

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

PRESIDENCE DE LA REPUBLIQUE

MINISTERE DES MARCHES PUBLICS

DELEGATION REGIONALE DU
NORD-OUEST

SERVICE DES MARCHES DES
INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace-Work fatherland

PRESIDENCY OF THE REPUBLIC

MINISTRY OF PUBLIC CONTRACTS

REGIONAL DELEGATION FOR THE
NORTH WEST

SERVICE FOR INFRASTRUCTURAL
CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

N° 29 / RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION
N° 001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

TABLE OF CONTENT

Document No. 1:	LETTER OF INVITATION TO TENDER
Document No. 2:	General Regulations of the invitation to tender
Document No. 3:	Special Regulations of the invitation to tender
Document No.4:	Special Administrative Conditions
Document No. 5:	Special Technical Conditions
Document No. 6:	Schedule of unit prices
Document No. 7:	Bill of quantities and estimates
Document No. 8:	The sub-detail of prices
Document No. 9:	Model contract
Document No. 10:	Model documents to be used by bidders
Document No. 11:	Justifications of preliminary studies
Document No. 12:	List of banking establishments and financial bodies authorised to issue bonds for public contracts
Document No. 13:	WORKING PLANS

DOCUMENT N° 1

LETTER OF INVITATION TO TENDER

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

PRESIDENCE DE LA REPUBLIQUE

MINISTRE DES MARCHES PUBLICS

DELEGATION REGIONALE

NORD OUEST

SERVICE DES MARCHES DES INFRASTRUCTURES



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

PRESIDENCY OF REPUBLIC

MINISTRY OF PUBLICS CONTRACTS

REGIONAL DELEGATION

NORTHWEST

SERVICE FOR INFRASTRUCTURAL CONTRACTS

Ref N° /LI/PR/MINMAP/RDNW/SMI

Date: 29/05/18

To:
THE DIRECTOR GENERAL
SHURA FOUNDATION
BP: 10 SANTA Tel: 679 806 115

Subject: Letter of Invitation to Tender

Reference: RESTRICTED CONSULTATION TO TENDER

N° 29... /RCT/RDMINMAP/NWRTB/2018

AFTER

AUTHORISATION

N° 001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III).

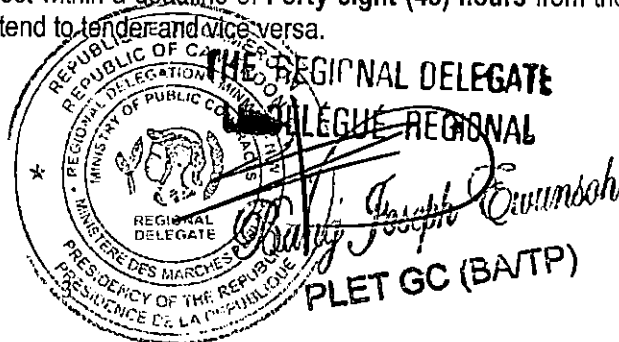
Funding: PIB 2018 of the MINISTRY OF BASIC EDUCATION

Mister Director General,

1. We are pleased to inform you that you are pre-qualified for the project referred to above in respect of the dispositions of the above authorization from H.E the Minister Delegate at the Presidency of the Republic in charge of Public Contracts and have consequently been consulted to tender for the above mentioned unique lot.
2. We are hereby inviting you to tender for the execution of the contract mentioned in the reference which involves the realization of the following tasks:
3. A complete set of the Consultation File may be consulted and withdrawn against payment of a non-refundable sum of **One hundred and ten thousand (110 000) francs CFA** into the Regional Treasury of Bamenda, Ayaba street in Bamenda II subdivision.
4. Your tender must include a bid bond of **two million seven hundred thousand (2 700 000) Francs CFA**, addressed to the Contracting Authority (The Regional Delegate of Public Contracts for the North West) and must be submitted to the Regional Delegate's office located along Sonac street in Bamenda II subdivision not later than Thursday, 31/05/18. The bids shall immediately be opened in the presence of representatives of bidders who desire to attend the bid-opening session.
5. This invitation to tender is addressed to **SHURA FOUNDATION**
6. Jointbidding shall not be allowed.
7. Please acknowledge receipt of this letter to the following address: Regional Delegate's office, at the Regional Delegation of Public Contracts for the North West within a deadline of **Forty eight (48) hours** from the date of receipt of this letter and indicate if you do not intend to tender and vice versa.

Yours Sincerely,

- MINMAP
- ARMP
- Project Owner
- Chairperson of TB
- Notice boards



REPUBLIC OF CAMEROON
Peace-Work fatherland

PRESIDENCY OF THE REPUBLIC

MINISTRY OF PUBLIC CONTRACTS

REGIONAL DELEGATION FOR THE
NORTH WEST

SERVICE FOR INFRASTRUCTURAL
CONTRACTS

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

PRESIDENCE DE LA REPUBLIQUE

MINISTERE DES MARCHES PUBLICS

DELEGATION REGIONALE DU
NORD-OUEST

SERVICE DES MARCHES DES
INFRASTRUCTURES

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

No. 29 /RCT/RDMINMAP/NWR TB/2018 AFTER
AUTHORISATION N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018
**FOR A MUTUAL AGREEMENT FOR THE CONTINUATION OF THE BUILDING
WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE
NORTH WEST REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

DOCUMENT N°.2

MAINTENANCE
DE LA
BIBLIOTHEQUE

General Regulations of the Invitation to Tender

CONTENTS

A. General

Article 1: Scope of the tender.....	
Article 2: Financing.....	
Article 3: Fraud and corruption.....	
Article 4: Candidates admitted to compete.....	
Article 5: Building materials, materials, supplies, equipment and authorised services...	
Article 6: Qualification of the bidder.....	
Article 7: Visit of site of works.....	

B. Tender File.....

Article 8: Content of Tender File.....	
Article 9: Clarifications on Tender File and complaints	
Article 10: Modification of the Tender File.....	

C. Preparation of Bids

Article 11: Tender fees.....	
Article 12: Language of bid.....	
Article 13: Constituent documents of the bid.....	
Article 14: Amount of bid.....	
Article 15: Currency of bid and payment.....	
Article 16: Validity of bids.....	
Article 17: Bid bond.....	
Article 18: Varying proposals by bidders.....	
Article 19: Preparatory meeting to the establishment of bids.....	
Article 20: Form and signature of bids.....	

D. Submission of bids.....

Article 21: Sealing and marking of bids.....	
Article 22: Date and time-limit for submission of bids.....	
Article 23: Out of time-limit bids.....	
Article 24: Modification, substitution and withdrawal of bids.....	

E. Opening and evaluation of bids

Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	

F. Award of the contract.....

Article 34: Award.....	
Article 35: Right of the Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the contract.....	
Article 37: Signature of the contract.....	
Article 38: Final bond.....	

A. General

Article 1: Scope of the tender:

1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches a restricted invitation to tender for the works described in the Special Regulations.

1.2 The bidder retained or the preferred bidder must complete the works within the time-limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order or that indicated in the said Administrative Order.

1.3 In this Tender File, the term "day" means a calendar day.

Article 2: Financing: The source of financing of the works forming the subject of this invitation to tender shall be specified in the Special Regulations.

Article 3: Fraud and corruption:

3.1 The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of public contracts. By virtue of this principle:

a) The following definitions shall be admitted:

a.1 Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;

a.2 Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;

a.3 "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;

a.4 "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2 The Minister Delegate at the Presidency in charge of public contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him

Article 4: Candidates allowed for competing:

4.1 If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the invitation to tender is addressed to all Contractor s, subject to the following provisions:

a. A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.

b. A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:

b.1 Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or

b.2 Presents more than one bid within the context of invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.

b.3 The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.

c. The bidder must not have been excluded from bidding for public contracts.

d. A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

Article 5: Building materials, materials, supplies, equipment and authorised services:

5.1 Building materials, the contractor's materials, supplies, equipment and services forming the subject of this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of the contract shall be limited to the said building materials, materials, supplies, equipment and services.

5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

Article 6: Qualification of bidder:

6.1 As an integral part of their bid, bidders must:

6.1.1 Submit a power of attorney making the signatory of the bid bound by the bid; and

6.1.2 Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

Where necessary, bidders should provide information relating to the following points:

- (i) The production of certified balance sheets and recent turnovers;
- (ii) Access to a line of credit or availability of other financial resources;
- (iii) Orders acquired and contracts awarded;
- (iv) Pending litigations; and
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (RCT int-contracting) must satisfy the following conditions:

- a. The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- b. The bid and the contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (RCTint or several) must be specified in the Special Regulations and justified with the production of a RCTint venture agreement in due form;
- d. The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
- e. In case of RCTint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is RCTint co-contracting.

6.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the invitation to tender.

6.4 Bidders requesting to benefit from the margin of preference must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 33 of the General Regulations of the invitation to tender.

Article 7: Visit of works site:

7.1 The bidder is advised to visit and inspect the site and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.

7.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the invitation to tender.

B. TENDER FILE

Article 8: Content of Tender File:

8.1 The Tender File describes the works forming the subject of the contract, sets the consultation procedure of contractors and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

Document No. 1. The letter of invitation to tender (for restricted invitation to tender);

Document No. 2. The tender notice;

Document No. 3. The General Regulations of the invitation to tender;

Document No. 4. The Special Regulations of the invitation to tender;

Document No. 5. The Special Administrative Conditions;

Document No. 6. The Special Technical Conditions;

Document No. 7. The schedule of unit prices;

Document No. 8. The bill of quantities and estimates;

Document No. 9. The sub details of unit prices;

Document No. 10. Model documents of the contract:

- The execution schedule;

- Model of forms presenting the equipment, personnel and references;

- Model bidding letter;

- Model bid bond;

- Model final bond;

- Model of bond of start-off advance;

- Model of guarantee in replacement of the retention fund;

- Model contract;

Document No. 11. Models to be used by bidders;

- Model contract;

Document No. 12. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document No. 13. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for public contracts to be inserted by the Contracting Authority.

8.2 The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare a bid in compliance with all aspects of the said file.

Article 9: Clarifications on the Tender File and complaints

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (fax or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the invitation to tender and send a copy to the Project Owner. The Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of bids. A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

9.2 Between the publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to the Minister in charge of Public Contracts.

9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

9.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to MINMAP and the body in charge of the regulation of public contracts.

Article 10: Amendment of the Tender File

10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the invitation to tender.

C PREPARATION OF BIDS

Article 11: Tender costs: The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority and the Project Owner shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

Article 12: Language of bid: The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

Article 13: Constituent documents of the bid

13.1 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three volumes:

a. Volume 1: Administrative file: It includes:

a.1 All documents attesting that the bidder:

- Has subscribed to all declarations provided for by the laws and regulations in force;
- Paid all taxes, duties, contributions, fees or deductions of whatever nature;
- Is not winding up or bankrupt;
- Is not the subject of an exclusion order or forfeiture provided for by the law in force;

a.2 The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

a.3 The written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. Volume 2: Technical bid

b.1 Information on qualifications: The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the invitation to tender.

b.2 Methodology: The Special Conditions of the invitation to tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organisation and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-contracting, attestation of visit of the site, where necessary, etc).

b.3 Proof of acceptance of conditions of the contract: The bidder shall submit duly initialled copies of the administrative and technical documents relating to the contract, namely:

- The Special Administrative Conditions (SAC);
- The Special Technical Conditions (STC).

b.4 Commentaries (optional): A commentary on the technical choices of the project and possible proposals.

c. Volume 3: Financial bid: The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

- The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
- The duly filled Unit Price Schedule;
- The duly filled detailed estimates;
- The sub-details of prices and/or breakdown of all-in prices;
- The projected schedule of payments, where need be.

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(2) of the General Regulations of the invitation to tender concerning the other possible forms of guarantees.

13.2 If in accordance with the provisions of the Special Regulations of the invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates offered in case of award of more than one lot.

Article 14: Bid price:

14.1 Except otherwise stated in the Tender File, the amount of the contract shall cover all the works described in article 1.1 of the General Regulations of the invitation to tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder .

14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.

14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.

14.4 If a price revision/updating clause is provided for in the contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any contract of duration less than one (1) year shall not be subject to price revision.

14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

Article 15: Currency of bid and payment

15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the invitation to tender.

15.2 **Option A:** The amount of the bid shall be entirely made in the national currency.

The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

a. Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.

b. The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the contract so that the retained bidder does not bear any change in the exchange rate.

15.3 **Option B:** The amount of the bid shall be directly made in the national and foreign currency at the rates fixed in the Special Regulations.

The bidder shall draw the unit prices of the price schedule and the prices of the bill of quantities and estimates in the following manner:

a. The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";

a. The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

15.4 The Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of contract may be revised by mutual agreement between the Contracting Authority and the Contractor in a way as take account of any modification in the foreign currency needs within the context of the contract.

Article 16: Validity of bids:

16.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Contracting Authority, in application of article 22 of the Special Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority or Contracting Authority as not being in compliance.

16.2 Under exceptional circumstances, the Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor shall he be authorised to do so.

16.3 Where the contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority addressed to bidders. The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

Article 17: Bid bond

17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.

17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

17.6 The bid bond may be seized:

- (a) if the bidder withdraws his bid during the period of validity;
- (b) if the retained bidder:

b.1 Fails in his obligation to register the contract in application of article 38 of the General Regulations;

b.2 Fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

b.3 Refuses to receive notification of the Administrative Order to commence execution.

Article 18: Varying proposals of bidders

18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.

18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of bids

19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

Article 20: Form and signature of bid

20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated "ORIGINAL". In addition, the bidder shall submit the number required in the General Regulations, bearing "COPY". In case of discrepancy, the original shall be considered as authentic.

20.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.

20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialled by the signatory (i.e.) of the bid.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.

21.2 The external and internal envelopes:

a) Should be addressed to the Contracting Authority at the address indicated in the Special Regulations;

b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "TO BE OPENED ONLY DURING THE BID-OPENING SESSION" as specified in the Special Regulations.

21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.

21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

Article 22: Date and time-limit for submission of bids

22.1 The bids must be received by the Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

22.2 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late bids: Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of bids

24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of

article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENT BID" or "MODIFICATION".

24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

E. OPENING OF ENVELOPES AND EVALUATION OF BIDS

Article 25: Opening of envelopes and petitions

25.1 The competent Tenders Board shall open the envelopes in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

25.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of public contract an initialed copy of the bids presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of public contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

Article 26: Confidential nature of the procedure

26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of public contracts.

26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Contracting Authority in its award decision may lead to the rejection of his bid.

26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to do with his bid may do so in writing.

Article 27: Clarifications on the bids and contact with the Contracting Authority

27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the contract.

Article 28: Determination of compliance of bids

28.1 The Evaluation sub-committee shall carry out a detailed examination of bids to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the bids are in proper order.

28.2 The Evaluation sub-committee shall determine if the bid is essentially in compliance with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

28.3 A bid that complies with the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that:

- Which substantially limits the scope, quality or realization of the works;
- which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the contract;
- Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.

28.5 The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

Article 29: Qualification of the bidder: The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfills the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

Article 30: Correction of errors

30.1 The Evaluation sub-committee shall verify bids considered essentially in compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

- a. Where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee

judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.

b. If the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.

c. Where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

30.2 The amount featuring in the bid shall be corrected by the Evaluation sub-committee, in accordance with the error correction procedure above and with confirmation by the bidder, the said amount shall be deemed to commit him.

30.3 If the bidder who presented the bid evaluated as the lowest refuses the correction thus carried out, his bid shall be rejected and the bid bond may be seized.

Article 31: Conversion into a single currency

31.1 To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.

31.2 The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

Article 32: Evaluation and comparison of financial bids

32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

32.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:

- a. By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b. By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c. By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
- d. By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
- e. By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
- f. If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.
- g. If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

32.3 The estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the contract shall not be considered during the evaluation of bids.

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 33: Preference granted national bidders: National contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

Article 34: Award

34.1 The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates

34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest bid shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

34.3 Any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

Article 35: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure: The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 36: Notification of award of the contract: Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the preferred bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Project Owner will pay the contractor to execute the works and the execution time-limit.

Article 37: Publication of results of award and petitions

37.1 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

37.2 The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

37.3 After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Contracting Authority and the chairperson of the Tenders Board concerned. It must take place within a maximum deadline of five (5) working days after the publication of the results.

Article 38: Signing of the contract

38.1 After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.

38.2 The Contracting Authority has a deadline of seven (7) days to sign the contract from the date of reception of the draft contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

38.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

Article 39: Final Bond

39.1 Within twenty (20) days of the notification by the Contracting Authority, the contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.

39.2 The bond whose rate varies between 2 and 5 per cent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a RCT int or several guarantee.

39.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

39.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the G

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWRTB)

RESTRICTED CONSULTATION TO TENDER

**N°...../RCT/RDMINMAP/NWRTB/2018 AFTER AUTHORISATION
N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No: 3

PARTICULAR REGULATIONS OF THE INVITATION TO TENDER

DOCUMENT No. 4:

**SPECIAL REGULATIONS OF THE INVITATION TO
TENDER**

Article 00: DEFINITIONS AND DUTIES UNDER THE INVITATION TO TENDER

- **CONTRACTING AUTHORITY:** *THE REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST*

- **PROJECT OWNER:** *THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST*

- **AUTHORISING OFFICER:** *THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST*

- **CONTRACT ENGINEER:** *REGIONAL DELEGATE OF PUBLIC WORKS FOR THE NORTH WEST.*

CONTROL MISSION: *A PRIVATE TECHNICAL FIRM TO BE RECRUITED TO BE INCHARGE OF THE DAILY FOLLOW-UP OF THE GOOD EXECUTION OF THE WORKS.*

- **OFFICIALS RESPONSIBLE FOR UNANNOUNCED CONTROLS OF THE EXECUTION:** *THE REGIONAL CHIEF OF CONTROL BRIGADE MINMAP NWR.*

CONTRACTOR: *SHURA FOUNDATION ENTERPRISE*

ARTICLE 1: Definition of Works

Within the framework of the execution of the 2018 state budget, the Regional Delegate of Public contracts for the North West Region hereby launches restricted consultation to tender **FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III) .**

RESTRICTED CONSULTATION TO TENDER

N°.001754/L/PRC/MINMAP/SG/DGMT/DMTR/EECA of the 16/03/2018 FOR A MUTUAL AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III) .

ARTICLE 2: Execution Dateline

The maximum completion period of the works to the state of provisional reception is four (04) months for works of each year from the date of notification of the service order to start work

ARTICLE 3: Source of funding

The works which form the subject of this open national invitation to tender shall be financed by the Public Investment Budget of the Republic of Cameroon for the 2018 fiscal year, allotted to the authorizing officer.

Article 4: Consistency of the bids

The bid shall include a file for:

Envelope A: Administrative documents

It shall consist of the following documents, stapled and arranged in the following order.

1. **An undertaking** by the bidder (declaration to tender), stamped, dated and signed by the bidder or group representative in conformity with the model attached.
2. **An attestation of non-bankruptcy** not older than 03 months, issued by the chamber of BASIC EDUCATION or court of competent jurisdiction of the place of residence of the bidder.
3. **An attestation of domiciliation:** Bank account in the name of the enterprise issued by a bank or any first-order credit institution approved by the Minister in charge of finance.
4. **Bid security (bank guarantee)** of two million seven hundred thousand (2 700,000 FRS) francs CFA from a bank accredited by MINEFI and recognized by COBAC (Bank caution).
5. **Treasury Receipt** showing the payment of the tender fee as stipulated in the tender notice.
6. **An attestation of CNPS:** current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his/her social contributions.
7. **Certificate of non-exclusion** attesting that the bidder is not the subject of a temporary or permanent exclusion from Public Contracts, not older than three (03) months issued by ARMP.
8. **A certificate of tax assessment (ie. Attestation de non relevance)** certifying that the bidder owes no taxes signed by the director or the head of tax center.
9. **A certified copy of Tax payer's card.**
10. **A certified copy of certificate of incorporation.**
11. **Attestation of site visit** signed by the contractor on honour.
12. **Group agreement** as the case may be.
13. **Power of attorney** signed by a notary.
14. **A certified copy of current Business License** (2018 Patente) turnover up to the amount of the contract TTC.
- 15.

N.B:

Absence of the following documents shall result to outright rejection

- ✓ Receipt for the purchase of tender file
- ✓ Bid bond

- All bids not containing all the documents listed above or not in conformity with the models shall be simply rejected.

N.B: All documents shall be originals as requested or certified true copies legalized by competent services or that which issued them and must not be more than three (03) months old.

The documents shall be arranged in the order listed above and separated from each other by colour separators different from white. **Any document with double certification shall not be accepted.**

Envelope B: TECHNICAL FILE

It shall contain the documents cited below and placed in the following order:

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	Equipment list	It shall show clearly the means at the disposal of	Attach certified copies of

		the enterprise to carry out the RCTb (list of equipment and tools)	title deeds, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	Personnel list	<p>It shall contain:</p> <ul style="list-style-type: none"> ☞ Works Supervisor: at least a Civil, Engineer with at least 5 years' experience in the field of construction or ☞ Foreman: at least a Senior Civil Engineering technician holder or equivalent with at least 3 years' experience in the domain of Construction. ☞ Chief builder; atleast CAP in masonry and atleast 03 yrs of experience ☞ Chief carpenter; atleast CAP in wood joinery and atleast 03 yrs of experience 	<p>Attach for each person a</p> <ul style="list-style-type: none"> • CV signed and dated, as well as a • Certified copy of certificate. • Attestation of presentation of originals for works Director and Site Foreman <p>(all key personnel must present a commitment of availability duly signed)</p>
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall show clearly the organization of the enterprise (methodology of execution, work schedule, site installation, supply of materials, etc)	Date, signature and stamp of bidder at the end of document
B4	Sub-Contracting	Information on the sub-CONTRACT (equipment, personnel, references, etc)	Date and signature of sub-CONTRACT.(only 30% of the CONTRACT may be sub-Contracted)
B5	Attestation of site visit	Attestation of visit to the site where the works are to be carried out. A site visit report signed by the Works Supervisor or site Foreman.(see attached format)	Dated and signed by the Contractor and by honour with pictures attached
B6	References of the enterprise.	List of similar Jobs executed in the last three (03) years by the enterprise and or other civil engineering works realized. (see attached format)	Amount of works, copies of (1 st and last pages) and minutes of reception or attestation of effective realization.
B7	Financial capability	Attestation of pre-financing delivered by a banking institution recognized by MINFI/COBAC	Date and signature of bank Manager in charge.
B8	Technical specifications	Provided in tender file.	Initialed on every page and Signed and stamped on the last page.

ENVELOPE C: FINANCIAL OFFER

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	The tender (Application letter)	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. A Fiscal stamp of 1000 FCFA.
C2	Unit Price Elaboration	Format to be completed showing detail breakdown of prices.	Initials on each page, all pages stamped.
C3	Bill of Quantities and Cost Estimates	Format to be completed.	Initials on each page, signature on last page, all pages stamped.
C4	Price enclosure Slip	Format to be completed showing the unit prices.	Initials on each page and signature on last page, all pages stamped with enterprise function stamp.

All these documents are to be arranged in the above order and separated with colour separators other than white.

Note: Plans supplied with tender file should not be submitted.

Building materials, materials, supplies equipment and authorised services

The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

Article 5 : Main qualification criteria of bidders

- 5.1 The Government of the Republic of Cameroon represented by the Regional Delegate of Public CONTRACTs for North West region is the Delegated Contracting Authority.
- 5.2 All documents submitted by the bidder in any capacity, following this open national invitation to tender, must be established exclusively:
 - In English or French language,
 - Using the metric system for quantities,
 - Expressing all costs prices in francs currency (FCFA),
- 5.3 Bidders shall remain bound by their bids for a period of ninety (90) days from date of opening of the bids

ARTICLE 6: OBLIGATIONS AND CONDITIONS TO TENDER

- 6.1 Any bid that does not respect any of the conditions for tendering shall not be received.
- 6.2 The bidders shall submit seven (07) copies with one (01) original and six (06) copies (indicated on them as such) of his/her bids drafted in English or French at the Regional Delegate's office at Sonac Street Bamenda against a receipt **on or before the _____ at 12:00a.m prompt.** No bid shall be received after this time and date.
- 6.3 After submission no bids shall be withdrawn, modified or corrected for any reason. This condition shall apply before and after the submission date.

ARTICLE 7: THE BIDDING DOCUMENTS

- 7.1 The documents that make up this tender are as follows:
 - Document N°: 1: Invitation to Tender.
 - Document N°: 2: The General Tender Regulation
 - Document N°: 3: The Special Tender Regulation
 - Document N°: 4: The Special Administrative Conditions (SAC/CCAG)
 - Document N°: 5: Specifications Technical Conditions (STC/CCTP)
 - Document N°: 6: Form for Bill of Quantities and Cost Estimates (BQCE)
 - Document N°: 7: Form for Unit Prices (PES)
 - Document N°: 8: Model Forms
 - General information Form
 - Submission Form
 - Bank Guarantee Forms (Bid bond, Guarantee retentions)
 - Form for Price Elaboration (Detail Pricing) (PE)
 - Document N°: 9: Execution plans.

ARTICLE 8: AMENDMENT OF BIDDING DOCUMENTS

- 8.1 At any time prior to the dateline for submission of bids, the Regional Tenders Board, may modify the bidding documents for any reasons, whether at its own initiative, at the request of the Contracting Authority or in response to a clarification requested by a prospective bidder.
- 8.2 All prospective bidders that have received the bidding documents will be notified of all amendments in writing or be contacted by telephone to do so and all such modifications will be considered as an integral part of their bidding documents.
- 8.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Regional Tenders Board at its discretion, may extend the dateline for the submission of bids if there were any such amendments.

ARTICLE 9: CALCULATION OF PRICES

- 9.1 The amount shall be calculated on the bases of variable prices.
The bidder shall fill, in letters and in figures, the unit prices in the price enclosure slip and the unit prices are to be multiplied by the quantities given in order to obtain the amount of his/her offer for each item.
- 9.2 The price enclosure slip must be completed. Any price lacking on this form shall be considered as follows:
- The corresponding price on the bill of quantities and costs estimates;
 - The highest corresponding price furnished by the bidder technically qualified, if it exist in the same lot,
 - The average of all the prices of bidders in the same lot if the bidder is the only qualified one.
- 9.3 The bidder shall express the prices in the PES and BQCE in francs CFA excluding taxes before adding the taxes to the BQCE only.
The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.
The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder.

ARTICLE 10: PRESENTATION OF BIDS

7.1 Signature of bids – Power of Attorney

10.1.A All the signatures and initials needed for the tender and indicated in this article must be those of the bidder himself or his/her representative duly mandated.

10.1.B If the bidder is a group of enterprises, each group member or representative must sign the bidding documents.

The group shall choose a common representative who shall receive Service Orders and carry out all transactions in the name of the group.

7.2 Presentation of bids

The bid shall be presented in seven (07) copies (one (01) original and six (06) copies) marked as such and put inside three (03) sealed envelopes comprising the following:

All these documents are to be arranged in the above order and separated with colour separators.

Note: Plans supplied with tender file should not be submitted.

7.3 SUBMISSION OF OFFERS AND OPENING OF BIDS

Envelopes A, B, and C are to be sealed and each envelope shall be marked "ADMINISTRATIVE DOCUMENTS, TECHNICAL OFFER or FINANCIAL OFFER" as the case may be. The three envelopes shall be placed in a fourth envelope, sealed and shall carry the following inscriptions:

RESTRICTED CONSULTATION TO TENDER
N°...../RCT/RDMINMAP/NWRTB/2018 AFTER AUTHORISATION
N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION)

All bids shall be deposited at the Service of CONTRACTs of infrastructures at the Regional Delegation of Public CONTRACTs for the North West against a receipt according to the schedule in the tender notice. In the case where the envelope shall not be sealed or without the inscription on it, the administration shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder.

ARTICLE 11: TECHNICAL PROPOSALS

Proposals for different variants can be accepted from the bidder but the bidder has the obligation of costing the variant in the tender file.

ARTICLE 11: BID BOND

The bidder shall furnish a bid bond (provisional caution) of two million seven hundred thousand (2 700 00 FCFA) from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 11: TENDER

Each bidder shall tender following the conditions laid down in this tender file.

ARTICLE 12: CURRENCY

The unit prices shall be calculated in Francs CFA, and furnish in figures and words without taxes, while the total amount shall be calculated without taxes and then with taxes according to the BQCE. The currency that shall be used for payment shall be the FCFA.

ARTICLE 13: PAYMENT MODALITIES

The CONTRACT shall be paid upon presentation of monthly instalments "Décomptes" established from attachments signed by Project Manager and visa by the Contracting Authority showing the work progress, presented by the CONTRACT Engineer and countersigned by the CONTRACT Manager (Authorising Officer) and the CONTRACT.

ARTICLE 14: IMPORTATION OF MATERIALS

The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

ARTICLE 15: VERIFICATION OF BIDS

13.1 The administration has a period of one (01) month to examine the bids and make its choice. It shall eventually rectify, as indicated in article 5.3, the bidding amount without any objection from the bidder.

13.2 At the request of the tender board, the bidder shall furnish in writing, within seven (07) calendar days, any information necessary for the examination of his/her bid or concerning errors and omissions noted.

13.3 The tender board reserves the right to surmond the bidder at his/her expenditure for complementary explanations. Any errors discovered by the tender board shall be rectified as follows:

13.3.1 Where there exist a difference between the amount in figures and the amount in letters, the amount in letters shall be taken as correct;

13.3.2 Where there exist a difference between a unit price and the amount obtained by the product of unit price and the quantity, the unit price shall be taken, except the tender board estimates that it is an error of decimal point, in which case the amount is taken and the unit price corrected.

13.3.3 The sub-committee for the evaluation of bids, whose president shall be designated by the Delegated Contracting Authority, shall be constituted during the bid opening session

ARTICLE 16: VALIDITY OF BIDS

The bidder shall be bound by his/her bid for a period of ninety (90) days from the day of submission of bids. If at the end of this period the CONTRACT is not notified to the bidder, he can withdraw his/her bid or accept the extension of duration on the written request of the administration.

ARTICLE 17: OPENING/EVALUATION OF BIDS AND CHOICE OF CONTRACT:

The opening of bids shall take place on the date and place prescribed in the tender file. Envelopes received from prospective bidders shall be opened at once and evaluated in two stages.

1) OPENING OF ENVELOPES (A) (B) and (C) (FIRST STAGE)

- **OPENING/EXAMINATION OF ENVELOPE (A):**
(Administrative documents) shall be opened in public and the conformity of the documents shall be verified. The administrative documents must be complete, valid and authentic. The bid bond

must conform to the format submitted. Only bids with documents that meet these requirements shall have their other envelopes evaluated.

- **OPENING/EXAMINATION OF ENVELOPE (B)**
(Technical Offer) shall be opened in public to determine whether the file is complete with the authenticity of documents checked and whether the documents are legalised by the competent services concerned and placed in the recommended order.
- **OPENING/EXAMINATION OF ENVELOPE (C)**
(Financial Offer) shall be carried out only for bids that have sailed through the first two steps.

Bids amounts shall be read out in public as inscribed in the financial offer of the bidder.

NB: Copies of the financial offer shall along side the Administrative and Technical offers, be handed to a Sub-Technical committee for verification and evaluation of the Technical and Financial Offers.

The bidder shall do everything to facilitate the RCTb of the Sub-Technical committee for Analysis by using Coloured separators, Title pages and summaries where necessary and presentation of documents according to the order given in the tender file.

17.1 EVALUATION OF TECHNICAL OFFER

General presentation of bids	
- Presence of all documents	yes/no
- Properly bound.....	yes/no
- Table of content	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
TOTAL 1	/6
a. The company references	
References of the company in civil construction or similar works for the past three years:	
-At least 02 copies of similar CONTRACTs above 50million (1 st and last pages) and PV of final reception for works realized before 2016 and provisional reception for works realized in 2016	yes/no
-At least 01 certified copies of similar CONTRACTs below 50million (1 st and last pages) and PV of final reception for works realized before 2016 and provisional reception for works realized in 2016	yes/no
-At least 01 certified copies of similar CONTRACTs below 50million and atleast 20million (1 st and last pages) and PV of final reception for works realized before 2016 and provisional reception for works realized in 2016	yes/no
TOTAL 2	/3
b. Equipment	
- Proof of ownership or hired of a concrete mixer in good operating condition.....	yes/no
- Proof of ownership or hired of a vibrator in good operating condition	yes/no

.....	
- Proof of ownership or hired of a vehicle (Pick up 4 x 4 or van) (Hired or owned)	yes/no
.....	
- Proof of ownership of masonry tools kids.....	Yes/no
- Proof of ownership of carpentry tools kids.....	yes/no
- Proof of ownership of plumbing tools kids.....	yes/no
- Proof of ownership of electrical tools kids.....	Yes/no
- Proof of ownership of painting tools kids.....	Yes/no
TOTAL 3	/5
c. Qualification of site personnel	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments	yes/no
Works Director: Civil, Hydraulic or Rural Engineer	
- Diploma of work Director certified.....	yes/no
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director at least five years.....	yes/no
- Attestation of availability dully signed by the bearer	yes/no
Site foreman: Senior Civil Engineering technician	
- Certified copy of certificate of Foreman.....	yes/no
- CV signed and dated by site foreman.....	yes/no
- Professional experience of site foreman at least five years	yes/no
- Attestation of availability	yes/no
Chief builder; at least CAP in masonry and at least 03 yrs of experience	
- Certified copy of diploma	yes/no
- CV signed and dated	yes/no
Chief carpenter; at least CAP in wood joinery and at least 03 yrs of experience	
- Certified copy of diploma	yes/no
- CV signed and dated	yes/no
TOTAL 4	/15
d The methodology of intervention and execution of work	
- Site Visit report signed and dated by the bidder or dully authorized representation.....	yes/no
- Detailed technical note on the organization and execution of works...	yes/no
- Coherence of synchronized Planning of execution of works.....	yes/no
- Coherence of individual protection plan (IPP) within the building site.....	yes/no
- Coherence of the General Security and Safety Plan (GSSP) within the building site.....	yes/no
- Description of the socio - environment measures for the site protection..	yes/no

- Coherence in the execution of works	yes/no
- Coherence in the organization of the site.....	yes/no
- Plan of supply of constructional materials and storage conditions.....	yes/no
- - detailed manpower deployment plan.....	yes/no
-Technical note on the observations and recommendations.....	yes/no
- CCTP dully initialled on each page, signed and dated on the last page	yes/no
TOTAL 5	/12
e- Pre-financing	
Attestation of credibility shall be at least 55% of the bid price.....	yes/no
TOTAL	/1
TOTAL = TOTAL1 + TOTAL2+ TOTAL3+ TOTAL4+ TOTAL5 + TOTAL6	/42

NB:

The minimal technical acceptable mark is 70% of the technical mark, i.e. 36/58. All bids having less than 70/100 of the technical marks shall be eliminated.

17.2: Evaluation of Financial Offer:

Careful study shall be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his/her final contract amount. The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder. Any laxity noticed at the study of prices shall lead to the disqualification of the bid.

17.3: CHOICE OF CONTRACTOR (CRITERIA OF AWARDING CONTRACT):

According to article 33(1) (a) of the Public Contract Code, the contract shall be awarded to the meritorious and lowest bidder, careful study must be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his/her final contract amount.

ARTICLE 18: PROCEDURE OF AWARD OF CONTRACT

The results from this tender shall be prepared, awarded and executed according to the rules and procedures defined by the legislation in force for Public contracts.

18.1 The winner shall be notified through his/her official address or public media. He shall in five (05) days fulfil the formalities related to the awards, especially to submit seven (07) copies of the proposed contract that he/she has completed and signed, to the office of the Delegated Contracting Authority for final signature.

18.2 In the case where the enterprise does not fulfil these conditions, his/her choice shall simply be annulled without further notice and the next contender shall be called in for replacement. Once the Delegated Contracting Authority has signed the contract, the contractor shall be notified with immediate effect. He has three (03) days to contact the Authorizing Officer for the beginning of execution of works following notification of the Service Order to start work by the control Engineer. Failure to respect the date line shall call for withdrawal and eventual cancellation of contract.

18.3 The present contract can be cancelled outright in the cases provided for by Decree N^o.:2004/275 of 24th September 2004 in the Public Contracts Code.

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWRTB)

RESTRICTED CONSULTATION TO TENDER

**N°...../RCT/RDMINMAP/NWRTB/2018 AFTER AUTHORISATION
N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document N° 4

SPECIAL ADMINISTRATIVE CONDITIONS (SAC/CCAP)

CONTENT

CHAPTER I: GENERAL PROVISIONS

ARTICLE 1: AIM OF THE CONTRACT
ARTICLE 2: COMPOSITION OF DOCUMENTS OF THE CONTRACT
ARTICLE 3: DEFINITIONS AND ATTRIBUTIONS
ARTICLE 4: REPRESENTATION AND DOMICILIATION OF THE CONTRACTOR
ARTICLE 5: SERVICE ORDERS AND CORRESPONDENCES

CHAPTER II: EXECUTION OF WORKS

ARTICLE 6: KNOWLEDGE OF THE SITE AND GENERAL CONDITIONS OF WORKS
ARTICLE 7: CONSISTENCY OF WORKS
ARTICLE 8: ROLE AND RESPONSIBILITY
ARTICLE 9: DURATION OF EXECUTION
ARTICLE 10: PLANNING OF WORKS
ARTICLE 11: PLANS AND DOCUMENTS OF EXECUTION
ARTICLE 12: SUBCONTRACTING
ARTICLE 13: PENALTIES AND RESTRAINTS OF DELAY
ARTICLE 14: RECEPTION OF WORKS
ARTICLE 15: OBLIGATION OF THE CONTRACTOR
ARTICLE 16: INSURANCE
ARTICLE 17: DURATION OF GUARANTEE

CHAPTER III: FINANCIAL PROVISIONS

ARTICLE 18: THE AMOUNT OF THE CONTRACT
ARTICLE 19: METHOD OF PAYMENT OF WORKS
ARTICLE 20: BANKING DOMICILIATION
ARTICLE 21: FINAL SECURITY BOND
ARTICLE 22: GUARANTEE DEDUCTIONS
ARTICLE 23: ADVANCE FOR STARTING
ARTICLE 24: FISCAL AND CUSTOMS REGIME
ARTICLE 25: SECURITY
ARTICLE 26: STAMP AND REGISTRATION

CHAPTER IV: OTHER PROVISIONS

ARTICLE 27: LITIGATIONS
ARTICLE 28: CASE OF FORCE-MAJEURE
ARTICLE 29: TERMINATION
ARTICLE 30 AND LAST: VALIDITY

CHAPTER I: GENERAL PROVISIONS

CHAPTER I: GENERAL PROVISIONS

Article 1: AIM OF THE CONTRACT

The present Contract has as objective, the construction of the Regional Delegation of BASIC EDUCATION for the North West(Phase II).

Art 2: METHOD OF AWARD

This Contract order is awarded by open national public tender in accordance with decree NO: 2004/275 of 24th September 2004 to institute the Public Contracts Code.

Article 3: COMPOSITION OF DOCUMENTS OF THE CONTRACT

The constituent contractual documents of the present contract are by order of priority:

3.1 Files of Particular Order

- The present Notebook of Special Administrative Conditions (SAC/CCAP)
- The Notebook of Special Technical Conditions (STC/CCTP)
- The Quantitative and bill of estimates,
- The Tender file
- The Planning of works

3.2 - General Texts

- Decree N° 2012/074 of the 08/03/2012 bearing on the creation, organisation and Functioning of commissions for the award of public contracts.
- Decree N° 2004/275 of the 24/09/2004 structuring the regulation of public contracts.
- Circular N° 001/CAB/PR of the 19/06/2012 relative to the award and the control of the execution of public contracts.
- General Administrative Conditions (Order N° 033/CAB/PM of the 13/02/2007)

Article 4: DEFINITIONS AND ATTRIBUTIONS

For the application of the provisions of the present contract, it is specified that:

- The assignments of the Contracting Authority are devolved to the **Regional Delegate of Public Contracts for the North West Region (DCA)**,
- Those of Contract Engineer are devolved to the **Regional Delegate of Public Works for the North West Region**.
- The responsibility of the daily control and supervision of this contract shall be devolved to a consulting firm to be recruited.
- The Project Owner is devolved to the regional Delegate of BASIC EDUCATION for the North West.
- The Authorising official shall be the regional Delegate of BASIC EDUCATION for the North West

He is the project owner and shall address to the Regional Delegate of Public Contracts for the North West periodic reports on the execution of works. These reports will make known the state of the advancement of works, the financial situation (payment of the deductions) as well as the difficulties met during the execution of works.

The **control brigade** of the Regional Delegation of Public Contracts for the North-West shall carry out unannounced controls for the good execution of the works of this Contract as per their attributions

Article 5: REPRESENTATION AND DOMICILIATION OF THE CONTRACTOR

5.1- Within fifteen (15) days that follow the date of notification of the service order to begin works, the Contractor should designate the site foreman who will have the right of representation and sufficient decision to direct the site, to do the necessary supplies and to engage the enterprise.

5-2 - For the execution of the present contract, the Contractor "elects domiciliation in Bamenda ". In case of change of domiciliation without informing the administration, all notifications destined to the Contractor will be addressed to, the place of execution of works.

Article 6: **SERVICE ORDERS AND CORRESPONDENCES**

All Service orders of administrative natures and those with financial incidences shall be signed by the Contracting Authority and notified by the project owner or his/her representative. Service orders of technical natures shall be signed by the control engineer and notified by the project owner. The Contractor has ten (10) days within which he has to give observations on all service orders received. The fact of giving out some reservations does not free the enterprise from executing the service orders received.

CHAPTER II: EXECUTION OF WORKS

Article 7: **KNOWLEDGE OF THE SITE AND GENERAL CONDITIONS OF WORKS**

The Contractor shall visit the site at his/her expense to acquaint him/herself with the effective work to be done and make concrete performance proposals. He is expected to have visited and acquainted himself with the site of works and the surroundings so as to have adequate knowledge of all its features, the nature of works to be executed, the importance of materials to be supplied, ways and means of access to the site, the necessary facilities, and also the following:

- The general conditions of execution of works and in particular the specific needs,
- The proper physical conditions of the work site (the nature of soil, the nature and quantity of materials met on the surface or likely to be met underground, etc),
- The local, normal and exceptional meteorological and seismic conditions: their consequences (water erosion, the possibilities of flooding and the position of the water table),
- The local conditions, particularly those of supplying and storage of the materials,
- The means of communication, transportation, and the supply of water and electricity,
- The possibility of sufficiently providing the qualified manpower,
- All constraints resulting from the social legislation, the fiscal and customs regime applicable to him,
- The possible presence of nearby enterprises also executing distinct contracts,
- The obligation to conform himself to the hygienic and security plans as well as to the yard regulation and to the staff's security and discipline.

In conclusion, he must obtain all information concerning the risks and the circumstances likely to influence the conditions of execution of works or their prices.

To this effect, he will not be able to take advantage of any mistake, omission or imprecisions contained in the clauses of the Contract Notebook.

He will regularize if the case arises, the damages without intervention of the administration.

The contractor shall be installed on the site by a Commission comprising of:

The Authorizing Officer/project owner Chairman
The Representative of the DCA..... Member
The contract engineer Member
THE CONTROL MISSION.....secretary

The Contractor Observer

Article 8: **CONSISTENCY OF WORKS**

The works, that form the subject of the present contract, consist of all works foreseen in the quantitative and bill of estimate the continuation works of the Regional Delegation of BASIC EDUCATION for the North West Region (Phase II). See bill of estimates.

Article 9: **ROLE AND RESPONSIBILITY OF THE CONTRACTOR**

The Contractor has as mission to assure the execution of works under the control of the control engineer and in accordance with the rules and norms in force.

The Contractor is responsible with regard to the administration, of the organization and the conduct of the site, of the quality of the materials and supplies used by him, of their perfect adaptation to the needs of the site and the good execution of works.

Works will be executed in accordance with the plans and technical specifications, according to the rules of art and according to the technical norms in force.

To this effect, the Contractor should take all measures to provide all necessary means and to hire the whole specialized staff.

The Contractor remains responsible for the totality of the site, including interventions of his/her accepted subcontractors. It is his/her responsibility to assure the coordination of the benefits of the suppliers, of the subcontractors whose contest is necessary to him for the different working corps on site, in due time their intervention under his/her direction and the good execution of the orders given by the control engineer.

Regular site meetings will be held at the initiative of the control engineer. The participation of the site foreman to site meetings will be obligatory. To this effect, the Contractor will keep a site register that will be available to the control engineer and his/her representatives.

Article 10: DURATION OF EXECUTION

The works foreseen in the present contract must be finished within **four (04) months**, starting from the date of the notification by the control engineer to begin works.

Article 11: PLANNING OF WORKS

Within ten days from the date of notification of the service order to begin works, the Contractor will submit to the control engineer the program of works (planning) in five copies for approval.

The Contractor will constantly hold up to date the planning of works, considering the advancement of the site works. The important modifications brought to this program will only be applied after having received the control engineer's previous agreement.

It will be established every month end, at the Contractor's diligence and at his/her expenses, the state of advancement of works to be sent to the administration in seven copies.

Article 12: PLANS AND DOCUMENTS OF EXECUTION

The plans of details and other necessary documents for the execution of works will be established by the Contractor on the basis of the technical file.

Before the final reception, the Contractor will hand to the control engineer three (03) copies of the plans of works really executed (plan de récolement) with one reproducible original.

Article 13: SUBCONTRACTING OF WORKS

All subcontracting to a third enterprise of the execution of a part of the works foreseen in the present Contract is subordinated to the prior authorization of the Delegated Contracting Authority.

Article 14: PENALTIES AND RESTRAINT OF DELAY

In case of delay on the duration of execution of works fixed by this present contract, the Contractor will be liable to lateness penalties whose rate corresponds to 1 /2000th of the amount of the Contract from the first to the thirtieth day of delay and 1 /1000th of the amount of the Contract for each day above 30 days of lateness. Where the total penalty amount exceeds 10% of the Contract amount, the Contract will be terminated Article

15: RECEPTION OF WORKS

15-1. Prior Operations to the Reception of Works.

Before the reception of works, the Contractor will request the control engineer by writing, for the organization of a visit to the site (technical acceptance of works executed). This visit includes operations among others:

- The qualitative and quantitative knowledge of the works executed;
- The tests possibly foreseen by the STC/CCTP;
- The possible observation of the non-execution of the works foreseen in the contract;
- The relative observations to the completion of works;
- The observations of the quantities of works effectively executed.

These operations are the object of a written report signed by the control engineer and countersigned by the Contractor . At the end of this pre - reception visit, the control engineer may possibly specify the

reserves raised and the corresponding works to be done before the date of reception that will be fixed by the Authorizing Officer.

15-2 Provisional Reception of Works

The provisional reception commission will be composed of:

The Authorizing Officer/project owner Chairman
The Representative of the DCA..... Member
The contract engineer Member
THE CONTROL MISSION.....secretary
The stores accountant of the Governors officemember
The Contractor Observer

This commission shall examine the report of the previous operation minutes to the reception and shall proceed to the reception of works if necessary. This will be the object of a reception report signed by all members in 08 copies (03 copies to the Regional Delegate of Public Contracts for the North West) in the case where the works are executed completely following norms and in conformity with the technical plans.

15-3 Final reception

The final reception will be pronounced by the same commission one (01) year after the provisional reception if all tests and tests of technical character give satisfaction.

The Contract won't be considered finally executed except on deliverance by the administration, of a final reception report.

Article 16: OBLIGATION OF THE CONTRACTOR

The Contractor is expected to have knowledge of the site and the conditions for the execution of the works which are the subject of this present CONTRACT. He is held otherwise to fulfill his/her fiscal duties to the staff deployed for the execution of the works and should put in place an installation and an organization of the site guaranteeing the security of supplies and people on the site. He will be held responsible therefore for any damage that would occur on the material and people on the site because of his/her works until the end of the period of guarantee.

The Contractor is responsible with regard to the Delegated Contracting Authority of the quality of the materials and supplies used their perfect adaptation to the needs of the site, and the good execution of works.

The Contractor will be held fully responsible for accidents and damage of all nature that would occur to his/her staff, third parties, agents of the control engineer, his/her material for the realization of the present contract, during the execution of the works.

He has the obligation to put back to original state the surrounding works damaged because of his/her works.

Article 17: INSURANCES

The Contractor should justify that he is a holder of a civil responsibility insurance policy, for the damage of all nature caused to a third party:

- a) By his/her salaried staff in activity;
- b) By the material that he uses;
- c) Because of the works.

Otherwise, the site should be covered concerning the works by a global site insurance delivered by a company recognized by the ministry in charge of finance. The inherent expenses to this insurance are the Contractor's load.

No payment with the exception of the advance of starting will be done without presentation of a certificate of a company proving that the Contractor fully regularizes the insurance premium or relative contributions to the works of this present CONTRACT.

The Contractor has duration of fifteen (15) days from the date of the service order requesting him to begin works to present a certificate from an insurance company proving that he fully regularized the insurance premium or relative contributions to the works of this present CONTRACT.

Article 18: DURATION OF GUARANTEE

The duration of guarantee for all works undertaken in this Contract is fixed at one (01) year, counting from the provisional reception date.

This duration will be prolonged until works have been put in state of final reception. Until the moment of this reception, the Contractor should assure the charge of all repairs or repairing whatever there are.

CHAPTER III - FINANCIAL PROVISIONS

Article 19: THE AMOUNT OF THE CONTRACT

The Contract is a unit price contract. The amount of the Contract is closed at the sum of (.....) FCFA TTC.

The prices presented on the unit price slip are supposed to have been established on the basis of the economic conditions in force in the Republic of Cameroon.

Article 20: METHOD OF PAYMENT OF WORKS

Works will be paid on the basis of the deductions established by the control engineer in accordance with the real value of works executed and taken in to consideration for part payment by the control engineer.

Article 21: BANKING DOMICILIATION

The payments will be done through the **Regional Treasury Bamenda** to bank account N° opened by the Contractor in the, Agency of All banking domiciliation modification can only be effected by way of an additional clause.

Article 22: FINAL SECURITY BOND

The final security bond guaranteeing the complete execution of works will be constituted within twenty (20) days counting from the date of notification of the present Contract by the control engineer.

Its amount is fixed at 2% of the total amount all taxes included of this CONTRACT.

The final security bond can be replaced by a personal and interdependent guarantee by a first rate banking establishment installed in the Cameroonian territory and accepted by the Ministry in charge of Finance.

At completion of the corresponding amount for the contract, the security bond will be restored, or the banking guarantee of substitution freed on written request by the Contractor, after the provisional reception of works

Article 23: GUARANTEEDEDUCTIONS

A deduction of 10% of the amount with all taxes will be done on every payment as guarantee of works, which will only be freed after the final reception that will take place within one year after the provisional reception of works.

Article 24: ADVANCE FOR STARTING

It will be granted to the Contractor on express request and after justification on his/her part, an advance for starting of works according to Decree N° 2004/275 of the 24/09/2004 whose amount will be at most equal to twenty percent (20%) of the nominal amount of the CONTRACT. This advance will be guaranteed at one hundred percent (100%) by a first rate banking establishment accepted by the Ministry in charge of Finance.

Article 25: FISCAL AND CUSTOMS REGIME

This present Contract is subjected to the fiscal and customs regime in force in the Republic of Cameroon.

Article 26: SECURITY

In application of the regime of public contract as security instituted by the decree N° 2004/275 of the 24/09/2004, are designated as follows:

1. Person responsible for the liquidation of the CONTRACT: **authorising officer.**
2. The Treasury in charge of the payments: The **Regional Treasury Bamenda.**
3. Competent civil servant to provide information enumerated with respect to the execution of this present CONTRACT: **the project owner.**

Article 27: STAMPS AND REGISTRATION

Seven (07) original copies of the Contract will be produced, stamped and will be registered at the Contractor's expenses, in accordance with the regulation in force. The Contractor has duration of 15 days maximum from the date of signing of this present Contract to have already done its registration. After this dateline, the Contract can be liable to termination by right. After registration, the Contract should be returned on time prescribed by the competent service for distribution.

CHAPTER IV - VARIOUS PROVISIONS

Article 28: LITIGATIONS

All litigations occurring between the two parties in respect of the execution of this present Contract will be the object of a tentative conciliation by direct understanding.

Failure to reach the out-of-court settlement, all differences ensuing from the Contract will be carried before the competent Cameroonian jurisdiction in accordance with decree N° 2004/275 of the 24/09/2004.

Article 29: CASE OF FORCE-MAJEURE

None of the parties will be considered to have failed in his/her contractual engagements so long as the execution of the works has not been delayed, hindered or prevented either by a cause of absolute necessity. Will be considered like cause of absolute necessity acts, situations or events escaping the control of the parties and presenting an unforeseeable and irresistible character.

The Contractor will see his/her responsibility freed only if he informs the administration of his/her intention by writing invoking this cause of absolute necessity and this/her, before the end of the tenth (10th) day after the event.

In any case, it is incumbent on the administration to appreciate the evoked causes of absolute necessity and the proofs provided by the Contractor .

Article 31: TERMINATION

This present Contract can be terminated as foreseen in Decree N° 2004/275 of the 24/09/2004 regulating public contracts.

Article 32 and last: VALIDITY

This present Contract will only become final after its signature by the Regional Delegate of Public Contracts. It will enter in force from its notification to the Contractor by the control engineer.

Page and last of the Contract N° _____/RCT/MINMAP/NWRTB/2017

AWARDED AFTER AN OPEN INVITATION TO TENDER WITH The enterpriseB.P
.....

READ AND APPROVED BY THE CONTRACTOR	THE REGIONAL DELEGATE MINMAP NW
Bamenda, the.....	Bamenda, the.....

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

**N°...../RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION
N° .001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No. 5

**SPECIAL TECHNICAL
CONDITIONS (SAC/CCAP)**

TECHNICAL SPECIFICATIONS
SUMMARY (STC/CCTP) FOR CLASSROOMS

- I - GENERALITIES
- II- PREPARATORY WORKS-IMPLANTATION
- III- FOUNDATION
- IV - ELEVATION WORKS
- V - ROOF TRUSS AND THE COVERING
- VI - RCTINERY AND METAL WORKS
- VII - PLUMBING-SANITARY
- VIII- ELECTRICAL INSTALLATION
- IX - RENDERING (PLASTERING) AND COATING
- X - PAINTING
- XI - OUTSIDE AMENITIES AND LAYOUT PLANNING
- XII - PROTECTION OF THE ENVIRONMENT
- XIII - ORIGIN, QUALITY AND PREPARATION OF MATERIALS

1 - GENERALITIES

This present special technical specifications concern the the construction of the Regional Delegation of BASIC EDUCATION for the North West(Phase II). It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the control Engineer provided by the project owner. Through the Control Engineer, the contractor shall furnish the owner of the project within the shortest possible time with an installation plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing

The contractor shall be responsible for the protection of the structures before final reception. He shall be equally responsible for all tools and materials present at the work site. He shall seek an insurance policy to cover theft and fire incidence.

The contractor shall take all preventive measures against accidents. The owner of the project reserves the right to intervene in case of any emergency without necessary interfering with the responsibilities of the contractor.

The contractor shall verify all dimensions on the plans. For execution, no dimension shall be measured with a scale rule from the plans. The contractor shall check insitu the possibility of translating the dimensions on plans to the structure before work begins. He shall refer to the Control Engineer in case of any doubt. He shall not on his/her own modify anything on the structure and shall inform the Control Engineer of any changes that he considers necessary.

All modifications accepted by the contractor shall be accomplished in a specified duration and at his/her cost without modification of the contract amount. The owner of the project shall have the right to the final choice in case of any modification.

2 - PREPARATORY WORKS – SETTING OUT

These works concern the demolition of any existing structure on the site and the evacuation of the rubbles to the public discharge, the clearing and levelling of the site where necessary.

The setting out will be in respect to the technical plans. The setting out profile boards will be at least 1, 20 m from the outside axes; this is to facilitate trenching and other earthworks, and good circulation. The commencement of excavation will be accepted by the control engineer without checking the conformity of the setting.

The minimal depth of the excavation trenches shall be of 80cm, and depending on the soil bearing capacity. Where there is black vegetable soil or soil with low bearing capacity at the bottom of the trench, the contractor shall continue excavation up to a depth as will be approved by the control engineer. The excavations will be done manually and no concrete or mortar shall be laid on the bottom of the trench without the acceptance of the trench bottom of excavation by the control engineer.

The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

These technical specifications have as objective the definition of the consistence of works to be executed in accordance with the plans and according to technical norms for the construction of classroom buildings.

3 - FOUNDATION

Any blinding concrete will be of thickness 5 cm at 150 kg/m³ of firm consistence and will be laid on the bottom of the excavations where necessary. On it will be laid the footings of the ground half pillars until the level of the finished foundation. The foundation peripheral walls will be of masonry frog filled blocks of 20x20x40cm laid on cement mortar and finished with a ground beams of 20 x 20cm in reinforced concrete at a dosage of 350 kg/m³.

The foundation will be filled with earth of good quality in successive compacted layers of 20 cm where the fill depth exceeds 30cm. An oversite concrete of thickness 8 cm will be laid to cover the whole foundation area at a dosage of 250 kg/m³.the sections of the footings and its reinforcements shall be as on plans following results of soil testings carried out on the site.

4 – ELEVATION WORKS

The elevation walls will be in agglomerated hollow blocks of 15 x 20 x 40cm with a good crushing resistance. The mixing for block moulding should give at most 32 blocks per bag of cement. They should be kept dry for at least 21 days before laying on the elevation walls. The reinforced concrete pillars of section 15 x 15 and 15 x 30 at 350 kg/m³ will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion. The characteristic strength of concrete at 28 days should not be less than 16Mpa. The maximal spacing of the pillars is to be 5,00 m of span or as on plans. The lintels 15 x 20 in reinforced concrete at 350 kg/m³ will be levelled to + 2,20 m above the level of the finished foundation.

The average height under the ceiling is 3,00m.

A chaining beam of 15 x 20 cm in reinforced concrete at 350 kg/m³ will be laid above the finished level of the agglomerated hollow blocks walls with fixing plates so as to receive the wooden roof truss.

8. – ROOF TRUSS AND THE COVERING:

- **Trusses** of hardwood agreed by the control Engineer shall compose of single frame rafters of 5cmx15cm and spaced at 1.50m interval. These rafters will be solidly attached to the wall plate with the help of standby beam iron rods also spaced at 1.50m spacing;

- ie: eucalyptus, mahogany, iroko etc,

- **Purlins**- shall consist of 8x10 cm timbers. All structural timber shall be treated with carbonyl. The timber for the roof work will be of good quality, with the straight grain and free of any defect

-**Roofingsheets**: shall be in high rib (Tôle BAC) aluminium sheets of type 5/10mm. The sheets shall be fixed onto the purlins using screw nails equipped with aluminium gaskets and bituminous rubbers caps.

-**Facial board** shall be 40cm wide and of high rib aluminium sheets (tôlebac) of 0.35mm thickness.

-**Ceiling**- will be made of 4mm thick (red plywood on both sides). Fastened noggins of 4cm thick or 5x5 and treated with carbonyl. The spaces for ceiling RCTist panel will be 60x120cm in size. Eaves shall be equipped with wire mesh ventilation holes

6 – JOINERY AND METAL WORKS

Doors Frame - All doors will be made of forged iron double metal fitted on metallic frame anchored in the wall with angle 35mm metal of Size; 2.20m x 0.97m. Angle bar 35mm for metallic doors and for window frames and shutters. moreover, all windows shall have iron or solid metal protectors inside.

7 - PLUMBING - SANITARY

If there be any sanitary fitting works, it will be executed according to plumbing norms. The dimensions and constructive dispositions will be made by the engineer.

8 – ELECTRICAL INSTALLATION

The interior facilities (sheaths VGV cables, TH etc...) will be executed according to the norms and the rules concerning electrical installations at the time of the oversite concrete or as the agglomerated hollow blocks walls are being raised. Any necessary branching from AES/SONEL network should respect the regulation in force. Accessories and luminous elements (sockets, switches etc...) will be of good model. The set of facilities will be joined to a general earth hold.

9 – RENDERING (PLASTERING) AND COATINGS

The wall rendering (thickness at least 1,5 cm) will be of cement mortar at 400 kg/m³. There will be an under-coat layer and a finish layer floated and foamed to finish. They must be well cut horizontally and vertically using a straight edge.

The floor will be finished in cement sand screed and coated to finish with cement paste trowel to finish. Blackboards (1, 20x5,00m) will be executed and tinted with the desired blackboard dyes. Each classroom has 02 blackboards with one having a stage.

10 - PAINTING

A layer of impression of quicklime will be applied previously on all the walls as preparatory layer. The interior walls and the ceiling will be painted in pantex 800. The outside walls will be painted in pantex 1300. Colour tinted tubes will be chosen to achieve the desired colour frame needed.

11 - OUTSIDE AMENITIES AND LAYOUT PLANNING

It will be created on all sides of the classroom building mass concrete peripheral gutter of 40x25cm that will facilitate drainage problems and oversite concrete (250 kg/m³) between this peripheral gutter and the remaining parts to the classroom building to prevent external moisture droppings to the building at the ground level.

12 - PROTECTION OF THE ENVIRONMENT

The Contractor will propose to the control engineer, before the beginning of works, the place of his/her yard facilities and will request his/her authorization of installation.

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighbourhood.

At the end the works, the Contractor will do all necessary works to the restoration of the various places of the site. The Contractor should fold all his/her material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or metallic, etc. in order to put back the site in its nearest initial state. No equipment nor materials should be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be covered with a layer of earth, and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

13 - ORIGIN, QUALITY AND PREPARATION OF MATERIALS

The fine and coarse aggregates may either be from the river or quarry crushed and must be approved by the control engineer before any use on the site. The sand (0/5) shall have very fine elements settlement of less than 4%. The gravels (5/15 or 15/25) shall be clean and well graded with very fine elements settlement of less than 2%.

The cement shall be CPA 325 class from CEMENCAM or from an approved factory.

The reinforcement steel for reinforced concrete shall be of type HA FeE400 for the main reinforcement steel rods and round-smooth RL E235 for the stirrup rings.

Any fill material for the foundation and the surroundings structures shall have no particle dimension above 50mm and with plasticity index of less than 35. Fill materials shall also be free from organic elements and shall have a good granularity grading. No black vegetable soil shall be accepted for backfilling.

Stones for masonry works shall be of basalt, gneiss or granite type, be esthetical and should be gotten from the quarry or deposits approved by the control engineer with dimension sizes of not less than 20cm.

1) CONCRETE:

-**Ordinary concrete** specifically lean concrete shall be 5cm thick and laid all round the excavated foundation trenches before the stone/block work is carried out and dosed at 150kg/m³.

- **Over-site concrete** shall be 8cm thick laid over the entire floors and paved area between walls and gutters at 350kg/m³.

NB: The external veranda shall be 5cm below the level of the internal floor with 2% slope.

-**Reinforced concrete** shall be specifically for pillars, beams damp proof course (DPC), lintels and ring beams and their mixture shall be in a proportion of 350kg/m³.

NB: All concrete works should be properly cured (i.e. water three times a day for seven days)

NOTE: Reinforcement Schedule.

Nº	STRUCTURE	SIZES	RODS φ	RODS Torsφ	STIRRUP Spacings	DOSAGE	TYPE
		Nos					
1	Damp proof course	4	8mm	6mm	20cm	400kg/m ³	Fe-E-40
2	Lintel (15x20)	4	8mm	6mm	20cm	350kg/m ³	Fe-E-40
3	Veranda Pillars 15x30	6	8mm	6mm	20cm	350kg/m ³	Fe-E-40
4	Wall pillars 15x15	4	10mm	8mm	20cm	350kg/m ³	Fe-E-40
5	Wall plate 15x20	4	10mm	8mm	20cm	350kg/m ³	Fe-E-40

6	Beams 20x20 or 15x20	4	10mm	8mm	20cm	350kg/m ³	Fe-E-40
---	----------------------	---	------	-----	------	----------------------	---------

NB: All rods must be imported

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.
- **Coarse Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.
- **Water:** To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.
- **Cement:** To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04) days.
- **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.
- **Shuttering:** hard wood, to bear without any noticeable distortion, the load and pressure of concrete, the effect of vibration and weight of workers involved in setting it up.

- MASONRY:

-**Blocks-** Load bearing wall shall be mounted in compressed cement blocks of (15x20x40) cm for load bearing walls of PC350 Kg/m³ (at most 33 blocks per bag of cement). Blocks should show an appreciable degree of resistance to violent pressure.

All blocks shall be cured for at least 28 days before being used.

-**Plastering:** All plastering shall be applied using a trowel, float, straights edges and sponge. Cement mortar mix in a proportion of 400kg/m³ will be used to plaster all previously rejoined areas on all masonry and concrete works, and then thinly floated. The final thickness of the plastering shall not be less than three (02cm) centimetres. The external walls shall receive a coat of spatadash before plastering is done on it.

-**Screed:** a smooth layer of ordinary cement screed 400kg/m³ (1:2) finish shall be spread on the 8cm concrete floor and the screed shall be 2cm thick.

19 GUTTERS:

To be excavated 40cm wide and 30cm deep at the rain drops and to be provided particularly at the frontage and the two ends of the building as the topography of the terrain is relatively flat. The walls of gutters are to be constructed in concrete and the floor will be rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water for level surfaces.

Prefabricated slabs of one metre twenty (1.20m) wide each shall be provided at the main entrance of the classrooms at right angles.

Equally ramps cast insitu of one meter twenty (1.20m) wide each shall be provided at the entrance of each classroom for handicaps on wheel chairs or otherwise.

15- Wood – Material

- The wood must be pure and should not have nodes, foreign bodies or fractures due to sawing.
- Type : hard
- Essence : EUCALYPTUS, SIPO, SAPPELLI, MAKORE, IROKO, MAHOUGHANY.
- Seasoning: Wood with a humidity rate of 14% maximum.

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWRTB)

**RESTRICTED CONSULTATION TO TENDER
N°..... /RCT/RDMINMAP/NWRTB/2018 AFTER AUTHORISATION
N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

DOCUMENT No. 6

SCHEDULE OF UNIT PRICES

**DEVIS ESTIMATIF ET QUANTITATIF POUR LE PROJET DE CONSTRUCTION DE LA DELEGATION
REGIONALE DE L'EDUCATION DE BASE DU NORD-OUEST(DREB-NO)**

LOT STRUCTURE

N°	Désignations des ouvrages	Unité	Quantité	MONTANT EN CHIFFRE	MONTANT EN LETTRE
	Soubassement				
	Maçonneries en agglos de 20x20x40 bourrées corrigé pour la fondation	m²	225,00		
	Dallage en béton dosé à 300 kg/m³ de CPJ 35 légèrement armé, épaisseur de 10 cm	m²	515,28	PM	PM
	Film polyane anti capillarité 200 microns	m²	527,00	PM	PM
	Lit de sable épaisseur minimum 5 cm	m²	527,00	PM	PM
	Feutre bitumineux pour coupure de capillarité	m²	97,00	PM	PM
	Flinkote pour étanchéité des ouvrages en fondations	m²	252,31		
D.25					
	TOTAL FONDATIONS-INFRASTRUCTURES				
	BETON ARME ET MACONNERIE EN SUPERSTRUCTURE				
	R.D.C				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,20 m (mur périphériques)	m²	458,85		
	Epaisseur 0,15 m (intérieur)	m²	950,86		
	Ouvrages en béton armé dosé à 350 kg de CPJ 35				
	Poteaux				
	béton	m³	25,85		
	Coffrage ordinaire	m²	103,40		
	aciers HA	kG	2442,75		
	Linteaux				
	béton	m³	10,40		
	Coffrage ordinaire	m²	41,60		
	aciers HA	kG	341,65		
	Poutres				
	béton	m³	41,37		
	Coffrage ordinaire	m²	165,48		
	aciers HA	kG	3804,33		
	Escaliers				
	béton	m³	8,25		
	Coffrage soigné	m²	33,00		
	aciers HA	kG	783,99		
	Plancher haut du RDC				
	Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions	m²	388,50		

	dalle pleine ép=12cm sur éléments décoratifs de façade	m³	3,80		
	Plancher dalle pleine pour auvent d'entrée et HALL				
	béton	m³	10,76		
	Coffrage soigné	m²	43,04		
	aciers HA	kG	1005,80		
	Enduits de ciment				
	Enduits sur murs intérieurs	m²	2360,57	PM	PM
	Enduits sur murs extérieurs	m²	458,85	PM	PM
	Enduits intérieurs sous plancher et escalier	m²	515,77	PM	PM
	TOTAL SUPERSTRUCTURES RDC				
	ETAGE 1				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,15 m	m²	875,79		
	Epaisseur 0,20 m	m²	422,14		
	Ouvrages en béton armé dosé à 350 kg de CPJ 35				
	Poteaux				
	béton	m³	22,62		
	Coffrage ordinaire	m²	90,48		
	aciers HA	kG	2233,36		
	Linteaux				
	béton	m³	10,40		
	Coffrage ordinaire	m²	41,60		
	aciers HA	kG	341,65		
	Poutres				
	béton	m³	36,90		
	Coffrage ordinaire	m²	147,60		
	aciers HA	kG	3451,68		
	Escaliers				
	béton	m³	8,25		
	Coffrage soigné	m²	33,00		
	aciers HA	kG	783,99		
	Plancher haut du ETAGE 1				
	Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions)	m²	388,50		
	dalle pleine ép=12cm sur éléments décoratifs de façade	m³	3,80		
	Plancher dalle pleine pour HALL				
	béton	m³	8,63		
	Coffrage soigné	m²	34,50		
	aciers HA	kG	251,83		
	Enduits de ciment				
	Enduits sur murs intérieurs	m²	2171,72	PM	PM
	Enduits sur murs extérieurs	m²	422,14	PM	PM
	Enduits intérieurs sous plancher et escalier	m²	495,16	PM	PM
	TOTAL SUPERSTRUCTURES 1er ETAGE				
	ETAGE 2				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,15 m	m²	875,79		
	Epaisseur 0,20 m	m²	422,14		

Ouvrages en béton armé dosé à 350 kg de CPJ 35					
Poteaux					
béton	m³	22,62			
Coffrage ordinaire	m²	90,48			
aciers HA	kG	2233,36			
Linteaux					
béton	m³	10,40			
Coffrage ordinaire	m²	41,60			
aciers HA	kG	341,65			
Poutres					
béton	m³	36,90			
Coffrage ordinaire	m²	147,60			
aciers HA	kG	3451,68			
Escaliers					
béton	m³	8,25			
Coffrage soigné	m²	33,00			
aciers HA	kG	783,99			
Plancher haut du ETAGE 2					
Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions)	m²	388,50			
dalle pleine ép=12cm sur éléments décoratifs de façade	m²	3,80			
Plancher dalle pleine pour HALL					
béton	m³	8,63	PM		PM
Coffrage soigné	m²	34,50	PM		PM
aciers HA	kG	251,83	PM		PM
Enduits de ciment					
Enduits sur murs intérieurs	m²	2171,72	PM		PM
Enduits sur murs extérieurs	m²	422,14	PM		PM
Enduits intérieurs sous plancher et escalier	kG	495,16	PM		PM
TOTAL SUPERSTRUCTURES 2^e ETAGE					
Plomberie Sanitaire Alimentation ETAGE 1 et 2					
TUYAUTERIE					
Tuyaux PER Monocouche Prégainé bleu diam : 13/16	ml	100			
Tuyaux PPR diam 25	u	2			
Tuyaux PPR diam 32	u	3			
Tuyaux PEHD diam 25	ml	10			
Tuyaux PEHD diam 32	ml	15			
Tuyaux PEHD diam 50	ml	15			
TUYAUTERIE					
Tuyaux PVC diam 63 de 4 m	u	15			
Tuyaux PVC diam 100 de 4 m	u	15			
Tuyaux PVC diam 125 de 4 m	u	3			
Tuyaux PVC diam 160 de 4 m	u	2			
Tuyaux PVC diam 315 de 4 m	u	1			
TOTAL PLOMBERIE SANITAIRE ALIMENTATION ETAGE 1 ET 2					
Electricité Courant Fort et faible ETAGE 1 ET 2					
Prise de terre					
Câble cuivre nu 35mm²	ml	90			

	Câble cuivre nu 29mm²	ml	60		
	Morpions	u	17		
	Piquet de terre écroui de 2 mètres	u	25		
	Barrette de coupure basse	u	1		
	Gainerie				
	Gaine f 16 de Legrand ou similaire rouleau de 100 mètres	roul	25		
	Gaine f 20 de Legrand ou similaire rouleau de 100 mètres	roul	20		
	Gaine f 25 de Legrand ou similaire rouleau de 100 mètres	roul	4		
	Boîte de dérivation 160 x 160	u	60		
	Boîtier carré 40 x 40	u	180		
	Goulotte apparente, 100 x 28, 2 compartiments, y compris accessoires de fixation, d'angle	u	32		
	Chemin de câble à bord roulé, série BST48, largeur 100,	u	12		
	Coffret 36modules encastré	u	2	PM	PM
	TOTAL ELECTRICITE COURANT FORT ET FAIBLE ETAGE 1 ET 2				
	TOTAL GENERAL HTVA				
	TVA(19.25%)				
	AIR (2.2%)				
	TOTAL GENERAL TVA				
	NET PAYABLE				

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

THE REGIONAL DELEGATE OF BASIC EDUCATION FOR THE NORTH WEST

CONTRACTING AUTHORITY:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

N° / RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION

**N° .001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No. 7:

BILL OF QUANTITIES AND ESTIMATES

**DEVIS ESTIMATIF ET QUANTITATIF POUR LE PROJET DE CONSTRUCTION DE LA DELEGATION
REGIONALE DE L'EDUCATION DE BASE DU NORD-OUEST(DREB-NO)**

LOT STRUCTURE

N°	Désignations des ouvrages	Unité	Quantité	P.U	MONTANT
	Soubassement				
	Maçonneries en agglos de 20x20x40 bourrées corrigé pour la fondation	m²	225,00		
	Dallage en béton dosé à 300 kg/m3 de CPJ 35 légèrement armé, épaisseur de 10 cm	m²	515,28	PM	PM
	Film polyane anti capillarité 200 microns	m²	527,00	PM	PM
	Lit de sable épaisseur minimum 5 cm	m²	527,00	PM	PM
	Feutre bitumineux pour coupure de capillarité	m²	97,00	PM	PM
	Flinkote pour étanchéité des ouvrages en fondations	m²	252,31		
D.25					
	TOTAL FONDATIONS-INFRASTRUCTURES				
	BETON ARME ET MACONNERIE EN SUPERSTRUCTURE				
	R.D.C				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,20 m (mur périphériques)	m²	458,85		
	Epaisseur 0,15 m (intérieur)	m²	950,86		
	Ouvrages en béton armé dosé à 350 kg de CPJ 35				
	Poteaux				
	béton	m³	25,85		
	Coffrage ordinaire	m²	103,40		
	aciers HA	kG	2442,75		
	Linteaux				
	béton	m³	10,40		
	Coffrage ordinaire	m²	41,60		
	aciers HA	kG	341,65		
	Poutres				
	béton	m³	41,37		
	Coffrage ordinaire	m²	165,48		
	aciers HA	kG	3804,33		
	Escaliers				
	béton	m³	8,25		
	Coffrage soigné	m²	33,00		
	aciers HA	kG	783,99		
	Plancher haut du RDC				
	Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions)	m²	388,50		
	dalle pleine ép=12cm sur éléments décoratifs de façade	m³	3,80		
	Plancher dalle pleine pour auvent d'entrée et HALL				
	béton	m³	10,76		

	Coffrage soigné	m²	43,04		
	aciers HA	kG	1005,80		
	Enduits de ciment				
	Enduits sur murs intérieurs	m²	2360,57	PM	PM
	Enduits sur murs extérieurs	m²	458,85	PM	PM
	Enduits intérieurs sous plancher et escalier	m²	515,77	PM	PM
	TOTAL SUPERSTRUCTURES RDC				
	ETAGE 1				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,15 m	m²	875,79		
	Epaisseur 0,20 m	m²	422,14		
	Ouvrages en béton armé dosé à 350 kg de CPJ 35				
	Poteaux				
	béton	m³	22,62		
	Coffrage ordinaire	m²	90,48		
	aciers HA	kG	2233,36		
	Linteaux				
	béton	m³	10,40		
	Coffrage ordinaire	m²	41,60		
	aciers HA	kG	341,65		
	Poutres				
	béton	m³	36,90		
	Coffrage ordinaire	m²	147,60		
	aciers HA	kG	3451,68		
	Escaliers				
	béton	m³	8,25		
	Coffrage soigné	m²	33,00		
	aciers HA	kG	783,99		
	Plancher haut du ETAGE 1				
	Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions)	m²	388,50		
	dalle pleine ép=12cm sur éléments décoratifs de façade	m³	3,80		
	Plancher dalle pleine pour HALL				
	béton	m³	8,63		
	Coffrage soigné	m²	34,50		
	aciers HA	kG	251,83		
	Enduits de ciment				
	Enduits sur murs intérieurs	m²	2171,72	PM	PM
	Enduits sur murs extérieurs	m²	422,14	PM	PM
	Enduits intérieurs sous plancher et escalier	m²	495,16	PM	PM
	TOTAL SUPERSTRUCTURES 1er ETAGE				
	ETAGE 2				
	Elévation				
	Maçonnerie: Murs en agglos de ciment				
	Epaisseur 0,15 m	m²	875,79		
	Epaisseur 0,20 m	m²	422,14		
	Ouvrages en béton armé dosé à 350 kg de CPJ 35				
	Poteaux				
	béton	m³	22,62		
	Coffrage ordinaire	m²	90,48		

	aciers HA	kG	2233,36		
	Linteaux				
	béton	m³	10,40		
	Coffrage ordinaire	m²	41,60		
	aciers HA	kG	341,65		
	Poutres				
	béton	m³	36,90		
	Coffrage ordinaire	m²	147,60		
	aciers HA	kG	3451,68		
	Escaliers				
	béton	m³	8,25		
	Coffrage soigné	m²	33,00		
	aciers HA	kG	783,99		
	Plancher haut du ETAGE 2				
	Plancher à corps creux (16+4) y compris poutrelles, dalle de compression et toutes sujétions)	m²	388,50		
	dalle pleine ép=12cm sur éléments décoratifs de façade	m²	3,80		
	Plancher dalle pleine pour HALL				
	béton	m³	8,63	PM	PM
	Coffrage soigné	m²	34,50	PM	PM
	aciers HA	kG	251,83	PM	PM
	Enduits de ciment				
	Enduits sur murs intérieurs	m³	2171,72	PM	PM
	Enduits sur murs extérieurs	m²	422,14	PM	PM
	Enduits intérieurs sous plancher et escalier	kG	495,16	PM	PM
	TOTAL SUPERSTRUCTURES 2e ETAGE				
	Plomberie Sanitaire Alimentation ETAGE 1 et 2				
	TUYAUTERIE				
	Tuyaux PER Monocouche Prégainé bleu diam : 13/16	ml	100		
	Tuyaux PPR diam 25	u	2		
	Tuyaux PPR diam 32	u	3		
	Tuyaux PEHD diam 25	ml	10		
	Tuyaux PEHD diam 32	ml	15		
	Tuyaux PEHD diam 50	ml	15		
	TUYAUTERIE				
	Tuyaux PVC diam 63 de 4 m	u	15		
	Tuyaux PVC diam 100 de 4 m	u	15		
	Tuyaux PVC diam 125 de 4 m	u	3		
	Tuyaux PVC diam 160 de 4 m	u	2		
	Tuyaux PVC diam 315 de 4 m	u	1		
	TOTAL PLOMBERIE SANITAIRE ALIMENTATION ETAGE 1 ET 2				
	Electricité Courant Fort et faible ETAGE 1 ET 2				
	Prise de terre				
	Câble cuivre nu 35mm²	ml	90		
	Câble cuivre nu 29mm²	ml	60		
	Morpions	u	17		
	Piquet de terre écroui de 2 mètres	u	25		
	Barrette de coupure basse	u	1		

	Gainerie				
	Gaine f 16 de Legrand ou similaire rouleau de 100 mètres	roul	25		
	Gaine f 20 de Legrand ou similaire rouleau de 100 mètres	roul	20		
	Gaine f 25 de Legrand ou similaire rouleau de 100 mètres	roul	4		
	Boite de dérivation 160 x 160	u	60		
	Boitier carré 40 x 40	u	180		
	Goulotte apparente, 100 x 28, 2 compartiments, y compris accessoires de fixation, d'angle	u	32		
	Chemin de câble à bord roulé, série BST48, largeur 100,	u	12		
	Coffret 36modules encastré	u	2	PM	PM
	TOTAL ELECTRICITE COURANT FORT ET FAIBLE ETAGE 1 ET 2				
	TOTAL GENERAL HTVA				
	TVA(19.25%)				
	AIR (2.2%)				
	TOTAL GENERAL TVA				
	NET PAYABLE				

Arrêté le présent détail quantitatif et estimatif à la somme de:

GENERAL REMARKS

Schedule of prices and detailed estimates

1. The Schedule of prices must be taken into account by the bidder RCTintly with the General Regulations of the invitation to tender, the General and Special Administrative Conditions and the Technical Specifications and the plans.
2. The quantities specified in the Bill of Quantities and Estimates are estimated quantities and provisional. They shall be a common base for the evaluation of offers and the award of the contract. The base of regulations shall be the real quantities of ordered and executed works such as measured by the contractor and verified by the Project Manager and evaluated at the rate and price specified in figures in the Schedule of prices presented by the contractor in his/her offer.
3. Except otherwise stated in the contract, the prices offered by the contractor in the Schedule of prices in figures included in his/her offer must include all the construction installations, labour, supervision, building materials, mounting, maintenance, insurance, overheads and profits, taxes, duties and dues as well as coverage for general risks, commitments and other obligations implicitly specified in contract.
4. A price must be indicated for each item in the bill of quantities and estimates in figures, whether the quantities are specified or not. The cost of items for which the contractor did not indicate a price shall be considered as being covered in the bill of quantities and estimates in figures.
5. The complete cost in accordance with the provisions of the contract should be included in the items specified in the Schedule of prices and the Bill of Quantities and Estimates in figures. Where an item is not specified, the corresponding cost shall be considered as having been distributed among the other prices mentioned.

6. The general indications and the description of works and building materials are not necessarily repeated or summarized in the Schedule of prices and the Bill of Quantities and Estimates included in the Tender File. The references, explicit or implicit, to the appropriate sections of the file must be considered before giving a figure to the prices for each item of the Schedule of prices and bill of quantities and estimates in figures submitted in the offer.
7. During the evaluation of offers, possible arithmetical errors noticed in the Schedule of prices and the Bill of Quantities and Estimates will be corrected according to the provisions of article 28 of the General Regulations of the invitation to tender.
8. The method used to establish executed services in view of the regulations must be in accordance with the norms and directives mentioned in the Special Technical Conditions of the invitation to tender.

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

N°..... /RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION

N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III) .

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No. 8:

MODEL FORMS

Annex No. 1: Model tender

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES PUBLICS DES
INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

I the undersigned Mr.
Taxpayer n°
Acting on the name and on behalf of ETS..... P.O. BOX

After having taken knowledge, of all relative files of the present contract document **FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III)**.

1 -. Submit and commit to execute the works in accordance with the invitation to tender file according to the prices that I have fixed after having appreciated to my point of view and under my responsibility, the nature and the benefit, which make up the sum of Francs cfa all taxes included.

Amount in figures FCFA TTC:

2 - Commit to undertake from the receipt of the service order to begin works given out by the Delegated Contracting Authority, the setting up of the personnel for the works and the material as foreseen in the terms of the contract file.

3 - Declare that this tender remains valid within ninety (90) days counting from the limit date of the submission of the bid.

4 - Commit to respect the delays of five (03) months foreseen by the planning of execution of the works that I myself have established.

5 - Affirm by right at the risk of termination that I have not fallen as well as the enterprise for which I act, under the influence of legal interdictions decreed in the Republic of Cameroon.

Done at..... on.....

Signature (s)

ANNEX No. 2: MODEL BID BOND

Bank

Reference of guarantee: No.

To the Regional Delegate of Public Contracts for the North West

Republic of Cameroon

Invitation to Tender No.

BID BOND FOR THE EXECUTION OF THE CONSTRUCTION OF THE REGIONAL DELEGATION OF BASIC EDUCATION FOR THE NORTH WEST(Phase II)

The Contractor (5)hereby submits on to the Regional Delegate of Public Contracts a bid relating **FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III) .**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the Regional Delegate of Public Contracts acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs (6).

By this guarantee, we the undersigned,(7).....with our registered office in, are committed towards the Regional Delegate of Public Contracts , through the bidder for the sum of CFA Francs(in figures).....(in full).

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the Regional Delegate of Public Contracts, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the Regional Delegate of Public Contracts . This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the enterprise shall be the successful bidder, after presentation of the performance bond which shall be kept by the Regional Tenders Board .

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

Done at, on

Mr (Messrs).....

Signature(s) & stamps

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

ANNEX No. 3: MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank:

Reference of bank guarantee:

N°.....

To the Regional Delegate of Public Contracts for the North West Region

(Delegated Contracting Authority)

The enterprise

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF WORKS *FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III)* .

We, Bank..... have been informed that between the Regional Delegate of Public Contracts for the, North West Region acting as the Delegated Contracting Authority , and..... acting as Contractor , a contract has been concluded ***FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III)* .**

covering the guarantees, engagement and other liabilities being incumbent upon the Contractor because of the contract of an amount equal to.....

We, Bank.....engage ourselves irrevocably and without profit of discussions by this present, to pay in favour of the Cameroonian administration at the first written request of the Regional Delegate of Public Contracts for the North West and within eight (08) weeks maximum period, up to the amount of this present guarantee, the sum of

All that could be due the Delegated Contracting Authority by the Contractor because the Contractor would not fulfil one or several of his/her engagement as stipulated in his/her bid.

A mobilisation request of this present guarantee will be object of a justifying recommended letter with accused receipt and copy to the Contractor clearly formulating completely the reasons of this request. This present banking guarantee will enter in force at the date of notification of the contract to the Contractor .

The original of this present guarantee will be preserved in the services of the Regional Delegation of Public Contracts for the North West Region.

This guarantee will be released within sixty (60) days counting from the date of the provisional reception of works.

After this date, the guarantee will be without object and should be returned to us without express demand of our part.

The law as well as the jurisdiction applicable to this guarantee are those of the Republic of Cameroon.

Done at..... on.....

Signature (s)

ANNEX No. 4: DECLARATION FORM

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES PUBLICS DES
INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:..... Invitation to tender N°. :.....

Construction of

I (We) the undersigned (8)

Acting in the capacity of (9)in the name and on behalf of
(10)..... atRC N°.by virtue of the
power vested in me (us), domiciled at P.O.Box..... (Town), telephone N°
....., after having studied all the documents of the tender file relating to the Invitation to
Tender N°, and after having assessed in my (our) point of view and under my
(our) responsibility the nature and difficulties entailed with the execution of the RCTb, I (we) do hereby
tender and commit myself (ourselves) to carry out works **FOR THE CONTINUATION OF THE
BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION
FOR THE NORTH WEST REGION (PHASE III)**.in keeping with the terms and
conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within
..... (.....)monthsas from the date of notification of award of the contract.

I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a
period of sixty (60) days with effect from the dateline for submission of bids.

Done at , on

General Manager

Signature(s).....

Bidder(s).....

For companies, indicate:

The company (company or trade name, form, nationality and registered office)
« represented by the undersigned » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, »
(For each person: name, first name, company name, nationality, location of the registered office)
« Constituted in a group of companies for the execution of this contract, RCTintly commit ourselves
..... »

(8) Name, first name, profession, residence

(9) Position in the enterprise

(10) Company name

ANNEX No. 5: MODEL OF START-OFF ADVANCE BOND

Bank

Reference of guarantee No.....

To the Regional Delegate of Public Contracts for the North West
Republic of Cameroon

Invitation to Tender N°.

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE CONSTRUCTION
WORKS OF

We..... (Bank) have been informed that a contract shall be signed between
the Regional Delegate of Public Contracts, acting in the capacity of Contracting Authority, and.....
....., acting as contractor **FOR THE CONTINUATION OF THE BUILDING
WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE
NORTH WEST REGION (PHASE III) .**

In compliance with the provisions of Article of Contract N°, the contractor shall be
bound to present to the Regional Delegate of Public Contracts, Contracting Authority, a bank guarantee
with the purpose to assure the refund of the start-off advance granted to the enterprise and amounting
to CFA Francs

We,(bank) do hereby commit ourselves, irrevocably and without arguing to
pay to Regional Delegate of Public Contracts, at the written request the Regional Delegate of Public
Contracts, and within four (04) weeks the amount of this guarantee, that is to say.
....., all the amounts that the contractor may owe the Contracting Authority for
failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of
justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing
the reasons for his request. This letter shall be countersigned by the Regional Delegate of Public Contracts

The bank guarantee shall take effect as from the date of payment of the start-off advance. The original
of this guarantee shall be kept by the Regional Tenders Board. The guarantee shall be released upon
refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall
be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of
Cameroon.

Done at, on

Mr (Messrs).....

Signature(s) & stamps of the bank

ANNEX No. 6: SUB-UNIT PRICE DETAIL

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Store keeper				
	Total A				
MACHINES OR EQUIPMENT					
	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
DIVERSES MATERIALS					
	Type	Quantity	Unit Price	Consumption	Amount
	*				
	*				
	*				
	Total C				
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	D x X%	
F	General head office expenses		Y%	D x Y%	
G	TOTALCOST PRICE			D + E + F	
H	Risks + benefits		Z%	G x Z%	
P	TOTAL COST PRICE WITHOUT TAXES			G + H	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	

ANNEX No. 7:

MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

Subject:COMMITMENT OF AVAILABILITY.

I the undersigned, (specify Name, qualification -diploma or certificate) and holder of National Identity Card N° _____ issued on _____ at _____ Tel: _____ is committed and will be available to work as (specify post occupied) with (name of enterprise) if Open National Invitation to Tenders N°_____/ONIT/RDMINMAP/NWRTB/2018 **FOR THE CONTINUATION OF THE BUILDING WORKS AT THE REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST REGION (PHASE III).** awarded to ETS

.....

Done at _____ the _____

Sign; _____

ANNEX No. 8: MODEL REFERENCES OF THE ENTERPRISE

The most representative services and similar to those described in the Special technical conditions above over the **last three years**

N°	Year	Contract	Purpose	Funding	Amount (ATI) (CFAF)	Acceptance date
1						
2						

NB : for each contract named in the above board, please RCTint :

- Photocopy of first and last pages of the contract,
- Photocopy of provisional (or final) acceptance report.

Done on, at

Mr (Messrs).....

Signature(s).....

ANNEX No. 9: MODEL **EQUIPMENT LIST.**

DESIGNATION	NUMBER	AGE-STATE	ORIGIN	STATUS

ANNEX No. 10: KEY STAFF

	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF OF THE ENTERPRISE				
SUPPORT STAFF				

TENDER N° (with project title)
 NAME OF ENTERPRISE
 DATE: TIME:

II-1) Nature of the project site

II-3) Vegetation (trees, shrubs etc)

III) AVAILABILITY OF SERVICES (water, electricity, etc)

V) DIFFICULTIES:

.....

.....

.....

V) CONCLUSION

.....

.....

SIGNATURES:

<p>Visa of project owner or Representative</p>	<p>Contractor's Engineer</p>
--	------------------------------

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
SERVICE DES MARCHES DES INFRASTRUCTURES

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
SERVICE FOR INFRASTRUCTURAL CONTRACTS

CONSULTATION FILE

PROJECT OWNER:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

**N°..... /RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION
N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III).**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No.9:

LIST OF BANKING ESTABLISHMENTS

ANNEX No. 8: List of banking establishments and financial bodies authorised to issue bonds for public contracts

A- BANKS

- 1- Afriland First Bank (First Bank);
- 2- Banque Atlantique du Cameroun (BACM);
- 3- Banque Internationale du Cameroun pour l'epargne et le Credit (BICEC)
- 4- City Bank Cameroon (City group);
- 5- Commercial Bank Cameroun (CBC)
- 6- Ecobank Cameroon (EcoBank);
- 7- National Financial Credit (NFC-BANK);
- 8- Societe Commerciale de Banques-Cameroun (CA SCB);
- 9- Societe Generale des Banques au Cameroun (SGBC);
- 10-Standard Chartered Bank Cameroon (SCBC)
- 11-Union Bank of Cameroon PLC(UBC)
- 12-United Bank for Africa (UBA)

B- INSURANCE COMPANIES

- 1- Chanas Assurances;
- 2- Activa Assurances

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
PRESIDENCE DE LA REPUBLIQUE
MINISTERE DES MARCHES PUBLICS
DELEGATION REGIONALE DU NORD OUEST
COMMISSION REGIONALE DE PASSATION DES
MARCHES PUBLICS

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
PRESIDENCY OF THE REPUBLIC
MINISTRY OF PUBLIC CONTRACTS
NORTH WEST REGIONAL DELEGATION
REGIONAL TENDERS BOARD

CONSULTATION FILE

PROJECT OWNER:

REGIONAL DELEGATE OF PUBLIC CONTRACTS FOR THE NORTH WEST REGION

TENDER BOARD:

NORTH WEST REGIONAL TENDERS BOARD (NWR TB)

RESTRICTED CONSULTATION TO TENDER

N°..... / RCT/RD MINMAP/NWR TB/2018 AFTER AUTHORISATION

**N°.001754/L/PRC/MINMAP/SG/DGMI/DMTR/EECA of the 16/03/2018 FOR A MUTUAL
AGREEMENT FOR THE CONTINUATION OF THE BUILDING WORKS AT THE
REGIONAL DELAGTION OF BASIC EDUCATION FOR THE NORTH WEST
REGION (PHASE III) .**

FINANCING: BIP – 2018 MINISTRY OF BASIC EDUCATION

BUDGET HEAD:

Document No. 10:

FILE OF PLANS