

MINISTRY OF BASIC EDUCATION

MINISTERIAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 002 /AONO/MINEDUB/CMPM/2017 OF 25 APR 2017 FOR THE SUPPLY OF
**CIVICS AND MORAL EDUCATION TEXTBOOKS TO THE MINISTRY OF BASIC
EDUCATION**

FUNDING: RUNNING BUDGET (2017 FINANCIAL YEAR)

1. Subject : The Minister of Basic Education, Contracting Authority, hereby launches an Open National Invitation to Tender for the supply of civics and moral education textbooks to the Ministry of Basic Education.

2. Services: The services of this contract shall include:

- supply of **60 000 (sixty thousands)** civics and moral education textbooks in the ten Divisional Delegations of Basic Education;
- transportation;
- handling.

3. Execution deadline: The deadline for the execution of works provided for by the Contracting Authority shall be **03 (three) months** with effect from the date of notification of the service order.

4. Estimated coast: The provisional coast of services to be rendered under this National Invitation to Tender is **180 000 000 (one hundred and eighty millions) CFA Francs**.

5. Participation and origin: Participation in this Invitation to Tender is open to all companies operating in Cameroon.

6. Funding: The services to be rendered under this National Invitation to Tender will be financed by the Running Budget (2017 financial year); budget line: **51-15 196-02-290001-6114**.

7 -Consultation of Tender file: The file may be consulted during working hours at the Ministry of Basic Education, Department of Financial and Material Resources, Service of Public Contracts, **Block B (MINEDUB)**, PO Box : 1600 Yaounde, Phone: (237) 222 22 86 33 as soon as this notice is published.

8. Acquisition of Tender file: The file may be obtained at the Ministry of Basic Education, Department of Financial and Material Resources, Service of Public Contracts, **Block B**, upon presentation of a receipt testifying to the payment of a non-refundable sum of one **120 000 (hundred and twenty thousands) CFA francs** payable to the Public Treasury.

When they go for the acquisition of tender files, bidders shall register and give their full addresses (P.O. Box, Fax, Telex, Telephone numbers).

9 -Submission of tender: Each tender drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) duplicates should be forwarded to the Department of Financial and Material Resources, Service of Public Contracts, Block B (MINEDUB), no later than 23 MAY 2017 at 1 p.m., local time and should be labelled as follows:

OPEN NATIONAL INVITATION TO TENDER N° 002 /AONO/MINEDUB/CMPM/2017 OF
25 APR 2017 **FOR THE SUPPLY OF CIVICS AND MORAL EDUCATION TEXTBOOKS**
TO THE MINISTRY OF BASIC EDUCATION,
NB: To be opened only at the bid opening session"

10 –Bid bond: Each bidder shall enclose in his administrative documents, a bid bond issued by a first-class bank approved by the Ministry in charge of Finances featuring on the list in document 10 of the tender file. The bond shall be worth **3 500 000 (three million five hundred thousands) CFA francs** and valid for **120 (one hundred and twenty) days**.

11 –Qualification of bids:

Subject to rejection, administrative documents shall be produced in originals or true copies certified by the relevant services in accordance with the Special Tender Regulations. They must not be older than 03 (three) months nor produced after the date of submission of the tender file.

Any bid not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-class bank approved by the Ministry in charge of Finance or the non respect of the models of the tender file documents shall lead to the rejection of the bid outright.

12 -Opening of bids: Bids shall be publicly opened in a single phase. The administrative documents, technical and financial bids shall be opened on 23 MAY 2017, at **2 p.m.**, local time, in Room 618, block A of the Ministry of Basic Education by members of Ministerial Tenders Board and in the presence of bidders or their duly authorised representatives with a perfect knowledge of the file.

13 –Evaluation Criteria:

Evaluation of bids shall be binary and based on the following two sets of criteria:

13.1 Eliminary Criteria

- Absence of a sample ;
- Non compliance of a sample ;;
- Absence of an administrative document;
- False statement or forged documents;
- Presence of an expired document;
- Presence of a document not certified by the relevant service;
- Satisfaction of less than 7 out of 9 main essential criteria.

13.2 Essential Criteria.

- Contractor's references
 1. Balance sheet of the last 03 (three) years producing a turnover accumulated at least 200 000 000 (two hundred millions) CFA Francs
 2. Bidder references in the supply of School textbooks in the past 05 (five) years: Join copies of the 1st and last pages of contracts, receiving copies of PV or completion certificate)
- Quality of specimen;
 3. Design with colours
 4. Good binding

5. Cover should be labelled as follows: "MINEDUB'S property, not to be sold"
- Delivery deadlines
6. Planning of delivery deadlines;
- Financial means.
7. Presence of a document issued by a first-class bank approved by the Ministry in charge of Finances featuring on the list in document 11 testifying that the bidder can personally finance 50% of the furniture.
- Specification of furniture
8. Document 4 (Administrative Papers Clauses) initialed and signed on the last page.
9. Document 5 (Furniture description) completed, initialed and signed at the last page.

N. B. Only bids that are technically and administratively acceptable (satisfaction of 100% of eliminatory criteria and at least 7 out of 9 main essential criteria) will be retained for the assessment of their financial documents.

14- Award criterion: The contract will be awarded to the tenderer who meets 100% of qualifying criteria and whose offer has been lowest evaluated.

15 -Validity of Bids: Bidders will remain committed to their bids for **90 (ninety) days** from the deadline set for the submission of tenders.

16 - Additional Information: Additional information may be obtained during working hours at the Department of Financial and Material Resources, Service of Public contracts, Block "B" of the Ministry of Basic Education, PO Box: 1600 Yaounde, Phone (237) 222 22 86 33.

Yaounde, 25 APR 2017



THE CONTRACTING AUTHORITY
(Minister of Basic Education)

[Handwritten signature]

Mme YOUSOUF
née HADIDJA ALIM

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