

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE MEZAM

COMMUNE DE BAFUT

COMMISSION INTERNE DE
PASSATION DES MARCHE DE BAFUT



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

MEZAM DIVISION

BAFUT COUNCIL

BAFUT COUNCIL INTERNAL
TENDERS' BAORD

BAFUT COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION
N°08/RQ/BC/BCITB/FEICOM/2026 OF THE 30/04/2026 FOR THE
SUPPLY OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT
COUNCIL, MEZAM DIVISION OF THE NORTH WEST
REGION(Relaunched)**

PROJECT OWNER: THE LORD MAYOR OF BAFUT COUNCIL.

FINANCING: BAFUT COUNCIL/FEICOM INVESTMENT BUDGET - 2026

BUDGET HEADS

CASSAVA PROCESSING EQUIPMENT

FINANCIAL YEAR 2026



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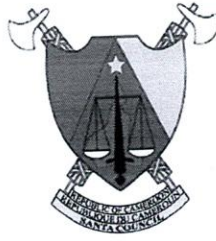
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TENDER NOTICE

REQUEST FOR QUOTATION N° 08 RQ/BC/BCITB/FEICOM/2026 OF THE 30/04/2026 FOR THE SUPPLY OF CASSAVA PROCESSING EQUIPPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE NORTH WEST REGION (Relaunched).

1. **Subject of the Tender Notice:**

Within the framework of 2026 Investment Budget, the Mayor of the BAFUT Council, Contracting Authority, hereby launches, a Request for Quotation for **the supply of cassava processing equipment to BAFUT Council, MEZAM Division of the North West Region.**

2. **Participation:**

Participation to this consultation is opened to Small and Medium Size Enterprises of Cameroonian Nationality who are in compliance with the regulations in force

3. **Description of services:**

The supply consists of the delivery of Cassava Processing Equipment whose characteristics are described in the Special Technical Clauses Book (CTP). **“see characteristics on page 14-point 3.3 technical description”.**

4. **Lots**

The supply is in a single lot as follows:

The supply of cassava processing equipment to BAFUT Council, MEZAM Division of the North West Region.

5. **Estimated cost**

The estimated cost after preliminary studies is **20 000 000 (Twenty Million) FCFA**

6. **Funding**

This project shall be co-financed by the FEICOM/BAFUT Council 2026 Public Investment Budgets as follows:

7. **Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, valid for thirty (30) days beyond the date of validity of bids and of an amount of **(wo Hundred thousand) (200 000 FCFA)**. The said guarantee must be accompanied by a receipt issued by CDEC in accordance with circular letter No.000019/L/MINMAP of 5th June 2024 relating to deposit, retention, restitution and deconsignment of bonds on public contracts

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

The Tender file could be consulted at the SIGAMP Service of the BAFUT Council, upon the

publication of this Tender Notice.

9. Acquisition of consultation file:

The file may be consulted and obtained at the SIGAMP Service of BAFUT Council with effect from the date of signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable fee of **30 000 (thirty thousand Francs CFA)** into the BAFUT Municipal Treasury or any other public treasury, representing the cost of purchasing the Tender File.

10. Submission of Files:

Complete bidders' files, including all administrative and technical documents, must be deposited in seven (07) copies including one (01) original file and six (06) copies on the **22/05 /2026** latest at **10:00 AM** local time in sealed envelopes, in the BAFUT council Contracts Award Service bearing on:

**REQUEST FOR QUOTATION
N° 08 RQ/BC/BCITB/FEICOM/2026 OF THE 30/04/2026 FOR THE SUPPLY OF CASSAVA
PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE NORTH
WEST REGION.**

«To be opened only during the Tenders Board Opening session ».

11. Opening of bids:

The Bids will be opened on the **22/05 /2026** at **11:00 AM** in the conference hall of the BAFUT Council, by the Council Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

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

12. Admissibility of bids:

Subject to being rejected, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities in accordance with the Special Regulations of the invitation to tender. These documents must be less than three (3) months old or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of or insufficient bid bond issued by a first-rate bank approved by the Minister in charge of Finance, absence of a CDEC receipt, and the non-respect of the models of the tender file documents shall lead to a pure and simple rejection of the bid.

Bids that do not respect the method of separating the financial offer from administrative and technical offers will be inadmissible.

13. Deadline of execution:

The deadline of execution is **Sixty (60) days** from the date of notification for this Jobbing Order to begin.

14. Evaluation criteria

The aim of these criteria is to identify and reject incomplete bids or bids not in compliance with the essential conditions laid down in the Tender File relating especially to admissibility of administrative documents, compliance of the technical bid with the technical specifications in the Tender File and the qualification of candidates.

14.1 Eliminary criteria

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

- Absence of or insufficient bid bond ;
- Absence of a valid copy of a CDEC receipt issued by the competent sector
- Non-respect of the 48hrs given for the absence or non-conformity of any other document in the administrative file;

- False declaration or falsified document;
- Non-compliance with major technical specifications of the supply ((to be listed) “see characteristics in point 1.0 technical description”);
- A bid with an external envelope carrying a sign or mark, leading to the identification of the bidder
- Incomplete bids
- Change of quantity or unit price in the financial file
- Deadline for delivery higher than prescribed
- Score of less than 75% of essential criteria
- Absence of quantified unit price;
- Non-compliance with the model tender;
- Absence of prospectus accompanied by the technical sheets from the manufacturer;
- Absence of agreement or authorization from the manufacturer, where applicable.

14.2 Essential criteria

The so-called essential criteria are those primordial or key used to judge the technical and financial capacity of candidates to execute the services or deliver the supplies forming the subject of the invitation to tender.

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

- Turnover:
- Supplier’s references of similar supplies
- Availability of spare parts
- After-sales service
- Access to a line of credit or other financial resources (if applicable)

[Indicate the main qualification criteria which show that the bidders have the technical capacities and required resources to execute the contract fully. These criteria are given in detail in article 6(1) of the Special Regulations of the invitation to tender]

[The marking scale for offers by award of points is proscribed in favour of the binary method (yes or no)].

15. Award

The jobbing order shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the lowest bid and technical quality, confer article 33 of the public contracts code.

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 information which could be technical in nature can be obtained from the SIGAMP Service of the BAFUT Council Tel.: 677 527 274.

BAFUT the 30/04/2026

The Mayor of BAFUT Council

Circular copies

- MINMAP;
- ARMP
- President TB;
- Notice Board;
- Project owner
- Chrono



Agwakongoh Laurence
MAYOR
BAFUT COUNCIL

Le dossier de consultation peut être consulté aux heures ouvrables au Service SIGAMP de la Commune de BAFUT, Service de passation des marchés, dès publication du présent avis.

9. Acquisition du Dossier de consultation

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Commune de BAFUT, Service de SIGAMP dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **F CFA 30 000 (trente mille Francs)** à la recette municipale de la Commune de BAFUT.

10. Remise des offres :

Chaque offre, rédigée en français ou en anglais en **sept (07)** exemplaires dont un (01) original et six (06) copies marquées comme tels, devra parvenir contre récépissé à la Commune de BAFUT, Service de passation des marchés, au plus tard le **..../05 /2026 à 10 heures**, heure locale et devra porter la mention suivante :

DEMANDE DE COTATION N° 07/ RQ/BC/BCITB/FEICOM/2026 DU 30/04/2026 POUR LA FOURNITURE DES MATERIELS DE TRANSFORMATION DU MANIOC DANS LA COMMUNE DE BAFUT, DANS LE DEPARTEMENT DE MEZAM, REGION DU NORD-OUEST
« A n'ouvrir qu'en séance de dépouillement »

11. Recevabilité :

Les offres seront remises à l'adresse sus indiquée et dépouillées le **22/05 /2026 à 11 h** dans la salle de conférence de la Commune de BAFUT, par la Commission Interne de Passation des Marchés de la Commune de BAFUT, en présence des soumissionnaires qui le désirent.

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

12. Admissibilité des offres :

Sous peine de rejet, les pièces du dossier administratif ne doivent comporter que des originaux ou des copies certifiées conformes par le service émetteur ou les autorités administratives compétentes conformément au Règlement Particulier de l'Appel d'Offres. Ces documents doivent dater de moins de trois (3) mois ou être établis après la signature de l'avis d'appel d'offres.

Toute offre non conforme aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence d'une caution de soumission délivrée par une banque de premier ordre agréée par le Ministre chargé des Finances ou le non-respect des modèles des pièces du dossier d'appel d'offres entraîne un rejet pur et simple de l'offre.

Les offres ne respectant pas la méthode de séparation de l'offre financière des offres administratives et techniques seront irrecevables.

13. Délai d'exécution :

Le délai d'exécution est fixé à **soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

14. Critères d'évaluation

[Ces critères ont pour objet d'identifier et de rejeter les offres incomplètes ou non conformes aux conditions essentielles fixées dans le Dossier d'Appel d'Offres portant notamment sur la recevabilité des pièces administratives, la conformité de l'offre technique aux spécifications techniques du Dossier d'Appel d'Offres et la qualification des candidats].

14.1 Critères éliminatoires

[Ces critères fixent les conditions minimales à remplir pour pouvoir être évalué selon les critères essentiels. Ils ne doivent pas faire l'objet d'une notation. Le non-respect de ces critères entraînera le rejet de l'offre par le soumissionnaire]. Ils comprennent notamment :

- Absence ou insuffisance de caution de soumission ;

- Absence de récépissé CDEC délivré par l'autorité compétente
- Non respect de 48h pour l'absence ou non-conformité des autres documents dans les dossiers administratifs ;
- Fausse déclaration ou document falsifié ;
- Non-conformité aux spécifications techniques majeures de la fourniture ((à lister) « voir caractéristiques au point 1.0 descriptif technique ») ;
- Une offre avec l'enveloppe extérieure portant un signe ou une marque menant à l'identification du soumissionnaire
- Omission d'un prix unitaire dans l'offre financière
- Offres financière incomplète
- Délai de livraison supérieur à celui prescrit
- Score inférieur à 75% des critères essentiels
- Absence de prix unitaire chiffré ;
- Non-conformité au modèle d'appel d'offres ;
- Absence de prospectus accompagné des fiches techniques du constructeur ;
- Absence d'accord ou d'autorisation du fabricant, le cas échéant.

14.2 Critères essentiels

Les critères dits essentiels sont ceux primordiaux ou déterminants permettant de juger de la capacité technique et financière des candidats à exécuter les prestations ou à livrer les fournitures faisant l'objet de l'appel d'offres.

Les critères relatifs à la qualification des candidats pourraient à titre indicatif être les suivants :

- Chiffre d'affaires :
- Références fournisseurs de fournitures similaires
- Disponibilité des pièces détachées
- Service après-vente
- Accès à une marge de crédit ou à d'autres ressources financières (le cas échéant)

Le non respect de 02 des critères entraîne l'élimination de l'offre.

(Il est important d'éviter l'arbitraire dans la détermination de la qualification)

[Indiquez les principaux critères de qualification qui montrent que les soumissionnaires disposent des capacités techniques et des ressources nécessaires pour exécuter pleinement le marché.

Ces critères sont précisés à l'article 6(1) du Règlement Particulier de l'appel d'offres]

[Le barème de notation des offres par attribution de points est proscrit au profit de la méthode binaire (oui ou non)].

15. Attribution

Lettre de commande est attribué au soumissionnaire dont l'offre est conforme aux dispositions du dossier d'appel d'offres et sur la base de l'offre la moins disante et de la qualité technique, conformément à l'article 33 du code des marchés publics.

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant une période de soixante (60) jours, à compter de la date limite fixée pour la réception des offres.

17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du Service du SIGAMP, de la Commune de BAFUT. Tel N° 677 527 274.

Fait à BAFUT le 30/04/2026



Le Maire de la Commune de BAFUT,

Ngwakongoh Lawrence
MAYOR
BAFUT COUNCIL

Ampliations :

- MINMAP;
- ARMP
- Président CPM;
- Affichage;
- Le Maitre d'Ouvrage

DOCUMENT No. II

REGULATIONS FOR THE REQUEST FOR QUOTATION

ARTICLE 1 : Contents of the consultation file

- 1.1 The consultation file shall describe the supplies which are subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Order.
- 1.2 The consultation file shall comprise the following documents:
- 1.1 The letter of invitation to tender,
 - 1.2 Technical Specifications,
 - 1.3 The bill of entry and quantities,
 - 1.4 The model tender,
 - 1.5 The draft Jobbing Order,
 - 1.6 The model bid comparison table.
- 1.3 The Supplier 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 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) The descriptive and quantitative estimates duly filled, signed and dated;
- (c) The draft Jobbing Order duly completed, initialed and signed;
- (d) A complete administrative file comprising of the following:
 1. A valid Certificate of imposition;
 2. 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.
 3. 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 valid within specify period;
 4. 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;
 5. A receipt showing the payment of **Thirty thousand Francs FCFA (30 000)**, representing the cost of the tender file issued by the BAFUT Municipal Treasury;
 6. A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions **200 000 (two Hundred) FCFA. This bid bond should be accompanied with a CDEC receipt**

7. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;
8. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
9. 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 ;
10. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);
11. Deadline for the execution of the works;
12. An attestation of site visit signed by the Contractor
13. Plan of Attestation of localization of company stamped and signed
14. A group agreement if necessary
15. Power of attorney if necessary
16. Conformity and compliance of the supplies backed by photographs of the equipment to be supplied.
17. A valid copy of a CDEC receipt issued by the competent authority

ARTICLE 4: BID

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
 - a. Exclusive value added taxes (EVAT) and
 - b. All taxes and customs duties inclusive (ATI).
- 4.2: The Supplier shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supplies 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 Supplier 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.

2.3 DEPOSIT OF FILES

ARTICLE 7: SUBMISSION OF BIDS

The bids will be submitted on the **22/05/2026 at 10 AM** at the BAFUT Council, Contracts Award Service and opened the same day at 11 AM in the conference hall of the BAFUT Council.

ARTICLE 8: Stamping and marking of bids

Suppliers shall enclose the original and copies of their bids in an envelope:

- (a) Addressed to the Mayor of BAFUT Council at the address indicated in the letter of invitation to tender and bearing on:

“REQUEST FOR QUOTATION N° 08/ RQ/BC/BCITB/FEICOM/2026 OF THE 30/04/2026 FOR THE PURCHASE OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE NORTH WEST REGION” RE-LAUNCHED

Any other mark on the bid shall lead to the disqualification of the offer

ARTICLE 9: Latest time and date of submission of bids

The offers will have to arrive under closed fold and sealed envelopes latest **the 22/05/26** at 10:00 am , deposited against receipt from the Bafut council to the following address

2.4 OPENING AND EVALUATION OF BIDS

ARTICLE 10 OPENING

10.1 The opening of the folds will be carried out in the conference room of the Conference Hall of BAFUT Council on the **22/05/26** as from 11 am , by the BAFUT Council Internal Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

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

ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
A- GENERAL PRESENTATION		
1- Document spirally bound		
2- Hard back cover		
3- Content page		
4- Coloured separators		
5- Page Numbering		
6- Presentation of Documents in the order required in the Tender File		
B- PROFESSIONAL EXPERIENCE OF BIDDER		
7- Table of past supplies realized for the past 5 years (at least two references) joint certified copy of the first and last page of the contract (indicating the amount, year, Contract number, funding body and place of execution)		
C- ADMINISTRATIVE DOCUMENTS		
8- A stamped letter of submission signed and dated		
9- The descriptive and quantitative estimates duly filled, signed and dated		
10- The draft Jobbing Order duly completed, initialed and signed		
11- A valid Certificate of imposition;		
12- 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.		
13- 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		
14- 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		
15- A receipt showing the payment of 30 000 (thirty thousand Francs CFA) representing the cost of the tender file issued by the Bamenda Treasury		
16- A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions of an amount of Two Hundred Thousand (200 000) FCFA		
17- A certified copy of the Business License stamped with the tariff en force;		
18- A valid copy of a CEDEC receipt issued by the competent authority		
19- Certified Copy of a valid taxpayer's card stamped with the tariff en force		
20- 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;		
21- An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
22- Deadline for the execution of the works;		
23- Plan and Attestation of localization of company stamped and signed		
24- A group agreement if necessary		
25- Power of attorney if necessary		
26- Conformity and compliance of the supplies backed by photographs of the equipment to be supplied.		

The absence or the non-conformity of one of the elements in documents "C" of the evaluation grill above will result to the elimination of the offer

The evaluation will be done in a purely binary way" yes" or negative "no" with an acceptable minimum of 4/6 in the elements that appear in documents A and B

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document C and at least 4/6 of those in A and B

ARTICLE 12: 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 13: Award of the Jobbing Order

The Tenders Board shall propose the award of the Jobbing Order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

ARTICLE 14: Announcement of award of the Jobbing Order

The Contracting Authority (mayor of BAFUT Council) 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 The delivery deadline.

ARTICLE 15: Signing of the Jobbing Order

Within 7 (seven) days following the award, the Jobbing Order shall be signed by the Contracting Authority and notified to the supplier who shall be responsible for its registration according to the procedure in force.

ARTICLE 16: Corruption and fraudulent practices

The Chairpersons and Member of Tenders Boards as well as Suppliers 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 supplier 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
ANNEXED MODELS**

3.1 BID LETTER

Date

REQUEST FOR QUOTATION

**N°.... RQ/BC/BCITB/FEICOM/2026 OF THE ../.../2026 FOR THE PURCHASE OF
CASSAVA PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE
NORTH WEST REGION**

To: The Chairperson of the Tenders Board

Dear Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to supply and deliver
..... 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 deliver the supplies 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 reception 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.

BAFUT COUNCIL INTERNAL TENDERS BOARD
“REQUEST FOR QUOTATIONN° RQ/BC/BCITB/FEICOM/2026 OF THE ../.../2026 FOR THE
SUPPLY OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM
DIVISION OF THE NORTH WEST REGION”

Deadline for submission of bids is ../05/2026 at 10:00 am prompt

3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

(To be filled by the Candidate)

No	Description of item (including Marque and model)	Quantity	Unite price (in figures and word)	Total Price

3.3 - TECHNICAL DESCRIPTION OF SERVICES

(To be filled by the Project Owner)

TECHNICAL SPECIFICATION
DESCRIPTION
SUPPLY OF CASSAVA PROCESSING EQUIPMENT

S/N	DESCRIPTION	SPECIFICATIONS	CAPACITY
1	Motorized cassava grater, petrol propelled engine, mounted on stand	Petrol engine 5.5HP RPN 2000 run with petrol (essence)	Can grater 500kg of cassava per day
2	Tri-cycle with carriage and tarpaulin, mark lifan-2, three tyres	dDrable 150cc to 250cc 4-stroke petrol engines, with 200cc being very common. offering 5-speed manual transmissions, air cooling, shaft drive, and a mix of drum or disc brakes.	They are designed for heavy loads (up to 800-1500 kg capacity),
3	Wash basin, silver, 50 litres	Made of silver material	50 litres
4	Manual cassava presser using a screw pressing system	Constructed with heavy U-Bar 80	Can press 150kg of cassava per 15 minutes
5	Customized fry pan, locally made, mounted on tri-pod, 50 litres	Constructed with 20-10-10 Iron sheet	Can take about two buckets os garri per time

BAFUT COUNCIL INTERNAL TENDERS BOARD
"REQUEST FOR QUOTATION N°RQ/BCITB/2026 OF THE ../.... /2026 FOR THE SUPPLY
OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF
THE NORTH WEST REGION"

3.4 - BID COMPARISON TABLE

No.	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								

Members of the Tenders Board

Name

Duty

Signatur

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE MEZAM

COMMUNE DE BAFUT

COMMISSION INTERNE DE
PASSATION DES MARCHE DE BAFUT



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

MEZAM DIVISION

BAFUT COUNCIL

BAFUT COUNCIL INTERNAL
TENDERS' BAORD

DRAFT JOBBING ORDER

JOBGING ORDER N° _____/JO/RQ/ BCITB/2026

AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER
"N°...../ **RQ/BC/BCITB/FEICOM/2026** OF THE/04 /2026 FOR THE SUPPLY OF CASSAVA
PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE NORTH WEST
REGION"

CONTRACTOR:.....

TAX PAYER'S CARD NO :

ADDRESS :

BP :

TEL:

FAX :

BANK ACCOUNT NO.....

SUBJECT : THE SUPPLY OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT

AMOUNT : F CFA TTC

(..... F CFA TOUTES TAXES COMPRISES)

DELAJ :Thirty (30) DAYS

FINANCING : **FEICOM/BAFUT COUNCIL - 2026**

VOTE CHARGE : :

ENTERED INTO ON :

SIGNED ON :

NOTIFIED ON :

REGISTERED ON :

BETWEEN:: The state of Cameroon, represented by the Mayor of BAFUT Council for the Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

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

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

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

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CHAPTER I

GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this Jobbing Order is for the supply of cassava processing equipment to BAFUT Council, MEZAM Division of 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 a Request for quotation

“REQUEST FOR QUOTATION N° 08 RQ/BC/BCITB/FEICOM/2026 OF THE 30/04/2026 FOR SUPPLY OF CASSAVA PROCESSING EQUIPMENT TO THE BAFUT COUNCIL, MEZAM DIVISION OF THE NORTH WEST REGION, RE-LAUNCHED”

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:

- a) The instruments governing the professional corps;
- b) Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- c) Decree No. 20012/074 of 8 March 2012 relating to the creation, organization and functioning of Tenders Boards;
- d) Decree No. 2012/075 of 8 March 2012 to organize the Ministry of Public Contracts;
- e) Decree No. 2012/076 of 8 March 2012 to amend and supplement some provisions of Decree No. 048/2001 of 23 February 2001 on the creation, organization and functioning of the Public Contracts Regulatory Agency;
- f) Decree No. 2001/048 of 23 February 2001 relating to the creation, organisation and functioning of the Public Contracts Regulatory Agency;
- g) Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- h) Decree No. 2018/366of 20 June 2018 to institute the Public Contracts Code;
- i) Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
- j) Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
- k) Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
- l) Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
- m) Circular N° 00000242/C/MINFI of 31 December 2025 on the instructions relating to the execution of the finance laws, monitoring and control of the execution of the budget of the state, and other public entities for the 2026 financial year;
- n) Unified Technical Documents (DTU) for building works;
- o) Applicable standards;
- p) Other instruments specific to the domain concerned with the contract.

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER

In pursuance of the provisions of this Jobbing Order, it shall be specified that

5.1 General definitions (cf. Code)

- The Contracting Authority shall be the **Mayor of BAFUT 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 project Owner (Authorizing Officer) shall be **the Mayor of BAFUT Council**
- The Contract Manager shall be **The Secretary General of BAFUT Council** hereinafter referred to as the Contract Manager.
He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **Divisional Delegate of Agriculture and Rural Development for MEZAM hereinafter** referred to as the Engineer.
The supplier shall be [*to be specified*].
- The competent authority to ensure the effective execution of the jobbing order is the **Divisional Delegate of Public Contracts for Mezam**

5.2 Security

- The authority in charge of ordering payment shall be **The Mayor of BAFUT Council**.
- The authority in charge of the clearance of expenditures shall be the **General Manager of FIECOM**
- The bodies or officials in charge of payment shall be the **Accountant of FEICOM**
- The official competent to furnish information within the context of the execution of this contract shall be **The Lord Mayor of BAFUT Council**.
- The service in charge of monitoring and control shall be **the be the Mayor of BAFUT Council**
- The Service for information relating to the execution of this project shall **be the Mayor of BAFUT Council**

ARTICLE 6: PERIOD AND PLACE OF DELIVERY

The delivery period for supplies shall be fixed at **60 Days** with effect from the date of notification of this Jobbing Order.

Delivery shall be made **at the BAFUT Town Hall**

ARTICLE 7: RESIDENCE OF THE SUPPLIER

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: ROLES AND RESPONSIBILITIES OF THE SUPPLIER

The supplier has as mission to effect the supply of items as described in Article 10 under the control of the **Divisional Chief of State Property for MEZAM** and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

ARTICLE 9: CONSISTENCY OF SERVICES

ARTICLE 10: DESCRIPTION OF SUPPLIES

The services shall include the supply of:

<u>No</u>	<u>Item Description</u>	<u>2022 reference</u>	<u>Technical specification</u>	<u>Unit price</u>	<u>quantity</u>	<u>Total price</u>
	Motorized cassava grater, petrol propelled engine, mounted on stand		Petrol engine 5.5HP RPN 2000 run with petrol (essence)			
	Tri-cycle with carriage and tarpaulin, mark lifan-2, three tyres		Durable 150cc to 250cc 4-stroke petrol engines, with 200cc being very common. offering 5-speed manual transmissions, air cooling, shaft drive, and a mix of drum or disc brakes.			
	Wash basin, silver, 50 litres		Made of silver material			
	Manual cassava presser using a screw pressing system		Constructed with heavy U-Bar 80			
	Customized fry pan, locally made, mounted on tri-pod, 50 litres		Constructed with 20-10-10 Iron sheet			
	Transportation					

ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

Purchase receipt, insurance policy and all other documents to facilitate registration of the vehicle.

ARTICLE 12: RECEPTION OF SUPPLIES

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

- 1.The Authorizing OfficerChairperson;
- 2.The General Manager of FEICOM or his representative..... Member
- 3.The Contract Engineer (DD MINADER).....Secretary.
4. DD MINMAP.....Observer

5. The Service head for follow up of projects and investments of FEICOM North West Agency
6. The Contractor.....Member;
7. The Secretary General, Bafut Council.....Member
8. The Council Development Officer.....Member
9. The Stores Accountant, Bafut CouncilMember;

It 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 reception.

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

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.

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

The insurance must represent 110% (one hundred and ten percent) of the CIF value of the “shop to shop” supplies on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.

**CHAPTER III
FINANCIAL PROVISIONS**

ARTICLE 15: 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 supplies, charges, false charges and contingences and shall be understood to be inclusive of taxes.

ARTICLE 16: 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

ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Start-up advance:

Upon notification of the contract to the supplier, an advance payment corresponding to **(30% 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 reception of all the supplies which were the purpose of the Jobbing Order.

17.2. Scheduling payments:

- 1 The final detailed supplies made stamped and signed by the contractor, the Project Manager or the contract Engineer;
- 2 The original copy of the general provisional acceptance or technical acceptance of works report.

F. Documents specific to the payment requests of holdback;

- 1 The original copy of the final acceptance of works report.
- 2 The original copy of the certificate of release of retention signed by the Project Owner,

- Default interests

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

- Currency

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

ARTICLE 18: BANK DOMICILIATION

The FEICOM shall pay in full all sums owed for the execution of this Jobbing Order by bank transfer to account N°. at in the name of While BAFUT council shall do same.

ARTICLE 19: 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 20: 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 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Seven (07) copies of this Jobbing Order shall be produced and circulated.

ARTICLE 22: DISPUTES

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

Failure of amicable settlement, the final verdict of any dispute stemming from this Jobbing Order shall be passed by the competent Cameroonian court in MEZAM Division.

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 Supplier.

UNITE PRICE SCHEDULE

S/N	DESCRIPTION	UNIT	UP IN FIGURES	UP IN WORDS
1	Motorized cassava grater, with propelled engine			

ANNEX No. 5: MODEL RETENTION FUND

Bank: _____

Reference of the guarantee: No. _____

Addressed to [Indicate the Project Owner]
[Address of Project Owner]

Hereinafter referred to as "the Project Owner"

Whereas _____ [name and address of Supplier] hereinafter referred to "the Supplier", pledged, in execution of the contract, to carry out the supplies of [indicate the subject

of the supplies]

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 Supplier 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 Supplier, we guarantee and are responsible to the Project Owner for a maximum amount of _____ [in figures and words] 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 Supplier 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 work featuring in the final statement, without the Project Owner having to prove or give the reasons nor the reason 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 guarantee and we hereby incline to any amendment, addendum or change.

This guarantee shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the supplies and upon release by the Project Owner.

Any request for payment formulated 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 guarantee 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

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

BANKS

- 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 de Banque au Cameroun
- 11 Standard Chartered Bank Cameroon
- 12 Union Bank of Cameroon
- 13 United Bank for Africa.
- 14 CCA BANK

II- Insurance companies

ANY APPROVED INSURANCE COMPANY IN THE REPUBLIC OF CAMEROON