



**RELAUCH OF OPEN NATIONAL INVITATION TO TENDER (EMERGENCY
PROCEDURE) N°13/ONIT/PPRD-NWSW/STB/2026 OF 20/08/2026 FOR THE
SUPPLY OF AGRICULTURAL INPUTS IN MENJI (LEBIALEM DIVISION),
BANGEM (KUPE MUANENGUBA) AND MAMFE (MANYU) THE SOUTH WEST
REGION.**

PROJECT OWNER: THE PRESIDENT OF THE STEERING COMMITTEE OF THE PPRD

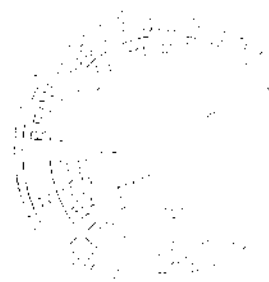
FINANCING: 2026 BUDGET OF THE PPRD

BUDGET HEAD:

2026 FINANCIAL YEAR

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DOCUMENT NO1: TENDER NOTICE



TENDER NOTICE

**RELAUNCH OF OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°013 /ONIT/PPRD-NWSW/STB/2026 OF 20/08/2026 FOR THE SUPPLY OF AGRICULTURAL
INPUTS IN MENJI (LEBIALEM DIVISION), BANGEM (KUPE MUANENGUBA) AND MAMFE
(MANYU) THE SOUTH WEST REGION.**

FINANCING: 2026 BUDGET OF THE PPRD

1. SUBJECT OF THE INVITATION TO TENDER

Within the framework of the 2026 Annual Work Plan of the Presidential Plan for the Reconstruction and Development of the North-West and South-West Regions, the President of the Steering Committee hereby relaunches an Open National Invitation to Tender for the supply of agricultural inputs in Menji (Lebialem Division), Bangem (Kupe Muanenguba) and Mamfe (Manyu) the South West Region.

2. CONSISTENCY OF THE SERVICES

The services of this Invitation to Tender comprise the supply of agricultural inputs in Menji (Lebialem Division), Bangem (Kupe Muanenguba) and Mamfe (Manyu) the South West Region. It consists of the supply of:

- Fertilizers;
- Pesticides.

3. ALLOTMENT

This Invitation to Tender is in three lots as follows:

Lot 1: Supply of agricultural inputs in Menji (Lebialem) in the South West region;

Lot 2: Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region;

Lot 3: Supply of agricultural inputs in Mamfe (Manyu) in the South West region.

4. ESTIMATED COST

The estimated cost of this Invitation to Tender is as follows:

Lot N°	Nature of services	Estimated budget (TTC in CFA F)
1	Supply of agricultural inputs in Menji (Lebialem) in the South West region	50,000,000
2	Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region	25,000,000
3	Supply of agricultural inputs in Mamfe (Manyu) in the South West region	25,000,000
TOTAL		100,000,000

5. EXECUTION DEADLINE

The maximum period provided by the Project Owner for the completion of the services covered by this Invitation to tender is forty-five (45) days.

6. PARTICIPATION AND ORIGIN

Participation to this invitation to tender is open to all registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise.

7. FINANCING

The supply covered by this Call for Tender is financed by the PPRD budget for the 2026 financial year.

8. SUBMISSION METHOD

The submission method for this tender is exclusively online.

9. BID BOND

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a bank establishment or financial institution approved by the Ministry in charge of finance to issue bonds for public contracts and whose list appears in document 14 of the Tender File (TF), of an amount of:

Lot N°	Nature of services	Amount of Bid bond (CFA F)
1	Supply of agricultural inputs in Menji (Lebialem) in the South West region	500,000
2	Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region	250,000
3	Supply of agricultural inputs in Mamfe (Manyu) in the South West region	250,000

This bond, accompanied by the original copy of the receipt issued by the Deposits and Consignments Fund (CDEC), must be valid for up to thirty (30) days beyond the initial validity date of the tenders. The absence of a bid bond issued by a bank establishment or financial institution authorised by the Ministry of Finance to issue bonds in the context of public contracts will result in the outright rejection of the tender. A bid bond produced but unrelated to the consultation is considered absent. A bid bond presented by a bidder during the bid-opening session is inadmissible.

The scan copy of the bid bond accompanied by the CDEC receipt, must be joined to the administrative documents submitted online. The original copy of this bond and the CDEC receipt, must be submitted in a sealed envelope, with the backup copy of the offer. During bids opening, the sealed envelope containing the original copy of the bid bond and the CDEC receipt, must be opened to ascertain their authenticity and the conformity.

10. CONSULTATION OF TENDER FILE

The physical documents may be consulted free of charge at the PPRD Head Office in Bastos, Yaoundé from Mondays to Fridays (7:30 am to 3:30 pm) or contact (Tel: 679496768/699259787), email: procurementmanager@pprdnsw.org), from the date of publication of this notice.

They may also be consulted online on the COLEPS platform at www.publiccontracts.cm and www.marchespublics.cm, on the ARPM website (www.arpm.cm).

11. ACQUISITION OF THE OF TENDER FILE

The Tender Document can be obtained from the PPRD Head Office in Bastos, Yaoundé during working hours (7:30 am to 3:30 pm) Mondays to Fridays, upon publication notice, after the presentation of a receipt of the payment of a non-refundable sum of **CFAF one hundred thousand (100,000)**, payable into the Special Appropriation Account CAS-ARMP of the Public Contracts Regulatory Agency (PCRA) titled: *Compte*

d'Affectation Spécial CAS-ARMP. When collecting the Tender file, bidders must register by providing their full contact information (P.O. Box, Fax, Email, telephone, etc.).

It is also possible to obtain the electronic version of Tender file free of charge by downloading from the addresses indicated above. However, submission by physical or electronic means is conditional upon payment of the purchase fee of the tender file.

12. SUBMISSION OF TENDERS

Bids written in English or French must be submitted on the COLEPS platform at www.publiccontracts.cm and www.marchespublics.cm no later than **17/09/2026 at 2: PM**.

For this Tender, bids must be submitted online. Please consult the online submission procedure in the appendix to this Tender document.

The maximum file sizes for documents submitted on the platform that constitute the bidder's offer are as follows:

- 5 MB for the administrative Offer;
- 15 MB for the Technical Offer;
- 5 MB for the financial Offer.

Accepted formats are:

- PDF for text documents;
- JPEG for images.

The bidder should use compression software to reduce the size of the files to be submitted.

A backup copy of the offer, saved on a USB drive or CD/DVD, must be submitted in a sealed envelope clearly and legibly marked "backup copy". In addition to the above statement, within the specified timeframe.

Offers received after the submission deadline will be deemed inadmissible.

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 will be inadmissible by the Project Owner:

- Envelopes bearing the bidder's identity;
- Envelopes received after the submission deadlines;
- Envelopes that do not comply with the submission method.
- Envelopes without indicating the identity of the Call for Tenders;
- Failure to comply with the number of copies indicated in the SRIT or offering only copies;

Any incomplete offer in accordance with the requirements of the Call for Tenders Documents will be declared inadmissible. In particular, the absence of a bid bond issued by an organization or financial institution approved by the Minister of Finance to issue bonds in the field of public procurement or failure to comply with the models of the documents in the Call for Tenders Documents will result in the outright rejection of the offer without any recourse. A bid bond produced but having no connection with the consultation in question is considered absent. A bid bond presented by a bidder during the bid opening session is inadmissible.

14. BID OPENING

The offers shall be opened in a single phase, **in the PPRD Conference Hall, located at Bastos Yaoundé** on the **17/09/2026 at 2:30 pm**. Only bidders or their authorised representatives having a perfect knowledge of the file may attend the bid opening session. Bids that do not conform with this invitation to tender and the tender documents shall be rejected.

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a bank establishment or financial institution approved by the Ministry in charge of Finance. A bid bond presented by a bidder during the bid opening session shall not be accepted.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected.

15. EVALUATION CRITERIA

Tenders will be evaluated on the basis of the following criteria:

15.1. ELIMINATORY CRITERIA

- a. Absence or non-compliance of a stamped Bid bond with the handwritten note (hand endorsed) , accompanied by the receipt from the Deposits and Consignments Fund (CDEC) (these documents should be submitted as one file);
- b. 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 the bid bond);
- c. False declaration, fraudulent manoeuvres or falsified document;
- d. Failure to attain at least 15 essential criteria over 20;
- e. Failure to comply with the technical specifications of agricultural inputs indicated in the Tender file;
- f. Absence of proof of acquisition of inputs from authorised suppliers by MINADER.
- g. Absence of a catalogue or technical sheet produced by the manufacturer;
- h. Absence in the technical offer of a sworn statement by which the bidder certifies not only that it has not abandoned a contract in the last three (03) years, but also that it is not included on the list of defaulting companies established annually by the Ministry of Public Contracts;
- i. Incomplete financial file (Absence of a detailed BOQ, Unit Price and Detailed Unit Price Schedule)
- j. Non-compliance with the format of the tender file for online submissions;
- k. Absence of a backup key;
- l. Omission of a quantified unit price in the financial offer;
- m. Absence of the integrity charter;
- n. Absence of the declaration of compliance with social and environmental clauses;
- o. Absence of proof of financial capacity as follows:
 - Lot 1 CFAF 15,000,000;
 - Lot 2 CFAF 8,000,000;

- Lot 3 CFAF 8,000,000.

15.2 ESSENTIAL CRITERIA

The technical offer will be evaluated according to the following:

N°	Main Criteria	Number of sub-criteria
1	General presentation of the offer	03
2	Bidder's References	03
3	Proof of acceptance of conditions of the contract	02
4	Compliance with specifications of Fertilizers	03
5	Compliance with specifications of pesticides	04
6	Methodology of the supply	04
7	Declaration on honour of non-abandonment of the site within three (03) years	01
	TOTAL	20

Note: Only bidders with a score of 15 Yes over 20 main criteria will be eligible for the financial bid evaluation.

16. AWARD

The Contracting Authority will award the contract to the tenderer who has submitted a bid meeting the required technical and financial qualification criteria and whose bid is evaluated as the best.

17. MAXIMUM NUMBER OF LOTS

A candidate may bid for one or more lots, and can be awarded more than one lot.

In the case a bidder is the best bidder for more than one lot, the Project Owner or the Delegated Project Owner shall award only one lot to the said bidder in accordance with the conditions specified in the Special Regulations.

18. VALIDITY OF OFFERS

The period of validity of offers is ninety (90) days from the deadline set for their submission.

19. ADDITIONAL INFORMATION

Additional (supplementary) technical information may be obtained during working hours from the Procurement Service at the PPRD NW-SW, Bastos Yaounde. (Tel: 679496768, procurementmanager@pprdnsw.org) during working hours (7:30 am to 3:30 pm) Mondays to Fridays.

20. FIGHT AGAINST CORRUPTION AND MALPRACTICES

For any report of practices, facts or acts of corruption, please call CONAC at number 1517, the Public Contracts Authority (MINMAP) (SMS or call) at numbers: (+237) 673 20 57 25 and 699 37 07 48.

Yaounde, on 12/06/2016

Copies:

- MINMAP
- ARMP (for publication and information);
- Chairperson of STB (for information);
- Procurement Manager (for archiving);
- Publication (for information).

**THE PRESIDENT OF THE STEERING COMMITTEE OF
THE PPRD NW-SW
(PROJECT OWNER)**



AVIS D'APPEL D'OFFRES (AAO)



RELANCE DE L'AVIS APPEL D'OFFRES NATIONAL OUVERT (EN PROCEDURE D'URGENCE) N°13/AONO/PPRD-NWSW/CSPM/2026 DU 20/08/2026 POUR LA FOURNITURE DES INTRANTS AGRICOLES A MENJI (LEBIALEM), BANGEM (KUPE MUANENGUBA) ET MAMFE (MANYU) DANS LA RÉGION DU SUD-OUEST.

Financement : Budget du PPRD – Exercice 2026

1. OBJET DE L'APPEL D'OFFRES

Dans le cadre de l'exécution du Plan de Travail Annuel 2026 du Plan Présidentiel de Reconstruction et de Développement des Régions du Nord-Ouest et du Sud-Ouest, le Président du Comité de Pilotage relance un Appel d'Offres National Ouvert (Procédure d'urgence) pour la fourniture des intrants agricoles à Menji (Lebialem), Bangem (Kupe Muanenguba) et Mamfe (Manyu) dans la Région du Sud-Ouest.

2. CONSISTANCE DES PRESTATIONS

Les prestations objet du présent Appel d'Offres consistent en la fourniture des intrants agricoles à Menji (Lebialem), Bangem (Kupe Muanenguba) et Mamfe (Manyu) dans la région du Sud-Ouest. Il s'agit notamment de la fourniture de :

- Les engrais minéraux ;
- Les pesticides.

3. TRANCHES/ALLOTISSEMENT

Le présent appel d'offres comporte trois lots répartis ainsi qu'il suit :

Lot 1: Fourniture des intrants agricoles à Menji (Lebialem) dans la Région du Sud-Ouest.

Lot 2: Fourniture des intrants agricoles à Bangem (Kupe Muanenguba) dans la Région du Sud-Ouest.

Lot 3: Fourniture des intrants agricoles à Mamfe (Manyu) dans la Région du Sud-Ouest.

4. COUT PREVISIONNEL

Le cout prévisionnel de l'opération à l'issue des études préalables est de cent millions de FCFA, réparti ainsi qu'il suit :

Lot N°	Nature des prestations	Budget estimatif TTC (in CFA F)
1	Fourniture des intrants agricoles à Menji (Lebialem) dans la Région du Sud-Ouest	50 000 000
2	Fourniture des intrants agricoles à Bangem (Kupe Muanenguba) dans la Région du Sud-Ouest	25 000 000
3	Fourniture des intrants agricoles à Mamfe (Manyu) dans la Région du Sud-Ouest	25 000 000
TOTAL		100 000 000

5. DELAI PREVISIONNEL D'EXECUTION

Le délai maximum prévu par le Maître d'Ouvrage pour la réalisation des prestations objet du présent Appel d'Offres est de quarante-cinq (45) jours.

6. PARTICIPATION ET ORIGINE

La participation à cet appel d'offres est ouverte à toutes les entreprises ou groupements d'entreprises enregistrés et qualifiés, établis en République du Cameroun, disposant de l'expertise technique et professionnelle requise.

7. FINANCEMENT

Les prestations sont financées par le budget 2026 du Plan Présidentiel de Reconstruction et de Développement des Régions du Nord-Ouest et Sud-Ouest.

8. MODE DE SOUMISSION

Le mode de soumission retenu pour cette consultation est hors ligne.

9. CAUTIONNEMENT PROVISOIRE

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission, acquitté à la main, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics et dont la liste figure dans la pièce 12 du DAO dont les montants par lot s'élèvent à :

Lot N°	Nature des prestations	Montant de la Cauton (in CFA F)
1	Fourniture des intrants agricoles à Menji (Lebialem) dans la Région du Sud-Ouest	500 000
2	Fourniture des intrants agricoles à Bangem (Kupe Muanenguba) dans la Région du Sud-Ouest	250 000
3	Fourniture des intrants agricoles à Mamfe (Manyu) dans la Région du Sud-Ouest	250 000

Cette caution timbrée, signée, datée et acquittée à la main, accompagnée du récépissé de consignation délivré par la Caisse des Dépôts et Consignations (CDEC), doit être valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministre chargé des Finances à émettre des cautions dans le cadre des marchés publics, entrainera le rejet pur et simple de l'offre. Une caution de soumission produite, mais n'ayant aucun rapport avec la consultation concernée, est considérée absente. Une caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des offres est irrecevable.

10. CONSULTATION DU DOSSIER D'APPEL D'OFFRES

Le dossier peut être consulté et retiré après publication du présent avis auprès des Services du Maître d'Ouvrage (Service en charge de la passation des marchés), au siège du PPRD à Bastos, Yaoundé, durant les heures ouvrables de Lundi à vendredi entre 7h30 et 15h30, (Tél : 679496768/699259787, email : procurementmanager@pprdnsw.org).

Il peut également être consulté en ligne sur le site internet de l'ARMP : www.armp.cm.

11. ACQUISITION DU DOSSIER D'APPEL D'OFFRES

Le dossier complet peut être retiré au siège du PPRD à Bastos, Yaoundé, durant les heures ouvrables de Lundi à vendredi entre 7h30 et 15h30, (Tél : 679496768/699259787, email : procurementmanager@pprdnsw.org), contre paiement d'une somme non remboursable de Cent mille (100 000) FCFA, payable dans le compte spécial CAS-ARMP No.10001 0686033598860001 94 à la BICEC de l'Agence de Régulation des Marchés Publics (ARMP) intitulé: « Compte d'Affectation Spécial CAS-ARMP ».

Il est également possible d'obtenir la version électronique du dossier par téléchargement gratuit au site web de l'ARMP : www.arpmp.cm. Toutefois, la soumission des offres est conditionnée par le paiement des frais d'achat du DAO.

12. REMISE DES OFFRES

Les offres rédigées en Anglais ou en Français doivent être soumises sur la plate-forme COLEPS aux adresses www.publiccontracts.cm et www.marchespublics.cm au plus tard **le 17/09/2026 à 14h**.

Dans le cadre de cet Appel d'Offres, les offres doivent être remises uniquement en ligne. Bien vouloir consulter la procédure de soumission des offres en ligne jointe en Annexe de ce Dossier d'Appel d'Offres.

Les tailles maximales des documents qui vont transiter sur la plate-forme et constituant l'offre du soumissionnaire sont les suivantes :

- 5 MB pour l'offre administrative;
- 15 MB pour l'offre technique;
- 5 MB pour l'offre financière.

Les formats acceptés sont les suivants:

- 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.

Une copie de sauvegarde de l'offre enregistrée sur clé USB ou CD/DVD devra être transmise sous pli scellé avec l'indication claire et lisible "copie de sauvegarde", en plus de la mention ci-dessus dans les délais impartis.

Les offres soumises après le délai de soumission ne seront pas acceptées.

13. RECEVABILITE DES PLIS

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous pli scellé.

Seront irrecevables par le Maître d'Ouvrage :

- Les plis portant les indications sur l'identité du soumissionnaire ;
- Les plis parvenus postérieurement aux dates et heures limites de dépôt ;
- Les plis non-conformes au mode de soumission.
- Les plis sans indication de l'identité de l'Appel d'Offres ;
- Le non-respect du nombre d'exemplaires indiqué dans le SRIT ou offre uniquement en copies.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par un organisme ou une institution financière agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée ou n'étant pas acquittée à la main par l'institution émettrice ou encore non-accompagnée du récépissé de consignation de la CDEC, est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

14. OUVERTURE DES PLIS

L'ouverture des plis se fait en un temps.

En tout état de cause, l'ouverture des pièces administratives et des offres techniques et financières aura lieu le **17/09/2026 à 14 :30 heures** par la Commission Spéciale de Passation des Marchés du PPRD (CSPM/PPRD), dans la salle de conférence du PPRD, sis à Yaoundé, au quartier Bastos, derrière l'Hôtel Diplomate - Tél : 679496768/699259787, email : procurementmanager@pprdnsw.org.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une seule personne de leur choix dûment mandatée même en cas de groupement d'entreprises.

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois ou avoir été établies postérieurement à la date de signature de l'avis de D'Appel d'Offres

En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, après un délai de 48 heure accordé par la Commission, l'offre sera rejetée.

15. CRITERES D'EVALUATION

Les offres seront évaluées sur la base des critères ci-après :

15.1. Critères éliminatoires

- a. Absence ou non-conformité de la caution de soumission acquittée à la main, timbrée, datée et signée, délivrée par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et accompagnée du récépissé de la Caisse de Dépôt et de Consignation (CDEC) à l'ouverture des plis ;
- b. Absence ou non-conformité d'une pièce du dossier administratif au terme du délai de 48 heures accordées au soumissionnaire ;
- c. Fausse déclaration, manœuvre frauduleuse ou pièce falsifiée ;
- d. Note technique inférieure à 15 oui sur 20 critères essentiels ;
- e. Non-respect des spécifications techniques des intrants agricoles indiquées dans les spécifications techniques des fournitures du présent DAO ;
- f. Absence de preuve d'acquisition des intrants auprès des fournisseurs agréés par le MINADER ;
- g. Absence de prospectus, catalogue, dessin ou fiche technique produit par le fabricant ;
- h. Absence dans l'offre technique d'une déclaration sur l'honneur par laquelle le soumissionnaire atteste non seulement qu'il n'a pas abandonné de marché au cours des trois (03) dernières années, mais aussi qu'il ne figure pas sur la liste des entreprises défaillantes annuellement établie par le Ministère des Marchés Publics ;
- i. Dossier financier incomplet (Absence du Bordereau des Prix Unitaires - BPU, du Détail Estimatif - DE ou du Sous-détail des Prix Unitaires)
- j. Non-conformité des formats des documents pour la soumission en ligne ;
- k. Absence de la clé de sauvegarde des offres ;
- l. Absence d'un prix unitaire quantifié dans l'offre financière ;
- m. Absence de la charte d'intégrité datée et signée ;
- n. Absence de la déclaration de respects des clauses sociales et environnementales datée et signée;
- o. Absence de preuve d'une capacité financière d'un montant de :
 - Lot 1 CFAF 15,000,000;
 - Lot 2 CFAF 8,000,000;
 - Lot 2 CFAF 8,000,000.

15.2. Critères essentiels

L'Offre Technique sera évaluée suivant la grille de notation suivante :

N°	Critères essentiels	Nombre de sous-critères
1	Présentation générale de l'offre	03
2	Références du Soumissionnaire	03
3	Preuve d'acceptation des conditions du contrat	02
4	Conformité avec les spécifications techniques des engrais	03
5	Conformité avec les spécifications techniques des pesticides	04
6	Méthodologie de l'approvisionnement	04
7	Déclaration d'honneur de non-abandon de chantiers dans un délai de trois (03) ans	01
	TOTAL	20

NB : Seules les soumissionnaires ayant obtenu un score de 15 Oui sur 20 critères essentiels seront qualifiés pour l'évaluation des offres financières.

16. ATTRIBUTION

Le Maître d'Ouvrage attribuera le marché au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante.

17. MAXIMUM NUMBER OF LOTS

Un Candidat peut soumissionner pour plus d'un lot, mais ne peut être attributaire de plus d'un lot.

Dans le cas où un soumissionnaire a la meilleure offre dans plus d'un lot, le Maître d'Ouvrage attribuera un seul lot au soumissionnaire concerné conformément aux termes du Règlement Particulier de l'Appel d'Offres (RPAO).

18. DUREE DE VALIDITE DES OFFRES

La durée de validité des offres est de quatre-vingt-dix (90) jours à compter de la date limite fixée pour leur remise.

19. RENSEIGNEMENTS COMPLEMENTAIRES

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service des Marchés situé à l'Unité de Coordination du PPRD NO/SO à Bastos, Yaoundé (Tel : 679496768/699259787, procurementmanager@pprdnsw.org).

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.

Yaoundé, le 12/11/2020

**LE PRÉSIDENT DU COMITÉ DE PILOTAGE DU PPRD NO-SO
(MAITRE D'OUVRAGE)**

Ampliations :

- MINMAP (Information) ;
- ARMP (pour publication et information) ;
- Président CSPM (pour information) ;
- Service des Marchés (pour archivage) ;
- Affichage (pour information).

**DOCUMENT NO. 2: GENERAL REGULATIONS OF THE INVITATION TO
TENDER**



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A. GENERAL

Article 1: SCOPE OF THE TENDER:

- 1.1. The Contracting Authority or Delegated Contracting Authority selects a Service Provider from the shortlisted candidates, in accordance with the selection method specified in the Special Regulations of the Invitation to Tender (SRIT).

The name, identification number, and number of lots subject to the tender are set out in the STR.

- 1.2. Shortlisted Candidates or those falling within the category (to be specified) are invited to submit an administrative file, a technical proposal, and a financial proposal for the provision of the services required to perform the assignment specified in the Terms of Reference. The proposal will serve as the basis for contract negotiations and, ultimately, the contract signed with the successful Candidate.
- 1.3. The assignment will be completed in accordance with the schedule indicated in the Terms of Reference and recalled in the STR. When the assignment involves multiple phases, the Contractor's performance during a given phase must satisfy the Project Owner or the Delegated Project Owner before the next phase begins.
- 1.4. Applicants must familiarize themselves with local conditions and take them into account when preparing their proposals. To obtain first-hand information on the assignment and local conditions, Applicants are recommended to attend a pre-proposal conference before submitting a proposal, if one is provided for in the SRIT. However, participation in such a meeting is not mandatory. Applicants or their representatives must contact the officials listed in the SRIT to arrange a visit or obtain additional information about the pre-proposal conference. Applicants or their representatives must ensure that these officials are notified of their visit in good time so that appropriate arrangements can be made.
- 1.5. The Project Owner or Delegated Project Owner shall provide the information specified in the Terms of Reference, assist the Service Provider in obtaining the licenses and permits necessary for the provision of services, and provide timely data and reports related to relevant projects.
- 1.6. Please note that:
 - i. The costs of preparing the proposal and negotiating the contract, including the visit to the Client or the Delegated Client, are not considered direct costs of the assignment and are therefore not reimbursable; and that
 - ii. The Client or the Delegated Client is under no obligation to accept any of the proposals submitted.
- 1.6.1. Service Providers provide objective and impartial professional advice. In all circumstances, they shall primarily defend the interests of the Client or the Delegated Client, without considering the possibility of a subsequent assignment; and shall scrupulously avoid any potential conflict with other activities or the interests of their company. Service Providers shall not be engaged for assignments that are incompatible with their current or past obligations to other Clients or Delegated Clients, or that may prevent them from performing their duties in the best interests of the Client or the Delegated Client.
- 1.6.2. Without prejudice to the generality of this rule, Service Providers shall not be engaged in the following circumstances:

- a. No company hired by the Project Owner or the Delegated Project Owner to supply goods or perform services for a project, nor any company affiliated with them, may provide consulting services for the same project. Similarly, no design firm hired to provide consulting services for the preparation or execution of a project, nor any company affiliated with them, may subsequently supply goods, perform services, or perform services related to its initial assignment for the same project (unless it is a continuation of that assignment);
 - b. Neither service providers nor any of their affiliated companies may be hired for an assignment that, by its nature, may prove incompatible with another of their assignments.
- 1.6.3. As indicated in subparagraph (a) of the clause above, Service Providers may be engaged to carry out downstream activities where it is essential to ensure continuity, in which case the SRIT must reflect this possibility and the criteria used in the selection of the service provider must take into account the likelihood of a renewal. It will be the sole responsibility of the Contracting Authority or the Delegated Contracting Authority to decide whether or not to carry out downstream activities and, if so, to determine which Service Provider will be engaged for this purpose.

Article 2: FINANCING:

The source of financing for the Services covered by this call for tenders is specified in the SRIT.

Article 3: ETHICAL PRINCIPLES, FRAUD AND CORRUPTION

- 3.1 Public service employees, bidders and contract holders, as well as any person involved in any capacity in the procurement, execution, monitoring, and regulation chain, are subject to the provisions of laws and regulations prohibiting acts of corruption, fraudulent practices, collusive, coercive, or obstructive practices, conflicts of interest, insider trading, and complicity.

In this regard, bidders subscribe to the integrity charter, a sample of which is attached as an appendix to these Tender Documents.

- 3.2 The Contracting Authority or the Delegated Contracting Authority requires bidders and their contractors to adhere to the strictest rules of professional ethics during the award and execution of these contracts. Under this principle, the Contracting Authority or the Delegated Contracting Authority:

- a. Defines, for the purposes of this clause, the following expressions as follows:
 - i. Anyone who offers, gives, solicits, or accepts, directly or indirectly, any advantage with a view to improperly influencing the actions of a public official during the award or execution of a contract is guilty of "corruption";
 - ii. Anyone who distorts or misrepresents facts in order to influence the award or execution of a contract is guilty of "corruption";
 - iii. "Collusive practices" means any form of agreement between two or more bidders (whether or not the Contracting Authority or the Delegated Contracting Authority is aware of it) who intend to artificially maintain bid prices at levels that do not correspond to those that would result from competitive forces;
 - iv. "Coercive practices" means any form of harm to, or threats against, persons or their property, directly or indirectly, in order to influence their actions during the award or performance of a contract.

- v. "Conflict of Interest" A bidder may be deemed to have a conflict of interest if:
- Is associated, or has been associated in the past, with a company (or a subsidiary of such company) that has provided consulting services for the design, preparation of specifications, and other documents used in the procurement process under this call for tenders; or
 - Submits more than one bid under this call for tenders, except for alternative bids permitted under Clause 17, if applicable; however, this does not preclude the participation of subcontractors in more than one bid.
 - The Contracting Authority or the Delegated Contracting Authority has financial interests in its geographical area that could compromise the transparency of public procurement procedures;
- vi. Complicity means:
- Failure or negligence to carry out the required inspections or provide the required technical opinions;
 - Willful failure to inform the Project Owner or the competent authority of irregularities observed during the performance of their duties.
- vii. "Obstructive practices" means any person who commits acts (such as the destruction, falsification, alteration, or concealment of evidence on which an investigation is based, or any false statements made to investigators, or any threats, harassment, or intimidation) against a person for the purpose of preventing them from disclosing information relating to an investigation or from continuing it.
- b. Any proposal for award shall be rejected if it is proven that the proposed successful bidder, directly or through an agent, is guilty of corruption, a conflict of interest, or has engaged in fraudulent, collusive, coercive, or obstructive practices in connection with the award of this contract.
- 3.3 Candidates shall provide information on any commissions and bonuses paid or to be paid to agents in connection with this proposal, and the performance of the contract if awarded to the candidate, as requested in the financial proposal form (letter of submission).
- 3.4 Candidates must not have been declared ineligible for any contract award due to corruption or fraudulent practices.
- 3.5 The Public Contracts Authority may, as a precautionary measure, take a decision to prohibit tendering for a period not exceeding two (2) years, against any tenderer or contractor of the Administration found guilty of influence peddling, conflicts of interest, complicity, insider trading, fraud, corruption or production of inauthentic documents in the tender, without prejudice to any criminal proceedings that may be brought against him.
- 3.6 When the Candidate proposes a public official in its technical proposal, the official undertakes to provide written certification from their ministry or employer attesting to the fact that they are available and authorized to work full-time outside of their previous official position. The Candidate shall submit this commitment to the Contracting Authority or the Delegated Contracting Authority as part of their technical proposal.
- 3.7 The Public Contracts Authority may issue a decision prohibiting public officials found guilty of violating the provisions of the Public Contracts Code from intervening in the awarding and monitoring of public procurement contracts for a period not exceeding two (2) years.

Article 4: CANDIDATES ADMITTED TO COMPETE

4.1 Apart from the restricted call for tenders, which is open to all candidates selected following the prequalification procedure and/or those selected under the categorization previously indicated in the call for tenders and recalled in the SRIT, as a general rule, the call for tenders is open to all bidders, provided they meet the following eligibility requirements:

- a. A bidder (including all members of a joint venture and all the bidder's subcontractors) must be from an eligible country, in accordance with the financing agreement, if applicable;
 - b. A bidder (including all members of a joint venture and all the bidder's subcontractors) must not be in a situation of conflict of interest, otherwise they will be disqualified. A bidder may be deemed to have a conflict of interest if:
 - i. Is associated, or has been associated in the past, with a firm (or a subsidiary of such firm) that has provided consulting services for the design, preparation of specifications, and other documents used in the procurement process under this tender;
 - ii. Submits more than one bid under this tender, except for alternative bids permitted under Clause 17, if applicable; however, this does not preclude the participation of subcontractors in more than one bid.
 - iii. The Contracting Authority or the Delegated Contracting Authority has a stake in the bidder that is likely to compromise the transparency of public procurement procedures;
 - iv. Is affiliated with a group or entity that the Project Owner or Delegated Project Owner has recruited or plans to recruit to participate in the audit.
 - c. A legal entity governed by public law (public enterprise or Cameroonian Public Establishment) if it demonstrates that it is (i) legally and financially autonomous, (ii) administered according to the rules of commercial law or private accounting, and (iii) is not under the supervision of the Project Owner or Delegated Project Owner unless expressly authorized by the Public Procurement Authority.
 - d. Civil society organizations and public institutions, provided that the proposed prices are competitive, i.e., they have been determined (i) by taking into account all direct and indirect costs contributing to the price of the service covered by the contract and (ii) they have not benefited, in determining this price, from advantages arising from the resources allocated to them for their public service missions.
- 4.2 The call for tenders is open/or restricted, according to the specifications of the SRIT, to all candidates who meet the following conditions:
- a. Not be in a state of liquidation or bankruptcy;
 - b. Not be subject to any of the prohibitions or disqualifications provided for by the laws and regulations in force, both nationally and internationally;
 - c. Submit to the declarations required by the laws and regulations in force.
- 4.3 To submit an electronic bid via COLEPS, the candidate or bidder must be registered on the platform and have a valid electronic certificate.

- 4.4 If the call for tenders is restricted, the consultation is open to all candidates selected following the prequalification procedure and/or those selected within the categorization previously indicated in the call for tenders and recalled in the SRIT.

Article 5: DOCUMENTS ESTABLISHING THE QUALIFICATION OF THE BIDDER

5.1 Bidders must, as an integral part of their bid:

- a. Provide a power of attorney authorizing the signatory of the bid to bind the bidder;
- b. Provide the documents necessary to establish the bidder's qualification according to the list provided for in the SRIT, including, in particular, all information (complete or update the information attached to their prequalification application that may have changed, in the event that candidates have been prequalified) requested in the SRIT.

Information relating to the following points is required, where applicable:

- i. Production of the certified balance sheet extract showing turnover and results;
- ii. Access to a line of credit or other financial resources;
- iii. Contracts executed;
- iv. List of key personnel;
- v. Availability of essential equipment;
- vi. The Categorization Certificate for construction service providers, if applicable.

5.2 Bids submitted by two or more joint contractors (contracting) must meet the following conditions:

- a. The bid must include, for each company, all the information listed in Article 5.1 above. The SRIT must specify the information to be provided by the group and that to be provided by each member of the group;
- b. The bid and the contract must be signed in a manner that binds all members of the group;
- c. The nature of the group (joint or several as required in the SRIT) must be specified and justified by providing a copy of the group agreement in good and due form;
- d. The member of the group designated as agent will represent all the companies vis-à-vis the Contracting Authority or the Delegated Contracting Authority for the performance of the contract;
- e. In the case of a joint and several consortia, the contractors shall distribute the payments made by the Project Owner or the Delegated Project Owner into a single account. In the case of a joint consortium, the tasks of each member must be specified, and each contractor shall be paid by the Project Owner or the Delegated Project Owner into its own account.

5.3 Tenderers must also submit proposals that are sufficiently detailed to demonstrate that they comply with the Terms of Reference and the completion deadlines specified in the SRIT.

B-TENDERS FILE

Article 6: CONTENT OF THE TENDER FILE

6.1 The Tender File describes the supplies forming the subject of the contract, sets the consultation procedure of contractors and specifies the terms of the contract. Besides

the addendum (addenda) published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

- a) Document N°0 : Letter of Invitation to tender (in the event of Restricted Calls for Tenders)
- b) Document N°1 : Tender Notice ("AAO")
- c) Document N°2 : General Regulations of the invitation to tender ("GRIT")
- d) Document N°3 : Special Regulations of the invitation to tender ("SRIT")
- e) Document N°4 : The special administrative conditions ("CCAP")
- f) Document N°5 : The terms of reference ("ToR")
- g) Document N°6 : The standard Tables (Technical Proposal)
- h) Document N°7 : The standard Tables (Financial Proposal)
- i) Document N°8: Model Contract
- j) Document N°9 : Model forms to be used by bidders
 - Annex No. 1: Model Declaration of Intention tender
 - Annex No. 2: Model for Tender Submission
 - Annex No. 3: Model bid bond
 - Annex No. 4: Model performance/final bond
 - Annex No. 5: Model start-off advance bond
 - Annex No. 6: Model Retention fund (performance guarantee)
 - Annex No. 7: Model of Letter of Submission of the Technical Proposal
 - Annex No. 8: Model for Planning Framework
 - Annex No. 9: Model for List of Personnel to be Mobilised
 - Annex No. 10: Model for List of Services Likely to be Subcontracted
 - Annex No. 11: Model for CV of Personnel to be Mobilised
 - Annex No. 12: Model for Candidate's Reference Tables
 - Annex No. 13: Model for Description of Methodology and Work Plan
 - Annex No. 14: Model for Information Sheet on Essential Equipment
 - Annex No. 15: Model for Site Visit Declaration
- k) Document N°10 : Integrity charter
- l) Document N°11 : Social and environmental commitment
- m) Document N°12: maturity visa or supporting documents for preliminary studies to be completed by the project owner or the delegated project owner, the availability of financing or the budgetary entry.;
- n) Document N°13: List of banking establishments and financial bodies authorised to issue bonds for public contracts

1.7. The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare a bid in compliance with all aspects of the said file.

Article 7: CLARIFICATIONS ON THE TENDER FILE

7.1 Any bidder wishing to obtain clarifications on the Tender Documents may make a request to the Contracting Authority in writing or by electronic mail (fax or e-mail) to the address of the Contracting Authority or the Delegated Contracting Authority indicated in the SRIT or via COLEPS. However, the Contracting Authority will respond in writing or by electronic mail or via COLEPS or any other means

of electronic communication indicated in the DAO to any request for clarification received at least fourteen (14) days before the deadline for submission of tenders.

7.2 A copy of the response from the Project Owner or Delegated Project Owner, indicating the question asked but not mentioning its author, is sent to all bidders who purchased the Call for Tenders Document.

7.3 Any bidder who considers themselves aggrieved may file a complaint with the Contracting Authority. In the case of a restricted call for tenders, the appeal must:

- i) at the prequalification stage, relate to requests for review of the solicitation or prequalification conditions, or requests for review of decisions or actions taken by the Contracting Authority or the Delegated Contracting Authority during the prequalification procedure.
- i) Candidates have five (5) working days before the application submission date and five (5) working days after the publication of the prequalification results to file their appeal with the Contracting Authority, with a copy to the Public Contracts Authority and the body responsible for public procurement regulation.
- ii) This appeal is not suspensive.

7.4 When a call for tenders is the chosen procedure, the appeal must be addressed, between the publication of the call for tenders and the opening of bids:

- i. to the Contracting Authority, with a copy to the Public Contracts Authority and the body responsible for public procurement regulation;
- ii. it must reach the Contracting Authority no later than fourteen (14) working days before the bid opening date;
- iii. the Contracting Authority has five (5) working days to respond. A copy of the response is sent to the Public Contracts Authority and the body responsible for public procurement regulation;
- iv. in the event of disagreement between the applicant and the Contracting Authority, the appeal is submitted by the applicant to the Appeals Review Committee.
- v. this appeal is not suspensive.

Article 8: AMENDMENT OF THE TENDERS FILE (ADDENDUM TO THE TENDER FILE)

8.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

8.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 6 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

8.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 19 of the General Regulations of the invitation to tender.

C-PREPARATION OF BIDS

Article 9: COST OF TENDER

The candidate shall bear all costs relating to the preparation and presentation of its tender. The Contracting Authority or the Delegated Contracting Authority shall not be liable for these costs under any circumstances, nor required to pay them, regardless of the progress or outcome of the tender procedure.

Article 10: LANGUAGE OF THE BIDS

The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in **English or French**. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

Article 11: CONTENT OF BIDS

11.1 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three volumes:

Envelop A: Administrative file shall include:

- i) all documents attesting that the bidder:
 - A. has subscribed to all declarations provided for by the laws and regulations in force;
 - B. paid all taxes, duties, contributions, fees or deductions of whatever nature;
 - C. is not winding up or bankrupt;
 - D. is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) the bid bond established in accordance with the provisions of article 15 of the General Regulations of the invitation to tender;
- iii) the written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of the General Regulations of invitation to tender.

a. Envelop B: Technical bid shall include:-

It notably includes:

b.1. Information on Qualifications

The SRIT specifies the list of documents to be provided by bidders to justify the qualification criteria mentioned in Article 5 of the General Procurement Regulations (GPR), notably the company's references, equipment, and list of personnel.

b.2. Methodology

The SRIT outlines the components of the bidders' technical proposal, in particular: a methodological note providing an analysis of the services and specifying the organisation and programme the bidder intends to implement to carry them out (data collection, deployment of experts, schedule, subcontracting if applicable, etc.).

b.3. Evidence of Acceptance of the Contract Conditions

The bidder shall submit duly initialled, completed, and signed copies of the administrative and technical documents governing the contract, namely:

- i. The Special Administrative Conditions (SAC);
- ii. The Terms of Reference (ToR).

b.4. Comments on the SAC and ToR (Optional)

- 1.8. Bidders may provide comments on the project's technical choices and make any relevant suggestions.
- 1.9. When preparing the Technical Proposal, candidates are expected to thoroughly review the documents that make up the present Tender Dossier. A clear lack of information provided may lead to the rejection of a proposal.
- 1.10. In preparing the Technical Proposal, candidates must pay particular attention to the following considerations:
 - i. A candidate who believes they do not possess all the required expertise for the assignment may acquire them by associating with one or more individual Candidates and/or other Candidates in the form of a consortium or through subcontracting, as necessary. Candidates may only associate with other invited Candidates for this assignment with the approval of the Contracting Authority or Delegated Contracting Authority, as indicated in the SRIT. Candidates are encouraged to seek the participation of national candidates by entering into joint venture agreements (notarised deeds) with them or subcontracting part of the assignment to them;
 - ii. For time-based assignments, the estimate of personnel work time is provided in the SRIT. However, the proposal must be based on the Candidate's own estimate of personnel work time;
 - iii. It is desirable that the proposed specialised personnel be mostly permanent employees of the Candidate or have maintained a stable and long-term working relationship with the Candidate;
 - iii. The proposed specialised personnel must possess at least the level of experience indicated in the SRIT, preferably acquired under working conditions similar to those of the country where the assignment will take place;
 - iv. No alternative personnel may be proposed, and only one curriculum vitae (CV) per position is allowed.
- 11.2 The reports to be produced by the Candidates as part of this assignment must be written in the language(s) specified in the SRIT. It is desirable that the Candidate's personnel have a good working knowledge of both French and English;
- 11.3 The Technical Proposal shall provide the following information using the attached Tables (Document 4):
 - i. A brief description of the Candidate and an overview of its recent experience in similar assignments (Table 4B). For each assignment, the summary must indicate the characteristics of the proposed personnel, the assignment duration, contract amount, and the Candidate's specific role;
 - ii. Any observations or suggestions regarding the Terms of Reference and the data, services, and facilities to be provided by the Contracting Authority or Delegated Contracting Authority (Table 4C);
 - iii. A description of the proposed methodology and work plan to carry out the assignment (Table 4D);
 - iv. The composition of the proposed team, by area of specialisation, as well as the tasks assigned to each member ...assigned to each team member and their schedule (Table 4E);

- v. Recently signed curricula vitae of the proposed specialised personnel and the authorised representative of the Candidate submitting the proposal (Table 4F). Key information must include, for each individual, the number of years of experience with the Candidate and the scope of responsibilities carried out during various assignments over the past ten (10) years;
- vi. Estimates of the personnel inputs (key and support staff, time) required to carry out the assignment, supported by bar charts showing the planned working time for each key team member (Tables 4E and 4G);
- vii. A detailed description of the approach, staffing, and supervision planned for training, if the RFPD specifies that training is a major component of the assignment;
- viii. Any other information requested in the SRIT.

11.4 The Technical Proposal must not contain any financial information.

b. Envelop C: Financial bid:

11.5– It includes the elements required to justify the cost of the services, namely:

- c.1. The actual bid, in original, prepared according to the attached model or standard form, stamped at the applicable rate, signed, and dated;
- c.2. Tables of unit costs for personnel, reimbursable expenses, and miscellaneous costs;
- c.3. The duly completed estimated bill of quantities;
- c.4. The breakdown of costs and remuneration by activity;
- c.5. The provisional payment schedule, where applicable;

11.6– Bidders shall use the documents and model forms provided in the Bidding Document, subject to the provisions of Article 15.2 of the General Procurement Regulations (GPR) concerning other possible forms of Bid Security.

11.7 – Bidders shall indicate any discounts offered in their bids. If, in accordance with the provisions of the RFPD, bidders are submitting bids for multiple lots under the same Invitation to Tender, they may indicate discounts offered in the event of being awarded more than one lot. They shall specify the conditions for applying such discounts.

11.8– The Financial Proposal must be prepared using the standard tables (Document 5). It shall list all costs related to the assignment. If necessary, all charges may be broken down by activity.

11.9– The Financial Proposal must present separately the taxes, duties (including social security contributions), levies, and other fiscal charges applicable under the legislation in force on the candidates, subcontractors, and their personnel (other than Cameroonian nationals or permanent residents), unless otherwise stated in the SRIT Contractors and their personnel (other than Cameroonian nationals or permanent residents), unless otherwise stated in the SRIT (Request for Proposals Document).

11.10 – It is assumed that the activities and inputs described in the Technical Proposal for which no cost is indicated are included in the cost of other activities and inputs.

11.11 – Candidates shall quote the prices of their services in the currency (or currencies) specified in the SRIT.

- 11.12 – Any commissions and gratuities paid or to be paid by the Candidates in connection with the assignment or service must be specified in the Financial Proposal submission letter (Section 5.A).
- 11.13 – The Special Technical Conditions specifies how long the proposals must remain valid from the submission date. During this period, candidates must keep the proposed key personnel available for the assignment. The Contracting Authority or Delegated Contracting Authority will make every effort to complete the negotiations within this timeframe. If it wishes to extend the validity period of the proposals, Candidates who do not agree to such an extension are entitled to refuse.

Article 12: AMOUNT OF THE BID

- 12.1 Except otherwise stated in the Tender File, the amount of the contract shall cover all the tasks described in article 1.1 of the General Regulations of the invitation to tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder.
- 12.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.
- 12.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.
- 12.4 If a price revision/updating clause is provided for in the contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any contract of duration less than one (1) year shall not be subject to price revision.
- 12.5 Bidders shall indicate the discounts granted in their bids. In addition, they shall specify the conditions for applying this discount.
- 12.6 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 7 of the Tender File.

Article 13: CURRENCY OF BID AND PAYMENT

- 13.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the invitation to tender.
- 13.2 **Option A:** The amount of the bid shall be entirely made in the national currency.

The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

- a. Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the supplies shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.
- b. The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special

Regulations. These rates shall be applied for any payment within the framework of the contract so that the retained bidder does not bear any change in the exchange rate.

13.3 Option B: The amount of the bid shall be directly made in the national and foreign currency at the rates fixed in the Special Regulations.

The bidder shall draw the unit prices of the price schedule and the prices of the bill of quantities and estimates in the following manner:

- a The prices of inputs necessary for the supplies which the bidder intends to procure in the Contracting Authority's country shall be in CFA francs as specified in the Special Regulations and called "national currency".
- b The prices of inputs necessary for supplies which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

13.4 The Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

13.5 During the execution of the supplies, most of the foreign currency to be paid as part of contract may be revised by mutual agreement between the Contracting Authority and the entrepreneur in a way as take account of any modification in the foreign currency needs within the context of the contract.

Article 14: VALIDITY OF BID

14.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Contracting Authority, in application of article 19 of the Special Regulations. A bid valid for a shorter period, at the time of examination, will be considered by the Procurement Commission as non-compliant, unless the validity period of the bid bond is compliant. In this case, a period of forty-eight (48) hours is granted to the bidder to produce a new letter of submission in line with the bid bond.

14.2 In exceptional circumstances, the Contracting Authority or the Delegated Contracting Authority may request the bidder's consent to an extension of the validity period. The request and the responses will be made in writing (or by fax). The validity of the bid bond provided for in Article 15 of the RGAO will also be extended for a corresponding period. A Bidder may refuse to extend the validity of its bid without losing its bid bond. A bidder who consents to an extension will not be asked to modify its bid, nor will it be authorized to do so.

14.3 Where the contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority addressed to bidders. The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of supplies by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be considered for purposes of evaluation of bids.

Article 15: BID BOND

15.1 In application of article 11 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.

- 15.2 The bid bond must conform to the model presented in the Tender File; other models may be authorized subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 14 (2) of the General Regulations.
- 15.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 15.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result. Offers not withdrawn within this period may be destroyed, without any grounds for complaint.
- 15.5 The bid bonds of unsuccessful bidders are returned upon publication of the award results.
- 15.6 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.
- 15.7 The bid bond may be seized:
- (a) if the bidder withdraws his bid during the period of validity.
 - (b) if the retained bidder:
 - i. Fails in his obligation to register the contract in application of article 32 of the General Regulations.
 - ii. Fails in his obligation to furnish the required final bond in application of article 33 of the General Regulations.
 - iii. Refuses to receive notification of the Administrative Order to commence execution.

Article 16: PREPARATORY MEETING TO THE ESTABLISHMENT

- a Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.
- b The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- c As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in the article 2.3 above.
- d The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in the article 6 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of the article 8 of the General Regulations and not through the minutes of the preparatory meeting.
- e The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

Article 17: FORM, FORMAT AND SIGNATURE OF BIDS

For offline submission

- 17.1 The bidder shall prepare an original of the constituent documents described in article 11 of the General Regulations in a volume clearly indicated "ORIGINAL". In addition, the bidder shall submit the number required in the Specific Regulations, bearing "COPY". In case of discrepancy, the original shall be considered as authentic.
- 17.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6.1 (a) or 6.2 (c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.
- 17.3 The bid shall be bearing no modification, suppression or alteration unless such corrections are initialled by the signatory (i.e.) of the bid.

For online submission

- 17.4 The bid must be submitted by the bidder via the COLEPS platform or any other electronic means of communication indicated by the Project Owner in the tender documents. A backup copy of the bid, saved on a USB flash drive or CD/DVD, must be submitted to the relevant project owner/contractor or contracting authority in a sealed envelope, clearly and legibly marked "backup copy" and including the call for tender references, within the specified timeframe.
- 17.5 Bids, accompanied by the required exhibits and documents, are compiled into electronic files and grouped according to their administrative, technical, and financial nature. However, administrative documents are entered into COLEPS by the issuing entities.
- 17.6 The file formats chosen for submitting bids via COLEPS must be common formats widely used in the professional sector, including operators likely to be interested in the consultation, for better usability.
- 17.7 Documents and exhibits submitted via the COLEPS platform are electronically signed using a certificate.

D-SUBMISSION OF BIDS

Article 18: SEALING AND MARKING OF BIDS

- 18.1 Candidates must place the original and all copies of the administrative documents listed in the SRIT in an envelope marked "ADMINISTRATIVE FILE," the original and all copies of the technical proposal in an envelope clearly marked "TECHNICAL PROPOSAL," and the original and all copies of the financial proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and the warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Candidates must then place these three separate, sealed envelopes in a single sealed envelope, which bears the address of the bid submission site and the information indicated in the SRIT, as well as the warning "OPEN ONLY DURING THE OPENING SESSION."

The various documents in each volume will be numbered in the order in the SRIT and separated by a colour divider.

- 18.2 The inner and outer envelopes:

- a. Will be addressed to the Project Owner or the Delegated Project Owner at the address indicated in the Special Tender Regulations;
 - b. Will bear the name of the project as well as the subject and number of the Invitation to Tender indicated in the SRIT, and the note "ONLY TO BE OPENED DURING THE OPENING SESSION."
- 18.3 The inner envelopes will also bear the name and address of the Bidder to allow the Project Owner or the Delegated Project Owner to return the sealed bid if it has been declared late in accordance with the provisions of Articles 20 and 21 of the RGAO.
- 18.4 If the outer envelope is not sealed and marked as indicated in Articles 18.1 and 18.2 above, the Contracting Authority or the Delegated Contracting Authority shall not be liable if the bid is misplaced or opened prematurely.
- 18.5 For online submission, the bid to be provided by the bidder includes three electronic files corresponding to the three volumes: administrative, technical, and financial.
- 18.6 Each file must explicitly bear a name that refers to the nature of its content (Administrative Bid, Technical Bid, Financial Bid).
- 18.7 In parallel with the electronic submission, bidders must send the Contracting Authority or the Project Owner/Project Manager within the same timeframe a backup copy of their bid on an electronic physical medium (CD, DVD, USB flash drive, etc.). This copy must be sent by post or delivered to the Contracting Authority or the Project Owner/Project Manager. This sealed envelope must clearly and legibly bear the words "backup copy" and the consultation references.
- 18.8 The constituent elements of the bidder's online or offline offer must be the same for a given consultation.

Article 19: DATE AND TIME LIMIT FOR SUBMISSION OF BIDS

- a. Date and Time Limits for Submission of Tenders
 - a. Tenders must be received by the Contracting Authority or the Delegated Contracting Authority through their internal public procurement administrative management structure at the address specified in Article 18.2 of the SRIT
 - b. no later than the date and time specified in the Special Regulations for the Call for Tenders.
 - c. The date and time of receipt of online bids are automatically recorded by the electronic platform using a timestamp mechanism. Only the date and time of COLEPS or any other electronic means of communication indicated by the Contracting Authority are valid.
 - d. For timestamps, the reference time zone is local time (GMT/UTC + 1). This time is visible on the submission page.
 - e. The Contracting Authority or the Delegated Contracting Authority may, at its discretion, extend the deadline for submitting bids by publishing an addendum in accordance with the provisions of Article 8 of the RGAO. In this case, all rights and obligations of the Contracting Authority or the Delegated Contracting Authority and the Bidders previously governed by the initial deadline will be governed by the new deadline.
- b. Bids submitted electronically will be acknowledged, stating the date and time of receipt and the consultation references.

c. Submission Method

Three submission methods are possible:

- Online: only online submissions are accepted for this consultation by the Contracting Authority and are binding.
- Offline: Only offline submissions are accepted for this consultation by the Contracting Authority and are legally binding.
- Online or offline. Both submission methods are possible. However, it is not possible to submit both online and offline submissions for the same consultation.

The selected submission method is specified in the SRIT.

Note: When submitting online, bidders' envelopes are automatically encrypted, meaning their content is rendered illegible.

Article 20: OUT OF TIME-LIMIT OF BIDS

Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 19 of the General Regulations shall be declared late and consequently rejected.

Article 21: MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF BIDS

For offline submissions,

21.1 A Bidder may modify, replace, or withdraw its bid after submission, provided that written notification of the modification or withdrawal is received by the Employer or the Delegated Employer before the end of the deadline for submitting bids. Said notification must be signed by an authorized representative pursuant to Article 17.2 of the RGAO. The corresponding modification or replacement bid must be attached to the written notification. Envelopes must be clearly marked "WITHDRAWAL" and "REPLACEMENT TENDER" or "MODIFICATION," as appropriate.

21.2 The notification of modification, replacement, or withdrawal of the bid by the Bidder shall be prepared, sealed, marked, and sent in accordance with the provisions of Article 18 of the RGAO. Withdrawal may also be notified by fax or email, but in this case must be confirmed by a duly signed written notification, dated no later than the deadline for submission of bids, as evidenced by the postmark.

21.3 Bids requested by Bidders to be withdrawn pursuant to Article 21.1 will be returned to them unopened.

21.4 No bid may be withdrawn during the period between the deadline for submission of bids and the expiry of the bid validity period specified in the submission template. Any withdrawal by a Bidder of their bid during this period will result in the forfeiture of the bid security in accordance with the provisions of Article 14 of the RGAO.

For online submissions,

21.5 Multiple bids may be validly submitted by the same bidder before the deadline for receipt of bids. In this case, only the most recent arrival and its corresponding backup copy, if applicable, will be taken into account during the evaluation; any other backup copies must be returned unopened.

21.6 Modification, replacement, or removal of the backup copy shall be carried out in accordance with the provisions of Article 22, paragraphs 3 to 4.

E- OPENING AND EVALUATION OF BIDS

Article 22: OPENING OF BIDS AND PETITIONS

- 22.1 Prior to the opening of bids, electronic bids are decrypted by the contracting authority. Decryption consists of making the bids legible and accessible only to the Procurement Committee.
- 22.2 All bids are opened in two stages in the presence of the representatives of the bidders concerned or their duly authorized representatives, on the date, time, and address indicated in the SRIT. Bidders or their representatives who are present will sign a register or sheet attesting to their presence.
- 22.3 First, the administrative files and technical bids are opened one after the other, and the name of the bidder is announced aloud by the Procurement Committee. The Financial Proposal remains sealed and stamped and is entrusted to the Chair of the relevant Procurement Committee, who will retain it until the financial proposal opening session.
- 22.4 Envelopes marked "Withdrawal" will be opened and their contents announced aloud, while the envelope containing the bid or the corresponding backup copy will be returned to the Bidder unopened. The withdrawal of a bid or backup copy will only be permitted if the corresponding notification contains a valid authorization from the signatory to request withdrawal and if this notification is read aloud.
- 22.5 Then, the envelopes marked "Replacement Bid or Backup Copy" will be opened and announced aloud, and the corresponding new bid will be substituted for the previous one, which will be returned to the Bidder concerned unopened. The replacement of a bid or backup copy will only be permitted if the corresponding notification contains a valid authorization from the signatory to request replacement and is read aloud. Finally, the envelopes marked "Amendment" will be opened and their contents read aloud along with the corresponding bid. Bid modifications or backup copies will only be permitted if the corresponding notification contains valid authorization from the signatory to request the modification and is read aloud. Only bids or backup copies that were opened and announced aloud during the bid opening will be subsequently evaluated.
- 22.6 A signed tendering sheet shall be prepared at the meeting, along with the bid opening minutes, stating the admissibility of the bids, their administrative regularity, and the composition of the analysis subcommittee, if applicable. However, information relating to said composition remains internal to the committee.
- 22.7 Alongside the bid opening minutes, a tendering sheet signed by all committee members, along with an attendance sheet signed by all participants, shall be provided to each bidder who requests it.
- 22.8 22.6- Secondly, only the financial offers of bidders who have achieved the required minimum technical score will be opened in the presence of the bidders concerned.
- 22.9 At the end of each bid opening session, the chair of the procurement committee will certify a copy of each bidder's offer, which will be immediately made available to the focal point designated by the body responsible for regulating public procurement. Bids (and amendments received in accordance with the provisions of Article 21 of the RGAO) that were not opened and read aloud during the bid opening session may not be subject to evaluation.
- 22.10 In the event of an appeal, it must be sent to the Appeals Review Committee, with copies to the Project Owner or Delegated Project Owner, the chair of the relevant procurement committee, the body responsible for regulating public procurement, and the Public Procurement Authority.

- 22.11 It must be received within a maximum of three (03) working days after the bid opening, in the form of a letter duly signed by the applicant.
- 22.12 This appeal, which is not suspensive, may only concern the conduct of this stage, in particular compliance with procedures and the regularity of the documents verified.
- 22.13 Where applicable, the Independent Observer shall attach to his report: the sheet submitted to him, along with any comments or observations thereon.
- 22.14 The opening of bids submitted electronically and those submitted on paper takes place during the same session. The opening and examination of bids submitted electronically are subject to the rules applicable to the processing of physical bids.

Article 23: CONFIDENTIAL NATURE OF THE PROCEDURE

- 23.1 No information relating to the examination, evaluation, and comparison of bids, verification of bidder qualifications, or the proposed award of the Contract shall be provided to bidders or any other person not concerned by the said procedure until the award of the Contract has been made public, under penalty of disqualification of the Bidder's bid and suspension of the bidders from all activities in the field of public procurement.
- 23.2 Any attempt by a bidder to influence the Analysis Subcommittee in the evaluation of bids, the Procurement Commission in the award proposal, or the Contracting Authority or the Delegated Contracting Authority in the award decision may result in the rejection of the bid.
- 23.3 Notwithstanding the provisions of paragraph 23.2, between the opening of bids and the award of the contract, if a tenderer wishes to contact the Contracting Authority or the Delegated Contracting Authority for reasons relating to its tender, it must do so in writing.

Article 24: CLARIFICATIONS ON THE BIDS AND CONTACT WITH THE CONTRACTING AUTHORITY

- 24.1 To facilitate the review, evaluation, and comparison of bids, the Chairman of the Procurement Committee may, upon a proposal from the analysis subcommittee, request clarifications from bidders, relevant administrations, or organizations. The request for clarification and the response shall be made in writing or via COLEPS or any other means of communication indicated by the Contracting Authority or the Delegated Contracting Authority, with a copy to the body responsible for regulating public procurement. However, no change in the amount or content of the bid to make it more competitive shall be sought, offered, or authorized.
- 24.2 The purpose of the request for clarification must be, in particular, to retrieve information contained in the bid; to verify the accuracy of the information provided by a candidate, where applicable, with the issuing administrations; to request a bidder to confirm the correction of a calculation error or omission discovered; to provide clarification on technical aspects not understood by the analysis subcommittee or on the content of the price breakdown, or to justify the prices of bids deemed abnormally low.
- 24.3 The response time for requests for clarification may not exceed seven (07) working days. 24.3 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Procurement Committee or the subcommittee for questions relating to their bids between the opening of bids and the award of the contract.

Article 25: DETERMINATION OF COMPLIANCE OF BIDS

- 25.1 The Preliminary Review Subcommittee will verify the eligibility of bidders and conduct a detailed review of the bids to determine whether they are complete, whether the required guarantees have been

provided, whether the documents have been properly signed, and whether the bids are generally in good order.

25.2 The Review Subcommittee will then determine whether the bid substantially complies with the provisions of the Tender Documents based on their contents without resorting to extrinsic evidence. In this regard, the Review Subcommittee will:

- review the bid to confirm that all the conditions specified in the SRIT and the CCAP have been accepted by the Bidder without any substantial discrepancies or reservations;
- will evaluate the technical aspects of the bid submitted in accordance with clause 11.1.b of the RGAO to ensure that all the provisions of the methodology note relating to an analysis of the services and specifying the organization and program that the bidder intends to establish or implement to deliver them are complied with without any substantial deviation or reservation.

25.3 A bid that is substantially compliant with the Tender Documents is one that complies with all the terms, conditions, and specifications of the Tender Documents, without any significant deviation or reservation. A significant deviation or reservation is one that:

- i. Significantly affects the scope, quality, or performance of the services;
- ii. Significantly limits, in contradiction with the Tender Documents, the rights of the Contracting Authority or the Delegated Contracting Authority or its obligations under the Contract;
- iii. Is such that its acceptance or correction would unfairly affect the competitiveness of other bidders who have submitted bids that are substantially compliant with the Tender Documents.

25.4 If a bid is not substantially compliant with the Tender Documents, it will be rejected by the relevant Tenders Committee and may not subsequently be made compliant.

25.5 The Contracting Authority or the Delegated Contracting Authority reserves the right to accept or reject any amendment, deviation, or reservation. Amendments, deviations, variations, and other factors that exceed the requirements of the Tender Documents must not be taken into account when evaluating bids.

Article 26: EVALUATION OF PROPOSALS AND APPEALS

26.1 Evaluation of Technical Proposals

- a. The Analysis Subcommittee established by the Procurement Commission evaluates the technical proposals based on their compliance with the terms of reference, using the evaluation criteria, sub-criteria (generally, no more than three per criterion), and the points system specified in the SRIT. Each compliant proposal is assigned a technical score (ST). A proposal is rejected at this stage if it fails to meet important aspects of the terms of reference or does not achieve the minimum technical score specified in the SRIT.
- b. Following the technical quality evaluation, the Contracting Authority or the Delegated Contracting Authority notifies candidates whose proposals did not obtain the minimum qualification score that their offers have not been accepted; their financial proposals will therefore be returned to them upon request, unopened at the end of the selection process. At the same time, the Contracting Authority or the Delegated Contracting Authority notifies the Applicants who have obtained the required minimum qualification score, and informs them of the date, time, and place of the opening of the financial proposals. This notification may be sent by registered mail, fax, or email.

26.2 Evaluation of Financial Bids

- a. The Analysis Subcommittee determines whether the Financial Proposals are complete (i.e., whether all elements of the corresponding Technical Proposal have been costed); corrects any calculation errors; and converts the prices expressed in various currencies in which the bid amount is payable in CFA francs. The conversion will be made using the selling rate set by the Bank of Central African States (BEAC), under the conditions defined by the SRIT.
- b. Only bids deemed compliant, in accordance with the provisions of Articles 25 and 26 of the RGAO, will be evaluated and compared by the Analysis Subcommittee.
- c. In evaluating the bids, the subcommittee will determine the evaluated bid amount for each bid by adjusting its amount as follows:
 - i. By correcting any possible calculation or deferral errors;
 - ii. By excluding the provisional amounts and, where applicable, the contingency reserves included in the Summary Bill of Quantities and Estimates, but by adding the amount of the time-and-material work, when costed competitively as specified in the SRIT;
 - iii. By converting the amount resulting from adjustments (i) and (ii) above into a single currency, in accordance with the provisions of Article 13 of the RGAO;
 - iv. By appropriately adjusting, on technical or financial grounds, any other quantifiable changes, discrepancies, or reservations;
 - v. Taking into consideration the different completion deadlines proposed by the bidders, if authorized by the SRIT;
 - vi. Where applicable, in accordance with the provisions of Article 11.8 of the RGAO and the SRIT, applying the discounts offered by the Bidder for the award of more than one lot, if this call for tenders is launched simultaneously for several lots.
- d. The estimated effect of the price revision formulas contained in the CCAG and CCAP, applied during the contract performance period, will not be taken into consideration during the evaluation of bids.
- e. Upon a proposal from the analysis subcommittee, the Chairman of the Procurement Committee may request clarifications regarding the bids from the bidders or the competent administrations and organizations.
- f. In the event that a bid is deemed abnormally low, a Procurement Commission may propose to the Contracting Authority or the Delegated Contracting Authority not to award the contract to the bidder in question.
- g. In the event that the supporting documents not provided by the candidate are deemed unacceptable, the public procurement regulatory body shall examine the supporting documents and submit its conclusions to the Contracting Authority or the Delegated Contracting Authority within seven (7) working days of being notified by the Contracting Authority or the Delegated Contracting Authority.
- h. The evaluation shall be conducted without taking into account taxes, duties, fees, and other fiscal charges as defined in paragraph 3.7.

26.3 Selection of the successful bidder

Selection shall be based on the quality-cost ratio. For this purpose, the lowest compliant financial proposal (Fm) shall receive a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals are calculated as indicated in the SRIT. The proposals are ranked according to their combined Technical (St) and Financial (Sf) Scores after introducing the weighting (T being the weight assigned to the Technical Proposal and P the weight assigned to the Financial Proposal; i.e. $T + P$ being equal to 100, as indicated in the SRIT. The Candidate having obtained the highest combined technical and financial score is proposed for award or invited to negotiation by the project owner where appropriate.

26.4 Appeals during the Award Phase

Unqualified bidders following the analysis of technical bids may file an appeal with the Appeals Review Committee, with a copy to the Project Owner or Delegated Project Owner, the Chair of the relevant Procurement Commission, and the Public Procurement Authority.

The appeal must be filed within a maximum of three (03) working days after the financial bid opening session.

Article 27: CORRECTION OF ERRORS

27.1 The Analysis Subcommittee will review bids found to be substantially compliant with the Tender Documents to correct any calculation errors. The Analysis Subcommittee will correct errors as follows:

- a. If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price by the quantities, the unit price will prevail and the total price will be corrected, unless, in the opinion of the Analysis Subcommittee, the decimal point in the unit price is clearly misplaced, in which case the total price indicated will prevail and the unit price will be corrected;
- b. If the total obtained by adding or subtracting the subtotals is not exact, the subtotals will prevail and the total will be corrected;
- c. If there is a discrepancy between the price indicated in words and in figures, the amount indicated in the Sub-Detail will be considered. In the absence of a Sub-Detail of prices, the amount indicated in words will prevail, subject to paragraphs (a) and (b) above.

27.2 The amount appearing in the Bid will be corrected by the Analysis Sub-Committee in accordance with the error correction procedure mentioned above, and, upon confirmation by the Bidder, said amount will be deemed binding on the Bidder.

27.3 If the Bidder who submitted the highest evaluated bid does not accept the corrections made, its bid will be rejected and its security may be seized.

ARTICLE 28: NEGOTIATIONS

28.1 Negotiations shall take place at the address indicated in the SRIT, between the Contracting Authority or the Delegated Contracting Authority and the bidder whose proposal has been selected, with the goal of reaching an agreement on all points and signing a contract.

Under no circumstances may negotiations be conducted with more than one bidder at a time, nor may they involve unit prices. These negotiations shall be documented in a report signed by both parties.

Negotiations with the bidders must not result in substantial changes to the scope, nature, consistency, or quality of the services. In any case, the financial impact of modifications to the offer must not exceed fifteen percent (15%) of the original bid.

28.2 The negotiations shall include discussions of the Technical Proposal, the proposed methodology (work plan), staffing provisions, and any suggestions made by the bidder to improve the Terms of Reference. The Contracting Authority or Delegated Contracting Authority and/or the Contracting Authority and the bidder shall then finalize the Terms of Reference, staffing provisions, and bar charts indicating activities, personnel, time spent on-site and at headquarters, work time in months, logistics, and reporting conditions. The agreed work plan and finalized Terms of Reference shall then be incorporated into the "description of services," which forms part of the contract. Special attention must be paid to obtaining the maximum the selected bidder can offer within the available budget and to clearly defining the information that the Contracting Authority or Delegated Contracting Authority must provide to ensure the successful execution of the mission.

28.3 The financial negotiations aim, among other things, to clarify (if applicable) the bidder's tax obligations in the Republic of Cameroon and how they are addressed in the contract. They also include the agreed technical modifications and their impact on the service cost.

In any case, the financial impact of modifications on the bid must not exceed fifteen percent (15%) of the original offer.

28.4 Having based the selection of the bidder, in part, on the evaluation of the proposed specialist staff, the Contracting Authority or Delegated Contracting Authority intends to negotiate the contract based on the experts whose names are listed in the proposal. Prior to negotiating the contract, the Contracting Authority or Delegated Contracting Authority shall require assurance that these experts are actually available. No substitution of personnel shall be considered during negotiations unless both parties agree that the substitution was necessitated by significant delays in the selection process or that the substitution is essential for the achievement of the mission's objectives. If this is not the case, and it is established that the bidder proposed a key person without ensuring their availability, the bidder may be disqualified.

28.5 Any negotiation, regardless of its outcome, must be documented in a report signed by both parties, with a copy sent to the public procurement regulatory authority. If negotiations fail, the Contracting Authority or Delegated Contracting Authority shall invite the bidder whose proposal was ranked second to negotiate.

F. AWARD OF CONTRACT

Article 29: AWARD

29.1 Once the negotiations have been successfully concluded, or upon receipt of the final award proposal from the competent procurement committee (except in cases where the procedure is suspended), the Contracting Authority or the Delegated Contracting Authority will award the contract to the Bidder whose bid has been found to be substantially compliant with the Tender Documents and who has the technical and financial capacity required to perform the contract satisfactorily, and whose bid has been evaluated as the lowest bidder based on a combination of technical, financial, or aesthetic criteria, including, where applicable, any proposed discounts.

- 29.2 If, in accordance with the provisions of Article 11.10 of the RGAO, the call for tenders covers multiple lots, the highest bid will be determined by evaluating this contract in conjunction with the other lots to be awarded concurrently, taking into account the discounts offered by bidders in the event of the award of more than one lot.
- 29.3 If the call for tenders covers multiple lots, the award will be made in accordance with the SRIT (verify or integrate, resulting from the RGAO works).
- 29.4 In all cases, any award of a contract is materialized by a decision of the Contracting Authority or the Delegated Contracting Authority and notified to the successful bidder within a maximum period of seventy-two (72) hours from its signature.

Article 30 - UNSUCCESSFUL OR CANCELLATION OF A PROCEDURE

30.1 The Contracting Authority or the Delegated Contracting Authority reserves the right to cancel a Call for Tenders or declare a call for tenders unsuccessful after consulting the competent procurement committee, without any grounds for complaint.

However, when bids have already been opened, cancellation is subject to the approval of the Public Procurement Authority.

30.2 The Contracting Authority or Delegated Contracting Authority shall notify the President of the Procurement Commission of the decision to cancel or declare the call for tenders unsuccessful, with a copy to the body responsible for public procurement regulation.

30.3 In the event of a subdivision of lots, the provisions set out in the above paragraphs shall apply to each lot.

Article 31: NOTIFICATION OF AN AWARD OF CONTRACT

31.1 Any award of a contract is materialized by a decision of the Contracting Authority or the Delegated Contracting Authority and notified to the successful bidder within a maximum period of seventy-two (72) hours from its signature.

31.2 Before the expiry of the period of validity of the tenders set by the SRIT, the Contracting Authority or the Delegated Contracting Authority will notify the successful bidder by fax confirmed by registered letter or by any other means that his tender has been accepted. This letter will indicate the amount that the Contracting Authority or the Delegated Contracting Authority will pay to the administration's contractor for the performance of the services and the period of performance.

Article 32: PUBLICATION OF RESULTS OF AWARD AND PETITIONS

32.1 The Contracting Authority or Delegated Contracting Authority has five (5) working days to sign the award decision and publish the results from the date of receipt of the final award proposal from the relevant Procurement Commission, unless the procedure is suspended.

32.2 Any decision to award a public contract by the Contracting Authority or Delegated Contracting Authority shall be published, with an indication of the price and deadline, in the public procurement journal published by the body responsible for regulating public procurement or in COLEPS or any other authorized publication.

32.3 Upon publication of the award results, the Contracting Authority or Delegated Contracting Authority shall send each bidder who requests it an extract of the relevant analysis report.

32.4 After publication of the award results, bids not withdrawn within a maximum of fifteen (15) days will be destroyed, without any grounds for complaint, with the exception of the copy intended for the public procurement regulatory body if it has not been collected immediately.

32.5 In the event of an appeal, it must be sent to the Appeals Review Committee, with copies to the Contracting Authority or the Delegated Contracting Authority and the Chair of the relevant procurement committee, the public procurement regulatory body, and the Public Procurement Authority. It must be made within a maximum of five (5) working days after publication of the results.

32.6 This appeal may result in the suspension of the procedure at the discretion of the public procurement regulatory body.

Article 33: SIGNING OF THE CONTRACT

33.1 After publication of the results, the draft contract is signed by the successful bidder and submitted for signature to the contracting authority or delegated contracting authority.

For private contracts, the draft contract signed by the successful bidder is submitted to the relevant Procurement Commission for review and adoption and, where applicable, to the competent Central Procurement Control Commission for its opinion.

33.2 The successful bidder has a period of fifteen (15) working days from receipt to subscribe to the contract or the call-off letter. After this period, the Contracting Authority or the Delegated Contracting Authority reserves the right to cancel the award decision after formal notice to the successful bidder which has remained unanswered and prior agreement from the Public Procurement Authority. In this case, the bid bond is seized and the contract is awarded to the candidate ranked second.

33.3 The Contracting Authority or the Delegated Contracting Authority has a period of five (05) working days to sign the contract:

the signing of the contract:

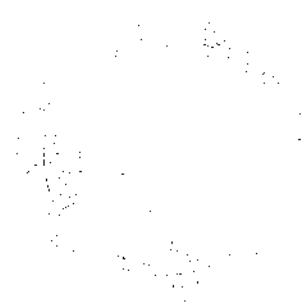
- from the date of receipt of the draft contract resulting from the call for tenders or request for quotation, subscribed to by the successful bidder and opinion of the competent Central Procurement Control Commission, where applicable;
- from the date of receipt of the draft over-the-counter contract subscribed to by the successful bidder after opinion of the internal procurement commission and the competent Central Procurement Control Commission, where applicable.

33.4 The contract must be notified to its holder within five (5) working days following the date of its signature.

Article 34: FINAL BOND

The retention guarantee or performance bond is not required for contracts involving unquantifiable services and intellectual services.

Document No. 3: Special Regulations of the Invitation to Tender



SPECIAL REGULATIONS OF THE INVITATION TO TENDER

References	Description of dispositions of RPAO
	A. General Name and address of Project Owner: President of the Steering Committee of the PPRD-NW/SW P.O. Box Yaoundé Tel: 237 679496768 email : procurementmanager@pprdnsw.org Reference of the Invitation to Tender: Relaunch of Open National Invitation to Tender N°13/ONIT/PPRD-NWSW/STB/2026 of 20/08/2026.
1.1	Number of Lots: This Invitation to Tender is in three lots. Lot 1: Supply of agricultural inputs in Menji (Lebialem) in the South West region; Lot 2: Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region; Lot 3: Supply of agricultural inputs in Mamfe (Manyu) in the South West region. Definition of acquisition: This Invitation to Tender is related to supply of agricultural inputs in the South West Region. It consists of supply of: • Fertilizers; • Pesticides.
1.2	The estimated Execution period is: Two months. This period runs from the date of notification of the Service Order to start provision of services.
1.4	The subject of supply is: Supply of agricultural inputs in Menji (Lebialem Division), Bangem (Kupe Muanenguba) and Mamfe (Manyu) in the South West region
1.6	The Project Owner or the Delegated Project Owner considers the need to ensure a certain continuity for downstream activities.
2.1	Source of Financing: PPRD 2026 budget. The supplies covered by this Invitation to Tender are financed by: Budget Head: PPRD 2026 Budget - Financial year: 2026 – Budget line:
4	This Invitation to tender is: Open The Invitation to tender is open to all registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise.
6.1	The list of documents required to establish the bidder's qualification includes the documents specified in point 12 of this Special Regulations of Invitation to Tender.
6.2	In the case of a group of companies, each member of the group must present a complete administrative file, the documents "Certificate of bank domiciliation (except in the case of joint co-contracting) and the bid bond" provided for in point 12 of the SRIT being presented only by the representative of the group.
	B. TENDER FILE
9	Further information can be obtained during working hours at the Procurement Unit of the PPRD NW-SW, Head Office in Bastos, Yaounde. (Tel: 679496768/699259787), email: procurementmanager@pprdnsw.org , from the date of publication of this notice.
	C. PREPARATION OF BIDS
11	Language: English or French
12	Submission of offers: Bids written in English or French must be submitted on the COLEPS platform at www.publiccontracts.cm and www.marchespublics.cm .

For this Tender, bids must be submitted online. Please consult the online submission procedure in the appendix to this Tender document. The maximum file sizes for documents submitted on the platform that constitute the bidder's offer are as follows:

- 5 MB for the administrative Offer;
- 15 MB for the Technical Offer;
- 5 MB for the financial Offer.

Accepted formats are:

- PDF for text documents;
- JPEG for images.

The bidder should use compression software to reduce the size of the files to be submitted. Offers received after the submission deadline will be deemed inadmissible.

The Bidder must produce an offer with three (03) volumes and presented as follows:

- Envelope A : Administrative file;
- Envelope B : Technical file;
- Envelope C : Financial file.

A. Volume 1: Administrative documents.

1. Declaration of intention to tender, 1,500 fiscal stamped for local bidders (according to the attached model);
2. A notarised protocol of agreement specifying the representative, where applicable. (Joint and several liability groupings will be given preference);
3. Power of Attorney where applicable;
4. Certified Copy of the Business Registration, not more than three months old;
5. Attestation of fiscal conformity (Tax clearance) issued by the Tax administration;
6. Certificate of non-bankruptcy established by the Court, not more than three (03) months;
7. Attestation of bank account of the bidder, issued by a banking establishment or financial institution approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months;
8. Receipt of purchase of the tender file issued by BICEC Bank at the sum of **FCFA 100 000**;
9. An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);
10. A bid bond (according to the attached model) of an amount as per the following lots, issued by a bank establishment or any financial institution approved by the Minister in charge of Finance, accompanied by the receipt from Deposits and Consignments Fund (CDEC):

Lot N°	Nature of services	Amount of Bid bond (CFA F)
1	Supply of agricultural inputs in Menji (Lebialem) in the South West region	500,000
2	Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region	250,000
3	Supply of agricultural inputs in Mamfe (Manyu) in the South West region	250,000

11. An Attestation of social conformity issued by the National Social Insurance Fund (CNPS) stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old;
12. Attestation Tax payers' registration (CFAF 1500 fiscal stamps).

NB:

13.1

In the case of a joint-bid, each member of the association must submit a complete administrative file, with documents 1, 2, 3, 7, 8 and 10 submitted only by the representative of the association.
The required documents in the administrative file must be submitted in their original form or as certified true copies issued by the originating service or the competent administrative authority, in accordance with the provisions of the Special Regulations of the Invitation to Tender. They must be valid as of the original deadline for submission of bids.

B. Volume 2: Technical Offer.

The technical file should comprise the following documents:

B.1. Letter of submission of technical offer.

B.2. A brief description of the Candidate and an overview of their recent experience in similar assignments. For each assignment, this summary must notably indicate the duration of the assignment, the contract amount, and the Candidate's share in the project.

B.3. Information on qualification

The list of documents to be provided by bidders to justify their qualification includes, in particular with regard to references, equipment and personnel:

B.3.1 Bidder's References

The bidder should show proof of having executed at least two (02) similar contracts during the last five years, with amounts of said contracts, information of officials of the Projects Owners as well as justifying documents.

These references must be accompanied by supporting documents, in this case:

- Copies of the first and last pages of the contract;
- Final or provisional acceptance report or certificate of successful completion signed by the Project Owner;
- Copy of the final statement for current contracts;
- Any other supporting documents, to justify similar supplies.
- Attestation of origin of the inputs.

B.3.2 Staff

A list of the personnel to be mobilised in the framework of this service (according to the attached model).

A proposed list of personnel to ensure the transportation of the inputs/materials.

B.3.5 Methodology of the supply

The bidder will present the organisational chart of the company and that of the project, technical description of the supply, technical proposals showing the delivery deadline of 45 days, planning of the delivery

B.4. Technical Proposition

The list of the following documents which will be provided to justify the technical proposal includes:

- Brochures, catalogues, (only documents produced by manufacturers will be considered authentic for material, inputs and tools);
- The schedule, planning, and delivery time of supplies.
- Attestation of origin of the inputs.

B.5. Evidence of acceptance of contract conditions

The bidder shall submit copies of the following documents, duly initialled on each page and last page signed, preceded by the words "read and approved":

- The Special Administrative Conditions (SACC);
- The technical specifications.

B.6. The bidder will complete and sign the forms:

- The dated and signed integrity charter;
- The dated and signed declaration of commitment to respect environmental and social clauses.

B.7. The financial Capacity

Minimum average annual turnover of at least of the amount as per the following, calculated as total certified payments received for contracts in progress or completed, within the last five years:

Lot N°	Nature of services	Provisional amount	Amount of financial capacity (CFA F)
1	Supply of agricultural inputs in Menji (Lebialem) in the South West region	50,000,000	15,000,000
2	Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region	25,000,000	8,000,000
3	Supply of agricultural inputs in Mamfe (Manyu) in the South West region	25,000,000	8,000,000

B.8. The declaration on honour of non-abandonment of a project for the last three (03) years.**C. Volume 3: Financial Offer**

- The submission letter, according to the attached model, with fiscal stamp and dated;
- The duly filled Unit price schedule;
- The duly filled Bill of quantities and cost estimates;
- The sub-details of prices and/or the breakdown of all-in a price.

For this purpose, bidders will use the documents and standard models or forms provided in the Tender Documents.

Note: The bidder must attach the digital version of the financial bid in three copies, one of which is kept by the President of the Special Tender's Board, one to be given to the analysis subcommittee and the third reserved for the ARMP. In the event of a discrepancy between the information in the physical offer and the digital offer, the information in the physical offer shall prevail.

13.1 Taxes: The prices offered must be stated excluding VAT (in compliance of Article 128 of General Tax Code (GTC)).

13.2 Contract prices will not be subject to revision.

14 Currency of Bid: Prices shall be drawn in the following currencies: CFA Francs

18.1 Period of validity of bids: The period of validity of bids is ninety (90) days from date of submission of offers.

The amounts of the bid bond per lot are as the follows:

Lot N°	Nature of services	Amount of Bid bond (CFA F)
1	Supply of agricultural inputs in Menji (Lebialem) in the South West region	500,000
2	Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region	250,000
3	Supply of agricultural inputs in Mamfe (Manyu) in the South West region	250,000

20 Each bid written in English or French shall be signed by the bidder or by a duly authorised representative and presented in Seven (7) copies, that is one (01) original and six (06) copies labelled as such

D. SUBMISSION OF TENDERS

21	The submission method chosen for this consultation is online
21.6	For this Tender, bids must be submitted online only. Please consult the online submission procedure in the appendix to this Tender document. The maximum file sizes for documents submitted on the platform that constitute the bidder's offer are as follows: • 5 MB for the administrative Offer; • 15 MB for the Technical Offer; • 5 MB for the financial Offer. Accepted formats are: • Format PDF for text documents; • JPEG for images. The bidder should use compression software to reduce the size of the files to be submitted. For the purpose of submitting tenders, the tender must be submitted by the tenderer on the platform COLEPS available at the address http://www.marchespublics.cm or http://www.publiccontracts.cm or any other means of electronic communication indicated by the Client. A backup copy of the tender recorded on a USB key or CD/DVD must be deposited at the PPRD Procurement Unit: PPRD North-West/South West Procurement Unit located in Bastos, behind the Hôtel Diplomate - Tel: 679496768/699259787, email: procurementmanager@pprdnsw.org, in a sealed envelope with the clear and legible mention "backup copy" and the references of the call for tenders within the given deadlines. Deadline for submission of tenders: tenders must be submitted to the above address no later than 17/09/2026 at 2:00 p.m., local time.
	E. OPENING OF THE BIDS AND EVALUATING OF THE OFFERS
25.1	Opening of the tenders: The opening of the Bids will be carried out in the conference room of the PPRD at Bastos Yaounde on 17/09/2026 as from 2:30 pm, by the Special Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Bids that do not conform with this invitation to tender and the tender documents shall be rejected. Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a bank establishment or financial institution approved by the Ministry in charge of Finance. A bid bond presented by a bidder during the bid opening session shall not be accepted. In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected. Is declared inadmissible and rejected by the Special Tender's Board: • Any offer produced in insufficient quantity or only in copies for physical submission; • Any offer bearing the bidder's identity; • Any offer received after the submission deadlines; • Any offer that does not comply with the submission method.

- Any offer without indicating the identity of the Call for Tenders;
- Any offer not compliant with the tender file requirements;
- The absence of a bid bond issued by an organization or financial institution approved by the Minister of Finance to issue bonds in the field of public procurement or failure to comply with the models of the documents in the Call for Tenders Documents will result in the outright rejection of the offer without any recourse. A bid bond produced but having no connection with the consultation in question is considered absent. A bid bond presented by a bidder during the bid opening session is inadmissible;
- The Special Tender's Board will establish a minute for the Bids opening those a copy will be given to all of bidders.

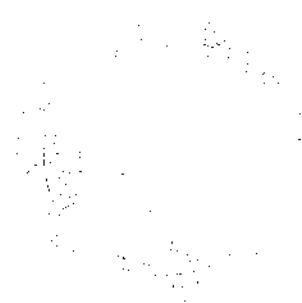
Tenders will be evaluated using the following criteria and sub-criteria:

Step 1: Verification of administrative documents

No	Description	Yes/No	Observations
1	Declaration of intention to tender, 1,500 fiscals stamped for local bidders (according to the attached model)		
2	A notarised protocol of agreement specifying the representative, where applicable. (Joint and several liability groupings will be given preference);		
3	Power of Attorney where applicable;		
4	Certified Copy of the Business Registration, not more than three months old;		
5	Attestation of fiscal conformity (Tax clearance) issued by the Tax administration;		
6	Certificate of non-bankruptcy established by the Court, not more than three (03) months;		
7	Attestation of bank account of the bidder, issued by a banking establishment or financial institution approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months;		
8	Receipt of purchase of the tender file issued by BICEC Bank at the sum of FCFA 100 000;		
9	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);		
10	A bid bond (according to the attached model) of an amount as per the following lots, issued by a bank establishment or any financial institution approved by the Minister in charge of Finance, accompanied by the receipt from Deposits and Consignments Fund (CDEC): Lot 1: CFAF 500,000; Lot 2: CFAF 250,000; Lot 3: CFAF 250,000.		
11	An Attestation of social conformity issued by the National Social Insurance Fund (CNPS) stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old;		
12	Attestation Tax payers' registration (CFAF 1500 fiscal stamps).		

Step 2: Verification of eliminatory Criteria

Document No. 3: Special Regulations of the Invitation to Tender



- a. Absence or non-compliance of a stamped Bid bond with the handwritten note (hand endorsed) , accompanied by the receipt from the Deposits and Consignments Fund (CDEC) (these documents should be submitted as one file);
- b. 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 the bid bond);
- c. False declaration, fraudulent manoeuvres or falsified document;
- d. Failure to attain at least 15 essential criteria over 20;
- e. Failure to comply with the technical specifications of agricultural inputs indicated in the Tender file;
- f. Absence of proof of acquisition of inputs from authorised suppliers by MINADER.
- g. Absence of a catalogue or technical sheet produced by the manufacturer;
- h. Absence in the technical offer of a sworn statement by which the bidder certifies not only that it has not abandoned a contract in the last three (03) years, but also that it is not included on the list of defaulting companies established annually by the Ministry of Public Contracts;
- i. Incomplete financial file (Absence of a detailed BOQ, Unit Price and Detailed Unit Price Schedule)
- j. Non-compliance with the format of the tender file for online submissions;
- k. Absence of a backup key;
- l. Omission of a quantified unit price in the financial offer;
- m. Absence of the integrity charter;
- n. Absence of the declaration of compliance with social and environmental clauses;
- o. Absence of proof of financial capacity as follows:
 - Lot 1 CFAF 15,000,000;
 - Lot 2 CFAF 8,000,000;
 - Lot 3 CFAF 8,000,000.

Step 3: Verification of essential criteria

Designation	Criteria	Yes/No	Observation
General presentation of bid	Coloured interleaf		
	Arrangement of parts according to the order of the Tender		
	Spiral binding		
Sub-total of criteria: 03			
Bidder's References: Proof of experience in the execution of the supply contracts during the last five years (attach the first and the last pages of the contract, final or provisional acceptance report or certificate of successful completion signed by the Project Owner)	Bidder's experience in the execution of the supply contracts during the last five years		
	Having satisfactory executed at least two supply contracts of agricultural tools, inputs and material during the last five years		
	Having satisfactory executed a supply contract of agricultural tools, inputs and material with an amount over 50 million during the last five years		
Sub-total of criteria: 03			
Proof of acceptance of conditions of the contract	The Special Administrative Conditions (SACC) initialled all pages and last page signed.		
	The Special Technical) initialled all pages and last page signed.		

Sub-total of criteria: 02			
Compliance with specifications of Fertilizers	N.P.K 20-10-10		
	• Packaging: 50 kg bags • Size of granules: 2 – 4 mm		
	N.P.K 12-24-12		
	• Packaging: 50 kg bags • Sulfur content: enriched with 4% sulfur • Appearance: granular solid, typically beige or gray with particle size of 2 – 4 mm		
	UREA 46% N		
	• Total Nitrogen (N): minimum 46% • Biuret content: maximum 1% • Moisture: maximum 0,5% • Packaging: 50 kg bags		
Sub-total of criteria: 03			
Compliance with specifications of pesticides	Insecticide		
	• Regulatory approval: it must have a valid "Provisional Sales authorisation (PSA)" • Toxicity and selectivity: low toxicity, must target specific pests, being non-hazardous to humans, livestock and beneficial organism like bees		
	Fungicides		
	• Resistance to wash-off: must be rainfast within 1 – 2 hours or include oil-based additives to ensure it remains the plant • Dual mode of action: must combine systemic and contact • Broad-spectrum activity: must target multiple pathogens relevant to Cameroon • Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.		
	Herbicides		
	• Broad-spectrum activity: must target multiple pathogens relevant to Cameroon. • Target specificity: must be crop-selective • Mode of action: systemic 50% and contact 50% • Application stage: pre-emergence and post-emergence • Rain-fastness: must be resistant to being washed away shortly after application to maintain efficacy • Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.		
	Nematicides		

		• Persistence in tropical soils: must persist long enough to maintain over 3 weeks • Mode of action: systemic action • Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.		
		Sub-total of criteria: 04		
		The organisation chart of the company and of that project		
		Technical description of all the supplies proposed		
		Documents to justify that the materials/inputs/tools provided are in accordance with the technical specifications indicated in this Tender file. These must include: - Brochures, catalogues, (only documents produced by manufacturers will be considered authentic for equipment); - Technical specifications sheet		
		Planning of the delivery in respect of two months		
		Sub-total of criteria: 04		
		Declaration on honour of non-abandonment of the site within three (03) years	The declaration on honour of non-abandonment of a project for the past three (03) years	
		Sub-total of criteria: 01		
		TOTAL SCORE: 20 criteria		
The required minimum score is 15 Yes over 20. And only financial bids of bidders who attained this threshold shall be evaluated. Step 4: Verification of financial offer While evaluating the offers, it is important to determine for each offer the evaluated amount and adjusted amount as follows: • The amount in the Bid letter corrected in line with the detailed procedure as the provisions which guide the procedure of correction of errors. • The proposed prices for the services. In view of better examination, evaluation and comparison of bids, the Special Tender's Board may request a bidder to provide supplementary information on his bid. If there are negotiations, they shall be at the following address: The Procurement Service at the PPRD, Bastos Yaounde. (Tel: 679496768/699259787; email: procurementmanager@pprdnsw.org) during working hours (7:30 am to 3:30 pm) Mondays to Fridays				
		F. AWARD OF CONTRACT		
34.1		The contract will be awarded to the bidder whose offer has been found to be substantially compliant with the Tender file and who possesses the necessary technical and financial capabilities required to perform the contract satisfactorily and whose offer has been evaluated as the lowest after application of the proposed discounts where applicable, relative to article 99 (a) of the public Code.		

34.2	A bidder may not be awarded more than one lot in this call for Tenders.
	G. FINAL BOND
39	The final Bond is fixed at three percent (3%) of the initial amount of the contract with all taxes. In twenty (20) days after the notification of the contract, the contractor must provide a final bond according to the model attached in this Tender file.
	H. ETHICAL PRINCIPLES
40	The Chairpersons and members of the Special Tender's Board and the bidders must observe the strictest rules of professional ethics at all times. In particular, they must refrain from any corruption or any other form of fraudulent practice. Under this principle, the above expressions are defined as follows: i. Anyone who directly or indirectly offers, gives, solicits, or accepts any advantage with a view to influencing the actions of a public official during the awarding or execution of a contract or purchase order is guilty of "corruption," and; ii. Anyone who provides, solicits or accepts multiple bids issued by the same bidder under different company names and/or registration numbers is guilty of "corruption". iii. anyone who distorts or misrepresents facts in order to influence the award or execution of a contract or jobbing-order in a manner detrimental to the Project Owner or the Delegated Project Owner engages in "fraudulent maneuvers". iv. "Fraudulent maneuvers" include in particular any agreement or collusive maneuver by the bidders (before or after the submission of the offer) aimed at artificially maintaining the prices of the offers at levels not corresponding to those which would result from the play of free and open competition, and thus depriving the Project Owner or the Delegated Project Owner of the advantages of the latter.

Document No. 3: Special Administrative Conditions (SAC)



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CHAPTER I: GENERAL

Article 1: Subject of contract

The subject of this contract is related to the supply of agricultural inputs in Menji (Lebialem Division), Bangem (Kupe Muanenguba) and Mamfe (Manyu) in the South West region.

Article 2: Contract award procedure

The contract shall be awarded following the Relaunch of Open National Invitation to Tender N°13/ONIT/PPRD-NWSW/STB/2026 of 20 August 2026.

Article 3: Definitions and duties

3.1 General definitions:

- **The Contracting Authority:** shall be the **President of the Steering Committee of the PPRD NW-SW**. He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to the Ministry in charge of Public Contracts and to the body in charge of regulation.
- **The Contract Manager:** shall be the **PPRD Administrative and Financial Manager**, ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- **The Contract Engineer:** shall be the **PPRD Regional Representative of the South West**, hereinafter referred to as the Engineer. He/she shall be in charge of approbation of execution documents, supervising and controlling the technical execution of the services. He shall as well ensure he plays his roles spelled out in the Administrative Conditions and prepare documents for payments.
- **The authority in charge** of the effective execution of the works: the Ministry in charge of Public Contracts.
- **The Contractor** shall be *[to be specified]*, he ensures the execution of the contract as per the technical specifications.

3.2 Security: This contract may be used as security subject to any form of transfer of debt.

In this case:

- The authority in charge of ordering payment shall be the **President of the Steering Committee of the PPRD NW-SW**.
- The authority in charge of the clearance of expenditures shall be the **Finance Controller of the PPRD**.
- The body or official in charge of payment shall be the **Specialised Treasury of the PPRD**.
- The Project Officer shall be responsible to furnish information within the context of execution of this contract.

Article 4: Language, applicable law and regulation

4.1 The language to be used shall be English or French.

4.2 The service provider shall be bound to observe the laws, regulations and ordinances in force in Cameroon both within his own organisation and in the execution of the contract.

If the laws and regulations in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

Article 5: Norms

5.1 The supplies delivered under this contract shall conform to the standards set out in the Technical Specifications, or in the Description of Supplies, and where no applicable standard is mentioned, to the authoritative standard applicable in Cameroon; this standard shall be the most recently approved standard by the competent authority.

5.2 The Contractor shall study, execute and guarantee the supplies under this contract, taking into account the best practice for similar technology operations in Cameroon.

Article 6: Constituent documents of the contract

The constituent contractual documents of this contract are in order of priority:

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the finalized Terms of Reference or description of services;
- 3) The Special Administrative Conditions (SAC);
- 4) The Technical Specifications of the supplies;
- 5) The Bill of quantities and cost estimates;
- 6) The Unit Prices Schedules;
- 7) The sub-detail of prices;
- 8) The General Administrative Conditions applicable on supplies contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 9) All other useful documents (negotiation minutes, CSTs, plans, management strategies and environmental, social, health and safety (ESHS) implementation plans, ESHS Code of Conduct, project value analysis where applicable, etc.);
- 10) The integrity chart;
- 11) The social and environmental commitment statement.

Article 7: General instruments in force

This contract shall be governed by the following general instruments:

1. Law N° 2018/011 of 11 July 2018 to lay down the Cameroon Code of Transparency and Good Governance in public finance management.
2. Law N° 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities.
3. Law No. 2025/012 of 17 December 2025 the finance law of the Republic of Cameroon for the 2026 financial year.
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organisation and functioning of the Public Contracts Regulatory Agency modified by Decree N°2012/076 of 08-March 2012.
5. 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.
6. Decree No. 2011/408 of 9 December 2011 on the organisation of the Government.
7. Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code.
8. Decree No.2025/01081 of 17 June 2025 establishing the rules governing the maturation process of public investment projects and programs.
9. Order N° 075/CAB/PM of 30 July 2024 on the reorganisation of the PPRD NW-SW;
10. Circular No. 000014/LC/MINMAP of 23 July 2025 Circular concerning the procedures for establishing, depositing, storing, releasing, returning and enforcing guarantees in public contracts;
11. Circular N° 0001877/C/MINFI of 31st December 2025 bearing instructions relating to the implementation of the finance laws, the monitoring and control of the execution of the Budgets of the state and other public entities for the 2026 financial Year.
12. Applicable standards.

13. Other instruments specific to the domain concerned with the contract

Article 8: Communication

8.1 All communications within the framework of this contract shall be written and notifications sent to the following address:

- a. *In the case where the Contractor is the addressee:*
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the region in which the work was done;
- b. *In the case where the Project Owner is the addressee:*
Sir/Madam _____ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, and Contract Engineer, where need be, within the same deadline.
- c. *In the case where the Contracting Authority is:*
Sir/Madam [specify] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

CHAPTER II: EXECUTION OF SERVICES

Article 09: Nature of services

The services related to this Contract consist to the supply of agricultural inputs in Menji (Lebialem Division), Bangem (Kupe Muanenguba) and Mamfe (Manyu) in south west region. It consists of supply of:

- Fertilizers;
- Pesticides.

Article 10: The place and deadline of the supply

- 10.1. The place of delivery of the agricultural tools, inputs and material is: The capitals of the divisions of the Southwest region.
- 10.2. The delivery period for the supplies covered by this contract is: **forty five (45) days**.
- 10.3. This period of delivery runs from the date of notification of the service order to start delivery.

Article 11: Responsibilities of the Project Owner

- 11.1. The Contracting Authority or the Delegated Contracting Authority is responsible for the acquisition and provision of the site as well as the facilities for its access, possession, use and access to all other areas reasonably necessary for the proper performance of the Contract. It must provide the Contractor with facilities for access to the project sites. For sites remote from the headquarters of the Project Owner, the transport costs for their access are the responsibility of the Contractor.
- 11.2. The Contracting Authority or the Delegated Contracting Authority shall obtain at its own expense the authorisations, approvals and licences from the local, regional or national authorities or the competent public services, necessary for the performance of the Contract, and which are subject to its obligations.
- 11.3. If the administration's contractor so requests, the Contracting Authority or the Delegated Contracting Authority shall do everything possible to assist it in obtaining in a timely manner and with all due diligence from local, regional or national public administrations or services, the permits, authorisations and licences necessary for the performance of the Contract required by these bodies for the contractor, its subcontractors or the personnel of the contractor or its subcontractors as the case may be.
- 11.4. The Project Owner shall provide the contracting party with protection against threats, insults, violence, assault, insults or defamation of which it may be the victim due to or in connection with the performance of its mission.

Article 12: Administrative Orders

The various service orders will be drawn up and notified under the following conditions:

- 12.1. Upon notification of the contract to the contractor, the Project Owner or the Delegated Project Owner has a period of fifteen (15) calendar days to issue the service order to start the services. A copy of the said service order shall be sent to the Minister in charge of Public Contracts, the Regulatory Body, the Contract Manager, the Contract Engineer, the Paying Agency and the Project Manager, if applicable.
- 12.2. The Service orders having an impact on the amount and/or deadline are signed by the Contracting Authority or the Delegated Contracting Authority under the following conditions:
 - i When a service order is likely to result in the amount of the contract being exceeded, its signature is subject to the supporting documents of the finances by the Contracting Authority;
 - ii In the event that the amount of the contract is exceeded, the modifications can only be made by means of an amendment and the additional services can only be paid after the latter has been signed by the Contracting Authority or the Delegated Contracting Authority.
 - iii The Service orders for additional services may be signed by the Contracting Authority or the Delegated Contracting Authority and subsequently regularised by means of an amendment, as long as their financial impact is less than ten percent (10) of the amount of the contract.

A copy of the above-mentioned service orders will be sent to the Contract Manager, the Contract Engineer, the Paying Agency and the Project Manager if applicable.
 - iv The prior approval of the Paying Agency may be required before w those affecting the amount.
 - v In any event, any modification of the technical specifications or specific technical clauses must be the subject of a prior study on the scope, cost and deadlines of the contract.
- 12.3. The Service orders of a technical nature related to the normal performance of the services will be signed directly by the head of the contract department and notified to the contractor by the contract engineer or the project manager (if applicable) with a copy to the Ministry in charge of public procurement, to the body in charge of the regulation of public procurement.
- 12.4. The service orders equivalent to a formal notice shall be signed by the Project Owner or Delegated Project Manager and notified to the contractor by the Contract Manager, with a copy to the Ministry in charge of Public Contracts, the Agency responsible for the regulation of public Contracts, the Engineer and the Project Manager if applicable.
- 12.5. The service orders for the suspension and resumption of services due to bad weather or other cases of force majeure will be signed by the Project Owner or the Delegated Project Owner and notified to the contractor by the Contract Manager with a copy to the Ministry in charge of Public Contracts, the Agency in charge of Regulation, the Contract Engineer, and the Project Manager, where applicable, and the Paying Agency.
- 12.6. The service orders prescribing the services necessary to remedy malfunctions that do not fall within normal use that appear during the warranty period will be signed by the Contract Manager, on the proposal of the Engineer and notified to the contractor by the Engineer.
- 12.7. The contractor has a period of fifteen (15) days to express reservations on any service order received. The fact of expressing reservations does not exempt the contracting party from carrying out the service orders received.
- 12.8. In the case of a group of Enterprises, the service orders are addressed to the representative, who alone has the right to submit reservations on behalf of the group he represents.

Article 13: Equipment and personnel of the Contractor

13.1. The Staff

The Provider is obliged to use the personnel proposed in the offer in connection with the performance of the related services, if necessary.

13.2. Replacement of key personnel (if applicable)

Any modification, even partial, made to the proposals of the technical offer will only take place after written approval by the Contracting Authority or the Delegated Contracting Authority or the Contract Manager. In the

event of a modification, the contractor will have it replaced by personnel of at least equal competence (qualifications and experience) or by equipment of similar performance and in good working order.

In any case, the lists of management staff to be put in place will be submitted in advance to the written approval of the engineer, if necessary, within eight (08) days following the notification of the service order to start the services. After this period, the lists will be considered approved.

The engineer, as the case may be, shall have five (05) days to notify in writing his opinion to the Contract. The Contracting Authority reserves the right to refuse approval to a person proposed by the contractor whose qualification is insufficient.

Any unilateral modification made to the proposals for the management staff of the technical offer, before and during the services, constitutes a reason for termination of the contract as referred to in Article 41 below or for the application of specific penalties.

Any changes made will be notified to the Owner for prior approval.

13.3. Withdrawal of staff

After written approval by the Contracting Authority or the Delegated Contracting Authority, the Head of the Contract Department may ask the contractor to remove a person from its workforce, giving the reasons for his request, the Contractor will ensure that this person leaves the site within ten days and that he or she no longer has any connection with the work under the Contract. If the Contracting Authority requests the replacement of a member of the team for serious misconduct or for incompetence, the replacement shall be made at the expense of the contractor within a maximum period of fifteen (15) days.

13.4. Representative of the contractor

Upon notification of the contract and in the case of an agent, the contractor shall appoint a natural person who shall represent him vis-à-vis the Administration in all matters relating to the execution of the project.

This person in charge of coordinating the tasks relating to the services must have sufficient powers to take the decisions necessary for the smooth running of the project without delay.

13.5. Labour legislation

The Contractor will have to comply with the labour legislation in force in Cameroon including the legislation relating to hiring, health, safety, social protection, HIMO, the quota of local resources to be mobilised.

The Other Party shall provide accommodation, medical assistance, food and sanitary facilities to the personnel living in the Other Party's remote sites, in accordance with the requirements of the Specifications relating to the Social and Health Conditions of the Workforce.

In relations with its personnel and the personnel of its subcontractors, who will be employed or participate in the performance of the Contract, the contractor shall comply with national holidays, legal holidays, religious holidays or other customs, as well as all applicable local laws and regulations on labour law.

Unless otherwise provided for in the Contract, if the Other Party considers it necessary to perform night or public holiday services in order to comply with the Service Levels and the Contractual Completion Time, and if it requests the consent of the Employer or the Delegated Employer to this effect (if such consent is required), the Employer shall not refuse such consent without good reason.

The contracting party shall be responsible for obtaining all necessary permits and/or visas from the competent authorities, so that all the workforce and personnel to be employed on the Site can enter and stay legally in Cameroon.

The contractor shall provide, at its own expense, the necessary means to repatriate all members of its staff and the staff of its subcontractors working on the Site, to the countries where they have been respectively recruited for the performance of the Contract; he shall also provide, at his own expense, for their temporary stay on the spot, between the date on which they cease to be employed in the execution of the contract and the scheduled date for their repatriation.

13.6. Material offered in the offer

The other party will use the appropriate equipment offered in the offer for the proper performance of the services in accordance with the rules of the art.

Any changes made will be notified to the Contracting Authority or the Delegated Contracting Authority.

Article 14: Rules and responsibilities of the service provider

14.1. The service provider shall execute the services and fulfil his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity, as described in the Technical Specifications or technical clauses, under the control of the Engineer and in accordance with this contract, the rules and standards in force in Cameroon and the generally accepted techniques and practices in the field of activity concerned by the contract. In particular, he is required to carry out tests and analyses, to determine, choose, purchase, and supply all the tools, materials and supplies necessary for the performance of the services. He is required to hire all relevant staff, specialized or not.

The Contractor is responsible to the Project Owner or the delegated Project Owner for the quality of the services, the safety of the supplies, their transport to the delivery site, their perfect adaptation to the needs of the order concerned, the proper execution of the services and the services and interventions carried out by the approved subcontractors.

He is obligated to repair any damaged works and equipment resulting from his services and to comply with Cameroonian environmental legislation. He must deliver all supplies specified in the CST and adhere to the texts and directives mentioned in the contract.

14.2. This contract may give rise to sub-orders in accordance with the terms and conditions set out in the Code and the General Administrative Clauses applicable to supply contracts, provided that authorization is obtained from the Project Owner.

14.3. Notwithstanding any recourse to a sub-order, the main contractor remains responsible for the performance of all obligations arising from the contract.

14.4. The services subject to sub-order must be given priority to small and medium-sized national enterprises of which at least fifty-one (51%) of the capital is held by nationals, and in case of insufficiency or deficiency, to SMEs and large enterprises of which at least thirty-three (33%) of the capital is held by nationals.

14.5. The service provider shall bear the professional costs and coverage of risks or illness or accident within the context of his mission.

14.6. For foreign companies and failing to reside there, the Contractor shall have to maintain in the Republic of Cameroon, during the period of execution of the Contract, a duly mandated permanent representative.

Article 15: Patent

The Supplier shall indemnify the Contracting Authority or the Delegated Contracting Authority against any claims by third parties relating to the infringement or unauthorised use of a patent, a trademark or industrial design rights resulting from the services or the use of the supplies or their components.

Article 16: Transportation, Insurance & Liability

16.1. Packaging for transport

The supplier must take all necessary measures to ensure that the supplies offered are protected by careful packaging appropriate for sea, air, rail or road transport. The supplier must take every step of their diligence to repair any damage caused during transport to the place of delivery.

16.2. Insurance

The supplier shall, at its own expense, contract and maintain in force within fifteen (15) days of the notification of the contract, the insurance for the entire duration of the execution of the Contract. The identity of the insurers and the form of the policies will be subject to the approval of the Client.

The following insurance shall be provided, in the amounts, deductibles and other conditions stipulated in the technical specifications:

- **Comprehensive Construction or Assembly Insurance:** covering loss of or damage to the Facilities at the site, occurring prior to the completion of the Facilities, with an extended warranty covering the supplier's liability for loss or damage occurring during the warranty period, for as long as the supplier remains on site to perform its obligations during the warranty period.
- **Third-party liability insurance:** covering the risks of bodily injury caused to third parties or the risks of death of third parties (including the Project Owner) and the risks of loss or damage to property, arising in connection with the supply and assembly of the Installations, if applicable.
- **Other insurance:** Any other insurance that may be specifically agreed between the parties to the contract is presented, as listed in the Annex mentioned above.

In any case, the policy must cover all bodily injury, material and immaterial damage caused to third parties or to the works from the day after it is taken out, to the final receipt of the services.

If the Contractor fails to take out and/or maintain the insurance referred to above, the Employer may take out such insurance and keep it in force, and from time to time, deduct from any amount due to the Other Party under the Contract, any premium paid by the Project Owner to the Insurer, or otherwise recover the amount of the premium so paid, shall be deemed to be a debt owed by the Contractor.

The Other Party shall ensure that its subcontractor(s) take out and maintain in force, to the fullest extent necessary, appropriate insurance policies covering their personnel, vehicles and the services performed by them under the Contract, unless such subcontractors are covered by the policies contracted by the Contractor.

Article 17: Testing and Related Services

The contractor is required to have its own test workshops to carry out all the tests for the identification and operation of the supplies defined in the CST. The said tests in these workshops are carried out by the personnel and equipment of the contractor

Tests and related services include:

1. The implementation operation;
2. The technical documentation to be provided;
3. Staff training.

Article 18: After-sales service and consumables

The contractor will have to maintain in the Republic of Cameroon for a period of six (06) months from the date of final acceptance:

1. A duly mandated permanent representative;
2. Repair shops, if applicable;

3. Qualified personnel capable of ensuring all the repairs necessary for the proper functioning of the equipment and/or accessories they have supplied;
4. Sufficient stock of spare parts or consumables.

CHAPTER III: ACCEPTANCE OF SERVICES

Article 19: Documents to be provided before technical acceptance

The contractor must submit the following documents to the Project Owner or the Delegated Project Owner within a period of at least ten (10) days before provisional acceptance. They include:

1. Copy of the invoice describing the supplies and indicating their quantities, their price and the total amount;
2. Notification or delivery note;
3. Warranty certificate from the manufacturer or authorised supplier;
4. Certificate of origin if applicable;
5. Copy of final bond.
6. Copy of insurance.

Article 20: Final acceptance

20.1. Operations prior to acceptance.

Before provisional acceptance, the contractor shall request in writing from the Project Owner or the Project Owner Delegate, with a copy to the engineer, the organisation of a technical visit prior to acceptance. This visit shall include, among other operations:

- 20.1.1. The acceptance committee or a technician designated for this purpose, carries out quality and quantity checks (to be specified either in the manufacturing plants and the methods where applicable, test workshops, stores or places where the contractor's services are carried out, test workshops of public State structures, or in the sites of the Contracting Authority or the Delegated Contracting Authority).

These operations are the subject of a report drawn up immediately and signed by the Project Manager where applicable, the Engineer and the contractor.

- 20.1.2 When these operations are carried out by a technician, the latter draws up a report containing a proposal for acceptance, repair, improvement or rejection, which is sent to the commission for decision.

- 21.1.3 The technical acceptance commission or the technician assigned to this task must limit themselves to verifying compliance with the technical specifications.

In matters of technical acceptance, the commission takes one of the following decisions concerning all or part of the service:

- a. It accepts the quality and quantity of the service and, in this case, its decision is immediately enforceable;
- b. It finds that the service is not compliant and pronounces its rejection. However, in this case, it may allow either the service to be brought into compliance or a reduction in price. The rejection of the service is notified to the Contractor by registered letter or simple letter against receipt if he has not signed the report concluding this decision.

20.2. Final acceptance

The contractor is required to notify the Contract Manager no later than fifteen (15) days before the expiration of the contractual deadline, of the date on which it wishes to accept the supplies.

Provisional acceptance will be declared immediately after delivery of the supplies covered by this contract and the operations prior to acceptance.

After verifying the technical specifications and commissioning the equipment, the Commission will examine the minutes of the operations prior to acceptance and, if applicable, proceed with the provisional acceptance of the services.

The acceptance visit is confirmed by the immediate signing by all participants of an acceptance report stating whether or not it has been declared and, if applicable, the reservations to be lifted, along with deadlines, before declaring said acceptance.

In the event that acceptance is not declared, the acceptance report will specify the reservations to be lifted, along with deadlines, before declaring said acceptance. In the event that acceptance is not declared, the acceptance report specifies the reservations to be lifted, along with the deadlines, before the acceptance is declared.

To be valid, the acceptance report must be signed by at least two-thirds (2/3) of the committee members, including the Chair.

20.3. The Acceptance Committee will be composed as follows for information purposes.

The Acceptance Committee will be composed of the following members:

- **President:** The Project Owner or the Delegated Project Owner or his representative;
- **Rapporteur:** the Contract Engineer;
- **Members:**
 - The Contract Manager or his representative;
 - The Procurement Manager of PPRD;
 - The Stores Accountant of PPRD;
 - The Economic Affairs Manager;
 - The Divisional Delegate of MINADER;
- **Observer:** The representative of MINMAP;
- **Invited:** The Contractor;

The members of the acceptance committee shall be convened at least ten (10) days before acceptance date.

The Contractor or Service provider shall be convened to the acceptance meeting by mail at least ten (10) days before the acceptance date. They must attend (or be represented) by (Quorum to be specified). Their absence constitutes unreserved acceptance of the conclusions of the Acceptance Committee.

20.4. Partial acceptances

The Contractor may, depending on the nature of the services or force majeure, request partial acceptances. In this case, the commission responsible for partial acceptances will be the same as the one responsible for carrying out the provisional acceptance. A partial acceptance report will be drawn up and signed by all parties.

20.6. Taking possession of supplies

Any taking possession of supplies must be preceded by a partial or provisional acceptance. However, if there is an emergency, taking possession may take place prior to acceptance, subject to the establishment of a joint inventory.

20.7 Rejection

When the Commission considers that the services require reservations such that it appears impossible to grant them partial acceptance or acceptance with a reduction, the Head of the Contracting Department shall notify a reasoned decision of rejection.

The Contractor has fifteen (15) days to submit its observations; after this period, it is deemed to have accepted the decision of the Head of the Contracting Department. If the Contractor makes observations, it then has fifteen (15) days to notify a new decision, after consulting the Acceptance Commission, if applicable; failing such notification, the Head of the Contracting Department shall be deemed to have accepted the Contractor's observations. In the event of rejection, the Contractor is required to reimburse any advances and down payments already received.

Article 21: Contractual guarantee

21.1. Warranty period

The warranty period is not applicable in this contract. The Contractor guarantees that the equipment delivered in execution of the contract is new.

21.2. Obligations during the warranty period

During the warranty period, the Contractor must maintain the equipment in working order at its own expense, i.e., ensure, within ten (10) days of notification of the breakdown by the Administration and at the place of use, the repair of the equipment for all breakdowns resulting from construction or manufacturing defects that appear in the equipment.

If, after provisional acceptance, the Contractor has not complied within fifteen (15) days (concern) with the requirements of a service order concerning any repairs or overhauls, the Contract Manager shall be entitled to have them carried out by its own workers or by another supplier and to recover the amount at the Contractor's expense by deduction from any sums due, guaranteed, or owing to the latter under the contract.

21.3. The Jobbing-Order is definitively closed under the conditions set out in article 33 paragraph 3 of this CCAP concerning the general and final statement.

CHAPTER IV: FINANCIAL CLAUSES

Article 22: Amount of the contract

The amount of this contract as it emerges from the attached estimates is (....) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: (....) CFA F
- Amount of VAT: (....) CFA F.
- Amount of AIR: (....) CFA F
- Net to be paid= EVAT- AIR: (....)

Article 23: Guarantees and bonds

The contractor shall provide the guarantees described below from financial institutions approved by the Minister of Finance in favour of the Project Owner or the Delegated Project Owner within the time limits, for the amount, in the manner and in the form indicated below:

23.1. Final bond

- a. The final bond will be established and sent to the Contract Manager within a maximum of twenty (20) calendar days from the date of notification of the contract and in any case before the first payment.
- b. Its amount is set at 3% of the total amount of the contract, including tax, plus any amendments, if applicable.
- c. The guarantee shall be denominated in the currency (ies) of the Contract, or in a freely convertible currency satisfactory to the Contracting Authority or the Delegated Contracting Authority, and shall follow one of the models provided in the Consultation Documents.
- d. The methods of replacing of the guarantee provided for in accordance with article 140 of the public procurement code.
- e. The final bond will be returned subsequently by the Contracting Authority or the Delegated Contracting Authority within one month following the date of provisional acceptance of the services, following a release issued by the Contracting Authority or the Delegated Contracting Authority after request from the contractor.
- f. Small and medium-sized enterprises with national capital and management, as well as civil society organisations, may produce, instead of a guarantee, either a certified check, a bank check, a legal mortgage, or a guarantee from a banking establishment or a financial organisation approved in accordance with the texts in force.

Article 24: Place and method of payment

The Project Owner shall release the sums due in the following manner:

For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account N°..... opened in the name of the Contractor in

Article 25: Advances

As part of the execution of this contract, a start-up advance will not be granted to the Contractor.

Article 26: Payment for services

26.1 Provisional Invoices

When delivery can be made, each partial delivery, unless otherwise stipulated in the contract, or each provisional delivery, entitles the party to payment equal to the value of the lot or contract, less, where applicable, the retention money and reimbursement of the advance granted. Provisional statements or invoices must be prepared in seven copies at a single frequency.

Only the statement excluding VAT will be paid to the contractor. The statement of the tax amount will be the subject of an order entry between the budgets of the CAS "Reconstruction" Account and the Ministry of Finance.

The amount excluding VAT of the advance payment to be paid to the contractor of the administration will be mandated as follows:

- VAT excl. - AIR paid directly to the account of the administration's contractor;
- VAT at the current rate;
- AIR paid to the Public Treasury in respect of the AIR owed by the contractor; (These different rates are subject to variation depending on the regulations in force).

The payment clause must provide for the submission of invoices corresponding to each delivery, prepared as provided for in the Bills of Quantities and Estimates and the technical specifications.

The Engineer has seven (7) days to submit the approved draft statement or invoice to the Contract Manager. The Contract Manager has fifteen (15) days to complete the settlement and forward it to the accountant responsible for payment, with a copy to the body responsible for external control.

Copies of the provisional statements must be sent to the Ministry responsible for public contracts and the body responsible for regulating public contracts.

The maximum period granted to the assigned accountant for payment of advance payments is ninety (90) days from the date of receipt of the statements or invoices sent by the Contract Manager.

26.2 Final Invoice

After completion of the services and within a maximum period of thirty (30) days after the provisional acceptance date, the contractor will establish, based on the contradictory findings, the draft final statement of the services actually performed, which summarizes the total amount to which it is entitled as a result of the execution of the contract as a whole.

This draft final statement, once corrected by the engineer and accepted by the Contract Manager, becomes final. It is used to establish the advance payment for the balance of the contract, established under the same conditions as those defined for the preparation of the monthly statements.

The Contract Manager has a maximum period of fifteen (15) days to notify the engineer of the corrected and accepted draft statement.

The administration's contractor must, within a maximum period of one month following the date of this notification, return the final invoice bearing its signature without or with reservations, or state the reasons for its refusal to sign.

In the event that the other party signs with reservations or does not sign the final statement, the reasons for this refusal or reservations must be set out by the other party in a summary memorandum of all claims for which it is seeking payment, accompanied by the necessary supporting documents, and sent to the Project Manager or Engineer within the same time limit as above, failing which the dispute will be foreclosed.

The dispute will then be settled in accordance with the provisions of the Public Contracts Code and the General Administrative Conditions (CCAG) in force.

26.3 General and final Invoice

At the end of the warranty period which gives rise to the final acceptance of the supplies, the Contract Manager draws up, within a maximum period of thirty (30) days, the general and final invoice of the contract which he has signed jointly by the contractor and the Contracting Authority or the Delegated Contracting Authority. This statement includes:

- The Final Invoice ;
- The balance;
- Summary of monthly installments.

The signing of the general and final invoice without reservation by the contractor, within a period not exceeding thirty (30) days, definitively binds the parties and terminates the contract and releases the contractor and the project owner or the Delegated Project Owner from all their obligations, except with regard to late payment interest.

The transmission of the final general Invoice or the final invoice to the paying agency for payment is subject to prior approval by the MINMAP. To this end, a copy of the corresponding attachment and all provisional statements must be previously sent to the MINMAP or given to its on-site representative, if applicable.

The deadlines and procedures for signing and handling disputes are the same as those for the final statement.

Article 27: Late payment interest

Any late payment interest is paid by statement of the amounts due and calculated in accordance with the provisions of Articles 166 and 167 of Decree No. 2018/366 of June 20, 2018 relating to the Public Contracts Code by applying the formula:

$L = M \times (n/360) \times (i)$ in which:

M = Amount (all taxes included) sums owed to the holder; N = Number of calendar days late;

i = Debit rates for companies at the BEAC increased by one (01) point or discount rate applied by the issuing bank of the currency in question increased by no more than one (01) point, as the case may be.

Article 28: Penalties for delays

A. Penalties for delay

28.1 In the event of the contractual deadline being exceeded by the contract holder, a late payment penalty shall be applied, the amount of which shall be set as follows:

- a. One two thousandths ($1/2000^{\text{th}}$) of the initial contract amount inclusive of all taxes per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- b. One thousandth ($1/1000^{\text{th}}$) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

28.2 For conditional tranche contracts, the deadlines and amounts to be taken into account are those of the tranche considered.

B. Specific penalties

28.3 Independently of penalties for overrun of contractual time-limit, the service provider shall be liable for the following special penalties for the non-observation of the provisions of the contract, especially:

- i. Late appointment of the person to represent the company: CFAF 15,000;
- ii. Late submission of the of final bond: CFAF 50,000;
- iii. Late submission of insurance: CFAF 40,000;
- iv. Late submission of the draft execution schedule if he the lateness is caused by the service provider: CFAF 50,000.

28.4 In any event, the cumulative amount of penalties (delay and special) may not exceed ten percent (10%) of the amount including tax of the basic contract and any amendments, under penalty of termination. Any remission of penalties may only take place after notification from the body responsible for regulating public contracts required by the Contracting Authority or the Delegated Contracting Authority.

Article 29: Regulation in the event of a group of enterprises and subcontracting

29.1. In the case of a joint and several group of companies, payments shall be made to the account indicated in the tender either in the name of the group or in the name of the agent duly designated by the parties.

In the case of a joint group, payments shall be made to the various accounts of the contractors according to the distribution rates in the Group Agreement provided in the tender.

29.2. Any advance payment for services performed by subcontractors is subject to the performance of the services provided for in the contract, and receipt subject to proof of payment by the Administration's contractor to the subcontractors.

The Main Contractor shall have a maximum period of thirty (30) working days from the date of payment of the invoice for the services performed and received to make payment to the subcontractor.

In the event of non-payment by a subcontractor for services already paid for by the Contracting Authority or the Delegated Contracting Authority, the latter may take coercive measures against the contract holder, in particular direct payment of the subcontractor.

Article 30: Tax and customs regulations

The Jobbing-Order is concluded inclusive of all taxes, in accordance with Law No. 2024/013 of December 23, 2024, on the Finance Law of the Republic of Cameroon for the 2025 financial year, and the General Tax Code, which defines the terms and conditions for implementing the tax regime for public procurement.

The tax regime applicable to this Jobbing-Order includes, in particular:

- Taxes and duties relating to industrial and commercial profits, including AIR, which constitutes a withholding tax on corporate income tax;
- Registration fees calculated in accordance with the provisions of the Tax Code;
- Duties and taxes associated with the performance of the services provided for in the Jobbing-Order:
 - Duties and taxes on entry into Cameroon (customs duties, VAT, IT tax);
 - Municipal duties and taxes;
 - Duties and taxes relating to the extraction of materials and water.

These items must be included in the charges that the Contractor allocates to its intervention costs and constitute one of the elements in the sub-details of the prices excluding tax.

The price inclusive of VAT is understood to include VAT.

Unless otherwise specifically stated in the Jobbing-Order, the Contractor must bear and pay all duties, taxes, levies, and charges incumbent upon it and its sub-Contractors.

Article 31: Stamp duty and registration of contracts

Seven (7) original copies of the contract will be stamped by and at the cost of the contractor, in accordance with the applicable regulations.

CHAPTER V: SUNDRY PROVISIONS

Article 32: Termination of the contract

32.1. The contract is terminated automatically in one of the following cases:

- a) Death of the contract holder. In this case, the Contracting Authority or the Delegated Contracting Authority may, if necessary, authorise the acceptance of proposals submitted by the beneficiaries for the continuation of services;
- b) Bankruptcy of the contract holder. In this case, the Contracting Authority or the Delegated Contracting Authority may accept, if necessary, proposals which may be presented by the creditors for the continuation of the services;
- c) Liquidation by order of the court, if the Administration's contractor is not authorised by the court to continue operating its business;
- d) In the event of subcontracting, contracting or sub-ordering without prior authorisation from the Project Owner or the Delegated Project Owner;
- e) Default of the contractor of the Administration duly notified to the latter by the Project Owner or the Project Authority Delegated by service order serving as formal notice and the deficiency noted;
- f) Failure to comply with labour laws or regulations;
- g) Significant variation in prices under the conditions defined by the general administrative clauses, following the modification of the economic conditions or the initial quantities of the market;
- h) Fraudulent manoeuvres and corruption duly noted.

32.2 The contract may also be terminated under the conditions stipulated in the CCAG, in particular in one of the following cases:

- a. Delay in services resulting in penalties exceeding 10% of the amount of services;
- b. Refusal to resume non-compliant services;
- c. Postponement or prolonged interruption decided by the Contracting Authority or the Delegated Contracting Authority;
- d. Persistent non-payment of benefits;
- e. Reasons of general interest.

32.3 The contract may also be terminated under the conditions stipulated in the CCAG, in particular in one of the following cases:

- a. In the event of force majeure and after notification from the Public Contract Authority in the absence of any liability on the part of the administration's contractor, without prejudice to any compensation to which the latter may be entitled;
- b. Persistent non-payment of benefits;
- c. Reasons of general interest.

Article 33: Force majeure

The Contractor shall not be held liable for delays attributable to force majeure. In such a case, the Contractor shall notify the Contracting Authority or the Delegated Contracting Authority in writing within ten (10) days of the occurrence of the force majeure event and shall provide an estimate of the resulting delays. Whenever a force majeure event causes a delay, the Contractor shall be entitled, if deemed genuine by the Contracting Authority, to an extension of time limits.

For the purposes of this contract, "force majeure" means, in accordance with the provisions of Article 56 of the General Conditions of Contract for Supply Contracts, an event beyond the control of the supplier, which is not attributable to its fault or negligence, and which is unforeseeable and unavoidable. Such events may include, but are not limited to, acts of the Contracting Authority under the sovereignty of the State, wars and revolutions, fires, floods, epidemics, quarantine measures, and cargo embargoes.

Force majeure events will be determined in accordance with the provisions of Article 94 of the General Conditions of Sale and Use (CCAG). It is up to the Project Owner to assess the nature of force majeure and the supporting documentation provided.

In the event that the contractor claims force majeure due to weather conditions, the following thresholds will be inadmissible:

- Rain: 200 millimeters in 24 hours;
- Wind: 40 meters per second;
- Flood: the ten-year flood frequency.

Article 34: Disagreements and disputes

Disagreements and disputes resulting from the execution of this contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction.

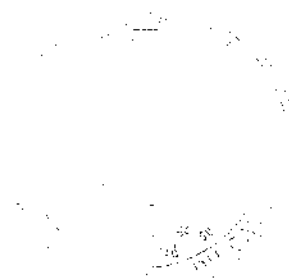
Article 35: Production and dissemination of this contract

Ten (10) copies of this contract shall be produced at the cost of the Project Owner.

Article 36 and last: Entry into force of the contract

This contract shall be final only upon its signature by the Project Owner. It shall enter into force as soon as it is notified to the contractor by the Project Owner.

Document No. 4: Technical Specifications



TECHNICAL SPECIFICATIONS

N°	Items	Technical specifications
FERTILIZERS		
1	N.P.K 20-10-10 in bags of 50kg	Packaging: 50 kg bags Size of granules: 2 – 4 mm
2	N.P.K 12-24-12 in bags of 50kg	Packaging: 50 kg bags Sulfur content: enriched with 4% sulfur Appearance: granular solid, typically beige or gray with particle size of 2 – 4 mm
3	UREA 46% N in bags of 50kg	Total Nitrogen (N): minimum 46% Biuret content: maximum 1% Moisture: maximum 0,5% Packaging: 50 kg bags
PESTICIDES		
4	Insecticide	Regulatory approval: it must have a valid "Provisional Sales authorisation (PSA) Toxicity and selectivity: low toxicity, must target specific pests, being non-hazardous to humans, livestock and beneficial organism like bees
5	Fungicides	Resistance to wash-off: must be rainfast within 1 – 2 hours or include oil-based additives to ensure it remains the plant Dual mode of action: must combine systemic and contact Broad-spectrum activity: must target multiple pathogens relevant to Cameroon Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.
6	Herbicides	Broad-spectrum activity: must target multiple pathogens relevant to Cameroon Target specificity: must be crop-selective Mode of action: systemic 50% and contact 50% Application stage: pre-emergence and post-emergence Rain-fastness: must be resistant to being washed away shortly after application to maintain efficacy Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.
7	Nematicides	Persistence in tropical soils: must persist long enough to maintain over 3 weeks Mode of action: systemic action Regulatory compliance: must be officially registered and approved by competent authorities in Cameroon.

Document No. 5: Technical proposal

A. LIST OF SUPPLIES AND DELIVERY SCHEDULE

Lot 1: Supply of agricultural inputs in Menji (Lebialem Division in the South West region.

No	DESIGNATION	Unity	QTY	Final destination	Delivery deadline		
					Date de livraison au plus tôt	Délai de livraison au plus tard	Délai de livraison proposé par le Soumissionnaire
A	FARM INPUTS TO SOUTH WEST FARMERS			• Menji (Lebialem Division)	Forty-five (45) days after the notification of the service order to commence execution	Forty-five (45) days after the notification of the service order to commence execution	
A.1	FERTILIZERS						
A1.1	N.P.K 20-10-10 in bags of 50kg	u	500				
A1.2	N.P.K 12-24-12 in bags of 50kg	u	500				
A1.3	UREA 46% N in bags of 50kg	u	400				
A.2	PESTICIDES						
A2.1	Insecticide	L	350				
A2.2	Fungicides	L	350				
A2.3	Herbicides	L	350				
A2.4	Nematicides	L	350				

Lot 2: Supply of agricultural inputs in Bangem (Kupe Muanenguba) in the South West region.

No	DESIGNATION	Unity	QTY	Final destination	Delivery deadline		
					Earlier deadline of delivery	Late deadline of delivery	Deadline of delivery proposed by the bidder
A	FARM INPUTS TO SOUTH WEST FARMERS			• Bangem (Kupe Muanenguba)	Forty-five (45) days after the notification of the service order to commence execution	Forty-five (45) days after the notification of the service order to commence execution	
A.1	FERTILIZERS						
A1.1	N.P.K 20-10-10 in bags of 50kg	u	260				
A1.2	N.P.K 12-24-12 in bags of 50kg	u	256				
A1.3	UREA 46% N in bags of 50kg	u	200				
A.2	PESTICIDES						
A2.1	Insecticide	L	165				
A2.2	Fungicides	L	165				
A2.3	Herbicides	L	165				
A2.4	Nematicides	L	163				

Lot 3: Supply of agricultural inputs in Mamfe (Manyu Division) in the South West region.

No	DESIGNATION	Unity	QTY	Final destination	Delivery deadline		
					Earlier deadline of delivery	Late deadline of delivery	Deadline of delivery proposed by the bidder
A	FARM INPUTS TO SOUTH WEST FARMERS			Mamfe (Manyu Division)	<i>Forty-five (45) days after the notification of the service order to commence execution</i>	<i>Forty-five (45) days after the notification of the service order to commence execution</i>	
A.1	FERTILIZERS						
A1.1	N.P.K 20-10-10 in bags of 50kg	u	260				
A1.2	N.P.K 12-24-12 in bags of 50kg	u	256				
A1.3	UREA 46% N in bags of 50kg	u	200				
A.2	PESTICIDES						
A2.1	Insecticide	L	165				
A2.2	Fungicides	L	165				
A2.3	Herbicides	L	165				
A2.4	Nematicides	L	163				

B. LIST OF RELATED SERVICES AND TIMETABLE

N° Service	Designation of Service	Unit of measurement	Quantity	Site or location where the Services are to be performed	Final deadline for completion of the Services

C. INSPECTIONS AND TESTS

The following inspections and tests will be carried out:

D. DELIVERABLES

NB: Upon delivery, the service provider must provide:

- The various supplies in the required quantity and quality;
- Documentation relating to each piece of equipment in digital and paper format;
- Any licenses;
- User guides;
- Commissioning technical data sheets;
- Documentation relating to the installation of the various pieces of equipment in digital and paper format
- Deployment report, if applicable;
- Etc.

E. INSTALLATION, COMMISSIONING AND WARRANTY

The estimated delivery time is forty five (45 days) from the date of notification of the Service Order to commence the service.

The Contractor guarantees that the equipment delivered under the contract is new, is the most recent model in service, and includes the latest improvements in design and materials used or their implementation.

Document no. 6:
Framework of the unit price schedule

1. UNIT PRICE SCHEDULE FOR LOCAL SUPPLIES

Nº	Designations	Units	Unit price in letters	Unit price in figures
FERTILIZERS				
1	N.P.K 20-10-10 in bags of 50kg	U		
2	N.P.K 12-24-12 in bags of 50kg	U		
3	UREA 46% N in bags of 50kg	U		
PESTICIDES				
4	Insecticide	U		
5	Fungicides	U		
6	Herbicides	U		
7	Nematicides	U		

Bidder's Name [insert Bidder's name]

Signature [insert signature],

Date [insert date]

2. FRAMEWORK OF THE UNIT PRICE SCHEDULE AND TIMETABLE FOR THE EXECUTION OF RELATED SERVICES

N°	[Insert service identification]	[Insert country of origin]	[Insert date of completion offered]	[Insert quantity and unit of measurement identification]	[Insert unit price for item]	[Insert total price for the item]
Total price						[insert total price]

Name of Bidder [insert name of Bidder]

Signature [insert signature]

Date [insert date]

Document no. 7.
Framework of quantitative and
estimated details

FRAMEWORK OF QUANTITATIVE AND ESTIMATED DETAILS

BILL OF QUANTITY AND COST ESTIMATE

for the supply of agricultural inputs Menji (Lebialem Division) in the South West region. Lot 1

No	DESIGNATION	U	QTY	U.P	AMOUNT
A	FERTILIZERS				
A.1	N.P.K 20-10-10 in bags of 50kg	u	500		
A.2	N.P.K 12-24-12 in bags of 50kg	u	500		
A.3	UREA 46% N in bags of 50kg	u	400		
SOUS TOTAL A					
B	PESTICIDES				
B.1	Insecticide	L	350		
B.2	Fungicides	L	350		
B.3	Herbicides	L	350		
B.4	Nematicides	L	350		
SOUS TOTAL B					
TOTAL WITHOUT TAXES					
VAT					EXEMPTED
AIR (2,2%)					
TOTAL WITH TAXES					
NET PAYMENT					

BILL OF QUANTITY AND COST ESTIMATE
for the supply of agricultural inputs Bangem (Kupe Muanenguba) in the South West
region. Lot 2

No	DESIGNATION	U	QTY	U.P	AMOUNT
A	FERTILIZERS				
A1.1	N.P.K 20-10-10 in bags of 50kg	u	260		
A1.2	N.P.K 12-24-12 in bags of 50kg	u	256		
A1.3	UREA 46% N in bags of 50kg	u	200		
SOUS TOTAL A					
B	PESTICIDES				
B.1	Insecticide	L	165		
B.2	Fungicides	L	165		
B.3	Herbicides	L	165		
B.4	Nematicides	L	163		
SOUS TOTAL B					
TOTAL WITHOUT TAXES					
VAT					EXEMPTED
AIR (2,2%)					
TOTAL WITH TAXES					
NET PAYMENT					

BILL OF QUANTITY AND COST ESTIMATE
for the supply of agricultural inputs Mamfe (Manyu Division) in the South West region.
Lot 3

No	DESIGNATION	U	QTY	U.P	AMOUNT
A	FERTILIZERS				
A1.1	N.P.K 20-10-10 in bags of 50kg	u	260		
A1.2	N.P.K 12-24-12 in bags of 50kg	u	256		
A1.3	UREA 46% N in bags of 50kg	u	200		
SOUS TOTAL A					
B	PESTICIDES				
B.1	Insecticide	L	165		
B.2	Fungicides	L	165		
B.3	Herbicides	L	165		
B.4	Nematicides	L	163		
SOUS TOTAL B					
TOTAL WITHOUT TAXES					
VAT					EXEMPTED
AIR (2,2%)					
TOTAL WITH TAXES					
NET PAYMENT					

Document no. 8
unit price sub-detailing framework

FRAMEWORK FOR SUB-DETAILING OF UNIT PRICES OF IMPORTED SUPPLIES

N°	Designation	Purchase cost EXW (1)	Transportation (International and local) + insurance (2)	Order cost (3) = 1 + 2	Customs duty cost (4)	Delivery costs (5)	Other related services (6)	Margin (7)	Unit price excluding VAT (8)=3+4+5+6+7

Name of Bidder : _____ *[insert the name of the Bidder]*

Signature : _____ *[insert the signature]*,

Date : _____ *[insert the date]*

FRAMEWORK FOR SUB-DETAILING UNIT PRICES FOR LOCAL SUPPLIES

N°	Designations	Purchase cost (1)	Local Transport (2)	Cost of order (3)= 1 + 2	Delivery costs (4)	Related services (5)	Margin (6)	Unit price in figures (7)= 3+4 +5+6

Name of Bidder : _____ *[insert the name of the Bidder]*

Signature : _____ *[insert the signature],*

Date : _____ *[insert the date]*

Document No. 9:
Model contract

REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE RECONSTRUCTION
ET DE DEVELOPPEMENT DES REGIONS DU NORD-OUEST ET DU SUD-
OUEST

UNITE DE COORDINATION

COMMISSION SPECIAL DE PASSATION DES MARCHES



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST AND
SOUTH-WEST REGIONS

COORDINATION UNIT

SPECIAL TENDERS BOARD

CONTRACT No. _____ of _____

Awarded after invitation to tender No. _____ of _____

HOLDER OF CONTRACT: *[indicate the holder and his full address]*

P.O. Box 0000 ____, Tel ____, Fax: ____
Business Registry No. ____ A issued at ____
Taxpayer's No. ____

SUBJECT OF CONTRACT: Subscription of insurance by _____

Lot No. 1: _____

Place _____

Execution period: from _____ to _____

AMOUNT OF CONTRACT:

AMOUNTS	FIRM PHASE (From _____ to _____)	CONDITIONAL PHASE from _____ to _____)
EVAT		
IAT		
AIR		
NET TO BE PAID		

Financing/ _____ Financial year(s)

Budget head

DELIVERY DEADLINE: *[In days, weeks, months or years]*

SUBSCRIBED ON _____

SIGNED ON _____

NOTIFIED ON _____

REGISTERED ON _____

BETWEEN: The Contracting Authority",

On the one hand, represented by

And:

_____ **Insurance Company**

P.O. Box _____ at _____ Tel _____ Fax: _____

Business Registry No. _____

Taxpayer's No. _____

Represented by Mr./Mrs. _____ its General Manager
Hereinafter referred to as **"The Insurer"**

On the other hand,

It has been agreed and settled as follows:

SUMMARY

Part I: Special Administrative Conditions (SAC);

Part II: Technical Specifications

Part III : Schedule of unit prices

Part IV : Details or detailed estimates

Page.... and last page of **CONTRACT No.** _____ of _____ awarded

after invitation to tender No. _____ of _____

With _____

Subscription of insurance policy (ies) by _____

Lot No. _____

EXECUTION PERIOD: For _____ to _____

Amount of the CFA F:

AMOUNTS	FIRM PHASE (From _____ to _____)	CONDITIONAL PHASE from _____ to _____)
EVAT		
IAT		
AIR		
NET TO BE PAID		

Read and accepted by the Insurer (place of signature) _____ (date) _____
Contracting Authority (place of signature) _____ (date) _____
Registration

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

TABLE OF MODELS:

Annex No. 1: Declaration of intention to bid

Annex No. 2: Model bid bond

Annex No. 3: Model of final bond

Annex No. 1 : Declaration of intention to bid (to be stamped)

I, the undersigned,

Nationality:

Domicile :

Function:

By virtue of the powers conferred on me _____, after taking cognisance of the Tender File
_____ No. _____ of _____ for the subscription of insurance
policy(ies) of _____.

Declare by the present, the intention to bid for this invitation to tender

Done in _____ on _____

Name, signature and stamp of the Insurer

Annex No. 2: Model bid bond for lot No. _____

Whereas (name of bidder) _____ hereinafter referred to as the "bidder" has submitted his bid on _____ for (name and/or description of services), hereinafter referred to as "the bid".

We [name and address of the bank or insurance company approved to grant bonds], of (name of country) with head office at [bank's address] hereinafter referred to as "the bank or insurance company" hereby declare to guarantee payment to the Contracting Authority of the full amount of _____ CFA francs, binding itself, its successors and assignees.

Signed and authenticated by the bank at _____, on _____

The conditions of this commitment are as follows:

1. If the bidder retires his bid during the validity period specified by him in the tender file;
2. If the bidder, having been notified of the bid by [indicate Contracting Authority] during the validity period:
 - a. Fails or refuses to sign the contract, even though required to do so;
 - b. Fails or refuses to furnish the performance bond for the contract as provided for by the instructions to bidders;

We commit ourselves to pay to [indicate Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the first written request, without [the Contracting Authority] having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by [indicate Contracting Authority] to cause it to take effect should reach the bank before the end of this validity period.

Annex No. 3: Model final bond

Financial establishment:

Reference of the bond: No _____

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas _____ *[name and address of company]*, hereafter referred to as "Insurer", has committed himself, in execution of the contract referred to as "the contract", to insure _____.

Whereas it is stated in the contract that the Insurer shall entrust to the Project Owner a final bond of an amount equal to _____ of the amount of the corresponding phase 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 Insurer this bond,

We, _____ *[name and address of financial establishment]*
represented by _____ *[name of signatories]*,
hereinafter referred to as "financial establishment", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Insurer has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment or raise any contests for whatever reason, any amount 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 as soon as the Contracting Authority notifies the service provider of the approval of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the services.

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 bond should be done by registered mail with acknowledgement of receipt to reach the financial establishment 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 financial establishment at _____ on _____

[Signature of the financial establishment]



TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER N°01/ONIT/PPRD/STB/2026 OF
26/02/2026 FOR THE REHABILITATION OF THE ELECTRICITY NETWORK OF
NGWAH TO BOLEM, FUNDONG SUB DIVISION, BOYO DIVISION, NORTH
WEST REGION**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT NO. 11: INTEGRITY CHARTER

The bidder must complete and submit the Integrity Charter as part of their offer, duly addressed to the Contracting Authority and signed by the authorised representatives responsible for its execution. In the case of a consortium, all members must subscribe to the charter.

INTEGRITY CHARTER

TITLE OF TENDER:

THE "BIDDER"

To Mr..... the "CONTRACTING AUTHORITY"

1. We acknowledge and certify that neither we nor any member of our consortium or subcontractors are in any of the following situations:

- 1.1) Being subject to or having undergone bankruptcy, judicial liquidation, cessation of business, or any other analogous procedure of the same nature.
- 1.2) Having been convicted within the past five years by a final court ruling for offences related to the awarding or execution of a contract or framework agreement.
- 1.3) Having committed a serious professional misconduct in the last five years in connection with the awarding or execution of a contract or framework agreement.
- 1.4) Failing to meet our social security contributions or tax obligations as prescribed by law.
- 1.5) Being listed under financial sanctions imposed by the United Nations or any other Technical and Financial Partner in connection with the awarding or execution of a contract or framework agreement.
- 1.6) Having provided false declarations in submitting the required information during the tender process.

2. We attest that neither we nor any members of our consortium or subcontractors are in any of the following conflicts of interest:

- 2.1) Having controlling shares in the Contracting Authority or being a subsidiary under its control, unless the conflict has been disclosed and resolved to the satisfaction of the Public Procurement Authority.
- 2.2) Having business or family ties with a member of the Contracting Authority's staff involved in the selection process or the subsequent monitoring of the contract, unless the conflict has been disclosed and duly resolved.
- 2.3) Controlling or being controlled by another tenderer, being under the same corporate control as another tenderer, receiving or awarding direct or indirect subsidies to another tenderer, having the same legal representative as another tenderer, or maintaining direct or indirect communication with another tenderer that would allow access to their respective offers, influence decision-making, or distort competition.
- 2.4) Being engaged in a consultancy role that could prove incompatible with our responsibilities under the Contracting Authority.
- 2.5) Regarding tenders for works, supplies, or framework agreements:

- i. Preparing or being associated with a consultant involved in drafting specifications, plans, calculations, or other competitive bidding documents.
- ii. Being or affiliated with a firm hired by the Contracting Authority to supervise or monitor contract execution.

3. If we are a public entity or enterprise, we certify that we possess both legal and financial autonomy and operate under commercial law.

4. We undertake to promptly notify the Contracting Authority, who will inform the Public Procurement Authority, of any changes in our situation regarding points 1 to 3 above.

5. In the process of tendering and executing the contract or framework agreement:

- 5.1) We have not and will not engage in any deceptive practices (acts or omissions) aimed at deliberately misleading others, concealing information, coercing or influencing their consent, circumventing legal or regulatory obligations, or violating internal rules for personal gain.

5.2) We have not and will not engage in fraudulent behaviour contrary to our legal or regulatory obligations or violate internal policies for illicit benefit.

5.3) We have not and will not offer, promise, or grant—directly or indirectly—any undue advantage of any kind to (i) any person holding a legislative, executive, administrative, or judicial position within the State, whether appointed or elected, permanent or temporary, remunerated or not, at any hierarchical level; (ii) any person exercising public functions, including those in public organisations or enterprises providing public services; or (iii) any person defined as a public officer, to induce them to perform or refrain from performing an act in their official capacity.

5.4) We have not and will not offer, promise, or grant—directly or indirectly—any undue advantage to anyone managing or working within a private-sector entity to induce them to act contrary to their legal, contractual, or professional obligations.

5.5) We have not and will not engage in any practice that may influence the tender process to the detriment of the Contracting Authority, including any anti-competitive conduct aimed at restricting access to the contract or limiting free market competition.

6. We, along with our consortium members and subcontractors, authorise the Contracting Authority to examine the accounting records relating to the awarding and execution of the contract or framework agreement and submit them for audit by designated officials.

Signature:

Name:

Duly authorised to sign the offer on behalf of:

Date:



TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER N°01/ONIT/PPRD/STB/2026 OF
26/02/2026 FOR THE REHABILITATION OF THE ELECTRICITY NETWORK
FROM NGWAH TO BOLEM, FUNDONG SUB DIVISION, BOYO DIVISION,
NORTH WEST REGION**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT NO. 12: SOCIAL AND ENVIRONMENTAL COMMITMENT

Notice regarding the declaration of commitment to social and environmental clauses

The tenderer must complete and submit the social and environmental commitment declaration as part of their offer, addressed to the Contracting Authority and signed by the authorised representatives responsible for its execution. In the case of a consortium, all members must subscribe to the charter.

TITLE OF TENDER:

THE "BIDDER/CONTRACTOR"

To Mr. the "Contracting Authority"

In the context of the award and execution of the contract:

- We commit to complying with, and ensuring compliance by our consortium members and all subcontractors, internationally recognised social and environmental standards, including the fundamental conventions of the International Labour Organization (ILO) and international agreements on environmental protection, in alignment with the applicable laws and regulations of Cameroon.

- Additionally, we undertake to implement risk mitigation measures regarding social and environmental impact, as outlined in the environmental and social impact statement provided by the Contracting Authority.

- We, along with our consortium members and subcontractors, authorise the Contracting Authority to review all documents and financial records related to the awarding and execution of the contract and to submit them for verification by auditors designated by the ARMP.

Signature:

Name:

Duly authorised to sign the offer on behalf of:

Date:

Document No. 13:
Justifications of preliminary studies

Document No. 14:
List of banking establishments and financial
bodies authorised to issue bonds for public
contracts

List of banking establishments and financial bodies authorised to issue bonds for public contracts

I- BANKS

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank (NFC)
9. Société Camerounaise de Banque au Cameroun (SCB)
10. Société Générale de Banque au Cameroun (SGC)
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon (UBC)
13. United Bank for Africa (UBA)
14. Crédit Communautaire d'Afrique (CCA)
15. Bank des PME
16. Bank Of Africa Cameroun (BOA Cameroun)
17. La Regionale Bank
18. BANGE BANK CAMEROUN (BANGE CMR)

II- Insurance companies

1. ACTIVA ASSURANCES S.A
2. AREA ASSURANCES S.A
3. AFG ASSURANCES S.A
4. CHANAS ASSURANCES S.A
5. CPA S.A
6. LD ASSURANCES S.A
7. NSIA ASSURANCES S.A
8. PRO ASSUR S.A
9. AFRI INSURANCE S.A
10. BELIFE INSURANCE GENERAL S.A
11. ROYAL ONYX INSURANCE
12. SAAR S.A
13. SANLAM ALLIANZ ASSURANCES CAMEROON S.A
14. ZENITH ASSURANCES S.A

NB: This includes all financial institutions recognized by the Ministry of Finance.



ONLINE TENDER SUBMISSION PROCEDURE

To submit a tender electronically, bidders shall follow the four steps outlined below:

Step 1: Registration of the Company on the COLEPS Platform

Access the COLEPS platform via either of the following addresses: <https://www.marchespublics.cm> or <https://www.publiccontracts.cm>;

Navigate to the “**Bidder Registration**” section and carefully complete the registration application form;

Print the application form generated by the system;

Have the application form signed by the Head of the Company and affix the company seal thereto;

Submit the duly completed and authenticated application form to the Ministry of Public Contracts (MINMAP), together with the following supporting documents:

- i. A photocopy of a Certificate of Non-Bankruptcy (issued not more than three months previously);
- ii. A photocopy of the Trade Register Certificate;
- iii. A photocopy of the Bank Account Identification Certificate (Bank Domiciliation Certificate);
- iv. A photocopy of the Tax Compliance Certificate (issued not more than three months previously).

Step 2: Acquisition of the Electronic Certificate

Obtain the Electronic Certificate Application Form from MINMAP or download it from the National Agency for Information and Communication Technologies (ANTIC) website at <http://www.camgovca.cm> under the section “**Certificate Applications (Companies)**”;

Complete the application form and submit it to MINMAP together with the following documents:

- i. Proof of payment of the Electronic Certificate acquisition fee amounting to CFAF 100,000, payable into ANTIC’s account held with SCB Cameroon under Account No. 10002 00031 12493593150 94;
- ii. A photocopy of the applicant’s National Identity Card.

Complete the enrolment procedure with the MINMAP operator and obtain the Certificate Application Receipt;

Access <http://www.camgovca.cm/fr/operations-certificats.html> and download the Electronic Certificate onto a blank removable storage device using the information contained in the receipt (Reference Number and Authorisation Code).

Important: The password associated with the Electronic Certificate should be kept securely, as it will be required for future access to the COLEPS platform.

Step 3: Registration of the Electronic Certificate on COLEPS

Access the COLEPS platform via either of the following addresses: <https://www.marchespublics.cm> or <https://www.publiccontracts.cm>;

Navigate to the “**Bidder Registration**” section and select “**New Registration / Additional Certificate**”;

Identify the company using its Trade Register Number and register the Electronic Certificate by carefully completing the online form.

Technical Assistance

For technical support in the event of any difficulty encountered while using the platform, please contact:

Telephone: (+237) 222 238 155 / 222 237 084 / 677 006 110

Email: dsi@minmap.cm



LA PROCEDURE DE SOUMISSION EN LIGNE

Pour soumissionner en ligne, le prestataire doit suivre les quatre étapes ci-après :

Étape 1 : Enregistrement de l'Entreprise dans la plateforme COLEPS

- Se connecter à COLEPS à partir de l'adresse <https://www.marchespublics.cm> ou <https://www.publicscontrats.cm> ;
- Aller dans l'onglet « Enregistrement des soumissionnaires » et renseigner minutieusement le formulaire de demande ;
- Imprimer le formulaire de demande renseigné et généré par le système ;
- Faire signer le formulaire de demande par le Chef de Structure et y apposer le cachet de l'entreprise ;
- Déposer le formulaire dûment renseigné et formalisé au MINMAP accompagné des pièces suivantes :
 - i) Photocopie d'une Attestation de Non Faillite (datant de moins de 3 mois) ;
 - ii) Photocopie du Registre de Commerce ;
 - iii) Photocopie de la Domiciliation Bancaire ;
 - iv) Photocopie de l'Attestation de Conformité Fiscale (datant de moins de 3 mois).

Étape 2 : Acquisition du Certificat Électronique

- Retirer le formulaire de Demande de Certificat disponible au MINMAP ou le télécharger sur le site de l'ANTIC à l'adresse <http://www.camgovca.cm> dans la rubrique « Demande de Certificats (Entreprise) » ;
- Remplir le formulaire et le déposer au MINMAP accompagné des pièces suivantes :
 - i) Reçu de paiement des frais d'acquisition de Certificat Électronique d'un montant de 100.000 FCFA à verser dans le compte de l'ANTIC auprès de SCB Cameroun sous le numéro 10002 00031 12493593150 94 ;
 - ii) Une Photocopie de la CNI du demandeur du certificat.
- S'enrôler auprès de l'opérateur MINMAP et récupérer le récépissé de demande de Certificat ;
- Se connecter à l'adresse <http://www.camgovca.cm/fr/operations-certificats.html> et télécharger dans un support amovible (vierge) le Certificat Électronique à partir des informations (Numéro de référence et Code d'autorisation) contenues dans le récépissé (Bien conserver le mot de passe pour les connexions à COLEPS).

Étape 3 : Enregistrement du Certificat Électronique dans COLEPS

- Se connecter à COLEPS à partir de l'adresse <https://www.marchespublics.cm> ou <https://www.publicscontrats.cm> ;
- Aller dans l'onglet « Enregistrement des soumissionnaires », puis la rubrique « Enregistrement nouveau / Certificat supplémentaire » ; identifier l'entreprise à partir du numéro de Registre de Commerce, puis ajouter le Certificat après avoir minutieusement renseigné le formulaire.

Assistance technique

Pour obtenir une assistance technique, en cas de survenance d'un problème lié à l'utilisation de la plateforme bien vouloir appeler aux numéros (+237) 222 238 155 / 222 237 084/677 006 110 ou écrire à l'adresse email dsi@minmap.cm.