

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

NORTH WEST REGION

OFFICE OF THE

PUBLIC INDEPENDENT CONCILIATOR

CABINET



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU NORD OUEST

BUREAU DU

PUBLIC INDEPENDENT CONCILIATOR

CABINET

PROJECT OWNER:

THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

CONTRACTING AUTHORITY:

THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

TENDERS BOARD:

INTERNAL TENDERS BOARD OF THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST
REGION

MUTUAL AGREEMENT CONSULTATION FILE

**N°. 002/MA/OPIC/PIC/ITB/CCCB-IS Y'DE/025 OF
25/08/2025**

**RELATIVE TO MUTUAL AGREEMENT DECISION No
06011-25/L/MINMAP/SG/DGMI/DMBEC/CEA2 OF
12/08/2025 FOR THE CONTROL AND SUPERVISION
OF THE CONSTRUCTION OF THE HEAD OFFICE
BUILDING FOR THE OFFICE OF THE PUBLIC
INDEPENDENT CONCILIATOR FOR THE NORTH WEST
REGION**

FINANCIAL YEAR 2025

TABLE OF CONTENTS

Document No. 1: Letter of invitation to tender

Document No. 2: Tender notice

Document No. 3: General Regulations of the invitation to tender

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

Document No. 5: Special Administrative Conditions (SAC)

Document No. 6: Terms of references

Document No. 7: Model tables of technical bids

Document No. 8: Model tables of financial bids

Document No. 9: Model contract

Document No. 10: Forms and model documents to be used by the bidder

Document No. 11: Justifications of preliminary studies

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

Document No. 1:
Letter of invitation to tender



Letter of Invitation to Tender

Date: 25 AUGUST 2025

- To: - **BAMBUY ENGINEERING SERVICES TECHNIQUES (B.E.S.T) AND UNIVERRSAL COMPANY LIMITED** (Tel: 676243085)
- **GEOSTRUCT (P.O BOX 135 BAMENDA, Tel : 677089460)**
- **EXTREME ENGINEERING CO. Ltd Bamenda (Tel: 652380065)**

Reference: FOR THE CONTROL AND SUPERVISION OF THE CONSTRUCTION OF THE HEAD OFFICE BUILDING OF THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR FOR THE NORTH WEST REGION

Sirs/Madams

- We are pleased to inform you that you have pre-qualified for the project referred to above and have consequently been authorised to tender for the said project.
- We are hereby inviting you as well as all the other pre-qualified competitors to tender for the execution of the contract mentioned in the reference.
- A complete set of the tender file may be consulted and withdrawn against payment of a non-refundable sum of **Sixty Two Thousand Seven Hundred and Fifty (62.750) Francs CFA**.
- All bids must include a bid bond of **Nine Hundred and Fifty Six Thousand (956,000) Francs CFA** issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose name is found in document No. 11 of this Tender File. It must be valid for thirty (30) days beyond the date of validity of bids. The bids shall immediately be opened in the presence of representatives of bidders who desire to attend the opening session.
- This invitation to tender is addressed to the candidates in the following restricted list:

No.	Names of pre-qualified suppliers	Addresses
1	BAMBUY ENGINEERING SERVICES TECHNIQUES (B.E.S.T) AND UNIVERRSAL COMPAY LIMITED	Tel: 676243085
2	GEOSTRUCT	P.O BOX 135 Bamenda, Tel : 677089460
3	EXTREME ENGINEERING CO. Ltd Bamenda	Tel: 652380065

- Candidates on the restricted list shall not do joint bidding.
- Please acknowledge receipt of this letter to the following address [to be specified] and within a deadline of **Three (03) days** from the date of receipt of this letter and indicate if you do not intend to tender. Failing which your withdrawal will be established.

Yours Sincerely,

Bamenda, 25 AUGUST 2025

THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH-WEST REGION
(Contracting Authority)



PUBLIC INDEPENDENT CONCILIATOR

Samfu Simon Fai

Document No. 2: Tender notice



MUTUAL AGREEMENT CONSULTATION NOTICE

N°.002/MA/OPIC/PIC/ITB/CCCB-IS Y'DE/2025 of 25 AUGUST 2025 relative to Mutual Agreement Decision No 06011-25/L/MINMAP/SG/DGMI/DMBEC/CEA2 of 12/08/2025 for the control and supervision of the construction of the head office building for the Office of the Public Independent Conciliator for the North West Region

FINANCING BIP 2025 ASSIGNED TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH WEST REGION

1. Subject of the invitation to tender:

Within the framework of the execution of the 2025 Budget of the Office of the Public Independent Conciliator of the North-west Region, the Public Independent Conciliator, Contracting Authority, hereby launches Mutual Agreement Consultation File N°. 002/MA/OPIC/PIC/ITB/CCCB-IS Y'DE/025 OF 25 AUGUST 2025 relative to Mutual Agreement Decision No 06011-25/L/MINMAP/SG/DGMI/DMBEC/CEA2 of 12/08/2025 for the control and supervision of the construction of the head office building for the Office of the Public Independent Conciliator for the North West Region.

2. Nature of services

The services comprise notably: The control and supervision of the construction of the head office building of the Office of the Public Independent Conciliator for the North West Region

3. Execution deadline

The maximum deadline provided by the Project Owner for the execution of the services forming the subject of this invitation to tender is **Nine (09) Months**.

4. Lots

The services are divided into a single lot as follows: The control and supervision of the construction of the head office building of the Office of the Public Independent Conciliator for the North West Region

5. Estimated cost

The estimated cost after preliminary studies is **Forty-Seven Million, Eight Hundred Thousand (47,800,000) Francs CFA** all taxes inclusive.

6. Participation and origin

Participation in this invitation to tender is restricted to the following companies:

No.	Names of pre-qualified suppliers	Addresses
1	BAMBUIY ENGINEERING SERVICES TECHNIQUES (B.E.S.T) AND UNIVERRSAL COMPAY LIMITED	Tel: 676243085
2	GEOSTRUCT	P.O BOX 135 Bamenda, Tel : 677089460
3	EXTREME ENGINEERING CO. Ltd Bamenda	Tel: 652380065

7. Financing

Services which form the subject of this invitation to tender shall be financed by the Public Investment Budget for 2025 financial year assigned to the Public Independent Conciliator of the North West Region.

8. Bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in document No. 12 of the Tender File, of an amount of **Nine Hundred and Fifty Six Thousand (956,000)** and valid for thirty (30) days beyond the date of validity of bids.

9. Consultation of tender file:

The file may be consulted during working hours at *[place of consultation of tender]* The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82) as soon as this notice is published or on the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> and <https://www.arnp.cm/> as soon as this notice is published.

10. Acquisition of tender file:

The file may be obtained from Office of the Public Independent Conciliator, North West Region as soon as this notice is published upon presentation of a non-refundable treasury receipt of **Sixty Two Thousand Seven Hundred and Fifty (62,750)** FCFA bearing the name of the company, representing the cost of purchasing the tender file or online using the address <https://www.marchespublics.cm/> and <https://www.arnp.cm/>.

11. Admissibility of bids

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible. Especially, the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid.

12. Submission of bids:

Each offer drafted in English or French in Seven (7) copies including One (1) original and Six (6) copies marked as such, should reach the Office of the Public Independent Conciliator, North West Region (Tel N° 620 31 88 82), not later than **Friday, 05 September 2025 at 10:00am** local time and should carry the inscription below or each original bid drafted in English or French should reach the Office of the Public Independent Conciliator of the North-West Region through the Cameroon On-line E-Procurement System (COLEPS), <https://www.marchespublics.cm/> not later than **Friday, 05 September 2025 at 10:00 A.M** and a backup copy of the tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within time frame bearing the label:

MUTUAL AGREEMENT CONSULTATION FILE

N°002/MA/OPIC/PIC/ITB/CCCB-IS Y'DE/025 OF THE 25 AUGUST 2025 FOR THE CONTROL AND SUPERVISION OF THE CONSTRUCTION OF THE HEAD OFFICE BUILDING OF THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH WEST REGION

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

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5MB for administrative offers;
- 15MB for the technical offers;
- 5 MB for the financial offers.

Supported formats shall include:

- PDF formats for texts documents
- JPEG formats for images

The tenderers shall use a compression software to reduce the size of the file to be submitted.

13. Opening of bids

The bids shall be opened in two phases. The opening of the administrative file and the technical bid shall first take place followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **Friday, 05 September 2025 at 11:00 AM** in the conference room of the Office of the Public Independent Conciliator of the North-West Region, by the Internal Tenders Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

Only bidders may attend or be represented by a duly mandated person.

14. Execution deadline

The maximum deadline provided by the Project Owner for the provision of the services forming the subject of this contracts is **Nine (09) Months**

15. Evaluation criteria

15.1 *Eliminatory criteria*

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. The non-respect of one of these criteria shall lead to the rejection of the bid submitted by the bidder. They include notably:

- i. False declaration or falsified documents;
- ii. Absence or insufficient bid bond with a copy of CDEC receipt;
- iii. Incomplete financial file;
- iv. Change of quantity or unit;
- v. Non-respect of 75% of essential criteria;
- vi. Suspension by MINMAP in 2025;
- vii. Delivery deadline higher than prescribed;
- viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours.
- ix. Failure to provide a backup copy of offers on time;
- x. Failure to comply with the format of file

15.2 *Essential criteria*

The technical bids shall be graded following the essential criteria shown below:

a.	Presentation of the bid	05 points
b.	Understanding of the terms of reference, organisation and methodology proposed	20 points
c.	General experience of the bidder for similar missions	05 points
d.	References of the consultants in similar missions	15 points
e.	Qualification of the experts and their experiences in the field of the mission	50 points
f.	Technical equipment to be used	05 points
	TOTAL	100 points

16. Method of selection of consultant

The consultant shall be chosen using the best bidder method in accordance with the procedure described in this Tender File.

17. Award

The Contract shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the **best bidder** and technical quality, relative to article 99b of the Public Contracts Code.

18. Validity of bids

Bidders will remain committed to their offers for ninety (90) days from the deadline set for the submission of bids.

19. Complementary information

Complementary information may be obtained during working hours at the Office of the Public Independent Conciliator, North-West Region (Tel N° 620 31 88 82).

Done in Bamenda on the 25th day of AUGUST 2025

THE PUBLIC INDEPENDENT CONCILIATOR OF THE NORTH-WEST REGION
(Contracting Authority)



PUBLIC INDEPENDENT CONCILIATOR

Samu Simon Fai

Copies

- RD/MINMAP
- ARMP
- President ITB/PIC
- Notice Board
- Chrono