

REPUBLIQUE DU CAMEROUN
Paix – Travail– Patrie

AGENCE DE PROMOTION
DES PETITES ET MOYENNES
ENTREPRISES

DIRECTION GENERALE

COMMISSION INTERNE DE PASSATION
DES MARCHES

REPUBLIC OF CAMEROON
Peace – Work– Fatherland

SMALL AND MEDIUM SIZED
ENTERPRISES PROMOTION AGENCY

HEAD OFFICE

INTERNAL TENDERS BOARD

APME

RESTRICTED NATIONAL CALL FOR TENDERS

26-00004

/AONR/APME/CIPM/2026 OF

RELATING TO THE RECRUITMENT OF A CONSULTANT TO CARRY OUT A STUDY
ON THE SETTING-UP OF A SEED FUND FOR THE DEVELOPMENT OF SMEs
(SMEPA) UNDER AN EMERGENCY PROCEDURE.

Phase 1: Feasibility study.

FINANCING: SMEPA BUDGET, 2026 FINANCIAL YEAR

1- 1-Purpose of the call for tenders

The Director General of the Small & Medium-sized Enterprises Promotion Agency (SMEPA), Contracting Authority, is hereby launching a National Restricted Call for Tenders relating to the recruitment of a consultant to carry out a study on the setting-up of a seed fund for the development of SMEs under an emergency procedure. *Phase 1: Feasibility study*, for the 2026 financial year.

2- Consistency of works

The services provided shall cover the following tasks:

- The different types of seed funds;
- Organisations running seed funds in Cameroon, their characteristics and how they operate;
- The sectors most likely to benefit from a seed fund;
- Identification of potential investors who could contribute to the seed fund;
- Recommendations for setting up a seed fund at SMEPA.

3- Phases/Allotment

The services are provided in a single lot

4- Estimated cost

The estimated cost of the service provision, after preliminary studies, is ten million (10,000,000) CFA francs, including tax.

5- Provisional deadline for completion of services

The maximum deadline given by the Project Owner for the complete execution of this project shall be three (3) months.

6- Participation and origin

Participation in this call for tenders shall be restricted to the Technical Studies Office (BET)/Consultants selected at the end of the Notice of expression of interest No. 25-0001/ASMI/APME/DG/DRHFM/SMPA/2026 of 15 June 2026, published in the (ARMP) Public Contracts Board's Journal.

This Invitation to Tender is therefore addressed to the following service providers:

No.	CONSULTANTS	ADDRESSES
1	NAUMUR	PO Box: Yaoundé, Tel: 680 22 47 86
2	Ets TECH SYSTEM AND CONSULTING	PO Box: Yaoundé, Tel: 695 012 411
3	Ets EMMI GROUP	PO Box: Yaoundé, Tel: 694 726 505

7- Financing

The services covered by this Restricted National Invitation to Tender shall be financed by SMEPA's 2026 Financial Year budget, on budget line No. 30 606-21 110.

8- Submission method

The submission method chosen for this consultation shall be online submission.

9- Tender bond

Each tenderer must enclose with his/her administrative documents, a tender bond, paid in hand, issued by a body or financial institution approved by the Minister of Finance to issue bonds in the field of public contracts, the list of which appears in Exhibit 14 of the Tender Documents and which shall remain valid for 30 days beyond the deadline for the validity of tenders. The amount of this tender bond shall be two fifty thousand (50,000) FCFA.

The tender bond shall be accompanied by a deposit receipt issued by the Deposits and Consignments Fund (CDEC) during the bid opening session. The absence of any of these documents when the bid opening session shall result in the outright rejection of the Tender.

In the event of, and under the conditions required by the regulations in force, a bank cheque or certified cheque is produced instead of a bond, it must be made payable to the Deposits and Consignments Fund (CDEC) on behalf of the Director General of the National Port Authority (MO).

The absence of a bid bond issued by a first-class bank or financial institution authorised by the Ministry of Finance to issue bonds in connection with 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.

10 – Consultation of the Tender File

The physical file may be consulted free of charge during working hours, as soon as this notice is published, at the Service of Public Procurement, Assets and Supply of SMEPA, located at Tsinga, Boulevard du Sultan NJOYA, Tel: 242 04 82 55/696 00 57 96.

It can also be accessed online through the COLEPS page by the following addresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>, on the internet site of Public Contracts Board (www.armp.cm).

11 – Acquisition of the tender file

The hard copy of this tender file can be obtained during working hours from the the Public Contracts, Assets and Supply Service of the Small and Medium-sized Enterprises Promotion Agency, Boulevard du Sultan NJOYA; Tel. 242 04 82 55 upon presentation of a receipt for payment of a non-refundable sum of twenty thousand (20, 000) F CFA, in the special CAS-ARMP account opened at BICEC Bank. The receipt shall specify the number of this Quotation Request.

It is also possible to obtain the electronic version of the tender dossier (DAO) by downloading it free of charge from the COLEPS platform available at the addresses indicated above. However, online submission shall be subject to the payment of the cost of purchasing the tender documents.

12- Submission of tenders

Each quotation must be written in French or English.

a) On-line submission method

Tenders must be drawn up in English or French.

Tenders must be submitted by the tenderer on the COLEPS platform no later than **14 September 2026, at 12:00 noon**.

By the same deadline as above, a backup copy of the tenders recorded on a USB key or CD/DVD must be sent in a sealed envelope clearly and legibly marked 'backup copy', as well as the physical version of the tender deposit accompanied with the receipt issued by the CDEC. The tender shall be submitted against acknowledgement of receipt, with the following label:

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(SMEPA) UNDER AN EMERGENCY PROCEDURE
Phase 1: Feasibility study.
"To be opened only during the bid-opening session".

b) 9- Size and format of files

For online submission via the COLPES platform, the maximum size of the documents that shall be uploaded on the platform and being 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.

13- 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 deemed admissible by the Project Owner:

- 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;
- Failure to comply with the number of copies indicated in the Special Conditions of Tender (RPAO) or offer in copies only;

Any tender which is incomplete in accordance with the provisions of the Tender File shall be declared inadmissible. Particularly, the absence of a bid bond issued by a body or financial institution approved by the Minister in charge of Finance to issue bonds in the field of Public

Contracts or failure to comply with the model documents in the Tender File shall result in the outright rejection of the bid without any appeal. A bid bond that is not stamped, is not accompanied by the CDEC receipt or has no connection with the consultation concerned will be considered to be absent. A bid bond presented by a tenderer during the tender opening session is inadmissible.

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.

14- Opening of tenders

The tenders shall be opened in two stages.

The opening of the tenders containing the administrative and technical documents shall take place on **14 September 2026 at 1:00 PM**, local time, done by SMEPA's Internal Tenders' Board in the Meeting Room of the institution, in the presence of the tenderers or their representatives (one representative per tenderer) duly authorised and with full knowledge of the file.

The opening of the financial offers shall take place after the technical evaluation and shall concern only the tenderers who have obtained a technical score equal to or higher than the qualification threshold.

On 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 when the tenders are opened after a period of 48 hours granted by the Commission, the bid shall be rejected.

15 – Evaluation criteria

Evaluation criteria shall be as follows:

15.1- Eliminary criteria

The eliminary criteria shall set the minimum conditions to be met in order to be admitted to the evaluation according to the essential criteria. These shall include :

Eliminary criteria relating to the administrative file	
1	failure to produce, after a period of 48 hours 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);
2	false declarations, fraudulent manoeuvres or falsified documents.
Eliminary criteria relating to the technical offer	
1	the absence of a declaration on honour that contracts have not been abandoned in the last three (3) years;
2	non-compliance with the tender file format for online submissions;
3	absence of a dated and signed integrity charter;
4	absence of a dated and signed declaration of commitment to comply with environmental and social clauses;
5	non-compliance with the submission method
6	presence of financial information in the technical offer;
7	Absence of Conditions of Acceptance of the Contract (CCAP and ToR duly initialled on each page and signed on the last pages with the capacity of the signatory and his/her stamp

	preceded by the words 'read and approved')
8	Technical score below 70 points out of 100;
9	A financial capacity of three hundred thousand (300,000) CFA francs
Eliminatory criteria relating to the financial offer	
1	Absence of a quantified unit price in the financial offer;
2	Absence of an element of the financial offer (tender, Unit Price Schedule, Breakdown of Estimated Quantities);

15.2- Essential criteria

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

Essential criteria	Scoring (points)
General presentation of the offer	02
Understanding of the assignment, Proposed methodology in line with the ToR, Planning	20
References of the tenderer	20
Competence and qualifications of proposed staff	48
Technical resources and equipment	10
TOTAL	100

The qualification threshold for technical offers for each bid is set at 70 Points 100.

To calculate financial scores:

$$S_f = 100 \times F_m / F.$$

The respective weights assigned to the technical and financial proposals are: T=0.7 et F=0.3.

The final overall score (OS) of the tenderer's offer shall be obtained by this formula:

$$OS = (TS \times 0.70) + (FS \times 0.30).$$

16- Contract award method

The Project Owner shall award the contract to the bidder who has submitted a bid meeting the required technical and financial qualification criteria and whose bid has been evaluated as the best bid by combining the technical and financial criteria.

17- Maximum number of lots

The service provision shall be done in a single lot.

18- Period of validity of tenders

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

19- Additional information

Additional information may be obtained during working hours from the Service of Public Contracts, Assets, and Supply (SMPA), at SMEPA Head Office, Tsinga, Boulevard du Sultan NJOYA, PO Box : 35186 Yaoundé, Tel: 242 04 82 55/696 00 57 96 or online through the COLEPS page via the addresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm> or any other electronic means of communication indicated by the Project Owner.

20 - Fight against corruption and dangerous practices

To report any practices, facts or acts of tantamount to corruption, please call CONAC on 1517, the Public Procurement Authority (MINMAP) (SMS or call) on: (+237) 673 20 57 25 and 699 37 07 48, Or the PO/DPO via the numbers (237) 222 23 73 16 / 222 23 73 17.

Done in Yaounde, on 13 AOUT 2026

The Director General

Copies Forwarded to:

- MINMAP ;
- ARMP/MDN
- P/CIPM/SMEPA
- Archives



The image shows a handwritten signature in blue ink over a circular official stamp. The stamp contains the text "Ministère de la Police et de la Sécurité Publique" and "Direction Générale". Below the signature, the name "Jean Pierre Louis Boudjo" is handwritten in blue ink.

PRESIDENCE DE LA REPUBLIQUE DU CAMEROUN
AGENCE DE REGULATION DES MARCHES PUBLICS

ARM

CENTRE REGIONAL DE REGULATION DES
MARCHES PUBLICS DU CENTRE

COURRIER ARRIVEE N° 1193
14 AOUT 2020