

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

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UNIVERSITE DE BERTOUA

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RECTORAT

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STRUCTURE INTERNE DE GESTION  
ADMINISTRATIVE DES MARCHES

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REPUBLIC OF CAMEROON

Peace – Work – Fatherland

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UNIVERSITY OF BERTOUA

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RECTORATE

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INTERNAL PUBLIC CONTRACTS  
ADMINISTRATIVE MANAGEMENT  
ENTITIES

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**NATIONAL INVITATION TO TENDER IN EMERGENCY PROCEDURE**  
No. **008**/AONO/UBe/SIGAMP/CIPM/2026 OF **15 JUIN 2026** IN EMERGENCY  
**PROCEDURE FOR THE ACQUISITION OF FOREIGN LANGUAGES**  
**LABORATORY EQUIPMENT FOR THE FACULTY OF ARTS, LETTERS AND**  
**SOCIAL SCIENCES (FALSH) OF THE UNIVERSITY OF BERTOUA.**

**1. Purpose of the call for tender**

Within the framework of improving the material resources of the University of Bertoua, the Rector hereby launches a National Invitation to Tender in emergency procedure, for the acquisition of foreign languages laboratory equipment for the Faculty of Arts, Letters and Social Sciences (FALSH) of the University of Bertoua.

**2. Nature of services**

The services covered by this invitation to tender include the acquisition of foreign languages laboratory equipment for the Faculty of Arts, Letters and Social Sciences (FALSH) of the University of Bertoua.

The description of this equipment is detailed in section 5 of the “Technical Specifications Booklet” of this Tender File.

**3. Execution deadline**

The maximum deadline given by the Rector of the University of Bertoua for the supply of equipment of this Invitation to Tender is **two (02) months** from the date of notification of the service order.

**4. Allotment**

The equipment covered by this invitation to tender shall be supplied in **one (01) lot**.

**5. Funding:**

The work covered by this invitation to tender shall be financed by the Public Investment Budget of the University of Bertoua for the 2026 financial year, on budget line No. **60 18 210 03 2220 24119**.

**6. Estimated cost:**

The estimated cost at the end of the preliminary studies is fifty million (50,000,000) CFA Francs. This period runs from the date of notification of the service order to commence the work.

**7. Participation and origin**

Participation in this invitation to tender is open to all firms/companies under Cameroonian law and operating in the field mentioned.

**8. Submission Method**

The submission method selected for this consultation is exclusively **online**.

**9. Bid Bond**

Each bidder shall submit, along with his administrative documents a bid bond, duly hand-signed and stamped at the applicable rate, in the amount of **five hundred thousand (500,000) CFA Francs**, valid for up to **one hundred and twenty (120)**, constituted 100% in cash and deposited with the **Deposits and Consignments Fund (CDEC)**.

The bidder may also request a bid bond from a licensed financial institution listed in page 13 of the Tender File. The institution must fund a CDEC account according to the amount stated above and submit to CDEC the issued bond, credit notice and related deposit request. In return, CDEC shall issue and send to the financial institution a deposit receipt upon receipt of the aforementioned.

The Project Owner and the Procurement Commission shall ensure that the bond submitted in this tender process consists of guarantees issued by licensed financial institutions and deposit receipts issued by CDEC.

#### 10. Consultation of bid documents

The physical file may be consulted free of charge in the services of the Project Owner during working hours at the Internal Structure of Administrative Management of Public Contracts of the University of Bertoua, in the Directorate of Infrastructure, Planning and Development, first floor of the Rectorate's main building at the University of Bertoua, and the electronic version of the Tender File may be downloaded free of charge from the ARMP website ([www.armac.cm](http://www.armac.cm)) or **online on the COLEPS and PRIDESOFT platforms at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>** and on the website of ARMP ([www.armac.cm](http://www.armac.cm)).

#### 11. Acquisition of the bid documents

The physical version of this tender file may be obtained from the Internal Structure of Administrative Management of Public Contracts of the University of Bertoua, in the Directorate of Infrastructure, Planification and Development, first floor of the main building of the Rectorate of the University of Bertoua, as soon as this invitation to tender is published, upon payment of a non-refundable sum of **fifty thousand (50,000) CFA francs** for the cost of purchasing the tender file, payable into the **CAS- ARMP Special Account No. 33598860001 94 at BICEC bank**.

It is also possible to obtain the electronic version of the Tender File by downloading it free of charge from the ARMP website ([www.armac.cm](http://www.armac.cm)) or **online on the COLEPS platform at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>**.

However, electronic submission is subject to payment of the cost of purchasing the bid documents.

#### 12. Submission of bids

For online submission, the bid, written in French or English, must be uploaded by the bidder on the **COLEPS platform** no later than **15 JUL 2026** at **2 p.m.**, Cameroon time.

In addition to the offer submitted online, the bidder shall also submit **a sealed envelope**, within the deadline, to the Internal Structure of Administrative Management of Public Contracts of the University of Bertoua, in the Directorate of Infrastructure, Planning and Development, first floor of the main building of the University of Bertoua Rectorate:

- ✓ A backup copy of the offer saved on a USB flash drive or CD/DVD must be sent in a sealed envelope clearly and legibly marked **"back-up copy"**;
- ✓ A copy of the proof of electronic submission; justifying deposit on the COLEPS platform;
- ✓ A hard original copy of the provisional bid bond and the deposit receipt issued by the **Deposits and Consignment Fund (CDEC)**, in a sealed envelope clearly and legibly marked **"original copy of the provisional bid bond and the deposit receipt"**.

The sealed envelopes must bear the title below;

**NATIONAL INVITATION TO TENDER IN EMERGENCY PROCEDURE**  
No. **008/AONO/UBe/SIGAMP/CIPM/2026** OF **15 JUIN 2026** IN EMERGENCY  
**PROCEDURE FOR THE ACQUISITION OF FOREIGN LANGUAGES**  
**LABORATORY EQUIPMENT FOR THE FACULTY OF ARTS, LETTERS AND**  
**SOCIAL SCIENCES (FALSH) OF THE UNIVERSITY OF BERTOUA.**

**“TO BE OPENED ONLY DURING THE COUNTING OF VOTES.”**

**NB: The bidder at fault shall be held responsible for any defect in the backup copy, should technical problems occurring on the COLEPS platform require its use.**

**File size and format**

For online submission, the maximum sizes of the documents that will be sent on the platform and constitute the bidder's offer are as follows:

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

The following formats are accepted:

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

Candidates must use compression software to reduce the size of the files to be transmitted.

**1. Admissibility of bids**

The bids to be provided by the bidder consist of three (03) files: **administrative, the technical offer and the financial offer.**

Each file shall explicitly bear a name that reflects the nature of its content (administrative, the technical offer and the financial offer)

Any bid that does not meet these criteria **shall be deemed inadmissible** by the Project Owner

**2. Opening of bids**

The bids will be opened **once.**

The opening of the administrative documents, the technical and financial offers will take place on **15 JUL 2026** at 3 p.m. by the Internal Contract Award Commission in the Conference Hall located at the first floor of the Rectorate of the University of Bertoua.

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

**To avoid rejection, the documents in the administrative file required must be produced in originals or in certified true copies by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Rules for Invitations to Tender. They must be less than three (03) months old following the date of signature of the invitation to tender.**

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

**15. Evaluation criteria**

**15.1 Eliminary criteria**

**Eliminary criteria shall be evaluated following these sub-criteria:**

**15.1.1 General**

- Failure to provide a signed and dated integrity charter;
- Non-adherence to the required file format for online bid submissions;
- false declarations, fraudulent manoeuvres or falsification of documents;
- Failure to provide a signed and dated declaration of commitment to comply with environmental and social clauses.

**Administrative documents**

- The absence of a bid bond receipt, **duly hand-signed and stamped at the applicable rate** of the bid opening, issued by a top-tier bank or financial institution authorised by the Minister in charge of finance to issue bonds in the field of public procurement, in the amount of **five hundred thousand (500,000) CFAF per lot**.
- Failure to produce, within 48 hours after the bid opening, a document from the administrative file deemed non-compliant or absent during the bid opening (except for bid bond)

### 15.1.2 Technical offer

failure to comply with at least **four (04)** essential criteria out of **six (06)**;  
 failure to comply with technical characteristics (conformity) of the proposed equipment;  
 - failure to provide a financial capacity certificate (in the amount of 17 million).

### 15.1.3 Financial offer

Absence of one of the parts of the financial offer below:

- Omission of a quantified unit price in the price list;
- Failure to provide one of the following elements of the financial offer:
  - Stamped, dated and signed letter of submission;
  - The schedule of unit prices, initialed and filled out legibly;
  - The detailed offer, dated and signed;
  - Detailed price breakdown for corrections

**NB 1: Failure to satisfy even one of the above criteria shall result in the elimination of the bid evaluated.**

**NB 2: Discounts are not permitted in the context of this consultation.**

### 15.2 Essential criteria

Bids will be evaluated according to the binary system (**yes/no**) and the following criteria:

N°	Criteria	Number of sub criteria
I	General Overview of the Offer	Yes/No
II	Bidder's experience	Yes/No
III	Technical specifications (compliance) of the proposed laboratory equipment	Yes/No
IV	After-sales service and warranty period	Yes/No
V	Delivery Schedule	Yes/No
VI	Proof of acceptance of order letter conditions	Yes/No

Only bids that have obtained at least **four (04)** of the **six (06)** essential criteria shall be admitted to the financial analysis.

### 16. Award of the Letter Order

The Project Owner shall award the Letter of Order to the bidder who has submitted a bid that meets the required technical and financial qualification criteria and whose bid is evaluated as the lowest.

A bidder can submit bids on all lots and can only be awarded one (01) lot.

### 17. Bid validity period

Bidders remain bound by their bids for a period of **ninety (90) days** from the deadline set for the submission of bids.

### 18. Technical assistance

To obtain technical assistance in the event of a technical problem or problem using the platform, please call (+237) 222 238 155 / 222 235 669/677 00 61 10 or send email to the following address [dsi@minmap.cm](mailto:dsi@minmap.cm).

## 19. Additional information

Additional information may be obtained during working hours from the Internal Structure of Administrative Management of Public Contracts of the University of Bertoua located in the Directorate of Infrastructure, Planning and Development, first floor of the main building of the Rectorate of the University of Bertoua or online on the COLEPS or PRIDESOFT platforms at <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, at least fourteen (14) days before the deadline for submission of bids.

## 20. Fight against corruption and malpractices

To report corrupt practices, facts or acts, please call CONAC on 1517, the Public Procurement Authority (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48.

Bertoua, on.....15 JUN 2026.....

The Rector of the University of Bertoua  
(Project Owner)



Pr. Dieudonné Emmanuel PEGNYEMB

### Copies:

- MINMAP
- ARMP (JDM)
- Chairperson CIPM-MINESUP (for information)
- Publication (for information)
- SIGAMP-MINESUP (archives).