



CAMEROON RADIO TELEVISION

INTERNAL PROCUREMENT BOARD OPEN NATIONAL INVITATION TO TENDER NO 20/AONO/CRTV/CIPM/FOR THE SUPPLY OF STATIONERY AND COMPUTER CONSUMABLES TO CRTV 2017 FINANCIAL YEAR, EMERGENCY PROCEDURE.

DOCUMENT N°1 INVITATION TO TENDER FINANCING: CRTV's 2017 budget

1. Subject

The Director General of CRTV hereby launches an Open National Invitation to tender for the supply of stationery, office supplies and computer consumables to CRTV for the 2017 financial year, in an emergency procedure.

2. Content

The works under this invitation to tender are divided in two (02) separate batches as follows:

- Batch 1: stationery and office supplies;
- Batch 2: computer consumables.

Technical specifications of the supply are contained in the Tender File (Document N° 6).

3. Delivery deadline

The maximum time envisaged by the Project Owner to deliver the supplies under this invitation to tender is ten (10) days for each batch.

The estimated cost of the operation following prior studies stands at:

- Batch 1: 80 000 000 CFA F (F, inclusive of taxes);
- Batch 2: 100 000 000 CFA F (F, inclusive of taxes).

5. Participation

Participation in this invitation to tender is open to companies operating under Cameroon's law dealing in the supply of stationery, office supplies and computer consumables.

6. Funding

The works under this invitation to tender are financed with CRTV's 2017 budget lines.

7. Consultation of the Tender File

The Tender File can be consulted during working hours at the CRTV Department of Administration and Finance, Procurement

Service, 9th floor, Room 911 of the TV Production Centre, Mballa II, Yaounde, P.O. Box 1634, Tel: 222 21 40 77/222 21 40 88, Extension 4911, as from publication of this notice.

B. Acquisition of the Tender File

The Tender File can be obtained from the CRTV Department of Administration and Finance, Procurement Service, 9th floor, Room 911 of the TV Production Centre, Mballa II, Yaounde, P.O. Box 1634, Tel: 222 21 40 77/222 21 40 88, Extension 4911, Fax 222 20 43 40, as from publication of this notice, upon payment of a non-refundable sum of **150 000 CFA francs (One hundred fifty thousand F)** as file acquisition fee to the « CAS-ARMP special account» N° 335 988 open in all branches of BICEC.

A copy of the receipt shall be submitted to the venue of withdrawal of the Tender File.

9. Submission of tenders

Each tender drafted in English or French in seven (07) copies, that is one (01) original and six duplicates labeled as such should be forwarded to the CRTV Department of Administration and Finance, Procurement Service, 9th floor, Room 911, no later than **28/02/2017 at 10: a.m.** local time, and shall be labelled as follows:

**Open National invitation to tender
N°20/AONO/CRTV/CIPM/16
For the supply of stationery, office supplies and
computer consumables to CRTV
2017 financial year, emergency procedure.
"TO BE OPENED ONLY DURING THE OPENING SESSION".**

10. Provisional guarantee

Each bidder should include in their administrative documents a bid bond issued by a first rate bank approved by the Ministry of Finance, the list of which is contained in Document N° 13 of the Tender File, amounting to:

- Batch 1: 1 000 000 CFA F (F, inclusive of taxes);**
- Batch 2: 2 000 000 CFA F (Two millions F, inclusive of taxes).**

These bid bonds shall be valid for thirty (30) days extending beyond the original tenders validity date.

11. Admissibility of tenders

Under the penalty of rejection, the required administrative documents shall be produced in originals or true copies thereof certified by the issuing service or a competent administrative authority, in conformity with the prescriptions of the Special Tender Regulations (RPAO).

Such documents must be dated less than three (03) months or must have been established after signature of this invitation to tender.

Any bid not compliant 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 Ministry of Finance or non compliance with the format of tenders documents shall lead to the rejection of tenders.

12. Opening of tenders

The opening of tenders shall be in one (01) stage. The opening of administrative documents, technical and financial bids shall take place on **28/02/2017 at 11 : a.m.** and shall be led by the CRTV Internal Tender Committee located on the ground floor of the TV Production Centre, Mballa II, Yaounde.

Only bidders or their duly mandated and well informed representatives can attend the opening session.

13. Evaluation criteria

13.1 Eliminary criteria

Eliminary criteria shall be as follows:

- Absence of bid bond;
- False declaration or forged documents;
- Absence or non compliance of administrative documents with the Tender File prescriptions;
- Technical mark lower than 80/100;
- Absence of unit price schedule.

- Non compliance with tender format;
- Records of non execution of a similar contract or on-going dispute with CRTV;
- Non compliance with the quantity and reference of supplies.

13.2 Essential criteria

The evaluation method shall be binary, and the minimum acceptable mark shall be 60% of all essential criteria considered. Such criteria shall be as follows:

- Turnover;
- General presentation of tenders (summary, documents in order and colour inserts);
- Bidder's reference in similar contracts;
- Access to a credit line or other financial resources;
- Availability of material and equipment.

14. Maximum number of batches:

A bidder may tender for the two batches and may be awarded their contracts.

15. Tenders validity

Bidders shall be bound by their tenders for a period of 90 (ninety) days as from the deadline set for their submission.

16. Additional information

Additional information can be obtained during working hours from the CRTV Department of Administration and Finance, Procurement Service, Room 911, 9th floor of the TV Production Centre, Mballa II, Yaounde, Tel: 222 21 40 77 / 222 21 40 88, Extension 4911, Fax: 222 20 43 40.

N.B: For any act of corruption, please call or send one message to MINMAP to the following numbers: 673 20 57 25 / 699 37 07 48.

The Director General,
CHARLES NDOINGO

Dr-48144.m