

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 TENDERS BOARD

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## REQUEST FOR QUOTATION

No. 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF 24/02/2026

SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM  
MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION

PROJECT OWNER: THE MAYOR OF NJINIKOM COUNCIL

FINANCING: PIB MINDDEVEL 2026

AUTH	JB03664
PROJECT AMOUNT	10,000,000 FCFA
BID BON	200,000 FCFA
TENDER FEE	25,000 FCFA
FINANCIAL YEAR	2026
DURATION	02 CALENDAR MONTHS



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## LETTER OF INVITATION TO TENDER

- 1) **Subject:**  
CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF 24/02 2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.  
Within the framework of 2026 Investment Budget, the Mayor of NJINIKOM Council, Contracting Authority, hereby launches, a Request for Quotation FOR THE SUPPLY OF FARMING MATERIALS TO CIGS IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.
- 2) **Description of services:**  
The supply consists of **MATERIAL ASSISTANCE TO CIGS IN NJINIKOM MUNICIPALITY OF BOYO DIVISION**
- 3) **Participation:**  
Participation to this consultation is open to Enterprises of Cameroonian Nationality who are in compliance with the regulations in force
- 4) **Project owner:** The Mayor of NJINIKOM Council.
- 5) **Estimated cost**  
The estimated cost after preliminary studies is **10,000,000 FCFA (Ten million francs CFA)**
- 6) **Funding**  
This project shall be financed by the Public Investment Budget (PIB) of the Ministry of Decentralization and Local Development (**MINDDEVEL 2026**).
- 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 confirmed by CDEC and whose list is found in this Consultation File an amount of **200,000 FCFA (two hundred thousand francs CFA)** valid for thirty (30) days beyond the date of validity of bid.
- 8) **Consultation of the Tender file:**  
The Tender file could be consulted at the NJINIKOM Council chambers, upon publication of this invitation or contact: 670294650.
- 9) **Acquisition of consultation file:**  
The file may be consulted and obtained at the NJINIKOM Council secretariat 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 **25,000 (Twenty-Five Thousand CFA)** into NJINIKOM Municipal Treasury, representing the cost of purchasing the tender file.
- 10) **SUBMISSION OF FILES:**  
Complete bidders' files, including all administrative and technical/financial documents, must be deposited in seven (07) copies including one (01) original file and six (06) copies on the 23/03/2026 at 10:00 AM local time in sealed envelopes, at the NJINIKOM Council secretariat bearing on:  
« CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF 24/02 2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION. »

**To be opened only during the Tenders Board Opening session**

- 11) **OPENING OF BIDS:** Bids shall be opened on the \_\_\_/\_\_\_/2026 at 11:00 AM in the NJINIKOM Council Hall, by the NJINIKOM Council Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.
- 12) **EVALUATION OF BIDS:** The bids will be evaluated exclusively of VALUE ADDED TAX (VAT) and ALL TAXES INCLUSIVE (ATI) by the NJINIKOM Council Internal Tender's Board.

a) **Verification of compliance and comparison of bids.**

The Tenders Board shall proceed with the evaluation of the bids. The evaluation

shall proceed as follows:

- ✓ Verification that the Letter of Quotation is duly completed, dated and signed with the name and title of the signatory.
- ✓ Verification that the Bill of quantities and the schedule of prices are duly completed, dated and signed.
- ✓ Verification of the arithmetic operations, checking the coherence between unit prices, quantities, and totals by making verifications on the arithmetic calculations and using the amount stated in words. If necessary, proceed with the corrections.
- ✓ Study of the compliance of bids, as regards the documents submitted, delivery periods.
- ✓ Assess the number of past supplies contract done in the previous years by the bidders and justified with certified true copies of documents requested. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.
- ✓ Comparison of technical specifications/description
- ✓ Bidders should submit a guarantee or warrantee of EXPECTED PERIOD OF TIME.
- ✓ Setting up of a summary table showing the corrected amounts in increasing order.
- ✓ The Tenders Board shall establish a detailed evaluation report concluding with a recommendation of provisional award to the, contracting authority.

a. The financial evaluation of the BID shall consist of examining the completeness and compliance of the financial file and a comparison of bidders proposed amounts.

b. Award of contract. The job shall be award to the bidder who fulfil the administrative/ technical conditions to the acceptable level(75%) stated in the tender file and proposes the lowest acceptable amount.

13) **Deadline of execution:**

The deadline of execution for the lots shall be **Sixty (60) days** from the date of notification for the Jobbing Order to begin.

14) **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.

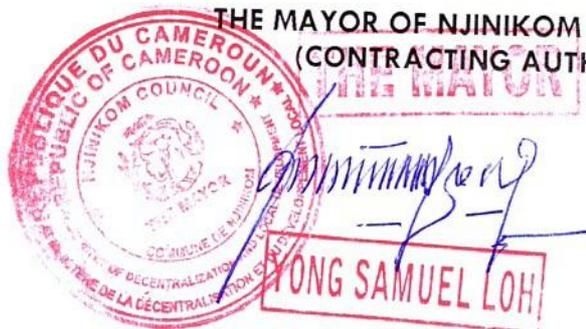
15) **Complementary Information:**

Complementary information which could be technical in nature can be obtained from the Mayor of NJINIKOM Council Tel.: Phone : ( 237) 670294650

24 FEB 2026

NJINIKOM the \_\_\_\_\_

THE MAYOR OF NJINIKOM COUNCIL  
(CONTRACTING AUTHORITY)



**Circular copies**

- SDO – Boyo
- MINMAP;
- ARMP
- President NCITB;
- Notice Board;
- Project owner
- Chrono



CONSULTATION N° 02/ RQ/MINDDEVEL/NC/NCITB/PIB/2026 DU 24/02/2026 POUR LA  
FOURNITURE DE MATERIAUX AGRICOLES AUX GICs DANS LA MUNICIPALITE DE NJINIKOM,  
DEPARTEMENT DE BOYO,

1) Objet de l'Appel d'Offre

Dans le cadre de l'exécution du Budget d'investissement Publique (BIP), le Maire de la Commune de NJINIKOM, Autorité Contractante lance, une Demande de Cotation POUR LA FOURNITURE DE MATERIAUX AGRICOLES AUX GICs DANS LA MUNICIPALITE DE NJINIKOM, DEPARTEMENT DE BOYO

2) Participation :

La participation à cette consultation est ouverte aux Entreprises de droit Camerounais

3) Description des prestations :

La prestation consiste en FOURNITURE DE MATERIAUX AGRICOLES AUX GIC DE NJINIKOM DANS LA MUNICIPALITE DE NJINIKOM, DEPARTEMENT DE BOYO,

4) Maitre d'Ouvrage : Le Maire de la Commune de NJINIKOM.

5) Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables s'élève à 10,000,000 (Dix Million de Francs CFA)

6) Financement :

Les prestations, objet de la présente consultation est financé par le Budget d'investissement Publique (BIP MINDDEVEL), au titre de l'exercice 2026 assigné au Maire de la commune de NJINIKOM.

7) Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et confirmée par CDEC et dont la liste figure dans ce DAO un montant de 200,000 (deux cent mille Francs CFA), 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 NJINIKOM, dès publication du présent avis.

## 9) Acquisition du Dossier de consultation

Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (secrétariat privée du maire de la marie de NJINIKOM pendant les heures ouvrables contre présentation d'une quittance de versement de la somme non remboursable de F CFA 25 000 (vingt-cinq mille Francs CFA) à la recette municipal de la Commune de NJINIKOM.

## 10) Remise des offres :

Chaque offre, rédigée en français ou en anglais en **sept** (07) exemplaires dont un (01) original et six (06) copies marqués comme tels, devra parvenir contre récépissé à la Mairie de NJinikom, Service de passation des marchés, au plus tard le 25/03/2026 à **10 heures**, heure locale et devra porter la mention suivante :

**CONSULTATION N° 02/ RQ/MINDDEVEL/NC/NCITB /PIB/2026 DU 24/02/2026 POUR LA FOURNITURE DE MATERIAUX AGRICOLES AUX GICs DANS LA MUNICIPALITE DE NJINIKOM, DEPARTEMENT DE BOYO**

## 11) Recevabilité :

Les offres seront remises à l'adresse sus indiquée et dépouillées le 25/03/2026 à **11 h** dans la salle de conférence de la Marie de NJINIKOM, par la Commission de Passation des Marchés, en présence des soumissionnaires qui le désirent.

12) **VALEUR DES OFFRES:** Les offres seront évaluées exclusivement des taxes sur la valeur ajoutée (EVAT) et de toutes les taxes incluses (ATI) par le conseil d'administration de l'appel interne du Conseil NJINIKOM.

a) Vérification de la conformité et comparaison des offres.

La commission des appels d'offres procède à l'évaluation des offres. L'évaluation se déroule comme suit :

- ✓ Vérification que la lettre de soumission est dûment complétée, datée et signée avec le nom et le titre du signataire.
  - ✓ Vérification que le devis quantitatif et le bordereau de prix sont dûment complétés, datés et signés.
  - ✓ Vérification des opérations arithmétiques, vérification de la cohérence entre les prix unitaires, les quantités et les totaux en effectuant des vérifications sur les calculs arithmétiques et en utilisant le montant indiqué en mots. Si nécessaire, procédez aux corrections.
  - ✓ Etude de la conformité des offres, en ce qui concerne les documents soumis, les délais de livraison ;
  - ✓ Évaluer le nombre de contrats de fournitures passés effectués au cours des années précédentes par les soumissionnaires et justifiés par des copies certifiées conformes des documents demandés. Un document original peut être demandé par les membres du comité d'appel d'offres pour les vérifications nécessaires ; les documents falsifiés donnent automatiquement droit au rejet.
  - ✓ Comparaison des spécifications techniques / description
  - ✓ Les soumissionnaires doivent soumettre une garantie ou une garantie de la PÉRIODE ATTENDUE.
  - ✓ Mise en place d'un tableau récapitulatif reprenant les montants corrigés par ordre croissant.
  - ✓ Le comité d'appel d'offres établit un rapport d'évaluation détaillé se terminant par une recommandation d'attribution provisoire au pouvoir adjudicateur.
- b) L'évaluation financière de la BID consiste en un examen complet et en cohérence du dossier financier et en un comparatisme des montants proposés.

- c) Attribution du contrat. Le travail sera attribué au soumissionnaire qui remplit les conditions administratives et techniques jusqu'au niveau acceptable indiqué dans le dossier d'appel d'offres et qui propose le montant acceptable le plus bas

13) **Délai d'exécution:**

Le délai d'exécution est fixé à **soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

13. **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.

14. **Renseignements complémentaires**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du Délégué Départementale des marches Publics de BOYO: *Phone:(237) 670294650*

Fait à NJINIKOM, le **24 FEV 2026**

Le Maire de la Commune de NJINIKOM



**Ampliations :**

- Préfet - Boyo
- MINMAP;
- ARMP
- Président CPM;
- Affichage;
- Le Maitre d'Ouvrage

# DOCUMENT N° I LETTER OF INVITATION

REPUBLIC OF CAMEROON  
*Peace – Work – Fatherland*

MINISTRY OF  
DECENTRALIZATION AND  
LOCAL DEVELOPMENT

NORTH WEST REGION

BOYO DIVISION

NJINIKOM COUNCIL INTERNAL  
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DEPARTEMENT DE BOYO

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

**Subject: Subject: CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_/\_\_/2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

Dear Sir/Madam,

Within the framework of 2026 Investment Budget, the **Lord Mayor of NJINIKOM Council**, Contracting Authority, hereby launches, a Request for Quotation for the **for assistance to common initiative groups in the NJINIKOM Municipality of Boyo Division**

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the \_\_\_\_\_/2026 at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on :

**“CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF 25/08/2026 FOR THE SUPPLY FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY OF BOYO DIVISION”**

The bids will be submitted on the \_\_\_\_\_/2026 at **10 AM** at the NJINIKOM Council chamber, Mayor's Private Secretariat and opened the same day at **11 AM** in the conference hall of the NJINIKOM Council

Your bid should be cost with value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission letter.

This supply shall be carried out within deadline of 60 (Sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heart felt greetings.

**THE MAYOR OF NJINIKOM COUNCIL  
(CONTRACTING AUTHORITY)**

## DOCUMENT No. II

### RULES OF THE CONSULTATION

#### 2.1 - CONSULTATION FILE

##### ARTICLE 1 : Contents of the consultation file

1.1 The consultation file shall describe the service providers which is subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Order.

1.2 The consultation file shall comprise the following documents:

- 1.1 the letter of invitation to tender,
- 1.2 technical specifications,
- 1.3 the bill of entry and quantities,
- 1.4 the model tender,
- 1.5 the draft Jobbing Order,
- 1.6 the model bid comparison table.

1.3 The service providers shall study the instructions, models, conditions and specifications contained in

The consultation file.

#### 2.2- BID PREPARATION

##### ARTICLE 2: Langage

The bid as well as any correspondence comprising the bid shall be written in English or French.

ARTICLE 3: Bids shall be prepared and submitted in a two (02) volumes

The bid presented by the Suppliers shall comprise the following documents duly filled:

**Volume I: - Administrative documents/technical offer.**

**A complete administrative/technical file shall comprise the following**

1. Declaration of intention to tender
2. Certified copy of business registration, validity not more than three months old
3. Copy of certificate of categorization;
4. A valid Certificate of imposition;
5. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
6. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;
7. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of finance in accordance with COBAC conditions ;
8. A receipt showing the payment of FCFA 25000 (Twenty-five thousand ) representing the cost of the tender file issued by the NJINIKOM Municipal Treasury;
9. A bid bond of **two hundred thousand (200,000 FCFA) Francs CFA** issued by a first rate-bank approved by the Ministry in charge of finance and confirmed by CDEC in conformity with COBAC conditions.
10. Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.
11. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);
12. Plan of Attestation of localization of company stamped and signed
13. A group agreement if necessary
14. Power of attorney if necessary
15. The draft Jobbing Order duly completed, initialed and signed;

16. PROFESSIONAL EXPERIENCE OF BIDDER – references
17. Planning and respect of the duration of the execution of supply
18. Packaging, labeling and transportation of the supply
19. Delivery and reception of supply at NJINIKOM Council in Njinikom town.
20. Description of services after sales –maintenance during guarantee period
21. Technical specification as per the consultation initialed and signed

## **Volume II: The Financial offer**

- a. A stamped letter of submission signed and dated,
- b. Unit Price List, signed and dated
- c. The descriptive and quantitative estimates duly filled, signed and dated;
- d. The unit price break down duly filled, signed and dated
- e. Financial Capacity

### **ARTICLE 4: BID**

4. The service provider shall specify;

- a. Exclusive value added taxes (EVAT) and
- b. All taxes and customs duties inclusive (ATI).

4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the item 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 Supplier 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.

## **2.3 DEPOSIT OF FILES**

### **ARTICLE 7: SUBMISSION OF BIDS**

The bids will be submitted on the \_\_\_/\_\_\_/2026 at 10 AM at the NJINIKOM Council Secretariat, and opened the same day at 11 AM in the NJINIKOM Council Hall

### **ARTICLE 8: Stamping and marking of bids**

Suppliers shall enclose the original and six (06) copies of their bids in an envelope:

- (a) Addressed to the Mayor of NJINIKOM Council at the address indicated in the letter of invitation for quotation and bearing on:

## **CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

Any other mark on the bid shall lead to the disqualification of the offer

### **ARTICLE 9: Latest time and date of submission of bids**

Bids shall be received on the \_\_\_\_/2026 at 10 AM at the NJINIKOM Council Secretariat, and opened the same day at 11 AM in the NJINIKOM Council Hall

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

### **ARTICLE 10 OPENING**

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

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

**ARTICLE 11: Evaluation of the Bids**

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

**ARTICLE 11: Evaluation of the Bids**

DESIGNATION	YES	NO
<b>VOLUME I : ADMINISTRATIVE / TECHNICAL OFFER</b>		
<b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>		
<ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Certified copy of business registration, validity not more than three months old</li> <li>➤ Copy of certificate of categorization;</li> <li>➤ A valid Certificate of imposition;</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of <b>FCFA 25 000 (Twenty five thousand)</b> representing the cost of the tender file issued by the NJINIKOM Municipal Treasury ;</li> <li>➤ A bid bond of <b>two hundred thousand (200,000 FCFA) Francs CFA</b> issued by a first rate-bank approved by the Ministry in charge of finance and confirmed by CDEC in conformity with COBAC conditions as follows</li> <li>➤ Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of Attestation of localization of company stamped and signed</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul>		
<b>NB</b>		
<ul style="list-style-type: none"> <li>➤ The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>➤ The absence of a bid bod shall result to direct elimination</li> </ul>		
<b>B: TECHNICAL EVALUATION</b>	<b>YES</b>	<b>NO</b>
- Document spirally bound		
- Hard back cover		
- Content page		
- Coloured separators		
- Page Numbering		
- Planning and respect of the duration of the execution of supply		
- Delivery and reception of supply at NJINIKOM Council		
- The draft Jobbing Order duly completed, initialized and signed		
- Technical specification as per the consultation initialed and signed		
- List of Professional References BIDDER – at least two (2) References		
- 1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
- 2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
<b>VOLUME II: FINANCIAL OFFER</b>	<b>YES</b>	<b>NO</b>
<b>B- 5:</b> A stamped letter of submission signed and dated		
<b>B- 6:</b> Unit Price List, signed and dated		
<b>B- 7:</b> The descriptive and quantitative estimates duly filled, signed and dated		
<b>B- 8:</b> The unit price break down duly filled, signed and dated		

**NB; A Technical evaluation Mark of Less Than 70% Shall Results to Elimination**

**Elimination criteria:** the bids shall be eliminated for the following reasons:

1. The Absence of an acceptable Bid Bond will result to the elimination of the offer
2. Absence of certificate of categorization;
3. The absence or the non-conformity of one of the elements in documents in the financial offer of the evaluation grill above will result to the elimination of the offer
4. The candidate who score less than 70% in the technical evaluation will be eliminated

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document **administrative document** and at least 70% of those in **Technical evaluation**.

**ARTICLE 12: 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 delivery 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.

**ARTICLE 12: 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 delivery 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 13: Award of the Jobbing Order**

The NJINIKOM Council Internal Tenders Board shall propose the award of the Jobbing Order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

**ARTICLE 14: Announcement of award of the Jobbing Order**

The Contracting Authority (Mayor of NJINIKOM Council) shall decide on the award and publish the result of the bids 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 The delivery deadline.

**ARTICLE 15: Signing of the Jobbing Order**

Within 7 (seven) days following the award, the Jobbing Order shall be signed by the Contracting Authority and notified to the supplier who shall be responsible for its registration according to the procedure in force.

**ARTICLE 16: Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Suppliers 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 supplier 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.

3.1 BID LETTER

Date .....

**CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

*To: The Chairperson of the Tenders Board*

Dear Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to supply and deliver .....  
..... 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 deliver the supplies 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 reception 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.

**NJINIKOM COUNCIL INTERNAL TENDERS BOARD**

**CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE SUPPLY OF FARMING MATERIALS TO COMMON INITIATIVE GROUPS IN THE NJINIKOM MUNICIPALITY OF BOYO DIVISION**

Deadline for submission of bids .....

**3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES**

(To be filled by the Candidate)

No	Description of item (including Marque and model)	Quantity	Unite price (in figures and word)	Total Price

**CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION.**

**3.4 - BID COMPARISON TABLE**

No	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								
5.								
6.								

Members of the Tenders Board

Name	Duty	Signature
------	------	-----------

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

### DRAFT JOBBING ORDER

JOBBING ORDER N° \_\_\_\_\_/JO/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF  
\_\_\_\_\_/ 2026

AWARDED AFTER CONSULTATION

CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_\_ /2026 FOR  
THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO  
DIVISION OF THE NORTH WEST REGION.

CONTRACTOR:

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

ADDRESS...

BP: .....

TEL: .....

FAX: .....

BANK ACCOUNT NO.....

SUBJECT \_\_\_\_\_ :

\_\_\_\_\_  
\_\_\_\_\_

AMOUNT: ..... F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

DELA: Sixty (60) DAYS

FINANCING: **Public Investment Budget (PIB) 2026**

VOTE CHARGE...

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

BETWEEN: The state of Cameroon, represented by the Mayor of NJINIKOM Council Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP: .....

TEL: .....

FAX: .....

BANK ACCOUNT NO.....

Represented by the General Manager .....  
Hereafter known as << **THE SERVICE PROVIDER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

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# CHAPTER I

## GENERAL CONSIDERATIONS

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

The purpose of this Jobbing Order for the supply of tools to CIGs and CIGs in NJINIKOM municipality of Boyo division, 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 **CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO 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 terms of references
- 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. *Law No 2018/011 of 11 July 2018 to lay down the Cameroon Code of Transparency and Good Governance in public finance management;*
2. *Law No 2018/012 of 11 July 2018, which lays down the Fiscal Regime of the State and other Public Entities;*
3. *Law No 2024/013 of 23 December 2024 the Finance Law of the Republic of Cameroon for the 2026 Financial year;*
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. 2018/366 of 18 June 2018 to institute the Public Contracts Code;*
7. *Decree No. 2013/271 of 5 August 2013 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2012/074 of 8 March 2012;*
8. *Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;*
9. *Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;*
10. *Circular No 0001879/CL/MINFI of 31/12/2025 bearing the instructions relating to the implementation of the Finance Law, the monitoring and control of the execution of the budgets of Regional and Local Authorities for the 2026 fiscal year;;*
11. *Order No. 093/CAB/PM of 05/11/2002 to fix amounts of bid bon and purchase fee for tender files;*
12. *Applicable standards;*

# *Other instruments specific to the domain concerned with the contract*

## **ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER**

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

- The Contracting Authority shall be the **Mayor of NJINIKOM 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 NJINIKOM Council**
- The Contract Manager shall be **The S.G of NJINIKOM Council** hereinafter referred to as the Contract Manager.  
He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **Divisional Delegate, MINDCAF (Chief of State Property) for Boyo** hereinafter referred to as the Engineer.
- The Service Provider shall be [**to be specified**].
- The authority in charge of ordering payment shall be **The Mayor of NJINIKOM Council**.
- The authority in charge of the clearance of expenditures shall be the **Divisional Finance Controller –Boyo**.
- **The Project Manager shall be the Div. Delegate, MINADER Boyo.**
- The body or official in charge of payment shall be the **NJINIKOM Municipal Treasurer**
- The competent official to furnish information within the context of the execution of this contract shall be **The Mayor of NJINIKOM Council**.
- The authority in charge of monitoring and control shall be the **Divisional Control brigade – MINMAP Boyo**

## **ARTICLE 6: DURATION AND VENUE OF SUPPLY**

The duration shall be **Sixty (60) days** starting from the date of notification of supplies and the venue shall be the NJINIKOM Council Hall.

The cost of transportation of the supplied items to the site sited above shall be duly bond by the suppliers.

## **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 PERFOMANCE OF THE JOBBING ORDER**

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

The Service provider has as mission to effect the services of items as described in Article 10 under the control of the **Contract Engineer** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

## **ARTICLE 9: CONSISTENCY OF SUPPLIES**

- The supplies shall consist **of tools to CIGs and CIGs in NJINIKOM municipality of Boyo division, North West region**

**ARTICLE 10: DESCRIPTION OF SUPPLIES**

The services shall include: hoes, cutlasses, wheelbarrows, trucks, petrol corn mills, etc.

**ARTICLE 11: RECEPTION OF SUPPLIES**

**A. Reception Of Supplies**

The Project Owner or Contract Manager by representation shall fix the date for the reception of supplies to be effected in the presence of the supplier by a commission composed of:

- 1) The Authorizing Officer .....Chairperson;
- 2) The contract manager ..... Member
- 3) The contract Engineer MINDCAF - BOYO..... Secretary.
- 4) The stores accountant – NJINIKOM Council-----Member;
- 5) The Project Manager.....Member
- 6) The CDO – Njinikom Council..... Member
- 7) The Divisional Delegate of MINDDEVEL – Boyo.....Member
- 8) The DD MINMAP or his representative -----Observer
- 9) The supplier.....Member;

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.

**CHAPTER III  
FINANCIAL PROVISIONS**

**ARTICLE 12: 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 13: 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

## UNITE PRICE SCHEDULE

UNIT PRICE LIST FOR THE SUPPLY OF FARM MATERIAL AND INPUTS TO CIGs IN NJINIKOM MUNICIPALITY OF BOYO DIVISION					
S/N	DESIGNATION	UNIT	QUANTITY	UNIT PRICE IN FIGURE	UNIT PRICE IN WORDS
<b>100</b>	<b>FOOD AND CASH CROP CULTIVATION</b>				
101	Grains Storage containers	U	10		
102	Two wheel trucks	U	03		
103	Wheel barrows	U	06		
104	KNAPSACK ELECTRIC Sprayers	U	10		
105	Cutlasses	U	70		
106	Hoes	U	70		
107	Cocoa, palm and plantain improved seedlings (100 each)	U	300		
108	Rain boots	U	40		
109	Raincoats	U	100		
110	Improved seeds (Maize and beans)	U	200		
111	Fertilizers	U	10		
112	Corn mills (Petrol)	U	02		
113	Hand gloves	U	100		
114	Watering cans	U	30		
	<b>SUB-TOTAL</b>				
	<b>GRAND TOTAL</b>				
	<b>VAT (19.25%)</b>				
	<b>TOTAL TTC</b>				

## BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY OF FARM MATERIAL TO CIGs IN NJINIKOM MUNICIPALITY OF BOYO DIVISION					
S/N	DESIGNATION	UNIT	QUANTITY	UNIT PRICE	TOTAL IN FIGURES
<b>100</b>	<b>FOOD AND CASH CROP CULTIVATION</b>				
101	Grains Storage containers	U	10		
102	Two wheel trucks	U	03		
103	Wheel barrows	U	06		
104	KNAPSACK ELECTRIC Sprayers	U	10		
105	Cutlasses	U	70		
106	Hoes	U	70		
107	Cocoa, palm and plantain improved seedlings (100 each)	U	300		
108	Rain boots	U	40		
109	Raincoats	U	100		
110	Improved seeds (Maize and beans)	U	200		
111	Fertilizers	U	10		
112	Corn mills (Petrol)	U	02		
113	Hand gloves	U	100		
114	Watering cans	U	30		
	<b>SUB-TOTAL</b>				
	<b>GRAND TOTAL</b>				
	<b>VAT (19.25%)</b>				
	<b>TOTAL TTC</b>				

### ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

#### 17.1 Start-up advance:

Upon notification of the contract to the supplier, an advance payment corresponding to **(20% max of the contract amount, all tax inclusive)** 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 approved by the Ministry in charge of finance and confirmed by CDEC.

Release of this guarantee shall be issued upon reception of all the supplies which were the purpose of the Jobbing Order.

#### 17.2. Scheduling payments:

The contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment

Payment shall be done by the Paymaster General after receiving accounts drawn up by the Contract Engineer and signed by the Mayor upon presentation of an account drawn up by the contracting partners in seven (07) copies including the stamped original copy.

Each request for payment shall include the following documents:

- Seven copies of the account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Release of the retention guarantee signed by Mayor in case of final acceptance of supply;
- Copy of the stamped duty agreement for the funding of the project;
- The contractor shall submit the insurance policies for damages of all sorts caused to third parties by his personnel, salaried in service, by the equipment used and due to works.
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
- A copy of the performance bond:
  - > a taxpayer's card;
  - > a business licence;
  - > a clearance attesting to the payment of taxes;
  - > an attestation of non-indebtedness;
  - > an attestation of localisation;
  - > a plan of localisation;
  - > an attestation of solvency;
  - > an attestation of Bank account;
  - > an attestation of tender from the NSIF.
  - > others

- Default interests

Default interests shall be paid by statement of the amounts owed.

- Currency

The currency of the tender and payment shall be the CFA Franc.

#### **ARTICLE 18: BANK DOMICILIATION**

The Paymaster General shall pay in full all sums owed for the execution of this Jobbing Order by bank transfer to account N°. ..... at ..... in the name of .....

#### **ARTICLE 19: TAX SYSTEM**

This Jobbing Order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

The Value Added Tax shall be borne by the Project Owner or Project Manager.

#### **ARTICLE 20: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this Jobbing Order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force

### **CHAPTER IV MISCELLANEOUS PROVISIONS**

#### **ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Ten (10) copies of this Jobbing Order shall be produced and circulated at the contractor's expense.

#### **ARTICLE 22: DISPUTES**

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failure of amicable settlement, the final verdict of any dispute stemming from this Jobbing Order shall be passed by the competent Cameroonian court in BOYO Division.

**ARTICLE 23: CANCELLATION OF THE JOBBING ORDER**

This Jobbing Order may be cancelled under the conditions and formalities provided for by the regulations in force.

**ARTICLE 24: VALIDITY OF THE JOBBING ORDER**

This Jobbing Order shall be valid only after its signature by the Contracting Authority and shall become enforceable only after its

PAGE ..... AND LAST OF **JO /NC/NCITB/PIB/2026 OF \_\_\_\_/2026/ (1) /**  
(2)

AFTER .....  
WITH THE COMPANY: .....  
FOR THE SUPPLY .....  
AMOUNT OF THE JOBBING ORDER: ..... CFAF  
(In words .....  
CFA francs inclusive of taxes)

EXECUTION TIME:

<p><b>Read and accepted by the contractor</b></p>          <p>(place of signature) _____ (date)</p>
<p><b>Signature of Contracting Authority</b></p>          

(place of signature) \_\_\_\_\_ (date)

Registration

### TABLE OF MODEL DOCUMENTS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacture

Annex NO. 7: Model attestation site visit

**ANNEX No. 1: MODEL BID**

I, the undersigned \_\_\_\_\_ [*indicate the name and capacity of signatory*]  
Representing the \_\_\_\_\_ enterprise or group of enterprises with head office  
at \_\_\_\_\_  
\_\_\_\_\_ registered in the trade register of \_\_\_\_\_ under the number  
No. \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addenda of **CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_/\_\_\_/2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION..**

Submit and commit myself to deliver the supplies in accordance with the Tender File, in return for the prices which I myself establish on the basis of the price and quantity schedule which give the amount of the bid for lot No. \_\_\_\_\_ at \_\_\_\_\_ [*in figures and words*] CFA francs exclusive of VAT

\_\_\_\_\_ CFA francs Inclusive of all taxes [*In figures and words*].

- I pledge to deliver the supplies within a deadline of .....months.
- In addition, I pledge to maintain my offer for 60 days from the deadline of submission of tenders.

The rebates offered and modalities of application of the said rebates are as follows \_\_\_\_\_

The Project Owner shall pay the sums due for this contract by crediting account No.....opened in.....Bank.....Branch

Prior to the signing of the contract, this bid accepted by you shall constitute an agreement between us.

Done at \_\_\_\_\_ on

Signature of \_\_\_\_\_

In the capacity as \_\_\_\_\_

Duly authorised to sign bids for and on behalf of \_\_\_\_\_

## ANNEX No. 2: MODEL BID BOND

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

Whereas the Supplier..... 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 declare to guarantee payment to the Project Owner 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 Owner, his successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period specified by him in the bid;

Or

If the bidder, having been notified of the award of the contract by the Project Owner 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 as provided for by the contract;

We commit ourselves to pay to the Project Owner an amount up to the maximum of the sum referred to above upon reception of his first written request, without the Project Owner 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 Project Owner 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 Project Owner to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this validity period.

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 FINAL BOND

Bank:

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

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Supplier]*, hereafter referred to as "the Supplier", has committed himself, in execution of the contract referred to "the contract", to carry out *[indicate the nature of the services]*.

Whereas it is stated in the contract that the Supplier shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5 %]* of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the Supplier this guarantee,

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

Represented by \_\_\_\_\_ *[name of signatories]*,

hereinafter referred to as "the bank", we commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request declaring that the Supplier has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]*.

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

This final bond shall enter into force as soon as it is signed and the Supplier is notified of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the supplies.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment formulated by the Project Owner by virtue of this guarantee 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, 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.....

*[Signature of the bank]*

**ANNEX No. 4: MODEL START-OFF ADVANCE BOND**

Bank: Reference, Address: \_\_\_\_\_

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of: \_\_\_\_\_

Project Owner [Address of Project Owner] ("beneficiary")

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_

\_\_\_\_\_ of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of Contract No. \_\_\_\_\_ Payable upon notification of the corresponding Administrative Order that is \_\_\_\_\_ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance on the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under number \_\_\_\_\_

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

The law and jurisdiction applicable on the guarantee shall be those of the Republic of Cameroon.

Signed and authenticated by the bank

At \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

## ANNEX No. 5: MODEL OF MANUFACTURER'S AUTHORISATION

*[The bidder requests the manufacturer to prepare this letter in conformity with the indications given. This letter of authorisation must be on the manufacturer's letter head and must be signed by a person duly mandated to sign documents which commit the manufacturer. The bidder should include this letter in his bid, if so required by the Tender File]*

Date *[insert the date, (day, month, year) of submission of tender]*

IT No \_\_\_\_\_ of \_\_\_\_\_:  
**CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_\_ /2026 FOR THE  
SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO  
DIVISION OF THE NORTH WEST REGION..** *[Insert the identification number if this tender is  
proposed for a variant]*

To: The Mayor of NJINIKOM *[Insert full name of Project Owner]*

We the undersigned *[Insert full name of manufacturer]* hereby attest that *[indicate the full name of the bidder]* is authorised to commercialise our products (or where applicable, has a concession agreement).

We confirm all the guarantees and are guarantors for the supplies offered.

Signature *[insert the signature]*

Done on \_\_\_\_\_ day of \_\_\_\_\_ *[insert date of signature]*

CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF \_\_\_/\_\_\_/2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJNIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION..

**ANNEX 6: MODELE ATTESTATION OF SITE VISIT**

I, Mr./Mrs./Miss ..... (Surname and Name)

Director or Engineer of the Company: ..... (Name of Enterprise),

have actually visited the sites which is going to receive the structure relative **CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF / /2026 FOR THE SUPPLY OF FARMING MATERIALS TO CIGs IN NJNIKOM MUNICIPALITY, BOYO DIVISION OF THE NORTH WEST REGION..**

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of the job with respect to norms.
- To establish his unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall on no condition claim the Contracting Authority for any increase of unit price.

**In Testimony Whereof**, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

**DATE:**

**VISA OF THE CONTRACTOR  
OR HIS REPRESENTATIVE**

## ANNEX N° 07 THE EVALUATION GRID

### ANNEX 7: EVALUATION GRID

CONSULTATION N° 01/RQ/MINDDEVEL/NC/NCITB/PIB/2026 OF 25/08 /2026 FOR THE  
SUPPLY OF FARMING MATERIALS TO CIGs IN NJINIKOM MUNICIPALITY, BOYO  
DIVISION OF THE NORTH WEST REGION..

DESIGNATION	YES	NO
<b>VOLUME I : ADMINISTRATIVE / TECHNICAL OFFER</b>		
<b>A: EVALUATION OF ADMINISTRATIVE DOCUMENTS</b>		
<ul style="list-style-type: none"> <li>➤ Declaration of intention to tender</li> <li>➤ Certified copy of business registration, validity not more than three months old</li> <li>➤ A valid Certificate of imposition;</li> <li>➤ Copy of certificate of categorization;</li> <li>➤ Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.</li> <li>➤ An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within specify period;</li> <li>➤ Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of finance in accordance with COBAC conditions ;</li> <li>➤ A receipt showing the payment of FCFA 25 000 (twenty five thousand) representing the cost of the tender file issued by the NJINIKOM Municipal Treasury ;</li> <li>➤ A bid bond of <b>two hundred thousand (200,000) Francs CFA</b> issued by a first rate-bank approved by the Ministry in charge of finance and confirmed by CDEC in conformity with COBAC conditions as follows</li> <li>➤ Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.</li> <li>➤ An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);</li> <li>➤ Plan of Attestation of localization of company stamped and signed</li> <li>➤ A group agreement if necessary</li> <li>➤ Power of attorney if necessary</li> </ul>		
<b>NB</b>		
<ul style="list-style-type: none"> <li>➤ The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND</li> <li>➤ The absence of a bid bond shall result to direct elimination</li> </ul>		
<b>B: TECHNICAL EVALUATION</b>	<b>YES</b>	<b>NO</b>
- Document spirally bound		
- Hard back cover		
- Content page		
- Coloured separators		
- Page Numbering		
- Planning and respect of the duration of the execution of supply		
- Delivery and reception of supply at NJINIKOM Council		
- The draft Jobbing Order duly completed, initialised and signed		
- Technical specification as per the consultation initialed and signed		
- List of Professional References BIDDER – at least two (2) References		
- 1 <sup>st</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		

- 2 <sup>nd</sup> References (1 <sup>st</sup> & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
<b>VOLUME II: FINANCIAL OFFER</b>	<b>YES</b>	<b>NO</b>
B- 5: A stamped letter of submission signed and dated		
B- 6: Unit Price List, signed and dated		
B- 7: The descriptive and quantitative estimates duly filled, signed and dated		
B- 8: The unit price break down duly filled, signed and dated		
B- 9: Financial Capacity		

**NB; A Technical evaluation Mark of Less Than 70% Shall Results to Elimination**

## **LIST OF BANKS AND FINANCIAL INSTITUTIONS AUTHORISED TO ISSUE GUARANTEES TO ISSUE GUARANTEES IN CONNECTION WITH PUBLIC CONTRACTS**

- 1) Afriland First Bank
- 2) Bank Of Africa Cameroun (BOA Cameroun)
- 3) Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME)
- 4) Banque Gabonaise pour le Financement International (BGFIBANK)
- 5) Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC)
- 6) Citibank Cameroun (CITIGROUP)
- 7) Commercial Bank-Cameroun (CBC)
- 8) Crédit Communautaire d'Afrique – Bank (CCA-BANK)
- 9) ECOBANK CAMEROON (ECOBANK)
- 10) National Financial Credit-Bank (NFC-Bank)
- 11) Société Commerciale de Banques-Cameroun (SCB-Cameroun)
- 12) Société Générale Cameroun (SGC)
- 13) Standard Chatered Bank Cameroon (SCBC)
- 14) Union Bank of Cameroon (UBC)
- 15) United Bank for Africa (UBA)

## **INSURANCE COMPANIES**

- 1) ACTIVA ASSURANCES S.A
- 2) AREA ASSURANCES S.A
- 3) ATLANTIQUE ASSURANCES S.A
- 4) BENEFICIAL GENERAL INSURANCES S.A
- 5) CHANAS ASSURANCES S.A
- 6) CPA S.A
- 7) NSIA ASSURANCES S.A
- 8) PRO ASSUR S.A
- 9) SAAR S.A
- 10) SAHAM ASSURANCES S.A
- 11) ZENITH ASSURANCES S.A

