



Muyuka Council Internal Tender Board

REQUEST FOR QUOTATIONS

N°005/CISG/MAYOR/MC/MCITB/PROLOG/2026 OF 05/10/2026

**concerning the construction of a double culvert from Kwe-Kwe 2
New Layout to Menja in Muyuka to Total Petrol Station in the
Municipality of Muyuka, Fako Division, South-West Region**

Request for Quotation (RFQ)

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 **MUYUKA COUNCIL (PROLOG MUYUKA COMMUNITY INVESTMENT-SUPPORT GRANT AGREEMENT, FAKO DIVISION, SOUTH-WEST REGION)** to build community infrastructure.
2. As part of the agreement, financing for the construction of a double culvert from kwe-kwe 2 new layout to menja in muyuka to total petrol station in the Municipality of Muyuka, Fako Division, South-West Region, for a lead time of ninety (90) calendar days.
3. **The Mayor of MUYUKA 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 **MUYUKA Council (Employer)** or the **PROLOG PMU/RCU**.

Fraud and Corruption

4. 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.
5. 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

6. 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

7. 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.
8. 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 sub consultants for any part of the Contract including Related Services.
9. 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.
10. 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".
11. 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>.
12. 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.

13. 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

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

Price

15. The Contractor shall quote its total price in the **Contractor's Quotation Form**.
16. 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*
17. 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*.

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

Technical proposal

19. 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 honour 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 honour by the tenderer; (x) the attestation of categorization.

Note: It should be noted that the administrative documents mentioned above must be less than three (03) months old and be produced in originals or certified copies by the competent issuing authority. The absence of all or some of 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.

In addition, bidders will be given 48 hours in which to compete.

Clarifications

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

Attention of:	The Mayor of MUYUKA Council
Administration:	MUYUKA Council
Town:	MUYUKA
PO. Box:	
Country:	Cameroon
Cell phone:	695399150 / 679846868
Mail :	_____ , copy to ltabe@prolog.cm ; aenow@prolog.cm.

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

21. 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 Quotations N°005/CISG/MAYOR/MC/MCITB/PROLOG/2026 OF 05/10/2026 concerning the construction of a double culvert from Kwe-Kwe 2 New Layout to Menja in Muyuka to Total Petrol Station in the Municipality of Muyuka, Fako Division, South-West Region

NOT TO BE OPENED UNTIL THE COUNTING SESSION"

22. The deadline for submission of Quotations is the **23/10/2026** at 9:00 am at the **Regional Delegation of Public Contracts (MINMAP) Buea**

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.

23. The address for submission of Quotations is:

Attention of: **The Mayor of MUYUKA Council**
Administration: **MUYUKA Council**
Town: **MUYUKA**
Located at:
PO. Box:
Country: **Cameroon**
Cell phone: _____, (+237) 695399150 / 679846868
Mail : _____ copy to ltabe@prolog.cm;
aenow@prolog.cm,

Opening of Quotations

24. The opening of the quotations will take place at the **Regional Delegation of Public Contracts (MINMAP) Buea** on **23/10/2026** at **10:00 am**, local time, in the presence of the tenderers or their representatives, by the Internal Tender Board.

Evaluation of Quotations

25. 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	Presentation of the Offer	
	Compliance with the order prescribed in the RFQ and dividers	Yes/No
	Legibility and pagination	Yes/No
2	Experience of the bidder	
	Two references in the execution of works contracts	Yes/No
	One reference similar to the mission	Yes/No
3	Staff quality	
	a) Works Superintendent / Site Manager	
	At least Master Civil engineer or Rural Engineering Engineer or Hydraulic and Infrastructure Engineer or equivalent (copy of the diploma)	Yes/No
	Curriculum Vitae of the Mission Manager, dated and signed	Yes/No
	At least 5 years' experience in similar works	Yes/No

	b) Principal Foreman	
	At least principal technician in civil engineering or rural engineering or equivalent (copy of the diploma) At least principal technician or HND in civil engineering of rural engineering or equivalent (copy of the diploma)	Yes/No
	Curriculum Vitae, dated and signed	Yes/No
	Seniority ≥ 3 years in a similar field	Yes/No
	c) Earthworks and Road Team Leader	
	At least CAP level in construction (or equivalent) (copy of the diploma)	Yes/No
	Curriculum Vitae, dated and signed	Yes/No
	Seniority ≥ 3 years in a similar field	Yes/No
	d) Geotechnical Laboratory Technician / Crew Chief	
	At least CAP level in construction (or equivalent) (copy of the diploma)	Yes/No
	Curriculum Vitae, dated and signed	Yes/No
	Seniority ≥ 3 years in a similar field	Yes/No
4	Construction equipment	
	List of small items of equipment appropriate to the task (photocopies of purchase invoices must be provided)	Yes/No
5	Work execution methodology	
	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 $\leq$ one hundred twenty (120) 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
	Total of "Yes"	 /23

Note: Only tenders with a total of 20 "Yes" votes out of 23 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.

26. 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).

27. 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.

Contract Award

28. 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.

MUYUKA , of 05/10/2026

