**REQUEST FOR QUOTATION**

**Issuance Date:**  April 14th, 2022

**Deadline for Offers**: April 24th, 2022

**Description:** Tender Notice Inviting Quotation for supply of materials

**About Us:**

Local Youth Corner Cameroon (LOYOC) is a National, non-profit, non-governmental Youth-led organization (Leadership is between 15 to 35 years old) created in 2002 and registered in 2004. We are aimed at promoting the empowerment of young people (males and females) in the domain of peacebuilding, as well as preventing and countering violent extremism and sustainable development. LOYOC was created as a response to the increase in the socio-political and economic challenges facing young people such as; unemployment, bad governance, gender-based violence, and lack of quality education, poverty, and corruption, the poor social justice system and exclusion in the decision-making processes and since then our impact both at national and international levels are so enormous

**The Service:**

Local Youth Corner Cameroon (LOYOC) is seeking reputable suppliers in Cameroon.

**Eligibility Criteria:**

Suppliers are required to meet the following criteria in order to qualify for bid submission.

* Must have an established and registered Structure in Cameroon.
* Must be able to supply the following equipment: **Gardening Equipment, Animal Rearing Equipment, Kitchen Equipment, Computer IT Equipment, Oil Extraction Equipment, Male Hair Saloon Equipment, Soap/Detergent making Equipment, Grinding Mill Apparels, based in Cameroon.**
* The bidder should be an authorized supplier/service provider of the quoted items and should submit relevant documents/certificates.
* Must have experience in supplying such materials and will have to furnish details of previous supplies.
* Must provide all required relevant records such as VAT and other taxes (whichever apply)
* Must be prompt and time conscious.

**Submission requirements**

1. Establishment registration certification
2. Tax payment certificate
3. Certificate of authorization of the company
4. Detail of work experience
5. Quotation reflecting rate and other relevant information regarding the supply service.

**Evaluation criteria**

Your quotation shall be evaluated using the following criteria;

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| --- | --- | --- |
| S/n | Evaluation criteria | Weight of criteria  100 points |
| 1 | ABILITY TO PROVIDE QUALITY MATERIALS | 20% |
| 2 | PAST EXPERIENCE WITH NGOS | 20% |
| 3 | REGISTRATION AND QUALIFIED SERVICES | 20% |
| 4 | SERVICE FEE | 40% |

Local youth corner Cameroon makes payment within (10) days after submission of invoice. Local youth corner Cameroon is exempted from operating country taxes, duties, and VAT. As such, all prices must be presented inclusive of any taxes, duties, and VAT. As mandated by law.

Quotations can be sent by email to [info@loyocameroon.org](mailto:info@loyocameroon.org) CC [ngunaah@loyocameroon](mailto:ngunaah@loyocameroon.org)

OR

by hard copy delivery to the Local Youth corner Cameroon Head Office located at Biyem - Assi - Acacia - Yaoundé in a sealed envelope addressed to The Logistics and Procurement Manager.

**Deadline:** Offers must be received no later than 5:00pm on April 24th, 2022.

For any more information regarding this bid, send your inquiry to the email below, [info@loyocameroon.org](mailto:info@loyocameroon.org) CC [ngunaah@loyocameroon.org](mailto:ngunaah@loyocameroon.org) OR call 650906256

**Note*:*** *As a core value to help achieve our mission,* Local youth corner Cameroon *embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We do not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and* Local youth corner Cameroon *employees, or other unethical practices. If you experience or suspect unethical behavior by a* Local Youth Corner Cameroon *employee, please contact the* Local youth corner Cameroon *Executive Director* [*a.christian@loyocameroon.org*](mailto:a.christian@loyocameroon.org)*.*