

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPEMNT LOCAL

\*\*\*\*\*

REGION DU NORD -OUEST

\*\*\*\*\*

DEPARTEMENT DE LA MEZAM

\*\*\*\*\*

MAIRIE DE BAMENDA III



REPUBLIC OF CAMEROON

Peace –Work-Fatherland

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MEZAM DIVISION

\*\*\*\*\*

BAMENDA III COUNCIL

## BAMENDA III COUNCIL TENDERS BOARD

\*\*\*\*\*

# REQUEST FOR QUOTATION

### REQUEST FOR QUOTATION

N° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH  
CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN  
THE NORTH-WEST REGION

PROJECT OWNER: LORD MAYOR BAMENDA III COUNCIL

FINANCING: MINSANTE Public Investment Budget of 2026

BUBGET HEADS :  
IMPUTATION N° :

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION	15 000 000	300 000	30 000

# CONTENT

## NOTICE FOR THE CONSULTATION OF A REQUEST FOR QUOTATION

<b>DOCUMENT N° 0 - NOTICE FOR CONSULTATION .....</b>	<b>03</b>
<b>DOCUMENT N° I - LETTER OF INVITATION TO TENDER .....</b>	<b>07</b>
<b>DOCUMENT N° II - REGULATIONS FOR THE CONSULTATION .....</b>	<b>08</b>
2.1 - The documents for consultation .....	08
2.2 - Preparation of the files .....	08
2.3 - Deposit of files .....	09
2.4 - Opening and evaluation of bids .....	09
2.5 - Award of the Jobbing Order .....	09
<b>DOCUMENT N° III – ANNEXED MODELS .....</b>	<b>11</b>
3.1 – Letter of submission .....	11
3.2 – Framework of unit prices .....	12
3.3 – Framework of the price, descriptive and quantitative estimates .....	13
<b>DOCUMENT N° IV - DRAFT JOBBING ORDER .....</b>	
JOBING ORDER .....	15
CONTENT.....	17
CHAPTER I: GENERALITIES .....	18
CHAPTER II : EXECUTION OF THE JOBBING ORDER.....	20
CHAPTER III : FINANCIAL DISPOSITIONS .....	22
CHAPTER IV : OTHER DISPOSITIONS .....	23

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

MINISTRE DE DECENTRALISATION  
ET DU DEVELOPPEMENT LOCAL

\*\*\*\*\*

REGION DU NORD -OUEST

\*\*\*\*\*

DEPARTEMENT DE LA MEZAM

\*\*\*\*\*

MAIRIE DE BAMENDA III



REPUBLIC OF CAMEROON

Peace –Work-Fatherland

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MEZAM DIVISION

\*\*\*\*\*

BAMENDA III COUNCIL

## CONSULTATION NOTICE

### REQUEST FOR QUOTATION N° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026 FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION

Within the framework of 2026 Public Investment Budget, the Lord Mayor of Bamenda III Council; Delegated Contracting Authority on behalf of Project Owner hereby launches a Request for Quotation for **THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION**

#### 1. Participation:

Participation to this consultation is open to Cameroonian enterprises that are in compliance with the fiscal laws and registered on the COLEPS platform

#### 2. Description of services:

Work to be done consists of supply of:

NO	DESCRIPTION	UNIT	QTY
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3
<b>200</b>	<b>MEDICAL EQUIPMENT</b>		
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1
202:	Centrifugeuse électrique rotor de 8 tubes	U	1

53-001-200979			
203: 52-009-200110	Complete electronic BP machine	U	2
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2
208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2

**3. Project owner** Lord Mayor of Bamenda III Council

**4. Lots**

The supply 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	FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION	15 000 000	300 000	30 000

**6. Funding**

This project shall be financed by the 2026 Public Investment Budget of the Ministry of Public Health with budget heads N° \_\_\_\_\_

**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 Cameroonian enterprises that are in compliance with the fiscal laws of Cameroon, of an amount of **300,000 Francs CFA (three hundred thousand francs)** and valid for thirty (30) days beyond the date of validity of bids.

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

The file may be consulted online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) or ARMP WEBSITE, as soon as this notice is published.

### **9. Acquisition of consultation file:**

The file will be obtained online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) as soon as this tender notice is published against payment of a non-refundable sum of **30,000 CFA francs** (Thirty Thousand francs cfa), payable at the Bamenda III Municipal Treasury, representing the cost of purchasing the tender file.

### **10. Presentation of consultation file:**

The bids prepared in English or in French shall be sent in two volumes as follows:

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

The two (02) volumes shall then be enclosed in a folder 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 with a backup copy will be submitted online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) not later than **19/05/2026** at **10 AM** local time and should carry. A backup copy of the bids recorded on USB KEY must be sent in a sealed envelope clearly and legibly marked "BACKUP COPY" with the inscription:

**TO THE PROJECT OWNER (CONTRACTING AUTHORITY)  
REQUEST FOR QUOTATION N° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE  
BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION  
To be opened only during the Tenders Board Opening session ».**

### **File size and format**

The maximum size of the document that will be lotted on the COLEPS platform shall constituted of the bidders offer as:

- 5 MB for administrative offers
- 15 MB for Technical offers
- 5MB for financial

Supported format shall include

- PDF format for text document
- JPEG format for images

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

### **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 online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) on the **19/05/2026** at **11 AM local time**, at the Conference Hall of the Bamenda III Council at Bamenda, by the Bamenda III Internal Tenders Board. 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 dead line of execution is **Sixty (60) days** from the date of notification for this Jobbing Order to begin.

### **14. Evaluation criteria**

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

#### **A. Eliminary criteria**

1. The absence of bid bond document in the administrative file;
2. Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;

3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. Insufficient bid bond;
6. Incomplete financial file
7. change of quantity or unit of the Tender file in the financial bid
8. Omission of a unit price in the financial bid;
9. Any company having a 2025 project, notified to commence in 2025 and which has not yet been received Name of company suspended by ARMP;
10. Score of less than 75% of essential criteria,
11. Financial capacity less than 75% of project cost.

**B. Essential criteria**

- 1- General presentation of the Tender;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation and report of site visit ;
- 9- Special Administrative Clauses completed and initialed in all the pages and last page signed.

These essential criteria are subject to lower limits, the details of which are spelled out in the special Regulations of the invitation of tender.

**15. Award**

This evaluation will be done in a positive (**yes**) or negative (**no**) with an acceptable minimum of **75%** of the essential criteria taken into account.

The Contract 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/eliminary 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 sixty (**60**) 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 Bamenda III Council Telephone No: 677665180

Done at Bamenda on the, 20/04/2026

**THE PROJECT OWNER  
(CONTRACTING AUTHORITY)  
(THE LORD MAYOR OF BAMENDA III COUNCIL)**

**Copies:**

- MINMAP
- ARMP
- Project Owner
- Chairperson of BIICITB
- Notice Boards
- file



REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

MINISTRE DE DECENTRALISATION  
ET DU DEVELOPPMENT LOCAL

\*\*\*\*\*

REGION DU NORD -OUEST

\*\*\*\*\*

DEPARTEMENT DE LA MEZAM

\*\*\*\*\*

MAIRIE DE BAMENDA III



REPUBLIC OF CAMEROON

Peace –Work-Fatherland

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MEZAM DIVISION

\*\*\*\*\*

BAMENDA III COUNCIL

## AVIS DE CONSULTATION

**Objet:** DEMANDE DE QUOTATION N° 003/RQ/ BIIC/BIICITB/2026  
DE 20/04/2026 POUR LA FOURNITURE DES EQUIPEMENTS AU CENTRE DE SANTE DE NDZAH DANS  
L'ARRONDISSEMENT DE BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD-  
OUEST

Dans le cadre du budget d'investissement 2026, Monsieur le MAIRE DE LA COMMUNE DE BAMENDA III; Le maître d'ouvrage délégué et l'autorité contractante lance par la présente une demande de Cotation pour **LA FOURNITURE DES EQUIPEMENTS AU CENTRE DE SANTE DE NDZAH DANS L'ARRONDISSEMENT DE BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM REGION 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 :

NO	DESCRIPTION	UNIT	QTY
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3
200	MEDICAL EQUIPMENT		

201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1
203: 52-009-200110	Complete electronic BP machine	U	2
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2
208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2

### 3. Maître d'ouvrage:

Le Maire de la Commune de Bamenda III

### 4. Lots

La fourniture est en un seul lot comme indiqué ci-dessous.

### 5. Coût estimé

Le coût estimé est comme ci-dessous

Lot	Projet	COÛT PREVISIONNEL	Cautionnement provisoire	Imputation:
Single	POUR LA FOURNITURE DES EQUIPEMENTS AU CENTRE DE SANTE DE NDZAH DANS L'ARRONDISSEMENT DE BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD- OUEST	15 ,000,000	300,000	30,000

### 6. Financement :

Ce projet sera financé par le Budget d'Investissement Public 2026 du Ministère de la Santé Publique avec des têtes budgétaires N° 677665180

### 7. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs une caution de soumission émise par un établissement bancaire de premier ordre agréé par le Ministère chargé des finances et des entreprises camerounaises conformes à la législation fiscale camerounaise, d'un montant de **300 000 francs CFA (trois cent mille francs)** et valable pendant trente (30) jours après la date de validité des offres.

### **8. Consultation du Dossier:**

Le dossier peut être consulté en ligne sur la plateforme [www.publiccontracts.com](http://www.publiccontracts.com) du MINMAP/COLEPS ou dans le site web de l'ARMP, dès la publication de cet avis.

### **9. Acquisition of consultation file:**

Le dossier sera obtenu en ligne sur la plateforme [www.publiccontracts.com](http://www.publiccontracts.com) du MINMAP/COLEPS dès la publication du présent avis de marché contre paiement d'une somme non remboursable de 30,000 FCFA (Trente Mille francs CFA), payable au trésor municipale, représentant le coût d'achat du dossier d'appel d'offres.

### **10. Présentation du dossier de consultation:**

L'offre préparée en Anglais ou en Français devra être envoyée en deux (02) volumes comme suit :

- ❖ A) Contenant les documents administratifs (Volume 1);
- ❖ 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 sera soumise en ligne sur la plateforme [www.publiccontracts.com](http://www.publiccontracts.com) du MINMAP/COLEPS au plus tard le **19/05/2026 à 10h00 heure locale** avec un copie sauvegardé et devrait porter l'inscription:

**A MONSIEUR LE MAITRE D'OUVRAGE DELEGUE (AUTORITE CONTRACTANTE)  
« DEMANDE DE QUOTATION N° 003/RQ/BIIC/BIICITB/2026 DU 20/04/2026 POUR LA  
FOURNITURE DES EQUIPEMENTS AU CENTRE DE SANTE DE NDZAH DANS L'ARRONDISSEMENT DE  
BAMENDA III DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD- OUEST »**

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

### **Taille et Format**

La taille maximum des documents qui seront soumis dans la plateforme COLEPS devra être constituée de :

- 5 Mo pour l'offre administrative
- 15 Mo pour l'offre Technique
- 5 Mo for l'offre financière

Le format support devra inclure :

- Format PDF pour les documents saisis.
- Format JPEG pour les documents images

The soumissionnaire devra utiliser un logiciel de compression pour réduire la taille des documents à soumettre.

### **12. Ouverture des offres:**

Les offres seront ouvertes en une seule phase. L'ouverture des documents administratifs, les offres techniques et financières auront lieu en ligne sur la plateforme [www.publiccontracts.com](http://www.publiccontracts.com) du MINMAP/COLEPS le **19/05/2026 à 11 heures**, heure locale, dans la salle des conférences de la commune de Bamenda III à Bamenda, par la Commission d'arrondissement des marchés de Bamenda III. Seuls les soumissionnaires peuvent assister ou se faire représenter par des personnes dûment mandatées de leur choix.

### **13. Délai d'exécution:**

La date limite d'exécution est de **Soixante (60) jours** à compter de la date de notification pour le début de la commande.

### **14. Principaux critères d'évaluation :**

Les offres seront évaluées selon les principaux critères suivants :

#### **A. Critères éliminatoires**

- 1- Absence d'une caution de soumission

- 2- Non-respect du délai de 48 hrs pour non-conformité ou absence de document dans le dossier administratif.
- 3- Non-conformité du model de soumission
- 4- Offres financière incomplète,
- 5- Délai de livraison supérieur à celui prescrit;
- 6- Fausse déclaration ou documents falsifiés;
- 7- Une offre avec l'enveloppe externe portant un signe ou une marque menant à l'identification du soumissionnaire;
- 8- Caution de soumission insuffisante;
- 9- Omission d'un prix unitaire dans l'offre financière ;
- 10-Entreprise suspendue par l'ARMP ou non achèvement d'un projet pendant les années antérieures ;
- 11-Score inférieur à 75% des critères essentiels,
- 12-Situation financier moins au 75% du cout provisionnel

#### **B. Critères essentiels**

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestation et rapport de visite du site signe par l'entreprise;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page et signé à la dernière page ;
- 10-Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signé à la dernière page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### **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 soixante (60) 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 de travail à la Commune de Bamenda III Téléphone No. 677665180

Fait à Bamenda, le **20/04/2026**

**LE MAITRE D'OUVRAGE**

- Le Maire de la Commune de Bamenda III-

#### **Copies**

- MINMAP
- ARMP
- Maître d'Ouvrage
- Président BIICITB
- Affichage.
- Chrono



FONGU Cletus TANWE

# DOCUMENT N° I

## LETTER OF INVITATION TO BE SUBMITTED

**Subject: REQUEST FOR QUOTATION N° 003/RQ/ BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE  
BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION**

Dear Sir,

Within the framework of 2026 Investment Budget, the LORD MAYOR OF BAMENDA III COUNCIL; Delegated Project Owner and Contracting Authority hereby launches a Request for Quotation FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE 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 **19/05/2026** at **10 AM** and backup copies in sealed envelopes addressed to the Contracting Authority bearing on:

**REQUEST FOR QUOTATION N° 003/RQ/ BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE  
BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION**

The bids will be submitted online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) on or before the **19/05/2026** at **10 AM** and shall be opened the same day at 11AM at the Conference Hall of the office designated by the Contracting Authority (at the Bamenda III Council at Bamenda), by the Bamenda III Tenders Board.

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

This supply shall be carried out within deadline of **60 (sixty)** days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heartfelt greetings.

**DOCUMENT No. II**  
**RULES OF THE CONSULTATION**

**2.1 - CONSULTATION FILE**

**ARTICLE 1 : Contents of the consultation file**

- 1.1 The consultation file shall describe the supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- 1.3 the letter of invitation to tender,
- 1.4 technical specifications,
- 1.5 the bill of entry and quantities,
- 1.6 the model tender,
- 1.7 the draft jobbing order,
- 1.8 the model bid comparison table.
- 1.9 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

**2.2- BID PREPARATION**

**ARTICLE 2 : Langage**

The bid as well as any correspondence comprising the bid shall be written in English or French.

**ARTICLE 3: Documents comprising the bid**

The bid presented by the Supplier shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) equipment as specified,
- (d) Technical organization of the supply;
- (e) Logistics;
- (f) Attestation and report of site visit;
- (g) The descriptive and quantitative estimate duly filled, signed and dated;
- (h) The draft Jobbing Order duly completed, initialed and signed;
- (i) A complete administrative file comprising of the following:
  - 1. A Certified Copy of the Business Registration, not more than three months old;
  - 2. Declaration of intention to tender stamped with the tariff in force (written by the bidder).
  - 3. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months;
  - 4. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old;
  - 5. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions;
  - 6. A receipt showing the payment representing the cost of the tender file issued by Bamenda III Council Municipal treasury;
  - 7. A bid bond issued in line with the prescription approved by the Ministry in charge of Finance in conformity with COBAC conditions.
  - 8. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months);
  - 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;

The absence or the nonconformity of 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 60 days.

#### **2.2 - Submission Of Bids**

The bids will be submitted online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) on or before the **19/05/2026 at 10 AM at 10:00 a.m.**

#### **ARTICLE 7: Stamping and marking of bids**

Each offer drafted in English or French in two volumes shall be submitted online in the MINMAP/COLEPS platform [www.publiccontracts.com](http://www.publiccontracts.com) not later than **19/05/2026 at 10 AM** local time and should carry the inscription:

**TO THE PROJECT OWNER (CONTRACTING AUTHORITY)  
« REQUEST FOR QUOTATION N° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE  
BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE 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 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 **19/05/2026 at 11 AM** local time, at the Conference Hall of the office designated by the Contracting Authority (at the Bamenda III Council-Bamenda), by the Bamenda III Council Tenders Board. 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° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026  
FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE  
BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE 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 jobbing order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.

### 3.3 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

BILL OF QUANTITIES AND COST ESTIMATE FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST					
NO	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1		
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS 13-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1		
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2		
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3		
	<b>SUB TOTAL 100</b>				
	<b>TVA = 19.25%</b>				
<b>200</b>	<b>MEDICAL EQUIPMENT</b>				
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1		
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1		
203: 52-009-200110	Complete electronic BP machine	U	2		
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1		
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2		
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2		
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2		

208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120		
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		
TOTAL WITHOUT TAXES					
VAT= 19.25					
AIR = 5.5					
TOTAL INCLUDING ALL TAXES					
NET PAYABLE					

### 3.4 - TECHNICAL DESCRIPTION OF SERVICES

NO	DESCRIPTION	UNIT	QTY
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC- 5000VA	U	2
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3
<b>SUB TOTAL 100</b>			
<b>TVA = 19.25%</b>			
<b>200</b>	<b>MEDICAL EQUIPMENT</b>		
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1
203: 52-009-200110	Complete electronic BP machine	U	2

204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2
208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2

### 3.5 - BID COMPARISON TABLE

#### ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber 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 or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by Bamenda III Council Municipal treasury		
A.6	A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
	A valid Certificate of imposition certified by the chief of tax centre		
001 A.10	Business License (photocopy certified by the chief of tax centre, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.12	A Clearance Certificate signed by the chief of tax centre stating 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.		

COMPANY NAME:

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
<b>B)</b>	<b>ESSENTIAL CRITERIA</b>		
<b>B.1</b>	<b>General presentation of the tender files</b>		
B.1.1	- Visual presentation of the bids (clean, paginated bound documents) Presentation of the documents in the order required in the tender file Clarity and legibility of the documents provided		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>		
	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of supply executed. (minutes of final reception for up to 2025 projects) Minimum acceptable: <b>01</b> Contracts realized in the domain of supply of Equipment over the past 02 years (2024-2025)		
B.2.1	1 <sup>st</sup> Reference		
<b>B.3</b>	<b>ACKNOWLEDGEMENT OF THE IHC AND THE LOCALIZATION</b>		
B.3.1	Comprehensive report of site visit signed by the company administrator and justified by photos		
<b>B.4</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF 01 works supervisor (at least bachelor's degree or equivalent certificate of Civil Engineering, Electricity, Wood training, medical training etc....) with at least 03 (three) years' experience in the domain of computer science.</b>		
B.4.1	<ul style="list-style-type: none"> <li>➤ A certified copy of the technical diploma,</li> <li>➤ Certified copy of ID card</li> </ul>		
B.4.2	<ul style="list-style-type: none"> <li>➤ An Attestation of presentation of original of the technical diploma</li> <li>➤ CV signed and date by the candidate</li> </ul>		
<b>B.5</b>	<b>METHODOLOGY OF SUPPLY</b>		
<b>B.5.1</b>	<b>TIME FRAME FOR YHE SUPPLIES</b>		
B.5.1.1	Planning of the execution and the respect of the duration of the supplies		
B.5.1.2	Coherence in the execution of the supplies		
B.5.1.3	Logical sequence for the execution of the tasks		
<b>B.5.2</b>	<b>QUALITY OF THE SUPPLIES AND MAINTENANCE</b>		
B.5.2.1	Description of tests mesures		
B.5.2.2	Description of the origin of material		
B.5.2.3	Description of services after sales		
B.5.2.4	Catalogue of equipment (each of them) in colour including specifications and references		
<b>B.6</b>	<b>CAPACITY TO FINANCE THE PROJECT AND ACKNOWLEDGEMENT OF THE JOBBING ORDER AND THE SITE</b>		
<b>B.6.1</b>	<b>FINANCIAL CAPACITY</b> An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 75% of the estimated cost of the project		
<b>B.6.2</b>	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
	<b>TOTAL</b>		

COMPANY NAME/.....

Date of submission:

**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 Divisional Tenders Board**

S/N	Name	Duty	Signature
<b><u>Members of the Divisional Tenders Board</u></b>			
01			
02			
03			
04			
05			
<b><u>Invitee</u></b>			
01			

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCAL

\*\*\*\*\*

REGION DU NORD -OUEST

\*\*\*\*\*

DEPARTEMENT DE LA MEZAM

\*\*\*\*\*

MAIRIE DE BAMENDA III

REPUBLIC OF CAMEROON

Peace -Work-Fatherland

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MEZAM DIVISION

\*\*\*\*\*

BAMENDA III COUNCIL

## DRAFT JOBBING ORDER

**JOBING ORDER N°** \_\_\_\_\_/JO/BIIC/BIICITB/PIB/2026

AWARDED AFTER N° \_\_\_\_/RQ/BIIC/BIICITB/PIB/2026 OF \_\_\_\_/\_\_\_\_/2026

CONTRACTOR : .....

TAX PAYER'S CARD NO : .....

ADDRESS : .....

BP : .....

TEL : .....

FAX : .....

BANK ACCOUNT NO : .....

SUBJECT : "FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION."

AMOUNT : ..... F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

DELAI :Ninety (60) DAYS

FINANCING : (PIB) - 2026

VOTE CHARGE : : .....

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

BETWEEN: The Government of the Republic of Cameroon, represented by The Lord Mayor of Bamenda III Council; Delegated 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 :

# CONTENTS

## **CHAPTER I : GENERAL CONSIDERATIONS**

- ARTICLE 1 : PURPOSE OF THE JOBBING ORDER
- ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER
- ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER
- ARTICLE 4 : GENERAL TEXTS
- ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER
- ARTICLE 6 : PERIOD AND PLACE OF DELIVERY .
- ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

## **CHAPTER II : PERFORMANCE OF THE JOBBING ORDER**

- ARTICLE 8 : SUPPLIER'S ROLE AND RESPONSIBILITIES
- ARTICLE 9 : CONSISTENCY OF SERVICES
- ARTICLE 10 : DESCRIPTION OF SUPPLIES
- ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED
- ARTICLE 12 : ACCEPTANCE OF SUPPLIES
- ARTICLE 13 : GUARANTEE
- ARTICLE 14 : INSURANCE AND TRANSPORT
- ARTICLE 15: PENALTIES FOR DELAYS

## **CHAPTER III : FINANCIAL PROVISIONS**

- ARTICLE 16 : GENERAL NOTIONS –PRICE
- ARTICLE 17 : AMOUNT OF THE JOBBING ORDER
- ARTICLE 18 TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 19 : BANK DOMICILIATION
- ARTICLE 20 : TAX SYSTEM
- ARTICLE 21 : STAMP DUTY AND REGISTRATION

## **CHAPTER IV : MISCELLANEOUS PROVISIONS**

- ARTICLE 22 : PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
- ARTICLE 23 : DISPUTES
- ARTICLE 24 : CANCELLATION OF THE JOBBING ORDER
- ARTICLE 25 : VALIDITY OF THE JOBBING ORDER

# CHAPTER I

## GENERAL CONSIDERATIONS

### **ARTICLE 1 : PURPOSE OF THE JOBBING ORDER**

The purpose of this jobbing order is **FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE 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° 003/RQ/BIIC/BIICITB/2026 OF 20/04/2026 FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE 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:

- Circulaire N°0001877/C/MINFI of 31/12/2025 relating to the implementation of the finance laws, the monitoring and control of the execution of the state budgets and other public entities for the 2026 financial year.
- 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;
- Public contract code degree 2018/336 of 20<sup>th</sup> June 2018.

- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- Unified Technical Documents (DTU) for building supply;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Other texts specific to contracting fields.

**ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER**

In pursuance of the provisions of this jobbing order, it shall be specified that

- ✦ The Contracting Authority shall be the **The LORD MAYOR OF BAMENDA III COUNCIL**.  
He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- ✦ The Contract Manager shall be the **DMO OF BAMENDA III HEALTH DISTRICT** referred to as the Contract Manager.
- ✦ The Contract Engineer shall be the **DMO OF BAMENDA III HEALTH DISTRICT**, hereinafter referred to as the Engineer. They follow up and control the proper execution of the contract in conformity with the technical specifications and bill of estimate. Approve executed jobs and prepare reports concerning the execution of the project.
- ✦ The Project Owner is the **LORD MAYOR OF BAMENDA III COUNCIL**  
He ensures respect of the administrative, technical and financial conditions and Contractual deadlines and the interest of the project owner at the definition, preparation, execution and acceptance stages.
- ✦ The contractor shall be *[to be specified]*.
- ✦ The authority in charge of ordering payment shall be the **LORD MAYOR OF BAMENDA III COUNCIL**;
- ✦ The authority in charge of the clearance of expenditures shall be the **Finance Controller of Bamenda City Council**.
- ✦ The body or official in charge of payment shall be the **Pay Master General Bamenda**.
- ✦ The official competent to furnish information within the context of execution of this contract shall be the **DMO OF BAMENDA III HEALTH DISTRICT**

**ARTICLE 6 : PERIOD AND PLACE OF DELIVERY**

The delivery period for equipment shall be fixed at **60 Days** with effect from the date of notification of this jobbing order.

Equipment shall be done at **BAMENDA III FOR THE PURCHASE OF MEDICAL EQUIPMENT FOR THE NDZAH HEALTH CENTER IN THE BAMENDA III SUB-DIVISION IN THE MEZAM DIVISION IN THE NORTH-WEST REGION**

**ARTICLE 7 : RESIDENCE OF THE CONTRACTOR**

The supplier's main residence shall be :

at : .....  
 P .O. Box : .....  
 TEL : .....  
 FAX : .....

All notifications to him shall validly be forwarded to this address.

## 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 **DMO OF BAMENDA III HEALTH DISTRICT**, 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 SUPPLY**

NO	DESCRIPTION	UNIT	QTY
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3
<b>200</b>	<b>MEDICAL EQUIPMENT</b>		
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1
203: 52-009-200110	Complete electronic BP machine	U	2
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121 °C, ST AC	U	1
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2

208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2

**ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED**

a) Within a minimum deadline of [fifteen (15) days] from the date of notification of the Administrative

Order to commence execution, the Contractor shall submit in [six (6)] copies for the approval of [Contract Manager after the endorsement of the Contract Engineer] the execution plan of the supplies, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

This programme shall be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of acceptance with:

- Either the indication "GOOD FOR EXECUTION";
- Or the indication of their rejection including the reasons for the said rejection.

The Contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Contract Manager or Project Manager does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule.

The Contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the Contractual programme upon receiving the approval of the Project Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of acceptance.

b) The contractor should label all the equipment supplied as follows: **BDA3C/MINSANTE/PIB/2026.**  
**This label work should be done after acceptance of his work.**

**ARTICLE 12 : ACCEPTANCE OF SUPPLY**

The Project Owner or Contract Manager shall fix the date for the reception of supply to be effected in the presence of the supplier by a commission composed of:

- ❖ The Contracting Authority .....Chairperson;
- ❖ The DMO BDA III HEALTH DISTRICT/MEZAM.....Secretary.
- ❖ The Finance Controller of Bamenda City council.....Member;

- ❖ CDO OF BAMENDA III COUNCIL.....Members;
- ❖ The DDMINMAP/MEZAM.....Observer;
- ❖ Stores accountant of NDZAH HEALTH Center.....Member;
- ❖ The supplier.....Member;

It shall cross-check the conformity of the supply with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.

Where the supply does not conform, the supplier shall be requested to replace the defective items at his own cost.

Where the supply does conform, the commission shall rule for acceptance. An acceptance report will then be prepared and shall be signed by all the members of the commission and the supplier. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

**ARTICLE 13: GUARANTEE**

The guarantee period is one (01) year from the date of the acceptance.

**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 (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
- One thousandth (1/1000<sup>th</sup>) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

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

**CHAPTER III  
FINANCIAL PROVISIONS**

**ARTICLE 16: GENERAL NOTIONS – PRICES**

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance. The prices of this jobbing order shall be final and not subject to review. They shall take into account all delivery, charges, false charges and contingences and shall be understood to be inclusive of taxes.

**ARTICLE 17: AMOUNT OF THE JOBBING ORDER**

The total amount of this jobbing order stands at .....  
 ..... CFAF inclusive of taxes (amount in words)  
 .....  
 in accordance with the breakdown of estimates appended here to .

### UNITE PRICE SCHEDULE

NO	DESCRIPTION	UNIT	QTY	UP IN FIGURES	UP IN FIGURES
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1		
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1		
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2		
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3		
<b>200</b>	<b>MEDICAL EQUIPMENT</b>				
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1		
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1		
203: 52-009-200110	Complete electronic BP machine	U	2		
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1		
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2		
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2		
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2		
208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120		
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		

**COST ESTIMATE**

NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
101 :	TRANSPORTATION, execution programme of the project, LOGISTICS and label (BDA3C/MINSANTE/BIP 2026) of equipment.	LS	1		
102: 35-013-200043	LAPTOP HP PROBOOK 450G4 15.6 RESOLUTION DE L'ECRAN 1366X768 PIXELS I3-7100U 2COEURS REQUENCE 2.40GHZ FREQUENCE DU ROCESSSEUR 2.40GHZ MEMOIRE VIVE 64BITS SUPPORT 2133MHZ VITESSE ROTATION DISQUE DUR 5400TR/MIN LAPTOP HP ENVY,CPU INTEL(R)CORE TM 178500U, 1.8GHZ RAM16GO DDR5, HDD1TO WIN 1064BITS ECRAN17.3 CARTE GRAPHIQUE NVIDIA G FORCE TOTAL 12GO MEMOIRE DEDIEE 4GOHDMI USB2.0 ET3.0 PORT JACK GRAVEUR DVD LECTEUR DE CARTES MEMOIRES RJ45	U	1		
103: 35-004-200036	REGULATEUR DE TENSION LIGHT WAVE LW-VADRC-5000VA	U	2		
104 : 04-003-200013	Benches for outpatients JXBO35 in METAL + BLACK LEATHER 5 PLACES	U	3		
	<b>SUB TOTAL 100</b>				
	<b>TVA = 19.25%</b>				
<b>200</b>	<b>MEDICAL EQUIPMENT</b>				
201: 53-001-200976	Microscope avec écran marque Optika B-290 TB	U	1		
202: 53-001-200979	Centrifugeuse électrique rotor de 8 tubes	U	1		
203: 52-009-200110	Complete electronic BP machine	U	2		
204: 53-001-200254	Autoclave 100 litres vertical sterilizing 121°C, ST AC	U	1		
205: 07-001-200244	DOPPLER FOETAL DIGITAL FDP-065 LIFE LINE	U	2		
206: 07-001-200253	B/P machine electronics ANEROIDE ALPHA LIFE LINE complet	U	2		
207: 07-001-200249	STETHOSCOPE L3 TITANIUM PI LIFE LINE	U	2		
208: 25-002-200078	10 FORCEPS (straight) toothed small, 10 FORCEPS (straight) toothed medium, 10 FORCEPS (straight) toothed large, 10 FORCEPS (curve) toothed small, 10 FORCEPS (curve) toothed medium, 10 FORCEPS (curve) toothed large, 10 FORCEPS (straight) non toothed small, 10 FORCEPS (straight) non toothed medium, 10 FORCEPS (straight) non toothed large, 10 FORCEPS (curve) non toothed small, 10 FORCEPS (curve) non toothed medium, 10 FORCEPS (curve) non toothed large all should be stainless.	U	120		
209: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		
210: 07-001-200243	FOETAL SUCTIONING MACHINE LIFE LINE	U	2		
	<b>TOTAL WITHOUT TAXES</b>				
	<b>VAT= 19.25%</b>				
	<b>AIR = 5.5%</b>				
	<b>TOTAL INCLUDING ALL TAXES</b>				
	<b>NET PAYABLE</b>				

**ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT**

17.1 Start up advance:

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request.

This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon acceptance of all the supply which were the purpose of the jobbing order.

17.2. Scheduling payments:

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The supplier shall be paid upon presentation of invoices after acceptance of supply.

**ARTICLE 19: BANK DOMICILIATION**

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. .... at ..... in the name of .....

**ARTICLE 20: TAX SYSTEM**

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon. The Value Added Tax shall be borne by the Project Owner or Project Manager.

**ARTICLE 21: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this jobbing order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force.

**CHAPTER IV**

**MISCELLANEOUS PROVISIONS**

**ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Fifteen (15) copies of this jobbing order shall be produced and circulated.

**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 jobbing order 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.

AGE ..... AND LAST OF JOBBING ORDER No.... / (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 bid bond

: Model final bond

: Model of start-off advance bond

: Model retention fund

**: MODEL BID BOND**

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

Whereas the undertaking \_\_\_\_\_ 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 [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

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

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of his first written request, without the Contracting Authority 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 Contracting Authority 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 Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

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]

**: 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 start-off advance bond**

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ supply [indicate the subject of the supply, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

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

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 contract, to carry out the supply of [indicate the subject of the supply]

Whereas it is stipulated in the contract 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]

List of banking establishments and  
financial bodies authorised to issue bonds  
for public contracts

## **BANKS**

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Cr dit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Soci t  Commercial de Banques Cameroun (CA-SCB)
9. Soci t  G n rale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)
13. Financement International (BGFI Bank), B.P.600 Douala
14. Bank Of Africa Cameroun (BOA CAMEROUN), B.P. 4593 Douala
15. Credit Communautaire d'Afrique (CCA-Bank)
16. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaound 

## **II- Insurance companies**

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.
4. Area Assurance
5. Beneficial General Insurance
6. NSIA Assurance
7. PRO ASSUR SA
8. SAAR Insurance Saham Assurance
9. CPA SA
10. Atlantique Insurance SA

N.B: The above list is available on the web site :[www.armp.cm](http://www.armp.cm)

