



OPEN CALL FOR TENDER
(X) URGENT / () NORMAL

To: *Whom It May Concern*

Attention: Email:

From: *AIMS-Cameroon*

cc: Our file ref.:
1860/28/01/2026/RFQ/AIMS-CMR/ICOO/CP

Date: *2026-01-28* N° of pages including this page: 4

Re: **Open Call for Tender for the Provision of Exterior Painting Maintenance and Restoration Services for AIMS Cameroon Permanent Facilities**

1. Introduction AIMS Cameroon (African Institute for Mathematical Sciences) hereby invites qualified and experienced contractors to submit tenders for the maintenance and restoration of exterior painted surfaces of its permanent facilities located near Checkpoint, Ngeme, Limbe, Cameroon. This call for tender specifically concerns corrective and restorative painting works, necessitated by the fact that while a significant portion of the painting has already been executed, the works were not completed to a satisfactory standard and require remedial intervention to ensure durability, uniformity, and protection of the building envelope.

2. Scope of Work The scope of work consists of maintenance, restoration, and corrective repainting of existing exterior painted surfaces, covering an estimated surface area of **4,235 square meters (m²)**. This figure is provided strictly for bidding purposes. The final surface area subject to maintenance and restoration shall be confirmed through on-site measurement, and the total contract value shall be adjusted accordingly.

The works are intended to rehabilitate, correct defects, and complete unfinished or substandard exterior painting, rather than to execute new construction or first-time painting.

3. Key Requirements for Bidders

- **Unit Price Submission:** Bidders are required to submit a comprehensive **price per square meter (m²)** for the painting services. This unit price must include all costs associated with the service, including but not limited to labor, materials (paint, primers, fillers, etc.), equipment, supervision, transportation, waste disposal, and any other overheads.
- **Final Measurement and Adjustment:** It is explicitly stated that the **final payment will be based on the actual, verified surface area painted upon completion of the works**. A joint measurement and estimation of the real painted surface will be conducted by AIMS-Cameroon and the selected contractor. The total amount payable will be adjusted accordingly based on the agreed-upon unit price and the actual measured surface.
- **Experience and References:** Bidders must demonstrate proven experience in similar painting projects. Submission of references from previous clients for comparable work is highly encouraged.



- **Quality of Materials:** Bidders should specify the type and quality of paints and materials they propose to use, including technical specifications, brand names, and warranties. Preference will be given to durable and environmentally friendly products where appropriate.
- **Timeline:** Bidders should provide an estimated timeline for the completion of the project, including proposed start and end dates, and a breakdown of key milestones.
- **Health and Safety:** Bidders must demonstrate adherence to all relevant health and safety regulations and provide a brief outline of their safety plan for the project.

4. Eligibility requirements

Interested bidders must provide:

1. Administrative documents

- Business registration certificate
- Tax clearance certificate
- Certified copy of company statutes

2. Technical documents

- Company profile demonstrating experience in painting
- Evidence of similar works completed in the last five (05) years
- Proposed methodology for executing the painting work, including surface preparation, application techniques, and quality control measures.
- Detailed specifications of all materials to be used (paint types, primers, fillers, etc.), including brand names and technical data sheets.
- An estimated project timeline with key milestones.

3. Financial documents

- Bank attestation
- Proposed budget and timeline

5. Site Visit (Optional but Recommended) A site visit can be arranged for interested bidders to assess the scope of work and conditions. Please contact procurement-enquiries@aims-cameroon.org to schedule a visit.

6. Bid acceptance

AIMS-Cameroon may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AIMS-Cameroon at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that AIMS-Cameroon is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as



conforming to AIMS-Cameroon's general principles, including economy and efficiency and best value for money.

7. Special requirements:

- Quotations submitted after the submission deadline shall not be accepted.
- AIMS reserves the right to reject any or all bid proposals, or to cancel the bidding process. AIMS does not guarantee any contract as a result of this invitation.
- **IMPORTANT: All enquiries regarding information on this call for tender must be submitted in writing to procurement-enquiries@aims-cameroon.org. No bid should be submitted to procurement-enquiries@aims-cameroon.org.**
- After this call for tender has been released, contact between a Vendor and AIMS-Cameroon is prohibited, except for the afore-mentioned purposes. Violation of this clause may result in rejection of the bid.
- **This is not a purchase order and this document should not be construed in any way as an offer to contract with your firm.**

8. Conditions for submitting offers:

Bids in one full set (single PDF file with all pages arranged according to the listed order in section "4. Eligibility Requirements" above) must be sent no later than 18:00 Cameroon time on 30 May, 2026 to facilities-painting-2025@aims-cameroon.org. Only bids submitted to this email address will be considered.

Offers not addressed, packaged and sent as such will be automatically disqualified from the tender process.

Faxed bids will not be accepted.

9. Confirmation:

Please send acknowledgement of receipt of this document, and your intention to bid to procurement-enquiries@aims-cameroon.org.

Additional Terms and Conditions:

Please state in your offer, your acceptance of attached AIMS-Cameroon Terms and General Conditions in Attachment A below. Failure to do so may result in disqualification of your offer from further evaluation.

N.B. Kindly submit your best firm offers as negotiation will not be entered into.

Thank you and best regards,


Ms Nathalie Wandji
Interim Chief Operating Officer,
AIMS-Cameroon



Annex A: AIMS-Cameroon TERMS & GENERAL CONDITIONS ON PURCHASING

1. Acknowledgment: A duplicate of the purchase order is attached and marked “Copy for acknowledgment and acceptance of conditions of contract”. Please detach, sign and date this copy and return by registered mail to the Procurement Service, at above address of African Institute of Mathematical Sciences - Cameroon (AIMS-Cameroon).

2. Acceptance: No purchase order shall become effective and no contract shall exist until AIMS-Cameroon has received from the Consultant their written acceptance of the conditions which govern the PO or contract. This can be accomplished by return of the signed Acknowledgment Copy.

3. Tax Exemption: The Consultant's price shall reflect any tax exemption to which AIMS-Cameroon is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, AIMS-Cameroon shall deduct the amount from the contract price or, if it has paid any such taxes, it shall be refunded.

4. Discount: Time in connection with any discounts offered will be computed from the date of receipt by AIMS-Cameroon of full documentation as specified by the Purchase Order, contract or Annex thereto

5. Warranty: The Consultant warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use, free from defects in workmanship or materials, and indemnifies AIMS-Cameroon against any claims resulting therefrom. This warranty is without prejudice to any further guarantees that the Consultant provides to the Purchaser; such guarantees shall apply to the subject goods of this Purchase Order / Contract.

6. Inspection: The duly accredited representatives of AIMS-Cameroon shall have the right to inspect the goods or services called for under this Purchase Order / Contract at the Consultant's stores, during manufacture, in the ports or at places of shipment, and the Consultant shall cooperate and provide all facilities for such an inspection. AIMS-Cameroon may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of AIMS-Cameroon or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations subscribed by the Consultant, such as warranty or specifications.

7. Packing: The Consultant shall pack all goods with new sound materials and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The Consultant shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.

8. Export License: The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorisation which may be required. It shall be the responsibility of the Consultant to inform AIMS-Cameroon beforehand of such restrictions and obtain such license or authorisation, but AIMS-Cameroon will use its best endeavors to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all claims between the parties automatically waived.

9. Force Majeure: Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the Consultant shall give notice and full particulars in writing to AIMS-Cameroon of such force majeure if the Consultant is thereby rendered unable, wholly or in part, to perform his obligations and meet his responsibilities under this Purchase Order / Contract. AIMS-Cameroon shall then have the right to terminate the Purchase Order / Contract by giving in writing seven days' notice of termination to the Consultant, and the Consultant shall return any deposit paid by AIMS-Cameroon.

10. Default: In case of default by the Consultant, including but not limited to failure or refusal to make deliveries within the time limit specified, AIMS-Cameroon may procure the goods or services from other sources and hold the Consultant responsible for any excess costs occasioned thereby. Furthermore, AIMS-Cameroon may by written notice terminate the right of the Consultant to proceed with the deliveries, or such parts thereof as to which there has been default.

11. Conformity with Specifications: In the case of goods purchased on the basis of specifications the Consultant warrants their conformity. AIMS-Cameroon shall have the right to reject the goods or any part



thereof if they do not conform to specifications. In case of non-conformity, the Consultant may in consultation with AIMS-Cameroon propose a suitable alternative.

12. Disputes-Arbitration: Any claim or controversy arising out of this Purchase Order / Contract, or to the breach, termination or invalidity thereof shall be settled by arbitration to the exclusion of national jurisdiction in accordance with the rules governing arbitration as set out by the United Nations Commission on International Trade Law as at present in force, subject to such modification as the parties may agree in writing. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such claim or controversy

13. Privileges and Immunities: Nothing contained in this Purchase Order / Contract shall be deemed a waiver, express or implied, of any privilege or immunity which AIMS-Cameroon may enjoy, whether pursuant to existing conventions or agreements, such as the agreement between AIMS-Cameroon and the Government of Cameroon regarding the legal status of AIMS-Cameroon in Cameroon, or any other convention or agreement which may come into force.

14. Assignment: The Consultant shall not assign, transfer, pledge or make other disposition of this Purchase Order / Contract or any part thereof or of any of the Consultant's rights, claims or obligations under this Purchase Order / Contract except with the prior written consent of AIMS-Cameroon.

15. Bankruptcy: Should the Consultant file any petition for bankruptcy, or should the Consultant make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Consultant's insolvency, AIMS-Cameroon may under the terms of this Purchase Order / Contract, terminate the same forthwith by giving the Consultant written notice of such termination.

16. Advertising: Unless authorised in advance in writing by AIMS-Cameroon, the Consultant shall not advertise or otherwise make public the fact that he is a Consultant to AIMS-Cameroon, or use the name, emblem or official seal of AIMS-Cameroon, or any abbreviation of the name of AIMS-Cameroon for advertising purposes or any other purposes

17. Officials Not to Benefit: The contractor represents and warrants that no official of AIMS-Cameroon has been, or shall be, admitted by the contractor to any direct or indirect benefit arising from this contract or the award thereof. The contractor agrees that breach of

this provision is a breach of an essential term of this contract.

18. Amendments: No changes or modifications to this Purchase Order / Contract shall be valid unless mutually agreed between both parties and confirmed by an official amendment

19. Notice: Service of any notice shall be deemed to be good if sent by registered mail, email, fax or cable to the addresses of both parties, set out in the heading of this Purchase Order / Contract.

20. Anti-corruption policy: AIMS-Cameroon has a ZERO tolerance for any corrupt practice or behavior by any of AIMS-Cameroon employees and its vendors and contractors. AIMS-Cameroon completely prohibits offering, giving or agreeing to give to any employee of AIMS-Cameroon any gift or commission or consideration of any kind as an inducement or reward for:

- doing or not doing (or for having done or not having done) any act in relation to the obtaining of any contract with AIMS-Cameroon; or
- showing or not showing favor or disfavor to any person in relation to any contract it enters into with any vendor or contractor;

20. IF any of AIMS employees contact the vendor or the contractor for any gift or commission or consideration of any kind (financial and non-financial), then the vendor must report that matter immediately to AIMS Network President and Internal auditor (internalaudit@nexteinstein.org).

21. Jurisdiction: This Contract is considered to be concluded in Buea (Cameroon)