

REPUBLIQUE DU CAMEROUN

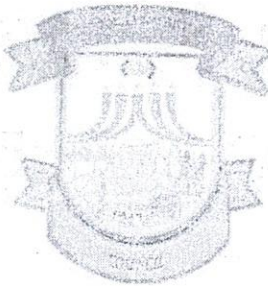
Paix-Travail-Patrie

MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE

REGION DU NORD OUEST  
DEPARTEMENT DE NGOKETUNJIA

COMMUNE DE BALIKUMBAT

B.P. 001 COMMUNE DE BALIKUMBAT



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION  
NGOKETUNJIA DIVISION

BALIKUMBAT COUNCIL

P.O BOX 001 BALIKUMBAT COUNCIL

## PROCUREMENT OF SMALL WORKS

# BALIKUMBAT COUNCIL INTERNAL TENDERS BOARD

## REQUEST FOR QUOTATIONS

N° 04/Rfq/MINDDEVEL/NWR/BC/BCITB/2025 OF 09/09/2025, FOR THE AWARENESS  
RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN  
BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF BALIKUMBAT COUNCIL

FUNDING: MINT- ROAD FUNDS BUDGET 2025

AUTHORIZATION N°: XXXXXXXXXXXXXXXX  
IMPUTATION N°: XXXXXXXXXXXXXXXX

### BUDGET HEADS

Single Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
1	AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.	15,000,000 (Fifteen million) F CFA	300,000 (Three hundred thousand) F CFA	26,000 (Twenty six thousand) F CFA

Re 13/09/25

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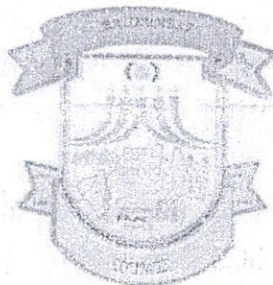
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## TENDER NOTICE

REQUEST FOR QUOTATION N° 04/RFQ/MINDDEL/NWR/NG/BSDB/BC/BCITB/2025 OF 09/09/2025, FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

### **FUNDING: MINT - BUDGET FOR 2025-ROAD FUNDS**

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file
01	FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.	15,000,000 (Fifteen million) F CFA	300,000 (Three hundred thousand) F CFA	26,000 (Twenty six thousand) F CFA

#### **1. SUBJECT:**

Within the framework of the execution of public investment fund and to promote the social economy sector and handicraft in BALIKUMBAT Council area, the Mayor of BALIKUMBAT Council, Contracting Authority, on behalf of the Republic of Cameroon, hereby launches, a Request for Quotation FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

#### **2. Participation:**

Participation is open under the same conditions to all Cameroonian companies and business concerned that have proven experience in the field of Supplies of equipment's and materials.

#### **3. Description of services:**

The services of this request for quotation include the supply of;

1. AWARENESS RAISING ON OPERATORS OF MOTORCYCLES
2. TRAINING OF OPERATORS OF MOTORCYCLES
3. PRODUCTION OF DRIVING LICENCE CATEGORY A

#### **4. Project owner** The Mayor of BALIKUMBAT Council-NGOKETUNJIA Division

#### **5. Estimated cost**

The estimated cost is 15,000,000 (Fifteen million) FCFA

#### **6. Funding** MINSEP-ROAD FUND-2025

#### **7. 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 this Consultation File, of an



amount of 300,000 (Three hundred thousand) F CFA and valid for thirty (21) days beyond the date of validity of bids.

**8. Consultation of the Tender file:**

The tender file may be consulted at the BALIKUMBAT Council office during working hours, as soon as this tender notice is published on 670912286.

**9. Acquisition of consultation file:**

The file may be consulted and obtained at the BALIKUMBAT Council office, with effect from the date of signature of this Tender Notice, upon presentation of a receipt attesting to the payment of a non-refundable fee of 26,000 (twenty six thousand) Francs CFA payable at the BALIKUMBAT Council Treasury, representing the cost of purchasing the tender file on 670912286.

**10. Presentation of consultation file:**

The tender file in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the financial/technical offer (Volume 2).

The two volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

**11. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in 07 copies including the original file and 06 copies not later than 02/10/2025 at 10:00 AM local time in sealed envelopes, in the BALIKUMBAT Council Office and should carry the inscription:

" REQUEST FOR QOUTATION N° 04/RFQ/MINDDEL/NWR/NG/BSDB/BC/BCITB/2025 OF  
09/09/2025, FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF  
MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA  
DIVISION OF THE NORTH WEST REGION.

« To be opened only during the Tenders Board Opening session ».

**12. Opening of bids:**

Bids will be opened on the 02/10/2025 at 11:00 AM in the Conference Hall of BALIKUMBAT Council, by the Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

**13. Deadline of execution:**

The maximum execution deadline shall be three (03) calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

**14. Evaluation criteria**

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

**A. Eliminary criteria**

- 1- Absence of bid bond in the administrative file issued by CDEC;
- 2- Deadline for delivery higher than prescribed;
- 3- False declaration or falsified documents;
- 4- Absence or nonconformity of a document in the administrative file which is not provided by the bidder within 48hours after opening as requested by the tender's board.
- 5- Incomplete or non-compliant documents;
- 6- False declaration, forged or scanned documents;
- 7- Technical assessment mark less than 75% of "Yes".
- 8- Incomplete financial offer;
- 9- Omission of quantified unit price in the financial offer;
- 10- Change of quantity or unit.



**B. Essential criteria**

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Logistics;
- 7- Attestation and report of site visit;
- 8- Draft purchase order duly filled initialed in all pages signed and dated on the last page.

**15. Award of the purchase order**

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

The contract will be awarded to the bidder whose bid fulfils the required technical and financial (total without taxes) criteria and is deemed to be the lowest, in conformity with the regulations of the Tender Documents and having satisfied to 75% of "Yes".

**16. Period of validity of the bids:**

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

**17. Complementary Information:**

Complementary technical information may be obtained during working hours from the BALIKUMBAT Council.  
Tel. : 670912286

Done at BALIKUMBAT, the-----

**Copies:**

- ARMP (for publication and archives);
- Chairperson of TB (for information);
- DDMINMAP NGOKETUNJIA;
- Notice boards (for information);
- Archives.



THE LORD MAYOR

09 SEPT 2025

*Boulangue Therphile Gahwaye*  
SENIOR PUBLIC HEALTH ADMINISTRATOR

REPUBLIQUE DU CAMEROUN

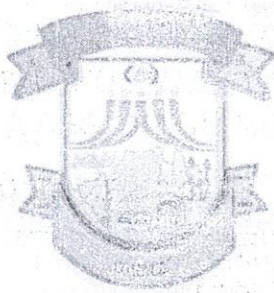
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## AVIS D'APPEL DEMANDE DE COTATION (RFQ)

**N°04/ RFQ /MINDDEVEL/RNO/NG/MB/CIPMMB/2025 DU 09/09/2025 POUR LA SENSITIZATION ET A LA FORMATION DES OPERATEURS DE MOTOS (CYCLISTES) DANS LA MUNICIPALTE DE BALIKUMBAT, DEPARTEMENT DE LA NGOKETUNJIA DE LA REGION DU NORD OUEST.**

**FINANCEMENT: MINT – FUND RUTIER-2025**

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Imputation
1	POUR LA SENSITIZATION ET A LA FORMATION DES OPERATEURS DE MOTOS (CYCLISTES) DANS LA MUNICIPALTE DE BALIKUMBAT, DEPARTEMENT DE LA NGOKETUNJIA DE LA REGION DU NORD OUEST.	15 000 000 (Quince million) F CFA	300 000 (Trois cent mille) F CFA	26,000 (vingt-six miles) F CFA

### 1- Objet de la consultation

Dans le cadre de l'exécution du Budget d'Investissement Public 2025 et la promotion du secteur de l'économie sociale et des techniques artisanales, le Maire de la Commune de BALIKUMBAT, Autorité Contractante lance pour le compte de la république du Cameroun, une Demande de Cotation pour la fourniture des alevins aux aquaculteurs et au centre de production des alevins de la Commune d'Arrondissement de BALIKUMBAT, dans le Département de la NGOKETUNJIA.

### 1. Participation :

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine de la fourniture de matériaux.

### 2. Description des Prestations:

Les prestations du présent marché comprennent,

1. Preparatory works
2. Supply and planting of trees
3. Reinforcement of soil with organic nature
4. MRFQoring and replacement of dead plants



Maitres d'Ouvrage : Le Maire de la Commune de BALIKUMBAT.

**3. Allotissement**

Les travaux sont subdivisés en un (01) lot ci-après définis :

**4. La funiture**

Le coût prévisionnel de l'opération est de 15 000 000 (quinze millions) F CFA:

**5. Financement** : MINT- BUDGET D'INVESTISSEMENT PUBLIC – 2025

**7. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de première ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO, d'un montant de **Trois cent mille (300 000 F CFA)** et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

**8. Consultation du Dossier :**

Le dossier de consultation peut être consulté aux heures ouvrables à la Mairie de la Commune de BALIKUMBAT, dès publication du présent avis.

**9. Acquisition du Dossier de consultation**

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Mairie de la Commune de BALIKUMBAT, dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **F CFA 26 000 ( vingt-six mille Francs CFA)** à la Trésorerie de la Commune de BALIKUMBAT.

**10. Présentation des offres :**

Les documents constituant chaque offre sont repartis en deux(02) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre financière /technique (volume 2).

Les deux enveloppes ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

**11. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en sept (7) exemplaires dont un (1) original et six (6) copies marqués comme tels, devra parvenir contre récépissé dans les services de la Mairie de BALIKUMBAT, au plus tard le **02/10/2025 à 10 heures**, heure locale et devra porter la mention suivante :

**" CONSULTATION N°04/ RFQ /MINDDEVEL/RNO/NG/MB/CIPMMB/2025 OF 09/09/2025 POUR LA SENSITIZATION ET A LA FORMATION DES OPERATEURS DE MOTOS (CYCLISTES) DANS LA MUNICIPALTE DE BALIKUMBAT, DEPARTEMENT DE LA NGOKETUNJIA DE LA REGION DU NORD OUEST.**

**« A n'ouvrir qu'en séance de dépouillement. »**

**12. Ouverture des plis :**



Les offres seront remises à l'adresse sus indiquée et dépouillées le **02/10/2025** à **11 h** dans la salle de conférence de la Mairie de BALIKUMBAT, par la Commission Interne de Passation des Marchés Publics, en présence des soumissionnaires qui le désirent.

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

### **13. Délai d'exécution :**

Le délai d'exécution est fixé à **deux (02) mois calendaires** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

### **14. Principaux critères d'évaluation :**

Les offres seront évaluées selon les principaux critères suivants :

#### **A. Critères éliminatoires:**

Il s'agit notamment:

##### **A.1- Pièces administratives**

1. Absence d'une caution de soumission dans l'offre administrative émis par CDEC ;
2. Délai de fourniture au-delà de la période prescrite ;
3. Fausses déclaration ou document falsifiés ;
4. Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire.
5. Absence ou non-conformité d'une pièce administrative qui n'est pas fournie par le soumissionnaire dans un délai de 48 heures après ouverture à la demande de la commission.

##### **A.2- Pièces technique et financière**

- Dossier incomplet ou pièces non conformes ;
- Fausse déclaration ou documents falsifiées ou scannés ;
- De façon systématique, toute offre n'ayant pas atteint ou dépassé après évaluation technique, la barre de **75%** du **OUI** sera écartée et non éligible à l'analyse financière ;
- Offre financière incomplète ;
- Omission dans l'offre financière d'un prix unitaire quantifié ;
- Modification d'une unité ou d'une quantité.

#### **B - Critères essentiels**

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

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



8- Lettre command initiée sur toutes les pages, signée et date à la dernière page.

## 15. Attribution

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

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disant, (montante hors taxe) conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait au moins 75% des "Oui".

## 16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant une période de soixante (60) jours, à compter de la date limite fixée pour la réception des offres.

## 17. Renseignements complémentaires :

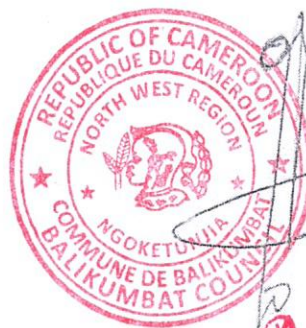
Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Mairie de BALIKUMBAT - Services des Marchés Publics. Tél. : 677 980 303/ 679 204 915.

Fait à BALIKUMBAT, le 09 SEPT 2025

LE MAIRE

### Ampliations :

- ARMP/JDM;
- Président CIPM;
- DDMINMAP NGOKETUNJIA
- Affichage;
- Chrono / Archive



*Bessingma Theophile Gahguany*  
SENIOR PUBLIC HEALTH ADMINISTRATOR

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

<b>General presentation of bids</b>	
- Presence of all documents .....	yes/no
- Properly bound.....	yes/no
- Table of content .....	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
<b>TOTAL 1</b>	<b>/6</b>
<b>a. The company references</b>	
References in awareness raising and training or similar works for the past five years:	
- 1 <sup>st</sup> reference certified copy of similar contract (1 <sup>st</sup> pages and last pages), Minutes of final reception for works realized before 2023 and provisional reception for works realized in 2025	yes/no
<b>TOTAL 2</b>	<b>/1</b>
<b>b. Equipment</b>	
- Proof of ownership or hire of a motorcycle in good operating condition .....	yes/no
- Proof of ownership of an digital projector and computer .....	yes/no
<b>TOTAL 3</b>	<b>/2</b>
<b>c. Qualification of site personnel</b>	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments .....	yes/no
<b>Works Director: a diploma security and safety or road prevention and safety or transport economics or educational sciences or field of statistics or equivalence with at least 05 yrs experience</b>	
- Diploma of work Director certified.....	yes/no
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director at least five years.....	yes/no
- Attestation of availability dully signed by the bearer .....	yes/no

<b>TECHNICAL PROPOSALS</b>	
Organigram of the project .....	yes/no
Security and safety objective proposal for bikes riders .....	yes/no
Duration of execution in respect with the Tender file.....	yes/no
Comprehensive report of site signed by the company administrator .....	yes/no
<b>PRE FINANCIAL CAPACITY</b>	
An attestation of financial capacity (solvency) of the enterprise issued by a 1 <sup>st</sup> class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. =Seven million, five hundred thousand (7,500,000) CFAF.....	yes/no
Draft jobbing order completed initialed in all the pages and last page signed.....	yes/no



## ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped. (see ANNEX 2)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

### **ARTICLE 4 : BID**

4.1 The Contractor shall specify in the bid the place of execution and nature of prices

a. Exclusive of VAT

and

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

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

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

### **ARTICLE 5 : Bid currencies**

Prices shall be written in CFA francs.

### **ARTICLE 6 : Bid validity period**

Bids shall be valid for the period of 60 days.

### **1.3 - SUBMISSION OF BIDS**

The bids will be submitted on the **02/10/2025 à 10 AM** at the BALIKUMBAT Council and opened the same day at 11 AM in the conference hall of the BALIKUMBAT Council.

### **ARTICLE 7: Stamping and marking of bids**

Contractor shall enclose the original and copies of their bids in an envelope Addressed to the Mayor of BALIKUMBAT Council at the address indicated in the letter of invitation to tender and bearing the

**" N° 04/RFO/MINDDEL/NWR/NG/BSO/BC/BCITB/2025 OF 09/09/2025, FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.**

**« To be opened only during the Tenders Board Opening session ».**

### **ARTICLE 8 : Latest time and date of submission of bids**

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

### **2.4 - OPENING AND EVALUATION OF BIDS**

### **ARTICLE 9 : Opening of bids by the Tenders Board**

9.1 The BALIKUMBAT Internal Tenders Board shall open the bids in the presence of representatives of bidders wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.

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

#### **ARTICLE 10 : Verification of compliance and comparison of bids**

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

- study of the compliance of bids, as regards the execution periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

### **2.5 - AWARD OF THE JOBBING ORDER**

#### **ARTICLE 11 : Award of the jobbing order**

The Tenders Board shall propose the award of the jobbing order to the contractor whose bid it would have deemed compliant with the provisions of the Consultation File, and is the **lowest excluding taxes**.

#### **ARTICLE 12 : Announcement of award of the jobbing order**

The Mayor of BALIKUMBAT Council shall decide on the award and publish the result of the jobbing order in the

Contracts Newsletter, through the media and/or by bill posting, stating:

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

#### **ARTICLE 13 : Signing of the jobbing order**

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

#### **ARTICLE 14 : Corruption and fraudulent practices**

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

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



DOCUMENT No. III  
MODEL APPENDICES

3.1 BID LETTER

Date .....

Consultation N° 04/RFQ/MINDDVEL/NWR/NG/BSDB/BCITB/2025 FOR THE AWARENESS RAISING  
AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT  
MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

To : *The Chairperson of the Tenders Board*

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the works .....

..... in accordance with the request for Consultation and for the sum of .....

CFAF (*in words*) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive.

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

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

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

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.

## BALIKUMBAT INTERNAL TENDERS' BOARD

### " OPEN NATRIONAL INVITATION TO TENDER N°

04/RFQ/MINDDVEL/NWR/NG/BSO/BC/BCITB/2025 OF ,,,/09/2025, FOR THE  
AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE  
RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION.

« To be opened only during the Tenders Board Opening session ».

Deadline for submission of bids 02/10/2025 at 10:00am

### 3.2 - LIST OF UNIT PRICE SCHEDULE

UNIT PRICE SCHEDULED FOR THE AWARENESS RAISING AND TRAINING OF  
OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

N°	Désignation	Unit	PU IN FIGURES	P.T IN WORDS
A-	SALARY OF THE CONSULTANT'S TEAM			
A1	Head of mission : expert in Road Prevention and Safety	Month		
A2	Expert in social communication	Month		
A3	Expert in driving training	Month		
A4	Three (3) Assistant experts	Month		
B-	OPERATIONAL CAMPAIGN			
B1	mission costs on experts	Days		
B2	Raising awareness Session	FF		
B3	Supply of Jackets serially numbered and bearing the name of the council	U		
B4	Organization of a training of riders and production of drivers' licences	FF		
B5	Functioning costs (Telephone inclusive)	FF		
C-	DIVERS			
C2	Production of reports.	FF		
	Sous total C			
TOTAL HTVA				
TVA (19,25% HTVA)				
IR (2,2% or 5,5% HTVA)				
NET A MANDATER (HTVA - IR)				
Amount total TTC (HTVA + TVA)				



### 3.3- BILL OF QUANTITIES

**BILL OF QUANTITIES (BOQ) FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.**

N°	Désignation	Unit	Qty	PU	P.T
A-	<b>SALARY OF THE CONSULTANT'S TEAM</b>				
A1	Head of mission : expert in Road Prevention and Safety	Month	3		
A2	Expert in social communication	Month	3		
A3	Expert in driving training	Month	3		
A4	Three (3) Assistant experts	Month	3		
Sous total A					
B-	<b>Operational campaign</b>				
B1	Mission costs on experts	Days	30		
B2	Raising awareness Session	FF	LS		
B3	Supply of Jackets serially numbered and bearing the name of the council	U	200		
B4	Organization of a training of riders and production of drivers' licences	FF	170		
B5	Functioning costs (Telephone inclusive)	FF	1		
Sous total B					
C-	<b>Divers</b>				
C2	Production of reports.	FF	1		
Sous total C					
<b>TOTAL HTVA</b>					
<b>TVA (19,25% HTVA)</b>					
<b>IR (2,2% or 5,5% HTVA)</b>					
<b>NET A MANDATER (HTVA - IR)</b>					
<b>Amount total TTC (HTVA + TVA)</b>					



## **CHAPTER I GENERAL CONSIDERATIONS**

### **ARTICLE 1: PURPOSE OF THE JOBBING ORDER**

The purpose of this Jobbing Order is FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

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

### **ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER**

This Jobbing Order is awarded following a Request for quotation N° 04/RFQ/MINDDVEL/NWR/NG/BSDB/BC/BCITB/2025 OF 09/09/2025 FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

### **ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER**

The constituent contractual documents of this Jobbing Order are in order of priority:

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

### **ARTICLE 4: GENERAL TEXTS**

This Jobbing Order shall be governed by:

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. 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;
6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
7. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
8. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
9. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Circular N°00013995/C/MINFI of 31<sup>ST</sup> December 2024 relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments, Regional and Local Authorities and other state entities for the 2025 financial year.
11. Applicable standards;
12. Other instruments specific to the domain concerned with the contract.

### **ARTICLE 5: DUTIES OF THE SERVICE HEADS**

In pursuance of the provisions of this Jobbing Order, it shall be specified that

- The Contracting Authority shall be the Mayor of BALIKUMBAT Council.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.



- The project Owner (Authorizing Officer) shall be the **Mayor of BALIKUMBAT Council**
- The Project manager shall be the Council Development Officer hereinafter referred to as the Project Manager.

He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.

- The Secretary shall be the **DD Transport NGOKETUNJIA**, hereinafter referred to as the Engineer.
- The supplier shall be *[to be specified]*.
- The body or official in charge of payment shall be the **Regional PAYMASTER General**

#### **ARTICLE 6: PERIOD AND PLACE OF DELIVERY**

The delivery period for supplies shall be fixed at **90 Days** with effect from the date of notification of this Jobbing Order.

Delivery shall be made **at the BALIKUMBAT Council**

#### **ARTICLE 7: RESIDENCE OF THE SUPPLIER**

The supplier's main residence shall be:

at: .....

P.O. Box: .....

TEL: .....

FAX: .....

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

### **CHAPTER II**

#### **PERFORMANCE OF THE JOBBING ORDER**

#### **ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE TRAINER**

The trainer has as mission to effect the supply of items as described in Article 10 under the control of the state property for **NGOKETUNJIA** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

#### **ARTICLE 9: DESCRIPTION OF SUPPLIES**

The services shall include the supply of: See BOQ.

#### **ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED**

Purchase receipt, insurance policy and all other documents to facilitate registration of the vehicle.

It shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of reception.

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

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

#### **ARTICLE 14: INSURANCE**

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

The Project Owner or Contract Manager must be freed from all obligations.

The insurance must represent **110%** (one hundred and ten percent) of the CIF value of the "shop to shop" supplies on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.



## CHAPTER III

### FINANCIAL PROVISIONS

#### **ARTICLE 15: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance. The prices of this Jobbing Order shall be final and not subject to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

#### **ARTICLE 16: AMOUNT OF THE JOBBING ORDER**

The total amount of this Jobbing Order stands at ..... CFAF inclusive of taxes (amount in words) ..... in accordance with the breakdown of estimates appended here to

### **3.5 - BID COMPARISON TABLE**

#### EVALUATION GRID

ADMINISTRATIVE DOCUMENT			
NO	DESCRIPTION	YES	NO
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp		
A.2	Certified Copy of the Business Registration, not more than three months old.		
A.3	Certificate of non-bankruptcy established by the Court of 1 <sup>st</sup> instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of Tender File of <b>twenty-six thousand (26,000) CFAF</b> issued by BALIKUMBAT Council treasury		
A.6	A bid bond <b>Three hundred thousand (300,000) CFAF</b> issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions issued by CDEC		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.		
A.9	A valid taxpayers card carrying a fiscal stamp,		
A.10	Power of attorney if necessary		
A.11	Plan of location of the Company signed by the contractor		

<b>General presentation of bids</b>	
- Presence of all documents .....	yes/no
- Properly bound.....	yes/no
- Table of content .....	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
<b>TOTAL 1</b>	<b>/6</b>
<b>a. The company references</b>	
References of the company in solar electrification works or similar works for the past five years:	



- 1 <sup>st</sup> reference certified copy of similar contract (1 <sup>st</sup> pages and last pages), Minutes of final reception for works realized and provisional reception for works realized within the past 5 years	yes/no
<b>TOTAL 2</b>	<b>/1</b>
<b>b. Equipment</b>	
- Proof of ownership or hire of a motorcycle in good operating condition .....	yes/no
- Proof of ownership of an digital projector and computer .....	yes/no
<b>TOTAL 3</b>	<b>/2</b>
<b>c. Qualification of site personnel</b>	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments .....	yes/no
<b>Works Director: a diploma security and safety of equivalence with at least 05 yrs experience</b>	
- Diploma of work Director certified.....	yes/no
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director at least five years.....	yes/no
- Attestation of availability dully signed by the bearer .....	yes/no

<b>TECHNICAL PROPOSALS</b>	
Organigram of the project .....	yes/no
Security and safety objective proposal for bikes riders .....	yes/no
Duration of execution in respect with the Tender file.....	yes/no
Comprehensive report of site signed by the company administrator .....	yes/no
<b>PRE FINANCIAL CAPACITY</b>	
An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. =Five million seven hundred and fifty thousand (5,750,000) CFAF.....	yes/no
Draft jobbing order completed initialed in all the pages and and last page signed.....	yes/no

#### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped. (see ANNEX 2)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

#### THE BALIKUMBAT COUNCIL INTERNAL TENDERS' BOARD

#### " REQUEST FOR QOUTATION

N° 04/RFQ/MINDDEL/NWR/NG/BSDB/BCITB/2025 OF 09/09/2025, FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

« To be opened only during the Tenders Board Opening session ».



REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCAL

REGION DU NORD OUEST  
DEPARTEMENT DE NGOKETUNJIA

COMMUNE DE BALIKUMBAT

B.P. 001 COUMMUNE DE BALIKUMBAT



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION  
NGOKETUNJIA DIVISION

BALIKUMBAT COUNCIL

P.O BOX 001 BALIKUMBAT COUNCIL

BALIKUMBAT THE .....

TEL: 678215657/670500621

## DRAFT JOBBING ORDER

JOBGING ORDER N° ,,,/JO/RFQ/MINDDEVEL/NWR/NG/BC/BCITB/2025  
AWARDED AFTER REQUEST FOR QUOTATION N°  
04/RFQ/MINDDVEL/NWR/NG/BSO/BC/BCITB/2025 OF 09/09/2025 FOR THE  
AWARENESS RAISING AND TRAINING OF OPERATORS OF  
MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

CONTRACTOR : .....

TAX PAYER'S CARD NO: .....

ADDRESSED : .....

BP : .....

TEL : .....

FAX : .....

BANK ACCOUNT NO... ..

SUBJECT : FOR THE AWARENESS RAISING AND TRAINING OF OPERATORS OF  
MOTORCYCLES (BIKE RIDERS) IN BALIKUMBAT MUNICIPALITY, NGOKETUNJIA  
DIVISION OF THE NORTH WEST REGION.

AMOUNT : .....

FINANCING : MINISTRY OF TRANSPORT - ROAD FUNDS FOR 2025  
VOTE CHARGE : MAYOR BALIKUMBAT COUNCIL

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....



## **ARTICLE 6 : PERIOD AND PLACE OF EXECUTION**

The execution period for works shall be fixed at 90 (ninety) Days with effect from the date of notification of this jobbing order.

Works shall be done at the **BALIKUMBAT MUNICIPALITY, BALIKUMBAT SUB DIVISION, NGOKETUNJIA DIVISION.**

## **ARTICLE 7 : RESIDENCE OF THE CONTRACTOR**

The contractor's main residence shall be :

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

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

## **ARTICLE 12: PENALTIES FOR DELAYS**

1. The amount set for penalties for delays is set as follows:
  - One two thousandth (1/2000<sup>th</sup>) 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;
  - One thousandth (1/1000<sup>th</sup>) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

## **CHAPTER III FINANCIAL PROVISIONS**

### **ARTICLE 16: GENERAL NOTIONS – PRICES**

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

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

### **ARTICLE 17: AMOUNT OF THE JOBBING ORDER**

The total amount of this jobbing order stands at ..... CFAF inclusive of taxes (amount in words) .....  
in accordance with the breakdown of estimates appended here to .

### **ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT**

#### **17.1 Start up advance:**

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request. This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank in charge of finance.

## Table of models

Annex No. 1: Undertaking by the Bidder

Annex No. 2: Model bid bond

Annex No. 3: Model of start-off advance bond

Annex No. 4: Model of performance bond (Retention fund)

Annex No. 5: Attestation of site visit



## ANNEX No. 2: MODEL BID BOND

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

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

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

The conditions of this commitment are as follows:

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

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

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

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

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

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

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

[Bank's signature]

ANNEX No. 3: Model of start-off advance bond

Bank: reference, address \_\_\_\_\_

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

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to 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]



#### ANNEX No. 4: Model of performance bond (Retention fund)

Bank: \_\_\_\_\_

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

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the works of [indicate the subject of the works]

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

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

We, \_\_\_\_\_ [name and address of the bank],

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

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of \_\_\_\_\_

[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price.

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

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

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

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

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

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

[Signature of the bank]

## ANNEX 5: SITE VISIT REPORT

Name of Project.....

Name of Enterprise .....

1. CONTEXT OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the school, Sign post of the school, Photos of the Engineer of the enterprise in front of the school building etc.)

Date.....

Name of Enterprise: .....

Stamp and signature of enterprise



List of banking establishments and  
financial bodies authorised to issue bonds  
for public contracts

## **BANKS**

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

## **II- Insurance companies**

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Doual.

N.B: la liste ci-dessus est également disponible sur le site web :[www.arnp.cm](http://www.arnp.cm)