

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
\*\*\*\*\*

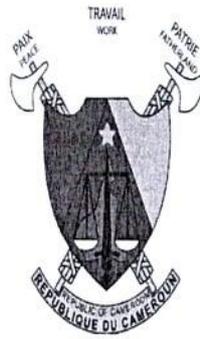
MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

BUI DIVISION  
\*\*\*\*\*

JAKIRI COUNCIL  
\*\*\*\*\*

JAKIRI COUNCIL INTERNAL TENDERS BOARD  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
\*\*\*\*\*

MINISTÈRE DE LA DÉCENTRALISATION ET  
DEVELOPPEMENT AND LOCAL  
\*\*\*\*\*

REGION DU NORD OUEST  
\*\*\*\*\*

DEPARTEMENT DU BUI  
\*\*\*\*\*

COMMUNE DE JAKIRI  
\*\*\*\*\*

COMMISSION INTERNE DE PASSATION DES  
MARCHE DE LA COMMUNE DE JAKIRI

## **JAKIRI- COUNCIL, JAKIRI SUB DIVISION**

\*\*\*\*\*

### **INTERNAL TENDERS BOARD.**

\*\*\*\*\*

#### **REQUEST FOR QUOTATION**

N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026 FOR THE SUPPLY  
OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER,  
JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION

PROJECT OWNER: THE MAYOR JAKIRI COUNCIL

PUBLIC INVESTMENT BUDGET (PIB) – MINDDEVEL 2026

**BUDGET HEAD**

SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER	
--	--

# **TENDER FILE**

## **TABLE OF CONTENTS**

### Table of Contents

- Document No. 1: Letter of invitation to tender**
- Document No. 2: Tender notice**
- Document No. 3: General Regulations of the invitation to tender**
- Document No. 4: Special Regulations of the invitation to tender**
- Document No. 5: Special Administrative Conditions**
- Document No. 6: Description of the supplies**
- Document No. 7: Schedule of unit and all-in prices**
- Document No. 8: Schedule of detailed estimates**
- Document No. 9: Schedule of sub-details of unit prices**
- Document No. 10: Model contract**
- Document No. 11: Model documents to be used by bidders**
- Document No. 12: Justifications of preliminary studies**
- Document No. 13: List of banking establishments and financial bodies  
*authorised to issue bonds for public contracts.***

**DOCUMENT N° 1:  
INVITATION TO TENDER**

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
\*\*\*\*\*

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

BUI DIVISION  
\*\*\*\*\*

JAKIRI COUNCIL  
\*\*\*\*\*

JAKIRI COUNCIL INTERNAL TENDERS BOARD  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
\*\*\*\*\*

MINISTÈRE DE LA DÉCENTRALIZATION ET  
DEVELOPPEMENT AND LOCAL  
\*\*\*\*\*

REGION DU NORD OUEST  
\*\*\*\*\*

DEPARTEMENT DU BUI  
\*\*\*\*\*

COMMUNE DE JAKIRI  
\*\*\*\*\*

COMMISSION INTERNE DE PASSATION DES  
MARCHE DE LA COMMUNE DE JAKIRI

## REQUEST FOR QUOTATION

N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026 FOR THE SUPPLY  
OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER,  
JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION

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

Within the framework of the 2026 Public Investment Budget (PIB), the Mayor of JAKIRI Council "Contracting Authority" hereby launches an open National Invitation to tender for the SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER This invitation to tender comprises one (01) lot as follows:

Lot N°	Project	Locality	Amount for bid bond	Project Amount (FCFA)	Budget Head	Duration in months
01	SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER	SOP	400,000	25,000,000		03

### 2. Nature of services

Work to be done consists of the SUPPLY OF MEDICAL EQUIPMENT TO THE SOP INTEGRATED HEALTH CENTER

### **3. Execution deadline**

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

### **3. Participation and origin:**

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

### **4. Financing**

The said Works shall be financed by the Public Investment Budget (PIB) MINDDEVEL for the 2026 financial year assigned to the Mayor of Jakiri Council as Delegated Authorizing officers with Budget Head: \_\_\_\_\_

### **6. Bid Bond:**

Each bidder should include in his administrative document, a bid bond of **400,000 (FOUR HUNDRED THOUSAND) CFA francs** issued by a first rate-bank or insurance company approved by the Ministry in charge of Finance in conformity with COBAC conditions.

Against the risk of being rejected, only originals or true copies certified by the issuing service or administrative authorities of the administrative document required, including the bid bond, shall imperatively be produced in accordance with the Special Conditions of the invitation to tender. They shall neither be older than three (03) months nor be produced before the signing of the tender notice.

Any offer not in conformity with the prescriptions of this notice and tender file shall not be accepted, especially the absence of a bid bond issued by a first rate-bank, approved by the Ministry in charge of Finance, or the non-respect of the model of the tender file documents, shall lead to a pure and simple rejection of the offer without any appeal being entertained

### **7. Consultation of tender file:**

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

### **8. Acquisition of tender file:**

The file may be obtained at the Jakiri Council, at the Service for the award of Public Contracts, Telephone N° : 676 627 995 as soon as this notice is published against payment of a non-refundable sum of **(50 000) Fifty Thousand FCFA**, payable at the Council Treasury Jakiri representing the cost of purchasing the tender file.

### **9. Submission of Bids:**

Each offer drafted in English or French in 07 (Seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach Jakiri Council, Service for the award of Public Contracts, not later than **18/02/2026 at 10.00 am** local time. It should be labelled as follows:

**“REQUEST FOR QUOTATION”**

**N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026 FOR THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION**

**TO BE OPENED ONLY DURING THE BID OPENING SESSION**

## **10. Admissibility of bids**

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

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

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

## **11. Opening of bids**

The bids shall be opened in single phase. The opening of the Administrative documents, Technical and Financial offers shall take place on the **18/02/2026** at **11 am** local time, by the JAKIRI Council Internal Tenders Board in the JAKIRI Council Conference Hall.

Only bidders may attend or be represented by duly mandated persons of their choice.

## **12. Evaluation criteria**

There are two types of evaluation criteria: eliminatory and essential criteria. [The aim of these criteria is to identify and reject incomplete bids or bids not in conformity with the essential conditions laid down in the Tender File.

### **13.1 Eliminatory criteria**

- Absence of a document in the administrative file;
- Absence or non-conformity of a document in the administrative file after 48 hours
- Submission after the deadline prescribed;
- False declaration or falsified documents;
- Absence or insufficient bid bond;
- Non-compliance with the model tender;
- Omission of a unit price in the financial bid;
- Non-respect of 75% of essential criteria;

### **13.2 Essential criteria**

- General presentation of the tender files;
- Financial capacity;
- After-sales service;
- References of the company in similar achievements;
- Technical organization of the works;
- Safety measures on the site;
- Logistics;
- Attestation and report of site visit;
- Special Technical Clauses initialed in all the pages;
- Special Administrative Clauses completed and initialed in all the pages

#### **lii Main qualification criteria**

The criteria relating to the qualification of candidates could be indicative on the following:  
The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation shall be done in a purely binary method with a (yes) or a (no) with an acceptable minimum of 80% of the essential criteria taken in to account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest realistic amount, in conformity with the regulations of the Tender Documents and having scored 100% of the eliminatory criteria and at least 80% of the essential criteria

### **13. Award of the Jobbing Order**

The Jobbing Order shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest realistic bid and technical quality. (See article 33 of the public contracts code).

### **14. Period of validity of bids**

The bidders shall remain committed to their offers during a period of (sixty) 60 days from the deadline set for the submission of bids.

### **15. Complementary information**

Complementary technical information may be obtained during working hours at the JAKIRI Council, Service of award of Public Contracts.

### **16. Delivery deadline**

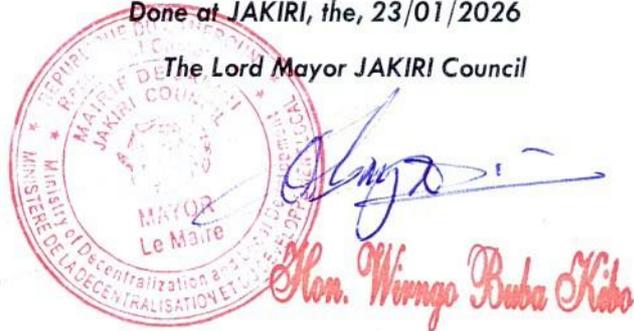
The maximum execution deadline provided for by the Contracting Authority shall be ninety (90) days maximum, as from the date of notification of the Service Order.

Done at JAKIRI, the, 23/01/2026

The Lord Mayor JAKIRI Council

#### **Circular Copies**

- ARMP
- Public Contract Journal;
- Chairpersons of Tender Board
- Notice boards
- DD MINDEVEL Bui
- DMO KUMBO EAST
- DD MINMAP Bui
- Archive)



*Hon. Wirngo Ruba Kibo*

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
\*\*\*\*\*

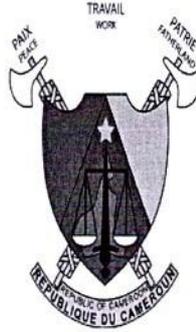
MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

BUI DIVISION  
\*\*\*\*\*

JAKIRI COUNCIL  
\*\*\*\*\*

JAKIRI COUNCIL INTERNAL TENDERS BOARD  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
\*\*\*\*\*

MINISTÈRE DE LA DÉCENTRALISATION ET  
DEVELOPPEMENT AND LOCAL  
\*\*\*\*\*

REGION DU NORD OUEST  
\*\*\*\*\*

DEPARTEMENT DU BUI  
\*\*\*\*\*

COMMUNE DE JAKIRI  
\*\*\*\*\*

COMMISSION INTERNE DE PASSATION DES  
MARCHE DE LA COMMUNE DE JAKIRI

## CONSULTATION

**N° 07/RC/COMMUNE DE JAKIRI/ CN/CIPMN/2026 DU 23/01/2026 POUR LA  
FOURNITURE D'EQUIPEMENT EN MATERIEL MEDICAL AU CENTRE DE SANTE  
INTEGRE DE SOP DANS L'ARRONDISSEMENT DE JAKIRI, DEPARTEMENT DE  
BUI, RÉGION DU NORD OUEST**

### **1. OBJET D'AVIS D'APPEL D'OFFRES :**

Dans le cadre du budget d'investissement public 2026 du MINDDEVEL , Le Maire de la commune de Jakiri lance un consultation National ouvert pour les travaux de FOURNITURE D'EQUIPEMENT EN MATERIEL MEDICAL AU CENTRE DE SANTE INTEGRE DE SOP DANS L'ARRONDISSEMENT DE JAKIRI, Département de Bui

Cet appel d'offres est constitué de un (01) lot répartis ainsi qu'il suit :

Lot N°	Projet	Localité	Montant Caution de Soumission	Montant du Projet	Imputation	Délai en Jour
01	FOURNITURE D'EQUIPEMENT EN MATERIEL MEDICAL AU CENTRE DE SANTE INTEGRE DE SOP	SOP	400,000	25 000 000		90

### **2. Consistance des travaux:**

Les prestations du présent marché comprennent les travaux des FOURNITURE D'EQUIPEMENT EN MATERIEL MEDICAL AU CENTRE DE SANTE INTEGRE DE SOP

### **3. Délai d'exécution des travaux**

Le délai global d'exécution des travaux est de trois (03) mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

#### **4. Participation et origine :**

La participation au présent Appel d'Offres est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisé des opérations similaires.

#### **5. Financement :**

Les prestations, objet du présent Appel d'Offres, sont financées par le budget d'investissement public (BIP) - exercice 2026 du MINDDEVEL.

#### **6. Cautionnement provisoire**

Chaque soumissionnaire devra joindre à ses pièces administratives, une caution de soumission de de **FCFA 400 000 (QUATRE CENT MILLE)**, établie par une institution bancaire de premier ordre agréée par le Ministère en charge des Finances aux conditions de la COBAC ou une compagnie d'assurance.

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous – préfet.....), conformément au listing prévu au Règlement Particulier de l'Appel d'Offres (R.P.A.O). Elles devront obligatoirement être datées de moins de trois (03) mois ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre non conforme aux prescriptions du présent avis et du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment, l'absence de caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances ou une compagnie d'assurance ou le non respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre.

#### **7. Consultation du Dossier d'Appel d'Offres.**

Le Dossier d'Appel d'Offres peut être consulté aux heures ouvrables à la Commune de JAKIRI, Service de Passation des Marchés Publics Tél. : **676 627 995**. Dès publication du présent Avis.

#### **8. Acquisition du Dossier d'Appel d'Offres :**

Le Dossier d'Appel d'Offres peut être obtenu à la Commune de Jakiri, Service de Passation des Marchés Publics Tél. : **676 627 995**., dès publication du présent avis, contre présentation d'une quittance de versement au Trésor de la commune de **Jakiri**, de la somme non remboursable de **FCFA(50.000) Cinquante Mille Francs** représentant les frais d'achat du dossier.

#### **9. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en Sept (07) exemplaires dont un (1) original et Six (6) copies marquée comme telle, devra parvenir contre récépissé à la Commune de Jakiri, Service de Passation des Marchés Publics au plus tard **18/02/2026 à 10 heures, heure locale** et devra porter la mention suivante :

**« CONSULTATION**

**N° 07/RC/COMMUNE DE JAKIRI/ CN/CIPMN/2026 DU 23/01/2026 POUR LA  
FOURNITURE D'EQUIPEMENT EN MATERIEL MEDICAL AU CENTRE DE SANTE INTEGRE DE  
SOP DANS L'ARRONDISSEMENT DE JAKIRI, DEPARTEMENT DE BUI, RÉGION DU NORD  
OUEST**

**A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»**

## **10 Recevabilité des offres**

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

**12) Ouverture des plis:** L'ouverture des plis se fera le **18/02/2026 à 11 heures**, heure locale en une phase par la Commission interne de Passation des Marchés de commune de JAKIRI, (Salle de Conférence du Commune de JAKIRI) en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise.

Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite en une phase.

- les dossiers administratifs et les offres techniques seront premièrement étudiés par les membres de la Commission Départementale de Passation des Marchés. Les entreprises n'ayant pas obtenu au moins 80% de la notation sur des dossiers administratifs et techniques seront éliminées.

**13) ÉVALUATION DES OFFRES:** Les offres seront évaluées selon les conditions suivantes.

### **A) Critères éliminatoires**

- Absence d'un document dans le dossier Administratif auprès 48h
- Fausse déclaration ou pièce falsifiée
- Absence ou insuffisance du cautionnement
- Offres remise dans les enveloppes ou paquets ouverts,
- Offres remise après le délai
- Omission, dans le bordereau des prix, d'un prix unitaire
- Dossier technique ou financier incomplet
- Capacité financière non justifiée
- Note technique inférieure à 75% au niveau de l'évaluation administrative et technique

### **B - Essential criteria**

- presentation General de l'Offre;
- Capacité financière;
- Les references de l'entreprise dans les meme donaine;
- organisation Technique du travail;
- Les mesures de securité sur le site;
- Logistics;
- Attestation et report du visit de site;
- Les Clauses technique vise sur toute les pages;
- Les Clauses administratifs vise sur toute les pages.

Remarque :

- Seules les entreprises ayant obtenu au moins 80% de la notation sur des dossiers administratifs et techniques seront retenus.

- Les détails de ces critères essentiels sont précisés dans la grille d'évaluation figurant au Règlement Particulier de l'Appel d'Offres.

### **13. Attribution de la lettre commande**

La lettre commande sera attribuée au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui aura présenté l'offre évaluée la moins-disante et techniquement qualifiée, conformément à l'article 33 du Code des lettres commandes Publiques.

### **14. Délai de validité des offres**

Les soumissionnaires restent engagées par leurs offres pendant une période de Cent vingt (120) jours, à compter de la date limite fixée pour la remise des offres

### **15. Renseignements complémentaires :**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la commune de Jakiri Service de Passation des Marchés Publics, Tel: 676 627 995

Fait à JAKIRI, le 23/01/2026

Le Maire de la commune de JAKIRI,



Hon. Wingo Buba Kibo

#### **Ampliations :**

- ARMP
- JDM (pour publication)
- Président CPM
- DD MINMAP Bui
- DD MINDEVEL Bui
- DMO KUMBO EAST
- Affichage
- Chrono / Archives.

*Handwritten text in red ink, possibly a date or reference number.*

**DOCUMENT N<sup>o</sup>. 2:  
GENERAL REGULATIONS OF THE INVITATION  
TO TENDER (GRIT)**

# General Regulations of the Invitation to Tender

## Table of contents

### A. General

- Article 1: Scope of bid
- Article 2: Financing
- Article 3: Fraud and corruption
- Article 4: Candidates allowed to compete
- Article 5: Supplies and ancillary services meeting the criteria of origin
- Article 6: Qualification of bidder

### B. Tender File

- Article 7: Content of the Tender File
- Article 8: Clarifications on the Tender File
- Article 9: Amendment of the Tender File

### C. Preparation of bids

- Article 10: Bidding fees
- Article 11: Language of bid
- Article 12: Constituent documents of the bid
- Article 13: Bid price
- Article 14: Currency of bid
- Article 15: Documents attesting to the eligibility of the bidder
- Article 16: Documents attesting to the admissibility of the supplies
- Article 17: Documents attesting to the conformity of the supplies
- Article 18: Documents attesting to the qualification of the bidder
- Article 19: Bid Bond
- Article 20: Validity of bids
- Article 21: Form and signature of bid

### D. Submission of bids

- Article 22: Sealing and marking of envelopes
- Article 23: Date and time-limit for submission of bids
- Article 24: Late bids
- Article 25: Amendment, substitution and withdrawal of bids

### E. Opening of envelopes and evaluation of bids

- Article 26: Opening of envelopes and petitions
- Article 27: Confidential nature of the procedure
- Article 28: Clarifications on bids and contact with the Contracting Authority
- Article 29: Conformity of bids
- Article 30: Evaluation of the technical bid
- Article 31: Qualification of the bidder
- Article 32: Correction of errors
- Article 33: Evaluation of financial bids
- Article 34: Comparison of bids

### F. Award of Contract

- Article 35: Award of contract
- Article 36: Right by Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure
- Article 37: Right to modify quantities during award
- Article 38: Notification of award of contract

Article 39: Publication of contract award results and petition  
Article 40: Signing of contract  
Article 41: Final bond

## A. General

### **Article 1: Scope of offer**

1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches in an emergency procedure an invitation to tender in view of obtaining the supplies and ancillary services briefly described in the Special Regulations of the invitation to tender and specified in the Supplies Descriptive as well as in the Schedule of Quantities.

The name, identification number and number of lots which form the subject of the invitation to tender feature in the Special Regulations of the invitation to tender.

Hereafter reference is made to it under the theme "supplies".

1.2 The preferred or successful bidder must furnish the supplies within the time-limit indicated in the Special Regulations of the invitation to tender and which runs, except otherwise stipulated in the SAC, from the date of notification of the Administrative Order to start the delivery of the supplies or that set in the said Administrative Order.

1.3 In this Tender File the term "day" means a calendar day.

**Article 2: Financing:** The source of financing of the supplies forming the subject of this invitation to tender shall be specified in the Special Regulations of the invitation to tender.

### **Article 3: Fraud and corruption**

3.1 The Contracting Authority requires of bidders and their contractors the strict respect of rules of professional ethics during the award and execution of public contracts. By virtue of this principle, the Contracting Authority:

a) defines, within the context of this clause, the following expressions in the following manner:

- i. Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;
- ii. Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;
- iii. "collusive practices" mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;
- iv. "coercive practices" mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract;
- v. Conflict of interest shall mean any situation in which the financial or personal interest of an agent or public entity is likely to compromise transparency in the award of public contracts.

b. Any award proposal shall be rejected if it is determined that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices in the award of this contract.

3.2 The Minister Delegate at the Presidency of the Republic in charge of Public Contracts may, as a temporary measure, take a decision to ban bidding for a period not exceeding two (2) years against any bidder guilty of influence peddling, conflict of interest, insider information, fraud, corruption, or production of non-authentic documents in his offer, without prejudice to legal action that may be taken against him.

#### **Article 4: Candidates allowed to compete**

4.1 If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the invitation to tender is addressed to all suppliers, subject to the following provisions:

(a) a bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.

(b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest. A bidder shall be judged to be in a situation of conflict of interest if he:

i) is or was associated in the past in an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or

ii) presents more than one bid within the context of this invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid; or

iii) The Contracting Authority or Project Owner has financial interests in the share capital in way as to compromise the transparency of the contracts award procedure.

(c) The bidder must not have been excluded from bidding for public contracts.

(d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct or indirect supervisory authority of the Contracting Authority or Project Owner.

#### **Article 5: Supplies and ancillary services meeting the criteria of origin**

5.1 All supplies and ancillary services forming the subject of this contract must come from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender.

5.2 Within the meaning of this article 5(1) above, the term "supplies" shall refer to products, raw materials, machines, equipment and industrial installations; and the term "ancillary services" shall notably refer to services such as insurance, installation, training and initial maintenance.

5.3 The term "originate" shall qualify the country where the supplies are extracted, cultivated, produced, manufactured or transformed; or the country where a manufacturing, transformation or assembly of components process results to obtain a commercial article whose basic characteristics are substantially different from those of its components.

#### **Article 6: Qualification of bidder**

6.1 As an integral part of their offer, bidders must:

(a) Submit a power of attorney making the signatory of the bid bound by the offer; and

(b) furnish all the information (to complete or update the information included in the request for pre-qualification which may have changed in the case where the candidates had to pre-qualify) requested from bidders in the Special Regulations, in order to establish their ability to execute the contract; furnish all the information (or update the information included in their request for pre-qualification which may have changed) requested from the bidders in order to establish their ability to execute the contract.

Information relating to the following points shall be requested, if need be:

(i) The production of certified balance sheets and recent turnover;

(ii) access to a credit line or availability of other financial resources;

- (iii) orders acquired and contracts awarded;
- (iv) pending litigations; and
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

- a. The bids must include all the information listed in article 6(1) above. The Special Regulations must specify the information to be furnished by the group and the information to be furnished by each member of the group;
- b. The bid and the contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (*joint or several*) must be specified and justified with the production of a joint venture agreement in due form;
- d. The member of the group designated as the representative shall represent all the undertakings vis à vis the Contracting Authority in the execution of the contract.
- e. In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Administration into a single account; on the other hand, each undertaking is paid in its own account by the Administration where it is several co-contracting.

6.3 Bidders should equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and delivery time limits set in the Special Regulations of the invitation to tender.

## B. Tender File

### Article 7: Content of Tender File

7.1 The Tender File describes the supplies forming the subject of the contract, sets the consultation procedure by suppliers and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with article 9 of the General Regulations of the invitation to tender, it includes the following documents:

Document No. 1	The letter of invitation to tender applicable to restricted invitations to tender
Document No. 2	The tender notice in English and French signed by the Contracting Authority
Document No. 3	The General Regulations of the invitation to tender
Document No. 4	The Special Regulations of the invitation to tender
Document No. 5	The Special Administrative Conditions;
Document No. 6	The description of the supplies which includes: <ul style="list-style-type: none"> <li>- The list of the supplies and ancillary services;</li> <li>- Technical specifications and for complex projects;</li> </ul>
Document No. 7	Schedule of unit and all-in prices
Document No. 8	Schedule of detailed estimates
Document No. 9	Schedule of sub-details of unit and all-in prices
Document No. 10	Model contract;
Document No. 11	Models to be used by bidders;
Document No. 12	Justifications of preliminary studies to be filled by the Project Owner or Delegated Project Owner;
Document No. 13	List of first rate banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds for public contracts

7.2 The bidder must examine all the rules, forms, conditions and specifications contained in the Tender file. It is up to him to furnish all the information requested and prepare a bid in conformity with all aspects of the said file.

### Article 8: Clarifications on the Tender File

8.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (telecopy or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the invitation to tender. The Contracting Authority shall reply in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of the offers.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

8.2 Between the publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to the Minister Delegate in charge of public contracts.

8.3 The complaint must be addressed to the Contracting Authority with copies to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

8.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to the body in charge of the regulation of public contracts.

#### **Article 9: Amendment of the Tender File**

9.1 The Contracting Authority may at any moment prior to the deadline for the submission of offers and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

9.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 7.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known to all bidders who bought the Tender File. The latter must acknowledge receipt of each of the addenda in writing to the Contracting Authority.

9.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 23.2 of the General Regulations of the invitation to tender.

### **C. Preparation of bids**

**Article 10: Bidding fees:** The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority shall in no case be responsible for these costs nor pay them whatever the evolution or outcome of the invitation to tender procedure.

**Article 11: Language of bid:** The bid as well as any correspondence and all documents concerning the bid exchanged between the bidder and the Contracting Authority shall be drafted in English or French. Complementary documents and the forms provided by the bidder may be drafted in either language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case and for reasons of interpretation of the bid, the translation shall be considered to be authentic.

#### **Article 12: Constituent documents of the bid**

12.1 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three volumes:

**a. Volume 1: Administrative file:** It includes:

i) all documents listed in the list of administrative documents below:

- Proof of purchase of the tender file;

- has subscribed to all declarations provided for by the laws and regulations in force;

- paid all taxes, duties, contributions, fees or deductions of whatever nature;
  - is not winding up or bankrupt;
  - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 19 of the General Regulations of the invitation to tender;
- ii) the written confirmation empowering the signatory of the bid committing the bidder, in accordance with the provisions of article 6.1 the General Regulations of invitation to tender.

**b. Volume 2: Technical bid**

**b.1 Information on qualifications:** The Special Regulations of the invitation to tender specify the documents to be furnished by the bidders attesting to the qualification to bid in accordance with articles 6(1), 6(2) and 18 of the General Regulations.

**b.2 Technical proposals:** The Special Regulations specify the constituent elements of the technical proposals of bidders notably:

- A detailed description of the technical characteristics, performance, makes, models and references of the materials proposed including technical prospectuses in accordance with article 17 of the General Regulations;
- The calendar, schedule and delivery deadline.

**b.3 Proof of acceptance of conditions of the contract:** The bidder shall submit duly initialled copies of administrative and technical documents relating to the contract, namely:

1. The Special Administrative Conditions (SAC);
2. Technical specifications.

**c. Volume 3: Financial bid:** The Special Regulations specify the elements that will help in justifying the cost of the services, namely:

1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Schedule of unit and/or all-in prices;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;

To this effect, bidders should use the model documents and forms provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations of invitation to tender concerning the other possible forms of bid bond.

12.2 If in accordance with the provisions of the Special Regulations of invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates offered in case of award of more than one lot.

**Article 13: Bid price**

13.1 Prices shall be indicated as required in the model schedules of prices and sub-details of prices furnished in annex.

In indicating the price, the supplier is free to use the services of a transporter and to obtain insurance services from any country, subject to the conditions of eligibility attached to the financing agreement. Prices proposed in the schedules of sub-details of prices for Supplies and Ancillary Services shall be presented in the following manner:

a. For supplies manufactured in Cameroon:

i. Prices exclusive of taxes of supplies at the local level;

ii. Sales and other taxes collected on the supplies which will be due if the contract is awarded;

iii. The price of domestic transportation, insurance and other local services related to the delivery of the supplies up to their final destination (project site) specified in the Special Regulations of the invitation to tender.

13.2 The prices offered by the bidder should be firm during the whole duration of the execution of the contract and should not in any manner vary, except there is a contrary provision in the Special Regulations. A bid including a price revision clause will be considered as not being in conformity and set aside, in accordance with article 29(3) of the General Regulations.

13.3 In the case where the invitation to tender has several lots, the prices indicated for any given lot should correspond to the total of the articles of each lot and the total quantity indicated for each article. Bidders wishing to offer a rebate in the case of the award of more than one contract shall specify the rebates applicable on each group of lots or each contract of the group of lots, on condition that all the bids are submitted and opened at the same time.

**Article 14: Currency of bid:** Prices shall be drawn in the CFA franc.

**Article 15: Documents attesting to the eligibility of the bidder:** The bidder shall furnish as full part of his bid, documents attesting that he meets the conditions of the provisions of article 4 of the General Regulations.

**Article 16: Documents attesting to the admissibility of supplies**

16.1 In application of the provisions of article 5 of the General Regulations, the bidder shall furnish as a full part of his bid, documents attesting that all the supplies and services which he proposes to furnish in execution of the contract meet the criteria of origin.

16.2 These documents will consist of a declaration of country of origin of the supplies and services proposed in the Schedule of prices, declaration to be confirmed by a certificate of origin at the time of shipment.

**Article 17: Documents attesting to the conformity of supplies**

17.1 To establish the conformity of supplies and ancillary services of the Tender File, the bidder shall, within the scope of his bid, provide written proofs that the supplies conform to the technical specifications and standards mentioned in the Supplies Description.

17.2 These proofs may take the form of prospectus, drawings or data and include a detailed description of the main technical and performance characteristics of the supplies and ancillary services, demonstrating that they essentially correspond to the specifications and, where need be, a list of differences and reservations in relation to the provisions of the Supplies Description.

17.3 The bidder shall also provide a list giving all the details, including the available sources of supply and the current prices of spare parts, special tools, etc necessary for the proper and continuous functioning of the supplies from the start of their use by the Project Owner and during the period specified in the Special Regulations.

17.4 The standards which apply to the execution methods, manufacturing processes, equipment and materials as well as references to trademarks or catalogue numbers specified by the Project Owner or Delegated Project Owner in the Quantity Schedule, delivery calendar and technical specifications are mentioned only for information and in no way have a restrictive character.

The bidder may substitute them with other quality standards, trademarks and/or other catalogue numbers provided that he establishes to the satisfaction of the Project Owner that the standards, makes and numbers

thus substituted are substantially equivalent or superior to the specifications of the Schedule of prices and technical specification.

**Article 18: Documents attesting to the bidder's qualification:** Documents attesting that the bidder is qualified to execute the contract if his offer is accepted shall establish to the satisfaction of the Contracting Authority that:

- a) in the case where the bidder offers to deliver in execution of the contract, supplies which moreover he does not manufacture or produce, the said bidder is duly authorised by the manufacturer of these supplies to deliver them in Cameroon;
- b) the bidder has the financial, technical and production capacity necessary to execute the contract;
- c) The supplier has the relevant experience similar to that provided for in the Tender File.

**Article 19: Bid bond**

19.1 In application of article 12 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which shall become a full part of his offer.

19.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with article 20(2) of the General Regulations.

19.3 Any bid without an acceptable bid bond shall be rejected by the (Tenders Board) as not being in conformity. The bid bond of associated enterprises must be established in the name of the representative submitting the bid and should mention each member of the associated grouping.

19.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

19.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

19.6 The bid bond may be seized:

- a) If the bidder:
  - i) withdraws his bid during the time-limit which he specified in his bid;
  - ii) Does not accept the correction of errors in application of article 30(4) of the General Regulations; or
- b) If the bidder retained:
  - i) Defaults in his obligation to sign the contract in application of article 42 of the General Regulations; or
  - ii) Defaults in his obligation to furnish the final bond in application of article 43 of the General Regulations.

**Article 20: Validity of bids**

20.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the offers set by the Contracting Authority in application of article 23 of the General Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority as not being in conformity.

20.2 Under exceptional circumstances, the Contracting Authority may request the consent of the bidder for the prolongation of the validity time-limit. The request and the responses that will be given shall be in writing (or by telecopy). The validity of the bid bond provided for in article 19 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his

bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor be authorised to do so.

20.3 Where the contract does not include a price revision clause and that the period of validity of offers is extended for more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority shall address to bidders. The Contracting Authority's request must include a form of price revision. The updating period shall run from the date of overrun of the sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of services by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

#### **Article 21: Form and signature of the bid**

21.1 The bidder shall prepare an original of the constituent documents described in article 12 of the General Regulations in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing "**COPY**". In case of discrepancy, the original shall be considered as authentic.

21.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and must be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.

21.3 The bid shall bear no modification, suppression or alteration, unless such corrections are initialled by the signatory (ies) of the offer.

### **D. Submission of bids**

#### **Article 22: Sealing and marking of bids**

22.1 The bidder shall place the original and each of the copies of the bid in separate and sealed envelopes bearing the inscription "**ORIGINAL**" and "**COPY**", as the case may be. These envelopes should then be placed in another envelope which should equally be sealed and which provides no indication on the identity of the bidder.

22.2 The external and internal envelopes :

- a) should be addressed to the Contracting Authority at the address indicated in the Special Regulations;
- b) should bear the name of the project as well as the subject and number of the invitation to tender indicated in the Special Regulations and the inscription

**"TO BE OPENED ONLY DURING THE BID-OPENING SESSION".**

22.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed offer if it is not opened.

22.4 If the external envelopes are not sealed and marked as indicated in article 22(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

#### **Article 23: Date and time-limit for submission of bids**

23.1 The bids must be received by the Contracting Authority at the address specified in article 22(2a) of the Special Regulations not later than the date and time stated in the Special Regulations of the invitation to tender.

23.2 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 9 of the General Regulations. In this

case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

**Article 24: Late bids:** Any bid received by the Contracting Authority beyond the deadline for the submission of bids set by the Contracting Authority in application of article 23 of the General Regulations shall be declared late and consequently rejected.

**Article 25: Modification, substitution and withdrawal of bids**

25.1 A bidder may modify, replace or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of bids. The said notification must be signed by an authorised representative in application of article 21(2) of the General Regulations.

The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENTBID" or "MODIFICATION".

25.2 The notification of modification, replacement or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of article 22 of the General Regulations. The withdrawal may equally be notified by telephone but should, in this case, be confirmed by a duly signed written notification whose date, post mark being authentic, must not be posterior to the time-limit set for the submission of offers.

25.3 Bids being requested to be withdrawn in application of article 25(1) shall be returned unopened.

25.4 No bid may be withdrawn in the interval between the deadline set for the submission of bids and the expiry of the validity period of the bids set in the model bid. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 19(6) of the General Regulations.

**E. Opening of envelopes and evaluation of bids**

**Article 26: Opening of envelopes and petitions**

26.1 The competent Tenders Board shall open the envelopes in single or two phases in the presence of the representatives of bidders who wish to attend and who have a perfect mastery of the file, at the date, time and address specified in the Special Regulations. Representatives of bidders present shall sign a register attesting to their presence.

26.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal of a bid shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened.

The replacement of a bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed only if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated

26.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details

which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

26.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

26.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is appended the attendance sheet is handed over to all the participants at the end of the session.

26.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by ARMP an initialled copy of the bids presented by bidders and a copy to MINMAP for files requiring his prior endorsement.

26.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate at the Presidency of the Republic in charge of Public Contracts with copies to the body in charge of the regulation of public contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer must attach to his report the sheet that was handed to him, including any related commentaries or observations.

#### **Article 27: Confidential nature of the procedure**

27.1 No information relating to the examination, evaluation, comparison of bids and verification of the qualification of bidders and the contract award recommendation shall be given to bidders or to any other person concerned with the said procedure as long as the contract award has not been made public, subject to the disqualification of the bidder and the suspension of the authors from all activities related to public contracts.

27.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of the bids or the Contracting Authority in their award decision may cause the rejection of his bid.

27.3 Notwithstanding the provisions of article 27(2), between the opening of envelopes and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to do with his bid, he should do so in writing.

#### **Article 28: Clarifications on the bids and contact with the Contracting Authority**

28.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it desires, request any bidder to give clarifications on his bid. This request for clarification and the response given are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation sub-committee during the evaluation in accordance with the provisions of article 32 of the General Regulations.

28.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for questions related to their bids, between the opening of envelopes and the award of the contract.

#### **Article 29: Conformity of bids**

29.1 The Evaluation sub-committee shall carry out a detailed examination of bids to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the bids are in proper order.

29.2 The Evaluation sub-committee shall determine if the bid is essentially in conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

29.3 A bid that conforms to the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or omission is that:

- a. *which substantially limits the scope, quality or performance of the supplies and ancillary services specified in the contract;*
- b. which substantially limits and is not in conformity with the Tender File, the rights of the Contracting Authority or the obligations of the bidder in relation to the contract; or
- c. Whose acceptance would be prejudicial to other bidders who presented bids that essentially conformed with the Tender File.

29.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not eventually be rendered in compliance.

29.5 The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

#### **Article 30: Evaluation of technical bid**

30.1 The Evaluation sub-committee shall examine the bid to confirm that all the conditions fixed in the Special Regulations and Special Administrative Conditions were accepted by the bidder without substantial difference or reservation.

30.2 The sub-committee shall evaluate the technical aspects of the bid presented in accordance with article 17 of the General Regulations in order to ensure that all the stipulations of the Schedule of prices, delivery calendar and Supplies Specification (technical specifications, plans, inspections and trials) are respected without substantial difference or reservation.

30.3 If after the examination of the terms and conditions of the invitation to tender and the technical evaluation, the Evaluation sub-committee establishes that the bid does not essentially conform in application of article 29 of the General Regulations, it shall propose to the Tenders Board that the said bid be set aside.

**Article 31: Qualification of the bidder:** The Evaluation sub-committee shall ensure that the bidder retained for having submitted the bid that substantially conformed to the provisions of the Tender File, meets the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid arbitrariness in determining qualification.

#### **Article 32: Correction of errors**

32.1 The Evaluation sub-committee shall verify the bids considered essentially in conformity with the Tender File to rectify the possible calculation errors. The sub-committee shall rectify the errors in the following manner:

- a) If there is a contradiction between the unit price and the total obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected, unless, according to the Evaluation sub-committee, the decimal point of the unit price is manifestly badly placed. In which case the total price indicated shall prevail and the unit price corrected.
- b) If the total obtained by the addition or subtraction of sub totals is not exact, the sub totals shall be authentic and the total corrected;
- c) If there is a contradiction between the indicated price in letters and figures, the amount in letters shall be authentic, unless the amount is linked to an arithmetical error, in which case the amount in figures shall prevail subject to paragraphs a) and b) above.

32.2 The amount featuring in the bid shall be corrected by the Evaluation sub-committee in accordance with the error correction procedure referred to above and with the confirmation of the bidder, the said amount shall be considered to commit him.

32.3 If the bidder who presented the bid assessed as being the lowest bid does not accept the corrections, his bid shall be rejected and his bond may be seized.

### **Article 33: Financial evaluation of bids**

33.1 The Evaluation sub-committee shall proceed to the evaluation and comparison of bids which it had determined essentially met the provisions of the Tender File within the meaning of articles 29, 30 and 31 of the General Regulations.

33.2 For this evaluation the Evaluation sub-committee shall consider the following elements:

- a) the bid price, indicated according to the provisions of article 13 of the General Regulations;
- b) adjustments made on the price to correct the arithmetical errors in application of article 32 of the General Regulations;
- c) adjustments made on the price as a result of rebates offered in application of paragraph 13(4) of the General Conditions;

33.3 To evaluate the bid price, the Evaluation sub-committee may equally consider factors other than the bid price indicated including the characteristics, performance of the supplies and ancillary services and purchase conditions.

The factors retained and specified in the Special Regulations, where need be, shall be expressed in monetary terms in a way as to facilitate the comparison of bids.

**Article 34: Comparison of bids:** The Evaluation sub-committee shall compare all the bids that substantially conform to determine the bid valued as the lowest, in application of articles 34 above.

## **F. Award of the contract**

### **Article 35: Award of the contract**

35.1 The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates.

35.2 If the invitation to tender has several lots, the lowest bid shall be determined by evaluating this contract in relation with the other lots to be awarded concurrently, by taking into consideration the rebates offered by the bidders in case of award of more than one lot, as well as their financial situation at the time of award.

35.3 Any award of supplies contract shall be to the bidder meeting all the technical and financial capacities resulting from the required essential or eliminatory criteria and presenting the bid evaluated as the lowest.

### **Article 36: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure**

The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister in charge of public contracts where the offers have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

### **Article 37: Right to modify quantities during the award of the contract**

During the award of the contract, the Contracting Authority reserves the right to increase or decrease by not more than fifteen per cent (15%), the quantity of the supplies and services initially specified in the Quantity Schedule, without changing the unit prices or other terms and conditions.

**Article 38: Notification of the award of the contract:** Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the successful bidder by telecopy confirmed by registered mail that his bid was retained. This letter shall indicate the amount the Project Owner will pay the supplier to execute the contract and the execution time-limit.

**Article 39: Publication of results of award and petitions**

39.1 Any award decision of a public contract by the Project Owner or the Delegated Project Owner shall be inserted with an indication of the price and deadline in the Public Contracts Journal published by the body in charge of the regulation of public contracts or any other publications authorised to do so.

39.2 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related contract to which shall be appended the evaluation report of the bids.

39.3 The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

39.4 After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

39.5 In case of petition, it should be addressed to the Minister Delegate in charge of Public Contracts with copies to the Public Contracts Regulatory Agency, the Contracting Authority and the chairperson of the said Tenders Board. It must take place within a maximum deadline of five (5) working days after the publication of the results.

**Article 40: Signing of the contract**

40.1 After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board for examination and opinion and where applicable to the prior endorsement of the Minister in charge of public contracts.

40.2 The Contracting Authority has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder and where applicable after the endorsement of the Minister in charge of Public Contracts.

40.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

**Article 41: Final Bond**

41.1 Within twenty (20) days of the notification by the Contracting Authority, the supplier shall furnish the Project Owner with a final bond from an approved bank or insurance company in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

41.2 The bond whose rate varies between 2 and 5% of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment in accordance with the instruments in force with the Contracting Authority as beneficiary or by a joint or several guarantee.

41.3 Small and medium-sized enterprises (SME) constituted of nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or a first rate financial institution approved in accordance with the instruments in force.

41.4 Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract.

**DOCUMENT N° 3:**

**SPECIAL REGULATIONS OF THE INVITATION  
TO TENDER**

## Special Regulations of the invitation to tender

This document must be filled by the Project Owner or the Delegated Project Owner and/or Contracting Authority before the publication of the Tender File. The following provisions which are specific to the supplies subject of the invitation to tender, supplement or where applicable, specify the provisions of the General Regulations of the invitation to tender. The numbers in the first column refer to the corresponding article of the General Regulations.

General	
1.	<b>Definition of supplies: THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUBDIVISION, BUI DIVISION OF THE NORTH-WEST REGION</b>
1.1	<b>Name and address of Contracting Authority :THE MAYOR, JAKIRI COUNCIL</b> <b>Reference of the invitation to tender: N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026</b>
1.2	<b>Delivery deadline: Thirty calendar days (3 months)</b>
2.1	<b>Source of financing: MINDDEVEL BUDGET 2025</b> <b>Name of Project: THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUBDIVISION, BUI DIVISION OF THE NORTH-WEST REGION</b>
4.2	Criteria:
5.1	Criteria of origin of supplies:
6.1	Bidder's qualification: <ul style="list-style-type: none"> <li>- Turnover:</li> <li>- Supplier's references</li> <li>- Availability of material and essential equipment</li> <li>- Availability of spare parts</li> <li>- After-sales service</li> <li>- The non-respect of 75 % of criteria leads to the elimination of the bid.</li> </ul>
11.	Language of bid: English or French
12.1	The list of documents on qualification referred to article 12 of the General Regulations must be supplemented and grouped in three volumes inserted respectively in internal envelopes and detailed as follows: <b>Envelope A- Volume 1 Administrative file</b> The administrative file should contain the following documents after 48h a. The declaration of the intention to bid, (according to the attached model); b. An attestation of solvency established by a Court of First Instance or any other document established by the competent institution of the place of residence of the bidder dating less than three (3) months preceding the date of submission of offers. c. An attestation of the bidder's domiciliary bank issued by a bank approved by the Ministry in charge of finance, except otherwise provided for by the funding agreement. d. A receipt of purchase of the Tender File. e. The bid bond (according to the attached model) of an amount of <b>Four Hundred Thousand (400,000) fcfa obtained from a first class bank or an insurance company approved by the Ministry of Finance</b> f. A Certificate of Non Exclusion from public contracts issued by the Director General of ARMP. g. A Clearance Attestation signed by the Director General of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old. h. A Tax Clearance Certificate signed by the Director General of Taxes stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old. i. A receipt from CDEC backing bid bond with the same amount

## Envelope B- Volume 2: Technical bid

### b.1 Information on qualification

- Proof of having executed two (02) similar contracts during the last five (05) years, with amounts of the said contracts, coordinates of officials of the projects or Project Owners as well as justificatory documents (copies of the first and last pages of contracts or jobbing orders, delivery slips signed by the Project Owner, minutes of acceptance certifying to the proper execution of these contracts);

- **b.2 Technical proposals:** Description of the organization of worksite and methods of execution of works with technical details

- The planning (schedule of the execution of works)
- Site visit attestation and report
- Environmental protection
- Security measures on site
- Sources and quality of materials
- Appropriate technical specifications

*That is, Methodological approach and relevance of proposed solutions as well as work planning and schedule.*

**b.3 Delivery deadline:** the delivery deadline shall sixty calendar days (02 months)

**b.4 Proofs of acceptance of conditions of the contract:** The bidder should submit copies of duly initialled administrative and technical documents governing the contract, namely:

- a) The Special Administrative Conditions (SAC);
- b) The Technical Specifications (TS).

## Envelope C. Volume 3: Financial bid

It includes all the elements that help in justifying the cost of services namely:

- c.1 The bid proper, generally prepared according to the attached model, stamped at the prevailing rate and dated;
- c.2 The duly filled unit and/or all-in price Schedule;
- c.3 The duly filled bill of quantities and detailed estimates;
- c.4 The sub-details of unit prices and/or breakdown of all-in a prices.

To this effect, bidders should use the documents and models provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations concerning the other possible forms of bid bond.

***N.B*** *The various parts of the same file must obligatorily be separated by colour dividers both in the original and in the copies in a way as to facilitate examination.*

### Bid price and currency

13.2	The price of this contract shall be fixed.
14.	<b>Currency of bid</b> Prices shall be drawn in the following currencies: francs cfa
15.2 & 15.3	Currency of country of Contracting Authority: francs cfa
17.3	Period of functioning of the supplies: <b>Two Months</b>
<b>Preparation and submission of bids</b>	
19.1	<b>Amount of the bid bond:</b> Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment or an insurance company approved by the Ministry in charge of finance and whose list is found in document No. 12 of the Tender File, of an amount of <b>Four Hundred Thousand (400,000) francs CFA</b> , and valid for sixty (60) days beyond the date of validity of bids
20.1	<b>Period of validity of bids:</b> The period of validity of bids is 60 days from the date of submission of offers

21.1	<b>The number of copies of the bid which must be filled and sent:</b> Seven (7) copies, that is one (01) original and six (06) copies labelled as such. These shall be submitted in one sealed pack containing three (3) envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical file and Envelope C: Financial file
22.2	<b>Address of the Contracting Authority to be used for the submission of bids:</b> JAKIRI Council Service of award in charge of the award of contracts <b>Number of the invitation to tender: N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026</b>
23.1	<b>Date and time-limit for submission of bids:</b> The sealed pack shall bear no information about the company and shall reach JAKIRI Council Service in charge of the award of contracts not later than <b>0182/02/2026 at 10am</b> local time
26.1	Venue, date and time of opening of bids: The offers shall be opened in a single phase, in the conference hall of the JAKIRI Council, <b>18/02/2026 at 11am</b> .
<b>Award of the contract</b>	
43.1 and 43.2	The final bond shall be set at . It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the contract.

**DOCUMENT N°. 4: SPECIAL ADMINISTRATIVE  
CONDITIONS**

# Special Administrative Conditions (SAC)

## Content

### Chapter I: General

- Article 1 - Subject of the contract
- Article 2 - Award procedure (GAC supplemented)
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
- Article 8 - Communication (article 6 of GAC supplemented)
- Article 9 - Administrative Orders (article 8 of GAC)
- Article 10 - Contracts with conditional phases (article 9 of GAC)
- Article 11 - Supplier's material and personnel (GAC supplemented)

### Chapter II: Financial conditions

- Article 12 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 13 - Amount of contract
- Article 14 - Place and method of payment (GAC supplemented)
- Article 15 - Price variation (article 17 of GAC)
- Article 16 - Price revision formula (article 18 of GAC)
- Article 17 - Price updating formula (article 18 of GAC)
- Article 18 - Advances (article 21 of GAC)
- Article 19 - Payment (article 19 supplemented)
- Article 20 - Interest on overdue payments (article 20 of GAC)
- Article 21 - Penalties for delay (article 34 of GAC supplemented)
- Article 22 - Tax and customs schedule (article 10 of GAC)
- Article 23 - Stamp duty and registration of contracts (article 11 of GAC)

### Chapter III: Execution of services

- Article 24 - Patent rights (GAC supplemented)
- Article 25 - Place of delivery and deadline (articles 31 and 33(1))
- Article 26 - Role and responsibilities of supplier (GAC supplemented)
- Article 27 - Transport and insurance (article 31 of GAC)
- Article 28 - Trials and related services (article 28)
- Article 29 - After-sales service and consumables (article 14 of GAC)

### Chapter IV: Acceptance

- Article 30 - Documents to be furnished before the technical acceptance (article 41 of GAC supplemented)
- Article 31 - Provisional acceptance (articles 40 and 41 of GAC)
- Article 32 - Documents to be furnished after provisional acceptance (article 40 of GAC supplemented)
- Article 33 - Guarantee deadline (article 40 of GAC supplemented)
- Article 34 - Final acceptance (article 48 of GAC)

### Chapter V: Sundry provisions

- Article 35 - Termination of the contract (article 57 of GAC)
- Article 36 - Case of force majeure (article 56 of GAC)
- Article 37 - Differences and disputes (article 61 of GAC)
- Article 38 - Drafting and dissemination of this contract (GAC supplemented)
- Article 39 and last - Entry into force of the contract (GAC supplemented)

## Chapter I: General

### Article 1: Subject of tender

**Subject of contract:** The subject of this contract is **THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUBDIVISION, BUI DIVISION OF THE NORTH-WEST REGION**

1.1 According to the characteristics defined in the technical specifications and the quantities defined in the estimates.

**1.2 Nature of services:** The supplies to be done consist of **THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUBDIVISION, BUI DIVISION OF THE NORTH-WEST REGION**

**Article 2: Award procedure (GAC supplemented):** The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 *General definition:*

- **The Contracting Authority:** Shall be the Divisional Delegate of Public Contracts for Bui. He awards the contract and ensures the preservation of originals of contract documents and the transmission of copies to the Ministry in charge of Public Contracts and ARMP.
- **The Project owner (Authorising Officer):** Shall be the **Lord Mayor of Jakiri council**; he represents the beneficiary administration of the services;
- **The Contract Manager:** Shall be the **Chief of Post, Sop Integrated Health Center**; He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- **The Contract Engineer:** Shall be the **Divisional Chief of state Property for Bui**, for herein after referred to as the Engineer.
- **The supplier:** Shall be the determine after the award of the Contract.

3.2. **Security:** This contract may be used as security, subject to any form of assignment of receivables.  
In this case:

- The authority in charge of authorising payment shall be: *The Lord mayor JAKIRI council*
- The authority in charge of the clearance of expenditures shall be *The Divisional finance controller for Bui*
- The body or official in charge of payment shall be *The municipal Treasurer JAKIRI Council*
- The official competent to furnish information within the context of execution of this contract shall be *the Mayor of JAKIRI Council*

### Article 4: Language, applicable law and regulation (GAC supplemented)

1. The language to be used shall be *[English and/or French]*.
2. The supplier shall be bound to observe the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract. If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

### Article 5: Standards (article 3 of GAC supplemented)

5.1 The supplies done in execution of this contract shall be in conformity with the standards laid down in the Technical Specifications and where no standard is mentioned, to the authoritative standard on the issue and applicable in Cameroon; this standard shall be the most recent standard approved by the competent authority.

5.2 The supplier shall study, execute and guarantee the supplies and services of this contract by taking into consideration the best practices in Cameroon for operations of similar technology.

**Article 6: Constituent documents of the contract (Article 9 of GAC):** The constituent contractual documents of this contract in order of priority are;

- 1) The bid or commitment letter;
- 2) The supplier's bid and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Technical Specifications referred to above;
- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications (TS);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The General Administrative Conditions (GAC) applicable to supplies contracts as put in force by Decree No. 033 of 13 February 2007;
- 7) The General Technical Conditions applicable to services forming the subject of the contract.

**Article 7: General instruments in force:** This contract shall be governed by the following general instruments:

#### ARTICLE 6: GENERAL APPLICABLE TEXTS

This Contract is subject to the following General texts of law

The special General administrative Clauses (CCLS);

The law N ° 96/12 of 05 August 1996 on the management of environment;

The texts governing the trade;

Decree n ° 2018/366 of 20 June 2018 to institute the Public Contracts Code

Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.

Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;

Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the Purchase fees for tender files;

Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of Individual consultants;

Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;

Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;

Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;

Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;

Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;

Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);

Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;

The circular N° 0000242/C/MINFI of 30TH December 2020 on instructions relating to the execution of the finance law, the monitoring and execution of the State Budget, Administrative, Public Establishment, Regional and local Authorities for the 2022 financial Year;

Circular N ° 0001877/ C / MINFI of 31/12/25 , Bearing instructions on the implementation of financial laws, monitoring and the control of the execution of the Budget of the State and other Public Entities for the 2026 Fiscal year

Unified Technical Documents (DTU) for building works;

The Norms in force in the Republic of Cameroon;

Other texts specific to contracting fields.

### **Article 8: Communication (Article 6 of GAC supplemented)**

8.1 All notifications and written communication within the framework of this contract shall be sent to the following address:

a. In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Contract Manager and immediately after delivery of the supplies, correspondences shall be validly addressed to the Mayor of Jakiri Council.

b. In the case where the Project Owner is the addressee:

Mr./Madam Mayor Jakiri Council, with a copy addressed to the Contract Manager, Project Manager and Contract Engineer, where need be.

c. In the case where the Contracting Authority is the addressee:

Mr./Madam Mayor, Jakiri Council, with a copy addressed within the same deadline to the Project Owner, Contract Manager, Engineer Project Manager, where necessary.

8.2 The supplier shall address all written notifications or correspondences to the Project Owner, with copies to the Contracting Authority, Project Manager and the Contract Manager

**Article 9: Administrative Orders (Article 8 of GAC):** *The various Administrative Orders shall be established and notified as follows:*

9.1 The Administrative Order to start execution of supplies shall be signed by the Contracting Authority and notified to the supplier by the Contract Manager with copies to the Project Owner, Contract Manager, the Engineer, Project Manager and Payment Body.

9.2 On the proposal of the Project Owner, Administrative Orders with incidence on the objective, amount or supply deadline shall be signed by the Contracting Authority and notified to the supplier by his services with a copy to the Project Owner, Contract Manager, Engineer, Project Manager and Paying Body. The prior endorsement of the Payment Body shall possibly be required for those with an incidence on the amount.

9.3 Administrative Orders of a technical nature linked to the normal progress of the supplies shall be signed directly by Contract Manager and notified to the supplier by the Engineer or Project Manager and a copied to the Contracting Authority.

9.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the supplier by Contract Manager and copied to the Contracting Authority, Engineer and Project Manager.

9.5 Administrative Orders for suspension or resumption of supplies for reasons of the weather or other cases of force majeure shall be signed by the Contract Manager upon the proposal of the Project Manager and notified to the supplier by the Engineer (as per type of supplies).

9.6 With regard to Administrative Orders signed by the Contracting Authority and notified by the Project Owner, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Contracting Authority to the Project Owner. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner and proceed to carry out the said notification.**

### **Article 10: Contracts with conditional phases (article 9 of GAC)**

10.1 the contract shall be in one phase. At the end of the phase, the Project Owner shall accept the services and issue an attestation of proper execution to the supplier. This attestation shall condition the following conditional phase.

### **Article 11: Supplier's equipment and staff**

11.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the supplier shall have himself replaced by a member of staff of equal competence (qualifications and experiences) or by equipment of similar performance and in good working order.

11.2 In any case, the lists of equipment and supervisory staff to be used shall be subject to the approval of the Project Manager within 15 days of the notification of the Administrative Order to start execution. The Project Manager has 07 days to notify his opinion in writing with a copy to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.

11.3 Any unilateral modification on the proposed equipment and supervisory staff made in the technical bid prior to and during the execution shall be a reason for termination of the contract as mentioned in article 34 below or application of penalties (specify). In case of replacement of key staff (site foreman etc.) in non-conformity with this article, the contractor shall be liable to a penalty worth a fifth part of one thousand (5/1000th) of the amount of the contract all taxes inclusive.

11.4 The supplier shall use the appropriate equipment in the proper execution of the project according to the rules of article 10(5). Any modification must be made known to the Contracting Authority.

## Chapter II: Financial conditions

### **Article 12: Guarantees and securities (Articles 21 and 40 of GAC)**

**12.1 Final bond:** The final bond shall be set at Four Hundred Thousand (400,000) fcfa. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the contract.

The retention fund shall be set at **10 %** of the amount of the contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Contracting Authority upon request by the Supplier or the entire amount of Guarantee Retention could be paid to the contractor after provisional reception upon presentation of a caution of the same amount issued by a first rate-bank or an insurance company approved by the Ministry in charge of Finance in conformity with COBAC conditions.

**12.2 Performance bond:** The retention fund shall be set at \_\_\_\_\_ [*10 % maximum*] of the amount of the contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Project Owner upon request by the contractor.

### **12.3 Guarantee of start-off advance**

**b) Refund of the start-off advance:** The start-off advance shall be refunded by deducting 30% of the amount of each payment on account right from the first account of the contract. It must be entirely refunded by the time the amount of work reaches 80% of the value of the contract.

**Article 13: Amount of the contract:** The amount of this contract as shown on the attached [*detail or estimates*] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F

- Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.

**Article 14: Place and method of payment (GAC supplemented):** The Project Owner shall pay the sums due by transfer into account No. \_\_\_\_\_ opened in the name of the supplier in \_\_\_\_\_ bank.

### **Article 15: Price variation (Article 17 of GAC)**

15.1 Prices shall be firm.

- a. Payments on bills made to the supplier as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

**Article 16: Price revision formulae (article 18 of GAC):** The prices on the unit price schedule shall be revisable only in case where the difference is more than 25% of the contract amount.

**Article 17: Price updating formulae (article 18 of GAC):** The prices on the unit price schedule shall be updated only in case where the difference is more than 25% of the contract amount.

**Article 18: Advances (article 21 of GAC)**

**18.1 Request for the start-off advance:** At the express request of the contractor, a start-off advance not exceeding 30% of the contract AT1 may be granted. This advance shall be 100% guaranteed by banking institution in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.

**18.2** The time-limit for payment of the start-off advance is fixed at \_\_\_\_\_ days from the date of its request by the supplier.

**Article 19: Payment (article 19 of GAC supplemented):** The contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment

**Article 20: Interest on overdue payments (Article 20 of GAC):** Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

**Article 21: Penalties for delays (Article 34 of GAC supplemented)**

**A. Penalties for delay**

**21.1** The amount set for penalties for delays is fixed as follows (modifiable):

*a. One two thousandth (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;*

*b. One thousandth (1/1000<sup>th</sup>) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.*

**21.2** The cumulated amounts of penalties for delay shall be limited to ten percent (10%) of the initial contract inclusive of all taxes.

**B. Specific penalties (amounts to be specified)**

**21.3** Independently of penalties for overrun of contractual time-limit, the supplier shall be liable for the following special penalties for non-observation of provisions of the contract

- Late submission of final bond;
- Late submission of insurances.

**Article 22: Tax and customs regulations (article 10 of GAC)**

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
- i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
- ii) Council dues and taxes;

iii) Dues and taxes relating to the extraction of building materials and water. These elements must be included in the costs which the undertaking imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive prices means VAT included.

**Article 23: Stamp duty and registration of contracts (article 11 of GAC):** Seven (7) original copies of the contract shall be stamped by and at the cost of the supplier, in accordance with the applicable regulations.

### Chapter III: Execution of services

**Article 24: Patent rights (GAC supplemented):** The supplier shall guarantee the Project Owner against claims by third parties relating to the infringement or unauthorized use of a patent right, a trademark or industrial creation right resulting from the use of supplies or their components.

**Article 25: Place and delivery deadline (articles 31 and 33(1) of GAC)**

25.1 The place of delivery shall be SOP Integrated Health Center in JAKIRI COUNCIL AREA

25.2 The delivery deadline of the services forming the subject of this contract shall be: **THREE (03) months**

25.3 This deadline shall run from the date of notification of the Administrative Order to start execution.

**Article 26: Role and responsibilities of the supplier (GAC supplemented):** The mission of the supplier shall be to ensure the supply of goods as described in the Technical Specifications under the control of the Project Manager and in conformity with this contract and the applicable rules and standards.

**Article 27: Transport and insurance (article 31 of GAC)**

27.1 **Packaging for transportation:** The supplier must take all the necessary measures so that the supplies proposed are protected by careful packaging appropriate for maritime, air, rail or road transport. The supplier must take all measures to repair the possible damages caused during transportation up to the place of delivery.

27.2 **Insurance:** All types of risks during the transportation up to the place of delivery must be covered by insurance subscribed by the supplier.

**Article 28: Trials and related services (article 28 of GAC):** The contractor shall hold a training workshop with the chief of works and the head of department after which an attestation of training is issued, in order for him to acquire some basic knowledge in the use of the equipment

**Article 29: After-sales service and consumables (article 14 of GAC):** The supplier shall maintain an after-sales service in the Republic of Cameroon for a period of six (6) months from the date of the final acceptance:

- a duly mandated permanent representative;
- repair workshops;
- qualified personnel capable of carrying out all the repairs necessary for the smooth functioning of the equipment or accessories he supplied;
- a sufficient stock of spare parts.

### Chapter IV: Acceptance

**Article 30: Documents to be furnished prior to the technical acceptance (article 41 of GAC supplemented)**

Within at least ten (10) days prior to the provisional acceptance, the supplier shall forward to the Project Owner the following documents:

- a) Copy of the supplier's bill describing the supplies indicating their quantities, prices and total amount;
- b) Notification of the delivery;
- c) Certificate of guarantee by the manufacturer or supplier;
- d) Certificate of origin.

**Article 31: Provisional acceptance (articles 40 and 41 of GAC):** Prior to the provisional acceptance, the supplier shall request in writing to the Contract Manager with a copy to the Engineer, the organization of a technical visit before the acceptance.

31.1 Trials included in preliminary operations to the acceptance shall be the testing of the equipment and the generator.

31.2 The Acceptance Commission shall comprise the following members for guideline only:

1. The Project Owner or his representative as .....chairperson;
2. The Contract Manager, .....member;
3. The Contract Engineer..... Secretary
4. The DD MINMAP.....Observer
5. The Stores Accountant, Jakiri Council..... members;
6. The supplier.....member.
7. The DMO KUMBO WEST.....member.
8. The Divisional Delegate of MINDDEVEL or his representative;.....Member

Members of the Commission shall be convened by the chairman to the acceptance by mail at least ten (10) days before the date of acceptance and the supplier shall be convened by mail ten days before acceptance. The supplier is bound to attend. He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission. [quorum to be indicated].

The Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the supplies if there is need.

The visit for provisional acceptance shall be the subject of minutes of provisional acceptance signed on the spot by all the members of the Commission. The minutes of the provisional acceptance report shall specify or set the date of completion of the delivery.

31.3 There shall be no partial acceptance of the supplies.

31.4 The Guarantee period commences as of the date of provisional reception which is also the final reception

**Article 32: Documents to furnish after provisional acceptance (article 40 of GAC supplemented):** The following documents shall be furnished after the provisional acceptance;

1. As Realized Plan

**Article 33: Guarantee period (article 40 of GAC supplemented)**

33.1 The guarantee period shall be *six (06) months* to run from the date of the provisional acceptance of the supplies.

33.2 During the guarantee period, the supplier shall be bound to provide all After-sales service and consumables.

**Article 34: Final acceptance (article 48 of GAC)**

34.1 The final acceptance shall be six (06) months from the date of the provisional reception.

34.2 The Project Manager shall be a member of the commission.

34.3 The procedure for final acceptance shall be the same as for provisional acceptance.

34.4 The final acceptance shall mark the end of the contract and shall release the Project Manager of all obligations. The joint signature of the final detailed bills by the **Project Owner**, the **supplier** and the **contracting Authority** shall definitely end the contract.

#### **Chapter V: SUNDRY PROVISIONS**

**Article 35: Termination of the contract (article 57 of GAC):** The contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24 September 2004 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

1. Delay in services resulting in penalties of more than 10 % of the amount of the supplies;
2. Refusal to repeat poor supplies;
3. Default by the supplier;
4. Persistent non-payment for services.

**Article 36: Case of force majeure (article 56 of GAC)**

*[Specify the special provisions, where need be].*

**Article 37: Disagreements and disputes (article 61 of GAC):** Differences or disputes born out of the execution of this contract may be the subject of amicable solution. Where no amicable solution can be found to a dispute, it shall be brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be].*

**Article 38: Production and dissemination of this contract (GAC supplemented):** Seven (07) copies of this contract shall be produced at the cost of the supplier and furnished to the Contracting Authority.

**Article 39 and last: Entry into force of the contract (GAC supplemented):** This contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the supplier by the Contract Manager  
(See coherence with the General Administrative Conditions)

**DOCUMENT N<sup>o</sup>. 5**  
**SPECIAL TECHNICAL CONDITIONS (STC)**

## Technical specifications

The TS constitute the basis of verification of the conformity of the supplies and their evaluation. Consequently, well defined TS ease the preparation of conforming bids by bidders as well as the preliminary examination, evaluation and comparison of bids by the Evaluation Sub-committee.

1. The TS require that all supplies as well as the materials that make them up be new, unused, be the recent or current model and that they include all the improvements in issues of conception and materials, except the contract stipulates otherwise.
2. The TS take into account practices considered as being the best by experience. The use of specifications prepared in the same country and applied to the same sector may constitute a safe base to prepare the TS.
3. The use of the metric system is highly recommended.
4. The standardisation of TS may have advantages and depends on the complexity of the supplies and the repetitive nature of the award of contracts under consideration. The TS must be sufficiently general to avoid creating difficulties in use by the labourers of the materials, equipment generally used in the manufacture of similar supplies.
5. The standards in terms of equipment, materials and labour specified in the tender documents should not have an exclusion character. As far as possible, international standards must be used. References to trade marks, catalogue numbers or other details which circumscribe the materials or articles to a particular manufacturer must, as far as possible, be avoided. Where inevitable, such description of an article must always include the inscription "or equivalent in substance".
6. The TS describe in detail the requirements concerning, among others, the following aspects:
  - a) Standards required concerning materials and manufacturing and production of supplies;
  - b) Details concerning tests (type and number);
  - c) Complementary ancillary services necessary to ensure delivery/execution in due form;
  - d) Detailed activities borne by the bidder, possible participation of the buyer in these activities;
  - e) List of functioning guarantees (details) covered by the Guarantee and details concerning the applicable damages in case of the non-respect of this functioning guarantees.
7. TS specify the main technical and functioning characteristics required as well as the other requirements such as the guaranteed maximum or minimum values, as the case may be. If necessary, the Contracting Authority includes an ad hoc formula (document attached to the tender letter) in which the bidder furnishes the detailed information on the acceptable values or guarantees of the functioning guarantees.

When the Project Owner requires that the bidder furnish in his bid part or all the TS, technical documents or other technical information, the nature and quantity of information requested as well as their presentation in the bid must be specified

**DOCUMENT N° 6**  
**SCHEDULE OF UNIT PRICES**

**UNIT PRICE SCHEDULE FOR SOP INTEGRATED HEALTH CENTER MEDICAL  
EQUIPMENT**

**DOCUMENT N° 7**  
**BILL OF QUANTITIES AND ESTIMATES**

**COST ESTIMATES FOR SOP INTEGRATED HEALTH CENTER MEDICAL  
EQUIPMENT**

**DOCUMENT N° 8**  
**FRAMEWORK OF SUB DETAIL OF PRICES**

**2. List of ancillary services and delivery calendar**

*[This table is filled by the Project Owner. The date of supplies of services must be realistic and coherent with the delivery dates (according to Incoterms)]*

Article No. Service	Description of Service	Quantity <sup>1</sup>	Physical unit	Site or place where services must be executed	Final date of delivery of service
<i>[insert number of services]</i>	<i>[insert description of the service]</i>	<i>[insert number of articles to be furnished]</i>	<i>[unit of measure]</i>	<i>[place of delivery of service]</i>	<i>[insert date]</i>

Schedule of sub detail of unit prices

Sub detail of unit prices

No.	Designation	Cost price	Transport	Order price	Delivery fees	Margin	Unit price EVAT

Name of bidder *[insert name of bidder]* Signature *[insert signature]*, Date *[insert date]*

<sup>1</sup> If applicable

**DOCUMENT N° 9**  
**MODEL CONTRACT**

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
\*\*\*\*\*

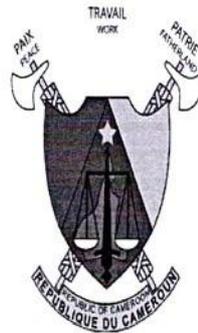
MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

BUI DIVISION  
\*\*\*\*\*

JAKIRI COUNCIL  
\*\*\*\*\*

JAKIRI COUNCIL INTERNAL TENDERS BOARD  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
\*\*\*\*\*

MINISTÈRE DE LA DÉCENTRALIZATION ET  
DEVELOPPEMENT AND LOCAL  
\*\*\*\*\*

REGION DU NORD OUEST  
\*\*\*\*\*

DEPARTEMENT DU BUI  
\*\*\*\*\*

COMMUNE DE JAKIRI  
\*\*\*\*\*

COMMISSION INTERNE DE PASSATION DES  
MARCHÉ DE LA COMMUNE DE JAKIRI

### JAKIRI COUNCIL INTERNAL TENDERS BOARD.

JOBGING ORDER N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026 FOR THE SUPPLY OF  
MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER, JAKIRI SUB DIVISION, BUI DIVISION  
OF THE NORTH WEST REGION

**Awarded after a Request for Quotation**

N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026 FOR THE SUPPLY OF MEDICAL EQUIPMENT TO  
SOP INTEGRATED HEALTH CENTER JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST  
REGION

HOLDER (ETS ADDRESS): .....  
P.O BOX ..... TEL.....FAX: .....  
TRADE REGISTER N°(N° R.C.): .....  
TAX PAYER N°: .....  
BANK ACCOUNT N°: .....AT..... (BANK)  
AGENCY OF: .....

SUBJECT: .....

EXECUTION DEADLINE: .....

AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25)	
A.I.R. (2.2 or 5.5 %)	
Net Payable	

FINANCING: .....

BUDGET HEAD: .....

LOCATION: .....

ENTERED ON: \_\_\_\_\_

SIGNED ON: \_\_\_\_\_

NOTIFIED ON: \_\_\_\_\_

REGISTERED ON: \_\_\_\_\_

**BETWEEN:**

The Government of the Republic of Cameroon, represented by the Mayor of JAKIRI Council hereinafter referred to as the "The Contracting Authority"

**ON THE ONE PART,**

**AND**

**Enterprise** .....

Whose head office is at .....

Hereinafter referred to as the "Contractor"

Represented by its Director, Mr./Ms .....

Address: P.O. Box ..... Tel ..... Fax .....

Business Registry No .....

Tax Payers' Card No .....

**ON THE OTHER PART**

**IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:**

## SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special technical Clauses (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimates

Page ..... and last of **JOBING ORDER N° 07/RC/NC/ JCITB/2026** awarded after **Request for**

**Quotation N° 07/RC/ JAKIRI COUNCIL/JCITB/2026**

With .....

**FOR THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER JAKIRI SUB  
DIVISION, BUI DIVISION OF THE NORTH WEST REGION**

**EXECUTION DEADLINE: THREE (03) MONTHS**

**AMOUNT OF CONTRACT IN FCFA:**

<b>Amount tax inclusive</b>	
<b>Amount without Taxes</b>	
<b>VAT (19.25)</b>	
<b>A.I.R. (2.2 or 5.5%)</b>	
<b>Net Payable</b>	

**Read and accepted by the Contractor**

JAKIRI ..... (date)

**Signed by the LORD MAYOR JAKIRI COUNCIL**

JAKIRI..... (date)

**Registration**

**DOCUMENT N° 10**  
**FORMS AND MODELS TO BE USED**

## TABLE OF MODELS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Schedule framework

## Annex N°. 1: Model tender

I, the undersigned \_\_\_\_\_ [indicate the name and capacity of signatory]

Representing the \_\_\_\_\_ company or enterprise or group<sup>2</sup> 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:

[recall the subject of the invitation to tender]

- After having personally taking account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender for lot No. \_\_\_\_\_ at \_\_\_\_\_ [in figures and words] CFA francs exclusive of VAT and at \_\_\_\_\_ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline of .....months.
- I pledge to maintain my offer for [indicate duration of validity, in principle 90 days from the deadline of submission of tenders.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

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 tender accepted by you shall constitute an agreement between us.

Signature of.....in the  
capacity of.....duly authorised to  
sign the tenders on behalf  
of<sup>3</sup>.....

<sup>2</sup> Delete where necessary

<sup>3</sup> Attach the Power of Attorney

## ANNEX N°. 2: MODEL BID BOND

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

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his tender on \_\_\_\_\_ for [recall the subject of the invitation to tender], hereinafter referred to as "the tender" and to which shall 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 Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

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

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

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

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

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

This bond shall, for purposes of its interpretation, be submitted 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 N°. 4: Model of start-off advance bond

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

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

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the guarantee shall be proportionately reduced on the progressive reimbursement of the advance.

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

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

Signature of the bank

## ATTACHMENT No. 5: MODEL OF PERFORMANCE BOND (RETENTION FUND)

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

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

Addressed to [Indicate the Contracting Authority]

[Address of Contracting Authority]

Hereinafter referred to as "the Contracting Authority"

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

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

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

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

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

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

[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price<sup>4</sup>.

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

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

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

Any request for payment formulated by the Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment. This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

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

[Signature of the bank]

<sup>4</sup> In the case where the bond is established once upon start of the works and covers the full bond, that is, 10 % of the amount of the contract

## **ANNEX N°. 6: Schedule framework**

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions shall be clearly brought out in the schedules.

The financial schedule resulting from the schedule of works shall indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

[Signature of the bank]

**DOCUMENT N° 11**  
**PRELIMINARY SITE STUDIES**

*[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 18 April 2008 relating to the respect of rules governing the award, execution and control of public contracts]*

### **Note on preliminary studies**

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award contracts or refer to the competent Tenders Board, ensure that draft tender files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

### **Annex No. 7: Justification of preliminary studies**

1. Attach the preliminary studies.
2. Indicate
  - 2.1. The date studies were carried out;
  - 2.2. The name of the public or private Project Manager
  - 2.3. References of the contract, if Private Manager carried it out;
  - 2.4. If maintenance works
    - 1.4.1 Description of the studies;
    - 1.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
- 1.5 Rehabilitation or new works
  - 1.5.1 Are quantities in the quotations the same as those of the studies?
  - 1.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
  - 1.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the tender file.

- *The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.*

**DOCUMENT N° 12**  
**LIST OF COMMERCIAL BANKS AND FINANCIAL**  
**INSTITUTIONS**

## **LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS AUTHORIZED TO ISSUE BONDS FOR PUBLIC CONTRACTS**

### **I- BANKS**

1. Afriland First Bank
2. BanqueAtlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.

### **II- Insurance companies**

14. Chanas Insurance;
15. Zenneth insurance
16. Beneficiary life insurance
17. Activa Insurance

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
\*\*\*\*\*

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

BUI DIVISION  
\*\*\*\*\*

JAKIRI COUNCIL  
\*\*\*\*\*

JAKIRI COUNCIL INTERNAL TENDERS BOARD  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
\*\*\*\*\*

MINISTÈRE DE LA DÉCENTRALIZATION ET  
DEVELOPPEMENT AND LOCAL  
\*\*\*\*\*

REGION DU NORD OUEST  
\*\*\*\*\*

DEPARTEMENT DU BUI  
\*\*\*\*\*

COMMUNE DE JAKIRI  
\*\*\*\*\*

COMMISSION INTERNE DE PASSATION DES  
MARCHE DE LA COMMUNE DE JAKIRI

### EVALUATION GRID

REQUEST FOR QUOTATION N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026  
FOR THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER  
JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION

B) EVALUATION GRID FOR ESSENTIAL CRITERIA		YES	NO
N°			
B.1	General presentation of bids		
	Properly bind.		
	Table of content.		
	Separators in color apart from white		
	Order described respected		
	Clearness of the documents		
<b>REFERENCES OF SIMILAR WORKS EXECUTED</b>			
B.2	Proof of having executed two (02) similar contracts during the last five (05) years, with amounts of the said contracts, coordinates of officials of the projects or Project Owners as well as justificatory documents (copies of the first and last pages of contracts or jobbing orders delivery slips signed by the Project Owner, minutes of acceptance certifying to the proper execution of these contracts);		
B.2.1	First Reference		
	Second Reference		
<b>ORGANIZATION OF WORK</b>			
	- Methodology		
	- The planning (schedule of the execution of works)		
B.2.2	- Environmental protection		
	- Security measures on site		
	- Sources and quality of materials		
	Appropriate technical specifications		
	- Availability of material and essential equipment		

**DOCUMENT N° 13**  
**OTHER DOCUMENTS**

	Availability of spare parts		
	- After-sales service		
	- After-sales service		
	<b>FINANCIAL CAPACITY</b>		
B.3	Pre – Financing capacity from a banking or institutions of first order approved by the Ministry in charge of finance, not less than 75% to the amount required in the offer.		
B.4	<b>ATTESTATION OF SITE VISIT AND SITE VISIT REPORT</b>		
B.4.1	Attestation of site visit signed by the contractor		
B.4.2	Site visit Report of (The bidder shall under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals signed by the contractor		
B.5	The Special Administrative Clauses (SAC); (each page should be initialed and the last page signed And stamped).		
B.6	The Special Technical Clauses (STC). (Each page should be initialed and the last page signed And stamped).		
C	<b>EVALUATION GRID OF FINANCIAL OFFER</b>		
C.1	The bid itself according to the model attached, shall be stamped at the rate in force, dated, signed And stamped by the contractor		
C.2	Unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)		
C.3	Detail quantities and cost estimated (signed And stamped)		
C.4	The sub-details of prices( signed And stamped)		

NB: The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals

**Main Evaluation criteria's**

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

**A/ Eliminatory criteria**

- Absence of an element in the administrative file;
- Deadline for delivery higher than prescribed;
- False declaration or falsified documents;
- Absence or insufficient amount on bid bond;
- Incomplete financial file.
- Two Bids with the same personnel
- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder

**B/ Essential criteria**

The criteria relating to the qualification of candidates are based on the following:

- General presentation of the tender files;
- References of the company in the similar achievements;
- Methodology;
- Financial capacity;
- Attestation of site visit signed by the contractor
- Report of site visit signed by the Contractor
- The Special Technical Clauses (STC). (Each page should be initialed and the last page signed and stamped);
- Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped);

- *Pre – Financing capacity greater or equal to the amount required in the offer*

*The essential criteria are subjected to minima whose detail is given in the Special Regulation of the Invitation to tender (RPAO).*

**C/ Main qualification criteria**

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

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

*This evaluation will be done in a purely binary method with a (yes) or a (no) with an acceptable minimum of 80% of the essential criteria taken in account.*

*The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 80% of the essential criteria.*

## MODEL ATTESTATION OF SITE VISIT

I the undersigned .....

Engineer of the Company: ..... (Name of Enterprise)

Has actually visited the site which is going to receive the structure relative  
**REQUEST FOR QUOTATION N° 07/RC/JAKIRI COUNCIL/JCITB/2026 OF 23/01/2026**  
**FOR THE SUPPLY OF MEDICAL EQUIPMENT TO SOP INTEGRATED HEALTH CENTER**  
**JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION**

The interested person declares:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of 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 in 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 .....

Stamp of enterprise

Signature and Names of the Contractor.

## SITE VISIT REPORT

Name of School .....

Name of Enterprise .....

1. CONTEXT OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the Health Center etc.)

Date.....

Name of Enterprise: .....

Stamp and signature of enterprise