

# **TENDER NOTICE REQUEST FOR QUOTATION 010/RQ/GOV-NV//RTB/2020 OF 07/04/2020 FOR THE SUPPLY OF OFFICE EQUIPMENTS TO THE GENERAL TREASURY OF BAMENDA, NORTH WEST REGION**

## **1. Objet**

Within the framework of 2020 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches an Request for Quotation for the Supply of Office Equipments to the General Treasury of Bamenda, North West Region

## **2. Consistance des prestations**

The work to be done consists of the supply of office equipments to the General Treasury of Bamenda, North West Region

## **3. Coût prévisionnel**

The estimated cost after preliminary studies is 10,000,000 (Ten Million) CFAF

## **4. Délai de livraison**

The maximum deadline provided by the Delegated Contracting Authority for the execution of the work forming the subject of this Invitation to Tender is Ninety days (90) days

## **5. Allotissement**

The supply is In one lot

## **6. Participation et origine**

Participation to this Invitation to tender is opened and under the same conditions to all Cameroonian companies and business persons registered In the field of general supplies and provided they are In compllonce with the Cameroonian laws.

## **7. Financement**

Works which form the subject of this Invitation to Tender shall be financed by MINFI Public Investment budet for 2020

## **8. Consultation du dossier**

The file may be consulted during working hours at the Governor's Office for North-West in Bamenda, room I08 as soon as this notice is published

## **9. Acquisition du dossier**

The file may be obtained from the Governor's Office for North-West In Bamenda, room 108 as soon as this notice is published against payment of the sum of 10,000 (Ten Thousand) CFA Francs, payable at a publiic treasury, representing the cost of purchasing the Tender File,

## **10. Remise des offres**

Each offer drafted in English or French In 07 (seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach the Governor's Office for North-West in Bamenda, not later thanc28/04/2020 at 11:00am noon local time and should carry the Inscription:

« REQUEST FOR QUOTATION N0 010/RQ/GOV-NW/RTB/2020 OF  
07/04/2020 FOR THE SUPPLY OF OFFICE EQUIPMENTS TO THE GENERAL  
TREASURY OF BAMENDA, NORTH WEST REGION »

“To be opened only during the bid-opening session

## **11. Cautionnement provisoire**

The bidder must Include in his administrative documents, a bid bond Issued by a first-rate financial establishment approved

by the Ministry In charge of Finance and whose list is found in document N°. 7 of the tender File, of two hundred thousand (200,000) FCFA amount and valid for thirty (30) days beyond the date of validity of bids:

## **12. Recevabilité des offres**

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers....) must Imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must obligatorily not be 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 rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance

## **13. Ouverture des plis**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 28/04/2020 at 12:00 noon local time, in the conference hall of the regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

## **14. Critères d'évaluation**

Evaluation criteria

The bids shall be evaluated according to the main criteria as follows:

### **A. Eliminary criteria**

Deadline for delivery higher than prescribed;

False declaration or falsified documents;

Absence or insufficient bid bond;

A bid with the external envelope carrying a sign or mark leading to the identification of the bidder

Incomplete financial file;

Change of quantity or unit;

Non respect of 86% of essential criteria;

Non completion of any project before 2019 in the North West Region or suspended by MINMAP in 2020.

NB For the absence or non-conformity of an element in the administrative file, except the bid bond, the bidder shall be given 48 hours to produce the valid element else failure to do so, the file shall be ' automatically rejected.

### **B. Essential criteria**

The evaluation of the technical offers shall be based on the criteria outlined in the table below. It shall be done in the following manner positive (YES) or negative (NO).

<b>N0</b>	<b>Criteria</b>
1	Attestation of solvability of at least 80% of the financial offer (obtained from a bank recognized by the Ministry of Finance)
2	Experience of the bidder (01 contract of similar supplies justified by the first and last pages of the contract and the Reception Minutes), except for new contractors less than 5 years
3	The execution time of the Delivery, not more than 10 days from the date of notification of the Service Order to commence works
4	Proof of the acceptance of the Contract conditions. The Rules of the Consultation initialled, signed and dated on the last page. The technical quotations initialled, signed and dated on the last page
5	Works Director: At least Senior civil Engineering technician (HTD or HND, Diploma and CV signed) with 02 years working experience

6	Electronics Team head: At least Electrical or Computer technician (BT-EE, Diploma and CV signed and dated) with 02 years working experience
7	Furniture Team Head: At least Woodwork technician (BT-MEB, Diploma and CV signed and dated) with 02 years working experience

### **Technical Evaluation.**

The evaluation of these criteria would be done on a purely binary system: positive (YES) or negative (NO). Any negative response (NO) during the examination of the elimination criteria shall lead to the disqualification of the offer. Concerning the essential criteria, a minimum of 86% positive responses would be needed for a bid to be retained for the financial evaluation.

### **Financial Evaluation.**

Only the prices of Bidders retained after the examination of the elimination and essential criteria shall be considered during this financial evaluation. Only the prices of the Unit Price List expressed in letters shall prevail over those in figures.

### **Acceptability of Offers.**

Every bid should, in order not to be rejected, contain a Caution Fee of Two Hundred Thousand (200,000) Francs CFA issued by a bank recognized by the Ministry of Finance valid for a period of thirty (30) days beyond the date of validity of bids as from the date of deposit of the offer.

### **Administrative Documents.**

The required administrative documents should be. Under penalty of being rejected; only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) 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 the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

#### **15. Durée de validité des offres**

The bidders shall remain engaged by their offers for a period of Ninety (90) days as from the date fixed for the reception of offers

#### **16. Renseignements complémentaires**

Complementary technical information may be obtained every day during working hours from the Governor's office North West Region within working hours from 8:30am to 3:30pm.

BAMENDA le 07 Avril 2020

Le GOUVERNEUR

LELE LAFRIQUE Adolphe