

FC: 04658/26/7FF/NCI/CPNW/AAO

REPUBLIC OF CAMEROON

Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH WEST REGION

MOMO DIVISION

NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTERE DE LA DECENTRALISATION
ET DEVELOPPEMENT LOCALE

REGION DU NORD OUEST

DEPARTEMENT DE LA MOMO

COMMUNE DE NJIKWA

E-Mail: njikwacouncil1995@gmail.com

NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N° 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

PART 01
TENDER NOTICE

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
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“OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)”

N° 03/ONIT/NCITB/NC/2026 OF 06/03/2026

FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

FUNDING : MINADER PUBLIC INVESTMENT BUDGET - 2026

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file
SINGLE	FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO	25,000,000 F CFA	500,000 F CFA	42,000 CFA F

1. Subject of the invitation to tender

The Mayor of Njikwa Council, the Contracting Authority, on behalf of the Republic of Cameroon, hereby launches an open invitation to tender for the CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION. It is a single lot.

CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, Njikwa Municipality

2. Work consistency

The works include the following:

Lot N° 100	PRELIMINARY WORKS
Lot N° 200	EARTH WORKS
Lot N° 300	FOUNDATION
Lot N° 400	MASONRY/ELEVATION
Lot N° 500	CARPENTRY, ROFFING, COVER AND CEILING
Lot N° 600	METALIC WORKS
Lot N° 700	WOOD WORKS
Lot N° 800	SANITARY/PLUMBING WORKS
Lot N° 900	ELECTRICITY
Lot N° 1000	TILING/PAINTING
Lot N° 1200	ENVIRONEMENTAL MITIGATION MEASURES

3. Participation

Participation is open under the same conditions to all Cameroonian companies and business concerned that have proven experience in the field of building construction and civil engineering in general.

4. Financing

The works, subject of this invitation to tender, shall be financed by the MINADER PUBLIC INVESTMENT BUDGET - 2026 Year.

5. Consultation of the tender file

The tender file may be consulted at the Njikwa Council office (through the Council Development Officer) during working hours, as soon as this tender notice is published.

6. Acquisition of the tender file

The tender file may be acquired from the Njikwa Council office (through the Council Development Officer) upon presentation of a non-refundable treasury receipt of 42,000 (FORTY TWO THOUSAND) FCFA. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

7. Presentation of the tender file

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

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

The three volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

8. Submission of the tender file

Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Conference Hall of Njikwa Council not later than 15/04/2026 at 10 a.m local time and should carry the inscription:

"OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE) "
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.
«To be opened only during the bid opening session »

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

9. Admissibility of bids

The bids not respecting the separation mode of the financial bid from the administrative and technical bids shall be rejected.

Any bid not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible. Especially the absence of a bid bond of a first rate bank approved by the Ministry of Finance and valid for a period of thirty (30) days shall be rejected.

Least they are rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. They must obligatorily not be older than THREE (03) MONTHS and must be valid during the bid opening session.

10- Opening of bids

The opening of the bids in one phase shall be done on 15/04/2026 at 11 a.m in the Conference Hall of Njikwa Council by the competent tenders board.

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

11- Submission of bids timeframe

Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Njikwa Council Office not later than 15/04/2026 at 10 a.m local time and should carry the inscription.

12. Execution deadline

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

13. Provisional Guarantee(Bid Bond)

Each bidder must include in his administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of 500,000 (FIVE HUNDRED THOUSAND) FCFA.

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

14. Evaluation of the bids

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

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

The criteria of evaluation are the following:

14.1-Eliminatory criteria

14.1.1- Administrative documents

- Any offer not in conformity with the prescriptions of this tender file shall be declared inadmissible. Especially the lack of the provisional guarantee;
- Any company having a past project, notified to commence in in the corresponding year and which has not yet been received;
- False declaration or falsified documents;
- Suspended by MINMAP in 2026.
- Lack of tender purchase receipt.
- Absence of a CDEC receipt,
- Absence of certified true copy of certificate of categorisation if applicable (NB: certified by MINMAP)

14.1.2- Technical file or CERTIFICATE OF CATEGORSIATION

- Incomplete or non compliant documents;
- False declaration, forged or scanned documents;
- Non existence in the technical file of the rubric « organization, methodology and planning »
- Absence of the prefinancing capacity of at least TWELVE MILLION FIVE HUNDRED THOUSAND(12.500,000) F CFA.
- Any company having a 2025 project, notified to commence in 2025 and which has not yet been received;
- Technical assessment mark lower than 80% of “Yes”.

14.1.3- Financial offer

- Incomplete financial offer;
- Non compliant documents;
- Omission of quantified unit price in the financial offer;
- Absence of break down price.

- Modification of the model break down unit price attached.

Essential criteria:

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

S/N	Designation	MARKS
01	General Presentation of the offer: Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01
02	Quality of Requested staff: Qualifications, experience of personnel affected to the project, CV, NIC and attestation of availability signed and dated.	05
03	Technical equipment/material affected to the project: The company should justify the property of the necessary material to the execution of works.	02
04	Reference of the enterprise: <ul style="list-style-type: none"> ▪ Turnover for any past two years; ▪ Experience in road/public works/rurual engineering 	02
05	Presence of the methodology of work execution	04
06	Presence of the prefinancing capacity	01

The note of the technical offer will be gotten by addition of marks for every criteria. Only the technical offer having gotten an equal or superior note to 80% of YES will be kept for the financial evaluation.

15. Award of the contract

The contract 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 bid and technical quality. (See article 99 of the public contracts code).

16. Period of validity of bids

The bidders shall remain committed to their bids during a period of One hundred and twenty (120) days from the deadline set for the submission of bids.

17. Complementary information

Complementary technical information may be obtained every day during working hours from the Njikwa Council Office.

NJIKWA, the 06/03/2026

The Mayor Njikwa Council

Copies:

- ARMP (for publication and archives);
- Chairperson of NCTB (for information);
- Notice boards (for information).





E-Mail: njikwacouncil1995@gmail.com

FINANCEMENT : BIP MINDDEVEL 2024

Lot:	Nom du Projet	Montant du Projet	Montant caution provisoire	Montant d'achat du DAO :
UNIQUE	CONSTRUCTION D'UNE CAISSE COMMUNAUTE A BASSA	25,000,000F CFA	500,000 F CFA	42,000 F CFA

1.- Objet de l'Appel d'Offres

Le Marie de la commune de Njikwa, Autorité Contractante, lance pour le compte de la republique du cameroun, un appel d'offres national ouvert en procedure d'urgence pour les travaux de CONSTRUCTION D'UNE CAISSE COMMUNAUTE A BASSA, dan le Département de la Momo. C'est un seul lot :

➤ **LOT UNIQUE:** CONSTRUCTION D'UNE CAISSE COMMUNAUTE A BASSA dans l'arrondissement de NJIKWA.

2.- Consistance des travaux

Les prestations comprennent les opérations suivantes :

Lot N° 100	PRELIMINARY WORKS
Lot N° 200	EARTH WORKS
Lot N° 300	FOUNDATION
Lot N° 400	MASONRY/ELEVATION
Lot N° 500	CARPENTRY, ROFFING, COVER AND CEILING
Lot N° 600	METALIC WORKS
Lot N° 700	WOOD WORKS
Lot N° 800	SANITARY/PLUMBING WORKS
Lot N° 900	ELECTRICITY
Lot N° 1000	TILING/PAINTING
Lot N° 1200	ENVIRONEMENTAL MITIGATION MEASURES

3.- Participation

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine des bâtiments et du génie civil en général.

4.- Financement

Les travaux, objet du présent Appel d'Offres, sont financés par MINADER PUBLIC INVESTMENT BUDGET - 2026 Year.

5.- Consultation du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la COMMUNE DE NJIKWA, (Service Technique) dès publication du présent avis.

6.- Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la COMMUNE DE NJIKWA, (Service Technique) sur présentation d'une quittance de versement d'une somme non remboursable de 42.000 (QUARANTE DEUX MILLES) francs CFA au Trésor. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

7.- Présentation des offres

Les documents constituant chaque offre sont repartis en trois (03) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

8.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, dans la salle de la conférence de la Commune de Njikwa, au plus tard le 15/04/2026 à 10 heures, heure locale et devront porter la mention:

Appel d'Offres National Ouvert en Procédure d'urgence

No. 03/ONIT/NCITB/NC/2026 DU 06/03/2026

POUR LES TRAVAUX DE CONSTRUCTION D'UNE CAISSE COMMUNAUTÉ A BASSA, dans le Département du MOMO, Région du Nord-Ouest.

« A n'ouvrir qu'en séance de dépouillement. »

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

9.- Recevabilité des offres

Les offres ne respectant pas le mode de séparation de l'offre financière, des offres administratives et techniques seront irrecevables.

Toute offre non conforme aux prescriptions du présent avis et 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, valable pendant 30 jours au-delà du délai de validité des offres.

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, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

10.- Ouverture des offres

L'ouverture des offres aura lieu en un temps le 15/04/2026 à 11 heures précises dans la salle des Conférences de la COMMUNE DE NJIKWA, par la Commission Interne de Passation des marchés Compétente en présence des soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandater à cet effet.

11.- Délai de réponse des soumissionnaires

Pour cet Appel d'Offres, le délai de réponse est fixé à VINGT UN (21) JOURS calendaires aux entreprises désireuses d'y participer à compter de la date de publication de l'Avis d'Appel d'Offres.

12.- Délai d'exécution des travaux

Le délai global d'exécution des travaux est de QUATRE (04) 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.

Handwritten text in red ink, possibly a signature or a date, located in the lower-left quadrant of the page.

