

REPUBLIC OF CAMEROON  
*Peace - Work - Fatherland*  
MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
BOYO DIVISION  
BELO SUB DIVISION  
BELO COUNCIL  
PO BOX 2082



**Together for  
development**

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Office: 683707640  
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REPUBLIQUE DU CAMEROUN  
*Paix - Travail - Patrie*  
MINISTÈRE DE LA  
DÉCENTRALISATION ET DU  
DEVELOPPEMENT LOCAL  
REGION DU NORD-OUEST  
DÉPARTEMENT DE BOYO  
ARRONDISSEMENT DE BELO  
COMMUNE DE BELO

REF NO :.....MINDDEVELL/NWR/BC/SG/2026

## ***BELO COUNCIL INTERNAL TENDERS BOARD***

### **PROCUREMENT OF SMALL WORKS BY BELO COUNCIL INTERNAL TENDERS BOARD**

**REQUEST FOR QUOTATION(RFQ) NO:  
13/RFQ/BC/BCITB/MINDDEVEL/PROLOG/NWR/2026 OF  
25/08/2026 FOR THE CONSTRUCTION OF A 2X2X6M  
REINFORCED CONCRETE BOX CULVERT LINKING TIBEH  
AND TWANTOH IN NJNIKEJEM VILLAGE IN BELO SUB  
DIVISION BOYO DIVISION OF THE NORTH WEST REGION.**

**Project Name: Local Governance and Resilient Communities Project (PROLOG)**

**Project Owner: THE MAYOR OF BELO COUNCIL (PROLOG COMMUNITY  
INVESTMENT SUPPORT GRANT AGREEMENT - BELO COUNCIL, BOYO DIVISION,  
NORTHWEST REGION)**

**Country: Cameroon**

**Funding: IDA No. 72130– CM**

**STEP Contract Reference No.:**

**Issued on:**

**Procurement of:**

**THE CONSTRUCTION OF A 2X2X6M REINFORCED  
CONCRETE BOX CULVERT LINKING TIBEH AND  
TWANTOH IN NJINIKEJEM VILLAGE IN BELO SUB  
DIVISION BOYO DIVISION OF THE NORTH WEST REGION**

Ref No: N° \_\_\_\_\_ / MAYOR/BC/ITB/PROLOG Budget 2026 OF \_\_\_\_\_

Project:           **Local Governance and Resilient Communities**  
                    **Project (PROLOG)**

Project owner:   **THE MAYOR OF BELO COUNCIL (PROLOG COMMUNITY  
INVESTMENT SUPPORT GRANT AGREEMENT - BELO COUNCIL,  
BOYO DIVISION, NORTHWEST REGION)**

Country:   **CAMEROON**

Issued on:   .....

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REF NO :.....MINDDEVLL/NWR/BC/SG/2026



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REGION DU NORD-OUEST  
DÉPARTEMENT DE BOYO  
ARRONDISSEMENT DE BELO  
COMMUNE DE BELO

## **BELO COUNCIL INTERNAL TENDERS BOARD**

### **REQUEST FOR QUOTATION(RFQ) NO:**

**13/RFQ/BC/BCITB/MINDDEVEL/PROLOG/NWR/2026 OF 25/08/2026 FOR THE  
CONSTRUCTION OF A 2X2X6M REINFORCED CONCRETE BOX CULVERT  
LINKING TIBEH AND TWANTOH IN NJINKEJEM VILLAGE IN BELO SUB  
DIVISION BOYO DIVISION OF THE NORTH WEST REGION.**

**Dear Sir/Madam,**

1. The Government of Cameroon has received funding from the World Bank to finance the cost of the **Local Governance and Resilient Communities Project (PROLOG)**. As part of its implementation, PROLOG has signed an agreement with **BELO COUNCIL (PROLOG COMMUNITY INVESTMENT SUPPORT GRANT AGREEMENT - BELO COUNCIL, BOYO DIVISION, NORTH WEST REGION)** to build community infrastructure.
2. As part of the agreement, financing for **THE CONSTRUCTION OF A 2X2X6M REINFORCED CONCRETE BOX CULVERT LINKING TIBEH AND TWANTOH IN NJINKEJEM VILLAGE IN BELO SUB DIVISION BOYO DIVISION OF THE NORTH WEST REGION.**
1. **The Mayor of BELO Council** now invites quotations from contractors for the Works described in Annex 1: Works Requirements, attached to this RFQ. As soon as the RFQ is published, the tender's file will be made available to all bidders, either at their request to the **BELO Council (Employer)** or the PROLOG PMU/RCU.

### **Fraud and Corruption**

2. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Appendix A to the Contract Conditions.
3. In further pursuance of this policy, Contractors shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and Contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

### **Eligible Materials, Equipment and Services**

4. The materials, equipment and services to be supplied under the Contract and financed by the Bank may have their origin in any country subject to Para. 9. At the Employer's request, Contractors may be required to provide evidence of the origin of materials, equipment and services.



## Eligible Contractors

5. In case the Contractor is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.
6. A Contractor may have the nationality of any country, subject to the restrictions pursuant to paras. 8 and 9 hereinafter. A Contractor shall be deemed to have the nationality of a country if the Contractor is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including Related Services.
7. Firms and individuals may be ineligible if so indicated in para.9 below and:
  - (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
  - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
8. In reference to paras. 5 and 7, for the information of Contractors, at the present time firms, goods and services from the following countries are excluded from this procurement process:
  - (a) Under para. 5 and 8 (a): "*none*".
  - (b) Under para. 5 and 8 (b): "*none*".
9. A Contractor that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the appendix to the Contract Conditions (Appendix A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
10. Contractors that are state-owned enterprises or institutions in the **Employer's** country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
  - (a) are legally and financially autonomous;
  - (b) operate under commercial law; and
  - (c) are not under supervision of the **Employer**.
11. A Contractor shall not have a conflict of interest. Any Contractor found to have a conflict of interest shall be disqualified. A Contractor may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Contractor:



- (a) directly or indirectly controls, is controlled by or is under common control with another Contractor that submitted a Quotation;
- (b) receives or has received any direct or indirect subsidy from another Contractor that submitted a Quotation;
- (c) has the same legal representative as another Contractor that submitted a Quotation;
- (d) has a relationship with another Contractor that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Contractor, or influence the decisions of the **Employer** regarding this Request for Quotations process; or
- (e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Request for Quotations process; or
- (f) or any of its affiliates has been hired (or is proposed to be hired) by the **Employer** or Borrower for implementing the Contract; or
- (g) would be providing goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

#### **Performance Security (Not applicable)**

- 12. The successful company must provide a **Performance Bond** in accordance with the terms of the contract

#### **Validity of Quotations**

- 13. The quotations shall be valid until *ninety (90) days after opening the tenders*

#### **Price**

- 14. The Contractor shall quote its total price in the **Contractor's Quotation Form**.
- 15. The Contractor shall also fill in its rates and prices for all items of the Works described in the attached Bill of Quantities. Items against which no rate or price is entered by the Contractor will not be paid for by the **Employer** when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.

*The rates and prices shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations*

- 16. A Contractor expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer's Country and wishing to be paid accordingly, shall indicate a foreign currency of its choice in addition to the local currency in **CFA Francs XAF**.

- 17. The currency(ies) of the Quotation and the currency(ies) of payments shall be the same.



## Technical proposal

18. The Contractor shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule, and any other relevant information, in sufficient detail to demonstrate the adequacy of its proposal to meet the work's requirements and the completion time.

**Other:** The Service Provider shall also produce an **administrative file** consisting of original documents or copies certified true by the issuing departments and consisting of the following valid items: (i) **Trade Register;** (ii) **Certificate of tax compliance,** (iii) **Location plan signed on honor indicating the council of the tenderer;** (iv) **Certificate of non-bankruptcy;** (v) **Certificate of non-exclusion from public contracts;** (vi) **Tender certificate issued by the CNPS;** (vii) **Tax registration certificate;** (viii) **Bank domiciliation certificate;** (ix) **Site visit certificate and report signed on honor by the tenderer and the** (xi) **attestation of categorization.**

### Note:

- *It should be noted that the administrative documents mentioned above must be less than three (03) months old except..... and be produced in originals or certified copies by the competent issuing authority. The absence of all the above documents will not result in the rejection of the tender at the time of evaluation. However, they will be required when the Contract is awarded.*
- *The receipt for the categorization certificate is not admissible; however, holders of the categorization certificate are exempt from the requirements regarding key personnel, equipment and references in the sector.*

## Clarifications

The amount and currency of the Bid Security shall be **0CFA Francs Xaf** or its equivalent in a freely convertible international currency.

### For institutions located in the project owner's country:

The list of banks and first-rate financial institutions approved by the Minister of Finance and authorized to issue sureties is attached at the end of the Tender File.

**Note :** *The absence or non-conformity of the guarantee of the offer is eliminatory*

19. Any clarification request regarding this RFQ may be sent in writing to

|                 |                                    |
|-----------------|------------------------------------|
| Attention of:   | <b>The Mayor of BELO Council</b>   |
| Administration: | <b>BELO Council</b>                |
| Town:           | <b>BELO</b>                        |
| PO. Box:        | <b>60 BELO</b>                     |
| Country:        | <b>Cameroon</b>                    |
| Cell phone:     | <b>(+237) 683707640/ 677196063</b> |
| Mail :          |                                    |

The deadline for receipt of requests for clarification, expressed as a number of days before the deadline for submission of tenders, is **seven (07) days** Employer will send a copy of its response to all the Companies, including a description of the request for clarification, but without identifying its source.



## Submission of Quotations

20. Quotations shall be submitted in the form attached at Annex, in seven (07) copies (including one (01) original and six (06) copies plus a USB key containing the digital PDF and editable version), to the above address, in a sealed envelope marked:

**“REQUEST FOR QUOTATION(RFQ) NO:  
13/RFQ/BC/BCITB/MINDDEVEL/PROLOG/NWR/2026 OF 25/08/2026 FOR THE  
CONSTRUCTION OF A 2X2X6M REINFORCED CONCRETE BOX CULVERT LINKING  
TIBEH AND TWANTOH IN NJINKEJEM VILLAGE IN BELO SUB DIVISION BOYO  
DIVISION OF THE NORTH WEST REGION.**

**NOT TO BE OPENED UNTIL THE COUNTING SESSION”**

21. The deadline for submission of Quotations is the **10 /09/2026 at 10 am.**

***Note: Any tender arriving after the deadline for submission of tenders will be rejected. Tenders will be opened in the presence of the tenderers' representatives at the above-mentioned address.***

22. The address for submission of Quotations is:

|                 |                                           |
|-----------------|-------------------------------------------|
| Attention of:   | <b>The Mayor of BELO Council</b>          |
| Administration: | <b>BELO Council</b>                       |
| Town:           | <b>BELO</b>                               |
| Located at:     | <b>BELO</b>                               |
| PO. Box:        | <b>B.P Box 60 BELO</b>                    |
| Country:        | <b>Cameroon</b>                           |
| Cell phone:     | <b>(+237) (+237) 683707640/ 677196063</b> |
| Mail :          | .....                                     |

## Opening of Quotations

23. The opening of the quotations will take place at the **headquarters of the BELO Council** on **15/09/2026 at 11 am**, local time, in the presence of the tenderers or their representatives, by the Internal Tender Board.

## Evaluation of Quotations

24. The quotations will be evaluated to determine substantial responsiveness of the technical proposal.
- ✓ Check that the Letter of Quotation is properly completed, dated and signed with the name and title of the signatory;
  - ✓ Verification that the Unit Price Schedule and Detailed and Quantitative Specifications have been duly completed, dated and signed.
  - ✓ Assessment of the technical qualification of each admissible tender in accordance with the tender evaluation grid.

### TENDER EVALUATION GRID

| No | Designation                                                  | BINARY NOTATION |
|----|--------------------------------------------------------------|-----------------|
| 1  | <b>Presentation of the Offer</b>                             |                 |
|    | Compliance with the order prescribed in the RFQ and dividers | Yes/No          |
|    | Legibility and pagination                                    | Yes/No          |
| 2  | <b>Experience of the bidder</b>                              |                 |



|   |                                                                                                              |                  |
|---|--------------------------------------------------------------------------------------------------------------|------------------|
|   | Two references in the execution of works contracts                                                           | Yes/No           |
|   | One reference similar to the mission                                                                         | Yes/No           |
|   | <b>Staff quality</b>                                                                                         |                  |
|   | <b>a) Works Director</b>                                                                                     |                  |
|   | At least B.Sc. Civil engineer (copy of the diploma)                                                          | Yes/No           |
|   | Curriculum Vitae of the Mission Manager, dated and signed                                                    | Yes/No           |
|   | At least 3 years' experience in similar works                                                                | Yes/No           |
|   | <b>b) ENGINEER ( According to the Sector)</b>                                                                |                  |
| 3 | At least a Degree in or any other equivalent field (copy of the diploma)                                     | Yes/No           |
|   | Curriculum Vitae, dated and signed                                                                           | Yes/No           |
|   | Seniority $\geq 2$ years in a similar field                                                                  | Yes/No           |
|   | <b>c) Foreman</b>                                                                                            |                  |
|   | At least HND in Civil engineer (copy of the diploma)                                                         | Yes/No           |
|   | Curriculum Vitae, dated and signed                                                                           | Yes/No           |
|   | Seniority $\geq 2$ years in a similar field                                                                  | Yes/No           |
| 4 | <b>Construction equipment</b>                                                                                |                  |
|   | List of small items of equipment appropriate to the task (photocopies of purchase invoices must be provided) | Yes/No           |
| 5 | <b>Work execution methodology</b>                                                                            |                  |
|   | Detailed technical note on the organization of the work                                                      | Yes/No           |
|   | Description of the socio-environmental protection rules                                                      | Yes/No           |
|   | Detailed work schedule with deadlines $\leq$ ninety (60) days                                                | Yes/No           |
| 6 | Special technical specifications, initialled on each page, dated, and signed on the last page                | Yes/No           |
| 7 | Environmental and social clauses, initialled on each page, dated, and signed on the last page                | Yes/No           |
| 8 | Special Administrative Conditions initialled on each page, dated, and signed on the last page                | Yes/No           |
|   | <b>Total of "Yes"</b>                                                                                        | <b>..... /20</b> |

**Note:** Only tenders with a total of 17 "Yes" votes out of 20 will be admitted to the next stage of the procedure.

- ✓ Checking arithmetic operations, multiplying unit prices by quantities where necessary and using the price in words to make any necessary corrections;
- ✓ Drawing up a summary table of Quotations based on the amounts corrected for any arithmetical errors, listed in ascending order.

25. For evaluation and comparison purposes, the currency(ies) of the Quotations shall be converted into a single currency. The currency that shall be used for comparison purposes to convert at the selling exchange rate offered prices expressed in various currencies into a single currency is: **CFA Francs (XAF)**. The source of exchange rate shall be: **Banque des Etats de l'Afrique Centrale (BEAC)**. The date for the exchange rate shall be: twenty-eight (28) days before the tender submission date.

**(Note: If the reference currency is not quoted on this date, the exchange rate will be that of the last previous quoted day).**

26. For technically compliant quotations, the total evaluated prices, excluding provisional sums and any provision for contingencies but including day works where priced competitively, will be compared to determine the lowest evaluated price/s.



*(Not applicable) [Insert the following if there are multiple lots: "Quotations will be evaluated lot-wise, taking into account discounts offered, if any, after considering all possible combination of lots".*

### **Contract Award**

27. The Contract will be awarded to the Contractor who meets the eligibility requirements in accordance with the RFQ, offers the lowest evaluated price/s, offers a technically compliant quotation, and guarantees completion of the Works by the specified date.
28. The Employer shall invite by the quickest means [e.g. e-mail] the successful Contractor/s for any discussion *[this is expected to be virtual in light of the emergency situation]* that may be needed to conclude the contract or otherwise for contract signature.
29. The Employer shall communicate by the quickest means with the other Contractors on its contract award decision. An unsuccessful Contractor may request clarifications as to why its quotation was not determined to be successful. The Employer will address this request within a reasonable time.
30. The Employer shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation or UNDB online, within 15 (fifteen) days after award of contract. The information shall include the name of the successful Contractor, the Contract Price, the Contract duration, summary of its scope and the names of the Contractors and their quoted and evaluated prices.

On behalf of the Employer:

**BELO**, the *25/08/2026*

**Signature:**



**THE MAYOR**

*[Handwritten signature]*

*[Faint handwritten text]*

### **Attachments:**

**Annex 1: Works Requirements**

**Annex 2: Quotation Form**

**Annex 3: Contract Forms**

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COMMUNE DE BELO

## Commission Interne de Passation des Marchés Avis de Demande de Cotations

N° 13/BC/BCITB/PROLOG Budget 2026 du 25/08/2026

Relatif à LA CONSTRUCTION D'UN PONCEAU EN BÉTON ARMÉ DE 2  
× 2 × 6 M RELIANT TIBEH ET TWANTOH DANS LE VILLAGE DE  
NJINIKJEM, SOUS-DIVISION DE BELO, DIVISION DE BOYO,  
RÉGION DU NORD-OUEST.

### Demande de Cotations (DC)

1. Gouvernement du Cameroun a reçu un financement de la **Banque mondiale** pour financer le coût du **Projet Gouvernance Locale et Communautés Résilientes (PROLOG)**. Dans le cadre de sa mise en œuvre, le PROLOG a signé une convention avec la **Commune de BELO** (**CONVENTION DE SUBVENTION D'APPUI AUX INVESTISSEMENTS COMMUNAUTAIRES PROLOG-COMMUNE**) pour la réalisation des infrastructures communautaires.

2. Dans le cadre cet accord, il a été convenu le financement de **LA CONSTRUCTION D'UN PONCEAU EN BÉTON ARMÉ DE 2 × 2 × 6 M RELIANT TIBEH ET TWANTOH DANS LE VILLAGE DE NJINIKJEM, SOUS-DIVISION DE BELO, DIVISION DE BOYO, RÉGION DU NORD-OUEST.**

3. Le **Maire de la Commune de BELO**, invite les potentiels prestataires à soumettre les Cotations pour la prestation décrite dans l'Annex 1 : Spécifications des travaux, jointes à la présente Demande de Cotation. Dès publication de la lettre de demande de cotations, la Demande de Cotation sera mis à la disposition de tous les potentiels soumissionnaires, sur demande auprès de la **Commune de BELO** (Maître d'ouvrage) ou de l'UGP/UCR PROLOG.

### Fraude et Corruption