unit Prices (SUP)**

**Part IV: Details or Estimates (DE)**

Page \_\_\_\_\_ and the last of JOBBING NO \_\_\_\_\_ /CDENO/CITB/ 2025 AWARDED  
 AFTER RESTRICTED NATIONAL INVITATION TO TENDER NO  
 . \_\_\_\_\_ /RNIT/PIISAH/CDENO/CITB/2025 OF \_\_\_\_\_ / \_\_\_\_\_ /2025 TO SELECT A CONSULTANT FOR  
 THE ARTIFICIAL INSEMINATION OF 400 DAIRY CATTLE IN THE WEST AND NORTH  
 WEST REGIONS BY EMERGENCY PROCEDURE

CONTRACTOR: \_\_\_\_\_

EXECUTION DEADLINE: \_\_\_\_\_

AMOUNT:

AMOUNT FCFA	TOTAL AMOUNT
TTC	
HTVA	
I.R (5,5%)or (2.2%)	
Net à Mandater	

Read and approved by the contractor

Bamenda, the \_\_\_\_\_

Signed by the Administrative Director of CDENO,  
 (Contracting Authority)

Bamenda, the \_\_\_\_\_

REGISTRATION



DOCUMENT No. 10:  
Model documents to be used by bidders

## **Table of model documents**

Annex No. 1: Declaration of intention to bid.

Annex No. 2: Model bid bond

Annex No. 3: Model final bond



## **Annex No. 1: Declaration of intention to bid**

I, the undersigned, Nationality: Domicile: Function:

By virtue of my powers as [indicate the capacity] having taken cognisance of the  
Restricted National Invitation to Tender File No. [indicate the type of service].

Hereby declare the intention to bid for this invitation to tender.

Done at \_\_\_\_\_, on \_\_\_\_\_

Signature, name and stamp of bidder

## **Annex No. 2: Model bid bond**

To: The Administrative Director of CDENO Bamenda

Whereas the Service provider \_\_\_\_\_ 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".

We [name and address of the bank], with head office at [bank's address] hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority of the full amount of [indicate the amount] CFA francs, binding itself, its successors and assignees.

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

The conditions of this commitment are as follows:

1. If the bidder retires his bid during the validity period specified by him in the tender file;
2. If the bidder, having been notified of the of the bid by the Administrative Director of CDENO Bamenda during the validity period:
  - a. Fails or refuses to sign the contract, even though required to do so;
  - b. Fails or refuses to furnish the performance bond for the contract as provided for by the contract;

We commit ourselves to pay to [indicate Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the 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 remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by Administrative Director of CDENO Bamenda to cause it to take effect should reach the bank before the end of this validity period.



### **Annex No. 3: Model final bond**

Bank:

Reference of the bond: No \_\_\_\_\_

Addressed to Administrative Director of CDENO Bamenda Cameroon, hereinafter referred to as the "Contracting Authority"

Whereas \_\_\_\_\_ [name and address of service provider], hereafter referred to as "the service provider", 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 service provider shall entrust to the Contracting Authority 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 service provider 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 service provider 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 amount 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 Contracting Authority notifies the service provider 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 services.

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

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

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

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_  
[Signature of the bank]



#### **Annex No. 4: 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 Administrative Director of CDENO Bamenda

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 services, the references of the invitation to tender and the lot, if applicable] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

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

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

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_  
[Signature of the bank]



Document No. 11:  
Justifications of preliminary studies

### Justification of preliminary studies

1. Were preliminary studies carried out on this project? Studies were carried out by MINEPIA
2. If yes, attach the report and indicate: **See report attached**
  - 2.1. The date; \_\_\_\_\_
  - 2.2. The name of the public or private Project Manager: **Technical Service CDENO**
  - 2.3. References of the contract, if private supervision carried it out;: NA
  - 2.4. Description of the studies (see Studies attached document)

3. Are the quantities in the quotations compatible with the available financing? Yes

In the case where the quantities are not compatible with the available financing, the Tenders Board will require the updating of the study prior to the launching of the consultation.

4. For services of less scope, the Project Owner or Delegated Project Owner may furnish a justification of calculation of quantities of the tender file.

*N.B. The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies carried out.*



Document No. 12:  
List of banking establishments and  
financial bodies authorised to issue  
bonds for public contracts

## **BANKS**

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank (NFC)
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. La Banque des PME

## **II- Insurance companies**

15. Chanas Insurance;
16. Activa Insurance
17. Zenithe Insurance

**N/B The list is not exhaustive and thus other first class banks and Insurances duly authorised to function in the republic of Cameroon by the Ministry of Finance shall be acceptable.**