

**BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)**

\*\*\*\*\*

**OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY  
PROCEDURE**

No 03/ONIT/BC/BCITB/2026 OF 30/01/2026

**FOR THE CONSTRUCTION OF OPEN MARKET SHEDS AT THE ASUH  
MARKET BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-  
WEST REGION**

**PROJECT OWNER: MAYOR OF BELO COUNCIL**

**FUNDING: MINCOMMERCE - PUBLIC INVESTMENT BUDGET 2026**

**AUTHORIZATION N°: \_\_\_\_\_**

**IMPUTATION: \_\_\_\_\_**

**2026 FINANCIAL YEAR**

**Document 1.**

**THE TENDER NOTICE DRAFTED IN ENGLISH AND  
FRENCH;**

REPUBLIC OF CAMEROON  
*Peace - Work - Fatherland*  
 MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
BOYO DIVISION  
BELO SUB DIVISION  
BELO COUNCIL  
 PO BOX 2082  
 REF NO :.....MINDEVELL/NWR/BC/SG/2026



REPUBLIQUE DU CAMEROUN  
*Paix - Travail - Patrie*  
 MINISTÈRE DE LA  
 DÉCENTRALISATION ET DU  
 DEVELOPPEMENT LOCAL  
REGION DU NORD -OUEST  
DÉPARTEMENT DE BOYO  
ARRONDISSEMENT DE BELO  
COMMUNE DE BELO

## BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

\*\*\*\*\*

### TENDER NOTICE

*"OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE"*

*No 03/ONIT/BC/BCITB/2026 OF 30/01/2026*

*FOR THE CONSTRUCTION OF OPEN MARKET SHEDS AT THE ASUH MARKET  
 BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.*

*FUNDING: PIB MINCOMMERCE 2026*

**1. Subject of the invitation to tender:**

Within the framework of the 2026 Public Investment Budget (PIB), the **Mayor of Belo Council** "Contracting Authority" hereby launches an Open National Invitation to Tender in emergency procedure **FOR THE CONSTRUCTION OF OPEN MARKET SHEDS AT THE ASUH MARKET BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.**

**2. Nature of services**

Work to be done consists of constructing an OPEN MARKET SHEDS AT THE ASUH MARKET in Asuh BELO Council Area, BOYO Division. The works include the following:

<i>Lot N° 100</i>	<i>SITE INSTALLATION AND PRELIMINARY WORKS</i>
<i>Lot N° 200</i>	<i>EARTH WORKS</i>
<i>Lot N° 300</i>	<i>FOUNDATION</i>
<i>Lot N° 400</i>	<i>ELEVATION</i>
<i>Lot N° 500</i>	<i>CARPENTRY AND ROOFING WORKS</i>
<i>Lot N° 600</i>	<i>ELECTRICITY</i>
<i>Lot N° 700</i>	<i>PAINTING</i>
<i>Lot N° 800</i>	<i>DRAINAGE</i>
<i>Lot N° 900</i>	<i>ENVIRONMENTAL COST</i>

**3. Participation and origin:**

Participation in this invitation to tender is open to Cameroonian enterprises that are in compliance with the fiscal laws and having a good experience in the domain concerned.

**4. Financing:**

The said Works shall be financed by the Public Investment Budget (PIB) of the Ministry of Commerce (**MINCOMMERCE**), for the 2026 financial year assigned to the Mayor of Belo Council as Authorizing officer with Budget Head N° \_\_\_\_\_

**5. Provisional cost of project**

The provisional cost of the project is 34,000,000 (Thirty four million) FCFA

**6. Consultation of the tender file**

Interested eligible bidders may obtain further information during working hours as from the date of publication of this tender notice, at the Belo council.

**7. Acquisition of the tender file:**

The file may be obtained at the Belo Council Office, as soon as this notice is published against payment of a non- refundable sum of (50,000) Fifty thousand CFA francs, payable at the Belo Council Treasury or any public treasury representing the cost of the tender file.

**8. Presentation of the bids:**

The bids in three (03) volumes shall be enclosed in three sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical offer (Volume 2);
- Envelope C containing the financial offer (Volume 3).

The three 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.

**9. Submission of the tender file:**

Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Belo Council Office not later than 26/02/2026 at 10.00 am local time and should carry the inscription:

**"Open National Invitation to Tender, Emergency Procedure"**

No 03/ONIT/BC/BCITB/2026 OF 30/01/2026

**FOR THE CONSTRUCTION OF OPEN MARKET SHEDS AT THE ASUH MARKET BELO  
SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.**

**«To be opened only during the bid opening session»**

The offers or the bids submitted after the stipulated deadline shall not be received.

**10. Admissibility of bids:**

Under penalty of being rejected, only originals or true copies certified by the issuing service must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

**11. Opening of bids:**

The opening of the bids in one phase shall be done on 26/02/2026 at 11.00 am in the conference hall of the Belo Council by the Belo Council Internal Tender Board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

**12. Submission of bids timeframe:**

Bidders have twenty one (21) days for the submission of their bids with effect of the publication of the tender notice.

**13. Execution deadline**

The maximum execution deadline shall be **Four (04) calendar months**, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

**14. Provisional Guarantee (Bid bond):**

Each bidder must include in his administrative documents a bid bond issued by a first category bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of **680,000** (six hundred and eighty thousand) FCFA.

The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contract, the provisional deposit shall be released after the constitution of the final bond.

**15. Evaluation of the bids:**

The evaluation of the bids shall be done in three (03) steps:

- 1<sup>st</sup> step: Verification of the conformity of the administrative file;
- 2<sup>nd</sup> step: Evaluation of the technical file;
- 3<sup>rd</sup> step: Analysis of the financial file.

The criteria of evaluation are the following:

There are two types of evaluation criteria: eliminatory and essential criteria.

**14.1-Eliminatory criteria**

Eliminatory criteria fix the minimum conditions to be fulfilled to be admitted for evaluation of the essential criteria.

They refer especially to:

**14.1.1- Administrative documents**

- Absence of a bid bond
- False declaration or falsified documents.

**14.1.2- Technical file**

- False declaration or forged documents;
- Technical assessment mark lower than 75% of "Yes".
- Absence of categorisation

**14.1.3- Financial offer**

- Incomplete financial offer;
- Omission or modification of a quantity in the financial offer;

**14.2. Essential criteria:**

The technical offer of the bidder shall be assessed along the following lines:

S/N	Designation	MARKS
01	<b>General Presentation of the offer:</b> Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01

02	<b>Reference of the enterprise:</b> ▪ Experience in the similar works	02
03	<b>Quality of Requested staff:</b> Qualifications, experience of personnel affected to the project, CV, NIC and attestation of availability.	03
04	<b>Presence of the methodology of work execution</b>	05
05	<b>Technical and material affected to the project:</b> The company should justify the property of the necessary material to the execution of works.	02
06	<b>Presence of the pre-financing capacity</b>	01

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

The note of the technical offer will be gotten by addition of marks for every criterion. Only the technical offer having gotten an equal or superior note to **75% of YES** will be kept for the financial evaluation.

**16. Award of contract:**

The contract order shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the lowest bid and technical quality.

**17. Period of validity of bids:**

The bidders shall remain committed to their bids during a period of (ninety) 90 days from the deadline set for the submission of bids.

**18. Complementary information:**

Complementary technical information may be obtained during working hours at the Belo Council: 673 20 64 35.

*Done at BELO, the*

**MAYOR (Contracting Authority)**

Copies:

- ARMP;
- Chairperson of Tender Board;
- DDMINMAP BOYO
- DDMINTP BOYO
- Notice boards;
- Archives.



