FC: 04603 | 26 | TFF | AC | CRNW | DC

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

****

MINISTÈRE DE LA DÉCENTRALISATION ET DE DEVELOPPEMENT LOCAL

****

RÉGION DU NORD-OUEST

****

DÉPARTEMENT DE LA MOMO

****

COMMUNE D'ANDEK

****

REPUBLIC OF CAMEROON

Peace –Work-Fatherland

****

MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

****

NORTH WEST REGION

****

MOMO DIVISION

****

ANDEK COUNCIL

****

ANDEK COUNCIL INTERNAL TENDERS BOARD

****

REQUEST FOR QUOTATION

****

CONSULTATION FILE

REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: **THE MAYOR OF ANDEK COUNCIL**

FUNDING: **MINXXX PUBLIC INVESTMENT BUDGET (PIB) - 2026**

BUBGET HEADS

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION	15,000,000	300,000	20,000

RECORD NO:_____

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Paix-Travail-Patrie

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MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

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NORTH WEST REGION

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MOMO DIVISION

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ANDEK COUNCIL

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CONSULTATION NOTICE

Subject: REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

Within the framework of 2026 Investment Budget, the MAYOR of ANDEK COUNCIL; Contracting Authority and the Project Owner hereby launches a Request for Quotation for the SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

1. Participation:

Participation to this consultation is open to is open to Cameroonian enterprises that are in compliance with the fiscal laws.

2. Description of services:

The services of this request for quotation includes the **SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION**

3. Project owner THE MAYOR OF ANDEK COUNCIL

4. Lots

The execution is in a single lot as indicated below.

5. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION	15,000,000	300,000	20,000

6. Funding

This project shall be financed by the **MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026** of the Ministry of secondary education with budget heads as indicated on the table above.

7. **Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of **300,000 Francs CFA (THREE HUNDRED THOUSAND francs CFA)** and valid for thirty (30) days beyond the date of validity of bids.

8. **Consultation of the Tender file:**

The file may be consulted during working hours at the General Secretariat of the Lord Mayor of ANDEK COUNCIL or contact Tel: 680295209 as soon as this notice is published

9. **Acquisition of consultation file:**

The file may be obtained from the General Secretariat of the Lord Mayor of ANDEK COUNCIL or contact Tel: 680295209 as soon as this consultation notice is published against payment of a non-refundable sum of **26,000** CFA francs (**TWENTY SIX THOUSAND CFA**), payable at the Andek Municipal Treasury, representing the cost of purchasing the tender file

10. **Presentation of consultation file:**

The tender file in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical and financial documents (Volume 2);

The two (02) volumes shall then be enclosed in a single sealed envelope bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. **Submission of Files:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than **25/04/2025** at **10 AM** local time and should carry the inscription:

TO THE CONTRACTING AUTHORITY
« REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION."
To be opened only during the Tenders Board Opening session ».

12. **Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **25/04/2025** at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

13. **Deadline of execution:**

The deadline of execution is **THIRTY (30) days** from the date of notification for the Jobbing order to begin.

14. **Evaluation criteria**

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

A. Eliminatory criteria

1. Absence of bid bond in the administrative file;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Incomplete financial file;
6. Change of quantity or unit;
7. Non respect of **33/44 (75%)** of essential criteria;
8. Suspended by MINMAP in 2025.
9. Lack of tender purchase receipt.
10. Absence of certificate of categorisation (if applicable)
11. Absence of caution backed by a CEDEC receipt

B. Essential criteria

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

15. Award

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

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

16. **Period of validity of the bids:**

The bidder is bound by his bid for a period of THIRTY (**30**) days with effect from the deadline fixed for the submission of the bids.

17. **Complementary Information:**

Complementary technical information may be obtained during working hours at the ANDEK COUNCIL Office or contact Tel No: 680295209

Done at Andek on the, 02/04/2026

CONTRACTING AUTHORITY
(THE MAYOR OF ANDEK COUNCIL)

REPUBLIC OF CAMEROON
COMMUNE D'ANDEK
Le Maire
The Mayor
ANDEK COUNCIL
MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT
MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

Ubangoh Mary
Mamyelle Akoba
Professeur des Lycées (Retraité)

Copies:

- **MINMAP**
- **ARMP**
- **Project Owner**
- **Chairperson of NCITB**
- **Notice Boards**

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
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MINISTÈRE DE LA DÉCENTRALISATION ET DE DEVELOPPEMENT LOCAL
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REPUBLIC OF CAMEROON
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NORTH WEST REGION
****
MOMO DIVISION
****
ANDEK COUNCIL
****

II. AVIS DE CONSULTATION

Objet: DEMANDE DE QUOTATION N° 03/AC/ACITB/AC/2026 DU 02/04/2026 POUR LA FOURNITURE DU MATERIEL D'ALPHABETISATION FONCTIONNELLE DANS L'ARRONDISSEMENT DE NGIE, DEPARTMENT DE LA MOMO, RÉGION DU NORD-OUEST.

Dans le cadre du Budget d'Investissement 2026, le MAIRE de la COMMUNE D'ANDEK ; Le Maître d'ouvrage et l'autorité contractante lance par la présente une demande de quotation POUR LA FOURNITURE DU MATERIEL D'ALPHABETISATION FONCTIONNELLE DANS L'ARRONDISSEMENT DE NGIE, **DEPARTEMENT DE MOMO, RÉGION DU NORD-OUEST.**

1. Participation:
La participation à cette consultation est ouverte aux entreprises camerounaises qui respectent les lois fiscales.

2. Description of services:
Les prestations du présent marché comprennent la **LA FOURNITURE DU MATERIEL D'ALPHABETISATION FONCTIONNELLE DANS L'ARRONDISSEMENT DE NGIE**, DEPARTEMENT DE MOMO, RÉGION DU NORD-OUEST.

3. Maître d'ouvrage: MAIRE de la COMMUNE D'ANDEK

4. Lots
La projet est en un seul lot comme indiqué ci-dessous.

5. Coût estimé
Le coût estimé est comme ci-dessous

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Coût du dossier d'appel d'offres
Single	LA FOURNITURE DU MATERIEL D'ALPHABETISATION FONCTIONNELLE DANS L'ARRONDISSEMENT DE NGIE, DEPARTEMENT DE MOMO, RÉGION DU NORD-OUEST	15,000,000	300,000	20,000

6. Financement :
Ce projet sera financé par le **Budget d'Investissement 2026** avec des têtes budgétaires comme indiqué dans le tableau ci-dessus

7. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission émis par un établissement bancaire de premier ordre agréé par le ministère en charge des finances et dont la liste se trouve dans ce dossier de consultation, d'un montant de **300,000 francs CFA (TROISE CENT MILLE CFA)** et valable TRENTE (30) jours au-delà de la date de validité des offres.

8. Consultation du Dossier:

Le dossier peut être consulté aux heures ouvrables au Secrétariat Général de la Mairie d'Andek ou contacter tél : 680295209, dès la publication du présent avis.

9. Acquisition of consultation file:

Le dossier peut être obtenu auprès du Secrétariat Général de la Mairie d'Andek ou contacter Tél: 280295209 dès la publication du présent avis de consultation contre paiement d'une somme non remboursable de **20,000 francs CFA (VINQT SIX CFA)**, payable au Trésor Municipale d'Andek, représentant le coût d'achat du dossier d'appel d'offres.

10. Présentation du dossier de consultation:

Le dossier d'appel d'offres en deux (02) volumes doit être joint dans deux enveloppes scellées.

- Enveloppe A contenant les documents administratifs (Volume 1);
- Enveloppe B contenant les documents techniques et financiers (Volume 2);

Les deux (02) volumes seront alors enfermés dans une seule enveloppe scellée portant uniquement la référence du devis en question. Les différents documents de chaque offre seront numérotés comme indiqué dans l'offre et séparés par des intercalaires de même couleur.

11. Remise des offres:

Chaque offre rédigée en anglais ou en français en 07 (sept) exemplaires dont 01 (un) original et 06 (six) copies devra parvenir au Bureau de la Mairie d'Andek au plus tard le **02/04/2025** à 10 heures locales et devra porter l'inscription :

A MONSIEUR LE MAITRE D'OUVRAGE
« DEMANDE DE QUOTATION N° 03/AC/ACITB/AC/2026 DU 02/04/2026 POUR LA FOURNITURE DU MATERIEL D'ALPHABETISATION FONCTIONNELLE DANS L'ARRONDISSEMENT DE NGIE, DEPARTMENT DE LA MOMO, RÉGION DU NORD-OUEST»

A ouvrir uniquement pendant la séance d'ouverture de la Commission des marchés ».

12. **Ouverture des offres:**

Les offres seront ouvertes en une seule phase. L'ouverture des dossiers administratifs, des offres Techniques et Financières aura lieu le **02/04/2026** à 11h00 heure locale, à la Salle des Conférences du bureau communal désignée par le Maître d'Ouvrage. Seuls les soumissionnaires pourront assister ou se faire représenter par des personnes de leur choix, dûment mandatées.

Les offres seront évaluées exclusivement en taxe sur la valeur ajoutée (TVA) et toutes taxes comprises (ATI) et accompagnées d'un modèle de soumission signé.

13. Délai d'exécution:

La date limite d'exécution est de **TRENTE (30) jours** à compter de la date de notification pours le début de la commande.

14. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

1- Absence de la caution provisoire de soumission dans le dossier administrative ;
2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
3- Fausses déclarations ou pièces falsifiées ;
4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
5- Offres financière incomplète,
6- Le changement d'une unité ou d'une quantité dans l'offre financière ;
7- Le non-respect de **33/44(75%)** des critères essentiels ;
8- Suspendu par le MINMAP en 2026.
9- Manque de recipisse d'achat d'appelle d'offre.
10- Absence de certifidat de catégorisation (ci applicaple).
11- Absence de caution avec de recepât CEDEC

B. Critères essentiels

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

15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères pénale/essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels..

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 30 jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires:

Des informations techniques complémentaires peuvent être obtenues pendant les heures ouvrables au bureau communal d'Andek ou en contactant le numéro de téléphone : 680295209.

Fait à Bamenda, le **02/04/2026**

L'AUTORITE CONTRACTANTE
- le MAIRE de la COMMUNE D'ANDEK

Copies
- **MINMAP**
- **ARMP**
- **Maître d'Ouvrage**
- **Président CDPM/Momo;**
- **Affichage.**

DOCUMENT N° I: LETTER OF INVITATION TO BE SUBMITTED

Subject: REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION"

Dear Sir,

Within the framework of 2026 Investment Budget, the Mayor of ANDEK COUNCIL; Delegated Project Owner and Contracting Authority hereby launches a request for Quotation for the SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supply to be carried out which I am requesting you to cost them and return to me on the **02/04/2026** at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on:

« REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION."

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **02/04/2025** at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice

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

This execution shall be carried out within deadline of **30 (THIRTY)** days taking effect from the date entered into of this Jobbing order.

Accept Sir, Madam, my heartfelt greetings.

9. Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes;
10. A Clearance Certificate signed by the chief of Centre of Taxes 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;
11. An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);
12. Deadline for the execution of the supply;
13. Certificate of categorisation (if applicable).

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

ARTICLE 4 : BID

4.1 The Supplier shall specify in the bid the place of delivery and nature of prices

a. Exclusive of VAT

and

b. All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supply in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

4.3 The contractor shall fill and sign the draft jobbing order.

ARTICLE 5 : Bid currencies

Prices shall be written in CFA francs.

ARTICLE 6 : Bid validity period

Bids shall be valid for the period of 30 days.

2.3- SUBMISSION OF BIDS

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than 25/04/2025 at 10 AM local time and should carry the inscription:

ARTICLE 7: STAMPING AND MARKING OF BIDS

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than 25/04/2025 at 10 AM local time and should carry the inscription:

TO THE CONTRACTING AUTHORITY
« REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION."
To be opened only during the Tenders Board Opening session ».

ARTICLE 8 : Latest time and date of submission of bids

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

2.4- OPENING AND EVALUATION OF BIDS

ARTICLE 9 : Opening of bids by the Tenders Board

9.1 he bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 02/04/2026 at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice
The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

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

ARTICLE 10 : Verification of compliance and comparison of bids

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

2.5- AWARD OF THE JOBBING ORDER

ARTICLE 11 : Award of the jobbing order

The Tenders Board shall propose the award of the jobbing order to the contractor whose bid it would have deemed compliant with the provisions of the Consultation File, and is the **lowest excluding taxes.**

ARTICLE 12 : Announcement of award of the jobbing order

The contracting authority shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by bill posting, stating:

a) the name of the beneficiary,
b) the object of the consultation,
c) the amount of the jobbing order and of each lot (if the consultation had led to apportionment),
d) The delivery deadline.

ARTICLE 13 : Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order shall be signed by the Contracting Authority and notified to the contractor who shall be responsible for its registration according to the procedure in force.

ARTICLE 14 : Corruption and fraudulent practices

The Chairpersons and Member of Tenders Boards as well as Contractor should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

(a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and

(b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",

(c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".
"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

DOCUMENT No. III: MODEL APPENDICES

3.1- BID LETTER

Date .....

REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

To : The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supply .....
..... in accordance with the request for Consultation and for the sum of .....
CFAF *(in words)* exclusive of Value Added Tax and all Taxes Inclusive.....
CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive.

If our bid is approved, we undertake to do the supply in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a jobbing order, this bid completed by your written acceptance and the notification of award of the jobbing order, shall serve as a contract binding us mutually.

On .....

Signature .....
Name and capacity of signatory
On behalf of the Candidate.

3.2- UNIT PRICE SCHEDULE AND BILL OF QUANTITIES

UNIT PRICE SCHEDULE for the SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION

S/N	Description of Work	Unit	Qty	UP (in figures)	UP (in words)
A	COMPUTER UNIT				
1	Computers	U	2		
2	Printers	U	1		
3	Scanner	U	1		
4	Shelves	U	1		
5	Tables	U	1		
B	COOKERY PRACTICAL				
6	Cookery	LS	1		
7	Cooker	U	1		
8	Oil	LS	1		
9	Blender	U	1		
10	Juicer	U	1		
11	Pots	U	2		
12	Frying pans	U	2		
13	Cooking spoons	U	2		
14	Table spoons (set)	U	1		
15	Forks (set)	U	1		
16	Flow	LS	1		
C	TEXT BOOKS				
17	Sound and word building for class two by Nchang Mary	U	24		
18	Sound and word building for class four by Nchang Mary	U	30		
19	Motivation mathematics text book 2 by Cep	U	1		
20	My reading companion book three for leaner by Nchang Mary	U	15		
21	Motivate mathematics text books three by Cep	U	1		
22	Motivate General knowledge text book 3 by Cep	U	74		
D	SEWING PRACTICAL				
23	Sewing machine	U	2		
24	Electrical iron	U	2		
25	Fabrics	LS	1		
26	Scissors	U	5		
27	Threat of difference colors packets	Pkt	10		
28	Lining	LS	1		

BILL OF QUANTITIES for the SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION

S/N	Description of Work	Unit	Qty	Unit Price	Amount
A	COMPUTER UNIT				
1	Computer	U	2		
2	Printers	U	1		
3	Scanner	U	1		
4	Shelves	U	1		
5	Tables	U	1		
6	SUB TOTAL				
B	COOKERY PRACTICAL				
7	Cookery	LS	1		
8	Cooker	U	1		
9	Oil	LS	1		
10	Blender	U	1		
11	Juicer	U	1		
12	Pots	U	2		
13	Frying pans	U	2		
14	Cooking spoons	U	2		
15	Table spoons (set)	U	1		
16	Forks (set)	U	1		
17	Flow	LS	1		
18	SUB TOTAL				
C	TEXT BOOKS				
19	Sound and word building for class two by Nchang Mary	U	24		
20	Sound and word building for class four by Nchang Mary	U	30		
21	Motivation mathematics text book 2 by Cep	U	1		
22	My reading companion book three for leaner by Nchang Mary	U	15		
23	Motivate mathematics text books three by Cep	U	1		
24	Motivate General knowledge text book 3 by Cep	U	74		
25	SUB TOTAL				
D	SEWING PRACTICAL				
26	Sewing machine	U	2		
27	Electrical iron	U	2		
28	Fabrics	LS	1		

BID COMPARISON TABLE FOR THOSE RETAINED

No	Names of Bidders	Address	Technical/ Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
01							
02							
03							

MEMBERS OF THE COUNCIL INTERNAL TENDERS BOARD

S/N	Name	Duty	Signature
01			
02			
03			
04			
05			
Invitee			
01			

BETWEEN: The Government of the Republic of Cameroon, represented by the Lord Mayor of ANDEK COUNCIL; the Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP : .....
TEL. : ....
FAX : .....
BANK ACCOUNT NO.....

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

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :

CHAPTER I: GENERAL CONSIDERATIONS

ARTICLE 1 : PURPOSE OF THE JOBBING ORDER

The purpose of this jobbing order is **SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION**
A description of this supply shall be given in Article 10 below.

ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER

This jobbing order is awarded following **REQUEST FOR QUOTATION N° 03/AC/ACITB/RQ/2026 OF 16/01/2026 FOR THE SUPPLY OF EQUIPMENT OF THE FUNCTIONAL LITERACY CENTRE IN NGIE SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.**

ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

The constituent contractual documents of this jobbing order are in order of priority:

- this booklet of Special Administrative Clauses ;
- the Supplier's bid and his overall proposal ;
- the provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above ;
- the breakdown of estimates ;
- the descriptive bill of quantities.

ARTICLE 4 : GENERAL TEXTS

This jobbing order shall be governed by:

- This jobbing order 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;
- The Decree N ° 2004/275 of 24 September 2004 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. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- 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°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;

CHAPTER II: PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8 : ROLE AND RESPONSIBILITY OF THE SUPPLIER

The contractor has as mission to effect the supply as described in Article 10 under the control of the ***Divisional Chief of Service for State Property Momo***, and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

ARTICLE 9 : CONSISTENCY OF SERVICES

The services of the supplier shall comprise the purchase of equipment, delivery, installation, technical receipt and insurance charges.

ARTICLE 10 : DESCRIPTION OF works

S/N	Description of Work	Unit	Qty
A	**COMPUTER UNIT**		
1	Computer	U	2
2	Printers	U	1
3	Scanner	U	1
4	Shelves	U	1
5	Tables	U	1
B	**COOKERY PRACTICAL**		
6	Cookery	LS	1
7	Cooker	U	1
8	Oil	LS	1
9	Blender	U	1
10	Juicer	U	1
11	Pots	U	2
12	Frying pans	U	2
13	Cooking spoons	U	2
14	Table spoons (set)	U	1
15	Forks (set)	U	1
16	Flow	LS	1
C	**TEXT BOOKS**		
17	Sound and word building for class two by Nchang Mary	U	24
18	Sound and word building for class four by Nchang Mary	U	30
19	Motivation mathematics text book 2 by Cep	U	1
20	My reading companion book three for leaner by Nchang Mary	U	15
21	Motivate mathematics text books three by Cep	U	1
22	Motivate General knowledge text book 3 by Cep	U	74
D	**SEWING PRACTICAL**		

ARTICLE 13: GUARANTEES

13. **General Guarantee**

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the items shall be borne by the supplier. The supply will bear the cost of repairs of the supplied equipment for six months from the date of acceptance of the supply.

13.2. **Final bond**

The final bond shall be fixed at 2% of the amount of the jobbing order, inclusive of all taxes. The guarantee must be returned or released within one month following the date of provisional reception of the works. The Contracting Authority shall order the release upon request by the co-contractor.

13.3. **Retention Guarantee**

There shall be a retention guarantee period of **6 months.**

13.4. Guarantee of start off payment

The co-contractor may be granted a start off payment of 20% of the contract amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

ARTICLE 14: INSURANCE

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the supplier.

ARTICLE 15: PENALTIES FOR DELAYS

1. The amount set for penalties for delays is set as follows:
   - One two thousandth (1/2000th) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
   - One thousandth (1/1000th) of the initial amount of the jobbing order inclusive of all taxes per calendar day beyond the 30th day.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

ARTICLE 23: DISPUTES

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

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

ARTICLE 24: CANCELLATION OF THE JOBBING ORDER

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

ARTICLE 25: VALIDITY OF THE JOBBING ORDER

This jobbing order shall be valid only after its signature by the Project Owner (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.

PAGE ..... AND LAST OF JOBBING ORDER No....LC/ (1) / (2)

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

EXECUTION TIME:

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

Table of models

MODEL FINAL BOND

Bank:
Reference of the bond: No_____

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

Whereas _____ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out *[indicate the nature of the supply]*.

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

Whereas we have agreed to issue the Contractor this guarantee,

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

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

This final bond shall enter into force upon signature and notification of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the supply.

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

Any request for payment made by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at _____ *on* _____

[Signature of the bank]

MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank: _____
Reference of the bond: No_____

Addressed to *[Indicate the Project Owner]*
[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas_____ *name and address of Supplier]* hereinafter referred to "the contractor", pledged, in execution of the jobbing order, to carry out the supply of *[indicate the subject of the supply]*

Whereas it is stipulated in the jobbing order 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 Project Owner for a maximum amount of_____
[in figures and letters] corresponding to *[percentage below 10 % to be specified]* of the contract price.

And we pledge to pay to the Project Owner 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 Project Owner 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 supply featuring in the final detailed account, without the Project Owner 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 supply and upon release issued by the Project Owner.

Any request for payment made by the Project Owner 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]

BANKS

01	Afriland First Bank (FIRST BANK) B.P. 11 834, Yaoundé	FIRST BANK
02	Banque Atlantique Cameroun (BACM) B.P. 2 933, Douala	BACM
03	Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME) B.P. 12 962, Yaoundé	BC-PME
04	Banque Gabonaise pour le Financement International (BGFIBANK) B.P. 600, Douala	BGFIBANK
05	Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala	BICEC
06	Bank Of Africa Cameroun (BOA Cameroun) B.P. 4 593, Douala	BOA Cameroun
07	Citibank Cameroun (CITIGROUP) B.P. 4 571, Douala	CITIGROUP
08	Commercial Bank-Cameroun (CBC) B.P. 4 004, Douala	CBC
09	Ecobank Cameroun (ECOBANK) B.P. 582, Douala	ECOBANK
10	National Financial Credit-Bank (NFC-Bank) B.P. 6 578, Yaoundé	NFC-Bank
11	Société Commerciale de Banques-Cameroun (SCB-Cameroun) B.P. 300, Douala	SCB-Cameroun
12	Société Générale Cameroun (SGC) B.P. 4 042, Douala	SGC
13	Standard Chatered Bank Cameroon (SCBC) B.P. 1 784, Douala	SCBC
14	Union Bank of Cameroon (UBC) B.P. 15 569, Douala	UBC
15	United Bank for Africa (UBA) B.P. 2 088, Douala	UBA

List of insurance companies approved and authorized to issue bonds

N°	List of insurance companies
01	Activa Assurances, B.P. 12 970, Douala
02	Area Assurances S.A, B.P. 1 531, Douala
03	Atlantique Assurances S.A, B.P. 2 933, Douala
04	Beneficial General Insurance S.A, B.P. 2 328, Douala
05	Chanas Assurances S.A, B.P. 109, Douala
06	CPA S.A, B.P. 54, Douala
07	Nsia Assurances S.A, B.P. 2 759, Douala
08	Pro Assur S.A, B.P. 5 963, Douala
09	SAAR S.A, B.P. 1 011, Douala
10	Saham Assurances S.A, B.P. 11 315, Douala
11	Zenithe Insurance S.A, B.P. 1 540, Douala

N.B: la liste ci-dessus est egalement disponible sur le site web :www.armp.cm