

# DOCUMENT NO 1 TENDER NOTICE

## REQUEST FOR QUOTATION

NO. ~~003~~/RQ/GSWR/SWRTB/2026 OF 29/04/2026  
FOR THE ACQUISITION OF OFFICE EQUIPMENT FOR THE REGIONAL DELEGATION OF  
PENITENTIARY ADMINISTRATION FOR THE SOUTH WEST- BUEA.

### 1. Subject of the invitation to tender:

Within the framework of the execution of the 2026 State Budget, the Governor of the South West hereby launches a request for quotation FOR THE ACQUISITION OF OFFICE EQUIPMENT FOR THE REGIONAL DELEGATION OF PENITENTIARY FOR THE SOUTH WEST- BUEA.

### 2. Nature of Supplies: The supplies comprise notably;

The acquisition of Office Equipments for the Regional Delegation of Penitentiary Administration for the South West- Buea.

### 3. Participation:

Participation is opened to all duly registered Cameroonian enterprises with the necessary technical, financial and legal capacities and who are not in a period of suspension by the authority in charge of public contracts.

### 4. Financing

The supplies, subject of the present Request for Quotation, shall be financed by the MINEJUSTICE Public Investment Budget 2026 with a charge N°. .... and a recorded N° .....  
The Amount of the project after preliminary studies is fixed at **twenty- seven million (27.000.000) FCFA.**

### 5. Delivery deadline

The maximum deadline provided by the project owner for the delivery of the supplies is **three (03) months.**

### 6. Consultation of the Quotation file

The tender file may be consulted online on the COLEPS platform.

### 7. Acquisition of the Consultation file;

The file may be obtained from COLEPS platform as soon as this notice is published against payment of the sum of **fifty thousand (50,000) CFA francs**, payable at the Regional Treasury Buea.

### 8. Submission of the tender file

For online submission by electronic means, the offer must be transmitted by the bidder on the COLEPS platform. A backup copy of the offer saved on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "backup copy", in addition to the above mention within the time limits.

N.B.: File size and format for online submission, the maximum sizes of the documents that will transit on the platform and constitute the bidder's offer are as follows:

- 5 MB for the Administrative file;
- 15 MB for the Technical Offer;
- 5 MB for the Financial Offer.

The accepted formats are as follows:

- PDF format for text documents; JPEG for images. The candidate will ensure that compression software is used to possibly reduce the size of the files to be transmitted in accordance with the sizes indicated above.

NB: Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts or the failure to comply with the model documents in the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not

relating to consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

The sealed pack shall bear no information on the enterprise, and should reach *the Governor's Office* in Buea at the office of the Secretary of the Regional Tenders Board, room.5; latest the ...26/05/2026... at 10 am local time and should carry the inscription:

**OPEN NATIONAL INVITATION TO TENDER N<sup>o</sup> ...../ONIT/GSWR/SWRB/2026 OF .../.../2026  
FOR THE ACQUISITION OF OFFICE EQUIPMENT FOR THE REGIONAL DELEGATION OF  
PENITENTIARY ADMINISTRATION FOR THE SOUTH WEST- BUEA.**

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

### **9. Opening of Bids**

The bids shall be opened in a single phase on the 26/05/2026 at 11am local time by the South West Regional Tenders Board in the **Conference Hall of the Governor's Office**.

Only tenderers may attend this opening session or be represented by a single person of their choice, duly authorised, even in the case of a group of companies.

Under pain of being rejected, the required administrative documents must be submitted in originals or copies certified by the issuing service or the relevant administrative authority, in accordance with the provisions of the Special Regulations of the invitation to tender. They shall be no later than 3 (three) months old from the original deadline for the submission of tenders or must have been issued after the date of signature of the Tender Notice.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected.

**NB: The original copy of the Administrative file and an USB key containing the documents must be presented for verification during the opening of bids session.**

### **10. Admissibility of bids**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months before the latest date set for the opening of bids.

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 order bank approved by the Minister in charge of Finance valid for thirty (30) days after the validity of bids.

### **11. Evaluation criteria**

The evaluation of bids shall be carried out in three stages:

- 1<sup>st</sup> Stage : verification of the presence and conformity of each administrative document ;
- 2<sup>nd</sup> Stage : Evaluation of the technical bids ;
- 3<sup>rd</sup> Stage: Analyses of the financial bids.

The criteria of evaluation shall be as follows:

#### **11.1-Eliminatory criteria**

- Absence of or insufficient bid bond issued by CDEC.
- Absence of other relevant or key administrative document not made available within 48 hours.
- False declaration or falsified documents;
- Absence of guarantee certificate of 6 months for the equipment.
- Absence any Pictures (and prospectus) for the proposed equipment.
- Non conformity with the technical specification of the equipment proposed with the specifications of the tender file.
- Omission or modification of a quantified task on the bill of quantities and cost estimates;
- Non satisfaction of at least 80% of the main qualification criteria.
- Proof of execution of similar jobs within the South West Region.
- Having been suspended from the public contract system by MINMAP.
- Deadline beyond the specific duration on the tender file.
- Signs and marks that can identify the bidder,

- Have abandoned or incompleted projet for the previous year.

**11.2. Main qualification (essential) criteria:** The evaluation of the bids shall be done on predefined technical criteria following the binary process ('Yes' or 'No'). The criteria relating to the qualification of candidates will indicatively be on the following:

- General Presentation, compliance with the model bid;
- Turn over of at least 27,000,000 frs
- Financial capacity of at least 20,000,000 frs;
- Experience (references) of the enterprise;
- Initials on all the pages and signatures on specific technical and administrative clauses.
- Duration of execution.
- Personnel to be mobilized
- Methodology

## 12. Bid Bond

Each bidder must include in his/her administrative documents, a bid bond that respects the models of this tender file, issued by a first-rate banking or CDEC insurance establishment approved by the Ministry in charge of finance, (see list), and of an amount of **five hundred and forty thousand (540.000) FCFA**, valid for Ninety (90) days beyond the date of validity of bids.

Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and that of the successful bidder shall be retained until the required performance guarantee for good execution is provided.

## 13. Award

The jobbing order shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality, in accordance with article 99 of the public contracts code. That is, it shall be awarded to the bidder with a satisfactory technical score and the lowest financial offer.

## 14. Validity of bids

The bidders shall remain committed to their offers/bids for a period of ninety (90) days from the deadline set for the submission of bids.

## 15. Complementary information

Complementary technical information may be obtained during working hours on weekdays from the **office of the Secretary of the Regional Tenders Board at the Governor's Office, Tel: 233 32 25 07. Or the regional focal point at RDMINMAP Tel 676 37 97 22.**

## 16. Fight against corruption and malpractices

For any denunciation of corruption attempt practices, facts or acts, please call the National Anti-Corruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48.

Buea the 29/04/2026  
**THE GOVERNOR**  
 (Delegated Contracting Authority)

### Copies:

- ARMP (for publication and archiving)
- Chairpersons of TB (for information)
- Notice boards (for information)
- Archives



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