

SEPTENTRIONEST



ADDITIF N°01/A/APME/SEPTENTRIONEST/DG/CAPRO/26 DU 21 JUIL 2026

DOSSIER D'APPEL D'OFFRES NATIONAL OUVERT DU 15 JUILLET 2026 POUR L'ACQUISITION DE DEUX (02) VÉHICULES DE TYPE PICK-UP ET TOUT TERRAIN AINSI QUE LA FOURNITURE DE SERVICES CONNEXES (IMMATRICULATION, MISE EN CIRCULATION, FORMATION DU PERSONNEL, SERVICE APRÈS-VENTE ET LIVRAISON SUR SITE) POUR L'UNITÉ DE GESTION DU PROJET INCLUSIF D'APPUI AUX INITIATIVES ENTREPRENEURIALES DES FEMMES DES RÉGIONS DE L'EXTRÊME-NORD, DU NORD, DE L'ADAMAOUA ET DE L'EST (SEPTENTRIONEST)

I- PIÈCE N°1 DAO: AVIS D'APPEL D'OFFRES (AAO)



Country: Cameroon

Contracting Authority: Ministry of the Economy, Planning and Regional Development (MINEPAT)

Implementing Agency: Small and Medium-sized Enterprises Promotion (SMEPA)

Project: Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST)

Financing: AFD - Republic of Cameroon - CCM 1870 01 P

OPEN NATIONAL INVITATION FOR TENDERS

No. 001/AONO/APME/SEPTENTRIONEST/DG/CAPRO/CIPM-APME/26 of 15 JUN 2026
For the procurement of two (2) pick-up and off-road vehicles, as well as the provision of related services (registration, putting the vehicles on the road, staff training, after-sales service and on-site delivery) for the Management Unit of the Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST)

1. Purpose of the call for tenders

Within the framework of the implementation of the SEPTENTRIONEST Project, the Director General of the Small and Medium-sized Enterprises Promotion Agency (SMEPA) is hereby launches an open national invitation to tender for the procurement of two (2) pick-up and off-road vehicles, as well as the provision of related services (registration, putting the vehicles on the road, staff training, after-sales service and on-site delivery) for the Management Unit of the Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST).

2. Consistency of works

Works pertaining to this Call for Tenders shall comprise of the procurement of two (2) pick-up/off-road vehicles, as well as the provision of related services (registration, putting the vehicles on the road, staff training, after-sales service and on-site delivery) for the Management Unit of the Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST).

3. Allotment

The supplies covered by this Invitation to Tender are not divided into lots.

4. Provisional deadline and place of delivery

The maximum delivery time provided for the supplies covered by this invitation to tender shall be sixty (60) calendar days, and the place of delivery, Yaoundé (SEPTENTRIONEST Project Management Unit).

This period shall run from the date of notification of the service order to commence works.

5. Participation and origin

Participation in this tender is open to all companies based in Cameroon, with proof of local presence and engagement in the sale of off-road vehicles. A foreign supplier may also take part in this tender provided it has a local presence.

7. Financing

The services covered by this call for tenders shall be financed by the French Development Agency (AFD) and the Republic of Cameroon, in accordance with the minutes of Agreement No. CCM 1870 01 P, signed between the AFD and the Republic of Cameroon as part of the implementation of the Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East regions (SEPTENTRIONEST), financial year 2026.

8. Estimated cost

The estimated cost of this contract is seventy-one million five hundred and fifty thousand (71,550,000) CFA francs, inclusive of all taxes.

9. Submission method

The submission method chosen for this Call for Tenders shall be **online method**.

10. Tender bond

Each tenderer must enclose with their administrative documents a tender bond issued by a first-class bank or an insurance company authorised by the Minister in charge of finance to issue bonds in the field of public contracts and included in the list attached as Appendix 14 to the Tender Documentation. The amount of the said deposit is **three hundred and fifty-seven thousand seven hundred and fifty (357,750) CFA francs** and shall remain valid for up to thirty (30) days beyond the initial expiry date of the tenders.

The absence of a bid bond issued by a first-class bank or an insurance company accredited by the Ministry of Finance to issue bonds within the scope of public contracts shall result in the outright rejection of the tender. A bid bond produced but having no connection with the consultation concerned shall be considered as absent. A bid bond presented by a tenderer during the tender opening session is inadmissible.

11. Consultation of the Tender File

The physical file may be consulted during office hours, Monday to Friday from 08:00AM to 5:00PM, at the Management Unit for the Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST), located behind *Usine Bastos*, after the *Cosy Pool Restaurant*; Email : apme.septentrionest@gmail.com, contacts : +(237) 691 95 56 32 / 656 91 13 13 / 651 45 73 63, upon publication of this notice. It can also be consulted online on the Public Contracts Board (ARMP) website (www.armp.cm)

12. Acquisition of the tender file

The tender documents may be obtained from the SEPTENTRIONEST Project Management Unit from the publication of this notice, upon payment of a non-refundable fee of **fifty thousand (50,000) CFA francs**, representing the cost of obtaining the tender documents, into the 'CAS ARMP Special Account' held at BICEC: (Bank code: 10001); (Branch code: 06860); (Account number: 33598800001); (IBAN: 94).

NB: Under pain of rejection, each tenderer shall be required to pay the fee for obtaining the tender documents prior to submitting their tender.

13. Presentation of the offer

Tenders must be prepared in accordance with the provisions of the Bid Data Sheet (BDS) relating to the preparation of tenders. For guidance, the tender must comprise three (3) volumes as follows:

➤ **Volume A: Administrative Documents**

- a) The declaration of intent to tender, signed by the legal representative or duly appointed authorised representative (in accordance with the template attached herewith);
- b) The company's business registration certificate (RCCM);
- c) The tax clearance certificate;
- d) The certificate of non-bankruptcy;
- e) The location plan, dated and signed;
- f) A certificate of non-exclusion from public contracts issued by the Public Contracts Board (ARMP);
- g) A certificate issued by the National Social Insurance Fund stating the subject and reference number of the call for tenders and certifying that the tenderer has fulfilled its social security obligations towards the said Fund;
- h) Proof of bank account details;
- i) Receipt for the purchase of the tender documents;
- j) The tender bond
- k) The consortium agreement, where applicable (specifying whether the consortium is notarised or a private agreement) and naming the authorised representative, where applicable (in the case of joint and several consortia);
- l) The power of attorney, where applicable;

The above documents, comprising either originals or copies certified as true copies by the competent issuing authority, must have been issued within the last three (3) months.

In the case of a consortium, each member of the consortium must submit documents **b, c, d, e and f**. Documents **a, g, h, i, j, k and l** are to be submitted solely by the consortium's authorised representative.

For tenderers not established in Cameroon:

They shall be exempt from submitting documents to which they are not subject; in particular, they must submit documents certifying:

- that they are not in judicial liquidation or in bankruptcy;
- that they are not subject to any of the prohibitions or restrictions provided for by the laws and regulations in force, both nationally and internationally;
- that they have submitted the declarations required by the laws and regulations in force;
- where a tender bond issued by a foreign financial institution is provided, this shall be acceptable if the financial institution designates a local correspondent authorised by the Minister in charge finance to act as guarantor in the event of a claim.

➤ **Volume B: Technical File**

The technical file shall include, in particular:

- **The tenderer's references:** a list of contracts completed (client, subject matter, value, date of acceptance) as a main contractor (or subcontractor) over the last five (5) years must be provided, together with the names of the beneficiary authorities, in accordance with the standard form attached in the Appendix.

These references must be accompanied by supporting documents, namely:

- a). Copies of the first and last pages of the contract;
- b). Minutes of provisional or final acceptance report, or a certificate of satisfactory completion signed by the Contracting Authority;
- c). A copy of the latest statement of account for current contracts;
- d). Other supporting documents, where applicable.

- **The technical offer:** the list of documents to be provided by tenderers to support their technical proposal includes;
 - a) brochures, catalogues or drawings to be specified (only documents produced by the manufacturers shall be accepted as proof for the equipment);
 - b) proof of after-sales service;
 - c) the timetable, schedule and delivery deadlines for supplies and the provision of related services;
 - d) the certificate of origin issued at the time of shipment, where applicable;
- **Evidence of acceptance of the tender conditions:** the tenderer shall submit a copy of the Special Administrative Terms and Conditions (CCAP), duly initialled on each page and signed on the last page, preceded by the words 'read and approved', as well as the technical specifications, duly initialled.
- **The tenderer shall complete and sign the following forms:** the Declaration of Integrity, Eligibility and Environmental and Social Responsibility, dated and signed.
- **The sworn statement confirming that the tenderer has not withdrawn from any contract during the last three years.**
- **The Guarantee Certificate valid for not less than 12 months.**

➤ **Volume C: Financial offer**

This envelope shall contain:

- a) The Original Letter of Tender drawn up in accordance with the attached template, stamped at the current rate, signed and dated, specifying the nature of the prices: Excluding tax (excl. tax) (and excluding customs duties if the goods are imported), with a separate line for VAT;
- b) Financial capacity or average annual turnover over the last three (3) years of not less than forty-seven million seven hundred thousand (47,700,000) CFA francs.
- c) The Unit Price Schedule, dated and signed;
- d) The Bill of Quantities (BoQ) duly filled, dated and signed;
- e) The framework of the Unit Price Breakdown.

Tenderers shall use, for this purpose, the documents, templates or standard forms provided in the Tender Documents.

NB: Prices shall be quoted in CFA francs and the various sections of a single tender shall be separated by coloured dividers (other than white) to facilitate their examination.

14. Submission of tenders

Each tender, drafted in English or French, must be submitted by the tenderer online via the COLEPS platform no later than 12 JUL 2026 at 1:00PM, local time. A backup copy of the tender saved on a USB stick must be submitted in a sealed envelope clearly and legibly marked 'backup copy', together with the physical copy of the tender bond. Envelopes must bear the following wording and be received within the specified deadline:

"OPEN NATIONAL INVITATION FOR TENDERS

No.001/AONO/APME/SEPTENTRIONEST/DG/CAPRO/CIPM-APME/26 of 15 JUL 2026
 For the procurement of two (2) pick-up and off-road vehicles, as well as the provision of related services (registration, putting the vehicles on the road, staff training, after-sales service and on-site delivery) for the Management Unit of the Inclusive Project to Support Women's Entrepreneurial Initiatives in the Far North, North, Adamawa and East Regions (SEPTENTRIONEST)"

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

NB: 9- Size and format of files

For online submission via the COLPES platform, the maximum size of the documents that shall be uploaded as part of the tenderer's bid are as follows:

- 5 MB for the administrative bid;
- 15 MB for the technical bid;
- 5 MB for the financial bid;

Bids must be submitted in the following formats:

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

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

15- Admissibility of tenders

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope. The following shall not be accepted by the Contracting Authority:

- Envelopes bearing information on the identity of the tenderers;
- Envelopes received after the deadline (date & time reserved) for submission;
- Bids without any indication of the identity of the tenderer;
- Bids that do not comply with the method of submission.

Any tender which is incomplete in accordance with the provisions of the Tender File shall be declared inadmissible. Namely, the absence of a bid bond issued by a first category body or financial institution approved by the Minister in charge of Finance to issue bonds in the field of Public Contracts or non-compliance with the template documents in the Tender File shall result in the outright rejection of the bid without any appeal. A tender bond produced but having no connection with the quotation concerned shall be considered as absent. A bid bond presented by a tenderer during the tender opening session is inadmissible.

16- Opening of tenders

The administrative, technical and financial tender documents shall be opened in a single session by SMEPA's Internal Tenders' Board in the Meeting Room of the public institution on 12 April 2026 at **2:00PM** local time. Only tenderers shall attend this bid opening session or be represented by a duly authorised person of their choice, with full knowledge of the file.

Under pain of rejection, the documents in the administrative file required must be produced in originals or in copies certified as true by the issuing department or competent administrative authority, in accordance with the provisions of the **Special Conditions to Tender (RPAO)**. These documents must be less than three (3) months old from the original date of submission of the file or have been drawn up after the date of signature of the invitation to tender.

In the event of the absence or non-conformity of any document in the administrative file during the opening of tenders, after a deadline of 48 hours granted by the Board, the bid shall be rejected.

17 – Evaluation criteria

17.1 Elimination criteria

These shall include:

- The absence of a tender bond at the time of the opening of tenders;
- Failure to produce, after a period of 48 working hours (office days) following the opening of bids, a document in the administrative file deemed to be non-compliant or missing (with the exception of the bid bond);
- False declarations, fraudulent practices, or falsification of documents;
- Failure to comply with at least 5 of the 6 essential criteria;

- Absence of a brochure, catalogue, drawing or technical data sheet produced by the manufacturer;
- Failure to comply with the technical specifications set out for the vehicles covered by this Invitation to Tender;
- Non-compliance with the submission method and format;
- Absence in the technical offer of a sworn statement confirming that the tenderer has not withdrawn from any contract during the last three years;
- Absence of the supplier's approval or authorisation issued by the manufacturer, or the absence of the supplier's approval or authorisation issued by a distributor accredited by the manufacturer, accompanied by the said distributor's approval;
- Absence of an element of the financial offer (Tender Letter, Unit Price Schedule, Bill of Quantities and Unit Price Breakdown);
- Absence of a quantified unit price in the financial offer
- Absence of the Declaration of Integrity, Eligibility and Environmental and Social Responsibility, initialled and signed.
- Absence of a dated and signed declaration of commitment to comply with environmental and social clauses;

NOTE: Under pain of rejection; the tenderer's tender bond must be submitted in the original, whilst the other administrative and tax documents must be submitted as certified true copies bearing an official stamp.

17.2. Essential criteria

The essential criteria for the qualification of tenderers shall relate, by way of indication, to:

- Presentation of the offer;
- References of the tenderers;
- Financial capacity or average annual turnover over the last three (3) years of not less than forty-seven million seven hundred thousand (47,700,000) CFA francs;
- After-sales service;
- Warranty period (≥ 12 months) and delivery schedule (timeline for delivery and provision of related services);
- Evidence of acceptance of the contract terms (the Special Administrative Clauses - CCAP) and the technical specifications, initialled and signed on the final page).

18- Awarding of contract

The Contract shall be awarded to the tenderer who submits a bid complying with the technical specifications for the supplies, a valid administrative tender,— meeting all the requirements outlined in the elimination criteria and 5/6 of the essential criteria set out in the Tender Documents, and whose financial offer has been assessed as the lowest after applying any proposed discounts or rebates and making any necessary price adjustments, provided that the tenderer is also deemed qualified (in terms of experience as well as technical and financial capacity) to execute the work satisfactorily.

19- Period of validity of tenders

Tenderers remain bound by their offer for 90 days from the initial deadline set for the submission of offers.

20- Additional information

Additional information can be obtained during office hours, Monday to Friday from 8:00AM to 5:00PM, at the SEPTENTRIONEST Project Management Unit, located behind *Usine Bastos*, after the *Cosy Pool Restaurant*; Email: apme.septentrionest@gmail.com, contacts: +(237) 691 95 56 32/ 656 91 13 13 / 651 45 73 63.

20- Fight against corruption and dangerous practices

To report any incident:

- CONAC 1517
- MINMAP: (+237) 673 20 57/699 37 07 48
- ARMP (+237) 222 20 03 / 222 20 60 43

Copies forwarded to:

- Authority in charge of Public Contracts (MINMAP)
- ARMP
- SMEPA
- CAPRO
- Posting/Chrono

THE DIRECTOR GENERAL



II- Remise des offres et Ouverture des plis

Au lieu de / Instead of :	Lire / Read :
14. Remise des offres Chaque offre rédigée en français ou en anglais, devra être transmise par le soumissionnaire en ligne sur la plateforme COLEPS au plus tard le 12 Août 2026 à 13h 00min précises, heure locale. 14. Submission of tenders Each tender, drafted in English or French, must be submitted by the tenderer online via the COLEPS platform no later than 12 Août 2026 at 1:00PM , local time.	14. Remise des offres Chaque offre rédigée en français ou en anglais, devra être transmise par le soumissionnaire en ligne sur la plateforme COLEPS au plus tard le 19 Août 2026 à 13h 00min précises, heure locale. 14. Submission of tenders Each tender, drafted in English or French, must be submitted by the tenderer online via the COLEPS platform no later than 19 Août 2026 at 1:00PM , local time.
16. Ouverture des plis L'ouverture du dossier administratif, technique et financier se fera en un temps par la Commission Interne de Passation des Marchés de l'APME dans la salle de réunion de l'APME le 12 Août 2026 à 14h 00min heure locale. 16- Opening of tenders The administrative, technical and financial tender documents shall be opened in a single session by SMEPA's Internal Tenders' Board in the Meeting Room of the public institution on 12 Août 2026 at 2:00PM local time.	16. Ouverture des plis L'ouverture du dossier administratif, technique et financier se fera en un temps par la Commission Interne de Passation des Marchés de l'APME dans la salle de réunion de l'APME le 19 Août 2026 à 14h 00min heure locale. 16- Opening of tenders The administrative, technical and financial tender documents shall be opened in a single session by SMEPA's Internal Tenders' Board in the Meeting Room of the public institution on 19 Août 2026 at 2:00PM local time.

Le reste sans changement.

LE DIRECTEUR GENERAL

