

REPUBLIQUE DU CAMEROUN

De la Travail - Patrie

MINISTERE DE LA DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST
DEPARTEMENT DE LA MEZAM

ARRONDISSEMENT DE BAMENDA I^{EME}

COMMUNE DE BAMENDA II^{EME}

P.O. BOX 495 MANKON

REF. N° BIIC/VOL.1/SG/2025



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION
MEZAM DIVISION

BAMENDA II SUB-DIVISION

BAMENDA II COUNCIL

P. O. BOX 495 MANKON

Bamenda, the 05-09-2025

05 SEPT 2025

PROCUREMENT OF SMALL WORKS
BAMENDA II COUNCIL INTERNAL TENDERS BOARD

Request for Quotations

No. 01/RFQ/BIIC/BIICITB/MINDDEVEL/PROLOG/NWR/2025 OF 05/09/2025
FOR THE CONSTRUCTION OF A SOLAR POWER BOREHOLE (BOREHOLE
EQUIPPED WITH SOLAR PUMP) AT AKUMLAM INTERGRATED HEALTH
CENTER, ALAMADUM INTERGRATED HEALTH CENTER, TAM-TAM JUNCTION ,
AND BAGMANDE IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF
THE NORTH WEST REGION BY EMERGENCY PROCEDURE

Project Name: Local Governance and Resilient Communities Project (PROLOG)

Project Owner: Mayor Bamenda II Council

Country: Cameroon

Funding: IDA No 72130 - CM

STEP Contract Reference No.:

Issued on:

Re 22/09/25

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MINISTERE DE LA DECENTRALIZATION ET DU
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ARRONDISSEMENT DE BAMENDA

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MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

**NORTH WEST REGION
MEZAM DIVISION**

BAMENDA II SUB-DIVISION

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P. O. BOX 495 MANKON

Bamenda, the 05 SEPT 2025

TENDER NOTICE

BAMENDA HC COUNCIL INTERNAL TENDERS BOARD

No. 01/RFQ/BHC (BHCITB MINDDEVEL/PROLOG/NWR/2025 OF ⁰⁵ 05/09/2025
FOR THE CONSTRUCTION OF A SOLAR POWER BOREHOLE (BOREHOLE
EQUIPPED WITH SOLAR PUMP) AT AKUMLAM INTERGRATED HEALTH
CENTER, ALAMADUM INTERGRATED HEALTH CENTER, TAM-TAM JUNCTION AND
BAGMANDE IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE
NORTH WEST REGION BY EMERGENCY PROCEDURE

Dear Sir/Madam

Request for Quotation (RFQ)

The Government of the Republic of Cameroon has obtained from the World Bank, IDA Credit Agreement No. 130-000M to finance the cost of the LOCAL GOVERNANCE AND MUNICIPALITIES PROJECT (PROLOG) and intends to use a portion of the proceeds of the Credit to make the authorized payments under the Contract for which this Credit Agreement is being established.

2. The execution of the said project includes **FOR THE CONSTRUCTION OF A SOLAR POWERED BORRHOLES IN SOME AREAS INBAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION BY EMMERGENCY PROCEDURE**

3. The Managing Director, MIN/AM Council now invites Contractors to submit their Quotations for the Works. In this regard, the Board/la II 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 A SOLAR POWER BOREHOLE (BOREHOLE EQUIPPED WITH SOLAR PUMP) AT AKUM/AM INTEGRATED HEALTH CENTER, ALAMADUM INTEGRATED HEALTH CENTER, TAM-TAM JUNCTION AND BAGMANDE IN BAMBANDA HEALTH CIRCLE, ABA MEZAM DIVISION OF THE NORTH WEST REGION.**

The retention period for this record is **THREE (03) MONTHS.**

REPUBLIQUE DU CAMEROUN

REPUBLIC OF CAMEROON

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 (whether 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 FFO 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 document of constitution or association) and its registration documents, as the case may be. This criterion shall apply to the determination of the nationality of proposed subcontractors or sub consultants for all 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 this restriction or state "none"]*.
 - (b) Under para. 5 and 8 (b): *[insert a list of the countries following approval by the Bank to apply this restriction or state "none"]*

Performance Security (NOT APPLICABLE)

13. Tenders must be accompanied by a bid guarantee issued by a financial institution or bank or establishment approved by the Ministry of Finance, the list of which appears at the end of the tender documents, for an amount of **CFA FRANCS PER LOT**

Validity of Quotations

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

Price

15. The contractor must indicate the total price in the form entitled "Contractor's quotation".

16. *The Contractor shall also fill in its rates and prices for all items with Bills of Materials 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 Bill of Materials. 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 in the performance of the work shall insert in the bill of materials the amount of such expenditures in the currency of its choice in addition to the local currency in _____ **insert = 2 local currency**.

18. The currency(ies) of the Quotation and the currency(ies) of payment 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

- Undertaking by bidder stamped, signed, and dated in conformity with the model attached
- A certified copy of business license valid and less than 3 months
- An attestation of non-bankruptcy issued by the court
- Tax clearance certificate certifying that the bidder has made the relevant tax declarations in the last 90 days
- Certificated of non-exclusion from public contract
- CNPS certificate dates less than three months
- Receipt of purchase of the Request of Quotation. (Tender files are NOT SOLD)
- Categorization Certificate of Contractor (Mandatory)

- * testator of Bank certificate of the bidder issued by a bank, or any other first-order credit institution approved by the Ministry in charge of finance
 - * testator of taxpayer registration (NIF)
 - * tax certificate and report signed on honor by the tenderer
 - * group agreement signed by a notary will be required in the case of a grouping.
- 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:

- CCIP duly notified on each page, signed and dated on the last page by the Enterprise

In the case of a group's 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

Any clarification request regarding this RFQ may be sent in writing to *[insert: name and email address of Employer's representative]* before *[insert date and time]*. 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

Interested eligible Bidders may obtain further information from **BAMENDA II COUNCIL Building SIGAMP OFFICE, Cell Phone: 676244462 PO BOX: 495**; 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 **BAMENDA II Council** or the **PROLOG FMU/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 **CFA francs**, non-refundable, to the treasury of the **Bamenda II Council**.

Bidders must deliver to the **Bamenda II Council, SIGAMP OFFICE Telephone: +237am in 676244462, PO BOX: 495 located in Mankon**, no later than **26/09/2025 at 10:00 BAMENDA II COUNCIL, SIGAMP OFFICE** 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. 01/RBP/NWR/BIIC/BIICITB/2025 OF 05/09/2025 FOR THE CONSTRUCTION OF A SOLAR POWER BOREHOLE (BOREHOLE EQUIPPED WITH SOLAR PUMP) AT AKUMIAM INTEGRATED HEALTH CENTER, ALAMADUM INTEGRATED HEALTH CENTER, TAM-TAM JUNCTION AND BAGMANDE IN BAMENDA II COUNCIL AREA, MEZAM DIVISION OF THE NORTH WEST REGION BY REGION BY EMERGENCY PROCEDURE.

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 20 20 at Bamenda II in **the conference room of the Bamenda II Council's Internal Tenders 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 **Bamenda II council internal tenders board** immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

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 Quotations 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 by awarding 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 separate	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
	Quality of personnels	
	Works director: At least a Bachelor's degree in civil engineering or rural engineering with at least five year of experience	Yes/No
5	Site foreman: At least a higher national diploma in civil engineering or rural engineering with at least three year of experience	Yes/No
	<i>NB: for every « yes » of this kind, it must be justified with a certified copy of the diploma, and a identity document with a signed and dated.</i>	
	SITE Equipment/ 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 invoice or rental invoices)	Yes/No
	Methodology for carrying out the work	
	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
	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
	Social administrative clauses booklet, initialed on each page, dated and signed on the last page	Yes/No
9	Site visit report <i>(justified with photos and a thorough description of the site)</i>	Yes/No
	Total /15

S13: Only bids with a total of 15 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 professional sum and a 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 or telephone]* the successful Contractor 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 price.

On behalf of the Employer:

Signature:

Name

Title/position:

Attachments:

Annex 1: Works Requirements Annex 2: Quotation Form Annex 3: Contract Forms



