

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DE L'OUEST

SECRETARIAT GENERAL

STRUCTURE INTERNE DE GESTION
ADMINISTRATIVE DES MARCHES PUBLICS

B.P: 1112 Bafoussam



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

WEST REGION

GENERAL SECRETARIATE

INTERNAL PUBLICS CONTRACTS
ADMINISTRATIVES MANAGEMENT ENTITY

B.P: 1112 Bafoussam

Notice of Open National invitation to Tenders No. 08 /AAONO/RO/PCR/CIPM-SPI/2026 OF 19 MARCH 2026 for the conclusion of a Framework Agreement with Purchase Orders FOR THE SELECTION OF A SECURITY COMPANY TO ENSURE THE SECURITY AND GUARDING OF THE VARIOUS BUILDINGS HOUSING THE SERVICES OF THE WEST REGION, AND THE RESIDENCE OF THE PRESIDENT OF THE WEST REGIONAL COUNCIL.

1. Subject of the Invitation to Tender

With a view to allowing better protection of people and property in the various buildings housing the services of the Western Region, the PRESIDENT OF THE REGIONAL COUNCIL OF THE WEST launches a framework agreement for the selection of a Company capable of ENSURING THE SECURITY AND GUARDING OF THE VARIOUS BUILDINGS HOUSING THE SERVICES OF THE WESTERN REGION, AND THE RESIDENCE OF THE PRESIDENT OF THE REGIONAL COUNCIL OF THE WEST.

2. Nature of the Framework Agreement

The planned purchase order Framework Agreement shall be signed with the awarding company.

3. Duration of execution of the framework agreement

The duration of the execution of the framework agreement shall be three (03) years from the date of notification of the service start order of the first purchase order.

4. Scope of works

The services include, without limitation, the provision of security and guarding services for THE DIFFERENT BUILDINGS HOUSING THE SERVICES OF THE WEST REGION (INCLUDING THE STORAGE BASES OF MACHINERY AND VARIOUS EQUIPMENT ACQUIRED BY THE WEST REGION), AND THE RESIDENCE OF THE PRESIDENT OF THE WEST REGIONAL COUNCIL. This service is provided continuously, 24 hours a day and 7 days a week, according to the identification of the posts below:

- ❖ Main building of the West Regional Council
- ❖ Building of the former prefecture
- ❖ Building of the federal hotel
- ❖ Residence of the Council President
- ❖ The different storage bases of equipment acquired by the Regional Council.

5. Deadline for the mobilization of the company to execute the order

The company's mobilization period provided by the Contracting Authority to begin performing the services, within the framework of this call for tenders following an order, is thirty-six (36) calendar months. This period starts from the date of notification of the service order to commence the services of the first purchase order.

6. Allotment

The services are divided into a single lot.

7. Estimated cost

The overall projected cost of the operation at the end of the preliminary studies is not determined in advance, hence the use of the framework agreement procedure; however, the amount planned for the 2026 fiscal year is: 69,000,000 (sixty-nine million) FCFA.

8. Participation and origin

Participation in this Call for Tenders is open to security companies authorized by the Cameroonian administration and having proven experience in the field of security and guarding of public buildings.

9. Financing

The services subject to this call for tenders are financed by the operating budget of the Western Region for the 2026 fiscal year and subsequent years, under budget allocation line No. P4.2.4.

10. Bidding method

The submission method chosen for this consultation is exclusively online, but it is recommended that providers also submit physical offers for better handling.

11. Bid bond

Each bidder must attach to their administrative documents a bid bond, manually discharged, issued by a banking institution or financial body authorized by the Minister in charge of finance and whose list appears in document 11 of the Bidding Documents (DAO), with an amount of one hundred seventy-two thousand five hundred (172,500) FCFA and valid up to thirty (30) days beyond the initial validity date of the bids. The absence of a bid bond issued by a first-class bank or a first-category financial institution authorized by the Ministry in charge of Finance to issue guarantees within the framework of public contracts and manually discharged will result in the outright rejection of the bid.

12. Consulting the Tender File

The hard copy of the tender file may be consulted free of charge in the Project Owner and Delegated Project Owner's offices during working hours at [Tender File consultation place (office (Internal Structures for the Administrative Management of Public Contracts-SIGAMP), door number, P.O. Box, telephone, fax, e-mail)] as soon as this notice is published.

It can equally be consulted online on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, on the ARMP website (www.arpmp.cm) or on any other electronic means of communication indicated by the Project Owner (to be specified).

13. Acquisition of the Tender File

The physical version of the tender dossier can be obtained at the Internal Structure for Administrative Management of Public Contracts of the Regional Council of the West from the publication of this notice, upon payment of a non-refundable amount of seventy-five thousand (75,000) CFA francs for the purchase of the tender dossier, payable at the Regional Council's receipt located at SOCADA behind the Toket stadium.

It is equally possible to obtain the soft copy of the file through free download at the above-mentioned addresses. However, the submission of the hard copy or soft copy shall be subject to the payment of the Tender File purchase fees.

14. Submission of bids

Any offer written in French or English must be submitted by the bidder on the COLEPS platform no later than 21 AVR 2026 at 10:00 a.m. A backup copy of the offer saved on a USB key or CD/DVD must be sent to the Internal Administrative Management Structure of the Western Regional Council under sealed envelope with the clear and legible indication "backup copy", in addition to the following mention within the allotted time, with the note:

Notice of Open National Call for Tenders No. ES /AONO/RO/PCR/CIPM-SPI/2026
OF 19 MARS 2026 for the conclusion of a Framework Agreement with Purchase Orders FOR THE
SELECTION OF A SECURITY COMPANY TO ENSURE THE SECURITY AND GUARDING OF THE VARIOUS
BUILDINGS HOUSING THE SERVICES OF THE WEST REGION, AND THE RESIDENCE OF THE
PRESIDENT OF THE WEST REGIONAL COUNCIL.

To be opened only during the bid opening session

N.B : File size and format

For online bidding, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are the following:

- ❖ 5 MB for the Administrative file;
- ❖ 15 MB for the Technical Offer;
- ❖ 5 MB for the Financial Offer. The following formats are accepted:

- ❖ PDF format for text documents;
- ❖ JPEG for images.

The applicant shall use compression software to possibly reduce the size of the files to be transmitted according to the sizes indicated above.

15. Admissibility of bids

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope.

The Project Owner shall not accept:

- Envelopes bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Envelopes without indication on the identity of the Invitation to Tender;
- Bids non-compliant with the bidding mode;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only;

Any incomplete offer in accordance with the prescriptions of Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue bonds for public contracts or the failure to comply with the model documents of the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

16. Opening of bids

16.1 The opening of the bids will take place in two stages on 21 AVR 2026 at 11:00 a.m. by the Internal Procurement Committee placed with the President of the Regional Council, in the Meeting Room of the Regional Council of the West.

Only bidders may attend this opening session or be represented by a single person of their choice duly authorized, even in the case of a joint venture.

Under penalty of rejection, the administrative file documents required must be submitted in originals or in copies certified as true by the issuing service or the competent administrative authority, in accordance with the provisions of the Specific Tender Regulations. They must be dated within the last three (03) months or have been issued after the date of signature of the Tender Notice. In case of absence or non-compliance of an administrative file document during the opening of bids, after a deadline extension of forty-eight hours granted by the Tenders Board to the bidder concerned, the file shall be rejected.

[Bids shall be opened not later than one hour after the closing time to receive bids set in the Tender File].

16.2 Formulation of discounts by bidders (all ITTs and DCs).

- To be admitted, discounts must be stated in words and figures at the time of bid opening.
- Handwritten discounts (or those presented in a format different from the rest of the bidder's offer) will not be accepted.
- Proof of the discount granted by a bidder must be attached to the minutes of the bid opening and to the SCA report.

Only bidders may attend this opening session or be represented by a single person of their choice duly authorized, even in the case of a consortium.

Under penalty of rejection, the required administrative file documents must be provided in originals or in copies certified as true by the issuing service or competent administrative authority, in accordance with the provisions of the Specific Tender Regulations. They must be valid on the original deadline for submission of bids.

They must be dated less than three (03) months from the original date of submission of offers or have been issued after the date of signature of the invitation to tender notice. In the event of absence or non-compliance of a document in the administrative file at the opening of the bids, after a 48-hour period granted by the Commission, the offer will be rejected. [The opening must take place no later than one hour after the deadline for receipt of offers set in the Tender Dossier].

17. Evaluation criteria

17.1 Eliminary criteria

- the absence of the bid bond at the opening of the bids, with the receipt of deposit at the CDEC;
- the failure to produce, beyond 48 hours after the opening of the bids, a document from the administrative file deemed non-compliant or missing;
- false statements, fraudulent maneuvers, or falsified documents;
- failure to meet 80/100 of the essential criteria;
- the absence of the sworn declaration of non-abandonment of services over the past three years;
- absence of approval;
- failure to comply with the file format of the bids;
- the absence of a quantified unit price in the Financial Offer;
- the absence of the dated and signed integrity charter;
- the absence of the dated and signed declaration of commitment to comply with environmental and social clauses.

17.2. Essential Criteria

The essential criteria for the qualification of bidders will, by way of indication, cover:

- the presentation of the offer;
- the bidder's references;
- after-sales service (availability of spare parts, repair workshop, technical staff), if applicable;
- financial capacity (access to a line of credit or other financial resources, turnover, certificate of financial solvency);
- the qualification and experience of personnel;
- logistical resources;
- methodology.

Note: The bidder must obtain at least 80 points out of 100 to be technically qualified.

18. Award

The Contracting Authority awards the framework agreement to the bidder who has submitted an offer meeting the required technical and financial qualification criteria and whose offer is evaluated as the most advantageous, including, where applicable, any proposed discounts.

The financial score (FS) will be calculated using the formula:

$FS = (Mn \times 100) / M$, where Mn is the amount of the complete, compliant, and most advantageous offer, and M is the amount of the bidder's offer.

The final score (FS) of the bidder's offer will be obtained using the formula: $ND = \text{_____} NT + \text{_____} FS$.

19. Maximum number of lots

Not applicable.

20. Duration of the validity of bids

Bidders shall remain committed to their bids for [state the duration between 60 and 90 days] from the initial closing date set for the submission of bids.

21. Period of validity of the Framework-Agreement

The Framework-Agreement shall be valid up to the provisional and possibly final acceptance of the works, resulting

from the execution of the last purchase order concluded within the normal period of the duration of the execution of the Framework-Agreement.

No purchase order shall be concluded after the duration of the execution of the Framework-Agreement.

22. Further information

Additional information may be obtained during working hours at [office (SIGAMP), phone: (+237) 690 90 36 43 - 672 77 72 77, or online on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, or any other means of electronic communication stated by the Project Owner.

23. Fight against corruption and bad practices

For any report of practices, acts or corruption or acts of bad practices, please call CONAC at 1517, the Authority in charge of Public Procurement (MINMAP) (SMS or call) at the numbers: (+237) 673 20 57 25 and 699 37 07 48, ARMP or the Contracting Authority at the number (237) 690 90 36 43 - 672 77 72 77.

Copy:

- GOVERNMENT/WEST;
- ARMP/WEST;
- MINMAP/WEST
- President CIPM/WEST
- Chrono

Bafoussam, the **19 MARS 2026**
PRESIDENT OF THE REGIONAL COUNCIL



Jules Hilaire Focka Focka
Président du Conseil Régional de l'Ouest