

DIOCESE OF KUMBO
SOCIAL WELFARE/CARITAS KUMBO

OPEN NATIONAL INVITATION TO TENDER

N^o: **DK/SWD/CHCB/SME/2025**

FOR

SUPPLY OF MEDICAL EQUIPMENT FOR
CATHOLIC HEALTH CENTER BINSHUA

FUNDING: DIOCESE OF KUMBO

TENDER DOCUMENTS

CONTENTS

No.	DESCRIPTION	Page
Doc 1	TENDER NOTICE	
Doc 2	THE SPECIAL TENDER REGULATIONS	
Doc 3	THE TECHNICAL SPECIFICATIONS (Attachment)	
Doc 4	MODEL FORMS.	

Document N^o 1: TENDER NOTICE

TENDER NOTICE

A) SUBJECT OF THE INVITATION TO TENDER:

Within the framework of the project to renovate the Catholic Health Center, Binshua in the Diocese of Kumbo, the Social Welfare department/CARITAS Kumbo here represented by The Coordinator, CARITAS Kumbo and on behalf of His Lordship, the Bishop of Kumbo, Legal Holder of all Projects within the Diocese of Kumbo; through the Diocesan Social Welfare/Caritas department hereby launches a National Invitation to tender for the supply of Medical Equipment for Catholic Health Center, Binshua in the Diocese of Kumbo, North West Region

B) PARTICIPATION:

Participation in this present invitation to tender is open to experienced and duly registered qualified suppliers/dealers in medical equipment in the Republic of Cameroon.

C) FINANCING:

The said supplies shall be financed with Funding from the Diocese of Kumbo through the Social Welfare/Caritas department of the Diocese of Kumbo for the realisation of the above referenced supplies.

D) CONSULTATION AND ACQUISITION OF FILES:

The file may be consulted during working hours at the CARITAS Secretariat, Bishop's house, Kumbo, contact; 679884778 or 675376381 as soon as this notice is published.

E) SUBMISSION OF BIDS:

Each bid drafted in English or French shall be submitted in four (04) copies indicating one (01) original and three (03) copies labelled as such on them and shall be submitted at the at the Secretariat of Caritas Kumbo office, Caritas Building or Caritas Kumbo field office at Down Beach Hostels, Big Mankon, Bamenda (653 524 358) on or before **Thursday, 18th December 2025 by 11:00 a.m. prompt. Bids deposited after 11:00 am shall not be accepted.**

The outer envelope shall bear the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER

N^o: **DK/SWD/CHCB/SME/2025**

FOR

**SUPPLY OF MEDICAL EQUIPMENT AT CATHOLIC HEALTH CENTER,
BINSHUA, NKAMBE SUBDIVISION, DONGA MANTUNG DIVISION**

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION).

F) ADMINISTRATIVE DOCUMENTS:

All administrative documents attached to bids should either be originals or certified true copies by competent services in charge and not more than three (03) months old.

G) CONFORMITY CRITERIA:

Tender conformity shall be evaluated as per the following:

A) Eliminary Criteria.

- ✓ Absence or non-compliance of one of the administrative file documents.
- ✓ Forged documents in the administrative/technical/financial files.
- ✓ Certified true copies of documents more than three (03) months old.

B) Evaluation Criteria.

The preliminary evaluation shall be binary and based on the following essential criteria:

- ✓ Compliance with technical specifications of the tender file.
- ✓ Bidder's experience with similar services.
- ✓ Methodological approach and relevance of proposed solutions.

Any offer that shall not respect two third (2/3) i.e. (70%) of the above criteria shall simply be eliminated.

H) OPENING OF BIDS:

The bids shall be opened *in a single* phase and shall take place at the CARITAS Kumbo Multi-purpose Hall, Bishop's House Kumbo **on Thursday, 18th December 2025 at 2:00 pm prompt** local time in the presence of bidders or their representatives who have full knowledge about the bids submitted.

I) DURATION FOR EXECUTION OF SERVICES:

The maximum duration for the supply of the equipment shall be three (03) weeks from the day of official grant of the contract.

J) ADDENDUM:

The Contracting Authority (Coordinator, CARITAS Kumbo) and legal holder; reserves the right to carry out any necessary modifications to this invitation to tender.

K) COMPLEMENTARY INFORMATION:

For any other information, bidders are advised to contact the Administrative Secretary Social Welfare/CARITAS Kumbo. The office is situated on the left as you drive in to the Hill of the Immaculate Conception; Bishop's House Kumbo, during working hours (contacts, Tel :679884778/675376381)

**THE ADMINISTRATIVE SECRETARY,
Social Welfare/CARITAS KUMBO
BISHOP'S HOUSE KUMBO
PO BOX 115**

Document N^o: 2:
THE SPECIAL TENDER REGULATIONS

II THE SPECIAL TENDER REGULATIONS

A) INTRODUCTION

ARTICLE 1: SOURCE OF FUNDING

- 1.1 The project shall be financed through the Social Welfare/Caritas Kumbo with funds from the Diocese of Kumbo for “***THE SUPPLY OF MEDICAL EQUIPMENT FOR CATHOLIC HEALTH CENTER BINSHUA***”
- 1.2 The Coordinator, CARITAS Kumbo and representative of the Legal Holder as program Manager is the Contracting Authority.
- 1.3 All documents submitted by the bidder in any capacity, following this open national invitation to tender, must be established exclusively:
 - In English or French,
 - Using the metric system for quantities,
 - Expressing all costs prices in Francs CFA currency,
- 1.4 Bidders shall remain bound by their bids for a period of sixty (60) days from date of opening of the bids

ARTICLE 2: OBLIGATIONS AND CONDITIONS TO TENDER

- 2.1 Any bid that does not respect any of the conditions for tendering shall not be received.
- 2.2 The bidders shall submit four (04) copies with one (01) original and three (03) copies (indicated on them as such) of his/her bids drafted in English or French either by email to diswe.kumbo@gmail.com or dropped at the Secretariat of Caritas Kumbo office, Caritas Building or Caritas Kumbo field office at Down Beach Hostels, Big Mankon, Bamenda (653 524 358) on or before **Thursday, 18th December 2025 by 11:00 a.m. prompt.** No bid shall be received after this time and date.
- 2.3 After submission no bids shall be withdrawn, modified or corrected for any reason.
This condition shall apply before, during and after the submission date.

ARTICLE 3: THE BIDDING DOCUMENTS

- 3.1 The documents that make up this tender are as follows:
 - Document N^o: 1: Invitation to Tender.
 - Document N^o: 2: The Special Tender Regulation
 - Document N^o: 3: The Special Administrative Conditions (SAC)
 - Document N^o: 4: Technical Specifications (TS)
 - Document N^o: 5: Form for Bill of Quantities and Costs Estimates (BQCE)
 - Document N^o: 6: Model Forms
 - Declaration of the intention to Tender Form
 - Tender Form
 - Bank Guarantee Forms (Guarantee retentions)
 - Document No: 07: 3D Equipment images

ARTICLE 4: AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, The Social Welfare/CARITAS Kumbo may modify the bidding documents for any reasons, whether at its own initiative or in response to a clarification requested by a prospective bidder.
- 4.2 All prospective bidders that have received the bidding documents will be notified of all amendments in writing (email), or be contacted by telephone to do so and all such modifications will be considered as an integral part of their bidding documents.
- 4.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, The Social Welfare/CARITAS Kumbo at its discretion, may extend the deadline for the submission of bids if there were any such amendments.

ARTICLE 5: PRESENTATION OF BIDS

5.1 Signature of bids – Power of Attorney

5.1.1 All the signatures and initials needed for the tender and indicated in this article must be those of the bidder himself or his/her representative duly mandated.

5.1.2 If the bidder is a group or enterprises, each group member or representative must sign the bidding documents such that the result shall be a joint offer.

The group shall choose a common representative who shall receive Service Orders and carry out all transactions in the name of the group.

5.2 Presentation of bids

The bid shall be presented in four (04) copies (one (01) original and three (03) copies) marked as such and put inside a sealed envelope comprising the following:

ADMINISTRATIVE DOCUMENTS

The bid submitted by the bidder shall comprise the following:

- A1. The declaration to tender (in the format enclosed in the annex of these regulations) signed and stamped by the bidder or group representative
- A2. A registration certificate of the NGO or Certificate of incorporation for Business entities
- A3. An attestation of a bank account in the name of the enterprise.
- A4. A certified copy of current Business Licence. (for Business entities)
- A5. A certified copy of Tax payer's card (with regime same as in Business Licence). (for Business entities)
- A6. An Attestation from the NSIF (for Business entities)
- A7. A proof of nationality of bidder (certified true copy of N.I.D card of General Manager or Coordinator).
- A8. Certificate of non-exclusion from the Public Contracts Regulatory Board (ARMP). (for Business entities)

All bids not in conformity with the models shall be simply rejected.

N.B: All documents shall be originals as requested or certified true copies legalised by competent services or that which issued them and must not be more than three (03) months old.

The documents shall be arranged in the order listed above and separated from each other by colour separators

Any document with double certification shall not be accepted.

TECHNICAL OFFER

It shall contain the documents cited and placed in the following order:

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B4	Sub-contracting	The Social Welfare/CARITAS Kumbo, doesn't accept and allow for sub-contracting.	
B6	References of the enterprise.	List of similar jobs executed in the last three (03) years by the enterprise and or other supplies realized.	None
B7	Technical specifications	Provided in tender file.	Initialled on every page, signed and stamped on the last page

FINANCIAL OFFER

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	The tender	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder.
C2	Bill of Quantities and Cost Estimates	Format to be completed.	Initials on each page, signature on last page, all pages stamped.

All these documents are to be arranged in the above order and separated with colour separators.

5.3 SUBMISSION OF OFFERS AND OPENING OF BIDS

Envelope to be sealed and marked "ADMINISTRATIVE DOCUMENTS, TECHNICAL OFFER and FINANCIAL OFFER" as the case may be.

The envelope shall be sealed and shall carry the following inscriptions:

N^o: **OPEN NATIONAL INVITATION TO TENDER**
DK/SWD/CHCB/SME/2025

FOR

**SUPPLY OF MEDICAL EQUIPMENT FOR CATHOLIC HEALTH CENTER,
BINSHUA**

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION).

All bids shall be deposited at the Secretariat of Caritas Kumbo office, Caritas Building or Caritas Kumbo field office at Down Beach Hostels, Big Mankon, Bamenda (653 524 358) on or before **Thursday, 18th December 2025 by 11:00 a.m. prompt.**

In the case where the envelope shall not be sealed or without the inscription on it, The Social Welfare/CARITAS KUMBO shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder.

ARTICLE 6: TECHNICAL PROPOSALS

Proposals for different variants can be accepted from the bidder but the bidder has the obligation of costing the variant in the tender file.

ARTICLE 7: TENDER

Each bidder shall tender following the conditions laid down in this tender file.

ARTICLE 8: CURRENCY

The unit prices shall be calculated in Francs CFA, and furnished in figures and words without taxes. The currency that shall be used for payment shall be the FCFA.

ARTICLE 9: PAYMENT MODALITIES

The contractor shall be paid upon presentation of a Detailed Request of Funds for a particular task, visa to Pay by the Coordinator, Social Welfare/CARITAS Kumbo and submitted through the office accountant to the Kumbo Diocesan Finance Secretary.

ARTICLE 10: VERIFICATION OF BIDS

10.1 The Social Welfare/CARITAS Kumbo has a period of one week to examine the bids and make its decision.

10.2. At the request of the selection committee, the bidder shall furnish in writing, within seven (07) calendar days, any information necessary for the examination of his bid or concerning errors and omissions noted.

10.3. The Selection Committee reserve the right to summon the bidder at his expenditure for complementary explanations. Any errors discovered by the Selection Committee shall be rectified as follows:

10.3.1. Where there exist a difference between the amount in figures and the amount in letters, the verified and calculated amount in figures shall be taken as correct;

10.3.2. Where there exist a difference between a unit price and the amount obtained by the product of unit price and the quantity, the unit price shall be taken, except the tender board estimates that it is an error of decimal point, in which case the amount is taken and the unit price corrected.

ARTICLE 11: VALIDITY OF BIDS

The bidder shall be bound by his bid for a period of 60 (60) days from the day of submission of bids.

If at the end of this period the Jobbing Order is not notified to the bidder, he can withdraw his bid or accept the extension of duration on the written request of the administration.

ARTICLE 12: OPENING/EVALUATION OF BIDS AND CHOICE OF CONTRACTOR:

The opening of bids shall take place on the date and place prescribed in the tender file. Envelopes received from prospective bidders shall be opened at once and evaluated in two stages.

i. OPENING OF ENVELOPE.

(Administrative documents) shall be opened in the presence of the bidders and the conformity of the documents verified. The administrative documents must be complete, valid and authentic. Only bids with documents that meet these requirements shall have their other conditions evaluated.

(Technical Offer) shall be opened in the presence of the bidders to determine whether the file is complete with the authenticity of documents checked and whether the documents are legalised by the competent services concerned and placed in the recommended order.

(Financial Offer) shall be carried out only for bids that have sailed through the first two steps.

Bids amounts shall be read out in public as inscribed in the financial offer of the bidder.

12.1: Evaluation of Financial Offer:

Careful study shall be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his final contract amount. The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected after Analysis and the amount altered if necessary without any complaints from the bidder.

Any neglect noticed at the study of prices and volumes of works shall lead to the disqualification of the bid.

12.2 CHOICE OF CONTRACTOR (CRITERIA OF AWARDING CONTRACT):

The contract shall be awarded to the meritorious and lowest best bidder. Careful and comparative study must be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his final contract amount.

ARTICLE 13: PROCEDURE OF AWARD OF CONTRACT

13.1 The results from this tender shall be prepared, awarded and executed according to the Social Welfare/CARITAS Kumbo and donor procedures.

13.2 The winner shall be notified through his official address. He shall in five (05) days fulfil the formalities related to the awards, especially to submit two (2) copies (one original and one photocopy) of the proposed contract that he/she

has completed and signed, to the office of the Contracting Authority for final signature.

13.3 In the case where the enterprise does not fulfil these conditions, his choice shall simply be annulled without further notice and the next contender shall be called in for replacement.

Once the Contracting Authority has signed the contract, the contractor shall be notified through the Administrative Secretary with immediate effect. He has three (03) days to contact the Authorising Officer through the Administrative Secretary for the beginning of execution of works following notification of the Service Order to engage in supply activities for these equipments. Failure to respect the deadline shall call for withdrawal and eventual cancellation of contract.

THE COORDINATOR
Social Welfare/CARITAS KUMBO

Document N°. 4: TECHNICAL SPECIFICATIONS

(See attached technical specifications)

Document N^o. 6: **MODEL FORMS**

(See attached technical specifications)

SOCIAL WELFARE/CARITAS KUMBO,
DIOCESE OF KUMBO,
P.O. BOX 115, KUMBO,
NORTH WEST REGION, CAMEROON

DECLARATION OF THE INTENTION TO TENDER

I, the undersigned, ...

Nationality

Function

In my capacity as General Manager of

hereby acknowledge receipt of the file for the Open National Invitation to tender,

N^o of

About the

.....

.....

..... and hereby declare my intention to tender for the

said project.

DONE AT ON THE

THE GENERAL MANAGER

SOCIAL WELFARE/CARITAS KUMBO,
DIOCESE OF KUMBO,
P.O. BOX 115, KUMBO,
NORTH WEST REGION, CAMEROON

TENDER FORM

To: THE COORDINATOR,
CARITAS KUMBO

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I the undersigned offer to execute the,

In conformity with the said bidding documents for the sum of (total bid amount in words and figures)

I undertake, if my bid is accepted to execute the works within _____ months/days in accordance with the schedule specified in the methodology and planning of execution of works included in my tender.

I agree to abide by this bid for a period of (.....) days from the date fixed for bid opening as included in the instructions to bidders, and it shall remain binding upon me and be accepted at any time before the expiration of that period.

Until a formal cancellation is prepared and executed, this together with your written acceptance thereof and your notification of award shall constitute a binding agreement between us.

I understand that you are not bound to accept the lowest of any bid you may receive.

Dated this ----- ----day of -----

(Signature) (In the capacity of)

Duly authorized to sign bids for and on behalf of -----