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DAO

REPUBLIC OF CAMEROON
Paix-Travail-Patrie
NORTHWEST REGIONAL ASSEMBLY
REGIONAL EXECUTIVE COUNCIL
INTERNAL PUBLIC CONTRACTS
ADMINISTRATIVE MANAGEMENT
ENTITY



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
ASSEMBLEE REGIONALE DU NORD-OUEST
CONSEIL EXECUTIF REGIONAL
STRUCTURES INTERNES DE GESTION
ADMINISTRATIVE DES MARCHES PUBLIC

PROJECT OWNER

THE PRESIDENT, NORTH WEST REGIONAL ASSEMBLY

CONTRACTING AUTHORITY

THE PRESIDENT, NORTH WEST REGIONAL ASSEMBLY

TENDER BOARD

*NORTH WEST REGIONAL ASSEMBLY INTERNAL TENDERS BOARD
(NWRAITB)*

TENDER FILE
OPEN NATIONAL INVITATION TO TENDER
No. 4030 /ONIT/NWRA/NWRAITB/2026 OF 6 MARS 2026 FOR THE
INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE

ASSIGNED TREASURY: P120

PROJECT OWNER: THE PRESIDENT OF THE NORTH-WEST REGIONAL ASSEMBLY

FUNDING: PIB: 2026

AUTHORIZATION No.

IMPUTATION:

FINANCIAL YEAR 2026

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Document N°. 1

TENDER NOTICE

6. Participation and origin

Participation in this invitation to tender is open to interested duly legalized Cameroonian companies both National and International who fulfilled the requirements of this invitation to tender and are particularly exercising in the domain of public Procurement, and who has fulfilled their fiscal obligations in accordance with the 2026 Finance Law.

7. Financing

Works that are the subject of this invitation to tender shall be financed by the 2026 Public Investment Budget transferred to the North West Regional Assembly.

8. Consultation of tender file:

The file may be consulted during working hours from **the office of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360094), or online using the address www.marchepublic.cm** as soon as this notice is published.

9. Acquisition of tender file:

The file may be obtained from **the office of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360094), or online using the address www.marchepublic.cm** as soon as this notice is published upon payment of a **non-refundable fee of thirty four thousand (34,000) Francs CFA** into the North-West Regional Assembly Treasury, representing the cost of purchasing the tender file.

10. Submission of bids:

The method of submission shall be online.

The Tender must be submitted by the Tenderer on the COLEPS Platform not later than **10 AVR 2026** at 10:00am. 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 bearing the label:

OPEN NATIONAL INVITATION TO TENDER FILE
N° 030 /ONIT/NWRA/ITB/2026 ~~06~~ 6 ~~MARS~~ MARS 2026 FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE

"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;

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

11. Bid bond

The bidder must include in his administrative documents, a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File. The amount of bid bond is set at 2 % of the estimated amount all taxes inclusive, of the Jobbing Order in accordance with the Order in force, (See table below). It is valid for thirty (30) days beyond the date of validity of bids.

The essential criteria are key points used to judge the technical and financial capacity of candidates to execute the services or deliver the works which are the subject of the invitation to tender.

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

- Presentation of bid;
- Reference of the company;
- Access to a credit line or other financial resources;
- Personnel of the company, engage on honour the availability of spare parts and after sales services
- Proof of acceptance of conditions of the Jobbing Order ;
- Technical specifications: satisfying 80% of minor technical specifications of each equipment;
- Warranty of works of Six (06) Months;

The non-respect of 02 numbers of criteria leads to the elimination of the bid

These criteria are given in detail in article 6(1) of the Special Regulations of the invitation to tender

15. Award

The Jobbing Order shall be awarded to the bidder whose bid is in conformity with the provision of the tender file and on the basis of the lowest bid and technical quality, relative to article 99a of the public Jobbing Order s code.

16. Validity of offers

Bidders will remain committed to their offers for Ninety (90) days from the deadline set for the submission of bids.

17. Complementary information

Complementary information may be obtained during working hours at the office of the Director of General Affairs of the North West Regional Assembly (Tel N° 233360094) or online using the address www.marchépublic.cm.

Bamenda the 06 MARS 2021

THE PRESIDENT OF THE REGIONAL ASSEMBLY

Copies:

- ARMP BAMENDA
- RD/MINMAP/NW
- Chairperson of ITB/NWRA
- Notice Board
- File/archive



7. Financement

Les prestations objet du présent appel d'offres sont financées par le Budget d'Investissement Public au titre de l'exercice 2026 affecté à l'Assemblée Régional du Nord-Ouest.

8. Consultation du Dossier d'Appel d'Offres

Le dossier peut être consulté aux heures ouvrables au **bureau de Directeur des Affaires Générale a l'Assemble Régionale de Nord-Ouest (Tel N° 233360094), ou en utilisant le site www.marchepublic.cm** dès publication du présent avis.

9. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables auprès Publication du présent avis au **bureau de Directeur des Affaires Générale à l'Assemble Régionale de Nord-Ouest (Tel N° 233360094), ou en utilisant le site www.marchepublic.cm** contre présentation d'une quittance de versement au Trésor d'Assemble Régionale de Nord-Ouest de la somme **non remboursable** de **trente-quatre mille (34,000) francs CFA**.

10. Remise des offres

La méthode de remise doit être en ligne

L'offre devra être déposée par le soumissionnaire sur la plateforme COLEPS au plus tard de le / / 2026 à 10 h 00. Une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD devra être envoyée dans une enveloppe fermée avec la mention claire et lisible « copie de sauvegarde » portant le libellé dans le délai imparti.

APPEL D'OFFRES NATIONAL OUVERT
N° 3 / AONO/ARNO/ARNOCIPM/2026 DU 06 MARS 2026
POUR LA INSTALLATION D'UN FORAGE SOLAIRE AU PAVILLON REGIONAL
«À N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»,

Taille et format du fichier :

Pour le enchères en ligne, la taille maximale de documents qui seront téléchargés sur la plateforme et constituant l'offre du soumissionnaire sera de ;

- 5 Mo pour les offres administratives,
- 15Mo pour les offres Techniques,
- 5 Mo pour les offres financements.

Les formats pris en charge doivent inclure :

- Formats PDF pour documents textes,
- Formats JPEG pour les images.

Le soumissionnaire devra utiliser un logiciel de compression pour réduire la taille du fichier à soumettre.

1. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant. Le montant de la caution de soumission est fixé à **2%** du coût prévisionnel de contrat toutes taxes comprises, conformément à l'arrêté en vigueur (Arrêté No. 093/CAB/PM of 5/11/2002 fixant les montants de la caution de soumission et les frais de dossier d'appel d'offres). Valable pendant trente (30) jours au-delà de la date originale de validité des offres. (Voir tableur)

S/N°	PROJECT	COÛT PREVISIONNEL	CAUTIONNEMENT (TTC)	FRAIS DE DOSSIER
01	installation d'un forage solaire au pavillon régional	20.000.000	400,000	34,000

12. Recevabilité des offres

Le non-respect de 02 numéros de critères entraîne l'élimination de l'offre

15. ATTRIBUTION

Le contrat sera attribué au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la **moins-disant et techniquement qualifiée**, conformément à l'article 99(a) du Code des marches Publics.

16. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant Quatre Vingt Dix (90) jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires

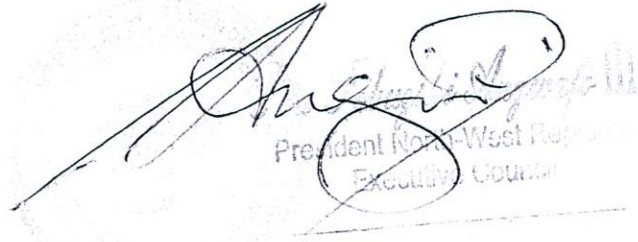
Les renseignements complémentaires d'ordre technique peuvent être obtenus au **bureau de Directeur des Affaires Générale** à l'Assemblée Régionale de Nord-Ouest (Tel N° 233360094), ou en utilisant le site www.marchepublic.cm.

Fait à Bamenda, le 06 MARS 2026

**Le Président de l'Assemblée Régionale du Nord-Ouest,
(Autorité Jobbing Order ant)**

Ampliations :

- DR/MINMAP;
- ARMP
- Président CPM;
- Affichage;



The image shows a handwritten signature in blue ink over a circular official stamp. The stamp contains the text "President North-West Regional Executive Council".

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- 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 Jobbing Order .

3.2 The Minister Delegate at the Presidency of the Republic in charge of Public Jobbing Order s 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 Service Providers, subject to the following provisions:

- (a) a bidder (including all members of a group of enterprises and all sub-Jobbing Order ors 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-Jobbing Order ors 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 Jobbing Order s 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-Jobbing Order ors 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 Jobbing Order s award procedure.

(c) The bidder must not have been excluded from bidding for public Jobbing Order s.

(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: Works and ancillary services meeting the criteria of origin

5.1 All works and ancillary services forming the subject of this Jobbing Order 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 “works” 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 works are extracted, cultivated, produced, manufactured or transformed; or the country where a manufacturing, transformation or Council of components process results in the obtention of a commercial article whose basic characteristics are substantially different from those of its components.

Document No. 3	The Special Regulations of the invitation to tender
Document No. 4	The Special Administrative Conditions;
Document No. 5	The description of the works which includes: - The list of the works and ancillary services; - Technical specifications and for complex projects;
Document No. 6	Schedule of unit and all-in prices
Document No. 7	Schedule of detailed estimates
Document No. 8	Schedule of sub-details of unit and all-in prices
Document No. 9	Model Jobbing Order ;
Document No. 10	Models to be used by bidders;
Document No. 11	List of first-rate banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds for public Jobbing Order s

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 (telex 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 Jobbing Order s award procedure may lodge a complaint to the Minister Delegate in charge of public Jobbing Order s.

8.3 The complaint must be addressed to the Contracting Authority with copies to the body in charge of the regulation of public Jobbing Order s 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 Jobbing Order s.

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.

2. Technical specifications.

d. 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 Service Provider 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 Works and Ancillary Services shall be presented in the following manner:

- a. For works manufactured in Cameroon:
 - i. Prices exclusive of taxes of works at the local level;
 - ii. Sales and other taxes collected on the works which will be due if the Jobbing Order is awarded;
 - iii. The price of domestic transportation, insurance and other local services related to the delivery of the works 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 Jobbing Order 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 Jobbing Order shall specify the rebates applicable on each group of lots or each Jobbing Order 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.

- 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 Jobbing Order 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 Jobbing Order 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 Jobbing Order does not include a price revision clause and that the period of validity of offers is extended for more than One hundred and twenty (120) 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 One hundred and twenty (120) days to the date of notification of the Jobbing Order 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.

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

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 Jobbing Order .

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 works and ancillary services specified in the Jobbing Order ;
 - 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 Jobbing Order ; 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 Works 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.

- 35.1 The Contracting Authority shall award the Jobbing Order 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 Jobbing Order 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 Jobbing Order 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 works Jobbing Order 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 Jobbing Order s 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 Jobbing Order

During the award of the Jobbing Order , the Contracting Authority reserves the right to increase or decrease by not more than fifteen per cent (15%), the quantity of the works 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 Jobbing Order

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 Service Provider to execute the Jobbing Order and the execution time-limit.

Article 39: Publication of results of award and petitions

- 39.1 Any award decision of a public Jobbing Order by the Project Owner or the Delegated Project Owner shall be inserted with an indication of the price and deadline in the Public Jobbing Order s Journal published by the body in charge of the regulation of public Jobbing Order s 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 Jobbing Order 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 Jobbing Order s with copies to the Public Jobbing Order s Regulatory Agency, the Contracting Authority and the chairperson of the said Tenders Board.

Document N°. 3
SPECIAL REGULATIONS OF THE
INVITATION TO TENDER

	<p>The essential criteria are key points used to judge the technical and financial capacity of candidates to execute the services or deliver the works which are the subject of the invitation to tender.</p> <ol style="list-style-type: none"> 1. Presentation of bid; 2. Reference of the company; 3. Access to a credit line or other financial resources; 4. Personnel of the company, engage on honour the availability of spare parts and after sales services 5. Proof of acceptance of conditions of the Jobbing Order ; 6. Technical specifications: satisfying 80% of minor technical specifications of each equipment; 7. Warranty of works of at least Six (06) Months. <p>The non-respect of 02 numbers of criteria leads to the elimination of the bid</p>
6.2	In case of a group of Service Providers, there should be a lead partner.
11.	Language of bid: English or French
12.1	<p>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:</p> <p>Envelope A- Volume 1 Administrative file</p> <p>The administrative file should contain the following documents:</p> <ol style="list-style-type: none"> A.1 Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp. A.2 Certified Copy of the Business Registration, not more than three months old. A.3 Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months. A.4 Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance. (See list of approved banks on document no 12 of this tender file) A.5 Purchase receipt of Tender File issued by the Treasury of the North West Regional Assembly. A.6 A bid bond issued by a first rate-financial institution or insurance company approved by the Ministry in charge of Finance in conformity with COBAC conditions as of the table above. It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund. A.7 An attestation of non-exclusion from Public Jobbing Order s issued by the Public Jobbing Order s Regulatory Board (ARMP) A.8 An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis-à-vis the Fund; the attestation valid within the given time. A.9 A Clearance Certificate (Attestation de conformité fiscale) 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. A.10 Copy of a valid taxpayer's card, delivered by the chief of centre of Taxes. A.11 Plan and attestation of location of the Company signed by the bidder on honour A.12 Power of attorney if necessary A.13 Group agreement where applicable A.14 Special Technical Clauses initialled on all the pages and signed, dated and stamped on the last page. A.15 Special Administrative Clauses completed and initialled on all the pages, signed, dated and stamped on the last page. <p>In case of group bidding, each member of the group must present a complete administrative file, items e, f and g being presented only by the representative of the group</p> <p>Envelope B- Volume 2: Technical bid</p> <p>B.1 Information on qualification</p>

13.2	The price of the Jobbing Order shall <i>not</i> be revisable.
14.	Currency of bid Prices shall be drawn in the following currencies: CFA Francs
15.2 & 15.3	Currency of country of Contracting Authority shall be the Cameroon national currency of FCFA
17.3	The guarantee period for the works shall be Six (06) Months from the time of acceptance of the works.

Preparation and submission of bids

19.1	<p>Amount of the bid bond: An amount of 400.000 FCFA for the lot and valid beyond the date of validity of bids. It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund.</p> <table border="1" data-bbox="245 689 1422 831"> <thead> <tr> <th>LOT</th> <th>PROJECT</th> <th>AMOUNT (ATI)</th> <th>AMOUNT OF BID BOND</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>installation of a solar borehole at the regional lodge</td> <td>20,000,000</td> <td>400,000</td> </tr> </tbody> </table>	LOT	PROJECT	AMOUNT (ATI)	AMOUNT OF BID BOND	01	installation of a solar borehole at the regional lodge	20,000,000	400,000
LOT	PROJECT	AMOUNT (ATI)	AMOUNT OF BID BOND						
01	installation of a solar borehole at the regional lodge	20,000,000	400,000						
20.1	Period of validity of bids: The period of validity of bids is Ninety (90) days from the date of submission of offers.								
21.1	<p>Method of submission of bids. Online submission. The Tender must be submitted by the Tenderer on the COLEPS Platform not later than <u> </u> / <u> </u> / 2026 at 10:00am. 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 bearing the label:</p> <p style="text-align: center;">OPEN NATIONAL INVITATION TO TENDER FILE N° _____/ONIT/NWRA/ITB/2026 OF ___ / ___ / 2026 FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE <i>“To be opened only during the bid-opening session”</i></p> <p>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;</p> <ul style="list-style-type: none"> - 5 Mb for Administrative offers; - 15 Mb for the Technical offers; - 5 Mb for the financial offers. <p>Supported formats shall include:</p> <ul style="list-style-type: none"> - PDF formats for texts documents; - JPEG formats for images. <p>The Tenderer shall use a compression software to reduce the size of the file to be submitted.</p>								
22.2	Address of the Contracting Authority to be used for the submission of bids: The North West Regional Assembly.								
23.1	<p>The Tender must be submitted by the Tenderer on the COLEPS Platform not later than <u> </u> / <u> </u> / 2026 at 10:00am. 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 bearing the label:</p> <p style="text-align: center;">OPEN NATIONAL INVITATION TO TENDER FILE N° _____/ONIT/NWRA/ITB/2026 OF ___ / ___ / 2026 FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE <i>“To be opened only during the bid-opening session”</i></p>								

Document N°. 4
SPECIAL ADMINISTRATIVE CONDITIONS
(SAC)

Chapter I

General

Article 1: Subject of tender

1.1 Subject of Jobbing Order

The subject of this Jobbing Order is **FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE** according to the characteristics defined in the technical specifications and the quantities defined in the estimates.

1.2 Nature of services

The services of this Jobbing Order comprise **FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE**, transportation, handling, installation and testing where appropriate as indicated by the Contracting Authority . (See characteristics and technical specifications).

Article 2: Award procedure (GAC supplemented)

This 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 bid and technical quality, relative to article 99(a) of the public Jobbing Order s code.

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

3.1 General definitions (cf. Code)

- ✓ The Contracting Authority shall be **The President of the North West Regional Assembly**; in this respect he preserves the original documents relating to the Jobbing Order and transmits copies to the Public Jobbing Order Regulatory Agency.
- ✓ The Jobbing Order Manager shall be **The Director of General Affairs at the North West Regional Assembly**. In this capacity, he shall respect the administrative, technical and financial clauses of this Jobbing Order .
- ✓ The Jobbing Order Engineer shall be **The Regional Delegate of MINEE**. He shall validate the different crucial phases of work done, from the installation of the Jobbing Order or to the Provisional Technical Reception (Connection to the National Grid and Energizing of new line).
- ✓ MINMAP for unannounced control
- ✓ **The Divisional/Sub-Divisional Peace and Development Committees (P.D.C)** shall carryout Social Control and report to the President of the Regional Executive Council, North West.
- ✓ **The Jobbing Order or shall be [to be specified].**

3.2 Security

This Jobbing Order may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be **The President of the North-West Regional Assembly**.
- The body or official in charge of payment shall be **The Paymaster General North West Region**.
- The official competent to furnish information within the context of execution of this Jobbing Order shall be **The Director of General Affairs at the North West Regional Assembly**.
- The authority in charge of clearance shall be **The Specialised Finance Controller of the North West Regional Assembly**.

3.3 Duties of the Control Mission, Project Manager (Not applicable).

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

1. The language to be used shall be *[English and/or French]*.

15. Order No. 000333/O/MINMAP/CAB of 27th December, 2024 to set the schedule for the migration to exclusive award of public Jobbing Order s electronically;
16. Press release No. 000024/R/MINMAP/CAB/CT2 of 5th of August 2025 announcing the presentation of the Categorisation Certificate in the award process of public Jobbing Order .
17. Unified Technical Documents (DTU) for building works;
18. Applicable standards;
19. Other instruments specific to the domain concerned with the Jobbing Order .

Article 8: Communication (Article 6 of GAC supplemented)

- 8.1 All notifications and written communication within the framework of this Jobbing Order shall be sent to the following address:
 - a. In the case where the Jobbing Order or 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 Jobbing Order Manager and immediately after delivery of the works, correspondences shall be validly addressed to the _____ council where the Jobbing Order or Resides;
 - b. In the case where the Project Owner is the addressee:
The President of the North West Regional Assembly with a copy addressed to the Jobbing Order Manager, Project Manager, Jobbing Order Engineer and the Regional Delegation of Public Jobbing Order s where need be.
 - c. In the case where the Contracting Authority is the addressee:
The President of the North West Regional Assembly with a copy addressed within the same deadline to the Jobbing Order Manager, Engineer, Project Manager and the Regional Delegation of Public Jobbing Order s where necessary.
- 8.2 The Service Provider shall address all written notifications or correspondences to the Project Owner, with copies to the Contracting Authority , Project Manager, the Jobbing Order Manager and the Regional Delegation of Public Jobbing Order s

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 works shall be signed by the Project Owner and notified to the Service Provider by the his services with copies to Jobbing Order Manager, the Engineer, Project Manager, The Ministry of Public Jobbing Order s and Payment Body.
- 9.2 On the proposal of the Jobbing Order Manager, Administrative Orders with incidence on the objective, amount or works deadline shall be signed by the Project Owner and notified to the Service Provider by his services with a copy to the Jobbing Order Engineer, The Ministry of Public Jobbing Order s 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 works shall be signed directly by Jobbing Order Manager and notified to the Service Provider by the Engineer or Project Manager and a copied to the Project Owner and The Ministry of Public Jobbing Order s.
- 9.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Service Provider by the Jobbing Order Manager and copied to the Engineer, The Ministry of Public Jobbing Order s and Project Manager.
- 9.5 Administrative Orders for suspension or resumption of works for reasons of the weather or other cases of force majeure shall be signed by the Jobbing Order Manager upon the proposal of the Project Manager and notified to the Service Provider by the Engineer (as per type of works).
- 9.6 With regard to Administrative Orders signed by the Project Owner and notified by the Jobbing Order Manager, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Project Owner to the Jobbing Order Manager. **Beyond this deadline, the**

12.3 Guarantee of start-off advance

The rates and conditions of the start-off guarantee shall be maximum 40% of the amount inclusive of all taxes and guaranteed at 100%, at the request of the Jobbing Order or.
If cautioned, the Performance bond must also have a CDEC receipt or proof of deposit of the amount of the Performance bond into the Deposit and Guarantee Fund

Article 13: Amount of the Jobbing Order

The amount of this Jobbing Order 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.
- Amount of TSR and/or _____ CFA F
- Net to be paid= EVAT-TSR and/or AIR

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 Service Provider in _____ bank.

Article 15: Price variation (Article 17 of GAC)

15.1 Prices shall be firm.

- a. Payments on account made to the Service Provider as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the Jobbing Order ual time-limit, except in the case of price reductions.

15.2 Price updating modalities (Not applicable)

Article 16: Price revision formulae (article 18 of GAC)

The prices on the unit price schedule shall not be revisable.

Article 17: Price updating formulae (article 18 of GAC)

The prices on the unit price schedule are updatable by application of the following formula: (*Not applicable*).

Where need be, the indices are those defined for the price revision formulae.

Article 18: Advances (article 21 of GAC)

18.1 The Project Owner may grant a start-off advance *of not more than 40% of the amount of the Jobbing Order* upon the date of reception of his request.

18.2 The time-limit for payment of the start-off advance is fixed at 30 days from the date of reception of his/her request by the Service Provider.

Article 19: Payment (article 19 of GAC supplemented)

No later than the fifth (5th) of the month following the month of the services, the Jobbing Order or shall hand over to the Project Manager three draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the Jobbing Order since the start of the Jobbing Order .

- Release of the retention guarantee signed by Mayor in case of final acceptance of work;
- Copy of the stamped duty agreement for the funding of the project;
- A copy of the As-Built plans and the draft final detailed account of works prepared in seven copies signed by the Project Manager and visaed by the Jobbing Order Engineer during the final payment at the end of the provisional acceptance of works;
- The Jobbing Order or shall submit the insurance policies for damages of all sorts of risks during the transportation up to the place of delivery.
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
- A copy of the performance bond:
 - > a taxpayer's card;
 - > a business licence;
 - > a clearance attesting to the payment of taxes;
 - > an attestation of non-indebtedness;
 - > an attestation of localisation;
 - > a plan of localisation;
 - > an attestation of solvency;
 - > an attestation of Bank account;
 - > an attestation of tender from the NSIF.
 - > others

- Default interests

Default interests shall be paid by statement of the amounts owed.

- Currency

The currency of the tender and payment shall be the CFA Franc.

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 Decree No. 2018/366 of 20 June 2018 to institute the Public Jobbing Order s 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 (1/2000th) of the initial Jobbing Order amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Jobbing Order ual time-limit;*
- b. *One thousandth (1/1000th) of the initial amount of the Jobbing Order inclusive of all taxes per calendar day beyond the 30th day.*

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

B. Specific penalties (amounts to be specified)

21.3 Independently of penalties for overrun of Jobbing Order ual time-limit, the Service Provider shall be liable for the following special penalties for non-observation of provisions of the Jobbing Order

- Late submission of final bond: Two Hundred Thousand (200,000) Francs CFA

Especially relating to:

- The commissioning operation;
- Technical documentation;
- Training of personnel.

Article 29: After-sales service and consumables (article 14 of GAC)

Specify the special provisions relating to after-sales service especially:

The Service Provider shall maintain an after-sales service in the Republic of Cameroon for a period of Five (05) years 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 Service Provider shall forward to the Project Owner the following documents.

1. *Copy of the Service Provider's bill describing the works indicating their quantities, prices and total amount;*
2. *Notification of the delivery;*
3. *Certificate of guarantee by the manufacturer or Service Provider;*
4. *Certificate of origin.*

Article 31: Provisional acceptance (articles 40 and 41 of GAC)

Prior to the provisional acceptance, the Service Provider shall request in writing to the Jobbing Order Manager with a copy to the Engineer and The Regional Delegation of Public Jobbing Order s for the North West, the organization of a technical visit before the acceptance.

31.1 Trials included in preliminary operations to the acceptance

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

- 1- The President of the North West Regional Assembly or his representative..... (Chairman)
- 2- The Jobbing Order Manager or his representative..... (Member)
- 3- The RDMINMAP/NW or his representative..... (Observer)
- 4- The Jobbing Order Engineer..... (Secretary)
- 5- The Stores Accountant of North West Regional Assembly..... (Member)
- 6- The Commissioner for Economic Development.....(Observer)
- 7- The Jobbing Order or or his Representative..... (Observer)

The commission shall examine the report of the pre-acceptance including a video from the Jobbing Order or showing the equipment supplied. This shall proceed with the acceptance. An acceptance report (process - verbal) of the works shall be prepared by the Jobbing Order Engineer and sign by all the commission members.

Members of the Commission shall be convened to the acceptance by mail at least ten (10) days before the date of acceptance and the Service Provider shall be convened by mail ten days before acceptance. He is bound to attend (or be represented) [quorum to be indicated].

Chapter V

SUNDRY PROVISIONS

Article 35: Termination of the Jobbing Order (article 57 of GAC)

The Jobbing Order may be terminated as provided for in Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

1. Delay of more than x calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than x calendar days;
2. Delay in services resulting in penalties of more than 10 % of the amount of the works;
3. Refusal to repeat poor works;
4. Default by the Service Provider;
5. Persistent non-payment for services.

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

If the Jobbing Order or were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

. War in the area of execution of the job;

Article 37: Disagreements and disputes (article 61 of GAC)

Differences or disputes born out of the execution of this Jobbing Order 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 in Bamenda.

Article 38: Production and dissemination of this Jobbing Order (GAC supplemented)

Twenty (20) copies of this Jobbing Order shall be produced and disseminated by the Project Owner.

Article 39 and last: Entry into force of the Jobbing Order (GAC supplemented)

This Jobbing Order shall be final only upon its signature by the Contracting Authority . It shall enter into force as soon as it is notified to the service provider by the Contracting Authority .

Document N°. 6
SCHEDULE OF UNIT PRICES

301	Works and installation of PVC Casing of \varnothing 112 – 125mm	LM	50		
302	Works and installation of PVC screen of \varnothing 112 – 125mm with slot openings of $\varnothing \leq 2$ mm	LM	70		
303	Works and putting in place of a gravel pack of a quartzeous nature and calibrated: (1 - 2mm) or (2 - 4mm)	LM	120		
304	Putting in place of the borehole cap, sand, back-filling and cementing.	U	1		
305	Cleaning and Development of the borehole by the air-lift method	U	1		
306	Pumping and Recharge test [Aquifer test]	U	1		
307	Sampling and physico-chemical Analysis of water from the borehole	U	1		
308	Disinfection of the borehole	U	1		
	SUB TOTAL III				
	IV. SUPERSTRUCTURE: SOLAR INSTALLATIONS AND PIPING NETWORK				

	SUB TOTAL V				
	Total exclusive tax				
	VAT (19.25%)				
	AIR (5.5%)				
	Total inclusive tax				
	NET TO BE PAID				

ITEM	WORK DESCRIPTION	UNIT	QUNAT ITY	U. P.	T.P.
				(FCFA)	(FCFA)
I. GENERAL SITE INSTALLATION					
101	Site selection : Hydrogeologic, geophysical studies and implantation	LS	1		
102	Mobilization: Transportation of materials and equipments	LS	1		
103	Installation and Withdrawal of drilling rig and other equipments	U	1		
104	Preparation of working documents	U	1		
SUB TOTAL I					0
II. DRILLING WORKS					
201	Air Rotary Drilling of Ø 9" 7/8 in unconsolidated loose formations	LM	25		
202	Installation and removal of temporal PVC or metallic casing of Ø 175-195mm	LM	25		
203	Air Rotary and Percussion Drilling with the down-the -hole hammer of Ø 6" ½ to 6" ¾) in hard rock	LM	70		
SUB TOTAL II					
III. DESIGN – CLEANING & DEVELOPMENT – PUMPING TEST					
301	Works and installation of PVC Casing of Ø 112 – 125mm	LM	50		

402	Works and installation of monocrystalline SOLAR MODULES, LG solar panels of 500 watt) to be installed on the roof of the building.	No.	14		
403	Works and installation of SOLAR BATTERY, Mark: FEDELITY of 10KW)	No.	1		
404	Works of PEHD Ø 32mm NP10 (from borehole to the twin 5m3 storage tanks (pumping network)	ML	400		
405	Works of PEHD Ø 40mm NP10 (from the twin 5m3 storage tanks to the building (distribution network)	ML	200		
406	Pipeline excavtion and backfilling	ML	50.242		
407	Plumbing accessories	LS	1		
SUB TOTAL IV					
V. TWO PLASTIC STORAGE TANKs (5M³)					
501	Purchase and installation of 5m3 plastic storage tank with drainage and overflow provisions inclusive.	LS	1		
SUB TOTAL V					
Total exclusive tax					
VAT (19.25%)					
AIR (5.5%)					
Total inclusive tax					
NET TO BE PAID					

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[insertdate]

REPUBLIC OF CAMEROON
Peace-Work-Fatherland

.....
NORTH-WEST REGIONAL ASSEMBLY

.....
REGIONAL EXECUTIVE COUNCIL

.....
INTERNAL PUBLIC CONTRACTS
ADMINISTRATIVE MANAGEMENT ENTITY



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

.....
ASSEMBLEE REGIONALE DU NORD-OUEST

.....
CONSEIL EXECUTIF REGIONAL

.....
STRUCTURES INTERNES DE GESTION
ADMINISTRATIVE DES MARCHES PUBLIC

**JOBGING ORDER No. ____/C/NWRA/NWRAITB/2026 OF ____/____/2026 FOR
THE INSTALLATION OF A SOLAR BOREHOLE AT THE NORTH WEST
REGIONAL ASSEMBLY LODGE**

HOLDER OF JOBBING ORDER : *[indicate the holder and his full address]*

P.O. Box 0000 at ____, Tel ____, Fax: _____

Business Registry No. _____ A issued at _____

Taxpayer's No. _____

SUBJECT OF JOBBING ORDER : *[indicate the full subject of the works]*

PLACE OF DELIVERY: *[indicate]*

AMOUNT IN CFA F:

IAT	
EVAT	
VAT (19.25%)	
AIR (2.2 or 5.5%)	
Net to be paid	

DELIVERY DEADLINE: *[In days, weeks, months or years]*

FINANCING: *[Indicate source of financing]*

BUDGET HEAD: *[To be filled]*

SUBSCRIBED ON _____

SIGNED ON _____

NOTIFIED ON _____

REGISTERED ON _____

Page _____ and Last of **JOBGING ORDER No. _____/C/ NWRA/NWRAITB/2026**
OF _____/_____/2026 FOR THE EQUIPMENT OF THE INSTALLATION OF A SOLAR
BOREHOLE AT THE REGIONAL LODGE

With-----

For the works of _____

Jobbing Order price: *[recall in CFA francs inclusive of all taxes in figures and words]*

Delivery deadline: *[fill in days, weeks, months or years]*

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

Table of model documents

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacturer

ANNEX No. 2: MODEL BID BOND

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

Whereas the Service Provider..... hereinafter referred to as the “bidder” has submitted his bid on for *[recall the subject of the invitation to tender]*, hereinafter referred to as “the bid” and to which must be attached a bid bond equivalent to _____ FCFA all taxes inclusive.

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 Project Owner of the maximum sum of _____ (in words and figures) FCFA all taxes inclusive, that the bank pledges to pay in full to the Contracting Authority , binding itself, its Owner, his successors and assignees.

The conditions of this commitment are as follows:

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

Or

If the bidder, having been notified of the award of the Jobbing Order by the Project Owner during the validity period:

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

We commit ourselves to pay to the Project Owner an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Project Owner 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 Project Owner for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the Project Owner to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this validity period.

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 commitment and its consequences.

Signed and authenticated by the bank at....., on.....

[Bank's signature]

ANNEX No. 4: MODEL START-OFF ADVANCE BOND

Bank: Reference, Address: _____

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of:

Project Owner [*Address of Project Owner*] ("*beneficiary*")

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [*the holder*] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of **Jobbing Order N° ____/C/NWRAITB/2026 OF ____/____/2026 FOR THE INSTALLATION OF A SOLAR BOREHOLE AT THE REGIONAL LODGE**, of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of **Jobbing Order** No. _____ payable upon notification of the corresponding Administrative Order, that is _____ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance on the accounts of _____ [*the holder*] opened in the _____ bank under number _____

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

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

Signed and authenticated by the bank

at _____ on _____

[*Signature of the bank*]

ANNEX No. 6: MODEL OF MANUFACTURER'S AUTHORISATION

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the Invitation to Tender]

Date: [insert date (as day, month and year) of Bid Submission] Invitation to Tender No.: [insert number and subject of the invitation to tender]

To: [insert complete name of Project Owner]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the Jobbing Order .

We hereby extend our full guarantee and warranty in accordance with the General Conditions for the works of goods, with respect to the goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Manufacturer]

Dated on _____ day of _____, _____ [insert date of signing]

	<i>A mechanical tool box</i>	
B6	<i>ACCESS TO A CREDIT LINE (PRE-FINANCING CAPACITY)</i>	
	<i>Pre-financing capacity of at least 80% of the project amount</i>	
B7	<i>AVAILABILITY OF SPARE PARTS</i>	
	<i>Existence of an attestation of spare parts signed by the manufacturer or the bidder on honour.</i>	
B8	<i>AFTER DELIVERY SERVICES</i>	
	<i>Existence of an attestation of after delivery services signed by the manufacturer or the bidder on honour</i>	
B9	<i>METHODOLOGY OF THE WORKS</i>	
	<i>Detailed technical note on the description of the works</i>	
	<i>Respect of delivery deadline</i>	
	<i>Acceptable planning of the works</i>	
	<i>Manpower deployment schedule</i>	
B10	<i>TECHNICAL SPECIFICATIONS OF THE PROPOSE EQUIPMENT AS INDICATED IN THE SPECIAL REGULATIONS TO TENDER</i>	
B11	<i>PROOFS OF ACCEPTANCE OF CONDITIONS OF THE JOBBING ORDER</i>	
	<i>All pages of the Special Administrative Conditions (SAC) dully initialled on each page, signed and dated on the last page.</i>	
	<i>All pages of the Technical Specifications (TS) dully initialled on each page, signed and dated on the last page.</i>	
B12	<i>Warranty certificate</i>	

Only bids considered being substantial responsive after the technical evaluation shall be accepted for financial evaluation. (ATLEAST 75% of yes)

Note on preliminary studies

In accordance with the Public Jobbing Order s Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Jobbing Order s 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 N°. 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 Jobbing Order , 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.*

LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC JOBBING ORDER S

I- BANK

1. Afriland First Bank (First bank), B.P 11 834, Yaoundé;
2. BanqueAtlantique Cameroun (BACM), B.P. 2 933, Douala;
3. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé;
4. Banque Gabonaise pour le Financement International (BGFI BANK), B.P. 600 Douala ;
5. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala ;
6. Bank Of Africa Cameroun (BOA Cameroun), B.P. 4 593, Douala ;
7. CitiBank Cameroun (CITIGROUP), B.P. 4 571, Douala ;
8. Commercial Bank - Cameroon (CBC), B.P 4 004, Douala;
9. Ecobank Cameroun (ECOBANK), B.P 582, Douala;
10. National Financial Credit Bank (NFC-Bank), B.P. 6 578, Yaoundé ;
11. Société Commerciale de Banques-Cameroun (SCB-Cameroun), B.P 300, Douala ;
12. Société Générale Cameroun (SGC), B.P. 4 042, Douala ;
13. Standard Chartered Bank Cameroon (SCBC) B.P. 1784, Douala ;
14. Union Bank of Cameroon (UBC), B.P. 15 569, Douala;
15. United Bank for Africa (UBA), B.P. 2 088, Douala.
16. crédit communautaire d'afrique-bank (CCA – Bank)

II- Insurance companies

17. Activa Assurances
18. AREA Assurances
19. Atlantique Assurances S.A.
20. Benefical General Insurance S.A.
21. Chanas assurances
22. CPA S.A.
23. NSIA Assurances SA
24. PRO-ASSUR S.A.
25. SAAR S.A.
26. SAHAM Assurances S.A.
27. Zenithe Insurance S.A.