



**OPEN INTERNATIONAL INVITATION TO TENDER  
No.018/AOIO/TRADEX/CIPM/24 OF 23 JULY 2024, FOR THE  
SUPPLY OF COMMERCIAL BUTANE GAS CYLINDERS TO  
TRADEX S.A. IN CAMEROON**

**1. Purpose of the Tender**

TRADEX S.A. is launching an Open International Invitation to Tender for the supply of sixty-six thousand (66 000) commercial butane gas cylinders of 12.5 kilograms (kg) and six hundred (600) commercial butane gas cylinders of 50 kilograms (kg) each fitted with level indicator valves in Douala, Cameroon.

**2. Numbers of lots**

This Invitation to Tender comprises one single lot.

**3. Conditions for participation**

Participation in this Invitation to Tender is open to companies or groups of companies specialised in the manufacturing of commercial butane gas cylinders, and with proven experience in this field.

**4. Funding**

Works under this Invitation to Tender are funded by TRADEX's budget for the fiscal year 2024.

**5. Consultation of Tender File**

The Tender File can be consulted during working hours upon publication of this notice at the **secretariat of the Public Contracts Unit (CMA) of TRADEX, at its head office building located at Rue Christian TOBIE KUOH in Bonanjo-Douala, Cameroon.**

**6. Acquisition of Tender File**

The file can be obtained from the **CMA secretariat** upon presentation of a receipt of payment in cash or a copy of the SWIFT confirming the transfer of the non-refundable sum of **four hundred and twenty-five thousand (425,000) CFA francs, i.e. six hundred and forty-seven Euros and nine hundred and eight cents (€647,908)**, in the account with the name **"Compte Spécial CAS ARMP"**, opened at the branch of **BICEC (Banque Internationale du Cameroun pour l'Epargne et le Crédit) in Bonanjo - Douala, Cameroon.**

**Account holder:** Agence de Régulation des Marchés Publics

**Bank:** BICEC S.A.

**Branch:** BONANJO

**Bank code:** 10001

**Counter code:** 06800

**Account number:** 33598800001

**RIB key:** 89

**Swift code:** ICLRCMCXXXX

**IBAN code:** CM21 1000 1068 0033 5988 0000 189

The receipt or the copy of the SWIFT confirming the wire transfer must identify the payer as a representative of the Company interested in participating in the Invitation to Tender.

## **7. Preparatory meeting**

To ensure that the tenderers understand all the services to be executed, and the context in which this is supposed to be done, TRADEX S.A organizes a meeting with companies having acquired an Invitation to Tender file on **1<sup>st</sup> August 2024 at 2.00pm local time** by conference call.

The purpose of the preparatory meeting is to provide clarification on any question especially those concerning the technical aspect that might come up.

Bidders are requested to write down all their questions and submit to the Project Owner **latest three days** before the preparatory meeting date.

The questions asked and answers given shall be sent to all those who have purchased the Tender document.

## **8. Submission of bids**

Each bid, drafted in French or English, in seven (7) copies including one (01) original and six (06) duplicates labelled as such, must be submitted in a sealed envelope to the Head Office of TRADEX, Secretariat of CMA-TRADEX, located at **Rue Christian TOBIE KUOH in Bonanjo-Douala Cameroon**, latest on **26<sup>th</sup> August 2024 at 01 p.m. prompt, local time**. The bids submitted against receipt, must be labelled as follows:

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**----- CONFIDENTIAL -----**

**"TO BE OPENED ONLY DURING THE BIDS OPENING SESSION"**

## **9. Bid bond.**

Under penalty of rejection of the offer, each bidder must include in the administrative documents a bid bond issued by a first-class bank or financial institution amounting to **thirty-one million (31,000,000) CFA Francs, i.e. forty-seven thousand two hundred and fifty-nine Euro and twenty-one cents (€47,259.21)**.

The validity period of the bid bond is one hundred and twenty (120) days with effect from the deadline for the submission of the above-mentioned bids.

## **10. Admissibility of bids**

Under penalty of being rejected, the required administrative documents must be submitted in originals and copies certified as true by the issuing services or competent administrative authorities.

They must mandatorily be dated less than three (3) months before the deadline for the submission of bids.

Any bid not compliant with the requirements of this Invitation to Tender and the Tender File shall be declared inadmissible.

## **11. Opening of bids**

The bids shall be opened in one phase.

The opening of administrative, technical, and financial offers will take place on **26<sup>th</sup> August 2024 at 02 p.m.** local time by the Internal Tenders Board of TRADEX at the TRADEX headquarters located in Bonanjo.

Only bidders or their duly appointed representatives with perfect knowledge of the bid for which they are represented may attend the opening session.

## **12. Time limit for execution**

The maximum time limit set by TRADEX S.A. for the conduct of works under this Invitation to tender is **five (5) months**.

## **13. Evaluation of bids**

The bids will be evaluated on the basis of the following eliminatory and essential criteria:

❖ **Elimination criteria**

- a. Incomplete administrative file
- b. Non-compliance of one of the documents in the administrative file after 48 hours granted by the Internal Tenders Board of TRADEX S.A.
- c. Misrepresentation.
- d. Substitution or falsification of administrative documents.
- e. Time limit longer than the maximum prescribed time limit.
- f. Services proposed by the Bidder not compliant with technical specifications.
- g. No certification to ISO 9001 (**version 2015 at least**); and
- h. Failure to comply with one (01) essential criteria for the evaluation of the technical offer referred to below.

❖ **Essential criteria for evaluating technical bids (Binary evaluation method: Yes/No)**

- a. Experience of the bidder in providing similar services (**one sub-criterion**).
- b. Certifications of the company (**two sub-criteria**).
- c. Proof of acceptance of the terms of the contract (**two sub-criteria**).
- d. Cylinder manufacturing process (**two sub-criteria**).
- e. Cumulative turnover of the company for the past five years in the performance of similar services (**one sub-criterion**).

**14. Award of the Contract**

The contract under this Invitation to Tender shall be awarded to the bidder with the lowest bid and meeting the required technical and financial capacities, resulting from the eliminatory or essential criteria.

**15. Validity period of bids**

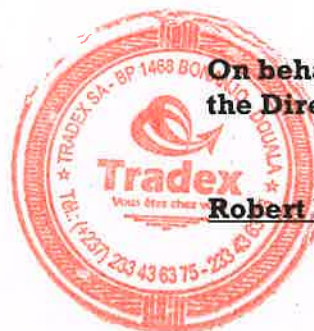
Bidders shall remain bound by their bids for a period of **ninety (90) days**, with effect from the deadline for the submission of bids.

**16. Additional Information**

Additional information can be obtained during working hours at TRADEX S.A. (email : [cma@tradexsa.com](mailto:cma@tradexsa.com))

A reply to an information requested by a bidder will be shared with all bidders.

Douala, on 12 4 JULIL 2024



**On behalf of the General Manager,  
the Director of Operations**

**Robert BAHA**