



NOTICE OF QUOTATION N° 03 /DC/CR-ES/CIPM/2025 OF 07 JUL 2025 FOR THE ACQUISITION OF SEVEN HUNDRED (700) BENCH TABLES FOR CERTAIN HIGH SCHOOLS AND COLLEGES IN THE DEPARTMENT OF HAUT-NYONG.

FUNDING : Budget of the EAST Regional Council - Fiscal year 2025.

1. Subject of the Request for Listing

The President of the East Regional Council, Project Owner, launches in emergency procedure, a consultation for the Acquisition of **SEVEN HUNDRED (700) BENCH TABLES FOR CERTAIN HIGH SCHOOLS AND COLLEGES IN THE DEPARTMENT OF HAUT-NYONG**

2. Consistency of services

The supplies consist mainly of the acquisition, installation and commissioning of 800 bench tables in certain high schools and colleges in the Haut-Nyong department for distribution to high schools, the detailed technical specifications of which are contained in Exhibit No. 4 relating to technical specifications.

3. Participation and origin

Participation is open on equal terms to all companies under Cameroonian law that are duly approved, and that meet the conditions of access to public procurement in accordance with the regulations in force.

4. Financing

The services, which are the subject of this Request for Quotation, are financed by the East Regional Council's Budget for the financial year 2025, budget allocation N°:

5. Submission method

The submission method chosen for this Request for Quotation is online.

6. Consultation of the Request for Listing File

The file can be consulted online on the COLEPS platform at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website ([www.armac.cm](http://www.armac.cm)) or on the bulletin board of the Eastern Regional Council.

7. Acquisition of the Request for Listing file

It is possible to obtain the electronic version of the Request for Quotation (RFQ) file by downloading free of charge on the COLEPS or PRIDESOFT platforms available at the addresses indicated above for the electronic version. However, the online submission is conditional on the payment of the purchase fees of the Request for Quotation (RFQ) file as soon as this notice is published, against payment of a non-refundable sum of the DC purchase fee of **Twenty thousand (20,000) CFA francs**, to the **Regional Finance Revenue of the Eastern Regional Council**.



## 8. Estimated cost

The estimated cost of the operation at the end of the preliminary studies is 27,000,000 CFA francs.

## 9. Bid Bond

Each bidder must attach to its administrative documents a bid bond, stamped and paid by hand, issued by a body or a financial institution approved by the Minister in charge of finance to issue the bonds in the field of public procurement listed in Exhibit 10 of the DDC, the amount of which amounts to 540,000 CFA francs; *(it is at most equal to 2% of the estimated cost including all taxes (TTC) of the Order Letter in accordance with the Decree in force)* and valid for up to thirty (30) days beyond the initial validity date of the offers. The absence of the bid bond issued by a first-rate bank or a first-class financial institution authorized by the Ministry of Finance to issue guarantees in the context of public procurement, will lead to the outright rejection of the offer. A bid deposit produced but unrelated to the consultation concerned is considered to be missing. The bid deposit presented by a bidder during the bidding session is inadmissible.

## 10. Submission of Quotations

*Each rating is written in French or English.*

**For online submissions**, the quote must be sent by the bidder on the COLEPS platform no later than 11/05/2025 11h. A backup copy of the quote recorded on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "**backup copy**", in addition to the above mention within the given deadlines.

### - Nb File size and format

For online submission, the maximum sizes of the documents that will pass through the platform and constitute the bidder's bid are as follows:

- 5 MB for the Administrative Offer;
- 15 MB for the Technical Offer;
- 5 MB for the Financial Offer.

Accepted formats include:

- PDF format for textual documents;
- JPEG for images.

The candidate will make sure to use compression software in order to reduce the size of the files to be transmitted.

## 11. Opening of the envelopes

The opening of the bids is done in one step and will take place le 11/05/2025 à 12 heures by the Contracting Commission of the Contracting Authority or the Delegated Project Owner in the meeting room of the East Regional Council located at Carrefour Radio.

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

**Under penalty of rejection**, the required documents in the administrative file must be produced in originals or in certified copies by the issuing department or competent administrative authority, in accordance with the provisions of the Special Regulations for Listing. They must be less than three (03) months old or have been established after the date of signature of the listing notice.



In the event of the absence or non-conformity of a document from the administrative file when the tenders are opened, after a period of 48 hours granted by the Commission, the tender will be rejected.

## **12. Admissibility of Quotes**

Any offer that is incomplete in accordance with the provisions of the DC will be declared inadmissible. In particular, the absence of the bid bond issued by a financial body or institution approved by the Minister in charge of finance to issue bonds in the field of public procurement or the non-compliance with the models of the documents of the DC, will lead to the outright rejection of the listing without any recourse. A bid deposit produced but unrelated to the consultation concerned is considered to be missing. The bid deposit presented by a bidder during the bidding session is inadmissible.

## **13. Evaluation criteria**

There are two types of evaluation criteria: eliminatory criteria and essential criteria<sup>1</sup>. A criterion cannot be both eliminatory and essential.

The purpose of these criteria is to identify and reject tenders that are incomplete or do not substantially comply with the conditions set out in the Request for Quotation relating in particular to the admissibility of administrative documents, the conformity of the technical tender with the technical specifications and the qualification of the tenderers.

### **13.1-Elimination criteria**

These include:

- Absence or non-compliance of the tender deposit paid and stamped with a tax stamp at the opening of the tenders;
- Falsified or scanned document;
- Non-compliance or absence of one of the documents in the administrative file after the regulatory 48-hour deadline;
- failure to meet 3/4 of the essential criteria;
- absence or omission of a quantified price sub-detail.

### **13.2-Essential criteria**

The so-called essential criteria are those that are essential or key to judging the technical and financial capacity of the candidates to perform the services that are the subject of the call for tenders. These must be determined according to the nature and substance of the services to be provided.

It is necessary to formally specify the procedures for validating a criterion based on the number of sub-criteria respected.

The essential criteria for the qualification of bidders will indicate:

No	Designation	Yes/No
1	Provider's references	
2	Financial capacity	
3	Delivery time	
4	Proof of acceptance of the terms of the Contract	

## **14- Estimated time frame for execution**

The maximum period provided by the Contracting Authority for the performance of the services covered by this Request for Quotation is 03 (three) months. This period runs from the date of notification of the service order to start the services.

#### 15- Tranches/Allotment

Not applicable.

#### 16- Attribution

The Contracting Authority or the Delegated Contracting Authority will award the order letter to the tenderer who has submitted a tender that meets the required technical and financial qualification criteria and whose tender is evaluated the lowest bid, including, where applicable, the proposed discounts.

#### 17-Duration of Listing Validity

Bidders remain bound by their Quotations for 90 days from the deadline set for the submission of Quotations.

#### 18-Additional Information

Additional information can be obtained during working hours in Annex III located at the **Teerenstrankolbinkon crossroads, door 109 Tel: (237) 222 24 28 28** or online on the COLEPS platform at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> or any other means of electronic communication indicated by the Client.

#### 19-Fight against corruption and bad practices

For any denunciation of practices, facts or acts, attempted corruption or bad practices, please call CONAC at the number 1517, the Public Procurement Authority (MINMAP) SMS or call the following numbers: (+237) 673 20 57 25 and 699 37 07 48.

Bertoua, the 07 III 2025

THE PRESIDENT.

#### Ampliations :

- MINMAP/DR/ES ;
- ARMP/ES (for publication and archiving).
- President CIPM/CR/ES;
- Contracts (archiving);
- CR-ES display.



*Wouamane Mbélé*