

RÉPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

INSTITUT NATIONAL DE LA
JEUNESSE ET DES SPORTS

COMMISSION INTERNE DE
PASSATION DES MARCHÉS



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

NATIONAL INSTITUTE
OF YOUTH AND SPORTS

INTERNAL PROCUREMENT
COMMISSION

COMMISSION INTERNE DE PASSATION DES MARCHES
INTERNAL PROCUREMENT COMMISSION

**ADDITIF N°001/A/INJS/CIPM DU 22 MAI 2026 AU DOSSIER D'APPEL D'OFFRES
NATIONAL RESTREINT N°002/AONR/INJS/CIPM/2026 DU 14 AVRIL 2026 EN VUE DE
L'ÉLABORATION DU PLAN DIRECTEUR DE LA RECHERCHE DE L'INSTITUT
NATIONAL DE LA JEUNESSE ET DES SPORTS.**

FINANCEMENT : BIP MINSEP/INJS

IMPUTATION : 60 16 191 0 23000002 464116

EXERCICE : 2026

MAI 2026

LES SOUMISSIONNAIRES DE L'APPEL D'OFFRES NATIONAL RESTREINT N°002/AONR/INJS/CIPM/2026 DU 14 AVRIL 2026 EN VUE DE L'ÉLABORATION DU PLAN DIRECTEUR DE LA RECHERCHE DE L'INSTITUT NATIONAL DE LA JEUNESSE ET DES SPORTS. SONT INFORMÉS QUE LES MODIFICATIONS SUIVANTES SONT INTERVENUES DANS L'AVIS ET LE RPAO :

ARTICLE 1^{er} : MODIFICATIONS

A- AVIS D'APPEL D'OFFRE (AAO)

■ CRITÈRES ÉLIMINATOIRES

×Ne pas prendre en compte les critères suivants contenus dans l'AAO:

- Absence ou non-conformité de la caution de soumission acquittée à la main, timbrée, délivrée par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et accompagnée du récépissé de la Caisse des Dépôts et Consignations (CDEC) à l'ouverture des plis ;
- Absence ou non-conformité d'une pièce du dossier administratif au terme du délai de 48 heures accordées au soumissionnaire ;
- Fausse déclaration ou pièce falsifiée ;
- Note technique inférieure à soixante-dix (70) points sur cent (100) ;
- Présence d'informations financières dans l'offre administrative ou technique ;
- Absence dans l'offre technique d'une déclaration sur l'honneur par laquelle le soumissionnaire atteste non seulement qu'il n'a pas abandonné de marché au cours des trois (03) dernières années, mais aussi qu'il ne figure pas sur la liste des entreprises défaillantes annuellement établie par le Ministère des Marchés Publics ;
- Absence d'une offre financière témoin ;
- Absence de la charte d'intégrité ;
- Absence de la déclaration de respects des clauses sociales et environnementales ;
- Absence de CCAP et TDR paraphés sur chaque page et signés assortis de la mention « lu et approuvé » ;
- Non-respect du format du fichier.

×Ne pas prendre en compte les critères éliminatoires suivants contenus dans le RPAO :

1. Absence ou non-conformité de la caution de soumission acquittée à la main, timbrée, délivrée par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et accompagnée du récépissé de la Caisse des Dépôts et Consignations (CDEC) à l'ouverture des plis ;
2. Absence ou non-conformité d'une pièce du dossier administratif au terme du délai de 48 heures accordées au soumissionnaire ;
3. Fausse déclaration ou pièce falsifiée ;
4. Note technique inférieure à soixante-dix (70) points sur cent (100) ;
5. Présence d'informations financières dans l'offre administrative ou technique ;
6. Absence dans l'offre technique d'une déclaration sur l'honneur par laquelle le soumissionnaire atteste non seulement qu'il n'a pas abandonné de marché au cours des

trois (03) dernières années, mais aussi qu'il ne figure pas sur la liste des entreprises défaillantes annuellement établie par le Ministère des Marchés Publics ;

7. Absence de la charte d'intégrité ;
8. Absence de la déclaration de respects des clauses sociales et environnementales ;
9. Absence de CCAP et TDR paraphés sur chaque page et signés assortis de la mention « lu et approuvé ».

✓ Considérer plutôt les critères éliminatoires suivants dans la version française tant dans l'AAO que le RPAO:

1. Absence ou non-conformité de la caution de soumission acquittée à la main, timbrée, délivrée par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et accompagnée du récépissé de la Caisse des Dépôts et Consignations (CDEC) à l'ouverture des plis ;
2. Absence ou non-conformité d'une pièce du dossier administratif au terme du délai de 48 heures accordées au soumissionnaire ;
3. Fausse déclaration ou pièce falsifiée ;
4. Note technique inférieure à soixante-dix (70) points sur cent (100) ;
5. Présence d'informations financières dans l'offre administrative ou technique ;
6. Absence dans l'offre technique d'une déclaration sur l'honneur par laquelle le soumissionnaire atteste non seulement qu'il n'a pas abandonné de marché au cours des trois (03) dernières années, mais aussi qu'il ne figure pas sur la liste des entreprises défaillantes annuellement établie par le Ministère des Marchés Publics ;
7. Absence de la charte d'intégrité ;
8. Absence de CCAP et TDR paraphés sur chaque page et signés assortis de la mention « lu et approuvé » ;
9. Absence de la déclaration de respects des clauses sociales et environnementales ;
10. Absence de capacité financière ;
11. Non-respect du format du fichier.

■ VERSION ANGLAISE DE L'AAO

Ne pas considérer la version inscrite dans le DAO publié mais plutôt celle-ci :

« NOTICE OF CALL FOR TENDER

RESTRICTED NATIONAL CALL FOR TENDER FILE NO. 002
/AONR/NIYS/CIPM/2026 OF 14 TH APRIL 2026 FOR THE ELABORATION OF THE
RESEARCH MASTER PLAN OF THE NATIONAL INSTITUTE OF YOUTH AND
SPORTS

Funding: PIB MINSEP-NIYS 2026

1. Object of the Call for Tenders

Within the framework of improving the visibility of its activities, the Director of the National Institute of Youth and Sports, launches this Restricted National Call for Tenders for the elaboration of the Research Master Plan (RMP) of the National Institute of Youth and Sports (NIYS), subsequent to the Call for the Manifestation of Interest No. 002 / AAMI/NIYS/DGA/2026 of 06th

January 2026, related to pre-qualification.

2. Consistency of the services

The services subject to this Call for Tender consists of a single lot and involves the recruitment of a consulting design office or a group of design offices to elaborate a Research Master Plan for the National Institute of Youth and Sports. This includes:

- To take stock of the situation and identify the significant factors within the environment of the NIYS,
- To carry out the situational diagnosis of the research system at NIYS,
- To define the vision and strategic choices in research in accordance with: Decree No 2016/427 of 26 October 2016, reorganizing the National Institute of Youth and Sports (Article 4-3); the National Development Strategy 2020-2030 (SND 30); the sectoral policy on Sports and Physical Education, and in the domain of Animation, Leisure and Civic Education; the 2018 Law on Sports and Physical Activities; the Research Master Plan of the Ministry of Scientific Research and Innovation (MINRESI); the texts on decentralization; the 2018-2027 Strategic Development Plan of NIYS,
- To elaborate the priority action plan in the field of research,
- To present the follow-up and evaluation system of the Research Master Plan,
- To elaborate the Research Master Plan at NIYS,
- To organise validation meetings for the Research Master Plan with stakeholders,
- To support NIYS in the awareness-raising and advocacy process in favor of mobilizing the resources necessary for the implementation of the RMP,
- To present the project to training and research stakeholders such as Decentralized Territorial Collectivities, Civil Society Organizations, the National Sports Movement, Private Companies, Associations and Youth Movements, etc.) in order to gain their support.

3. Estimated Deadline

The maximum deadline previewed by the Project Manager for the realization of the services, object of this Call for Tenders shall be one hundred and twenty (120) Days.

4. Allotment

One lot.

5. Estimated Cost

The estimated cost of the operation at the end of the preliminary studies shall be FCFA Seventy Million (70 000 000), including tax.

6. Participation and Origin

Participation in this Call for Tender is restricted to the following companies:

No.	BET	References	Telephones
1	ICOR INTER	BP 5690 YAOUNDE, N°RC/YAO/2019/A/350, N° CONT : P106600197535D	Tel : 699 897 938.
2	Ets A&N ENGINEERING GROUP	BP 12386, YAOUNDE, N°RCCM : RC/YAO/2018/A/792 ; N°CONT : P108712676412D	Tel : 699 466 176/675 023 443
3	Ets SAINTE MARIE THERESE	BP: 00 N°RCCM: RC/YAO/2019/A/1136 N° CONTR: P038512751988C	697 041 341

7. Funding

The services object of this Call for Tenders shall be financed by the Public Investment Budget of the MINSEP/NIYS, for the 2026 Fiscal Year, on the Budgetary Imputation Line No 60 16 191 0 23000002 464116.

8. Submission Method

The submission method chosen for this consultation is online, and the submissions are primarily made via the COLEPS platform to the following addresses: <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>. A soft copy of each submission, contained in a USB key, shall be deposited at the level of Service of Public Contracts at NIYS as a backup copy with the precision of the concerned contract.

9. Provisional Bond

Under penalty of rejection, each bidder must attach to their administrative documents, a stamped hard copy of bid bond, issued by a bank of First Order or an insurance company approved by the Ministry of Finance and whose list figure in File 14 of the Tender Document, with a sum total of FCFA One Million Four Hundred Thousand (1 400 000) including tax, specifying the Project Manager, the conditions of offer and valid for Thirty (30) Days, after the date of validity of the offers. The said bid bond shall be accompanied by the receipt from the Deposit and Consignment Fund (DCF).

The other required administrative documents shall be imperatively produced in originals or in certified true copies, issued by the issuing department or an administrative authority (Prefect, Sub-prefect, etc.), in accordance with the provisions of the Special Regulation of the Call for Tenders (SRCT). They shall be at most Three (03) months old preceding the date of submission of offers or having been established after the date of signature of the Invitation to Tender.

Any offer not in accordance with the requirements of this present Notice and Tender Document shall be declared inadmissible. In particular, the absence of the bid bond issued by a bank of First Order approved by the Ministry in charge of Finance, accompanied by a CDEC receipt, or the non-compliance with the models of the Tender Documents shall result to the rejection of the Offer.

10. Consultation of Tender Documents

The document shall be consulted on the COLEPS platform at the following addresses:

<http://www.marchespublies.cm> and <http://www.publiccontracts.cm> , upon publication of this Call for Tender.

11. Acquisition of Tender Document

The document shall be obtained from the Head of the Division of General Affairs of NIYS, PO Box: 1016 Yaoundé, Telephone: (+237) 222 23 08 35, Email: direction@injs-yaounde.com), upon publication of this Call for Tender, against payment of a non-refundable sum of FCFA Seventy Thousand (70 000), payable at the CAS-ARMP Special Allocation Account No. 335988 at BICEC.

12. Submission of Tenders

- Each Offer shall be written in French or English. It shall be submitted online by the bidder via the COLEPS platform no later than 27 th May 2026 at 1:00p.m.
- A backup copy of the Offer saved in a USB key shall be submitted in a sealed envelope, with clear and visible indications "backup copy", in addition to the mention:

**"RESTRICTED NATIONAL CALL FOR TENDER FILE NO. 002
/AONR/NIYS/CIPM/2026 OF 14 TH APRIL 2026 FOR THE ELABORATION OF THE
RESEARCH MASTER PLAN OF THE NATIONAL INSTITUTE OF YOUTH AND
SPORTS"**

"To be Opened Only During the Counting Session"

- The maximum sizes of documents that will be transmitted via the platform and constituting the offer of the bidder are as follows:
 - 5 MO for the Administrative Offer,
 - 15 MO for the Technical Offer,
 - 5 MO for the Financial Offer.
- The accepted formats are as follows:
 - PDF format for text documents,
 - JPEG for the images.

The candidate shall ensure the use of compression software in order to eventually reduce the size of the files to be submitted. Submission shall be put online latest on the 27th May 2026 at exactly 1:00PM and shall bear all the information precisig the concerned offer.

13. Admissibility of Offers

The Administrative documents, the Technical proposal, and the Financial Offers shall be placed in separate files. The following shall be rejected by the Project Manager:

- bids bearing the information on the identity of the bidders,
- bids received after the submission dates and deadline for deposit,
- bids without indication of the identity of the Call for Tenders,

- bids not in conformity with the mode of submission.

Any incomplete Offer in accordance with the requirements of the Call for Documents shall be declared inadmissible. In particular, the absence of a bid bond issued by an organization or financial institution approved by the Minister of Finance to issue bonds in the field of Public Contracts accompanied by a CDEC receipt, the non-respect of the models of the Call for Tenders Document shall result to the outright rejection of the offer without any recourse. A bid bond produced but having no connection with the consultation in question shall be considered absent.

The offers, accompanied by the required documents and materials shall be assembled in electronic files and regrouped according to their Administrative, Technical and Financial Natures.

The formats of the files chosen for the submission of offers via COLEPS shall be current formats whose usage is widely known in the professional sector, comprising of operators capable of being interested by the consultation, for a better exploitation.

The documents and files transmitted in the COLEPS platform shall be coated with an electronic signature via the use of a certificate.

To submit a bid electronically via COLEPS, the candidate or bidder shall be registered on the said platform and have a valid electronic certificate.

NB: The candidate shall bear all costs related to the preparation and submission of his/her bid. The Project Manager or Representative of the Project Manager shall not in any case be responsible for these fees, nor be in charge of regulating it, no matter the situation of the unfolding or the results of the procedure of the Call for Tender.

14. Opening of the Bids

The opening of the Offer shall be done in two stages;

The opening of Administrative and Technical Documents shall take place on 27th May 2026 at 2:00 PM by the Internal Procurement Commission of the NIYS in the VIP Conference Hall, located at the building of the Headquarters of the Division of General Affairs, at the Directorate of NIYS, at the Ngoa-Ekellé Neighborhood, Yaoundé, PO Box: 1016 Yaoundé. Tel: +237 222 230 835 - Fax: +237 222 227 298. Email: direction@injs-yaounde.org .

Only the financial offers of bidders who have obtained the qualifying technical score of 70/100 points shall be opened by the Internal Procurement Commission of NIYS, sitting in the presence of the bidders or their duly mandated representatives who have a perfect knowledge of their submissions.

In the event of absence or non-compliance of a document in the administrative file when the bids are opened after a deadline period of 48 hours granted by the Commission, the Offer shall be rejected.

15. Execution time

The maximum execution time provided by the Project Manager for the realization of the services shall be One Hundred and Twenty (120) days.

16. Evaluation Criteria

Offers shall be evaluated according to the main criteria listed below:

16.1 Eliminary Criteria;

1. Absence or non-conformity of a stamped bid bond paid by hand, issued by a first-rate bank or an insurance company approved by the Ministry of Finance and accompanied by the receipt from the Deposit Consignment Fund (DCF) upon opening of the bids.
2. Absence or non-conformity of a part of the administrative file at the end of the 48 hours period granted to the tenderer.
3. False declaration or falsified document.
4. Technical score below Seventy (70) points out of One Hundred (100).
5. Presence of financial information in the administrative or technical offer.
6. Absence in the technical offer of a sworn declaration by which the bidder certifies not only that he has not abandoned a contract over the past three (03) years, but also that he is not mentioned on the list of defaulting companies established annually by the Ministry of Public Contract.
7. Absence of the integrity charter.
8. Absence of declaration of compliance with social and environmental clauses.
9. Absence of CCAP and TDR initialed on each page and signed with the words "read and approved".
10. Absence of financial capacity.
11. Non-respect of the file format

16.2. Essential Criteria

The evaluation of Offers shall be based on 100 points with respect to the following criteria:

No.	Criteria	Rating
1	General presentation of the offer	03 mks
2	Reference of the bidder in the realization of the similar services	15 mks
3	Methodology, work planning and organization of services	15 mks
4	Qualification and competence of experts	50 mks
5	Presentation of the BET, organizational chart of the structure and Materials	12 mks
Total		100 marks

Only submissions that have obtained at least 70 points out of 100 shall be admitted for financial analysis.

17. Consultant Selection Method and Award of Contract

The consultant shall be chosen based on the best quality/cost ratio. The contract shall be awarded to the bidder whose offer was considered as being in conformity to a greater extent with the Tender

Documents and who has the technical and financial capacity required to realize the Contract satisfactorily, and whose offer was evaluated as the best, including any proposed discounts, where applicable

A weighting shall be made between the Technical and Financial Scores to obtain the Final Score for each submission, according to the following formula:

$$NS = \frac{MMD \times 100}{MS}$$

With MMD=100/100

FRB= Financial Rating of the Bidder

EALB= Estimated Amount of the Lowest Bidder

EAB= Evaluated Amount of the Bidder

Overall Technical and Financial Rating

Following the technical and financial evaluation, a technical and financial score shall be calculated as follows;

A balancing shall be made between the technical score and the financial score to obtain the final score N (technical-financial score) according to the following formula:

$$NF = \frac{Nt \times 70 + Nfi \times 30}{100}$$

With:

FS= Final Score,

TS= Technical Score,

FS= Financial Score.

Submissions shall be ranked in order of merit according to the FS.

18. Validity Period of Offers

Bidders shall remain bounded by their offers for a period of One Hundred and Twenty (120) Days, as from the deadline set for the submission of offers.

19. Complementary Information

Additional information shall be obtained during working hours at the Division of General Affairs, located at the 1st Floor of the Building of the Headquarters, at the Ngoa-Ekellé neighborhood. PO Box: 1016 Yaoundé. Tel: +237 222 230 835 - Fax: +237 222 227 298. Email: direction@injs-yaounde.org or online via the COLEPS platform at <https://www.marchespublics.cm> and <https://www.publiccontracts.cm>, or at the website of ARMP, <http://www.armp.cm>.

20. Denunciation

For any denunciation of acts or facts of corruption or bad practices, please call CONAC at 1517, the Ministry in charge of Public Contracts, (MINMAP) (SMS or call) at (+237) 673 20 57 25 and 699 37 07 48, the ARMP at or the MO/ MOD at 222 23 08 35 ».

B- CRITÈRES ESSENTIELS

Ne pas considérer la capacité financière comme un critère essentiel.

C- CAPACITÉ FINANCIÈRE

- Au lieu de : 50 000 000 FCFA
- Lire plutôt : 21 000 000 FCFA

D- GRILLE D'ÉVALUATION

Les 5 points attribués à la capacité financière sont répartis dans l'évaluation du chef de mission et de l'expert principal ainsi qu'il suit :

<p style="text-align: center;"><u>Chef de mission</u></p> <p>Diplôme : au moins Bacc+5 en Ingénierie de la formation ou en Management de l'éducation, en planification stratégique, en communication et en pédagogie (7pts) Expérience générale : au moins cinq (05) ans (5pts) Expérience spécifique : au moins une (01) mission similaire. (5pts) (pièces justificatives : -copie légalisée du diplôme ; -curriculum vitae signé et daté de l'expert ; -attestation de disponibilité)</p>	17 points
<p style="text-align: center;"><u>Expert principal</u></p> <p>Diplôme : au moins Bacc+3 en Ingénierie de la formation ou en Management de l'éducation, en planification stratégique, en communication et en pédagogie (6pts) Expérience générale : au moins cinq (05) ans (4pts) Expérience spécifique : au moins une (01) mission similaire. (4pts) (pièces justificatives : -copie légalisée du diplôme , -curriculum vitae signé et daté de l'expert ; -attestation de disponibilité)</p>	14 points

E- LISTE DES BANQUES ET COMPAGNIES D'ASSURANCE HABILITÉES A ÉMETTRE DES CAUTIONS DANS LE CADRE DES MARCHES PUBLICS

1. BANQUES AGRÉES

- | | | |
|---|--------------|---------------------|
| 1. Afriland First Bank | FIRST BANK | BP: 11 834, Yaoundé |
| 2. Bank Of Africa Cameroun | BOA Cameroun | BP: 4 593, Douala |
| 3. Banque Camerounaise des Petites et Moyennes Entreprises BC-PME | BC-PME | BP: 12 962, Yaoundé |
| 4. Banque Gabonaise pour le Financement International | BGFIBANK | BP: 600, Douala |
| 5. Banque Internationale du Cameroun pour l'Épargne et le Crédit | BICEC | BP: 1 925, Douala |
| 6. Citibank Cameroun | CITIGROUP | BP: 4 571, Douala |
| 7. Commercial Bank-Cameroun | CBC | BP: 4 004, Douala |
| 8. Crédit Communautaire d'Afrique - Bank | CCA-BANK | BP: 30 388, Yaoundé |

9. Ecobank Cameroun	ECOBANK	BP: 582, Douala
10. National Financial Credit-Bank	NFC-Bank	BP: 6 578, Yaoundé
11. Société Commerciale de Banques-Cameroun	SCB-Cameroun	BP: 300, Douala
12. Société Générale Cameroun	SGC	BP: 4 042, Douala
13. Standard Chatered Bank Cameroon	SCBC	BP: 1 784, Douala
14. Union Bank of Cameroon	UBC	BP: 15 569, Douala
15. United Bank for Africa	UBA	BP: 2 088, Douala

2. ASSURANCES AGRÉES

1 Activa Assurances	BP: 12 970, Douala
2 Area Assurances S.A	BP: 1 531, Douala
3 Atlantique Assurances S.A	BP: 2 933, Douala
4 Beneficial General Insurance S.A	BP: 2 328, Douala
5 Chanas Assurances S.A	BP: 109, Douala
6 CPA S.A	BP: 54, Douala
7 Nsia Assurances S.A	BP: 2 759, Douala
8 Pro Assur S.A	BP: 5 963, Douala
9 SAAR S.A	BP: 1 011, Douala
10 Saham Assurances S.A	BP: 11 315, Douala
11 Zenithe Insurance S.A	BP: 1 540, Douala


ARTICLE 2 : Toutes les autres dispositions **non contraires** aux dispositions du présent Dossier d'Appel d'Offres National Restreint « **ADDITIF** » reste inchangées.

AMPLIATIONS :

- ARMP (pour publication et archivage),
- Président CIPM (pour information),
- Division des Affaires Générales (pour Affichage et archivage).

Yaoundé, le 25 MAI 2026

**LE DIRECTEUR DE L'INSTITUT NATIONAL
DE LA JEUNESSE ET DES SPORTS**



EBAL MINYE Edmond