

REPUBLIQUE DU CAMEROUN

PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD-OUEST

SERVICES DU GOUVERNEUR

REPUBLIC OF CAMEROON

PEACE - WORK - FATHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

TENDER NOTICE

REQUEST FOR QUOTATION

N° 002 /RQ/GOV-NW/RTB/2026 OF THE 27/03 /2026 FOR THE SUPPLY OF OFFICE FURNITURE EQUIPMENT TO THE REGIONAL DELEGATION OF BASIC EDUCATION NORTH-WEST (MINEDUB-NW)

Financing: **MINEDUB PIB - 2026**

1. **Subject of the Invitation to Tender:**

Within the framework of the 2026 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches an Open National Invitation to Tender **FOR THE SUPPLY OF OFFICE FURNITURE EQUIPMENT TO THE REGIONAL DELEGATION OF BASIC EDUCATION NORTH-WEST (MINEDUB-NW)**

2. **Nature of work:**

The work to be done consists of the Supply of OFFICE FURNITURE EQUIPMENT

3. **Execution deadline**

The maximum deadline provided by the Delegated Contracting Authority for the execution of the supplies forming the subject of this Invitation to Tender is **Ninety (90) days**.

4. **Lots**

The supply is in one lot.

5. **Estimated cost**

The estimated cost after preliminary studies is 39,000,000 (THIRTY NINE MILLION) CFAF ALL TAXES INCLUDED

6. **Participation and origin**

Participation to this Invitation to tender is opened under the same conditions to all Cameroonian companies and business persons that have proven experience in the field of general supplies and provided they are in compliance with the Cameroonian laws.

7. **Financing**

Works which form the subject of this Invitation to Tender shall be financed by MINEDUB Public Investment Budget for 2026.

8. **Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate financial establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of 780,000 FCFA amount and valid for thirty (30) days beyond the date of validity of bids:

9. Consultation of Tender File:

The file may be consulted during working hours at the Governor of North-West Region office in Bamenda or online using the address; www.marchespublics.cm, as soon as this notice is published.

10. Acquisition of Tender File:

The file may be obtained from the Governor of North-West Region office in Bamenda, or online using the address: www.marchespublics.cm, as soon as this notice is published against payment of the sum of 56 500 CFA francs (Fifty Six thousand Five Hundred Francs CFA), payable at a Public Treasury, representing the cost of purchasing the Tender File.

11. Submission of bids:

The method of submission shall be online and each offer should be drafted in English or French. The Tender must be submitted by the Tenderer on the COLEPS Platform not later than 28/04/2026 at 11:00am local time. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit and should carry the inscription:

<< REQUEST FOR QUOTATION N° /RQ/GOV-NW/RTB/2026 OF _/ /2026 FOR THE SUPPLY OF OFFICE FURNITURE EQUIPMENT TO THE REGIONAL DELEGATION OF BASIC EDUCATION NORTH-WEST (MINEDUB-NW)>>

"To be opened only during the bid-opening session"

File Size and Format:

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5Mb for Administrative offers;
- 15Mb for the Technical offers;
- 5Mb for the financial offers.

Supported formats shall include:

- PDF formats for texts documents;
- JPEG formats for images.

The Tenderer shall use a compression software to reduce the size of the file to be submitted.

10. Admissibility of bids.

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers....) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must 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 rejected. 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 open in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 28/04/2026 at **12:00 noon** local time, in the conference hall of the Governor's office, by its competent Members. Only bidders may attend or be represent by duly mandated persons of their choice and having a good knowledge of their files.

12. Evaluation criteria

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

A. Eliminatory criteria

1. Absence or non-conformity of an element in the administrative file not regularized after 48hrs from the opening time;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;

5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
9. Failure to comply with the format of file type and size for online submission;
10. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.
11. Failure to present a certificate of categorization or receipt of deposit of file for categorization of the enterprise in the "Building Construction and General Equipment" sub-sector of activities.
12. Non respect of 86% of essential criteria;
13. Suspended from public contracts by MINMAP in 2025 or owing unexecuted projects before 2025.
14. Non-respect of tender model.

B. Essential criteria

The evaluation of the technical offers shall be based on the outlined criterion in the table below. It shall be done in the following manner positive (YES) or negative (NO).

N°	Criteria
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).
2	Experience of the bidder (01 contract justifying similar supplies and justified by the first and last pages of the contract and the Reception Minutes). Not applicable to new enterprises less than five years.
3	The execution time of Delivery: Not more than 90 days from the date of notification of the Service Order to commence works.
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialed, signed and dated on the last page. The quotations and Technical specifications initialed, signed and dated on the last page
5	Furniture Team Head: At least Woodwork or furniture technician with 02 years working experience (HND Diploma and CV signed and dated)

15- Technical Evaluation.

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of 86% positive responses would be needed for a bid to be retained for the financial evaluation.

16- Financial Evaluation.

Only the prices of Bidders retained after the examination of the elimination and essential criteria shall be considered during this financial evaluation. Only the prices of the Unit Price List expressed in letters shall prevail over those in figures.

17. Acceptability of Offers.

Every bid should, in order not to be rejected, contain a Caution Fee of **Seven Hundred and Eighty Thousand (780,000) Francs CFA** issued by a bank recognized by the Ministry of Finance for a period of thirty (30) days beyond the validity of the offer.

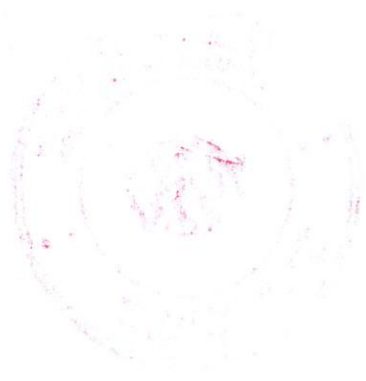
18. Administrative Documents.

The required administrative documents should be, under penalty of being rejected; only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers...) must be produced in accordance with the Special Regulations of the invitation to tender. They must 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.

19. Engagement Period.

The bidders shall remain engaged to their offers for a period of Ninety (90) days as from the date fixed for the reception of offers.

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SECRETARY
1912



Department of
the Interior
Washington, D.C.