

# INVITATION TO TENDER

**Tender Reference Number : 012/ADM/RNI/GEN/MAROUA/2025**

**Project :** Invitation to tender for the supply of a 40 KVA diesel generator transport, installation, commissioning and training of personnel on site and a 1000-liter polyethylene diesel tank for Maroua office (Cameroon).

For robust power solutions in Cameroon (Maroua) beyond Perkins, consider top generator brands like Cummins, Caterpillar (CAT), FG Wilson, Deutz, Volvo Penta, Baudouin, Aksa, and Mikano, always prioritizing strong local support and fuel efficiency.

**Bid validity period :** To ensure timely evaluation and decision-making, all submitted bids must remain valid from June 13, 2025, through to July 4, 2025, at 5 :00 PM local time.

**Radio Ndarason (RNI) :** As an essential source of information for millions of listeners in the region, RNI has earned its reputation for the unwavering quality, reliability and integrity of its broadcasts. Radio Ndarason International plays a central role in promoting peace and stability in the Lake Chad region, in line with the mandate of the African Union. RNI's programming, broadcast in Kanuri, Kanembu and Buduma languages, targets areas affected by the Boko Haram insurgency. With over 7.5 million regular listeners on shortwave and FM, RNI remains a beacon of hope and a vital source of information for communities in the region.

Okapi Consulting is seeking quotations for the supply of a 40 KVA diesel generator (Perkins or equivalent reputable brand as specified below), including transport, installation, commissioning, and staff training at the Maroua office (Cameroon). Supply of a 1000-liter polyethylene diesel tank, including transport, installation, and commissioning on site. Interested suppliers are requested to submit comprehensive quotations for the above services.

All inquiries and submission documents must be sent via email to:  
[hamadou5@okapi.cc](mailto:hamadou5@okapi.cc)

## GENERATOR AND OTHER DETAILS

<b>POWER OUTPUT</b>	40 kVA generator/32 kW (at a standard 0.8 power factor), along with the three-phase 400 V / 230 V, 50 Hz voltage.
<b>TYPE OF GENERATOR/MAKE</b>	Bidders may propose à Perkins generator or an equivalent reputable brand. Acceptable alternative brands for robust power solutions in Cameroon (Maroua) include, but are not limited to : Cummins, Caterpillar (CAT), FG Wilson, Deutz, Volvo Penta, Baudouin, Aksa, and Mikano. All proposed brands must demonstrate strong local support and high fuel efficiency.
<b>SUBMISSION OF APPLICATIONS</b>	<p><b>Online :</b> <a href="mailto:hamadou5@okapi.cc">hamadou5@okapi.cc</a></p> <p><b>Hard Copy :</b> Okapi Office Maroua Address : Wuro Tchede Maroua, Cameroon.</p>
<b>MANDATORY REQUIREMENTS</b> <b>ELIGIBILITY</b>	<p>Only bids that meet the following mandatory requirements will be considered for evaluation :</p> <ol style="list-style-type: none"> <li>1. Legal registration : Business entity must be legally registered in Cameroon.</li> <li>2. Relevant experience : A minimum of five years of similar experience in the supply and installation of generators.</li> <li>3. Positive references : Provide contact information for at least three positive references for similar projects.</li> <li>4. Capacity experience : Demonstrated experience installing generators of similar or higher capacities (40 kVA).</li> <li>5. Warranty : Ability to offer a 12-month warranty on both the generator and its installation.</li> <li>6. Administrative compliance : Submission of valid administrative documents including : (ARF, RCCN, NIF).</li> </ol>

<b>PRICE AND DELIVERY TERMS</b>	<ol style="list-style-type: none"> <li>Prices quoted must be all-inclusive and cover delivery charges (all taxes).</li> <li>Specify delivery terms, including : cost, insurance, and transport (CIF Maroua, Cameroon).</li> <li>Payment terms will be 100% after successful delivery and acceptance of the generator and tank.</li> </ol>
<b>EVALUATION PROCESS AND WEIGHTING (%):</b>	<ul style="list-style-type: none"> <li>Financial Proposition 40%</li> <li>Technical Compliance 30%</li> <li>Experience and References 20%</li> <li>Warranty (12-month) 10%</li> <li><b>Total 100%</b></li> </ul>
<b>EVALUATION METHODOLOGY :</b>	<p>The tender will under go a two-stage evaluation process :</p> <ol style="list-style-type: none"> <li>Technical evaluation : Bids will first be assessed for their technical compliance, proposed solutions, experience, and warranty. Only submissions meeting or exceeding the minimum technical requirements will proceed to the next stage.</li> <li>Financial evaluation : The financial proposals of technically qualified bids will then be evaluated based on the weighting specified above.</li> </ol>
<b>NOISE LEVEL/SOUND ATTENUATION</b>	<ol style="list-style-type: none"> <li>For the 40-kVA generator, a robust acoustic enclosure is required. This enclosure must be designed to reduce the generator's noise level by a minimum of 50 decibels (dB).</li> <li>As the generator will be located in a quiet area and operate for extended periods daily, a high Sound Transmission Class (STC) rating is essential. This is crucial to ensure the generator's operation does not disturb neighbors. Bidders should specify the proposed enclosures STC rating.</li> </ol>

<b>CONSUMPTION DIESEL/HOUR</b>	<ul style="list-style-type: none"> <li>Using the manufacturer's data, provide a table showing the estimated diesel consumption of their generators at different load levels per hour.</li> </ul>
<b>STAFF TRAINING</b>	<ol style="list-style-type: none"> <li>The aim is to ensure that the member of staff is competent in the safe and efficient operation and maintenance of the generator. Emphasis should be placed on generator operation, e.g. starting up, stopping the generator, etc.</li> <li>Generator performance monitoring : switching between mains power and generator, and emergency procedures.</li> <li>Ensure that training covers important topics such as : generator safety rules, generator maintenance procedures, generator troubleshooting tips, generator emergency procedures, generator environmental regulations.</li> </ol>
<b>CONTRACT TYPE AND TERMS</b>	<ul style="list-style-type: none"> <li>The successful bidder will be awarded a fixed-price contract. General terms and conditions applicable to this tender and the ensuing contract will be provided within the full tender document. Specific payment terms, including 100% payment after delivery and acceptance, are detailed within the tender document.</li> </ul>

## DISTRIBUTION THROUGHOUT THE LAKE CHAD REGION

1,000-LITER POLYETHYLENE EQUIVALENT DIESEL FUEL TANK	
<b>SUPPLY</b>	<p>Make sure the tank meets the required specifications, including :</p> <ul style="list-style-type: none"><li>• Capacity (1,000 liters),</li><li>• Material (polyethylene)</li><li>• And any other relevant requirements.</li><li>• Materials : The tank must be made of polyethylene or a similar material suitable</li></ul> <p>For storing diesel fuel. Polyethylene is a durable, lightweight material that resists corrosion and cracking. It is also a good insulator, helping to keep diesel fuel cool.</p> <p>The tank must be manufactured to the latest industry standards. The tank must be tested and certified by a qualified organization.</p> <p>Local regulations : The reservoir may also need to comply with local regulations, such as those governing the storage of hazardous materials.</p>
<b>TRANSPORT</b>	<ul style="list-style-type: none"><li>• Determine the most appropriate mode of transport to use.</li></ul>

<b>INSTALLATION</b>	<ul style="list-style-type: none"> <li>• Site preparation : Ensure that the installation site is suitable for the tank, taking into account factors such as soil conditions, accessibility and proximity to potential hazards.</li> <li>• Installation procedure : Share with us, and follow, the manufacturer's instructions for proper installation, including foundation preparation, tank placement, piping connections and testing.</li> <li>• Environmental considerations : Follow all environmental regulations related to tank installation, such as spill prevention and containment measures.</li> <li>• Local regulations : Familiarize yourself with any local regulations or permits that may be required for the supply, transport and installation of fuel tanks.</li> <li>• Safety precautions : Implement strict safety measures throughout the process, including proper handling of hazardous materials, personal protective equipment and emergency response procedures.</li> </ul>
<b>MONITORING CONSUMPTION</b>	<ul style="list-style-type: none"> <li>• Installation of a fuel flow meter : A fuel flow meter can be installed on the generator's fuel line to measure the amount of fuel consumed.</li> </ul>

## **EVALUATION CRITERIA/PERFORMANCE INDICATORS**

### **Mandatory requirements :**

1. Business entity legally Registered in Cameroon.
2. Similar experiences in the supply and installation of generators for at least five years
3. Similar experiences with at least three positive references
4. Experience installing generators of similar or higher capacities.
5. Possibility of offering a 12-month warranty on generator and installation.
6. Administrative criterias (NIF, RCCM, ARF)
7. Financial Proposition

### **Price and delivery :**

1. Prices quoted must be all-inclusive and cover delivery charges (all taxes).
2. Specify a period for which the indicated price is valid
3. Specify delivery terms, such as : cost, insurance, transport
4. Specify payment terms, 100% after delivery and acceptance

### **Performance and documentation :**

1. Specify expected generator performance, such as power output, noise level and fuel consumption.
2. Specify the documentation to be supplied with the generator, such as a user manual, maintenance schedule and warranty certificate.

### **Compliance and taxes :**

- Specify that the generator must comply with all applicable regulations, such as those for emissions and safety.

### **Identify applicable taxes :**

- Clearly indicate the tax rate that will be applied to the price quoted.

### **Additional requirements :**

- Clearly indicate any additional requirements, such as site preparation, environmental permits or training.

**File content :**

The quotation must contain the following information :

1. Payment terms
2. Terms of delivery
3. Delivery time
4. Bank details

**Okapi's rights**

- Okapi reserves the right to accept or reject quotations, to cancel the procurement process and to reject all offers without notice or explanation.

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