



LOCAL YOUTH CORNER CAMEROON

P. O. Box 185 – C106, Yaoundé, Cameroon

Tel: (+237)650906256/690446458/ 620127836. E-mail : info@loyocameroon.org

Website: www.loyocameroon.org **ARRETE N° 000361/A/MINAT/SG/DAP/SDLP/SONG/BA**

Motto: Working Together for a Common Good and a Peaceful Society

LOCAL YOUTH CORNER CAMEROON

CALL FOR TENDER (CFT)

Reference Number: LYC/CFT/2026/001

Date of Publication: 11 May 2026

Submission Deadline: 10 June 2026 at 5:00 PM (Cameroon Time)

1. INTRODUCTION

Local Youth Corner Cameroon (LYC) is a youth-led non-governmental organization committed to promoting youth empowerment, education, peace building, community development, entrepreneurship, gender inclusion, humanitarian support, and sustainable development initiatives across Cameroon.

As part of the implementation of its projects and operational activities for the 2026 fiscal year, Local Youth Corner Cameroon hereby invites qualified companies, suppliers, service providers, consultants, hotels, property owners, and contractors to submit sealed bids for the supply of goods and services under framework agreements and short-term contracts.

This Call for Tender is open to legally registered businesses and individuals capable of delivering high-quality products and services in accordance with the specifications outlined in this document.



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2. OBJECTIVE OF THE TENDER

The objective of this tender is to identify and establish a database of reliable and competent suppliers and service providers for the provision of goods and services to support the activities of Local Youth Corner Cameroon.

Successful bidders may be contracted on a need basis throughout the contract period.

3. TENDER LOTS / CATEGORIES

Interested bidders may apply for one or more category listed below:

LOT 1: OFFICE SUPPLIES AND STATIONERY

Supply of:

Printing papers

Pens, markers, pencils

Notebooks and files

Staples and office accessories

Toners and cartridges

Envelopes

Receipt books

Office branding materials

Customized office items

LOT 2: ICT EQUIPMENT AND ACCESSORIES

Supply of:

Laptops and desktop computers



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Printers and scanners

Projectors

Internet devices and routers

Computer accessories

External hard drives

Flash drives

Software installation and maintenance

Technical support services

LOT 3: PRINTING, BRANDING AND MEDIA SERVICES

Provision of:

Banners and roll-ups

T-shirts, caps, jackets, bags

Flyers, brochures, booklets

Certificates and report printing

Graphic design services

Photography and videography

Social media coverage

Live streaming services

Documentary production

LOT 4: HOTEL ACCOMMODATION AND CONFERENCE SERVICES

Provision of:



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Hotel accommodation for staff and guests

Conference halls and meeting rooms

Catering services

Coffee breaks and lunch services

Event hosting facilities

Audio and sound systems

Event management support

Hotels should indicate:

Number of rooms available

Conference hall capacities

Catering options

Room rates

Location and accessibility

Additional services offered

LOT 5: OFFICE RENTAL SERVICES

Provision of:

Office spaces for rent

Co-working spaces

Training centers

Meeting rooms

Storage facilities



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Property owners should indicate:

Exact location

Monthly/annual rent

Number of rooms/offices

Security availability

Water and electricity supply

Parking space

Internet availability

Accessibility

LOT 6: TRANSPORT AND LOGISTICS SERVICES

Provision of:

Vehicle rental services

Staff transportation

Delivery and courier service

Field transportation support

Fuel supply services

Logistics coordination

LOT 7: CATERING SERVICES

Provision of:

Food supply during workshops and events

Snacks and beverages



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Packed meals

Outdoor catering

Traditional and continental meals

LOT 8: CONSULTANCY AND TRAINING SERVICES

Provision of:

Training facilitation

Monitoring and evaluation

Project management consultancy

Research and data collection

Business development training

Entrepreneurship coaching

Gender and inclusion training

Proposal writing and fundraising support

LOT 9: CLEANING AND MAINTENANCE SERVICES

Provision of:

Office cleaning

Compound maintenance

Electrical repairs

Plumbing services

Equipment maintenance

Pest control services



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LOT 10: CONSTRUCTION AND GENERAL CONTRACTING

Provision of:

Minor construction works

Renovation services

Furniture supply

Electrical installation

Painting works

Carpentry services

4. ELIGIBILITY REQUIREMENTS

Interested bidders must submit the following documents:

For Companies/Businesses

1. Company registration certificate
2. Taxpayer card
3. Business license (where applicable)
4. Valid national identity card of representative
5. Company profile
6. Evidence of previous experience
7. At least two references from previous clients
8. Bank account details
9. Quotation or price list
10. Proof of physical business address



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For Individuals/Consultants

1. National identity card
2. CV/Resume
3. Relevant certificates or qualifications
4. Portfolio of previous work
5. References
6. Price quotation

5. TECHNICAL REQUIREMENTS

Bidders must:

Demonstrate capacity to deliver quality goods and services.

Ensure timely delivery and professionalism.

Provide competitive pricing.

Comply with ethical and legal business practices.

Maintain confidentiality regarding organizational information.

Have the ability to operate within Cameroon.

6. EVALUATION CRITERIA

Applications will be evaluated based on:

Criteria Percentage

Technical Capacity 30%

Experience and References 25%

Financial Proposal 25%

Delivery Timeline 10%



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Compliance with Requirements 10%

Only shortlisted bidders will be contacted.

7. CONTRACT DURATION

Successful bidders may enter into a framework agreement with Local Youth Corner Cameroon for a period of one (1) year, renewable based on satisfactory performance.

8. SUBMISSION GUIDELINES

Interested applicants should submit:

Technical Proposal

Financial Proposal

Required supporting documents

Completed supplier information form

All applications must be submitted in sealed envelopes clearly marked:

“CALL FOR TENDER – LYC/CFT/2026/001”

Applications may be submitted physically or electronically.

9. SUBMISSION ADDRESS

Physical Submission

Local Youth Corner Cameroon

Yaoundé, Cameroon

Email Submission

Email Subject: CALL FOR TENDER – LYC/CFT/2026/001

Email: info@loyocameroon.org

Phone: +237650906256



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10. IMPORTANT NOTES

Late submissions will not be accepted.

Local Youth Corner Cameroon reserves the right to accept or reject any application without assigning reasons.

Submission of a proposal does not guarantee award of contract.

False declarations or forged documents will lead to automatic disqualification.

All costs related to proposal preparation shall be borne by the bidder.

11. ETHICS AND ANTI-FRAUD POLICY

Local Youth Corner Cameroon maintains a zero-tolerance policy towards fraud, corruption, exploitation, abuse, discrimination, and unethical conduct. Any attempt to influence the procurement process through bribery or illegal means shall result in immediate disqualification and possible legal action.

12. SUPPLIER INFORMATION FORM TEMPLATE

A. GENERAL INFORMATION

Information Required Details

Company/Business Name:

Contact Person:

Position :

Telephone Number:

Email Address:

Physical Address:

Year Established:

Registration Number:

Taxpayer Number:



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B. CATEGORY APPLIED FOR

Tick the relevant category/categories:

- Office Supplies and Stationery
- ICT Equipment and Accessories
- Printing and Branding Services
- Hotel Accommodation and Conference Services
- Office Rental Services
- Transport and Logistics Services
- Catering Services
- Consultancy and Training Services
- Cleaning and Maintenance Services
- Construction and Contracting Services

C. EXPERIENCE

Client Name	Service Provided	Year	Contact
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E. DECLARATION

I/We hereby certify that the information provided is true and accurate to the best of my/our knowledge.

Name: _____

Signature: _____

Date: _____

13. PRICE QUOTATION TEMPLATE



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To ensure uniformity and ease of evaluation, all bidders are required to complete the relevant quotation template(s) below depending on the category applied for.

TEMPLATE A: GENERAL PRODUCT SUPPLY QUOTATION

Item No.	Brand/Specification	Unit	Quantity	Unit Price (XAF)	Total Price (XAF)	Delivery Timeline
Product Description						

Additional Information

Requirement Details

Warranty Offered :

Payment Terms:

Availability of Stock:

Delivery Method :

Validity of Quotation:

TEMPLATE B: ICT EQUIPMENT SPECIFICATION FORM

Item	Required Specification	Supplier Specification	Brand/Model	Unit Price (XAF)	Warranty
Laptop	Minimum Intel Core i5, 8GB RAM, 512GB SSD				
Printer	Colored/Black & White Multi-function				
Projector	HD Projector with HDMI Support				



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Router	4G/5G Internet Router				
Camera	35mm range finder film camera				
Desktop Computers	Intel core i5, 8GB RAM. 1TB 21 inches led monitor with UPS backup				
Generator	5kva generator9(Diesel)				
Smart phones	64GB storage, good battery life				
External Hard drive	4 TB				
Cloud backup					
Office Furniture	Office desk office chairs, filing cabinet ,book shelf, Reception furniture, meeting tables,				
Fire extinguisher					
Tablets	Note 8, 4GB RAM &long battery life				
Portable power bank					
Audio Equipment	Wireless micro phones, speakers, mixer (24 key)				

Technical Support Information



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Installation Included: Yes / No

After-Sales Support: Yes / No

Delivery Timeline:

Additional Accessories Included:

TEMPLATE C: HOTEL ACCOMMODATION & CONFERENCE SERVICES

Hotel Information

Information Required Details

Hotel Name:

Location :

Contact Person:

Telephone:

Email Address:

Website/Social Media:

Room Type	Capacity (XAF)	Price per Night	Breakfast Included	Internet Included
Standard Room				
Executive Room				
Suite				

Conference Hall Rates

Hall Name	Seating Capacity Day Rate (XAF)	Half	Full Day Rate (XAF)	Equipment Included

Catering Services

Service Type Price per Person (XAF) Description



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Coffee Break:

Lunch:

Dinner:

Buffet:

Additional Services Available

Airport Pickup

Laundry Services

Sound System

Projector

Generator Backup

Parking Space

Security Services

TEMPLATE D: OFFICE RENTAL FORM

Requirement Details

Property Name:

Exact Location:

Type of Property:

Number of Rooms/Offices :

Monthly Rent (XAF):

Annual Rent (XAF):

Security Available:



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Water Supply Available:

Electricity Available:

Internet Access:

Parking Space:

Accessibility:

Furnished/Unfurnished:

Attachments Required

Property photos

Copy of ownership documents or authorization

Map/location directions

TEMPLATE E: CATERING SERVICES QUOTATION

Menu Type	Description	price per Person (XAF)	Minimum Quantity
Breakfast			
Lunch			
Dinner			
Snacks			
Drinks			

Service Capacity

Requirement Details

Maximum Number of Guests Served:



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Areas Covered:

Delivery Available:

Outdoor Catering Available:

TEMPLATE F: TRANSPORT & LOGISTICS SERVICES

Vehicle Type	Capacity Daily Rate (XAF)	Fuel Included	Driver Included
Sedan			
SUV			
Minibus			
Truck/Pickup			

Additional Information

Requirement Details

Areas Covered:

Emergency Support:

Insurance Available:

Availability during weekends:

TEMPLATE G: CONSULTANCY & TRAINING SERVICES



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Service Area	Experience (Years)	Daily Rate (XAF)	Previous Clients

Training Facilitation

Monitoring & Evaluation

Proposal Writing

Research/Data Collection

Consultant Information

Requirement Details

Highest Qualification:

Certifications:

Languages Spoken:

Availability:

GENERAL DECLARATION FORM

I/We certify that all information and pricing provided in this tender submission are accurate and valid.

Company Name: _____

Representative Name: _____

Position: _____

Telephone: _____

Email: _____

Signature and Stamp: _____

Date: _____



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14. CONTACT INFORMATION

For further inquiries regarding this Call for Tender, interested bidders may contact:

Procurement Unit

Local Youth Corner Cameroon

Yaounde, Cameroon

Phone: _____

Email: _____

OFFICIAL NOTICE

Local Youth Corner Cameroon encourages applications from youth-led enterprises, women-owned businesses, local suppliers, and socially responsible companies committed to quality service delivery and community development.

We look forward to building professional partnerships that contribute to sustainable impact in Cameroon.

SIGNED: ACHALEKE CHRISTIAN LEKE

Management

Local Youth Corner Cameroon

