

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
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NORTH WEST REGION  
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OFFICE OF THE  
PUBLIC INDEPENDENT CONCILIATOR  
\*\*\*\*\*

CABINET  
\*\*\*\*\*



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
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REGION DU NORD OUEST  
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BUREAU DU  
PUBLIC INDEPENDENT CONCILIATOR  
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CABINET  
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**TENDER NOTICE  
REQUEST FOR QUOTATION**

**No. 001/RQ/OPIC/PIC/ITB/2026 OF 29 APRIL 2026 FOR THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**  
**FUNDING: 2026 Budget of the Office of the Public Independent Conciliator, North-West Region**

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

Within the framework of the execution of the 2026 Budget of the Office of the Public Independent Conciliator of the North-West Region, the Public Independent Conciliator, Contracting Authority, hereby launches **REQUEST FOR QUOTATION No. 001/ONIT/OPIC/PIC/ITB/2026 OF 29 APRIL 2026 FOR THE PROVISION CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.**

**2. Nature of services:**

The services of this contract comprise notably: **THE PROVISION OF CLEANING SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.** See details in the Terms of Reference.

**3. Execution period:**

The execution period provided by the Project Owner or Contracting Authority for the delivery of Security Service forming the subject of this Request for Quotation is **twelve (12) months.**

**4. Allotment:**

The project is in a **single lot.**

**5. Estimated cost:**

The estimated cost after preliminary studies is **20,000,000 (Twenty Million) FCFA**, all taxes inclusive.

**6. Participation and origin:**

Participation in this open national invitation to tender is open to all enterprises of Cameroonian Nationality which are in compliance with the regulations in force.

**7. Acquisition of tender file:**

The file may be obtained from the Office of the Public Independent Conciliator, North-West Region as soon as this notice is published, upon presentation of a non-refundable treasury receipt of **Thirty-Four Thousand (34,000) FCFA** bearing the name of the company, representing the cost of purchasing the tender file.

**8. Consultation of tender file:**

The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North-West Region (Tel N° 620 31 88 82) as soon as this notice is published, or on the Cameroon Online E-Procurement System (COLEPS):  
<https://www.marchespublics.cm/> and <https://www.armp.cm/>

## 9. Submission of bids:

Each original bid drafted in English or French should reach the Office of the Public Independent Conciliator of the North-West Region through the Cameroon Online E-Procurement System (COLEPS), <https://www.marchespublics.cm/>, **not later than TUESDAY, 9 JUNE 2026 at 10:00 A.M.**

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 frame, bearing the label:

### REQUEST FOR QUOTATION

**No. 001/ONIT/OPIC/PIC/ITB/2026 OF 29 APRIL 2026 FOR THE PROVISION SECURITY SERVICES TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION**

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

The maximum size of documents uploaded on the platform shall be:

- 5 MB for administrative offers;
- 15 MB for technical offers;
- 5 MB for financial offers.

Supported formats include:

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

Tenderers shall use compression software to reduce file size.

## 10. Bid bond:

Each bidder must include in his/her administrative documents a bid bond of **400,000 (Four Hundred and Eighty Thousand) FCFA**, all taxes inclusive.

The bid bond must be issued by a first-rate banking establishment approved by the Ministry in charge of Finance and listed in document No. 11 of the Tender File. It must be valid for **thirty (30) days** beyond the date of validity of bids.

## 11. Admissibility of bids:

Subject to rejection, 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, in particular, the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of tender file document 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 the administrative and technical offers shall be inadmissible.

## 12. Opening of bids:

Bids shall be opened in two (2) phases. The opening of the administrative file and technical bid shall take place first, followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on **TUESDAY, 9 JUNE 2026 at 11:00 A.M.** in the meeting room of the Office of the Public Independent Conciliator of the North-West Region, by the Internal Tenders Board, in the presence of bidders or their duly mandated representatives.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of **75%**.

Bids shall be evaluated exclusively of value added tax (EVAT) **all taxes inclusive (ATI)** and accompanied by a signed model submission.

Only bidders may attend or be represented by a duly mandated person.

**13. Evaluation criteria**

**13.1. Eliminary criteria:**

- i. False declaration or falsified documents;
- ii. Absence or insufficient bid bond;
- iii. Incomplete financial file;
- iv. Change of quantity or unit;
- v. Non-respect of 75% of essential criteria;
- vi. Suspension by MINMAP in 2026;
- vii. Delivery deadline higher than prescribed;
- viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours;
- ix. Failure to provide a backup copy of offers on time;
- x. Failure to comply with the format of file.
- xi. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund

NB: for the absence of non-conformity of an element in the administrative file, except of the bid bond, the bidder shall be given 48 hours to produce the valid element which the file shall be automatically rejected.

**13.2. 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).

s/n	Criteria
a)	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance)
b)	Experience of the bidder (01 contract justifying the provision of similar services and justified by the first and last pages of the contract and reception minutes)
c)	The execution time of this delivery is fixed at 12 months The bidder should show how they intend to carry out the cleaning within the timeframe
d)	Proof of the acceptance of the contract conditions. The rules of the consultation initialed, signed and dated on the last page The technical specifications initialed, signed and dated on the last page
e)	Technical specifications, description of the cleaning services to be provided

**13.3. Technical evaluation.**

The evaluation of these criteria would be done on a purely binary system: Positive (YES) or Negative (NO). any negative responds (no) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of four (04) on the five (05) positive responses would be needed for a bid to be retained for the financial evaluation.

**13.4. 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 price list expressed in letters shall prevail over those figures

**14. Acceptability of Offers:**

Every bid, in order not to be rejected, should meet the expressed requirements.

**15. Engagement Period:**

Bidders shall remain engaged by their offers for **ninety (90) days** from the deadline set for the reception of offers.

**16. Complementary information**

Complementary information may be obtained at the Office of the Public Independent Conciliator during working days and hours (tel. N<sup>o</sup>. 620 31 88 82)

Bamenda, the 29 APR 2026

THE PUBLIC INDEPENDENT CONCILIATOR  
(Contracting Authority)

CC

- RD/MINMAP
- ARMP
- President ITB/OPIC
- Notice Board
- Chrono



*[Handwritten Signature]*  
PUBLIC INDEPENDENT CONCILIATOR  
*Samuel Simon Fai*