



# MISSION DE DEVELOPPEMENT INTEGRE DES MONTS MANDARA

MANDARA MOUNTAINS DEVELOPMENT AUTHORITY

B.P. : 246 - ☎ : 222-293-047 - MAROUA - E-mail : [midimaen@yahoo.fr](mailto:midimaen@yahoo.fr) Site Web : <http://www.midima.cm>

## INTERNAL CONTRACTING COMMISSION OF THE MANDARA MOUNTAINS DEVELOPMENT AUTHORITY

### NOTICE OF CONSULTATION FOR THE REQUEST FOR QUOTATION

N° 002/ACDC/MIDIMA/CIPM-AG/2023 of 12 AVR 2023

In emergency procedure

FOR THE SUPPLY OF COMPUTER EQUIPMENT TO THE MANDARA MOUNTAINS  
DEVELOPMENT AUTHORITY (MIDIMA) IN MAROUA,  
DIAMARE DEPARTMENT, FAR NORTH REGION

Financing: MIDIMA Operational budget, Fiscal year 2023

Allocation: LINE: 222303

#### 1- Purpose of the Consultation

The Director General of MIDIMA, Contracting Authority, launches on behalf of the Mandara Mountains Development Authority (MIDIMA), a Consultation Notice for the supply of computer equipment.

#### 2- Scope of services

The services relate to the supply of the following equipment:

No.	Description	Unit	Qty
01	Laptop computer	U	04
02	Desktop computer	U	03
03	Color printer	U	01
04	High volume scanner	U	01
05	Scanjet pro scanner	U	01
06	Photocopier	U	01
07	Operating system license	U	10
08	Microsoft license	U	10
09	Anti-virus	U	15
11	Hard disk	U	14

#### 3- Participation and Origin

Participation in this consultation is open on equal terms to companies or groups of companies under Cameroonian law with proven experience in the field of supply and equipment of computer hardware and meeting the conditions provided for by the Regulations in force.

By the present consultation notice, interested service providers are invited to provide in their offers, the authentic information that will allow the selection of the company that can provide the services after a thorough and objective evaluation of their file.



#### 4- Financing

The services, subject of the present notice, will be financed by the MIDIMA Operational Budget for the year 2023, Imputation: Line: 222303. The estimated cost of the services is nine million one hundred thousand (9,100,000) CFA francs including tax.

#### 5- Consultation of the tender documents

As soon as this notice is published, the quotation can be consulted during working hours at the Secretariat of the MIDIMA General Management in Maroua.

#### 6- Acquisition of the tender documents

The quotation file can be obtained from the secretariat of the MIDIMA General Management in Maroua on presentation of a receipt for payment of the sum of fifteen thousand (15,000) CFA francs, non-refundable, as the cost of purchasing the file, payable into the CAS ARMP account held at BICEC N°97568660005-16.

#### 7- Presentation of the offers

The documents constituting the offer are divided into two (02) volumes hereafter contained in a closed and sealed envelope of which:

- Volume 1: Administrative File (envelope A);
- Volume 2: Financial File (envelope B)

The tenders thus submitted shall be placed in a single sealed envelope bearing only the reference to the notice in question. The different parts of each tender must be numbered in the order of the notice and separated by dividers of the same colour other than white.

#### 8- Submission of tenders

Each tender, written in French or English, in seven (07) copies of which one (01) is the original and six (06) legible copies marked as such, in conformity with the requirements of the notice, shall be deposited in a closed envelope against a receipt or by registered post with acknowledgement of receipt, at the Secretariat of the MIDIMA General Management in Maroua (B.P.: 246 Maroua Tel.: 222 293 047) at the latest on the 15th day after publication in the JDM/ARMP and shall be marked:

**"NOTICE OF CONSULTATION FOR REQUEST FOR QUOTATION  
N° 002 /ACDC/MIDIMA/CIPM-AG/2023 of 12 AVR 2023**

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**FOR THE SUPPLY OF COMPUTER EQUIPMENT TO THE MANDARA MOUNTAINS  
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**Allocation: LINE: 222303**

**TO BE OPENED ONLY AT THE OPENING SESSION".**

N.B.: Tenders received after the closing date and time for submission of tenders will not be received.

#### 9- Receivability of tenders

The date for the admissibility of bids is fixed at the latest on 26 AVR 2023 at 10.00 a.m. sharp at the Secretariat of MIDIMA's General Management in Maroua.



Each bidder shall attach to his administrative documents a bid bond (in accordance with the attached model) issued by a first class bank approved by the Ministry in charge of Finance and listed in Exhibit N°8 of the quotation, in the amount of **one hundred and eighty-two thousand (182,000) CFA francs**, and valid for thirty days beyond the original date of validity of the bids

Under penalty of rejection of the tender, the other required administrative documents (valid) must be produced in originals and in copies certified as true by the issuing service or an administrative authority, dating from less than three (03) months and valid on the day of the opening of the bids, in accordance with the stipulations of the Particular Rules of the tender. They must be valid in accordance with the regulations in force.

#### **10-Opening of bids**

The opening of the bids will take place in one (01) session on 26 AVR 2023 at 11:00 a.m. sharp in the MIDIMA meeting room in Maroua, in the presence of the bidders.

#### **11- Deadline for bidders to respond**

For this quotation, the deadline for response is set at fifteen (15) calendar days for companies wishing to participate from the date of publication of the quotation.

#### **12- Time limit for the execution of services**

The maximum execution period provided by the Employer for the delivery of the equipment is three (3) months. This period shall run from the date of notification of the service order to commence work.

#### **13- Evaluation of bids**

Tenders will be evaluated in two (02) stages:

- Stage 1: Verification of the conformity of each Bidder's administrative file.
- Stage 2: Verification of the financial offers of the service providers after confirmation of the supporting documents for the previous services and whose offers have been recognized as administratively compliant.

The criteria for evaluating the offers are as follows:

##### **13.1- Eliminary criteria**

###### **13.1.1- Administrative documents**

- a) Incomplete file or non-conforming documents;
- b) Falsified or unauthenticated document.

###### **13.1.2- Proof of previous services**

- a) False declaration;
- b) Falsified or scanned documents.

###### **13.1.3- Financial offer**

- a) Incomplete financial offer;
- b) Non-compliant documents;
- c) Omission of a quantified unit price in the financial offer.

##### **13.2 - Essential criteria**

- ✓ General presentation of the offer;
- ✓ Organization of the company's after-sales service;
- ✓ Qualification and experience of human resources to be mobilized;

- ✓ The tenderer's references for similar services;
- ✓ Relevance of the planning and delivery time.

**Only the technical bids with a score of 75% or more YES will be eligible for the financial analysis.**

#### **14- Award of the Letter Order**

The General Manager of MIDIMA, the Contracting Authority, shall award the Letter of Order to the tenderer whose bid, qualified as compliant, has been evaluated as the lowest priced after verification of its prices and judged to be substantially compliant with the quotation.

#### **15- Period of Validity of Tenders**

Tenderers shall remain bound by their tenders for a period of ninety (90) days from the date fixed for the submission of tenders.

#### **16- Additional information**

Additional information can be obtained every day, during working hours at MIDIMA, (Tel: 237 222 293 047/ BP: 246 Maroua).

#### AMPLIATIONS :

- ARMP/EN
- MINMAP/DR
- MINEPAT/DR
- President CIPM/MIDIMA
- Display
- Archives/Chrono

Maroua, on 11 AVR 2023

**The General Manager of MIDIMA,  
the Contracting Authority**



**Bakari Robert**  
**Administrateur Civil Principal**