

REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION TERRITORIALE

REGION DU NORD-OUEST

SERVICES DU GOUVERNEUR

REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

NORTH WEST REGIONAL TENDER'S BOARD

REQUEST FOR QUOTATION

TENDER FILE

REQUEST FOR QUOTATION
N° 010 /RQ/GOV-NW/RTB/2026 OF THE 27/04 /2026
FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL
DELEGATION OF POST AND TELECOMMUNICATION
(MINPOSTEL-NW)

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF THE NORTH-WEST REGION

PROJECT OWNER: THE REGIONAL DELEGATE OF POST AND TELECOMMUNICATION (MINPOSTEL-NW)

FINANCING: MINPOSTEL-PIB - 2026

AUTHORIZATION NUMBER: JB06837

IMPUTATION: 60 45 452 1 44 60004 0460524118

FINANCIAL YEAR 2026

SUMMARY CONTENT OF THE TENDER FILE

DOCUMENT N ° I	TENDER NOTICE
DOCUMENT N ° II	RULES OF THE CONSULTATION FILE
DOCUMENT N ° III	MODEL APPENDICES
DOCUMENT N ° IV	DRAFT JOBBING ORDER

Document N°. 1

TENDER NOTICE

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TENDER NOTICE

REQUEST FOR QUOTATION

N° 010/RQ/GOV-NW/RTB/2026 OF THE 27/04/2026 FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW)

Financing: **MINPOSTEL PIB - 2026**

1. **Subject of the Request for Quotation:**
Within the framework of the 2026 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches a Request for Quotation **FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW)**
2. **Nature of work:**
The work to be done consists of the SUPPLY OF OFFICE EQUIPMENT
3. **Execution deadline**
The maximum deadline provided by the Delegated Contracting Authority for the execution of the supplies forming the subject of this Request for Quotation is **Ninety (90) days**.
4. **Lots**
The supply is in one lot.
5. **Estimated cost**
The estimated cost after preliminary studies is **TWENTY-SEVEN MILLION FIVE HUNDRED THOUSAND (27,500,000) CFAF ALL TAXES INCLUDED**
6. **Participation and origin**
Participation to this Request for Quotation is opened under the same conditions to all Cameroonian companies and business persons that have proven experience in the field of general supplies and provided they are in compliance with the Cameroonian laws and in force with categorisation.
7. **Financing**
Works which form the subject of this Request for Quotation shall be financed by MINPOSTEL Public Investment Budget for 2026, under budget head no 60 45 452 1 44 60004 0460524118.
8. **Bid bond**
Each bidder must include in his administrative documents, a bid bond in line with the prescription of Caisse des Depots et Consignations (CDEC) approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of Five Hundred and Fifty Thousand (550,000)francs CFA and valid for thirty (30) days beyond the date of validity of bids.
9. **Consultation of Tender File:**

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

10. Acquisition of Tender File:

The file may be obtained from the Governor of North-West Region office in Bamenda, or online using the address: www.marchespublics.cm, as soon as this notice is published against payment of the sum of **Forty Six Thousand (46,000) FCFA**, payable at a Public Treasury, representing the cost of purchasing the Tender File.

11. Submission of bids:

The method of submission shall be online and each offer should be drafted in English or French.

The Tender must be submitted by the bidder on the COLEPS Platform not later than 29/05/2026 at 11:00am local time. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit and should carry the inscription:

<< REQUEST FOR QUOTATION N° ___/RQ/GOV-NW/RTB/2026OF ___/___/2026 FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW)>>

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

12. File Size and Format:

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

- ✓ 5Mb for administrative offers;
- ✓ 15Mb for the technical offers;
- ✓ 5Mb for the financial offers.

Supported formats shall include:

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

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

13. Admissibility of bids

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

They must not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender file shall be rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

14. Opening of bids:

The bids shall be open in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 29/05/2026 at **12:00 noon** local time, in the conference hall of the Governor's office, by its competent Members. Only bidders may attend or be represent by duly mandated persons of their choice and having a good knowledge of their files.

15. Evaluation criteria

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

A. Eliminatory criteria

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

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

B. Essential criteria

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

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

15- Technical Evaluation.

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

16- Financial Evaluation.

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

17. Acceptability of Offers.

Every bid should, in order not to be rejected, contain a Caution Fee of **Five Hundred and Fifty Thousand (550,000) Francs CFA** issued by a bank recognized by the Ministry of Finance for a period of thirty (30) days beyond the validity of the offer.

18. Administrative Documents.

The required administrative documents should be, under penalty of being rejected; only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers....) must be produced in accordance with the Special Regulations of the Request for Quotation. They must not be older than **Three (3) months** preceding the date of submission of bids or may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

19. Engagement Period.

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

20. Complementary Information

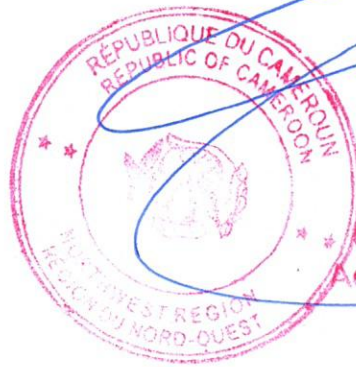
Complementary technical information may be obtained every day during working hours from the Governor's office North West Region, room 108, Tel: 233361941/ 652582344.

Done at Bamenda on 27 AVR 2026

**The Governor North-West Region
(Delegated Contracting Authority)**

Copies:

- ARMP BAMENDA
- RD/MINMAP/NW
- RD/MINPOSTEL /NW
- Chairperson of TB
- Notice Board
- File/archive



**FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL**

Saidouna Ali
Administrateur Civil Principal
exceptio nelle

REPUBLIQUE DU CAMEROUN

PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION TERRITORIALE

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MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

AVIS D'APPEL D'OFFRES

DOSSIER DE CONSULTATION N°⁰¹⁰/DC/GOV/CRPM-NO/2026 DU ^{27/04} 2026 POUR LA FOURNITURE EN MATERIEL DE BUREAU A LA DÉLÉGATION RÉGIONALE DE POSTE ET TELECOMMUNICATION (MINPOSTEL-NW).

Financement : Budget d'Investissement Public (MINPOSTEL)2026

1. Objet de l'Appel d'Offre

Dans le cadre de l'exercice budgétaire 2026, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante Déléguée lance un dossier de consultation Ouvert POUR LA FOURNITURE EN MATERIEL DE BUREAU A LA DÉLÉGATION RÉGIONALE DE POSTE ET TELECOMMUNICATION (MINPOSTEL-NW)

2. Consistance des travaux

Les travaux comprennent notamment LA FOURNITURE EN MATERIEL DE BUREAU.

3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **Quatre Vingt Dix (90) jours.**

4. Allotissement

Le travail est défini en un lot

5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **Vingt-Sept Million Cinq-Cents Mille (27,500,000) FCFA.**

6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais et catégorise.

7. Financement

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics MINPOSTEL du Cameroun de l'exercice 2026, sur la ligne d'imputation budgétaire no 60 45 452 1 44 60004 0460524118

8. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission suivant la prescription de la CAISSE DES DEPOTS ET CONSIGNATIONS (CDEC) agréée par le Ministère en charge des finances et dont la liste se trouve dans le dossier de consultation, d'un montant de **Cinq Cent Cinquante Mille (550,000) francs CFA** et valable trente (30) jours au-delà de la date de validité des offres.

9. Consultation du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables au Bureau du Gouverneur de la Région du Nord-Ouest ou en ligne à l'adresse : www.marchespublics.cm dès Publication du présent avis.

10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables au Bureau du Gouverneur de la Région du Nord-Ouest ou en ligne à l'adresse : www.marchespublics.cm dès Publication du présent avis, contre présentation

d'une quittance de versement au Trésor Public de la somme non remboursable de **Quarante Six Mille (46 000) Francs CFA.**

11. Remise des Offres

La méthode de remise doit être en ligne et rédigée en français ou en anglais.

L'offre devra être déposée par le soumissionnaire sur la plateforme COLEPS au plus tard de le 29/05/2026 à 11 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 :

**« DOSSIER DE CONSULTATION N° ___/DC/GOV/CPMNW/2026 POUR LA FOURNITURE EN MATERIEL DE BUREAU A LA DÉLÉGATION RÉGIONALE DE POSTE ET TELECOMMUNICATION (MINPOSTEL-NW).
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »**

12. Taille et format du fichier :

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

- ✓ 5Mo pour les offres administratives,
- ✓ 15Mo pour les offres Techniques,
- ✓ 5Mo 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 critères.

13. Recevabilité des Offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier de consultation sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

14. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le 29/05/2026 à 12h 00, heure locale, dans la salle de conférence de la Région du Northwest siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

15. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

A - Critères éliminatoires

Il s'agit notamment :

- 1- Absence ou non-conformité d'une pièce administrative et non fourni après 48hrs d'ouvertures ;
- 2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 3- Fausses déclarations ou pièces falsifiées ;
- 4- Absence ou insuffisance de la caution provisoire de soumission ;
- 5- Offres financière incomplète,
- 6- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 7- Défaut de fournir une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD à temps ;

- 8- Défaut de se conformer au format du type de fichier et de la taille pour la soumission en ligne ;
- 9- Défaut de présenter un reçu du CDEC ou une preuve de dépôt du montant de la caution de soumission exigée auprès du Fonds de dépôt et de garantie ;
- 10- Défaut de présenter un certificat de catégorisation ou un reçu de dépôt du dossier de catégorisation de l'entreprise dans le sous-secteur d'activité « Bâtiment et équipement général.
- 11- Le non-respect de **86%** des critères essentiels ;
- 12- Suspendu par le MINMAP en 2025 ou possédant encore des projets inachevés de l'Etat avant 2025.
- 13- Non-conformité aux modèles du DAO.

B - Critères essentiels

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :
L'évaluation de l'offre technique portera sur les critères énoncés dans le tableau ci-dessous, elle se fera de manière positive (OUI) ou négative (NON).

N°	Critères
1	Attestation de solvabilité d'au moins 80% de l'offre financière (obtenue d'un établissement bancaire agréé par le MINFI).
2	Expérience du soumissionnaire (01 contrat justifiant de la fourniture similaire et justifié par la première et dernière page). Exception des entreprises de moins de cinq ans
3	La durée d'exécution de cette commande : - Pas plus de 90 jours à partir de la date de notification de l'Ordre de Service de commencement de travaux.
4	Preuve de l'acceptation des conditions du Marché. Les Règles de la cotation paraphées et signées à la dernière page. Les Spécifications Techniques paraphées et signées à la dernière page.
5	Chef d'Equipe des Meubles : Brevet de Technicien en Menuiserie et Ebénisterie avec 02 ans d'expérience (BT-MEB, Diplôme et CV signé et daté)

15- Evaluation technique.

L'évaluation de ces critères se fera de manière purement positive (OUI) ou négative (NON). Toute réponse négative (NON) lors de l'examen des critères éliminatoires entraîne la disqualification de l'offre. Quant aux critères essentiels, un minimum de Cinq (05) sur six (06) de réponses positives au total sera requis pour être retenu.

16- Evaluation financière.

Seules les offres de prix des soumissionnaires retenus à l'issue de l'examen des critères éliminatoires et essentiels seront prises en compte pour la suite de l'analyse. Seuls les prix en toutes lettres du bordereau des prix unitaires font foi.

17. Recevabilité des Offres.

Chaque offre devra, sous peine de rejet contenir une Caution de Soumission d'un délai de **trente (30) jours** à compter de la date de remise des offres, délivrée par un établissement bancaire agréé par le MINFI et dont le montant est de **Cinq-Cents Cinquante Mille (550,000) de Francs CFA.**

18. Pièces Administratives.

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet), conformément aux stipulations du Règlement Particulier de Demande de Cotation. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis de Demande de Cotation. Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

19. Délai d'Engagement

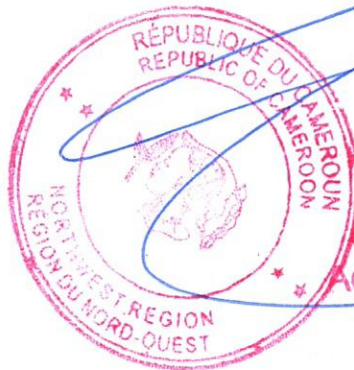
Les Soumissionnaires restent engagés par leurs offres pendant une période de q
compter de la date limite fixée pour la réception des offres.

20. Renseignements Complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les
ouvrables auprès des services du Gouverneur de la Région du Nord-Ouest, dans la sa
233361941/ 652582344.

Fait à Bamenda, le 27 AVR 2026

**Le Gouverneur du Nord-Ouest
(Autorité Contractante Délégué)**



**FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL**

Saidouna Ali
**Administrateur Civil Principal
Classe Exceptionnelle**

Copie :

- ARMP ;
- DR-MINMAP/NW
- DR-MINPOSTEL/NW
- Président CPM ;
- Affichage.
- Chrono/Archive

Document N°. 2

RULES OF THE CONSULTATION FILE

THE TENDER FILE

Article 1: Contents of the Tender file

- 1.1. The tender file shall describe the supplies which is subjected to a certain type of Jobbing Order, laid down by the Request for consultation procedure and conditions specified by the Jobbing Order.
- 1.2. The tender file shall comprise the following documents:
 - a. The letter of Request for Quotation,
 - b. Technical description of the Supplies
 - c. The bill of quantities and cost,
 - d. The draft jobbing order,
 - e. The model bid comparison table.
 - f. The model tender
- 1.3. The bidder shall study the instructions, models, conditions and specifications contained in the consultation file.

2.2. BID PREPARATION

Article 2: Language

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

Article 3: Documents that constitute the bid

The bid presented by the bidders shall comprise the following documents:

ENVELOPE A: Containing one original Bound Booklet and four photocopies of the original Bound Booklets comprising the following:

- 1 Declaration of intention to tender. (Stamped with a fiscal stamp of 1500frs)
- 2 A certified copy of a taxpayer's card (Carte du contribuable).
- 3 An Affidavit of non-bankruptcy issued by the competent Court (original).
- 4 Certified Copy of Business Licence (Patente) for the current financial year
- 5 An attestation issued by the National Social Insurance Fund (original)
- 6 An Original attestation of Bank Account (COBAC affiliated)
- 7 A temporary guarantee deposit for the tender of **Five Hundred and Fifty Thousand (550,000) Francs** CFA francs (Bid bond) issued by a first-class bank recognised by COBAC.
- 8 The power of Attorney or "Authorization" where necessary.
- 9 The site location plan of the enterprise.
- 10 Receipt showing amount paid to obtain the Consultation File, issued by the State Treasury.
- 11 A Certificate of Non-Exclusion issued by ARMP.
- 12 Certified copy of certificate of business incorporation.
- 13 Tax compliance or Tax clearance certificate.
- 14 A certified copy by MINMAP of the Certificate of categorization or receipt of deposit of file for categorization of the enterprise in the "Building and General Equipment" sub-Sector of activities.
- 15 A CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund certificate.

ENVELOPE B: TECHNICAL/FINANCIAL DOCUMENTS

- B.1** Technical specifications or descriptions
- B.2** A bid letter duly filled, dated and signed with a 1500 FCFA fiscal stamp.
- B.3** The Bill of estimates, entry and Quantities duly filled dated and signed.
- B.4** The draft jobbing order duly filled signed and dated by the bidder.
- B.5** Model Bid comparison table
- B.6** Certified true Copies of a past similar contract and reception minute, done by the bidder for the previous past five years. (The members of the North West Regional Tenders Board for any necessary

verification can request the originals of these documents). Not applicable to newly created enterprises less than 5 years of age.

B.7 Description of the items

Article 4: Bid

- 4.1 The Bidder shall specify in the bid the place of delivery and nature of prices
 - (a) Exclusive of Value Added Taxes (EVAT) and
 - (b) All Taxes and Customs Duties Inclusive (ATI)
- 4.2 The contractor shall complete the Bill of Quantities and Cost provided in the consultation file, the unit prices, the total cost for each work and the execution 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 ninety (90) days.

2.3 SUBMISSION OF BIDS

Article 7: Submission of offers and Opening of Bids

Envelopes A and B shall be sealed. Each envelope shall be marked "ADMINISTRATIVE DOCUMENTS and FINANCIAL/TECHNICAL OFFER" respectively. The two envelopes shall be placed in a third envelope, sealed and carrying the following inscriptions:

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

"TO BE OPENED ONLY AT THE TENDER 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 Request for Quotation.

2.4 OPENING AND EVALUATION OF BIDS

Article 9: Opening of bids by the Tenders Board

- 9.1 The Tenders Board attached to Governor of North West Region (Delegated Contracting Authority) shall open the bids in the presence of representatives of contractors wishing to attend the bid-opening session to hold on the same day as the last day of submission at 12:00 noon prompt.
- 9.2 The Regional 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 administrative documents submitted, delivery periods;
- Verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections;

-Assess the number of past supply contract done in the previous years by the bidders and justified with certified true copies of documents requested in **B5 of envelope B**. Original document can be requested by

the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection.

-Preparation of a summary table of bids.

-Comparison of technical specifications/description

10.1-Elimination criteria

1. Absence or non-conformity of an element in the administrative file not regularized after 48hrs from the opening time;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
9. Failure to comply with the format of file type and size for online submission;
10. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund (DGF).
11. Failure to present a certificate of categorization or receipt of deposit of file for categorization of the enterprise in the "Building Construction and General Equipment" sub-sector of activities.
12. Non respect of 86% of essential criteria;
13. Suspended from public contracts by MINMAP in 2025
14. Non-respect of tender model.

10.2- Essential Criteria.

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

N°	Criteria	Evaluation	
		Yes	No
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance).		
2	Experience of the bidder (01 contract justifying similar supplies and justified by the first and last pages of the contract and the Reception Minutes). Not applicable to new enterprises less than five years.		
3	The execution time of Delivery: Not more than 90 days from the date of notification of the Service Order to commence works.		
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialled, signed and dated on the last page. The quotations and technical specifications initialled, signed and dated on the last page		
5	Furniture Team Head: At least Woodwork or furniture technician with 02 years working experience (BAC or HND Diploma and CV signed and dated)		
TOTAL			

10.3- Technical Evaluation.

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

10.4 – Financial Evaluation.

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

2.5 AWARD OF THE JOBBING ORDER

Article 11: Award of the jobbing order

The Tender's Board shall propose the award of the Jobbing Order to the bidder whose bid would have been deemed compliant with the provisions of the tender file, the lowest and has the best specifications. **Past experience will be considered as an additional advantage.**

Article 12: Announcement of award

The Governor of North West shall decide on the award and publish the result of the Jobbing Order in the Contracts Newsletter, through the media and/or by board pasting, stating:

- a) The name of the beneficiary,
- b) The subject of the tender,
- c) The amount of the Jobbing Order.
- d) The delivery deadline.

Article 13: Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order to be produced at the contractor's cost shall be signed by the Bidder and visa by the Regional Controller of Finance for the North West. Thereafter, the Governor of North West Region, Delegated Contracting Authority shall sign the Jobbing Order and notify it 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 Members of Tenders' Board as well as contractors should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any 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.

REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION
TERRITORIALE

REGION DU NORD-OUEST

SERVICES DU GOUVERNEUR

REPUBLIC OF CAMEROON
PEACE – WORK - FATHERLAND

MINISTRY OF TERRITORIAL
ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY
OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POSTE
AND TELECOMMUNICATION, NORTH-WEST (MINPOSTEL-NW).

FUNDING: PUBLIC INVESTMENT BUDGET (MINPOSTEL) 2026

DOCUMENT N ° III
MODEL APPENDICES

3.1 BID LETTER

Date:

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

To: The Governor of the North West Region (Delegated Contracting Authority)

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to equip the.....

In accordance with the Request for Quotation and for the sum of (in words)(in figures) exclusive of Value Added Tax and..... (in words)(in figures) all Taxes inclusive.

If our bid is approved, we undertake to carry out the supplies in accordance with the provisions specified in the Bill of Quantities and Cost.

We are bound by the terms of this bid for a period of ninety (90) days from the date fixed for opening of bids, as laid down in the letter of Request for Quotation. 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 the

Signature.....

Name and capacity of signatory

On behalf of the Candidate

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

Deadline for submission of _____

3.2- TECHNICAL DESCRIPTION OF SERVICES

a) Description of Items

FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

NO	DESIGNATION	U
100	PRELIMINARY, DURING AND AFTER WORKS	
101	Administrative formalities, Transportation and installations	ls
102	Follow-up and control by technical team	ls
103	Project management and reception by commission	ls
200	OFFICE EQUIPMENTS	
201	Office chairs of leather clothing/ mobile and adjustable seat/ black /vinyl rolling legs/ Electa average vinyl arms / Imported / Comfort house or similar-higher quality	u
202	Visitors' chairs of leather or material clothing /nonadjustable seat /4 fix or rolling legs/ PVC or chrome arms on metallic supports/ imported	u
203	Office shelves of wooden halve glazed shutters /4 vertical compartments /subdivided into smaller shelves/ 180x180x40cm / dismountable/ Locally made or imported	u
204	Office Directors' table with return side furnished with Key board drawer + a side cabinet with 3 drawers / 2 m long / bricolux or similar-higher quality / wooden chip boards for imported or locally made with hard wood / iroko, bete, moabi, bubinga. ebony, azobe.	u
205	Complete Desktop Computer. /3.2GHZ /1 TB- HD/4GB Ram/ CD-DVD RW/ Windows 10/ 17 inches screen /core i5 or i7 including all installation accessories	U
206	Supply of light wave multi-sockets distributor /2P- 5 sockets / DE 3600 and DR1192	u
207	Provide and install Light wave digital Automatic voltage regulator/Convertor 2000VA	u
208	Canon PIXMA G3411 Inkjet colour printer/wireless/All in one/ Refillable ink tanks/or similar higher quality	u
209	Television set /LG 55" / SMART/ ANDROID/or similar-higher quality	u
210	Window Blinds of 100% Polyester + floweret like 1C/12AC include all accessories	Pairs
211	Supply of A3 Photocopier ; Canon image RUNNER 2425i or similar-higher quality /Print, Copy, Scan, Send and Optional Fax/ Print Resolution : 600 X 600 dpi/ maximum paper size of A3/ Min. printing speeds: Up to 25 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) /print method ; B/W laser beam /Memory; 2.0GB RAM / Paper Cassettes: 2 paper cassettes of Standard size:	u

	A3, A4, A4R, A5R, B4, B5, B5R /Storage: Standard: 64GB eMMC (available space: 30GB) /Power; 250 V, 50/60 Hz, 10 Amp; Maximum: Approx. 1,500W	
212	LA ROUSSE FRANCAISE-ANGLAIS-ANGLAIS-FRANÇAIS Dictionary of 650,000 Words	u
213	Current backup "ONDULEUR" APC 1100VA Smart UPS	u
214	Provide and Install Metallic gate of 5M Long / 2,5M high / (include all installation accessories)	M ²
215	Provide and Install office wooden sound proof door with foam and leather cover / 90x220 cm / (include all installation accessories)	u

b) Consistency of the Project

The project consists of the FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW) (see table of description of quantities and unit cost estimate at annex for details) or contact the contract engineer for more details on the technical characteristics.

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

Deadline for submission of _____

3.3- BILL OF QUANTITIES AND COST ESTIMATE .

FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

NO	DESIGNATION	U	QTY	U.P	AMOUNT
100	PRELIMINARY, DURING AND AFTER WORKS				
101	Administrative formalities, Transportation and installations	ls	1		
102	Follow-up and control by technical team	ls	1		
103	Project management and reception by commission	ls	1		
200	OFFICE EQUIPMENTS				
201	Office chairs of leather clothing/ mobile and adjustable seat/ black /vinyl rolling legs/ Electa average vinyl arms / Imported / Comfort house or similar-higher quality	u	6		
202	Visitors' chairs of leather or material clothing /nonadjustable seat /4 fix or rolling legs/ PVC or chrome arms on metallic supports/ imported	u	20		
203	Office shelves of wooden halve glazed shutters /4 vertical compartments /subdivided into smaller shelves/ 180x180x40cm / dismountable/ Locally made or imported	u	6		
204	Office Directors' table with return side furnished with Key board drawer + a side cabinet with 3 drawers / 2 m long / bricolux or similar-higher quality / wooden chip boards for imported or locally made with hard wood / iroko, bete, moabi, bubinga. ebony, azobe.	u	6		
205	Complete Desktop Computer. /3.2GHZ /1 TB- HD/4GB Ram/ CD-DVD RW/ Windows 10/ 17 inches screen /core i5 or i7 including all installation accessories	U	10		
206	Supply of light wave multi-sockets distributor /2P- 5 sockets / DE 3600 and DR1192	u	10		
207	Provide and install Light wave digital Automatic voltage regulator/Convertor 2000VA	u	6		
208	Canon PIXMA G3411 Inkjet colour printer/wireless/All in one/ Refillable ink tanks/or similar higher quality	u	6		
209	Television set /LG 55" / SMART/ ANDROID/or similar-higher quality	u	1		
210	Window Blinds of 100% Polyester + floweret like 1C/12AC include all accessories	Pairs	6		
211	Supply of A3 Photocopier ; Canon image RUNNER 2425i or similar-higher quality /Print, Copy, Scan, Send and Optional Fax/ Print Resolution : 600 X 600 dpi/ maximum paper size of A3/ Min. printing speeds: Up to	u	1		

	25 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) /print method ; B/W laser beam /Memory; 2.0GB RAM / Paper Cassettes: 2 paper cassettes of Standard size: A3, A4, A4R, A5R, B4, B5, B5R /Storage: Standard: 64GB eMMC (available space: 30GB) /Power; 250 V, 50/60 Hz, 10 Amp; Maximum: Approx. 1,500W				
212	LA ROUSSE FRANCAISE-ANGLAIS-ANGLAIS-FRANÇAIS Dictionary of 650,000 Words	u	2		
213	Current backup "ONDULEUR" APC 1100VA Smart UPS	u	2		
214	Provide and Install Metallic gate of 5M Long / 2,5M high / (include all installation accessories)	m ²	13		
215	Provide and Install office wooden sound proof door with foam and leather cover / 90x220 cm / (include all installation accessories)	u	1		
TOTAL WITHOUT TAXES					-
VAT (19.25%)					-
AIR (2.2 or 5.5 %)					-
TOTAL WITH TAXES					-
NET PAYMENT					-

This estimate is close at the sum of "IN WORDS" ("IN FIGURE") Francs CFA (TAXES INCLUSIVE)

NET PAYMENT.....

REGIONAL TENDER'S BOARD NORTH WEST

REQUEST FOR QUOTATION N° _____ / RQ/GOV-NW/RTB/2026 OF THE _____, FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).
Deadline for submission of bids.....

3.4 BID COMPARISON TABLE

No.	Names of Bidders	Address	Bid Compliance		Supplies		Total Price TTC	Remarks
			Yes	No	Period (time)	Place		
1								
2								
3								
4								

Members of the Tenders Board

Name

Duty

Signature

REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

MINISTERE DE L'ADMINISTRATION
TERRITORIALE

REGION DU NORD-OUEST

SERVICES DU GOUVERNEUR

REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

MINISTRY OF TERRITORIAL
ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

REQUEST FOR QUOTATION

N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY
OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POSTE
AND TELECOMMUNICATION, NORTH-WEST (MINPOSTEL-NW).

FUNDING: PUBLIC INVESTMENT BUDGET (MINPOSTEL) 2026

DOCUMENT N ° IV

DRAFT JOBBING ORDER

**JOBGING ORDER N° _____/JO/GOV-NO/RTB/2026 OF _____ AWARDED
FOLLOWING REQUEST FOR QUOTATION**

**N° _____/RQ/GOV-NW/RTB/2026 OF THE _____ FOR THE SUPPLY OF
OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND
TELECOMMUNICATION (MINPOSTEL-NW).**

CONTRACTOR:

ADDRESS: P. O BOX

PHONE:

Tax Registration N°:

Tax Payer's No:

Bank Account N°: Branch

PURPOSE:

PLACE OF DELIVERY

AMOUNT: (inclusive of taxes)

Period of Execution:

DELIVERY SITE:

Assigned Treasury:

FUNDING;

BUDGETARY CHARGE:

AUTHORISATION No:

CONTRACT MADE on:

SIGNED ON:

NOTIFIED ON:

REGISTERED ON:

BETWEEN

The State of Cameroon represented by the Governor of North West Region here in after referred to as the Delegated Contracting Authority.

ON THE ONE HAND

AND

CONTRACTOR:
ADDRESS: P. O BOX
PHONE:
Tax Registration N°:
Tax Payer's No:
Bank Account N°: Branch

Represented;
Here in after referred to as:

"THE CONTRACTOR"
ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENTS

CHAPTER 1: 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 SUPPLIES
- ARTICLE 7: RESIDENCE OF THE CONTACTOR.

CHAPTER II: PERFORMANCE OF THE JOBBING ORDER

- ARTICLE 8: CONTRACTOR'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

CHAPTER III: FINANCIAL PROVISIONS

- ARTICLE 15: GENERAL NOTION AND PRICES
- ARTICLE 16: AMOUNT OF THE JOBBING ORDER
- ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT
- ARTICLE 18: BANK ACCOUNT
- ARTICLE 19: TAXES
- ARTICLE 20: STAMP DUTY AND REGISTRATION

CHAPTER IV: MISCELLANEOUS PROVISIONS

- ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER
 - ARTICLE 22: DISPUTES
 - ARTICLE 23: CANCELLATION OF THE JOBBING ORDER
 - ARTICLE 24: VALIDITY OF THE JOBBING ORDER.
 - ARTICLE 25: QUALITY OF ENVISAGE OUTPUT
- ANNEX**

CHAPTER I
GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this Jobbing Order is a description of the supplies that 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° _____/RQ/GOVNW/RTB/2026 OF THE _____ FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

Article 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

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

- The booklet of Special Administrative Clauses;
- The Contractor's Bid and his overall proposal;
- The provisions, which are not repugnant to the booklet of Special Administrative Clauses, mentioned above;
- The descriptive bill of quantities.

Article 4: GENERAL TEXTS

- ✓ The special General Administrative Clauses (CCLS);
- ✓ Law No. 2018/011 of 11 July, 2018 on the Code of Transparency and Good Governance in the management of Public Finances in Cameroon;
- ✓ Law No. 2018/012 of July 11, 2018 on the financial regime of the state and other public entities;
- ✓ Law No. 96/12 of 5th August 1996 on the management of the environment;
- ✓ Law No. 2025/012 of 17 December, 2025 bearing on the Finance Law of the Republic of Cameroon for the 2026 Financial Year
- ✓ Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code and its texts of application;
- ✓ Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
- ✓ Instruments governing the various professional bodies;
- ✓ Decree No. 2001/048 of 23rd February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
- ✓ Decree No. 2003/651/PM of 16th April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
- ✓ Decree No. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
- ✓ Circular No. 0001877/C/MINFI of 31st December, 2025 bearing instructions on the implementation of Finance Laws, Monitoring and Control of the Execution of the Budget of the State and Other Public Entities for the 2026 fiscal year ;
- ✓ Circular No. 0001/PR/MINMAP/CAB of 2th April, 2022 relating to the application of the Public Procurement Code
- ✓ Press Release No. 000024/R/MINMAP/CAB/CT2 of 5th August 2025 announcing the presentation of the categorization certificate in the award process of Public Contract
- ✓ The MINCOMMERCE Decree setting the Price List
- ✓ Order No. 000333/O/MINMAP/CAB of 27th December 2024 to set the schedule of the migration to the exclusive award of Public Contracts'' electronically
- ✓ Circular letter No. 00000002/LC/MINMAP/CAB of 12th May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owner some members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
- ✓ Circular No. 000014/C/MINMAP/CAB of 23rd July 2025 on the condition for constitution, guarantee, preservation, release, restitution, and realisation of guarantees in Public Contract

- ✓ Unified Technical Documents (DTU) for building works;
- ✓ Applicable standards;
- ✓ The Norms in force in the Republic of Cameroon;
- ✓ Other texts specific to contracting fields.
- ✓ The present estimate

Article 5: DUTIES OF THE SERVICE HEADS AND ENGINEER

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

- The duties of the contract Manager shall devolve on **The Regional Delegate of POST AND TELECOMMUNICATION (MINPOSTEL) in the North West**
- The authority in charge of authorizing payment shall be the **The Regional Delegate of POST AND TELECOMMUNICATION (MINPOSTEL) in the North West**
- The authority in charge of clearance of expenditure shall be the **Regional Finance Controller for North West.**
- The authority in charge of payment shall be the **Treasury Paymaster General Bamenda.**
- The duties of the Engineer shall be discharged by the **Regional Chief of Service for State Property North West (RCSSP-NW).**

Article 6: PERIOD AND PLACE OF SUPPLIES

The supplies period for the equipment shall be fixed at **Ninety (90) days** with effect from the date of notification of this jobbing order.

Article 7: RESIDENCE OF THE CONTRACTOR

The Contractor'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 CONTRACTOR

The contractor has as mission to affect the supplies as described in Article 10 under the control of the reception commission members 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 Contractor shall comprise the **SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).**

Article 10: DESCRIPTION OF SUPPLIES AND COST ESTIMATE

The services shall include the descriptions listed in the table of Bill of Quantities and cost estimates below:

a) Unit Prize Schedule

FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).

NO	DESIGNATION	U	UNIT PRICE	
			IN FIGURES	IN WORDS
100	PRELIMINARY, DURING AND AFTER WORKS			
101	Administrative formalities, Transportation and installations	ls		
102	Follow-up and control by technical team	ls		
103	Project management and reception by commission	ls		

200	OFFICE EQUIPMENTS			
201	Office chairs of leather clothing/ mobile and adjustable seat/ black /vinyl rolling legs/ Electa average vinyl arms / Imported / Comfort house or similar-higher quality	u		
202	Visitors' chairs of leather or material clothing /nonadjustable seat /4 fix or rolling legs/ PVC or chrome arms on metallic supports/ imported	u		
203	Office shelves of wooden halve glazed shutters /4 vertical compartments /subdivided into smaller shelves/ 180x180x40cm / dismountable/ Locally made or imported	u		
204	Office Directors' table with return side furnished with Key board drawer + a side cabinet with 3 drawers / 2 m long / bricolux or similar-higher quality / wooden chip boards for imported or locally made with hard wood / iroko, bete, moabi, bubinga. ebony, azobe.	u		
205	Complete Desktop Computer. /3.2GHZ /1 TB- HD/4GB Ram/ CD-DVD RW/ Windows 10/ 17 inches screen /core i5 or i7 including all installation accessories	U		
206	Supply of light wave multi-sockets distributor /2P- 5 sockets / DE 3600 and DR1192	u		
207	Provide and install Light wave digital Automatic voltage regulator/Convertor 2000VA	u		
208	Canon PIXMA G3411 Inkjet colour printer/wireless/All in one/ Refillable ink tanks/or similar higher quality	u		
209	Television set /LG 55" / SMART/ ANDROID/or similar-higher quality	u		
210	Window Blinds of 100% Polyester + floweret like IC/12AC include all accessories	pairs		
211	Supply of A3 Photocopier ; Canon image RUNNER 2425i or similar-higher quality /Print, Copy, Scan, Send and Optional Fax/ Print Resolution : 600 X 600 dpi/ maximum paper size of A3/ Min. printing speeds: Up to 25 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) /print method ; B/W laser beam /Memory; 2.0GB RAM / Paper Cassettes: 2 paper cassettes of Standard size: A3, A4, A4R, A5R, B4, B5, B5R /Storage: Standard: 64GB eMMC (available space: 30GB) /Power; 250 V, 50/60 Hz, 10 Amp; Maximum: Approx. 1,500W	u		
212	LA ROUSSE FRANCAISE-ANGLAIS-ANGLAIS-FRANÇAIS Dictionary of 650,000 Words	u		
213	Current backup "ONDULEUR" APC 1100VA Smart UPS	u		
214	Provide and Install Metallic gate of 5M Long / 2,5M high / (include all installation accessories)	m ²		
215	Provide and Install office wooden sound proof door with foam and leather cover / 90x220 cm / (include all installation accessories)	u		

b) Bill of Quantities and Cost Estimate

**FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF
POST AND TELECOMMUNICATION (MINPOSTEL-NW).**

NO	DESIGNATION	U	QTY	U.P	AMOUNT
100	PRELIMINARY, DURING AND AFTER WORKS				
101	Administrative formalities, Transportation and installations	ls	1		
102	Follow-up and control by technical team	ls	1		
103	Project management and reception by commission	ls	1		
200	OFFICE EQUIPMENTS				
201	Office chairs of leather clothing/ mobile and adjustable seat/ black /vinyl rolling legs/ Electa average vinyl arms / Imported / Comfort house or similar-higher quality	u	6		
202	Visitors' chairs of leather or material clothing /nonadjustable seat /4 fix or rolling legs/ PVC or chrome arms on metallic supports/ imported	u	20		
203	Office shelves of wooden halve glazed shutters /4 vertical compartments /subdivided into smaller shelves/ 180x180x40cm / dismountable/ Locally made or imported	u	6		
204	Office Directors' table with return side furnished with Key board drawer + a side cabinet with 3 drawers / 2 m long / bricolux or similar-higher quality / wooden chip boards for imported or locally made with hard wood / iroko, bete, moabi, bubinga. ebony, azobe.	u	6		
205	Complete Desktop Computer. /3.2GHZ /1 TB- HD/4GB Ram/ CD-DVD RW/ Windows 10/ 17 inches screen /core i5 or i7 including all installation accessories	U	10		
206	Supply of light wave multi-sockets distributor /2P- 5 sockets / DE 3600 and DR1192	u	10		
207	Provide and install Light wave digital Automatic voltage regulator/Convertor 2000VA	u	6		
208	Canon PIXMA G3411 Inkjet colour printer/wireless/All in one/ Refillable ink tanks/or similar higher quality	u	6		
209	Television set /LG 55" / SMART/ ANDROID/or similar-higher quality	u	1		
210	Window Blinds of 100% Polyester + floweret like 1C/12AC include all accessories	Pairs	6		
211	Supply of A3 Photocopier ; Canon image RUNNER 2425i or similar-higher quality /Print, Copy, Scan, Send and Optional Fax/ Print Resolution : 600 X 600 dpi/ maximum paper size of A3/ Min. printing speeds: Up to 25 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) /print method ; B/W laser beam /Memory; 2.0GB RAM / Paper Cassettes: 2 paper cassettes of Standard size: A3, A4, A4R, A5R, B4, B5, B5R /Storage: Standard: 64GB eMMC (available space: 30GB) /Power; 250 V, 50/60 Hz, 10 Amp; Maximum: Approx. 1,500W	u	1		
212	LA ROUSSE FRANCAISE-ANGLAIS-ANGLAIS-FRANÇAIS Dictionary of 650,000 Words	u	2		
213	Current backup "ONDULEUR" APC 1100VA Smart UPS	u	2		
214	Provide and Install Metallic gate of 5M Long / 2,5M high / (include all installation accessories)	m ²	13		

215	Provide and Install office wooden sound proof door with foam and leather cover / 90x220 cm / (include all installation accessories)	u	1		
	TOTAL WITHOUT TAXES				-
	VAT (19.25%)				-
	AIR (2.2 or 5.5 %)				-
	TOTAL WITH TAXES				-
	NET PAYMENT				-

This estimate is closed at the sum of "IN WORDS" ("IN FIGURE") Francs CFA (TAXES INCLUSIVE)

Article 11: DOCUMENTS TO BE FURNISHED BY THE CONTRACTOR

- a) Within a maximum 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 the *project owner after the endorsement of the Contact Engineer* the execution programme of the works. 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 reception 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 Project Owner 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 engineer. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

Article 12: RECEPTION OF WORKS

12.1 Technical Reception

Before the acceptance of the works the Contractor shall ask in writing to the Contract Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

- Qualitative and quantitative evaluations of the different supplies that have been executed.
- Findings and statement of the unexecuted task envisaged in the present contract.
- Findings on the quantity of supplies that have been effectively realized
- Findings relative to the completion of the supplies

These operations shall be subject to a site report drawn up on the field, signed by the following.

- The Contract EngineerSecretary
- The Stores Accountant of the Authorizing Officer.....Member
- The Representative of RD-MINMAP-NW.....Observer
- The Contractor.....Member

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be executed before the reception. The Engineer shall fix the reception date in collaboration with the chief of service for the Contract.

12.2 Final Reception

Before the final acceptance of the works, the Contractor shall ask in writing to the project owner with attachments of the technical Reception report, to organize a site visit for Final acceptance. The operations of this visit shall be the same as that of the technical Reception.

The Project Owner or contract Manager shall fix the date for the Final reception of the supplies to be executed in the presence of the contractor by a commission composed of:

- The Delegated Project OwnerChairman
- The Contract Engineer.....Secretary
- The Authorizing Officer.....Member
- The Stores Accountant of the Authorizing OfficerMember
- The Representative of RD-MINMAP-NW.....Observer
- The Contractor.....Member

They shall cross-check the conformity of the supplies with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of acceptance.

Where the supplies do not conform, the contractor shall be requested to correct them and call for a technical reception team for up-liftmen of reserves at his own cost.

Where the supplies 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 contractor. Such report shall be drawn up to highlight that the Jobbing Order has been executed in compliance with the contractual clauses.

Article 13: GUARANTEE

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the supplies shall be borne by the contractor within a period of **six (06) months** from the date of reception.

Article 14: INSURANCE

Hazards of whatever nature during realisation of the works must be covered by an insurance policy taken by the contractor.

The Project Owner or Project Manager must be freed from all obligations.

The insurance must represent 110% (one hundred and ten percent) of the CIF value, including war and strikes, in a freely convertible currency. The beneficiary is the **Authorizing officer**.

CHAPTER III

FINANCIAL PROVISIONS

Article 15: GENERAL NOTION AND PRICES

The contractor 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 subjected to review. They shall take into account all supplies, charges, false charges and contingences and shall be understood to be inclusive of all taxes.

Article 16: AMOUNT OF THE JOBBING ORDER

The total amount of this jobbing order stands atCFAF inclusive of taxes
(amount in words)

Article 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Advance payment

Upon notification of the contractor, an advance payment corresponding to an amount not exceeding 40% 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 supplies which were the purpose of the jobbing order.

17.2: Scheduling payments

Payments shall be made in total or in proportion to the services performed and deduction made from the advance payment.

The Contractor shall be paid upon presentation of minutes of reception of the supplies.

Article 18: BANK DOMICILIATION

The Project Owner or Contract Manager shall pay all sums owed for the execution of this jobbing order by Bank transfer to Account N^o.....at.....in the name of.....

Article 19: TAXES

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 Contract Manager.

Article 20: STAMP DUTY AND REGISTRATION

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

CHAPTER IV

MISCELLANEOUS PROVISIONS

Article 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Copies of this jobbing order shall be produced at the expense of the contractor and circulated to the various Stakeholders.

Article 22: DISPUTES

Any dispute arising between the contracting parties shall be a subject of amicable direct negotiation. Failing an amicable settlement, the competent court in Bamenda shall pass the final verdict of any dispute stemming from this jobbing order.

Article 23: CANCELLATION OF THE JOBBING ORDER

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

Article 24: VALIDITY OF THE JOBBING ORDER

This Jobbing Order shall be valid only after its signature by the Delegated Contracting Authority and shall become enforceable only after its notification to the Contractor.

Article 25: QUALITY OF ENVISAGE OUTPUT:

The qualities of the envisage products ranges from locally made to imported finished goods ready for use with sample photos of their production presented to the engineer for confirmation before the supply proper is done. Contact the vote holder through the Engineer for sample photos.

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

I- BANK

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Épargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. Banque of Africa Cameroon (BOA Cameroon)
15. Crédit Communautaire d'Afrique (CCA Bank)
16. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME)

II- INSURANCE COMPANIES

17. Chanas Insurance
18. Activa Insurance
19. Zenithe Insurance
20. SAAR Insurance.
21. Area Insurance
22. Atlantique Insurance SA
23. Beneficial General Insurance
24. CPA SA
25. NSIA Insurance
26. SAHAM Insurance
27. PRO ASSUR SA

ANNEX

MODEL FORMS TO BE USED BY THE BIDDERS

Annex No. 1: Model bid bond

Model No. 2: Model final bond

Model No. 3: Model of start-off advance bond

Model No. 4: Model retention fund

Annex No. 5: Attestation of site visit

Annex No. 6: Model Declaration of Intention to Tender

Annex No. 7; Model Sub Details of Prizes

Annex No. 8; Sample Pictures

ANNEX No. 1: Model Bid Bond

Addressed to "Delegated Contracting Authority"

Whereas the undertaking _____ hereinafter referred to as the "bidder" has submitted his bid on _____ for [recall the subject of the Request for Quotation], 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 the 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]

ANNEX No. 2: 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 works*].

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 works.

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*]

ANNEX No. 3: 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 _____ works [indicate the subject of the works, the references of the Request for Quotation and the lot, if possible] of the total sum corresponding to the advance of [twenty (40) %] 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]

ANNEX No. 4: 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 works of [indicate the subject of the works]

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 works 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 works 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]

ANNEX No. 5: Model Attestation of Site Visit

I the undersigned Mr./Mrs./Miss..... Works Director of the
Company:.....(Name of Enterprise),

Confirm that

I have actually visited the site which is going to receive the items relative to **REQUEST FOR QUOTATION N° ___/RQ/GOV-NW/RTB/2026 OF ___/___/2026 FOR THE SUPPLY OF OFFICE EQUIPMENT TO THE REGIONAL DELEGATION OF POST AND TELECOMMUNICATION (MINPOSTEL-NW).**

I declare:

- To have carried out a thorough study of the site, taking into consideration all the constraints relative to the supplies with respect to norms.
- To establish my unit price schedules taking into account the difficulties of the site relative to the supplies and shall in no condition claim the Contracting Authority for any increase of unit price.

THE GENERAL MANAGER OF THE ENTERPRISE _____

SIGN _____

DATE _____

(STAMP)

ANNEX No. 6: Model Declaration of Intention to Tender

I the under signed _____ (name) Nationality _____

Function _____ (manager or director) of the _____ (enterprise)

Acknowledged having received the _____ (Tender File or Request for
Quotation) No _____ (reference) of _____ (date)

For The _____ (subject) And hereby
declare my intention to tender for the aforementioned project.

DONE IN _____

BY _____

ON _____

SIGN _____

ANNEX No. 7; Model Sub Details of Prizes

A) For Equipment

Description	Buying price	Transportation	Cost of the command	Delivery cost	Profit margin	Unit price Without VAT