

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE

.....
MINISTERE
DE LA DECENTRALIZATION DU
DEVELOPMENT LOCAL

.....
REGION DU NORD OUEST
DEPARTEMENT DE MEZAM

.....
COMMUNE DE TUBAH



REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND

.....
MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

.....
NORTH WEST REGION
MEZAM DIVISION

.....
TUBAH COUNCIL

TUBAH COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

CONSULTATION N°01/RQ/TC/TCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND
INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION
MEZAM OF THE NORTH WEST REGION.

PROJECT OWNER: **THE MAYOR, TUBAH COUNCIL.**

FINANCING: **MINDDEVEL PIB 2026**

BUDGET HEADS »

CONTENT

DOCUMENT N° 0 - NOTICE FOR CONSULTATION	04
DOCUMENT N° I - LETTER OF INVITATION TO TENDER	07
DOCUMENT N° II - REGULATIONS FOR THE CONSULTATION	08
2.1 - The documents for consultation	08
2.2 - Preparation of the bids	08
2.3 - Deposit of bids	09
2.4 - Opening and evaluation of bids	11
2.5 - Award of the Jobbing Order	11
DOCUMENT N° III - MODELS APPENDICES	12
3.1 - Letter of submission	12
3.2 - Framework of unit prices	12
3.3 - Framework of the price, descriptive and quantitative Estimates	13
3.4 - Bid Comparison table.....	15
DOCUMENT N° IV - DRAFT JOBBING ORDER	
JOBGING ORDER	16
CONTENT.....	18
CHAPTER I: GENERALITIES	19
CHAPTER II: EXECUTION OF THE JOBBING ORDER.....	21
CHAPTER III : FINANCIAL DISPOSITIONS	23
CHAPTER IV : OTHER DISPOSITIONS	26

TUBAH COUNCIL INTERNAL TENDERS BOARD

Subject: CONSULTATION N°01/RQ/TC/TCITB/ 2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

The Lord Mayor of Tubah Council, Contracting Authority hereby launches a Request for Quotation FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

1. Participation:

Participation to this consultation is open to Small and Medium Size Enterprises with proven experience in this domain.

2. Description of services:

The services of this request for quotation include the supply of items described in the bill of quantities and cost estimates below;

3. Project owner THE LORD MAYOR OF TUBAH COUNCIL.

4. Lots

The supply is one lot as follows:

FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

5. Estimated cost

The estimated cost after preliminary studies is **50,000,000 (Fifty million francs)**;

6. Funding

Supplies which form the subject of this Request for Quotation shall be financed by the Budget of the Ministry of MINDDEVEL.

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 amount **1,000,000 CFA (one million francs)**

8. Consultation of the Tender file:

The Tender file could be consulted at Tubah Council, (SIGAM OFFICE) upon publication of this invitation Tender

9. Acquisition of consultation file:

The file may be consulted and obtained at the Tubah Council, SIGAM OFFICE with effect from the date signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable **45,000(FORTY FIVE thousand)** into the Tubah Council Municipal Treasury, representing the cost of purchasing tender file.

10. Submission of Files:

Complete bidders' files, including all administrative documents, must be deposited in **07** copies including the original file and **06** copies Marked as such on the **26/03/2026** at **10:00am** local time in sealed envelopes, in the Mayors' Secretariat carrying the following inscription

« CONSULTATION N°01/RQ/TC/TCITB/ 2026 OF 25/022026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

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

11. Opening of bids:

Bids will be opened on the **26/03/2026** at **11:00 AM** in the conference hall of the Tubah Council, by the Tender's Board members, 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.

12. Deadline of execution:

The dead line of execution is **Sixty (60) days** from the date of notification for this Jobbing Order to be executed.

13. 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.

14. Complementary Information:

Complementary information which could be technical in nature can be obtained from the Mayor's Office.

15. Evaluation criteria

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

A. Eliminary criteria

1. - Absence of a Bid Bond
2. Absence of CEDEC Receipt
3. Incomplete or non-compliant administrative file at the end of the 48hrs period granted by the procurement Commission to comply.
4. False declaration or falsified documents;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Non-compliance with model bid
7. Absence of a quantified unit price;
8. Non respect of **75%** of essential criteria;
9. Company under suspension;
10. Absence of certificate of categorisation;

B. Essential criteria

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Catalogue of equipment in colour including specifications and references;
- 5- Quality of trainer (personnel)
- 6- Draft jobbing odder duly filled initialed in all pages signed and dated on the last page.

16.Award

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

The Contract will be awarded to the bidder who would have proposed the offer with the lowest fea amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the panelised/eliminary criteria and at least **75%**of the essential criteria.

17. Complementary Information:

Complementary information which could be technical in nature can be obtained from the Tuba Council

TUBAH, THE **25 FEB 2026**

The Lord Mayor, Tuba Council
(The Contracting Authority)

Circular copies

- ARMP;
- President TB;
- Notice Board;
- Chrono



2ND DEPUTY MAYOR
BY DELEGATION
Abong Esther Weli

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE

.....
MINISTERE
DE LA DECENTRALIZATION DU
DEVELOPMENT LOCAL

.....
REGION DU NORD OUEST
DEPARTEMENT DE LA MEZAM

.....
COMMUNE DE TUBAH



REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND

.....
MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

.....
NORTH WEST REGION
MEZAM DIVISION

.....
TUBAH COUNCIL

AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

Objet : CONSULTATION N°01/DC/ CT/TIPM/ 2026 DU 25/02/2026 POUR FOURNISSEUR ET INSTALLATION DU RADIO DE LA COMMUNAUTE DANS L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST

Le Gouvernement de la République du Cameroun représenté par le Maire de la Commune de Tubah Maître d'ouvrage, lance une Demande de Cotation **POUR FOURNISSEUR ET INSTALLATION DU RADIO DE LA COMMUNAUTE DANS L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST**

1. Participation :

La participation à cette consultation est ouverte aux P.M.E. de droit Camerounais ayant une expérience avérée dans le domaine concerné.

2. Description des prestations :

Cite dans le devis estimatif

3. Allotissement

Les fournitures sont dans un lot ci-après définis :

POUR FOURNISSEUR ET INSTALLATION DU RADIO DE LA COMMUNAUTE DANS L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST

4. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de (50, 000,000 CFAF) Cinquante million FCFA toutes taxes comprises

6. Financement :

Les prestations, objet de la présente consultation sont financées par le budget de MINDDEVEL

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 dont la liste figure dans ce DAO pour un montant de (1,000,000 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 Commune de Tubah, bureau du SIGAM, 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 Commune de Tubah, Secrétariat particulier du Maire dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de F (45,000) à la Trésorerie Municipale de Tubah.

10. Remise des offres :

Chaque offre, rédigée en français ou en anglais en (7) exemplaires dont un (1) original et (6) copies marqués comme tels, devra parvenir contre récépissé au Secrétariat particulier du Maire de TUBAH, au plus tard le 26/03/2026 à 10 heures, heure locale et devra porter la mention suivante :

<< CONSULTATION N°01/DC/ CT/CIPM /2026 DU 25/02/2026 POUR FOURNISSEUR ET INSTALLATION RADIO DE LA COMMUNAUTE DANS L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MESEGUEN REGION DU NORD OUEST. >>

11. Ouverture des offres:

Les offres seront ouvertes le 26/03/2026 à 11h00 dans la salle de conférence du Conseil de Tubah, par le Bureau des appels d'offres du Conseil, en présence des soumissionnaires ou de leurs représentants mandatés en pleine connaissance des dossiers s'ils le souhaitent.

Les offres seront évaluées exclusivement en fonction de la taxe sur la valeur ajoutée (HTVA) et toutes taxes connexes (TTC) et accompagnées d'une soumission de modèle signée.

12. 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. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

- B. Absence de la caution provisoire de soumission ;
 - C. Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
 - D. Fausses déclarations ou pièces falsifiées ;
 - E. Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire ;
 - F. Offres financière incomplète,
 - G. Le changement d'une unité ou d'une quantité dans l'offre financière ;
 - H. Le non-respect de 75% des critères essentiels ;
 - I. suspendu par le MINMAP en 2025
 - J. Absence de certificat de catégorisation
- Absence de receipt de CEDEC

K. Critères essentiels

- 1- Présentation générale des dossiers d'appel d'offres;
- 2- Capacité financière;
- 3- Références de l'entreprise dans des réalisations similaires;
- 4- Catalogue des équipements en couleur avec spécifications et références;
- 5- Qualité du formateur (personnel)
- 6- Ébauche de travail dûment remplie et paraphée dans toutes les pages signées et datées sur la dernière page.

14. 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.

15. Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du bureau SIGA à la mairie de Tubah

FAIT À TUBAH, LE 25 FEV. 2026

Le Maire,

(Autorité Contractante)

Ampliations :

- ARMP/JDM;
- Président CPM;
- Affichage;
- Chrono / Archives.



**2nd DEPUTY MAYOR
BY DELEGATION**

Abong Esther Weli

DOCUMENT N° I

LETTER OF INVITATION TO BE SUBMITTED

Subject: CONSULTATION N°01/RQ/TC/TCITB /2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

The Lord Mayor of Tubah Council, the Contracting Authority hereby launches, a Request for Quotation for the **SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.**

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 at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on :

“CONSULTATION N°01/RQ/SC/SCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

The bids will be submitted on the **26/03/2026** at **10 AM** at the Mayor's Secretariat and opened the same day at **11 AM** in the conference hall of the Tubah

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

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

Accept Sir, Madam, my heart felt greetings.

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 supplies which are subject to a certain type of jobbing order, laying down the consultation procedure and conditions for the jobbing orders.
- 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 Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

2.2- Bid preparation

ARTICLE 2: Language

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

ARTICLE 3: Documents comprising the bid

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

- (a) A stamped letter of submission signed and dated,
- (b) The descriptive and quantitative estimates duly filled, signed and dated **backed by mercurial referen**
- (c) The draft Jobbing Order duly completed, initialed and signed ;
- (d) A complete Administrative file comprising of the following :
 - 1. A Certified Copy of the Business Registration, not more than three months old.
 - 2. 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.
 - 3. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis the Fund; the attestation should be valied within the given period 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 ;
 - 4. A receipt showing the payment of FCFA 45.000 (twenty thousand) representing the cost of the tender issued by the Tubah Council Treasury ;
 - 5. A bid bond of **1,000,000** FCFA (one million, FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions

6. A certified copy of the Business License (**certified by the chief of center of Taxes**, not more than three months) ;
7. Certified Copy of a valid taxpayers card, delivered by the **chief of center of Taxes**.
8. An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);
9. Deadline for the execution of the works;
 - 14- Conformity and compliance of the supplies backed by photographs of the equipment to be su

ARTICLE 4 : BID

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
 - a. Exclusive of 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 supplies in the line reserved for that purpose, the mercurial references, 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 Bid

ARTICLE 7: SUBMISSION OF BIDS

The bids will be submitted on the **26/02/2026** at **10 am** at the Mayor's Secretariat and opened the same day at **11:00 AM** in the conference hall of the Tubah Council Internal Tenders' Board.

ARTICLE 8: Stamping and marking of bids

Suppliers shall enclose the original and copies of their bids **in a Single envelope:**

- (a) Addressed to the Contracting Authority at the address indicated in the letter of invitation to tender and bearing on:

“CONSULTATION N°01/RQ/TC/TCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST REGION.

ARTICLE 9: 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 10 OPENING

10.1 The Tubah Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the suppliers wishing to attend the bid-opening session to hold on the same day as the date of submission of bids and within the 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

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		
1- Document Slotted or spirally bound		
2- Hard back cover		
3- Content page		
4- Coloured separators , separating sub and main headings		
5- Page Numbering on all pages of the bid		
6- bids arranged in the required order as per evaluation grid in tender file		
B- PROFESSIONAL EXPERIENCE OF BIDDER		
7- Table of past supplies realized (at least two references) joint certified copy of the first and last page of the Contract indicating amount, year, Contract number, funding body and place of execution		
8- Minutes of Reception of the projects listed in (7) above		
C- ADMINISTRATIVE DOCUMENTS		
9- A stamped letter of submission signed and dated		
10-The descriptive and quantitative estimates duly filled, signed and dated with mercurial references		
11-The draft Jobbing Order duly completed, initialed and signed		
12- A complete administrative file comprising of the following		
i. A Certified copy of business registration;		
ii. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (_____) months.		
iii. 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 the said period ;		
iv. 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 ;		
v. A receipt showing the payment of FCFA 45.000 (FORTY FIVE thousand) representing the cost of the tender file issued by the Tubah Council Municipal Treasury ;		
vi. A bid bond of 1,000,000 , FCFA (one million francs, FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
vii. A copy of CEDEC receipt.		
viii. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;		
ix. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
x. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);		
xi. Deadline for the execution of the works;		

- xii. Conformity and compliance of the supplies backed by photographs of the equipment to be supplied.
- xiii. Certificate of Categorization.

The absence or the non-conformity of one of the elements in documents "C" of the evaluation grill above will result to the elimination of the offer

The evaluation will be done in a purely positive way "yes" or negative "no" with an acceptance minimum in the elements that appear in documents A and B

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 C and at least of those in A and B

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 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 (The Lord Mayor of Tubah 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
- d) 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 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/RQ/TC/TCITB/2026 OF2026

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 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 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 bid laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before end of this period.

Pending the due preparation and signing of a jobbing order, this bid completed by your written acceptance 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.

TUBAH COUNCIL INTERNAL TENDERS BOARD
CONSULTATION N°01/RQ/TC/TCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF
TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST
REGION.

3.2 - BILL OF ESTIMATES, UNIT PRICE SCHEDULE

Complete List of Equipment for the Tubah Community Radio Station (TCR)

1. TRANSMISSION EQUIPMENT :

NO	DESCRIPTION	QUANTITY	UNIT IN FIGURE	UNIT IN WORD
1	DIPOLES	4		
2	4WAY SPLITTER	1		
3	RF FEEDER IN METERS	50meters		
4	RF CONNECTORS	2		

2. STUDIO EQUIPMENT :

NO	DESCRIPTION	QUANTITY	UNIT IN FIGURE	UNIT IN WORD
1	MICROPHONES	4		
2	MICROPHONE STANDS	5		
3	MULTI MEDIA COMPUTERS	2		
4	LAPTOP	2		

5	FM RECEIVER	1		
6	DIGITAL AUDIO RECORDERS	4		
7	HEADPHONES	6		
8	STUDIO TELEPHONE	1		
9	EXTERNAL HARDDRIVE	1		
10	DECORDER	2		
11	PARABOLIC DISK	1		
12	PRINTER.SCANNER	1		
13	FLAT SCREEN TELEVISION	1		
14	AV STEREO CABLES	8 Pieces		
15	SURGE DISTRIBUTOR	3		
16	STUDIO SPEAKERS	4		
17	ON AIR LIGHT	1		
18	HEADPHONE DISTRIBUTOR	1		
19	8 CHANNEL MIXER	1		
20	OUTDOOR SPEAKERS	2		

3. STUDIO OF THE BROADCAST AND RECORDING STUDIO

NO	DESCRIPTION	QUANTITY	UNIT IN FIGURE	UNIT IN WORD
1	FOAM OF 30CM THICKNESS	20		
2	TAPELINE 12/12M FOR CEILING	200M ²		
3	WOOD	10		
4	WOOL CARPET	80M		
5	PLYWOOD	40		
6	ACOUSTICS DOORS	2		
7	SEPARATING GLASSES	4		
8	STUDIO TABLE	2		
	TOTAL			

4. PROTECTION EQUIPMENT

NO	DESCRIPTION	QUANTITY	UNIT IN FIGURE	UNIT IN WORD
1	THUNDER ARREST	1		
2	EARTH CABLE	50m		
3	EARTH ROD	4		
4	UPS	2		
5	VOLTAGE REGULATORS	2		
	TOTAL			

5. TOWER

NO	DESCRIPTION			UNIT IN WORD
1	TOWER 30METERS	ls	1	
2	INSTALLATION OF THE TOWER	ls	1	
6	ENVIRONMENTAL PROTECTION			
1	TREE PLANTING	ls	1	
	TOTAL			

FORMAT TO FOLLOW

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

TUBAH COUNCIL INTERNAL TENDERS BOARD
CONSULTATION N°01/RQ/TC/TCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION
TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH WEST
REGION.

3.3 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

Complete List of Equipment for the Tubah Community Radio Station (TCR)

1. TRANSMISSION EQUIPMENT :

NO	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	DIPOLES	4		
2	4WAY SPLITTER	1		
3	RF FEEDER IN METERS	50meters		
4	RF CONNECTORS	2		

2. STUDIO EQUIPMENT :

NO	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	MICROPHONES	4		
2	MICROPHONE STANDS	5		
3	MULTI MEDIA COMPUTERS	2		
4	LAPTOP	2		

5	FM RECEIVER	1		
6	DIGITAL AUDIO RECORDERS	4		
7	HEADPHONES	6		
8	STUDIO TELEPHONE	1		
9	EXTERNAL HARDDRIVE	1		
10	DECORDER	2		
11	PARABOLIC DISK	1		
12	PRINTER.SCANNER	1		
13	FLAT SCREEN TELEVISION	1		
14	AV STEREO CABLES	8 Pieces		
15	SURGE DISTRIBUTOR	3		
16	STUDIO SPEAKERS	4		
17	ON AIR LIGHT	1		
18	HEADPHONE DISTRIBUTOR	1		
19	8 CHANNEL MIXER	1		
20	OUTDOOR SPEAKERS	2		

3. STUDIO OF THE BROADCAST AND RECORDING STUDIO

NO	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	FOAM OF 30CM THICKNESS	20		
2	TAPELINE 12/12M FOR CEILING	200M ²		
3	WOOD	10		
4	WOOL CARPET	80M		
5	PLYWOOD	40		
6	ACOUSTICS DOORS	2		
7	SEPARATING GLASSES	4		
8	STUDIO TABLE	2		
	TOTAL			

4. PROTECTION EQUIPMENT

NO	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	THUNDER ARREST	1		
2	EARTH CABLE	50m		
3	EARTH ROD	4		
4	UPS	2		
5	VOLTAGE REGULATORS	2		
	TOTAL			

5. TOWER

NO	DESCRIPTION			AMOUNT
1	TOWER 30METERS	ls	1	
2	INSTALLATION OF THE TOWER	ls	1	
6	ENVIRONMENTAL PROTECTION			
1	TREE PLANTING	ls	1	
	TOTAL			
	GENERAL TOTAL WITHOUT TAX			
	VAT = 19.25%			
	AIR5.5 OR 2.2%			
	NET TO BE PAID			
	GENERAL TOTAL WITH ALL TAXES			

TUBAH COUNCIL INTERNAL TENDERS BOARD

CONSULTATION N°04/RQ/TC/TCITB/2026 OF .../.../2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM 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.								

Members of the Tenders Board

Name

Duty

Signature

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE
.....
MINISTERE
DE LA DECENTRALIZATION DU
DEVELOPMENT LOCAL
.....
REGION DU NORD OUEST
DEPARTEMENT DE MEZAM
.....
COMMUNE DE TUBAH



REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND
.....
MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT
.....
NORTH WEST REGION
MEZAM DIVISION
.....
TUBAH COUNCIL

DRAFT JOBBING ORDER

JOBBING ORDER N° _____/JO/TC/TCITB /2026

**CONSULTATION N° _____/RQ/TC/TCITB/2026 OF _____ FOR THE SUPPLY AND
INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM OF THE NORTH
WEST REGION. CONTRACTOR:.....**

TAX PAYER'S CARD NO:

ADDRESS :

BP :

TEL:

FAX :

BANK ACCOUNT NO.....

**SUBJECT : FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN
TUBAH MUNICIPALITY**

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

DURATION : SIXTY (60) DAYS

FINANCING : MINDDEVEL PIB 2026

VOTE CHARGE : :

ENTERED INTO ON :

SIGNED ON :

NOTIFIED ON :

REGISTERED ON :

BETWEEN : : The state of Cameroon, represented by the Lord Mayor of Santa Council, the 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 SUPPLIER** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENTS

CHAPTER I : GENERAL CONSIDERATIONS

- ARTICLE 1 : PURPOSE OF THE JOBBING ORDER
- ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4 : GENERAL TEXTS
- ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6 : PERIOD AND PLACE OF DELIVERY .
- ARTICLE 7 : RESIDENCE OF THE SUPPLIER

CHAPTER II : PERFORMANCE OF THE JOBBING ORDER

- ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES
- ARTICLE 9 : CONSISTENCY OF SERVICES
- ARTICLE 10 : DESCRIPTION OF SUPPLIES
- ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12 : ACCEPTANCE OF SUPPLIES
- ARTICLE 13 : GUARANTEE
- ARTICLE 14 : INSURANCE AND TRANSPORT

CHAPTER III : FINANCIAL PROVISIONS

- ARTICLE 15 : GENERAL NOTIONS –PRICE
- ARTICLE 16 : AMOUNT OF THE JOBBING ORDER
- ARTICLE 17 TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 18 : BANK DOMICILIATION
- ARTICLE 19 : TAX SYSTEM
- ARTICLE 20 : STAMP DUTY AND REGISTRATION

CHAPTER IV : MISCELLANEOUS PROVISIONS

- ARTICLE 21 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 22 : DISPUTES
- ARTICLE 23 : CANCELLATION OF THE JOBBING ORDER

ARTICLE 24 : VALIDITY OF THE JOBBING ORDER

**CHAPTER I
GENERAL CONSIDERATIONS**

ARTICLE 1 : PURPOSE OF THE JOBBING ORDER

The purpose of this jobbing order is **FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM 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 **CONSULTATION N°01/RQ/TC/TCITB/2026 OF 25/02/2026 FOR THE SUPPLY AND INSTALLATION OF TUBAH COMMUNITY RADIO IN TUBAH SUB DIVISION MEZAM 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. Decree No.2012/074 of 08 March 2012 bearing on the creation ,organisation and functioning of Tender Boards;
2. Decree No.2012/075 of 08 March 2012 bearing on the organisation of the Ministry of Public Contracts;
3. Decree No.2012/076 of 08 March 2012 modifying and completing some dispositions of decree No 2001/048 of 23 February 2001 bearing on the creation, organisation and functioning of the Public Contracts Regulatory Board
4. Circular No 001/CAB/PR of 19 June 2012 relating to the award and the control of execution of Public Contracts
5. Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code;
6. Decree No. 20_____/651/PM of 16 April 20____ to lay down the procedure for implementing the tax and customs system applicable to public contracts;
7. DTU for building works;
8. Applicable standards;
9. 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

- 1. The Contracting Authority shall be the Mayor of Tubah Council**
 - i. -He awards the Contract, ensures the preservation of originals of The said Contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- 2. The Contract Engineer shall be the Divisional Chief of Service for State Property for Mezam, hereinafter referred to as the state Engineer.**
 - i. -He follows up and control the proper execution of the contract in conformity with the technical specifications and bill of estimate. Approve executed jobs and prepare reports concerning the execution of the project.
- 3. The Contract Manager shall be the Divisional Delegate of communication Mezam:** He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- 4. The Project Owner is The Mayor of Tubah Council.**
 - i. -He represents the beneficiary administration of the project.
 - ii. -He ensures respect of the administrative, technical and financial conditions and Contractual deadlines.
 - iii. -He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- 5. The Project Manager shall be the Chief of SIGAM, Tubah Council:** He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- 6. The Council Follow-up Engineer shall be the C.D.O, Tubah Council** follows up the execution of the project for proper execution.
- 7. The Contractor shall be [to be specified].**

3.1 Security

This Contract may use security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be *the Mayor of Tubah Council.*
- The authority in charge of the clearance of expenditures shall be *the MT Tubah Council*
- The body or official in charge of payment shall be *the Tubah Municipal treasury*
- The official competent to furnish information within the context of execution of this Contract shall be *the Divisional Delegate of Public Contracts.*

ARTICLE 6: PERIOD AND PLACE OF DELIVERY; At the tubah council

The delivery period for supplies shall be fixed at **60 Days** with effect from the date of notification of this jobbing order.

Delivery shall be made **YOUTH EMPOWERMENT CENTER, TUBAH**

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: ROLE AND RESPONSIBILITY OF THE SUPPLIER

The supplier has as mission to effect the supply of items as described in Article 10 under the control of the **Divisional Divisional chief of MINCAF** and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

ARTICLE 9: CONSISTENCY OF SERVICES

The services of the supplier shall comprise the supply of the Articles in 10 below

ARTICLE 10: DESCRIPTION OF SUPPLIES

The services shall include the supply of:

No	Item Description	2020/21 reference	Technical specification	Unit price	quantity	Total price

ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

Purchase receipt, insurance policy and all other documents to facilitate registration of the supplied equipment

ARTICLE 12: ACCEPTANCE OF SUPPLIES

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

- ❖ The authorizing officer/ The Contracting AuthorityChairperson;
- ❖ The Contract Engineer.....(Secretary)
- ❖ The Divisional Chief of COMMUNICATION(Member).
- ❖ The DD, MINMAP or Rep.....(Observer)
- ❖ Project Manager.....(Member).
- ❖ Council Follow-up Engineer.....(member)

❖ 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 acceptance. An acceptance 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 13: GUARANTEE

6 months guarantee

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 Contracting Authority 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 .

UNIT PRICE SCHEDULE

<u>No</u>	<u>Item Description</u>	<u>Technical specification</u>	<u>Unit price in figures</u>	<u>Unite price in words</u>

COST ESTIMATE

<u>No</u>	<u>Item Description</u>	<u>2018/2022 reference</u>	<u>Technical specification</u>	<u>Unit price</u>	<u>quantity</u>	<u>Total price</u>

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 **(30% 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 approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon acceptance of all the supplies which were the purpose of the jobbing order.

17.2. Scheduling payments:

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The supplier shall be paid upon presentation of invoices after acceptance of supplies.

ARTICLE 18: BANK DOMICILIATION

The Project Owner or Contracting Authority shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. 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

Seven (07) copies of this jobbing order shall be produced and circulated.

ARTICLE 22: DISPUTES

Any dispute arising between the contracting parties shall be settled amicably

Failing an amicable settlement, the final verdict of any dispute stemming from this jobbing order shall be passed by the competent Cameroonian court.

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 notification to the Supplier.

PAGE AND LAST OF JOBBING ORDER No....

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

EXECUTION TIME:

Read and accepted by the contractor
(place of signature) _____ (date)
Signature of Contracting Authority
(place of signature) _____ (date)
Registration