REPUBLIC OF CAMEROON

Peace – Work – Fatherland

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NORTH WEST REGION

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REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

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REGION DU NORD OUEST

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TENDER NOTICE
OPEN NATIONAL INVITATION TO TENDER
No. 008/ONIT/OPIC/PIC/ITB/2026 OF 13 November 2026 FOR THE PROVISION OF MEDICAL CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION

FUNDING: 2027 Budget of the Office of the Public Independent Conciliator, North-West Region

1. **Subject of the Tender Notice:**
   Within the framework of the execution of the 2027 Budget of the Office of the Public Independent Conciliator of the North-West Region, the Public Independent Conciliator, Contracting Authority, hereby launches **OPEN NATIONAL INVITATION TO TENDER No. 008/ONIT/OPIC/PIC/ITB/2026 OF 13 November 2026 FOR THE PROVISION OF MEDICAL CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.**
2. **Nature of services:**
   The services of this contract comprise notably: **THE PROVISION OF MEDICAL CONSULTANCY TO THE OFFICE OF THE PUBLIC INDEPENDENT CONCILIATOR, NORTH-WEST REGION.** (See details in the Terms of Reference).
3. **Delivery period:**
   The delivery period provided by the Project Owner or Contracting Authority for the delivery of the Medical Consultancy forming the subject of this open national invitation to tender **is twelve (12) months.** (from January 1st, 2027 to December 31st, 2027)
4. **Allotment:**
   The project is in a **single lot.**
5. **Estimated cost:**
   The estimated cost after preliminary studies is **13,000,000 (Thirteen Million) FCFA,** all taxes inclusive.
6. **Participation and origin:**
   Participation in this open national invitation to tender is open to all enterprises of Cameroonian nationality which are in compliance with the regulations in force.
7. **Acquisition of tender file:**
   The file may be obtained from the Office of the Public Independent Conciliator, North-West Region as soon as this notice is published, upon presentation of a non-refundable treasury receipt of **Twenty-Two Thousand, Eight Hundred (22,800) FCFA** bearing the name of the company, representing the cost of purchasing the tender file,
8. **Consultation of tender file:**
   The file may be consulted during working hours at the Secretariat of the Office of the Public Independent Conciliator, North-West Region (Tel N° 620 31 88 82) as soon as this notice is published, or on the Cameroon Online E-Procurement System (COLEPS): https://www.marchespublics.cm/ and https://www.armp.cm/
9. **Submission of bids:**
   Each original bid drafted in English or French should reach the Office of the Public Independent Conciliator of the North-West Region through the Cameroon Online E-Procurement System (COLEPS), https://www.marchespublics.cm/, **not later than Friday 18th December 2026 at 10:00A.M.**
   A backup copy of the tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication **"backup copy"**, within the time frame, bearing the label:

The maximum size of documents uploaded on the platform shall be:

- 5 MB for administrative offers;
- 15 MB for technical offers;
- 5 MB for financial offers.

Supported formats include:

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

Tenderers shall use compression software to reduce file size.

10. Bid bond:

Each bidder must include in his/her administrative documents a bid bond of **260,000 (Two Hundred and Sixty Thousand) FCFA**, all taxes inclusive.

The bid bond must be issued by a first-rate banking establishment approved by the Ministry in charge of Finance and listed in document No. 11 of the Tender File. It must be valid for **thirty (30) days** beyond the date of validity of bids.

11. Admissibility of bids:

Subject to rejection, documents in the administrative file must include only originals or true copies certified by the issuing service or competent administrative authorities, in accordance with the Special Regulations of the invitation to tender. These documents must be less than **three (3) months old** or established after the signing of the tender notice.

Any bid not in conformity with the prescriptions of the Tender File shall be declared inadmissible, in particular, the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance or the non-respect of tender file document models of the tender file documents shall lead to a pure and simple rejection of the bid.

Bids that do not respect the method of separating the financial offer from the administrative and technical offers shall be inadmissible.

12. Opening of bids:

Bids shall be opened in two phases. The opening of the administrative file and technical bid shall take place first, followed by the opening of the financial bids of bidders who obtained the required minimum technical score.

The Administrative and Technical Bids shall be opened on Friday, 18th December **2026 at 11:00A.M.** in the meeting room of the Office of the Public Independent Conciliator of the North-West Region, by the Internal Tenders Board, in the presence of bidders or their duly mandated representatives.

The opening of the financial bids shall take place at the end of the technical analysis and shall only concern bidders who obtained the minimum required score of 75%.

Bids shall be evaluated exclusively **ATI (all taxes inclusive)** and accompanied by a signed model submission.

13. Evaluation criteria

13.1. Eliminatory criteria:

i. False declaration or falsified documents;
ii. Absence or insufficient bid bond;
iii. Incomplete financial file;
iv. Change of quantity or unit;
v. Non-respect of 75% of essential criteria;
vi. Suspension by MINMAP in 2026;
vii. Delivery deadline higher than prescribed;
viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours;
ix. Failure to comply with the format of file.
x. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund

viii. Absence or non-conformity of an administrative document that cannot be regularized within 48 hours;

ix. Failure to comply with the format of file.

x. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund

NB: for the absence or non-conformity of and element in the administrative file, except absence of the bid bond, the bidder shall be given 48 hours to produce the valid element failure which the file shall be automatically rejected.

13.2. Essential criteria:

Technical bids shall be graded as follows:

s/n	Item	Points
a)	Presentation of the bid	05
b)	Understanding of the terms of reference, organization and methodology proposed	20
c)	General experience of the bidder for similar missions in an ombudsman-related structure	05
d)	References of the consultant in similar missions	15
e)	Qualification of the expert and their experiences in the field of the mission	50
f)	Technical equipment to be used	05
TOTAL:		**100**

14. Award:

The contract shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of **the best bidder** and technical quality, in accordance with Article 99b of the Public Contracts Code.

15. Validity of offers:

Bidders shall remain committed to their offers for **ninety (90) days** from the deadline set for the submission of bids

16. Complementary information

Complementary information may be obtained at the Office of the Public Independent Conciliator during working days and hours (tel. 620 31 88 82)

Bamenda, the 19 NOV 2026

THE PUBLIC INDEPENDENT CONCILIATOR

(Contracting Authority)

REPUBLIQUE DU CAMEROUN
REPUBLIC OF CAMEROON
THE PIC
PUBLIC INDEPENDENT CONCILIATOR
NORTH WEST REGION

Fomfu Simon Fai

CC

- RD/MINMAP
- ARMP
- President ITB/OPIC
- Notice Board
- Chrono/Archives