

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES
ET DES INDUSTRIES ANIMALES

REPUBLIC OF CAMEROON

PEACE -WORK -FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)
[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

BP 399 MANKON BAMENDA

**NORTH WEST LIVESTOCK DEVELOPMENT FUND
INTERNAL TENDERS BOARD**

RESTRICTED NATIONAL INVITATION TO TENDER
NO. 006 /RNIT/CDENO/CITB/2026 OF 18/06 /2026 TO SELECT A
CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE
DAIRY SECTOR BY EMERGENCY PROCEDURE

FUNDING: CDENO Budget 2026
BUDGETARY HEAD : 20:10:11



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Document No. 1

Restricted Letter of invitations to tender;



REPUBLIQUE DU CAMEROUN

PAIX- TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES
ET DES INDUSTRIES ANIMALES

CAISSE DE DEVELOPPEMENT DE
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15

Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON

PEACE -WORK -FATHER LAND

MINISTRY OF LIVESTOCK, FISHERIES
AND ANIMAL INDUSTRIES

NORTH WEST LIVESTOCK
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21

BP 399 MANKON BAMENDA

Your Ref. No. _____

Ref.no. 078/023V-6 CDENO/AD/SIGAMP

B'DA, the _____

THE ADMINISTRATIVE DIRECTOR
OF CDENO

TO: ALL THE SHORTLISTED BIDDERS

Reference: RESTRICTED NATIONAL INVITATION TO TENDER NO. 006 /RNIT/CDENO/CITB/2026 OF 18/06 /2026" TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY PROCEDURE

Sir/Madam,

- We are pleased to inform you that you have pre-qualified for the project referred to above and have consequently been authorised to tender
- We are hereby inviting you as well as all the other pre-qualified competitors to tender for the execution of the contract mentioned in the document. You may tender for other projects for which you are pre-qualified.
- A complete set of the Tender File may be consulted and withdrawn against payment of a non-refundable sum of **Sixty five thousand (65,000) FCFA** payable into ARMP account no. 100010686097568660001-28 of BICEC Bank
- All tenders must include a bid bond of **One million francs (1,000,000 frs.)** accompanied by a **CDEC receipt** and must be submitted to **CDENO, SIGAMP UNIT**, on or before the 17/07/2026 at **11.00 A.M.** The bids shall immediately be opened in the presence of bidders or their representatives who desire to attend the bid-opening session at 12 noon on the same day.
- This invitation to tender is addressed to the bidders in the following restricted list:7

No.	Names of pre-qualified enterprises	Addresses
1	FRU AND CO. LTD	BP 5357 YAOUNDE TEL: 682 943 418
2	FRU AND COMPANY SARL	BP 5357 YAOUNDÉ TEL: 677 486 269
3	ETS M.T.S	BP 8324 YAOUNDE TEL: 677 975 568

- Bidders on the restricted list may do joint bidding.
- Please acknowledge receipt of this letter to the following address the Administrative Director of CDENO and within a deadline of two days from the date of receipt of this letter and indicate if you do not intend to tender.

- MINMAP
- ARMP
- Chairperson of CITB
- COLEPS
- Notice boards

The Administrative Director of CDENO
(The Contracting Authority)



Moah Shupong Michael

Document No. 2

TENDER NOTICE



NORTH WEST LIVESTOCK DEVELOPMENT FUND (N.W.L.D.F.)
[CAISSE DE DEVELOPPEMENT DE L'ELEVAGE DU NORD-OUEST (CDENO)]

Tel. Fax: (237) 233 36:22:52

TEL: 233:36:14:40

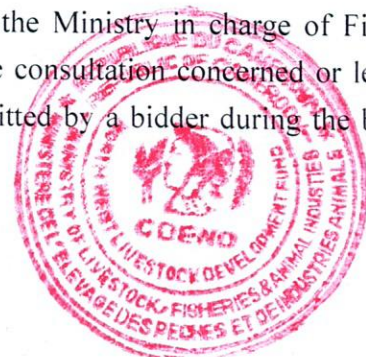
BP 399 MANKON BAMENDA

TENDER NOTICE

RESTRICTED NATIONAL INVITATION TO TENDER NO. 006 /RNIT/CDENO/CITB/2026 OF 18/06/2026" TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY PROCEDURE.

- SUBJECT OF INVITATION TO TENDER:** The Administrative Director of CDENO, (Contracting Authority) hereby launches by a Restricted National Invitation to tender TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY PROCEDURE.
- NATURE OF SERVICE:** The Service Provider of this contract comprise notably the **selection of a consultant for the training of stakeholders of the dairy sector**
- EXECUTION DEADLINE:** The maximum deadline for the service forming the subject of this invitation to tender shall be **three (03) months** from the date of notification of the service order supply.
- ALLOTMENT:** The service shall be in one lot
- ESTIMATED COST OF PROJECT :** The provisional amounts after studies stands at **Fifty million (50,000,000) francs**
- PARTICIPATION AND ORIGIN:** Participation in this invitation to tender is open to enterprises shortlisted following Call for Manifestation of Interest No. 005/CDENO/AD/SIGAMP/2026 of 29/04//2026 to select a consultant for the training of stakeholders of the dairy sector.
- FINANCING** –This project shall be financed by CDENO budget for 2026, **chap 20:10:11**
- SUBMISSION METHOD**
The submission method chosen for this consultation is **ONLINE**. The submission procedure is entirely **Online via the COLEPS platform at <https://www.marchespublics.cm>**
- BID BOND:** Each bidder must attach to his/her administrative documents a bid bond accompanied by **receipt from CDEC** issued by a bank approved by the ministry of the Finance amounting to **One million (1,000,000) FCFA**.

This attestation, which must be original, should be valid for thirty (30) days beyond the date of validity of bids. Failure to produce a bid bond issued by a first-rate banking institution or financial body authorized to issue bonds for public contracts, approved by the Ministry in charge of Finance shall result in the bid being rejected. A bid bond not related to the consultation concerned or less than the stated amount shall be considered absent. No bid bond submitted by a bidder during the bid opening sessions shall be admissible



10. **CONSULTATION OF TENDER FILE:** The soft copy of the file may be consulted free of charge Online via the COLEPS platform COLEPS platform at <https://www.marchespublics.cm>
11. **ACQUISITION OF TENDER FILE:** The tender can be obtained upon presentation of a receipt showing payment of a non-refundable sum of **Sixty five thousand (65,000) FCFA** payable into ARMP account no. 100010686097568660001-28 of BICEC Bank. The original copy of this receipt shall be included in the bidder's documents.
12. **SUBMISSION OF BIDS:** Each bid shall be drafted in English or French and submitted by the bidder on the COLEPS platform not later than 17 of 07 /2026 at 11.00 am. The originals of the Administrative documents shall be sealed and submitted alongside the Back-up copies of the tender recorded on a USB key or CD/DVD which must be sent to the CDENO tenders Board in a sealed envelope with the clear and legible indication "back-up copy", in addition to the above-mentioned Indication, within the deadline set and should carry the following inscription:

<< **RESTRICTED NATIONAL INVITATION TO TENDER NO**
006/RNIT/CDENO/CITB/2026 OF 18 /06 /2026 TO SELECT A CONSULTANT FOR THE
TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY
PROCEDURE>>

For online submissions, the offer must be submitted by the bidder on the COLEPS platform as follows

File size and format

For online submission, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are the following:

- 5 MB for the Administrative file;
- 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.

The applicant shall make sure that he uses compressing software to possibly reduce the size of the files to be transmitted

13. **ADMISSIBILITY OF BIDS:** Administrative documents, the technical offer and the financial offer must be scanned and submitted on the COLEPS platform. The Originals of the bid bond and CDEC receipt have to be submitted during opening of bids. These certified true copies should be signed 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 from the date of opening of bids except for CNPS clearance certificate whose validity should be one month
14. **OPENING OF BIDS:** The Bids shall be opened two phases in the tender conference hall of CDENO on the 17 / 06 /2026 at **12:00 prompt**. Only bidders may attend or be represented by a duly mandated person.
15. **EVALUATION CRITERIA.**

ELIMINATORY CRITERIA:

- a) Absence of the bid bond;
- b) Absence of Pre-financing capacity of at least 55% of the amount all taxes inclusive issued by a first-rate banking institution approved by the Ministry in charge of Finance



- c) Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except bid bond);
- d) False declarations, fraudulent schemes or forged documents;
- e) Absence of a Receipt from CDEC indicating the transfer of the Bid Bond amount
- f) Failure to comply with 75% essential criteria
- g) Absence of the sworn statement for not having abandoned contracts during the last three years;
- h) Absence of a quantified unit price in the Financial Bid;
- i) Failure to comply with the Terms of Reference,
- j) Execution duration should not be more than prescribed in the tender file

ESSENTIAL CRITERIA:

The technical documents shall be evaluated following the binary method:

- General Presentation
- Personnel
- References of the enterprise
- Logistics means
- Methodology
- Financial Capacity

Only bids that score above 75% yes criteria on the technical tender shall have their financial tender evaluated

16. AWARD OF THE CONTRACT: The contracting authority shall award the contract to the bidder whose offer is technically qualified and is lowest bid.

17. VALIDITY OF BIDS: The bidders shall remain committed to their bid for 60 days from the deadline set for the submission of bids.

18 –MAXIMUM NUMBER OF LOTS :

Unique lot

19 – COMPLEMENTARY INFORMATION:

Complementary technical information may be obtained during working hours from CDENO main office, SIGAMP UNIT, BP 399 Bda, Tel: 233 36 10 17 / 677 45 17 21.

20 – 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 or ARMP or the Contracting Authority

Done at Bamenda on 18 JUN 2026

The ADMINISTRATIVE DIRECTOR OF CDENO

(The Contracting Authority).

Copies

- MINMAP
- ARMP (for publication and archiving)
- Chairman CDENO ITB
- Notice board (for information)
- COLEPS
- Chrono



[Handwritten signature in blue ink]
Abah Shupong Michael

REPUBLIQUE DU CAMEROUN

PAIX- TRAVAIL-PATRIE

MINISTERE DE L'ELEVAGE, DES PECHEES
ET DES INDUSTRIES ANIMALES

CAISSE DE DEVELOPPEMENT DE
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MINISTRY OF LIVESTOCK, FISHERIES
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NORTH WEST LIVESTOCK
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21
BP 399 MANKON BAMENDA

AVIS D'APPEL D'OFFRES NATIONAL RESTREINT
N° 006/AONR/CDENO/CIPM/2026 DU 18 / 06 /2026 POUR SÉLECTIONNER UN
CONSULTANT POUR LA FORMATION DES ACTEURS DU SECTEUR LAITIER EN
PROCÉDURE D'URGENCE

1. Objet de l'Appel d'Offres

Le Directeur Administratif de la CDENO (Autorité Contractante), lance un appel d'offre pour sélectionner un consultant pour la formation des acteurs du secteur laitier en Procédure D'urgence

2. Nature des Service Provider

Les prestations du présent marché comprennent la formation des acteurs du secteur laitier

3. Délais de livraison

Le délai maximum prévu par le Maître d'ouvrage pour le service, objet du présent appel d'offres est de trois mois.

4. Allotissement

Lot Unique.

5. Coût prévisionnel

Le cout prévisionnel de l'opération à l'issue des études préalables est de **Cinquante million (50,000,000) francs**

6. Participation et origine

La participation est ouverte aux entreprises sélectionne après avis de manifestation d'interet n° 005//CDENO/AD/SIGAMP/2026 du 29/04/2026 pour sélectionner un consultant pour la formation des acteurs du secteur laitier

8. Financement

Les service objet du présent appel d'offres sont financées par le budget de la CDENO pour l'exercice 2026 sur la ligne d'imputation budgétaire n° 20:10:11

9. Method de Soumission

La méthode de soumission choisie pour cette consultation est EN LIGNE. La procédure de dépôt est entièrement en ligne via la plateforme COLEPS à l'adresse <https://www.marchespublics.cm>

10. Consultation du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la CDENO (unité SIGAMP chargée des offres, tel No. 233 36 10 17) ou EN LIGNE à l'adresse



<https://www.marchespublics.cm> ou JDM (ARMP)

11. Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la CDENO sur présentation d'une quittance de versement d'une somme non remboursable **soixante cinq mille (65000) francs CFA** à la compte ARMP no 100010686097568660001-28 du banque BICEC. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

12. Remise des Offres

Toute offre rédigée en français ou en anglais devra être transmise par le soumissionnaire sur la plateforme COLEPS au plus tard le 17 / 07 /2026 à **11.00**. Les originaux des documents administratifs seront scellés et joints aux copies de sauvegarde de l'offre enregistrées sur clé USB ou CD/DVD et transmise à la Commission Interne de passation de Marche de la CDENO sous pli scellé avec l'indication claire et lisible « copie de sauvegarde », en plus de la mention ci-dessous dans les délais impartis, avec la mention :

AVIS D'APPEL D'OFFRES NATIONAL RESTREINT
N° 006 /AONR/CDENO/CIPM/2026 DU 18 /06 /2026 POUR SÉLECTIONNER UN CONSULTANT POUR LA FORMATION DES ACTEURS DU SECTEUR LAITIER EN PROCÉDURE D'URGENCE»

Taille et format des fichiers

Pour la soumission en ligne, les tailles maximales des documents qui vont transiter sur la plateforme et constituant l'offre du soumissionnaire sont les suivantes :

- 5 MO pour l'Offre Administrative ;
- 15 MO pour l'Offre Technique ;
- 5 MO pour l'Offre Financière.

Les formats acceptés sont les suivants :

- Format PDF pour les documents textuels ;
- JPEG pour les images.

Le candidat veillera à utiliser des logiciels de compression afin de réduire éventuellement la taille des fichiers à transmettre

12. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans l'annexe 11 du DAO d'un montant **d'Un million (1,000,000) francs** et valable pendant trente (30) jours au-delà de la date (limite) de validité des offres. **La caution bancaire doit être accompagnée d'un reçu de la CDEC.**

L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

13. Recevabilité des offres

Les documents administratifs, l'offre technique et l'offre financière doivent être scannés et déposés sur la plateforme COLEPS. Les originaux de la caution de soumission et du reçu de la CDEC doivent être soumis lors de l'ouverture des plis. Ces copies certifiées conformes doivent être signées 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 à compter de la date d'ouverture des offres à l'exception de l'attestation de décharge CNPS dont la validité doit être d'un mois.

14. Ouverture des plis

L'ouverture des offres aura lieu en deux temps le 17 / 07 /2026 à 12 heures précises dans la salle de conférence de la CDENO.

Seuls le soumissionnaire peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de son choix ayant une parfaite connaissance du dossier et mandater à cet effet.

15. Critères d'évaluation

15 (a) Critères éliminatoires

- a) - De l'absence du cautionnement de soumission ;
- b) Capacité financière 55% du montant TTC établie par une banque de premier ordre agréée par le Ministère chargé des finances
- c) De la non -production au-delà du délai de 48h d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- d) Des fausses déclarations, manœuvres frauduleuses ou falsification des pièces ;
- e) Absence de Reçus pour indiquer que le montant de la caution a été déposé au CDEC
- f) Du non-respect de 75% critères essentiels;
- g) De l'absence de la déclaration sur l'honneur de non abandon des prestations au cours des trois dernières années ;
- h) De l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- i) Du non-respect de Terme de Reference, le cas échéant ;

15.b Critères essentiels

L'offre technique du soumissionnaire sera évaluée sur les éléments suivants :

- Présentation de l'offre ;
- Les références du soumissionnaire ;
- la Qualification et expérience du personnel;
- Les Moyens logistiques,
- Méthodologie
- Capacité financière

Seules les offres ayant totalisé à l'issue de l'évaluation technique une note supérieure ou égale à **75%** points sur la base du critère oui seront évaluées financièrement.

16. Attribution de marché

Le contrat sera attribué au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, *techniquement qualifiée et moins disant*.

17. Nombre maximum de lots :

Lot Unique

18. Durée de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période soixante (60) jours, à compter de la date limite fixée pour la remise des offres.



19. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la CDENO (Unité de SIGAMP), BP 339 Bamenda, Tel 233 36 10 1 / 677451721

20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP ou le MO numéro 233 361 440

Bamenda, le 18 JUN 2026

*Le Directeur Administratif
(Autorité Contractante)*



Ampliations :

- ARMP (pour publication et archivage)
- Président CIPM (pour information)
- MINMAP
- Affichage

Mbah Shupong Michael

DOCUMENT No. 3

GENERAL REGULATION OF THE INVITATION TO TENDER



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 - Evaluation of technical bids
 - Opening and evaluation of financial bids and complaints
6. Negotiations
7. Award of the contract
8. Publication of award results and complaints
9. Confidentiality
10. Signature of the contract
11. Final bond



General regulations of the invitation to tender

1. General

1.1 The Administrative Director of CDENO shall select a service provider among candidates whose names feature on the letter of invitation to tender, in accordance with the selection method specified in the Special Regulations of the invitation to tender.

1.2 Candidates are invited to submit an Administrative file, a Technical bid and a Financial bid for the provision of the Service Provider necessary for the accomplishment of the mission stated in the Terms of Reference. The proposal shall serve as base for negotiation of the contractual terms and eventually the signing of the contract with the candidate retained.

1.3 The mission shall be accomplished in accordance with the calendar indicated in the Terms of Reference. Where the mission involves several phases, the performance of the service provider during this phase should satisfy the Project Owner before the next phase commences.

1.4 Candidates must be acquainted with the local conditions and take them into account in preparing their bids..

1.5 The Project Owner shall furnish the information specified in the Terms of Reference, help the service provider to obtain the licences and permits necessary for the provision of the Service Provider and furnish the related data and reports on the project.

1.6 It should be noted that:

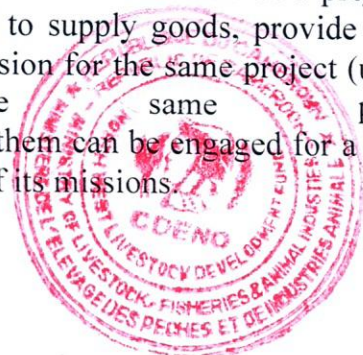
- i) Costs for preparing the bids and negotiation of the contract, including the visit to the Project owner are not considered as direct costs of the mission and are therefore not reimbursable; and that
- ii) The Contracting Authority is not bound to accept any of the bids which would have been submitted.

1.7 Service providers shall furnish objective, impartial and professional counsel; in all circumstances, they shall defend the interest of the Project Owner without consideration of an ulterior mission and scrupulously avoid any possibility of conflict of interest with other activities or with the interests of their enterprise.

Service providers must not be engaged for missions which would be incompatible with their present or past mission towards other Project Owners or which would risk making it impossible for them to execute their task to the best interest of the Project Owner.

1.7.1 Without prejudice to the general character of this rule, service providers shall not be bound by the circumstances stipulated hereunder:

- a) No enterprise engaged by the Contracting Authority shall supply goods and Service Provider or provide Service Provider for a project, nor shall any enterprise affiliated to it be accepted to provide advisory Service Provider for the same project. Equally, no design office engaged to supply consultancy Service Provider in view of the preparation or execution of a project nor shall any enterprise affiliated to it, eventually be admitted to supply goods, provide Service Provider or execute Service Provider linked to its initial mission for the same project (unless it is a continuation of the same project).
- b) Neither the service providers nor enterprises affiliated to them can be engaged for a mission which, by its nature, risks being incompatible with another of its missions.



1.7.2 As indicated in paragraph 1.7.1(a) above, service providers may be engaged to perform service downstream where it is essential to ensure some continuity, in which case the Special Regulations must state this possibility and the criteria used in the selection of the service provider must take into account the possibility of renewal. It is exclusively up to the Project Owner to decide to execute or not the activities downstream and if in the affirmative, to determine which service provider shall be engaged to this end.

1.8 The Contracting Authority requires of its bidders and contractors that they strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, the Contracting Authority:

a) For purposes of this clause, defines the expressions below in the following manner:

i) Is guilty of "corruption" anyone who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract;

ii) Is involved in "fraudulent manoeuvres" anyone who deforms or distorts facts in order to influence the award or execution of a contract;

iii) "Collusion" refers to any form of agreement between two or several bidders (whether the Contracting Authority has knowledge of it or not) aimed at artificially maintaining the price of bids at levels that do not correspond to those that will result from competition;

iv) And "coercive practices" refer to any form of attack on persons or their property or threats against them in order to influence their action in the award or execution of a contract;

b) May reject an award proposal if it determines that the proposed winner is directly or through an agent, guilty of corruption was involved in fraudulent manoeuvres, collusion or coercive practices for the award of the contract.

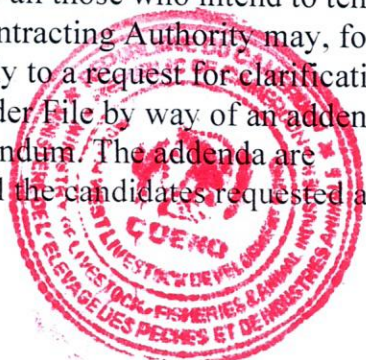
1.9 Candidates shall communicate information on commissions and bonuses possibly paid or to be paid to agents in relation to this bids and the execution of the contract if it is awarded to the candidate, as requested in the financial bid form ((Tender Letter).

1.10 Candidates must not have been excluded from being awarded contracts because of corruption or fraudulent manoeuvres.

2. Clarifications and amendments done on the Tender File and complaint

2.1 Candidates have up to a date specified in the Special Regulations to request for clarifications on any of the documents of the Tender File. Any request for clarifications must be in writing and forwarded by mail, fax, or electronic mail to the address of the Contracting Authority with a copy to the Project Owner found in the Special Regulations. The Contracting Authority gives his response by mail, fax or electronic mail to all candidates to whom letters of invitation were sent and sends a copy of the response (by attaching an explanation of the request for clarification, without identifying the origin) to all those who intend to tender.

2.2 At any moment before the submission of bids, the Contracting Authority may, for whatever reason, either at his own initiative, either in reply to a request for clarification from a candidate invited to tender, amend documents of the Tender File by way of an addendum. Any amendment is published in writing in the form of an addendum. The addenda are communicated by postal mail; fax or electronic mail to all the candidates requested and are



obligatory on them. At his convenience, the Contracting Authority may postpone the date for the submission of bids.

2.3 Between the publication of the tender notice, including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may petition the Contracting Authority. 2.4 The petition must be addressed to the Minister in charge of Public Contracts with copies to the Contracting Authority and the body in charge of the regulation of public contracts and to the chairperson of the Tenders Board.

It must reach not later than five (5) days before the opening of bids. 2.5 The Contracting Authority has five (5) days to react. The copy of the reaction shall be transmitted to the body in charge of the regulation of public contracts.

3. Establishment of proposals

3.1 Candidates are bound to submit bids in the language(s) indicated in the Special Regulations. Technical proposal

3.2 During the preparation of the technical bid, candidates are supposed to examine in detail the documents that make up the consultation file. The blatant insufficiency of the information furnished may lead to the rejection of a bid.

During the preparation of the technical bid candidates must pay particular attention to the following considerations:

i) The candidate who thinks he does not have all the necessary skills for the mission may obtain them by associating with one or several individual candidates and/or other candidates in the form of joint-venture or sub- contracting as the case may be. Candidates may only enter into joint venture with other candidates solicited for this mission with the approval of the Contracting Authority as indicated in the Special Regulations. Candidates are encouraged to seek the participation of national candidates by concluding joint venture agreements (notarized agreements) with them or sub- contracting part of their mission to them.

ii) For missions based on work time, the estimate of the work time shall be provided for in the Special Regulations. Meanwhile, the bid must be based on the estimation done by the candidate of the work time put in by the personnel. iii) It is recommended that the proposed specialised personnel make up the majority of the candidate's permanent staff or have a stable long standing working relation with the candidate.

iv) The proposed specialised personnel must have at least the experience indicated in the Special Regulations, experience which it would have acquired in similar working conditions in the country where the mission will take place

v) No choice of specialised personnel may be proposed and only one curriculum vitae (CV) per job position shall be authorised.

3.3 Reports to be produced by candidates within the framework of this mission must be written in the language(s) stipulated in the Special Regulations. It is recommended the candidate's personnel should have a good practical mastery of English and French.

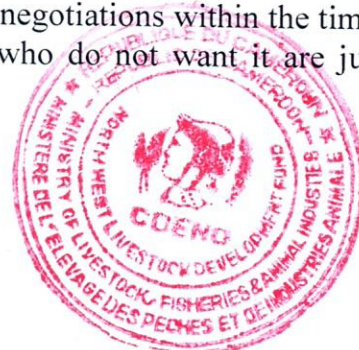
3.4 The candidate's technical offer with the help of the attached tables should provide the following information (Document No. 4):



- i) A brief description of the candidate and a general idea of his recent experience within the framework of similar missions (Table 4B). For each of them, this summary must especially indicate the characteristics of the proposed personnel, the duration of the mission, the amount of the contract and the share of the candidate.
 - ii) All possible observations or suggestions on the Terms of Reference, data, Service Provider and installations must be furnished by the Contracting Authority (Table 4C).
 - iii) A description of the methodology and work plan proposed to accomplish the mission (Table 4D).
 - iv) The composition of the team proposed by specialty as well as the tasks which are assigned to each member and their calendar (Table 4E).
 - 24v) Recent curricula vitae signed by the proposed specialised personnel and the representative of the candidate empowered to submit the proposal (4F). In the key information must feature for each, the number of years of experience of the candidate and the scope of responsibilities exercised within the framework of the various missions during the past ten (10) years.
 - vi) Estimates of the contribution by the personnel (senior and support staff, time), necessary for the accomplishment of the mission, justified by bar diagrams, indicating the work time provided for each senior staff of the team (Tables 4E and 4G).
 - vii) A detailed description of the method, personnel strength and follow-up envisaged for training, if the Special Regulations state that this is a major element of the mission.
 - viii) Any other information requested in the Special Regulations.
- 3.5 The technical proposal must not include any financial information.

Financial proposal

- 3.6 The financial bid must be established using model tables (Document No. 5). It lists all the related costs of the mission. If need be, all the costs may be distributed by activity.
- 3.7 The financial bid must separately present taxes, duties (including social security contributions), rates and other applicable tax costs by virtue of the laws in force on the candidates, sub-contractors and their personnel (other than citizens or permanent residents of Cameroon), except otherwise indicated in the Special Regulations of the Invitation to Tender.
- 3.8 Candidates must indicate the price of their Service Provider in the currency (ies) specified in the Special Regulations.
- 3.9 Commissions and bonuses paid to be paid eventually by the candidates in relation to their mission shall be specified in the submission letter of the financial bid (Section 5.A).
- 3.10 The Special Regulations of the invitation to tender indicates the duration of the validity of the bids from the date of submission. During this period, candidates must make available the specialized personnel proposed for the mission. The Contracting Authority in relation with the Project Owner shall do everything possible to conclude the negotiations within the time limit. If he intends to extend the validity of the bids, candidates who do not want it are justified in refusing such an extension.



4. Submission, reception and opening of bids

4.1 Each bid shall be drafted in English or French and submitted by the bidder on the COLEPS platform not later than ____ of ____/2026 at 11.00 am. The originals of the Administrative documents shall be sealed and submitted alongside the Back-up copies of the tender recorded on a USB key or CD/DVD which must be sent to the CDENO tenders Board in a sealed envelope with the clear and legible indication "back-up copy", in addition to the above-mentioned Indication, within the deadline set and should carry the following inscription:

<< RESTRICTED NATIONAL INVITATION TO TENDER NO
_____/RNIT/CDENO/CITB/2026 OF ____/____/2026 TO SELECT A CONSULTANT FOR THE
TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY
PROCEDURE>>

For online submissions, the offer must be submitted by the bidder on the COLEPS platform as follows

File size and format

For online submission, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are the following:

- 5 MB for the Administrative file;
- 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.

The applicant shall make sure that he uses compressing software to possibly reduce the size of the files to be transmitted.

4.2 As soon as the time limit for the submission of bids expires, the administrative and technical files are opened by the Tenders Board. The financial bid remains sealed and is handed over to the chairperson of the competent Tenders Board who keeps it until the session for the opening of financial bids.

5. Evaluation of proposals

General

5.1 Bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for issues having to do with their offers between the opening of bids and the award of the contract.

5.2 Any attempt made by any bidder to influence the proposals of the Tenders Board relating to the evaluation and comparison of bids or decisions of the Contracting Authority in view of the award of a contract may lead to the rejection of his offer.

Evaluation of technical bids

5.3 The Evaluation sub-committee set up by the Tenders Board, evaluates the technical bids on the basis of their compliance with the Terms of Reference, with the help of evaluation criteria, sub-criteria (generally, not more than three per criterion) and of the points system specified in the Special Regulations. Each compliant bid is attributed a technical score (Ts). A bid is rejected at this stage if it does not satisfy the important aspects of the Terms of Reference or does not obtain the minimum technical score mentioned in the Special Regulations.



5.4 At the end of the evaluation of the technical quality, the Contracting Authority notifies the bidders whose bids did not obtain the minimum quality score that their bids were not retained; their financial bids are returned to them at the end of the selection process unopened. At the same time, the Contracting Authority notifies candidates who obtained the minimum qualification score and informs them of the date, time and venue of the opening of the financial bids.. This notification may be addressed to them by registered mail, fax or electronic mail.

Opening and evaluation of financial bids

5.5 The financial bids are opened by the Tenders Board in the presence of representatives of the candidates who wish to attend. The name of the candidate and the proposed cost are read out loud and entered in writing during the opening of the financial bids. The secretary of the Board takes down minutes of the opening session.

5.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately puts at the disposal of the focal point designated by ARMP, an initialed copy of the bids submitted by bidders.

5.7 In case of petition, it must be addressed to the Minister in charge of Public Contracts with copies to the body in charge of regulation of public contracts and the Project Owner or Delegated Project Owner.

It must reach within a maximum deadline of three (03) days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the complainant and possibly by the chairperson of the Tenders Board.

The Independent Observer shall attach to his report the sheet handed to him, with related comments or observations.

5.8 The Evaluation sub-committee shall determine if the financial bids are complete (that is, if all the elements of the corresponding technical proposal have been costed; shall correct any calculation error and shall convert the prices expressed in various currencies into the currency mentioned in the Special Regulations. The official exchange rate used to this effect furnished by the Bank of Central African States (BEAC) shall be those in force on the deadline for the submission of bids. The evaluation is done without taking into account the dues, taxes and other taxes as defined in paragraph 3.7.

5.9 In case of quality-cost selection, the compliant lowest financial bid (fm) shall be awarded a financial score (sf) of 100 points. The financial scores (sf) of other bids shall be calculated as indicated in the Special Regulations. The bids are classified in relation to their combined technical scores (st) and financial scores (sf) after introduction of weights (T being the weight attributed to the technical bid and P the weight attributed to the financial bid; T + P being equal to 100, as indicated in the Special Regulations. The candidate with the highest combined technical and financial score is then invited for negotiations.

5.10 In case of selection within the framework of a determined budget, the Evaluation sub-committee shall retain the consultant with the best technical bid within the limits of the budget ("evaluated price"). The bids above this budget shall be rejected. In case of least cost selection, the client or Contracting Authority shall retain the lowest bid ("evaluated price") among those which obtained the minimum required score. In the two cases, the selected consultant shall be invited for negotiations.



6. Negotiations

6.1 Negotiations may take place at the address indicated in the Special Regulations between the Contracting Authority and/or Project Owner and the candidate whose offer is retained, the objective being to reach an agreement on all the points and signing a contract.

In no case shall there be concomitant negotiations with more than one candidate. These negotiations which must have nothing to do with the unit prices must culminate in minutes signed by the two parties.

6.2 Negotiations shall involve discussions on the technical proposal, the proposed methodology (work plan), personnel and any suggestion made by the candidate to improve on the Terms of Reference. The Contracting Authority and/or Project Owner the candidate shall then draw up the final Terms of Reference, the bar diagrams indicating the activities, the personnel used, and the time spent on the field and at the head office, time spent monthly on work, logistics and the regulations for writing reports. The work plan and the final Terms of Reference which were agreed upon are then integrated into the "Description of Service Provider" which shall be part of the contract. Care should be taken to obtain as much as possible from the candidate within the limits of the budget and to clearly define the inputs which the project Owner must furnish to ensure the proper execution of the mission.

6.3 Financial negotiations especially shall aim at specifying (where need be) the candidate's tax obligations in the Republic of Cameroon and the manner in which these obligations are taken into account in the contract; they shall also integrate the agreed technical modifications into the cost of Service Provider.

Except under exceptional circumstances, financial negotiations shall have nothing to do either with the rate of remuneration of the personnel (no breakdown of rates) or on other unit rates, whatever the method of selection.

6.4 Having based its choice of a candidate, among other things, on an evaluation of the proposed specialised personnel, the Contracting Authority shall be expected to negotiate the contract on the basis of the experts whose names feature on the proposal. Prior to the negotiation of the contract, the Contracting Authority shall insist on the assurance that these experts are effectively available. The Contracting Authority shall not take into account the replacement of this personnel during negotiations, except if the two parties agree that this replacement was rendered unavoidable because a major delay in the selection process or that these replacements are indispensable in the realisation of the objectives of the mission. If this is not the case and if it is established that the candidate proposed a key person without being sure of his availability, the company may be disqualified.

6.5 The negotiations shall culminate in the examination of the draft contract. The candidate and the Contracting Authority shall conclude by initialing the agreed contract. If the negotiations fail, the Contracting Authority shall invite the candidate whose bid was placed second for negotiations.

7. Award of the contract

7.1 Once the negotiations are over, the Contracting Authority shall award and publish the results.



7.2 The successful bidder is supposed to start his mission on the date and time specified in the Special Regulations.

8. Publication of results of award and petitions

8.1 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

8.2 The Contracting Authority shall be bound to communicate the reasons for the rejection of offers of the bidders concerned who so request.

8.3 After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation of public contracts shall be kept.

8.4 In case of complaint as provided for by the Public Contracts Code, it should be addressed to the Minister of Public Contracts, with copies to the body in charge of the regulation of public contracts, the Project Owner and the chairperson of the Tenders Board.

It must take place within a maximum deadline of five (5) working days after publication of the results.

9. Confidentiality

No information concerning the evaluation of the bids and the recommendations for award must be communicated to the bidders who submitted a tender or any other person who was not qualified to take part in the selection procedure, as long as the award has not been notified to the successful bidder.

10. Signing of the contract

10.1 After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board concerned for examination and adoption.

10.2 The Contracting Authority has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder.

10.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

11. Final Bond

Non applicable



Document No. 4:
Special Regulations of the invitation to
tender



SPECIAL TENDER CLAUSES.

1. Subject matter of the Invitation to Tender

The objective of this open invitation to tender is TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR

2. Name and address of contracting authority:

THE ADMINISTRATIVE DIRECTOR of CDENO, P.O. Box 399 Bamenda

3. Delivery deadline

This delivery deadline shall be 3 months from the date of notification to start Service Provider.

4. Funding

Project shall be funded by CDENO budget 2026 Head 20:10:11

5. List of pre-qualified candidates,

No.	Names of pre-qualified enterprises	Addresses
1	FRU AND CO. LTD	BP 5357 YAOUNDE TEL: 682 943 418
2	FRU AND COMPANY SARL	BP 5357 YAOUNDE TEL: 677 486 269
3	ETS M.T.S	BP 8324 YAOUNDE TEL: 677 975 568

6. Criteria of origin of bidders

Participation in this invitation to tender is open to enterprises shortlisted following Call for Manifestation of Interest No. 005/CDENO/AD/SIGAMP/2026 of 29/04/2026 to select a consultant for the training of stakeholders of the dairy sector..

7. Criteria of origin of services

Not applicable.

8. Bidder's qualification

II. Evaluation criteria for bidders

- General Presentation
- Personnel
- References
- Equipment
- Methodology
- Financial Capacity

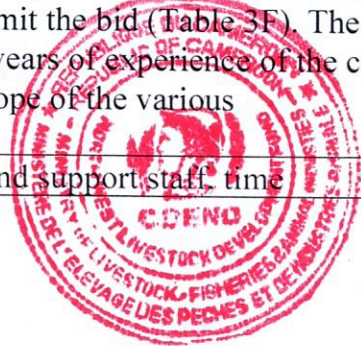
III. In case of a group of Service Providers: Not Applicable

9. Language of bid:

Bids shall either be presented in English or French language



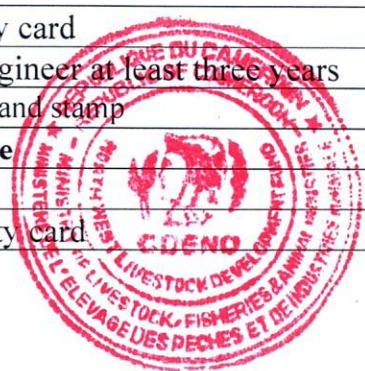
	Bids must remain valid for: 90 days
	The consultants should submit bids on the COLEPS Platform. The originals of the Administrative documents shall be sealed and submitted alongside the Back-up copies of the tender recorded on a USB key or CD/DVD which must be sent to the CDENO tenders Board in a sealed envelope with the clear and legible indication "back-up copy"
	Address where the tenders are submitted: CDENO Bamenda, SIGAMP UNIT
	Information to be added on the external envelope: << RESTRICTED NATIONAL INVITATION TO TENDER NO. ___/RNIT/CDENO/CITB/2026 OF ___/___/2026 TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY PROCEDURE >>
3.4	Volume A: The administrative file must include the following documents:
A1	Submission letter signed, stamped and affixed a fiscal stamp
A2	An attestation of Non exclusion issued by the public contract regulatory Board (ARMP)
A3	Purchase receipt of tender file of 65,000FCFA issued by BICEC bank
A4	Valid tax payers' card
A5	An attestation of fiscal conformity
A6	Attestation of bank account in the name of the Enterprise
A7	An affidavit of non-bankruptcy issued by the court of 1 st instance of the area where the contractor is resident.
A8	Clearance certificate issued by National social Insurance Fund
A9	Guarantee deposit for the tender (BID Bond) of 1,000,000FCFA or its equivalent according to the attached model accompanied by a CDEC Receipt
A10	Copy of localization plan
A11	A group agreement where applicable
A12	The power of Attorney or "Authorization" where necessary.
A13	Certificate of incorporation (registres de commerce).
	Volume B: The technical file should comprise the following documents
BI	A brief description by the candidate and an insight into his recent experience in similar missions (Table 3B). For each of them, this summary must especially indicate the nature of the proposed personnel, the duration of the mission, the amount of the contract and the share taken by the candidate
B2	All possible observations or suggestions on the Terms of Reference and statistics, Service Provider and installations to be furnished by the Project Owner (Table 3C)
B3	A description of the methodology and work plan proposed to accomplish the mission (Table 3D)
B4	The composition of the team proposed by specialty as well as the tasks assigned to each person and their calendar (Table 3E)
B5	A recently signed curriculum vitae of the proposed specialised personnel and that of the representative of the candidate empowered to submit the bid (Table 3F). The key information must include for each the number of years of experience of the candidate and the extent of the responsibilities within the scope of the various missions during the last five (5) years
B6	Estimates of the contribution of the staff (senior and support staff, time



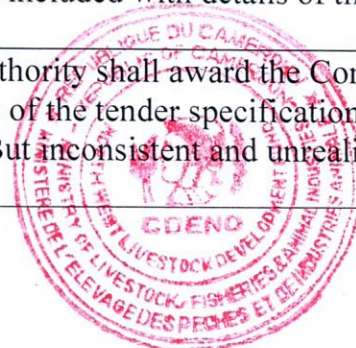
	necessary for the accomplishment of the mission) justified by bar diagrams indicating the work time provided for each senior staff of the team (Tables 3E and 3G)
B7	A detailed description of method, personnel strength and the follow-up provided for training, if the Special Regulations specify that it a major element of the mission
B8	Any other information requested in the Special Regulations.
The technical bid must not include any financial information	
3.5 The financial bid must include the following documents	
C1	The bid proper in original prepared according to the attached model, stamped at the rate in force, signed and dated
C2	Duly filled the Schedule of Unit Prices
C3	Duly filled bill of quantities and estimates
C4	Sub detail of prices and/or breakdown of all-in prices
N.B The various parts of the same file must obligatorily be separated by colour dividers in the original and well as in the copies in a way as to facilitate examination	
Bids shall be drafted in English or French and submitted by the bidder on the COLEPS platform not later than ____ of ____/2026 at 11.00 am. The originals of the Administrative documents shall be sealed and submitted alongside the Back-up copies of the tender recorded on a USB key or CD/DVD which must be sent to the CDENO tenders Board in a sealed envelope with the clear and legible indication "back-up copy	
The Administrative documents and the technical bids will be opened by the CDENO Internal Tenders Board in the Conference hall of CDENO on the ____/____/2026 at ____ o'clock local time in the presence of the bidders or their duly mandated representatives	
Any complementary information can be obtained from the CDENO office, SIGAMP UNIT or the Contracting Authority Box 399 Bamenda, Tel: 233 36 10 17 / 677451721	
EVALUATION CRITERIA.	
ELIMINATORY CRITERIA:	
<ul style="list-style-type: none"> • Absence of the bid bond; • Absence of Pre-financing capacity of at least 55% of the amount all taxes inclusive issued by a first-rate banking institution approved by the Ministry in charge of Finance • Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except bid bond); • False declarations, fraudulent schemes or forged documents; • Absence of a Receipt from CDEC indicating the transfer of the Bid Bond amount • Failure to comply with 75% essential criteria • Absence of the sworn statement for not having abandoned contracts during the last three years; • Absence of a quantified unit price in the Financial Bid; • Failure to comply with the Terms of Reference, • Execution duration should not be more than prescribed in the tender file 	
ESSENTIAL	Criteria
	mark



CRITERIA		
General Presentation	Presence of all documents	01
	Properly bound	01
	Table of contents	01
	Numbered Pages	01
	Separators in color apart from white	01
	TOTAL	/05
Personnel	Supervisor : Veterinary Doctor	
	Certified copy of Diploma	01
	Presentation of original of diploma or certificate	01
	CV signed and dated	01
	Certified copy of valid national identity card	01
	Professional experience of supervisor of at least five years	01
	Commitment of Availability signed, dated and stamp	01
	Assistant Supervisor : livestock Engineer	
	- Certified copy of Diploma	01
	-Presentation of original of diploma or certificate	01
	-CV signed and dated	01
	-Certified copy of valid national identity card	01
	-Professional experience of Assistant Supervisor at least five years	01
	Commitment of Availability signed, dated and stamp	01
	Support staff 2: Veterinary Nurse	
	- Certified copy of Diploma	01
	-Presentation of original of diploma or certificate	01
	-CV signed and dated	01
	-Certified copy of valid national identity card	01
	-Professional experience of support staff at least three years	01
	Commitment of Availability signed, dated and stamp	01
	Support staff 3: Veterinary Nurse	
	- Certified copy of Diploma	01
	-Presentation of original of diploma or certificate	01
	-CV signed and dated	01
	-Certified copy of valid national identity card	01
	-Professional experience of support staff at least three years	01
	Commitment of Availability signed, dated and stamp	01
	Computer Software Engineer	
	- Certified copy of Diploma	01
-Presentation of original of diploma or certificate	01	
-CV signed and dated	01	
-Certified copy of valid national identity card	01	
-Professional experience of software engineer at least three years	01	
Commitment of Availability signed, dated and stamp	01	
Driver with category B driving licence		
- Certified copy of Driving licence	01	
- Certified copy of valid national identity card	01	



	- Professional experience of works Director at least five years	01
	Total for Personnel	/33
References	-Minimum Two (02) contracts executed in similar domain within the past 3 years (1 st and last page)	04
	-Minimum one (02) reception minutes corresponding to the attached contracts	02
	Total for References	06
Equipment	-Proof of ownership or hire of two pick up (4x4)	02
	-Proof of ownership of Office Equipment	01
	- Proof of ownership of office furniture	01
	Proof of ownership or hire of basic tools	01
	Total for equipment	05
Methodology	Organigramme of the company	01
	Methodology of realisation of the project	02
	Plan of work – chronogram (conformity of planning with the execution date limit previewed in the TOR, conformity of planning and the methodology proposed, logical arrangement of activities , coherence between planning of key personnel and planning of activities etc.	05
	Attestation of site visit signed by honour	01
	Total for methodology	/09
Proof of acceptance of terms and conditions of Contract	Special Administrative Clauses duly initialed on each page, signed and dated on the last page	02
Financial Capacity	PRE-FINANCING (shall be at least 50% of the bid price ATI)	02
<p>After all verification and eventual corrections, the financial offer of the bidder shall be evaluated on 100 points.</p> <p>The formula to be used to establish the financial score shall be as follows</p> <p>FS=100x LB/F</p> <p>SF is the Financial score</p> <p>LB is Lowest financial proposal</p> <p>F is proposed amount considered</p> <p>TS is the technical score</p> <p>The formula for the final score shall be 70% TS +25%FS</p>		
<p>Amount of the project:</p> <p>The amount of the project shall be established all taxes included with details of the taxes. The amount of the contract shall be firm and non-revisable</p>		
<p>AWARD OF THE CONTRACT: The contracting authority shall award the Contract to the bidder whose bid is judged to conform to the essentials of the tender specification, and who has submitted the most coherent bid and the best bid. But inconsistent and unrealistic offers will not be accepted</p>		



Document No. 5:
Special Administrative Conditions
(SAC)



Content

Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure (GAC supplemented)
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the Contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
- Article 8 - Communication (article 6 of GAC supplemented)
- Article 9 - Administrative Orders (article 8 of GAC)
- Article 10 - Contracts with conditional phases (article 9 of GAC)
- Article 11 - Service Provider's material and personnel (GAC supplemented)

Chapter II: Financial conditions

- Article 12 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 13 - Amount of Contract
- Article 14 - Place and method of payment (GAC supplemented)
- Article 15 - Price variation (article 17 of GAC)
- Article 16 - Price revision formula (article 18 of GAC)
- Article 17 - Price updating formula (article 18 of GAC)
- Article 18 - Advances (article 21 of GAC)
- Article 19 - Payment (article 19 supplemented)
- Article 20 - Interest on overdue payments (article 20 of GAC)
- Article 21 - Penalties for delay (article 34 of GAC supplemented)
- Article 22 - Tax and customs schedule (article 10 of GAC)
- Article 23 - Stamp duty and registration of Contract (article 11 of GAC)

Chapter III: Execution of Service Provider

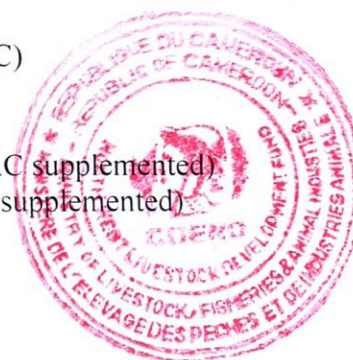
- Article 24 - Patent rights (GAC supplemented)
- Article 25 - Place of delivery and deadline (articles 31 and 33(1))
- Article 26 - Role and responsibilities of Service Provider (GAC supplemented)
- Article 27 - Transport and insurance (article 31 of GAC)
- Article 28 - Trials and related Service Provider (article 28)
- Article 29 - After-sales service and consumables (article 14 of GAC)

Chapter IV: Acceptance

- Article 30 - Documents to be furnished before the technical acceptance (article 41 of GAC supplemented)
- Article 31 - Provisional acceptance (articles 40 and 41 of GAC)
- Article 32 - Documents to be furnished after provisional acceptance (article 40 of GAC supplemented)
- Article 33 - Guarantee deadline (article 40 of GAC supplemented)
- Article 34 - Final acceptance (article 48 of GAC)

Chapter V: Sundry provisions

- Article 35 - Termination of the Contract t (article 57 of GAC)
- Article 36 - Case of force majeure (article 56 of GAC)
- Article 37 - Differences and disputes (article 61 of GAC)
- Article 38 - Drafting and dissemination of the Contract (GAC supplemented)
- Article 39 and last - Entry into force of Contract act (GAC supplemented)



Chapter I General

Article 1: Subject of tender

The Contract has as subject the selection of a consultant for the training of stakeholders of the dairy sector

Article 2: Award procedure (GAC supplemented)

The present Contract is awarded after a RESTRICTED NATIONAL INVITATION TO TENDER following the procedures laid down for the award of public contracts in Cameroon.

Article 3: Definitions and duties (article 2 of GAC supplemented)

1- General definitions

- The Contracting authority is **the Administrative Director of CDENO**. He is responsible for the general administrative, financial Service Provider forming the subject of the Contract and the conservation of the originals of the Contract / transmission of copies to ARMP and other stake holders involved in the execution of the contract.
- The Project manager is **the Technical Service of CDENO**, responsible for the technical Service Provider forming the subject of the Contract
- The contract engineer is **the Regional Delegation MINEPIA North West** and is responsible for the follow-up of the execution of the Contract.
- **MINMAP** shall carry out unannounced controls

2- Security

This Contract may be used as security, subject to any form of assignment of receivables. In this case:

- The authority in charge of ordering payment shall be **the Administrative Director of CDENO and the Finance Controller of CDENO**.
- The body or official in charge of payment shall be the **Accounting Officer of CDENO**;
- The official competent to furnish information within the context of execution of this Contract shall be the contract manager and the contract engineer.
- **A follow up Commission** : not applicable here because of the amount of the Contract

Article 4: Language, applicable law and regulation (GAC supplemented)

- a. The language used is that of the submission is either English or French,
- b. The laws and regulations are the laws and regulations in force in Cameroon;
- c. The Service Provider undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

Article 5: Standards (article 3 of GAC supplemented)

- 5.1 The supplies done in execution of this Contract shall be in conformity with the standards laid down in the Technical Specifications and where no standard is mentioned, to the authoritative standard on the issue and applicable in Cameroon; this standard shall be the most recent standard approved by the competent authority.



5.2 The Service Provider shall study, execute and guarantee the Service Provider of this contract by taking into consideration the best practices in Cameroon for operations of similar technology.

Article 6: Constituent documents of the Contract (Article 9 of GAC)

The constituent contractual documents of this Contract in order of priority are

- 1) The bid or commitment letter;
- 2) The Service Provider's bid and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Technical Specifications referred to above;
- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications (TS);
- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) The execution draft
- 7) The General Administrative Conditions (GAC) applicable to Intellectual service contracts as put in force by Decree No. 033 of 13 February 2007;
- 8) The General Technical Conditions applicable to Service Provider forming the subject of the Contract

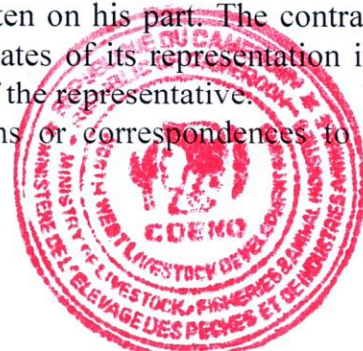
Article 7: General instruments in force

This Contract shall be governed by the following general instruments:

1. The instruments governing the professional corps;
2. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
3. Decree No. 2012/075 of 8 March 2012 to organize the Ministry of Public Contracts;
4. 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;
5. Decree No. 2001/048 of 23 February 2001 relating to the creation, organisation and functioning of the Public Contracts Regulatory Agency;
6. 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;
7. The applicable standards;
8. Other instruments specific to the domain concerned in the Contract.
9. Circular no. 00001/PR/MINMAP/CAB of 25/4/2022 relating to the application of the public contract code
10. Circular no.0001877/C/MINFI of 31/12/2025 bearing instruction on the implementation of finance laws, the Monitoring and Control of the Execution of the Budgets of the State and other Public Entities for the year 2026

Article 8: Communication (Article 6 of GAC supplemented)

- a) The contractor and the contracting authority shall prohibit any communication relating to the performance of the work which is not confirmed in writing. Any operation outside the framework of this Contract will neither be recognized nor paid by the Contracting Authority unless they had been the object of a command written on his part. The contractor prior to the signing of the contract must submit the coordinates of its representation in the region (location Plan, name and surnames) and telephone of the representative.
- b) The contractor will address all written notifications or correspondences to the contract engineer, and copy the Contracting Authority.

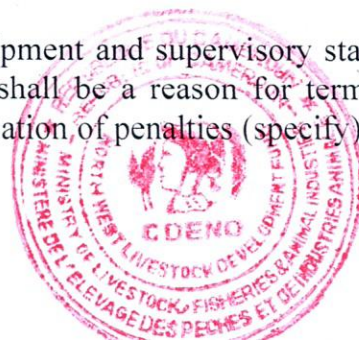


Article 9: Administrative Orders (service orders) (Article 8 of GAC)

- 9.1 The Administrative Order to start execution of Service Provider shall be signed by the Contracting Authority and notified to the Service Provider by the Contract Engineer, with copies to the Project Owner, Contract Manager, ARMP, MINMAP and Payment Body.
- 9.2 On the proposal of the Project Owner, Administrative Orders with incidence on the objective, amount or supply deadline shall be signed by the Contracting Authority and notified to the Service Provider by Contract Engineer, and copies send to Project Manager and Paying Body. The prior endorsement of the Payment Body shall possibly be required for those with an incidence on the amount.
- 9.3 Administrative Orders of a technical nature linked to the normal progress of the supplies shall be signed directly by Contract Manager and notified to the Service Provider by the Engineer or Project Manager and a copied to the Contracting Authority.
- 9.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Service Provider by Contract Manager and copied to the Contracting Authority, Engineer and Project Manager.
- 9.5 Administrative Orders for suspension or resumption of supplies for reasons of the weather or other cases of force majeure shall be signed by the Contracting authority upon the proposal of the Project Manager and notified to the Service Provider by the Engineer (as per type of supplies).
- 9.6 With regard to Administrative Orders signed by the Contracting Authority and notified by the Contract Engineer, notification must be done within a **maximum deadline of 30 days** from the date of transmission by the Contracting Authority to the Project Owner. **Beyond this deadline, the Contracting Authority shall establish the default of the Contract Engineer and proceed to carry out the said notification.**
- 9.7 The Service Provider shall address all written notifications or correspondences to the Project Manager and copied to the Contract Manager and Engineer
- 9.8 The Service Provider has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

Article 10: Service Provider's equipment and staff

- a. Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the Service Provider shall have himself replaced by a member of staff of equal competence (qualifications and experiences) or by equipment of similar performance and in good working order.
- b. In any case, the lists of equipment and supervisory staff to be used shall be subject to the approval of the Project Manager within 15 days of the notification of the Administrative Order to start execution. The Project Manager has 5 days to notify his opinion in writing with a copy to the Contract Manager. Beyond this time-limit, these lists shall be considered as approved.
- c. Any unilateral modification on the proposed equipment and supervisory staff made in the technical bid prior to and during the execution shall be a reason for termination of the Contract as mentioned in article 34 below or application of penalties (specify).



Chapter II: Financial conditions

Article 11 Guarantees and securities (Articles 21 and 40 of GAC)

11.1 Final bond

The final bond shall be set at 2% of the amount of the Contract, inclusive of all taxes. It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days from the date of notification of the Contract

The guarantee must be returned or released within one month following the date of provisional acceptance of the supplies, following a release issued by the Project Owner upon request by the Service Provider.

11.2. Performance bond

The retention fund shall be set at 5% of the amount of the Contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the Project Owner upon request by the contractor.

11.3. Guarantee of start-off advance

It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the Contract TTC. The amount which must be covered by a bond from a bank duly recognized by the Ministry of Finance.

Article 12: Amount of the Contract

The amount of this Contract as shown on the attached estimates is _____ (in figures) _____ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: _Exonerated
- Amount of VAT: _____ (_____) CFA F.

Article 13: Place and method of payment (GAC supplemented)

The Project Owner shall pay the sums due by transfer into account No. _____ opened in the name of _____ at _____ bank.

Article 14: Price variation (Article 17 of GAC)

Prices shall be firm

- a. Payments on account made to the Service Provider as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

Article 15: Price Revision formula (Article 18 of GAC)

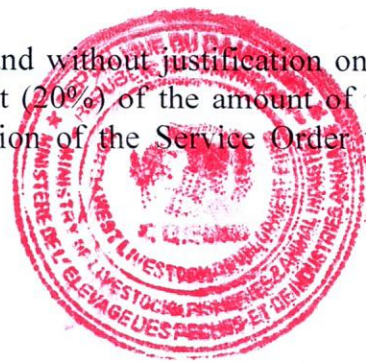
NOT APPLICABLE

Article 16: Price updating formula (Article 21 of GAC)

NOT APPLICABLE

Article 17: Advances (Article 21 of GAC)

It may be granted to the contractor on express request and without justification on his part, a start-up advance that is at most equal to twenty per cent (20%) of the amount of the Contract TTC. This advance may be released after the notification of the Service Order to start the supply.



Start-up advance will be repaid by taking thirty per cent (30%) of the amount from each payment. Full refund will have to be completed when all of the work will be carried out at 80%. Following of the rate of reimbursement of the advance, the contracting authority will authorize the payment of the corresponding part of the contractor upon written request.

Article 18: Payment (article 19 of GAC supplemented)

The payment of the supply will be in several installments following the presentation of the stages of implemented supplies approved by the engineer and the contracting authority. Each provisional payments due to the contractor in respect of the Contract since the beginning of execution will be done on the basis of joint agreed bills between the engineer and the contractor. The bills must correspond to the amount of work done, obtained from the amount of supply actually executed under the conditions of the Contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.

The payment of an account to the contractor will be determined by the difference between the amount of the relevant account and the account immediately preceding it.

To give right to a payment, the amount of the work executed must be at least equal to ten per cent (10%) of the amount of the Contract.

At the end of the work, a final account of the work is established.

Article 19: Interest on overdue payments (Article 20 of GAC)

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code.

Article 20: Penalties for delays (Article 34 of GAC supplemented)

A. Penalties for delay

20.1. The amount set for penalties for delays is fixed as follows (modifiable):

- a. One two thousandth (1/2000th) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- b. One thousandth (1/1000th) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30th day.

20.2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

Article 21: Tax and customs regulations (article 10 of GAC)

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this Contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of Service provided for in the Contract;
 - i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
 - ii) Council dues and taxes;
 - iii) Dues and taxes relating to the extraction of building materials and water.

These elements must be included in the costs which the undertaking imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive prices means VAT included.



Article 22: Stamp duty and registration of Contract (article 11 of GAC)

Nine (9) original copies of the Contract shall be stamped by and at the cost of the Service Provider, in accordance with the applicable regulations.

Chapter III Execution of Service Services

Article 23: Patent rights (GAC supplemented)

The Service Provider shall guarantee the Project Owner against claims by third parties relating to the infringement or unauthorized use of a patent right, a trademark or industrial creation right resulting from the use of supplies or their components.

Article 24: Place and delivery deadline (articles 31 and 33(1) of GAC)

The place of delivery shall be CDENO Bamenda

The delivery deadline of the Services forming the subject of this Contract shall be 3 months from the date of notification of supply

Article 25: Role and responsibilities of the Service Provider (GAC supplemented)

The mission of the contractor shall be to ensure that the Services are Rendered as described in the Terms of References under the control of the Project Manager and in conformity with this contract and the applicable rules and standards.

Article 26: Transport and insurance (article 31 of GAC)

26.1. Packaging for transportation

No applicable.

26.2. Insurance

All types of risks during the execution of the must be covered by insurance subscribed by the Service Provider.

Article 27: Trials and related Services (article 28 of GAC)

NOT APPLICABLE

Article 28: NOT Applicable

Chapter IV: Acceptance

Article 29: Documents to be furnished prior to the technical acceptance (article 41 of GAC)

Within at least ten (10) days prior to the provisional acceptance, the Service Provider shall forward to the Project Owner the following documents:

- a. Copy of the Service Provider's bill describing the supplies indicating their quantities, prices and total amount;
- b. Notification of the services done;

Article 30: Provisional acceptance (articles 40 and 41 of GAC)

(a) Technical receptions

The contractor shall request in writing to the engineer for each of phases of the supply for Technical Reception.



The contractor shall request in writing to the contracting authority and copy the engineer, the Organization of a provisional reception with copy of technical reception attached.

The provisional reception commission will be composed of the following members:

- | | |
|--|-----------|
| - The Administrative Director or his Representative | President |
| - The Regional Delegation of MINEPIA NW (control Engineer) | Secretary |
| - The Regional Delegation MINMAP NW | Observer |
| - The Project Manager | Member |
| - The Service Provider | Observer |

The quorum of the reception commission is achieved by the presence of 2/3 of its members.

The contractor is convened at the reception as observer. He is required to attend or to be represented. His absence is equivalent to the total acceptance of the conclusions of the reception commission.

Article 31: Documents to be furnished prior to the Final acceptance (article 40 of GAC)

- Administrative documents
- Minutes of provisional reception
- Stamp Bill in seven copies

Article 32: Guarantee period (article 40 of GAC supplemented)

No retention guarantee on the amount of the services executed but however, If for any reason the contractor is unable to complete the supply, or refuses to correct imperfections or defects observed, the technical reception shall be established with reservations, which shall only be uplifted when the corrections are done before provisional reception is done.

Article 33: Final acceptance (article 48 of GAC)

Not Applicable

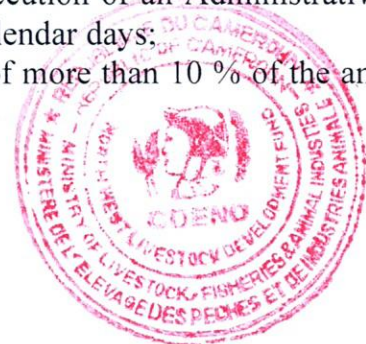
Chapter V

SUNDRY PROVISIONS

Article 34: Termination of the Contract (article 57 of GAC)

The Contract may be terminated as provided for in Decree No. 2018/366 of 20th June 2018 and equally under the conditions laid down in articles 57, 58 and 59 of the GAC especially in cases of:

1. Delay of more than 15 calendar days in the execution of an Administrative Order or unjustified stoppage of service of more than x calendar days;
2. Delay in Service Provider resulting in penalties of more than 10 % of the amount of the supplies;
3. Refusal to repeat poor services;



4. Default by the Service Provider;
5. Persistent non-payment for Service Provider.

Article 35: Case of force majeure (article 56 of GAC)

The execution of the services may be interrupted if the contractor encounters on the field exceptional conditions (wars, riots, Pandemic, severe social disorder...). In any of these cases, the contractor shall produce evidence demonstrating the difficulties faced during his mission. On this basis, he will negotiate with the contracting authority the terms of extension of the period of execution of the contract.

Article 36: Disagreements and disputes (article 61 of GAC)

Any dispute arising between the contracting parties within the frame work of this Contract shall be the subject to an attempt of reconciliation by direct agreement, or failure will be brought before the competent courts in Bamenda.

Article 37: Production and dissemination of this Contract (GAC supplemented)

Nine (09) copies of this Contract shall be produced at the cost of the Service Provider and furnished to the Contracting Authority.

Article 38 and last: Entry into force of the Contract (GAC supplemented)

The present Contract shall be valid only after the signature of the Administrative Director of CDENO and will enter into force as soon as it is notified to the contractor by the Contracting Authority.



Document No. 6: Terms of References



I. BACKGROUND AND JUSTIFICATION

Improving the productivity of the cattle herd is a priority under MINEPIA's import-Substitution policy, with the aim of strengthening food security and the profitability of livestock farms in Cameroon. Artificial insemination (AI) is an important technical tool that enables the rapid dissemination of genes from high-performing breeding stock to improve milk or meat production, thereby reducing the risks associated with sexually transmitted diseases that arise from natural mating. Nevertheless, the implementation of this technique remains limited by the scarcity of qualified technicians and by incomplete knowledge of the morphological, physiological, hormonal, health, and semen preservation aspects necessary for successful artificial insemination.

The Wakwa Zootechnical Station, equipped with modern facilities, qualified inseminators, and a diverse cattle herd, provides an ideal setting for the comprehensive training of MINEPIA staff, combining theory, in-depth practical training, anatomical handling of organs, and instruction in semen preservation techniques.

II. OBJECTIVES OF THE TRAINING

1. General Objective

To contribute to improving the production and productivity of the national cattle herd by training a pool of experts in artificial insemination.

2. Specific Objectives

Specifically, the objectives are to:

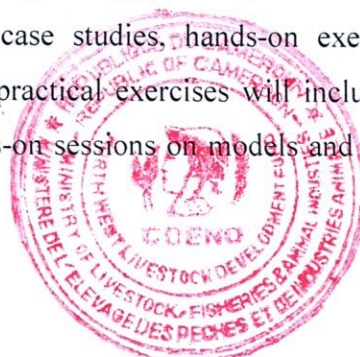
- Build the technical and practical skills of 50 MINEPIA staff members in bovine artificial insemination;
- Build capacity in pregnancy management and monitoring.

III. EXPECTED RESULTS

- The technical and practical skills of 50 MINEPIA staff members in AI are built.
- The capacity of stakeholders in pregnancy management and monitoring is built.

IV. METHODOLOGY AND IMPLEMENTATION

The training will take a skills-based approach, combining theory, practice, and demonstrations. Participants will alternate between classroom instruction, case studies, hands-on exercises using reproductive organs, and practical work on live cows. The practical exercises will include handling insemination equipment and preparing animals for AI. Hands-on sessions on models and live animals



will be conducted in two groups, each supervised by an instructor and a technical assistant to ensure individualised and safe guidance.

V. SCHEDULE (training programme)

Weeks	Content
Week 1	Introduction to AI, anatomy and physiology of the reproductive system (theory and practice)
Week 2	The Cow's Estrous Cycle, Heat Detection, and Hormonal Regulation (Theory and Practice)
Week 3	Handling the Reproductive System on the Table (Practical)
Week 4	Artificial Insemination Equipment and Heat Synchronisation: Hormonal Protocols (PGF ₂ α , GnRH, progestins), Diagnosis of Non-Pregnancy
Week 5	Preparation of cows for AI and hands-on practice with live animals. Reproductive diseases, prevention, treatment, and biosecurity measures
Week 6	Handling of live cows and the insemination procedure itself
Week 7	<ul style="list-style-type: none"> - Post-AI monitoring, - pregnancy diagnosis, - final evaluation and debriefing

VI. EQUIPMENT AND LOGISTICS

The necessary equipment includes:

- Insemination equipment include: insemination guns, sheaths, examination gloves, treatment gloves, Pride applicator, disposable towels, lubricants, forceps, thermos, straw cutter, sanitary sleeve, thermometers;
- Anatomical specimens (reproductive organs) for examination on the table;
- Liquid nitrogen tank for semen storage;
- Hormonal protocols for synchronization: PGF₂ α , GnRH, progesterone;
- Personal protective equipment: coveralls, boots;
- Live animals for practical training at the Wakwa Zootechnical Station;
- Educational materials: textbooks, technical data sheets, videos, posters, and presentations;
- Ultrasound machine.

VII. EVALUATION

Participants will be continuously evaluated through theoretical and practical assessments. An initial exam will be set to evaluate their skill level and tailor the course content accordingly. Continuous evaluation will be conducted at the end of each module to measure skill acquisition. A final



evaluation, consisting of a written test and a practical exam based on the anatomy of the cow's reproductive system and the successful performance of an artificial insemination procedure. This evaluation will result in the issuance of a certificate of training in bovine artificial insemination techniques.

VIII. POST-TRAINING FOLLOW-UP

Post-training follow-up will consist of integrating technicians into a national database, providing on-site supervision, organizing refresher training sessions, and evaluating the impact of these interventions on pregnancy rates and the success of AI campaigns.

IX. SUPERVISION AND COORDINATION

The training will be conducted by the Station's technicians under the coordination of the Director of Animal Production and Industries Development.

X. EXPECTED DELIVERABLES

At the end of the training, the expected deliverables include:

- A comprehensive training report;
- A list of certified participants;

A certificate of training in insemination techniques.

XI. FINAL PROVISIONS

This training programme will help establish a national core group of skilled technicians trained to perform and promote bovine artificial insemination in accordance with technical and health standards. It shall contribute to the implementation of the national strategy for genetic improvement and the development of modern livestock farming in Cameroon, in accordance with the Import-Substitution policy promoted by the Minister of Livestock, Fisheries, and Animal Industries.



**DOCUMENT NO. 7:
SCHEDULE OF UNIT AND ALL-IN PRICES**



**UNIT PRICE LIST TO SELECT A CONSULTANT FOR THE TRAINING OF
STAKEHOLDERS OF THE DAIRY SECTOR**

Reference	Description	Unit	Amount in words	Amount in figures
32007220040	Consulting fees (3 people × 25 days)	Day		
33003220194	Coffee breaks + lunch (25 people × 30 days)	Day		
ND	Comprehensive Hormone Protocol	U		
7001220300	Non-spermicidal ultrasound and gynecological gel, 250 ml	U		
9001220149	Universal sheaths, pack of 50	U		
ND	Semen	U		
53001222294	Matrix	U		
34005220020	IA Lab Coat	U		
39001220057	Boot	U		
7002220133	Face mask P50	U		
30002220277	disposable towel	U		
7007220277	Shallot	U		
7002220291	Syringe	U		
34005220133	OB veterinary Gloves 100p	U		



**DOCUMENT NO. 8:
SCHEDULE OF DETAILED ESTIMATES**



**1. COST ESTIMATE TO SELECT A CONSULTANT FOR THE TRAINING
OF STAKEHOLDERS OF THE DAIRY SECTOR**

Reference	Description	Unit	Qty	Unit Price	Total Price
32007220040	Consulting fees (3 people × 25 days)	Day	75		
33003220194	Coffee breaks + lunch (25 people × 30 days)	Day	750		
ND	Comprehensive Hormone Protocol	U	300		
7001220300	Non-spermicidal ultrasound and gynecological gel, 250 ml	U	55		
9001220149	Universal sheaths, pack of 50	U	10		
ND	Semen	U	220		
53001222294	Matrix	U	50		
34005220020	IA Lab Coat	U	50		
39001220057	Boot	U	53		
7002220133	Face mask P50	U	10		
30002220277	disposable towel	U	50		
7007220277	Shallot	U	50		
7002220291	Syringe	U	50		
34005220133	OB veterinary Gloves 100p	U	20		
Total (excluding tax)					
VAT (19,25%)					
AIR(2.2%)					
Total (including tax)					

Amount in Words :



**DOCUMENT NO. 9:
SUB DETAIL OF UNIT PRICES**

Sub detail of unit prices

No.	Designation	Cost price	Transport	Order price	Delivery fees	Margin	Unit price EVAT



Document No. 10

MODEL CONTRACT



REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL-PATRIE
MINISTERE DE L'ELEVAGE, DES PECHEES
ET DES INDUSTRIES ANIMALES
CAISSE DE DEVELOPPEMENT DE
L'ELEVAGE DU NORD-OUEST (CDENO)

Tel. Fax: (237) 233 36:26:15
Email: cdenobda@yahoo.com

REPUBLIC OF CAMEROON
PEACE -WORK -FATHER LAND
MINISTRY OF LIVESTOCK, FISHERIES
AND ANIMAL INDUSTRIES
NORTH WEST LIVESTOCK
DEVELOPMENT FUND (NWLDF)

TEL:23336:14:40 /677 83 12 21
BP 399 MANKON BAMENDA

CONTRACT NO _____/C/CDENO/CITB/ 2026 AWARDED AFTER RESTRICTED
NATIONAL INVITATION TO TENDER NO. ____/RNIT/CDENO/CITB/2026 OF ____/____/2026
TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY
SECTOR BY EMERGENCY PROCEDURE

CONTRATOR:
BP:
Tel:
Fax:

TAX PAYER'S N°
BANK ACCOUNT N°

**SUBJECT: SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE
DAIRY SECTOR**

PLACE OF DELIVERY: CDENO BAMENDA

EXECUTION DEADLINE: Three (03) Months

AMOUNT: 50,000,000 FCFA

FUNDING: CDENO BUDGET 2026

BUDGETARY IMPUTATION: 20:10:11

SUBSCRIBED ON : _____
SIGNED ON : _____
NOTIFIED ON : _____
REGISTERED ON : _____



BETWEEN:

The Government of the Republic of Cameroon, represented by the Administrative Director of CDENO North West hereinafter referred to as the "The Contracting Authority"

ON THE ONE PART

AND:

CONTRATOR: _____

BP:

Tel:

Fax:

TAX PAYER'S N°

BANK ACCOUNT N°

Represented by so Hereinafter referred to as the "Contractor"

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:



Content

Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Applicable language, law and regulations
- Article 5 - Standards (article 3 of GAC supplemented)
- Article 6 - Constituent documents of the Contract (article 9 of GAC)
- Article 7 - General applicable instruments (GAC supplemented)
- Article 8 - Communication (article 6 of GAC supplemented)
- Article 9 - Administrative Orders (article 8 of GAC)
- Article 10 - Service Provider's material and personnel (GAC supplemented)

Chapter II: Financial conditions

- Article 11 - Guarantees and bonds (articles 21 and 40 of GAC)
- Article 12 - Amount of Contract
- Article 13 - Place and method of payment (GAC supplemented)
- Article 14 - Price variation (article 17 of GAC)
- Article 15 - Price revision formula (article 18 of GAC)
- Article 16 - Price updating formula (article 18 of GAC)
- Article 17 - Advances (article 21 of GAC)
- Article 18 - Payment (article 19 supplemented)
- Article 19 - Interest on overdue payments (article 20 of GAC)
- Article 20 - Penalties for delay (article 34 of GAC supplemented)
- Article 21 - Tax and customs schedule (article 10 of GAC)
- Article 22 - Stamp duty and registration of Contract (article 11 of GAC)

Chapter III: Execution of Service Provider

- Article 23 - Patent rights (GAC supplemented)
- Article 24 - Place of delivery and deadline (articles 31 and 33(1))
- Article 25 - Role and responsibilities of Service Provider (GAC supplemented)
- Article 26 - Transport and insurance (article 31 of GAC)
- Article 27 - Trials and related Service Provider (article 28)
- Article 28 - After-sales service and consumables (article 14 of GAC)

Chapter IV: Acceptance

- Article 29 - (article 41 of GAC supplemented)
- Article 30 - Provisional acceptance (articles 40 and 41 of GAC)
- Article 31 - Documents to be furnished after provisional acceptance (article 40 of GAC supplemented)
- Article 32 - Guarantee deadline (article 40 of GAC supplemented)
- Article 33 - Final acceptance (article 48 of GAC)

Chapter V: Sundry provisions

- Article 34 - Termination of the Contract (article 57 of GAC)
- Article 35 - Case of force majeure (article 56 of GAC)
- Article 36 - Differences and disputes (article 61 of GAC)
- Article 37 - Drafting and dissemination of this Contract (GAC supplemented)
- Article 38 and last - Entry into force of the Contract (GAC supplemented)



DOCUMENT No. 10:
Model documents to be used by bidders



Table of model documents

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacturer



ANNEX No. 1: MODEL TENDER

DECLARATION OF INTENTION TO TENDER

TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR BY EMERGENCY PROCEDURE

I the undersigned _____

General Director/Manager of the company _____

P.O. Box _____ Tel: _____

Acting by virtue of powers conferred on me; on behave of the company, after going through all the documents of the RESTRICTED NATIONAL INVITATION TO TENDER

No. ___/RNIT/CDENO/CITB/2026 OF _____ and have appreciated from my own point of view and responsibility all the difficulties involved, have engage to tender for the selection of a consultant for the training of stakeholders of the dairy sector in conformity with the conditions of the invitation to tenders for a total amount (all taxes included) of:

Amount in figures (TTC)	Amount in words (TTC)

Time limit for the execution _____

This amount has been calculated based on the unit prices and the quantities indicated on the bills of quantities and cost estimates, which will accompany this present bid.

I ask that the amount I am due be paid by the administration in FCFA in to account no. _____ with (Bank) _____

Done at _____ on _____

(Signature, name and stamp)



ANNEX No. 2: MODEL BID BOND

Addressed to _____ (indicate the contracting authority and his address) << **the Contracting Authority** >>.

Considering that the company _____ below known as << the bidder >> has submitted his tender on the _____ **TO SELECT A CONSULTANT FOR THE TRAINING OF STAKEHOLDERS OF THE DAIRY SECTOR**, and for which will be joint a guarantee payment to the ADMINISTRATIVE DIRECTOR OF CDENO, (Contracting Authority) the sum of _____ (indicate the amount in letters and in words) Francs C.F.A

The conditions for this obligation are the following:

1. If the bidder withdraw his tender during the validity period specified in the tender or
2. If the bidder, having been notified the attribution of the contract by the contracting authority during the validity period;
 - Is not available to sign or refuses to sign the Contract, while he is required to do so.
 - Lack of or refusal to provide the definite caution for the contract as required.

We are committing ourselves to pay to the contracting Authority, justified claims. That is each time the contracting authority is asking for claims, he must show proves that one or all of the conditions mentioned above have been violated.

This present caution goes into effect from the date of his signature and dateline fixed by the Contracting Authority for the submission of bids. It shall remain valid for 90 days as from the time limit for the validity of tenders.

All complains of the contracting Authority concerning these claims shall reach our bank before the end of this validity period.

This present caution is submitted for its interpretation and execution according to the Cameroon law. Only a Cameroon court shall be competent to pass a ruling on any matter related to this present engagement.

Signed and legalized by the bank _____ On _____

NB/ A hand written maximum amount guaranteed covering the principal, interest and other ancillary costs in words and in figures



ANNEX No. 3: MODEL FINAL BOND

Bank:

Reference of the bond: No _____

Addressed to *The Administrative Director of CDENO*, hereinafter referred to as the "Project Owner"

Whereas _____ [*name and address of Service Provider*], hereafter referred to as "the Service Provider", has committed himself, in execution of the contract referred to "the contract", to carry out **the** training of stakeholders of the dairy sector

Whereas it is stated in the contract that the Service Provider shall entrust to the Project Owner a final bond of an amount equal to [*indicate the percentage between 2 and 5 %*] of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the Service Provider this guarantee,

We, _____ [*name and address of bank*]
represented by _____ [*name of signatories*],

hereinafter referred to as "the bank", we commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request declaring that the Service Provider has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of _____ [*in figures and words*].

We agree that no change or addendum or any other amendment to the contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force as soon as it is signed and the Service Provider is notified of the contract. It shall be released within a deadline of [*indicate the deadline*] from the date of the provisional acceptance of the supplies.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

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 bond shall, for purposes of its interpretation, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at.....on.....

[*Signature of the bank*]

NB/ A hand written maximum amount guaranteed covering the principal, interest and other ancillary costs in words and in figures



ANNEX No. 4: MODEL START-OFF ADVANCE BOND

Bank: Reference, Address: _____

We, the undersigned (bank, address) hereby declare by the present, to guarantee on behalf of:

Project Owner: *The Administrative Director of CDENO*

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract No. _____ of _____ relating to supplies [indicate the subject of the contract, the references of the invitation to tender, and possibly the lot] of the maximum total sum corresponding to the advance of 30 % of the amount inclusive of all taxes of Contract No. _____ payable upon notification of the corresponding Administrative Order, that is _____ CFA francs.

This guarantee shall enter into force and shall take effect upon reception of the respective parts of this advance on the accounts of _____ [the holder] opened in the _____ bank under number _____

It shall remain in force up till the reimbursement of the advance in conformity with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionately to the reimbursement of the advance and as it is reimbursed.

The law and jurisdiction applicable on the guarantee shall be those of the Republic of Cameroon.

Signed and authenticated by the bank

at _____ on _____

[Signature of the bank]

NB/ A hand written maximum amount guaranteed covering the principal, interest and other ancillary costs in words and in figures



Document No. 11:
Justifications of preliminary studies



Justification of preliminary studies

1. Were preliminary studies carried out on this project? Studies were carried out by the Technical Service of CDENO
2. If yes, attach the report and indicate:
 - 2.1. The date; **February 2026**
 - 2.2. The name of the public or private Project Manager: References of the contract, if private supervision carried it out; NA
 - 2.3. Description of the studies (see Studies attached document)
3. Are the quantities in the quotations compatible with the available financing? Yes

In the case where the quantities are not compatible with the available financing, the Tenders Board will require the updating of the study prior to the launching of the consultation.

4. For Service Provider of less scope, the Project Owner or Delegated Project Owner may furnish a justification of calculation of quantities of the tender file.

N.B. The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies carried out.



Document No. 12:
List of banking establishments and
financial bodies authorised to issue
bonds for public contracts



List of banks

No	Company name	Acronym	Postal address
1	Afriland First Bank	FIRST BANK	Po.Box: 11 834, Yaoundé
2	Bank Of Africa Cameroun	BOA Cameroun	Po.Box: 4 593, Douala
3	Banque Camerounaise des Petites et Moyennes Entreprises	BC-PME	Po.Box: 12 962, Yaoundé
4	Banque Gabonaise pour le Financement International	BGFIBANK	Po.Box: 600, Douala
5	Banque Internationale du Cameroun pour l'Epargne et le Crédit	BICEC	Po.Box: 1 925, Douala
6	Citibank Cameroun	CITIGROUP	Po.Box: 4 571, Douala
7	Commercial Bank-Cameroun	CBC	Po.Box: 4 004, Douala
8	Crédit Communautaire d'Afrique - Bank	CCA-BANK	Po.Box: 30 388, Yaoundé
9	Ecobank Cameroun	ECOBANK	Po.Box: 582, Douala
10	National Financial Credit-Bank	NFC-Bank	Po.Box: 6 578, Yaoundé
	Société Commerciale de Banques-Cameroun	SCB-Cameroun	Po.Box: 300, Douala
12	Société Générale Cameroun	SGC	Po.Box: 4 042, Douala
13	Standard Chatered Bank Cameroon	SCBC	Po.Box: 1 784, Douala
14	Union Bank of Cameroon	UBC	Po.Box: 15 569, Douala
15	United Bank for Africa	UBA	Po.Box: 2 088, Douala

List of insurance companies

No	Company name	Postal address
1	Activa Assurances	Po.Box: 12 970, Douala
2	Area Assurances S.A	Po.Box: 1 531, Douala
3	Atlantique Assurances S.A	Po.Box: 2 933, Douala
4	Beneficial General Insurance S.A	Po.Box: 2 328, Douala
5	Chanas Assurances S.A	Po.Box: 109, Douala
6	CPA S.A	Po.Box: 54, Douala
7	Nsia Assurances S.A	Po.Box: 2 759, Douala
8	Pro Assur S.A	Po.Box: 5 963, Douala
9	SAAR S.A	Po.Box: 1 011, Douala
10	Saham Assurances S.A	Po.Box: 11 315, Douala
11	Zenithe Insurance S.A	Po.Box: 1 540, Douala

