

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF
DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH WEST REGION

BOYO DIVISION

NJINIKOM COUNCIL INTERNAL
TENDERS BOARD
P.O BOX 01, NJINIKOM
TEL: 677358783/677323293/670294650



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTERE DE LA
DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMISSION INTERNE DE
PASSATION DES MARCHES PUBLICS
DE LA COMMUNE DE NJINIKOM
B.P 01, NJINIKOM
TEL: 677358783/677323293/670294650

NJINIKOM COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

No. 04/RFQ/N/NCITB/MINDDEVEL/PROLOG/NWR/2025 OF 05/09/2025

FOR THE CONSTRUCTION OF TWO (02) BOX CULVERTS AND ONE (01) RING
CULVERT AT BOBONG VILLAGE IN NJINIKOM MUNICIPALITY, BOYO
DIVISION OF THE NORTH WEST REGION

Dear Sir/Madam,

Request for Quotation (RFQ)

1. The Government of the Republic of Cameroon has obtained from the World Bank, IDA Credit Agreement No. 72130 – CM to finance the cost of the LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG) and intends to use a portion of the amount of this credit to make the authorized payments under the Contract for which this Request for Quotations is published.
2. The execution of the said project includes **FOR THE CONSTRUCTION OF TWO (02) BOX CULVERTS AND ONE (01) RING CULVERT AT BOBONG VILLAGE IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**
3. The Mayor of Njinikom Council now invites Contractors to submit their Quotations for the Works. To this end, the Njinikom Council intends to use part of the sums granted under this agreement to make the payments provided for under the contract relating **FOR THE CONSTRUCTION OF TWO (02) BOX CULVERTS AND ONE (01) RING CULVERT AT BOBONG VILLAGE IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**
4. The execution period for the works is **three (03) months.**

Fraud and Corruption

1. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Appendix A to the Contract Conditions.
2. In further pursuance of this policy, Contractors shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and

Contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

Eligible Materials, Equipment and Services

The materials, equipment and services to be supplied under the Contract and financed by the Bank may have their origin in any country subject to Para. 9. At the Employer's request, Contractors may be required to provide evidence of the origin of materials, equipment and services.

Eligible Contractors

6. In case the Contractor is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.
7. A Contractor may have the nationality of any country, subject to the restrictions pursuant to paras. 8 and 9 hereinafter. A Contractor shall be deemed to have the nationality of a country if the Contractor is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including Related Services.
8. Firms and individuals may be ineligible if so indicated in para.9 below and:
 - (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
9. In reference to paras. 5 and 7, for the information of Contractors, at the present time firms, goods and services from the following countries are excluded from this procurement process:
 - (a) Under para. 5 and 8 (a): *[insert a list of the countries following approval by the Bank to apply the restriction or state "none"]*.
 - (b) Under para. 5 and 8 (b): *[insert a list of the countries following approval by the Bank to apply the restriction or state "none"]*
10. A Contractor that has been sanctioned by the Bank, pursuant to the Bank's Anticorruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the appendix to the Contract Conditions (Appendix A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
11. Contractors that are state-owned enterprises or institutions in the Employer's country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
 - (a) are legally and financially autonomous;
 - (b) operate under commercial law; and
 - (c) are not under supervision of the Employer.

12. A Contractor shall not have a conflict of interest. Any Contractor found to have a conflict of interest shall be disqualified. A Contractor may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Contractor:
- (a) directly or indirectly controls, is controlled by or is under common control with another Contractor that submitted a Quotation;
 - (b) receives or has received any direct or indirect subsidy from another Contractor that submitted a Quotation;
 - (c) has the same legal representative as another Contractor that submitted a Quotation;
 - (d) has a relationship with another Contractor that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Contractor, or influence the decisions of the Employer regarding this Request for Quotations process; or
 - (e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Request for Quotations process; or
 - (f) or any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower for implementing the Contract; or
 - (g) would be providing goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

Performance Security (NOT APPLICABLE)

13. Tenders must be accompanied by a bid guarantee issued by a first-class bank or a Non-banking establishment approved by the Ministry of Finance, the list of which appears at the end of the tender documents, for an amount of **FCFA Francs per lot.**

Validity of Quotations

14 Quotations will be valid for up to ninety (90) calendar days after the opening of the bids.

Price

15. The contractor must indicate the total price in the form entitled "Contractor Quotation"

16. *The Contractor shall also fill in its rates and prices for all items of the Works described in the attached Bill of Quantities. Items against which no rate or price is entered by the Contractor will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.*

The rates and prices shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations

Option 2- Lump-Sum contracts

16. *The Contractor shall also fill in a breakdown of its lump-sum price in the attached Activity Schedules.*

The quoted price shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations.]

17. A Contractor expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer's Country and wishing to be paid accordingly, shall indicate a foreign currency of its choice in addition to the local currency in: **FCFA**

18. The currency (ies) of the Quotation and the currency (ies) of payments shall be the same.



Technical proposal

19. The Contractor shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other relevant information, in sufficient detail to demonstrate the adequacy of its proposal to meet the work's requirements and the completion time.

For administrative files:

The Tenderer must enclose the following documents with its tender in accordance with Cameroonian legislation

- 1) Undertaking by bidder stamped, signed, and dated in conformity with the model attached
- 2) An attestation of non-bankruptcy issued by the court
- 3) An attestation of fiscal conformity valid less than three months
- 4) Certificated of non-exclusion from public contract
- 5) CNPS certificate dates less than three months
- 6) Receipt of purchase of the Request of Quotation,
- 7) Attestation of Bank account of the bidder issued by a bank, or any other first-order credit institution approved by the Ministry in charge of finance
- 8) Attestation of taxpayer's registration (NIU)
- 9) An Attestation of categorization of the Contractor
- 10) Site visit certificate and report signed on honor by the tenderer
- 11) A grouping agreement signed by a notary will be required in the case of a grouping.
- 12) **Attestation of categorization of enterprise**

All of the above documents must be in order, dated and signed by the competent authorities and dated within the last three (03) months. Except:

- *CCTP dully initialled on each page, signed and dated on the last page by the Enterprise*

In the case of a grouped application, each of the documents required above must be submitted by each member of the group, with the exception of the receipt, which will be submitted by the Mandated only.

***Note:** It should be noted that the administrative documents mentioned above must be less than three (03) months old and be produced in originals or certified copies by the competent issuing authority. The absence of all or some of the above documents will not result in the rejection of the tender at the time of evaluation. However, they will be required when the Contract is awarded.*

Clarifications

20. Any clarification request regarding this RFQ may be sent in writing to the SIGAMP (670294650) of Njinikom Council before 03/10/2025. The Employer will forward copies of its response to all Contractors including a description of the inquiry but without identifying its source.

Submission of Quotations

Invited eligible Bidders may obtain further information from **NJINIKOM COUNCIL Building, Cell Phone : 670294650 PO BOX __**; and inspect the bidding document during office hours, Monday to Friday between 9am and 3pm (GMT+1).

As soon as the invitation to tender is published, the contract award documents (tender's file) will be made available to all bidders, either at their request to the **Njinikom Council** or the **PROLOG PMU/RCU** or via the internet link indicated in the invitation to tender.

All bids will be accepted only if they present a receipt for payment of **30,000 FCFA francs per**, non-refundable, to the treasury of the **Njinikom Council**.

Tenders must be delivered to the **Njinikom Council, Cell Phone : +237 670294650, PO BOX : __** located **Njinikom Roundabout**, no later than 03/10/2025 at 10 a.m.; in seven (07) copies (including one (01) original and six (06) copies plus a USB key containing the digital PDF and editable version) in sealed envelopes marked :

**"Request for quotation No. __/RFQ/N/NCITB/MINDDEVEL/PROLOG/NWR/2025 OF 05/09/2025
FOR THE CONSTRUCTION OF TWO (02) BOX CULVERTS AND ONE (01) RING CULVERT AT BOBONG VILLAGE IN NJINIKOM
MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

NOT TO BE OPENED UNTIL THE COUNTING SESSION"

Submission of tenders by electronic means will not be permitted. Any tender arriving after the deadline for submission of tenders will be rejected. Tenders will be opened in the presence of the tenderers' representatives at the above-mentioned address, the 03/10/2025 on at 11 a.m. in the **conference room of the Njinikom Council's Internal Tender's Board.**

21. The deadline for submission of Quotations is **[insert time, day, month, year]**.

22. The address for submission of Quotations is:

Attention: **[insert full name of person, if applicable]**

E-mail address: **or link to e-procurement system**

Opening of Quotations

24. Quotations will be opened by the **Njinikom council internal tenders board** immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

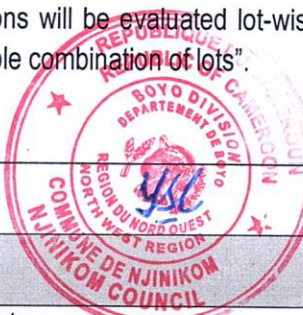
23. Quotations will be evaluated to ensure the technical proposal's compliance.

▯ Verification that the Quotation Letter is properly completed, dated, and signed with the signatory's name and title;

▯ Verification that the Unit Price Schedule and the Quantitative and Descriptive Quote are duly completed, dated, and signed;

▯ Evaluation of the technical qualification of each admissible bid according to the bid evaluation grid;
[Insert the following if there are multiple lots: "Quotations will be evaluated lot-wise, taking into account discounts offered, if any, after considering all possible combination of lots".

EVALUATION GRID



N°	Description	NOTATION
1	Presentation of the offer	
	Compliance with the order prescribed in the RFQ with separators	Yes/No
	Readability and numbering	Yes/No
2	References in similar projects	
	List of references for the last 5 years (dates)	Yes/No
	Provided with at least 2 references of similar works completed (justified with the first and last page of the contract + acceptance report or certificate of completion)	Yes/No
3	Quality of personnels	
	Works director ; At least a Bachelors civil engineering with at least five year of experience	Yes/No
	Site foreman : At least a higher national diploma in civil engineering with at least three year of experience	Yes/No
	NB : for every « yes » obtained, it must be justified with a certified copy of the diploma, and identity document with a signed and dated.	
4	SITE Equipments/ tools	
	At least a pick-up with its identification documents (certified copy of owner ship documents or a certified copy of the rental contract/agreement)	Yes/No
	List of small equipment consistent with the tasks (produce photocopies of purchase invoices or rental invoices)	Yes/No
	Methodology for carrying out the work	

6	Detailed technical note concerning the organization of the work	Yes/No
	Description of socio-environmental protection rules (environmental protection, safety, health, and hygiene of site personnel)	Yes/No
	Detailed work schedule with deadlines $\leq$ one hundred and twenty days (120) days	Yes/No
7	Special technical clauses booklet, initialed on each page, dated and signed on the last page	Yes/No
8	Environmental and social clauses booklet, initialed on each page, dated and signed on the last page	Yes/No
	Special administrative clauses booklet, initialed on each page, dated and signed on the last page	Yes/No
9	Site visit report (justified with a with photos and a thorough description of the site)	Yes/No
	Total	 /15

NB: Only bids with a total of 12 out of 15 yes votes will be accepted for the next stage of the procedure.

▣ Verification of arithmetic operations, multiplying unit prices by quantities where applicable and using the price in words to make any necessary corrections;

▣ Preparation of a summary table of quotations based on the amounts corrected for any arithmetic errors, listed in ascending order.

For the purposes of evaluation and comparison, the currency(ies) of the quotations must be converted into the same currency. The currency to be used for comparison purposes to convert the proposed prices, expressed in various currencies, into the comparison currency at the selling exchange rate will be the following: CFA franc (XAF). The source of the exchange rate is the Bank of Central African States (BEAC). The exchange rate date is: twenty-eight (28) days before the date of submission of offers. (NB: If the reference currency is not quoted on this date, the exchange rate will be that of the last previous day quoted.).

. For technically compliant Quotations, the total evaluated prices, excluding provisional sums and any provision for contingencies, but including work in-house when their prices are established competitively, will then be compared to determine the lowest evaluated price(s).

Contract Award

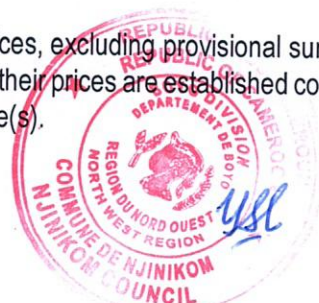
[Select either of the two options below]

[Option 1- For Single Lot

28. The Contract will be awarded to the Contractor who meets the eligibility requirements in accordance with the RFQ, offers the lowest evaluated price/s, offers a technically compliant quotation, and guarantees completion of the Works by the specified date.

[Option 2- For Multiple Lots

28. The contracts will be awarded to the Contractor or Contractors meeting the eligibility requirements in accordance with the RFQ, offering a technically compliant quotation, guaranteeing completion of the Works by the specified date and offering the lowest evaluated price to the Employer for combined lots.”]
29. The Employer shall invite by the quickest means [e.g. e-mail] the successful Contractor/s for any discussion [this is expected to be virtual in light of the emergency situation] that may be needed to conclude the contract or otherwise for contract signature.
30. The Employer shall communicate by the quickest means with the other Contractors on its contract award decision. An unsuccessful Contractor may request clarifications as to why its quotation was not determined to be successful. The Employer will address this request within a reasonable time.
31. The Employer shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation or UNDB online, within 15 (fifteen) days after award of contract.



The information shall include the name of the successful Contractor, the Contract Price, the Contract duration, summary of its scope and the names of the Contractors and their quoted and evaluated prices.

On behalf of the Employer:

Njinikom, the **05 SEPT 2025**



C.C :-

- SDO, Boyo
- DD MINMAP, Boyo
- ARMP, NWR
- PROLOG, NWR
- File