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REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE

MINISTERE DE L'AGRICULTURE
ET DU DEVELOPPEMENT RURAL

SOCIETE DE DEVELOPPEMENT DE LA HAUTE
VALLEE DE NOUN

UNVDA
SOCIETE D'ETAT



REPUBLIC OF CAMEROON
PEACE WORK-FATHERLAND

MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT

UPPER NUN VALLEY DEVELOPMENT
AUTHORITY

UNVDA
STATE CORPORATION

**INTERNAL TENDER BOARD
OF THE UPPER NUN VALLEY DEVELOPMENT AUTHORITY**

**OPEN REQUEST FOR QUOTATION IN
EMERGENCY PROCEDURE**

N°004/RQ/UNVDA/ITB/2018 OF 25 JUL 2018

**FOR THE REHABILITATION OF THE GENERAL
MANAGER'S CABINET AND ADMINISTRATIVE BLOCK IN
UNVDA NDOP**

PROJECT OWNER

GENERAL MANAGER OF THE UPPER NUN VALLEY
DEVELOPMENT AUTHORITY (UNVDA)

FINANCING: INTERNAL RESOURCE OF UNVDA

IMPUTATION: NOMENCLATURE 52-624102

2018 FINANCIAL YEAR

JUNE 2018

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Document N°1: Invitation to Tender

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**INVITATION TO TENDER FOR AN OPEN REQUEST FOR
QUOTATION IN EMERGENCY PROCEDURE**

N°004/RQ/UNVDA/ITB/2018 OF 25 JUL 2018

**FOR THE REHABILITATION OF THE GENERAL MANAGER'S
CABINET AND ADMINISTRATIVE BLOCK IN UNVDA NDOP**

**Financing: Internal Resources of UNVDA
2018 Financial Year**

1. Subject of the invitation to tender

Within the framework of ameliorating the living conditions of personnel of state corporations, the General Manager of the Upper Nun Valley Development Authority (UNVDA), Contracting Authority, hereby launches an Open Request for Quotation in emergency procedure for the rehabilitation of the General Manager's Cabinet and Administrative Block in UNVDA Ndop.

2. Nature of service

The nature of the services involves the handling, transportation and supply of the items as contained in the Technical Specifications.

3. Place and Delivery deadline

All deliveries shall be done at UNVDA – Ndop.

The duration for the execution of the supplies shall be thirty (30) calendar days as from the date of notification of the Service Order to commence supplies.

4. Allotment

The supplies are made up of a single lot.

5. Estimated cost

The estimated cost of the operation following prior studies stands at 20 000 000 (Twenty Millions) FCFA VAT Included.

6. Participation and origin

Participation to this consultation is open to Small and Medium Size Enterprises with proven experience in this domain.

7. Financing

Supplies which form the subject of this invitation to tender shall be financed by the Internal Resource of UNVDA, 2018 Financial Year (Nomenclature 52-624102).

8. Consultation of the Tender Documents

For any complementary information on the tender file, the tenderers may consult the tender file during working hours at the **General Secretariat of UNVDA, P.O.BOX 25 Ndop, telephone 237 691 798 318**, as soon as this notice is published.

9. Acquisition of the Tender File

Bidders can obtain complete tender documents at the **General Secretariat of UNVDA, P.O.BOX 25 Ndop, telephone 237 691 798 318** during working hours (7.30am to 3pm), Mondays to Fridays upon the payment of a non-refundable sum of **34 000 (Thirty Four Thousands) CFA francs**, payable at BICEC, account CAS ARMP N° 33598845001-20.

The said receipt must identify the payer as representing the consultant or joint-venture willing to participate in the tender

10. Submission of Bids

Each offer drafted in English or French in seven (07) copies including the original and six (06) copies marked as such and sealed in an envelope shall be deposited at the **General Secretariat of UNVDA** not later than the 22 JUL 2018 at **10 o'clock local time**. The sealed envelope should carry the inscription:

OPEN REQUEST FOR QUOTATION IN EMERGENCY PROCEDURE
N° 004/RQ/UNVDA/ITB/2018 OF 25 JUL 2018
FOR THE REHABILITATION OF THE GENERAL MANAGER'S CABINET AND
ADMINISTRATIVE BLOCK IN UNVDA NDOP
"To be opened only during the bids analysis session"

11. Provisional bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first rate-bank approved by the Ministry in charge of Finance featuring on the list in document 8 of this tender file of an amount of **400 000 (Four Hundred Thousands) CFA francs** and valid for thirty (30) days beyond the original date of the validity of the offers.

N.B: Certified checks will not be accepted.

12. Admissibility of Tenders

Under pain of rejection, the administrative documents required, must be produced in originals or true copies certified by the issuing service or an administrative authority (Senior Divisional Officer, Divisional Officer...) in accordance with the Special Conditions of the tender.

They must not be older than three (03) months preceding the original date of submission of bids or must not have been established after the signing of the tender notice.

Any incomplete offer in accordance with the prescriptions of this notice and tender file shall be declared inadmissible, especially the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance.

13. Opening of Bids

The opening of the bids will be in a **single phase**.

The opening of the Administrative documents and financial offers shall take place on the 22 JUL 2018, at **11:00 am, local time** in the Conference Hall of the UNVDA - Ndop.

Only bidders or their duly authorized representatives who have a perfect knowledge of the documents may attend the opening session. Tenderers should note that they remain bound by their tenders for a period of ninety (90) days from the dead line for submission of bids.

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UPPER NUN VALLEY DEVELOPMENT
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AVIS DE CONSULTATION OUVERTE POUR LA DEMANDE DE COTATION EN PROCEDURE D'URGENCE

N°004 /DC/UNVDA/CIPM/2018 DU 25 JUL 2018

POUR LA REHABILITATION DU CABINET DU DIRECTEUR GENERAL ET DU BLOC ADMINISTRATIF DE L'UNVDA A NDOP

**Financement: Ressource Interne de l'UNVDA pour l'année
budgétaire 2018**

1- Objet de la consultation

Dans le cadre de l'amélioration du cadre de vie du personnel des sociétés d'Etat, le Directeur Général de la Société de Développement de la Haute Vallée de Noun (UNVDA), Autorité Contractante, lance une Consultation Ouverte pour la Demande de Cotation relative à la réhabilitation du cabinet du Directeur Général et du bloc administration de l'UNVDA.

2- Consistance des prestations

Les prestations, objet de la présente consultation, comprennent les fournitures décrites dans les spécifications techniques.

3- Délais de livraison

Le délai maximum de livraison prévu par le Maître d'Ouvrage pour les fournitures, objet de la présente consultation, est de trente (30) jours calendrier après notification de la Lettre Commande.

4- Allotissement

Les prestations sont regroupées en un seul lot.

5- Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études est de 20 000 000 (Vingt Millions) FCFA TTC

6-Participation et origine

La participation à la présente consultation est ouverte aux fournisseurs intéressés de droit camerounais, exerçant dans le domaine.

7-Financement

Les prestations objet de la présente consultation seront financées par les Ressources Internes de l'UNVDA pour l'année budgétaire 2018, nomenclature 52-624102.

8- Consultation du Dossier d'Appel d'Offres

Le Dossier d'appel d'offres peut être consulté aux heures ouvrables au **Secrétariat Général de l'UNVDA, BP 25 Ndop, Email: unvdandop@gmail.com, téléphone 237 691 798 318**, dès publication du présent avis.

9- Acquisition du Dossier d'Appel d'Offres

Le Dossier d'appel d'offres peut être retiré aux heures ouvrables au **Service des Marchés Publics de l'UNVDA, BP 25 Ndop, téléphone 237 691 798 318** dès publication du présent avis contre versement d'une somme non remboursable de **34 000 (Trente Quatre Mille) FCFA** payable à la BICEC sur le compte CAS ARMP N°33598845001-20.

10- Remise des offres

Chaque offre, rédigée **en anglais ou en français, en sept (07) exemplaires** dont un (01) original et six (06) copies marqués comme tels, devront parvenir au **Secrétariat Général de l'UNVDA** au plus tard le **22 AOÛT 2018** à **10 heures, heure locale** avec la mention :

CONSULTATION OUVERTE POUR LA DEMANDE DE COTATION EN PROCEDURE D'URGENCE

N° **004/DC/UNVDA/CIPM/2018** DU **25 JUIL 2018**
**POUR LA REHABILITATION DU CABINET DU DIRECTEUR GENERAL ET
DU BLOC ADMINISTRATIF DE L'UNVDA A NDOP**
«A n'ouvrir qu'en séance de dépouillement»

11- Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 8 du DC valable pendant trente (30) jours au-delà de la date limite de validité des offres d'un montant de **400 000 (Quatre Cent Mille) FCFA**.

12- Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis de Consultation.

Toute offre incomplète conformément aux prescriptions du Dossier Consultation sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

13- Ouverture des plis

L'ouverture des offres se fera en un temps.

L'ouverture des pièces Administratives et des offres financières aura lieu le **22 AOÛT 2018** à **11 heures locale** à la salle de conférences de l'UNVDA-Ndop par la Commission Interne de Passation des Marchés.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix dûment mandatée.

14. Principaux critères éliminatoires

- a) Absence d'une pièce administrative;
- b) Absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances ;
- c) Absence de l'Attestation de Non-exclusion des marchés publics délivrée par l'Agence de Régulation des Marchés Publics;
- d) Pièce falsifiée ou non authentique ;
- e) Non-respect du délai de livraison ;
- f) Non-respect des spécifications techniques.

15- Attribution

Le Maître d'Ouvrage attribuera la Lettre Commande au Soumissionnaire dont l'offre a été reconnue conforme pour l'essentiel au Dossier de Consultation et qui dispose des capacités financières requises pour exécuter la prestation de façon satisfaisante et dont l'offre a été évaluée la moins-disante en incluant le cas échéant les rabais proposés.

16- Durée de Validité des Offres

Les soumissionnaires restent engagés par leur offre pendant une période maximale de quatre-vingt-dix (90) jours à compter de la date limite de dépôt des offres.

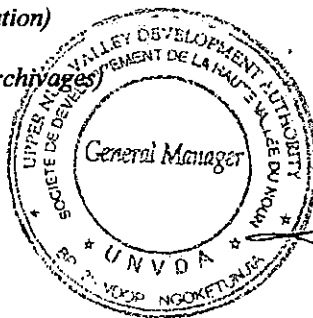
17- Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables de 7 heures 30 à 16 heures au **Secrétariat Général de l'UNVDA, BP 25 Ndop, Email: unvdandop@vmail.com, téléphone 237 691 798 318.**

Fait à Ndop, le 25 JUL 2018

Ampliations :

- DDMINMAP/Ngoketunjia(Pour publication)
- Président CIPM-UNVDA
- ARMP/Bamenda (pour publication et archivages)
- Affichage



General Manager

Eric Akongnui Andangtung

Document N° 2: General Regulations of the Quotation

GENERAL REGULATIONS OF QUOTATION

A. REQUEST FOR QUOTATION

ARTICLE 1: CONTENT OF QUOTATION FILE

1. The Quotation file describes the supplies forming the subject of certain categories of jobbing orders, sets the consultation procedure of suppliers and specifies the terms of the Jobbing Order.
2. The request for quotation is made up of the following
 - a) Model Bid Letter
 - b) Technical Specifications or terms of reference
 - c) Bill of Quantities / Cost Estimates
 - d) Model of Contract
 - e) Model bids Comparism Table
3. The bidder must examine all the rules, forms, conditions and specifications contained in the Quotation File. It is up to him to furnish all the information requested and prepare an offer in conformity with all aspects of the said file. Any inadequacy may lead to a rejection of his/her offer.

B. PREPARATION OF OFFERS

ARTICLE 2: LANGUAGE OF OFFER

The offer as well as any correspondence and all documents concerning the offer exchanged between the bidder and the Contracting Authority shall be written in either 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 offer is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

ARTICLE 3: DOCUMENTS OF THE OFFER

The offer presented by the bidder shall include the following documents:

- a) A dated and signed Bid Letter
- b) A dated and signed Bill of Quantities / Cost Estimates

ARTICLE 4: CONFORMITY OF ADMINISTRATIVE DOCUMENTS

The submitted administrative documents must contain the following documents;

- A.1.** A dated and signed Bid Letter with a 1000frs fiscal stamp;
- A.2.** A certificate of non-bankruptcy established by the Court of First Instance of the place of office of the bidder dated not more than three (3) months preceding the date of submission of offers;
- A.3.** An attestation of the Bidder's Bank Account, issued by a Commercial Bank approved by the Ministry of Finance of the Republic of Cameroon and COBAC;
- A.4.** Original cash Receipt of purchase of the Quotation File issued by BICEC;
- A.5.** The bid bond (according to the attached model in document) of an amount of **400 000** (Four Hundred Thousands) CFA francs. This bid bond shall be issued by a Commercial

Bank or Financial Institution authorized to issue Bid Bonds for Public Contracts as per the list in Doc. 8. The Bid Bonds shall have a validity of 90 days from the date the bids are opened;

- A.6. An Attestation of Non-exclusion from public contracts for this Tender delivered by the Public Contracts Regulatory Agency;
- A.7. An attestation for Bidding Purposes not more than three months for the Tender issued by the National Social Insurance Fund to certify that the bidder has fulfilled his obligations towards the Fund;
- A.8. A Valid Non-indebtedness (Non-Redevance) Certificate issued by the Taxation Department certifying that the bidder has effected all statutory declarations in issues of taxes for the financial year not more than three Months from date of issue;
- A.9. Valid Tax Payer's Card certified by the Taxation Department;
- A.10. Certified copies of attestation of Localization and Plan of Location;
- A.11. A declaration from the bidder testifying that he has not abandoned contract within the past three (03) years;
- A.12. An Attestation proving that the bidder is not included in the list delinquent enterprises established by the Minister incharge of Public Contracts

ARTICLE 5: THE OFFER

- 1. The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.
- 2. The Bidder's offer shall take into consideration all taxes, dues and related cost such as transportation; Insurance; etc before making their financial offers.
- 3. The prices offered shall be firm and closed except in the situation where there is provision for price revision and/or updating. Any offer with price revision or updating that is not provided for the by the Special Regulations and the Special Administrative Clauses shall be out rightly rejected for non-conformity as per the Special Regulations.
- 4. The supplier will have to fill and sign the Jobbing Order

ARTICLE 6: CURRENCY OF OFFER

The amount of the offer shall be entirely made in the national currency i.e. **Franc CFA**.

ARTICLE 7: VALIDITY OF OFFERS

Bidders will remain committed to their tenders for a maximum period of ninety (90) days from the deadline set for the submission of tenders.

C. SUBMISSION OF OFFERS

ARTICLE 8: SEALING AND MARKING OF OFFERS

The bidder shall draft each offer in English or French in seven (07) copies including the original and six (06) copies marked sealed and place each copy of the offer 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.

The external envelope shall contain two (02) sealed envelopes with the following information:

- a) addressed to the Contracting Authority at the address indicated in the Consultation file;
- b) should bear the subject of the supplies and the number of the tender as indicated in the Consultation file

The first envelope should carry the caption "Administrative Documents" and should contain elements as indicated in Article 4 above;

The second envelope should carry the caption "Financial Offer" and should contain the bid.

Any bid that does not respect the prescriptions of this consultation shall simply be rejected

ARTICLE 9: DATE AND TIME-LIMIT FOR SUBMISSION OF OFFERS

The offers must be received by the Contracting Authority at the address specified in the consultation document not later than the date and time stipulated (10 am).

D. OPENING OF ENVELOPES AND EVALUATION OF OFFERS

ARTICLE 10: OPENING OF ENVELOPES

The Internal Tender Board of UNVDA shall open the envelopes in single phase and in the presence of bidders or the mandated representatives of bidders who wish to attend

The opening of the Administrative documents and financial offers shall take place on the ~~19-2-2018~~ 22-04-2018, at 11:00 am, local time in the Conference Hall of UNVDA - Ndop.

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 offers*] and any variant, where necessary, the existence of a guarantee of the offer if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of offers announced to the hearing of everyone during the opening of bids shall be evaluation.

ARTICLE 11: DETERMINATION OF CONFORMITY OF OFFERS

The Internal Tender Board shall carry out a detailed examination of offers to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the offers are in proper order. They will proceed in the following manner:

- a) Examine the conformity of the bids with respect to the administrative aspects and verifying the delivery period and technical specifications;
- b) Compare the financial offers by checking on the arithmetic operations and using unit prices in words when the case arises for corrective measures;
- c) Elaborate a summary of the offers in a tabular form

ARTICLE 12: MODIFICATION OF QUANTITIES

At the moment of award of contract, the Contracting Authority has the latitude of either increasing or reducing the quantities of supply or services in the schedule by a maximum of 15% without changing the unit prices or other conditions.

ARTICLE 13: AWARD OF JOBBING ORDER

The Contracting Authority shall award the contract to the bidder whose offer was judged essentially in conformity with the dispositions of the Quotation File and whose offer was evaluated as the lowest by including, where necessary, proposed rebates

ARTICLE 14: NOTIFICATION OF THE AWARD OF THE JOBBING ORDER

The Contracting Authority shall award and communicate the results of the open Quotation by means of press release or pasting on the notice board with the following information:

- a) Name of the successful bidder;
- b) Object of the Request for Quotation;
- c) Delivery period of Jobbing Order;
- d) Amount of the Jobbing Order.

ARTICLE 15: SIGNING OF THE JOBBING ORDER

After publication of the results, the draft Jobbing Order subscribed by the successful bidder is submitted to the Tenders Board for approval.

The Contracting Authority has a period of fifteen (15) days to sign the Jobbing Order and notify successful bidder.

Document N° 3: Technical Specifications (TS)

TECHNICAL SPECIFICATIONS

Lot 100: PREPARATORY WORKS

- **Site installation:** this phase shall include the official installation of the contractor on site by the commission in charge (contracting authority). The preparation and allocation of places for the stocking of materials and others.
- **General cleaning:** this activity involves removal of wool carpet on floors, sanitary works especially disinfecting toilet accessories before demolition and cleaning of office equipment after completing the works.
- **Demolition/dismantling of (Tiles, sanitary installations, carpentry & joinery etc.):** this activity includes the careful removal of toilet accessories, floor/wall tiles, ceiling sheets, existing wooden frames and other carpentry fittings.

Lot 200: CEILING WORKS

- **Hard wood ceiling battens to receive staff work:** here, hard wood battens of 4x4cm shall be fixed on tie beams at suitable distances so as to receive the staff ceiling without any deflection or other effects.
- **Insecticide and fungicide preservative treatment:** this activity includes the treatment of (ceiling battens, door frames, door shutters and other wooden works) in order to avoid insect attacks.
- **Design staff complete with noggins and fixing:** here, a competent staffman with rich experience shall be deployed to execute this task in conformity with recent standards. Plaster to be used must be of good quality and duly approved by the contracting authority, the bond between the ceiling battens and the staff must be strong enough to guarantee durability and adequate strength.

Lot 300: WOOD/METAL JOINERY AND HARDWARE

- **Single doors (sound proof/panel) complete with frame, handle etc. (0.90 x 2.10):** these doors shall be realized with sound insulating materials like foams or other suitable sound proof materials fixed (externally) with original vachette locks or any other duly approved by contracting authority.
- **Single panel doors complete with frame, handle etc. (0.90 x 2.10):** these doors shall be in hard wood duly treated with fungicide and fixed to the awaiting frame (internally). Its locks shall be original vachette locks or any other duly approved by contracting authority.
- **Double doors (sound proof/panel) complete with frame, handle etc. (1.50 x 2.10):** this door shall be realized with sound insulating materials like foams or other suitable sound proof materials fitted externally/internally. Its locks shall be original vachette locks of good quality duly approved by the contracting authority.
- **Glass panel on existing aluminum window framings complete with fixing:** here, a competent glassman with rich experience shall be deployed to execute this task in conformity with recent standards. All existing glasses shall be removed and hand to the Stores Accountant of UNVDA Ndop before fitting the new ones. **Note:** the new glasses shall or must match with the damaged ones.
- **Aluminum roof gutters round verandas complete and fixing:** this shall consist of aluminum ready-made gutters of not less than 20cm width fixed at the eave (internally) to trap rain water and convey it to the U-gutters by means of non PVC pressure pipes (100)mm in diameter plus elbow 100mm.
- **Shelf in public contracts office complete in hard wood:** this shall be in hard wood boards

(3cm thick & 30cm wide) vanish and fix to battens by a competent carpenter. It shall be without shutters and be durable enough to withstand itself weight and that of documents.

- **Fabricate and fit wooden door frames complete and fixing (0.90 x 2.10) in hard wood:** it shall be of hard wood (Iroko or Sapeli) or any other approved by the contracting authority. It shall be 4cm thick and 24cm wide respectively. Also, it shall be free from any defect and well season.
- **Original Vachette locks complete with fixing:** shall be of high quality and durable duly approved by the contracting authority.

Lot 400: PLUMBING AND SANITARY FITTINGS

All plumbing and sanitary fittings shall be fitted at the original positions where the old fittings were removed except otherwise. It shall be handled by a competent plumber with strict follow up by the contracting authority or his representative during purchase and installation. Note; all sanitary fittings removed shall be handed to the Stores Accountant of UNVDA Ndop.

Lot 500: TILING / FLOOR FINISHES

- **Prepare and fix white glaze tiles on toilet walls:** This shall be of 20cm x 40cm white glazed tiles realised to a height of not less than 2.5m above floor level laid according to the rules of the art. It shall be done with cement-paste mix with cement colle and all the joints (vertical & horizontal) sealed with cement paste.
- NB:** the background of the wall must be rough enough, free from dust and straight so as to achieve a good bond between the tiles and the wall.
- **Prepare and fix non slippery tiles on toilet floor:** non slippery ceramic tiles 20cm x 20cm shall be fitted on toilet floor. The background floor shall be of cement screed finish dosed at 400kg/m³ with a gentle slope leading to the shower waste.

Lot 600: ELECTRICITY AND INSTALLATIONS

- **Ceiling daylight lamps on toilet roof:** this consist of round lambs fixed on the ceiling of the toilet room. The models shall be approved by the contracting authority before purchasing/use.
- **Wall socket complete and fixing:** shall be of good quality screwed into the awaiting cup at a suitable distance of not more than 50cm above floor level.
- **Double gang two way Wall switch complete and fixing:** this switch shall be located at a suitable position in compliance with norms in place.

Lot 700: PAINTING AND DECORATION

- **Prepare and paint PANTEX 1300 on veranda and toilet walls:** they shall be painted with PANTEX 1300 mixed with an approved colour tube in a single coat.
- **Prepare and paint PANTEX 800 on staff roof:** shall be painted with PANTEX 800 in a single (01) coat using good rollers and brushes by a competent and experienced craft man.

- **Prepare and paint mastic paint on office walls for moisture prevention:**
- **Prepare and paint oil paint for skirting:** skirting of between 15-20cm shall be done with oil paint and internal portion around the new fitted wooden frames.

Lot 800: ROOM DECOR

- **Blind hangers and accessories complete and fixing on doors and windows**
- **Woollen or Cotton blind complete and fixing on doors and windows**
- **Lace or nylon blinds complete and fixing on doors and windows**

These tasks shall be executed by a competent and experience craft man or woman in compliance with the norms of the art.

Lot 900: MASONRY WORKS

Here, all surfaces of damaged walls and U-gutters shall be clean, free from dust and dry before the application of mortar or cement paste by a competent construction technician. The finish surface shall be smooth (trowel finish) and straight.

NB: ALL FITTINGS, APPLIANCES AND MATERIALS DEMOLISH IN THE COURSE OF WORKS SHALL BE IMMEDIATELY HANDED TO THE STORES ACCOUNTANT OF UNVDA NDOP.

Document N° 4: Schedule of Unit Prices (SUP)

OPEN REQUEST FOR QUOTATION IN EMERGENCY PROCEDURE

N° 004 /RQ/UNVDA/ITB/2018 OF 12 5 2018

FOR THE REHABILITATION OF THE GENERAL MANAGER'S CABINET AND THE ADMINISTRATIVE BLOCK IN UNVDA NDOP

Deadline for the submission of bids: 22 April 2018 10 o'clock local time.

SCHEDULE OF UNIT PRICES (SUP)

No	DESCRIPTION	UNIT	QTY	U P IN FIGURES (CFAF)	U P IN WORDS (CFAF)
	100: PREPARATORY WORKS				
101	Site installation	ff	1		
102	General cleaning	ff	1		
103	Demolition/dismantling of (Tiles, sanitary installations, carpentry & joinery etc.	ff	1		
	200: CEILING WORKS				
201	Hard wood ceiling battens to receive staff work	m3	0,70		
202	Insecticide and fungicide preservative treatment	ff	1		
203	Design staff complete with noggins and fixing	m2	18		
204	Prepare and fix 8mm thick plywood complete with accessories	m2	11,6		
	300: WOOD/METAL JOINERY AND HARDWARE				
301	Single doors (sound proof/panel) complete with frame, handle etc. (0.90 x 2.10)	u	3		
302	Single panel doors complete with frame, handle etc. (0.90 x 2.10)	u	8		
303	Double doors (sound proof/panel) complete with frame, handle etc. (1.50 x 2.10)	u	3		
304	Glass panel on existing alluminium window framings complete with fixing	m2	4,95		
305	Alluminium roof gutters round the verandas (internal) complete with fixing including framing	ml	75		
306	Shelf in public contracts office complete in hard wood	ff	1		
307	Fabricate and fit wooden door frames 4cm thick & 24cm wide complete and fixing (0.90 x 2.10) in hard wood	ff	15		
308	Original Vachette locks (ASSA ABLOY G3253) complete with fixing and handles	u	16		
309	Original Vachette locks (ASSA ABLOY G3373) complete with fixing	u	2		
	400: PLUMBING AND SANITARY FITTINGS				
401	PVC non pressure pipe Dia. 100mm for drainage including accessories	ml	60		

402	Wash hand basin complete with accessories and fixing	u	1		
403	Toilet pot complete with accessories and fixing	u	1		
404	Toilet row carrier complete and fixing	u	1		
405	Towel hanger complete and fixing	u	2		
406	Toilet mirror complete with lamp	u	1		
407	Soap dish complete with fixing	u	1		
408	Shower waste complete	u	1		
409	PVC pipe 40mm	u	1		
	500: TILING/FLOOR FINISHES				
501	Prepare and fix white glaze tiles on toilet walls (20cm x 40cm)	m2	48		
502	Prepare and fix non slippery tiles on toilet floor (20cmx20cm)	m2	12		
	600: ELECTRICITY AND INSTALLATION				
601	Ceiling daylight lamps on toilet roof	u	3		
602	Wall socket complete and fixing	u	1		
603	Double gang two way switch complete and fixing	u	1		
604	Supply and install AIR conditioner (LG 1.5CV) complete and fixing in the General Manager's office	u	1		
	700: PAINTING AND DECORATION				
701	Prepare and paint pantex 800 on staff roof	m2	48		
702	Prepare and paint mastic paint ("Panticoat") on office walls for moisture prevention	m2	15		
703	Prepare and paint pantex 1300 on all external walls	m2	508,9		
704	Prepare and paint pantex 800 on walls of the GM's office, private secretariat and conference hall	m2	195		
705	Prepare and paint oil paint for skirting/plastered portion of the frames internally complete	m2	59		
706	Prepare and vanish existing door shutters on both sides and frames complete	m2	88		
707	Prepare and vanish veranda, conference hall and corridor ceilings complete	m2	220		
708	Prepare and paint window protectors and iron doors complete with alluminium paint in two coats	m2	120		
	800: ROOM DECOR				
801	Blind hangers and accessories complete and fixing on doors and windows.	u	29		
802	Wool or cotton blind complete and fixing on doors and windows	m2	90		
803	Lace or nylon blinds complete and fixing on doors and windows	m2	90		
	900: MASONRY WORKS				
901	Provide and apply cement paste/mortar on damaged external walls and internal yard drainage	m2	96		

Document N° 5: Bill of Quantities / Cost Estimates

OPEN REQUEST FOR QUOTATION IN EMERGENCY PROCEDURE

Nº 01 /RQ/UNVDA/ITB/2018 OF 12 5 JUL 2018

FOR THE REHABILITATION OF THE GENERAL MANAGER'S CABINET AND THE ADMINISTRATIVE BLOCK IN UNVDA NDOP

Deadline for the submission of bids: 22 AUG 2018 10 o'clock local time.

BILL OF QUANTITIES/COST ESTIMATES

No	DESCRIPTION	UNIT	QTY	UP	AMOUNT
	100: PREPARATORY WORKS				
101	Site installation	ff	1		
102	General cleaning	ff	1		
103	Demolition/dismantling of (Tiles, sanitary installations, carpentry & joinery etc.	ff	1		
	SUBTOTAL 100				
	200: CEILING WORKS				
201	Hard wood ceiling battens to receive staff work	m3	0,70		
202	Insecticide and fungicide preservative treatment	ff	1		
203	Design staff complete with noggins and fixing	m2	18		
204	Prepare and fix 8mm thick plywood complete with accessories	m2	11,6		
	SUBTOTAL 200				
	300: WOOD/METAL JOINERY AND HARDWARE				
301	Single doors (sound proof/panel) complete with frame, handle etc. (0.90 x 2.10)	u	3		
302	Single panel doors complete with frame, handle etc. (0.90 x 2.10)	u	8		
303	Double doors (sound proof/panel) complete with frame, handle etc. (1.50 x 2.10)	u	3		
304	Glass panel on existing alluminium window framings complete with fixing	m2	4,95		
305	Alluminium roof gutters round the verandas (internal) complete with fixing including framing	ml	75		
306	Shelf in public contracts office complete in hard wood	ff	1		
307	Fabricate and fit wooden door frames 4cm thick & 24cm wide complete and fixing (0.90 x 2.10) in hard wood	ff	15		
308	Original Vachette locks (ASSA ABLOY G3253) complete with fixing and handles	u	16		
309	Original Vachette locks (ASSA ABLOY G3373) complete with fixing	u	2		
	SUBTOTAL 300				
	400: PLUMBING AND SANITARY FITTINGS				
401	PVC non pressure pipe Dia. 100mm for drainage including accessories	ml	60		

	900: MASONRY WORKS				
901	Provide and apply cement paste/mortar on damaged external walls and internal yard drainage	m2	96		
	SUBTOTAL 900				
	TOTAL HT				
	VAT (19.25)				
	AIR (2.2%)				
	TOTAL TTC				
	NET PAYMENT				

THIS PRESENT BILL IS CLOSED AT THE SUM OF:

Document N°6: Schedule of sub-detail of prices

DESIGNATION :Studies and site installation					
No	Daily out put		Total quantity	Unit	Duration of activity
PERSONNEL	Category	No	Daily wage	Days break up	Amount
TOTAL A					
EQUIPMENT/MACHINES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL AND MISCELLANEOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST			A+B+C	
E	GENERAL SITE EXPENSESES			Dx%	
F	GENERAL OFFICE EXPENSES			Dx%	
G	NET COST			D+E+F	
H	RISK + BENEFITS			Gx%	
P	TOTAL COST (HT)			G+H	
V	UNIT COST (HT)			P/QTY	

Document N° 7: Bids Comparism Table

OPEN REQUEST FOR QUOTATION IN EMERGENCY PROCEDURE

N° 001/RQ/UNVDA/ITB/2018 OF 25 JUL 2018

**FOR THE REHABILITATION OF THE GENERAL MANAGER'S CABINET AND THE
ADMINISTRATIVE BLOCK IN UNVDA NDOP**

Deadline for the submission of bids: 22 AUG 2018 10 o'clock local time.

BIDS COMPARISM TABLE

N°	Name of bidder	Adress	Conformity of offer		Supply		Total Amount TTC	Observations
			Yes	No	Days	Place		
1								
2								
3								

Members of the Internal Tender Board

Name Function Signature

Document N° 8: Model Contract

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE

MINISTERE DE L'AGRICULTURE
ET DU DEVELOPPEMENT RURAL

SOCIETE DE DEVELOPPEMENT DE LA HAUTE
VALLEE DE NOUN

UNVDA
SOCIETE D'ETAT



REPUBLIC OF CAMEROON
PEACE WORK-FATHERLAND

MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT

UPPER NOUN VALLEY DEVELOPMENT
AUTHORITY

UNVDA
STATE CORPORATION

JOBGING ORDER No _____/JO/UNVDA/ITB/2018 OF _____

**AWARDED AFTER OPEN REQUEST FOR QUOTATION N° 004/RQ/UNVDA/ITB/2018
OF 25 JUL 2018 THE REHABILITATION OF THE GENERAL MANAGER'S CABINET
AND THE ADMINISTRATIVE BLOCK IN UNVDA NDOP**

ENTERPRISE: [indicate name and full address of holder]

P.O. Box _____, Tel: _____ Fax: _____

Business Registry No. _____ at _____

Taxpayer's No. _____

SUBJECT:

PLACE OF DELIVERY:

DELIVERY PERIOD : _____ () days

AMOUNT IN FCFA: _____ CFA francs Inclusive of Taxes

TOTAL AMOUNT LESS TAX	
VAT (19.25%)	
AIR (2.2% or 5.5%)	
TOTAL AMOUNT INCLUSIVE TAX	
NET TO BE PAID	

FINANCING: Internal Resources of UNVDA, 2018 Financial Year

NOMENCLATURE: 608101

SUBSCRIBED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

BETWEEN:

The Republic of Cameroon hereby represented by the General Manager of the Upper Nun Valley Development Authority (UNVDA)

“CONTRACTING AUTHORITY”

On the one hand,

And

_____(Company)

P.O. Box _____ Tel: _____ Fax: _____

Represented by M _____, its General Manager, hereinafter referred to as the

“SUPPLIER”

On the other hand,

Agreed on the following:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Technical Specifications (TS)

Part III: Schedule of Unit Prices (SUP)

Part IV: Bills of Quantities and Estimates

Part I: Special Administrative Conditions (SAC)

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- Article 2: Consistency of Works
- Article 3: Contract award procedure
- Article 4: Definitions and duties
- Article 5: Language
- Article 6: Standards
- Article 7: Documents of the Jobbing Order
- Article 8: Applicable Texts
- Article 9: Norms Conformity of the works
- Article 10: Communication
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- Article 12: Material to be supplied

CHAPTER II: FINANCIAL PROVISIONS

- Article 13: Final Bond and Guarantee
- Article 14: Amount of the Jobbing Order
- Article 15: Price variation
- Article 16: Advance Payment
- Article 17: Method and Place of Payments
- Article 18: Penalties for Late Execution
- Article 19: Taxes and Custom Duties
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CHAPTER III: EXECUTION OF THE SUPPLIES

- Article 21: Patents and Licenses
- Article 22: Place and Execution Time limit of the Jobbing Order
- Article 23: Roles and obligations of the supplier
- Article 24: Insurance and Transportation
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- Article 26: Reception
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CHAPTER V: MISCELLANEOUS PROVISIONS

- Article 28: Breach of Jobbing Order
- Article 29: Cancellation of the Jobbing Order
- Article 30: Force majeure
- Article 31: Disputes
- Article 32: Production and dissemination of this Jobbing Order
- Article 32 and last: Entry into force of the Jobbing Order

CHAPTER I: GENERAL PROVISIONS

ARTICLE 1: SUBJECT OF THE JOBBING ORDER

The subject of this present Jobbing Order is the rehabilitation of the General Manager's office in the Upper Nun Valley Development Authority (UNVDA) Ndop.

ARTICLE 2: CONSISTENCY OF THE SUPPLY

The nature of the services involves the handling, transportation and supply of the items as specified in the Technical Specifications as per the following;

ARTICLE 3: CONTRACT AWARD PROCEDURE

The procedure of award of this Contract is through an Open Request for Quotation N° 004/RQ/UNVDA/TB/2018 of 25 July 2018

ARTICLE 4: DEFINITIONS AND DUTIES

1. General Definitions

- **The Contracting Authority:** The General Manager of UNVDA, Ndop;
- **The Project Owner:** The General Manager of UNVDA, Ndop;
- **The Control Authority:** The Divisional Delegate of Public Contracts for Ngoketunjia / North West Region;
- **The Chief of Service:** The Director of Administration and Financial Affairs, UNVDA, Ndop;
- **The Contract Engineer:** The Director of Rural Engineering, UNVDA, Ndop;
- **The Supplier:** [to be precised]

2. Duties

- The authority in charge of ordering payment shall be **The General Manager of UNVDA, Ndop;**
- The authority in charge of the clearance of expenditures shall be **the Specialized Financial Controller UNVDA, Ndop;**
- The body or official in charge of payment shall be **the Accounting Officer In Charge Of Payment in UNVDA, Ndop**
- The official competent to furnish information within the context of execution of this contract shall be **the Director of Rural Engineering, UNVDA, Ndop**

ARTICLE 5: LANGUAGE APPLICABLE LAW AND REGULATION

The Language to be used shall be either English or French.

The contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon and these both within his own organization and in the execution of the contract.

If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this contract are amended after the signature of the jobbing order, the possible direct resulting costs shall be taken into account without gain or loss for either party.

ARTICLE 6: STANDARDS

The goods to be supplied in execution of the present contract shall conform to the standard provided for in the special Technical Conditions. Where the Special Technical Condition is silent on the standard, the applicable standard shall be that which is recently approved by the Competent Authority.

ARTICLE 7: DOCUMENTS OF THE JOBBING ORDER

The documents of this contract in order of priority are:

1. Bid Letter

2. The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Technical Specifications (TS).
3. The Special Administrative Conditions (SAC).
4. Technical Specifications (TS).
5. The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices.
6. The General Administrative Conditions applicable to Public works, Supplies Service contracts made enforceable by Order No. 033/CAB/PM of 13 February 2007.
7. The General Technical Condition(s) applicable to the services forming the subject of the contract.

ARTICLE 8: APPLICABLE TEXTS

This contract shall be governed by the following general instruments:

1. Law N°. 2016/018 of 14 December 2016 on the Finance Law of the Republic of Cameroon for the 2017 financial year ;
2. Law N°. 96/12 of 5th August, 1996 on the management of the environment.
3. Decree N° 2018/366 of 20 June 2018 on Public Contracts Code;
4. Decree N°. 2011/408 of 09 December 2011 on the organization of the Government;
5. Decree N° 2011/410 of 09 December 2011 on the formation of the Government;
6. Decree No. 2012/076 of 08 March 2012 amending and supplementing some provisions of Decree No. 2001 /048 of 23 February 2001 on the creation, the organization and functioning of the Public Contracts Regulatory Agency;
7. Decree N° 2003/651/PM of 16 April 2003 laying down the procedures for the application of tax and customs regime of public contracts;
8. Ministerial Order N° 0206/A/MINMAP of 3rd July 2018 on the creation Internal Tenders Boards in State Corporations;
9. Circular Letter N° 003/CAB/PM of 18 April 2008 on the enforcement of rules governing the procurement, execution and control of Public Contracts;
10. Circular Letter N° 0001/CAB/PR of 19 June 2012 on the procurement and control of the execution of public contracts;
11. Circular letter N° 002/CAB/PM of 31 January 2011 on the improvement of the performance of the Public Contract system;
12. Circular Letter N° 003/CAB/PM of 31 January 2011 laying down the procedures for the management of changing economic conditions of Public Contracts;
13. Circular Letter N°0001/C/MINFI of 02 January 2018 relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies;
14. Circular letter No. 004/LC/MINMAP/CAB of 26th August, 2013 defining modalities for prior visa to the signing of certain contracts;
15. Circular letter No. 005/LC/MINMAP/CAB of 3rd July, 2018 to specify interim measures to be implemented following the signing and publication of Decree N° 2018/366 of 20 June 2018 to institute the Public Contracts Code
16. Applicable Standards;
17. Others showing specific domains concern.

ARTICLE 9: CONFORMITY OF THE SUPPLIES

The supplies which form the subject of the contract shall conform to the acceptable standards of such supplies particularly to the conditions laid down in the tender file.

ARTICLE 10: COMMUNICATION

- 9.1 All notifications and written communication within the framework of this contract shall be sent to the following addresses:
- a) **In the case where the supplier is the addressee:** beyond the time-limit of 15 days fixed in Article 6(1) of the GAC fails to make his domicile known to the Chief of Service and immediately after completion of supplies, correspondences shall be validly addressed to the Registered mail and shall be considered to have been served on to the contractor.
 - b) **In the case where the Contracting Authority is the addressee, The General Manager of UNVDA, Ndop;** with a copy addressed to the Contract Manager and Contract Engineer, where need be.

ARTICLE 11: ADMINISTRATIVE ORDERS

- The Administrative Order to start execution shall be signed by **The General Manager of UNVDA, Ndop** and notified by the Chief of Service.;
- Administrative Orders with financial incidence likely to modify the time-limits shall be signed by **The General Manager of UNVDA, Ndop** and notified by the Chief of Service.;
- The Administrative Orders with technical incidence relating of the execution of the supplies and without financial incidence shall be signed by the Chief of Service and notified by the Contract Engineer;
- Administrative Orders serving as warnings shall be signed by the **The General Manager of UNVDA, Ndop** and notified by the Chief of Service.
- The supplier has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

ARTICLE 12: MATERIALS TO BE SUPPLIED

- Any modification, even partial, made to the technical offer shall only be done after the written approval of the Contracting Authority.
- In any case, the lists of alternative items to be supplied shall be subject to the approval of the Contracting Authority within fifteen (15) days of the notification of the Service Order to commence supplies. The Contracting Authority has eight (8) days to notify his opinion in writing with a copy being sent to the Contract Officer. Beyond this time-limit, the alternative list shall be considered as approved.
- Any unilateral modification on the list of items made in the technical offer prior to and during the supplies shall be a reason for the application of penalties and grounds for termination of the contract.

CHAPTER II: FINANCIAL PROVISIONS

ARTICLE 13: FINAL BOND AND GUARANTEE

Final Bond

The final bond shall be set at 3% of the amount of the contract, inclusive of all taxes.

The final bond shall be released within one month following the date of acceptance of the supplies, following a release issued by the Project Owner upon request by the supplier.

Guarantee retention

There shall not be any guarantee retention for this contract.

ARTICLE 114: AMOUNT OF THE JOBBING ORDER

The amount of this Jobbing Order as it emerges from the *Bill of Quantities/Cost Estimates* is _____ (In figures) _____ (in words), inclusive of value added tax (VAT).

ARTICLE 15: PRICE VARIATION

The prices are fixed and non-revisable

ARTICLE 16: ADVANCE PAYMENT

There shall not be any advanced payment

ARTICLE 17: METHOD AND PLACE OF PAYMENT

The Contracting Authority shall pay the sums due for this contract by bank transfer or cheque into account N°..... with P.O BOX.....,

Only the detailed account exclusive of VAT shall be paid to the supplier. The detailed account of the amount of the taxes shall be the subject of an entry between the budgets of UNVDA NDOP and the Ministry in charge of Finance.

ARTICLE 18: PENALTIES FOR LATE DELIVERY

The amount set for penalties for late execution is set as follows:

- 17.1 a) One two thousandth (1/2000th) of the initial Jobbing Order amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- b) One thousandth (1/1000th) the initial amount of the Jobbing Order inclusive of all taxes per calendar day beyond the 30th day.
- 17.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10%) of the initial Jobbing Order inclusive of all taxes.

ARTICLE 19: TAXES AND CUSTOM DUTIES

The tax shall be in conformity with existing fiscal regulations and in particular with the 2013 circular to implement the state budget. The taxes applicable to this Jobbing Order include notably:

- Taxes and dues relating to industrial and commercial profits, including the AIR which is a deduction on company taxes;
- Registration dues in accordance with the 2012 Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
- Duties and taxes of entry into Cameroonian territory (customs duties, VAT);
- Council dues and taxes;

These elements must be included in the costs which the supplier imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive means VAT included.

ARTICLE 20: STAMP DUTY AND REGISTRATION OF JOBBING ORDERS

Seven (7) original copies of the Jobbing Order will be stamped and registered by and at the expense of the supplier at the Regional Tax Centre of the supplier's Tax Base in accordance with the applicable regulations.

CHAPTER III: EXECUTION OF SUPPLIES**ARTICLE 21: PATENTS AND LICENSES**

Save where otherwise provided, the Supplier shall indemnify the Contracting Authority against any claim resulting from the use as specified in the contract of patents, licences, drawings, models, or brand or trademarks, unless such infringement results from compliance with the design or specification provided by the Contracting Authority.

ARTICLE 22: PLACE AND EXECUTION TIME-LIMIT OF THE JOBBING ORDER

1. The supplies shall be delivered at UNVDA - Ndop.
2. The time-limit for the execution of the supplies forming the subject of this Jobbing Order shall be thirty (30) calendar days. Partial deliveries shall not be accepted.

3. This time-limit shall run from the date of notification of the Administrative Order to commence execution of the works.

ARTICLE 23: ROLE AND RESPONSIBILITIES

23.1 The Contracting authority

The Contracting Authority shall ensure the good functioning, organization and control of all public contracts entered into in the Republic of Cameroon."

23.2 The Supplier

- 1) The Supplier shall be responsible to ensure that the goods to be supplied are as per the description in the technical specifications.
- 2) The Supplier shall perform the services diligently, efficiently and economically; in accordance with the standards, and practices generally accepted in the field of activity.
- 3) During the contract period, the Supplier shall not engage directly or indirectly, professional or contractual with third parties likely to compromise the execution of this Jobbing Order;
- 4) The Supplier is bound by professional secrecy vis-à-vis third parties on any information and documents collected or brought to his attention during the execution of the Jobbing Order;

As such, any documents prepared by the Supplier in the course of the execution of the Jobbing Order shall not be published or disclosed without the written consent of the Project Owner.

23.3 The Project Owner and Contract Engineer

The Project Owner is responsible for scheduling and payment of invoices. The contract engineer shall ensure conformity of the items as specified in the contract with applicable rules and standards.

ARTICLE 24: INSURANCE AND TRANSPORTATION

The Supplier shall take an Insurance policy to cover all damage that could be caused to third parties during the course of transporting and delivery of the fertilizers. The Supplier shall be responsible for proper packaging, transportation and offloading all the goods.

ARTICLE 25: AFTER SALES SERVICES

The supplier shall provide technical assistance when required.

CHAPTER IV: RECEPTION

ARTICLE 26: RECEPTION

23.2 The supplies shall be received by a Reception Committee made of the following members:

- | | |
|--|--------------------|
| - The Project Owner or his Representative | Chairperson |
| - The Contract Engineer | Secretary |
| - The Chief of Service | Member |
| - The Control Authority | Member |
| - The Specialized Financial Controller/UNVDA | Member |
| - The Supplier | Member |

At the reception, a reception report shall be drawn up and signed by the Reception Committee members.

The reception committee shall crosscheck the conformity of the supplies with the accepted prescription of the Jobbing Order and shall decide whether there are grounds to rule against acceptance.

Where the supplies do not conform with the Technical Specifications, the supplier shall be requested to replace immediately the defective items at his cost.

Where the supplies conform, the committee shall draw up an acceptance certificate, which shall be signed by its members and the supplier. Such a certificate shall clearly state the number of items, the quality of the materials and the compliance with the contractual clauses.

ARTICLE 27: PERIOD OF GUARANTEE

There shall be no period of guarantee with respect to this present Jobbing Order.

CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 28: BREACH OF JOBBING ORDER

28.1 A Party shall be in a breach of contract if it fails to fulfill any of its obligations under the Jobbing Order.

28.2 Where a breach of contract occurs, the injured Party shall be entitled to the following remedies:

- a) damages; and/or
- b) termination of the contract.

28.3 In addition to the above-mentioned measures, damages may be awarded. They may be either:

- a) general damages; or
- b) liquidated damages.

Recovery of damages, disbursements or expenses resulting from the application of measures provided for in this Article shall be effected by deduction from the sums due to the supplier, from the deposit, or by payment under the guarantee.

ARTICLE 29: CANCELLATION OF THE JOBBING ORDER

The Jobbing Order may be terminated as provided for in Decree N° 2004/275 of 24 September 2004 to institute the public Contracts code modified by subsequent text and equally under the conditions laid down in Articles 57, 58 & 59 of the GAC.

ARTICLE 30: FORCE MAJEURE

In the event of circumstances beyond his control, the contractor shall only be relieved of his responsibilities if he notifies the Project owner in writing of his intention to evoke these circumstances of force majeure within 15(fifteen) days of the occurrence of the event. However, the Corporation reserves the right to appreciate the circumstances of the force majeure.

ARTICLE 31: DISPUTES

Any dispute arising from this Jobbing Order shall be resolved amicably. Where no amicable solution can be found for a disagreement, this agreement is brought before the competent Cameroonian jurisdiction, subject to the following provisions:

ARTICLE 32: PRODUCTION AND DISSEMINATION OF THIS JOBBING ORDER

The supplier shall rehabilitate fifteen (15) copies of this Jobbing Order to the Contract Officer for distribution.

ARTICLE 33 AND LAST: ENTRY INTO FORCE OF THE JOBBING ORDER

This Jobbing Order shall only be regarded as finally concluded after its signature by the Contracting Authority and shall only come to force after it has been notified to the supplier by the Contracting Authority.

Page__ and last of JOBBING ORDER N°____/JO/UNVDA/ITB/2018 OF _____ AWARDED
 AFTER OPEN REQUEST FOR QUOTATION IN EMERGENCY PROCEDURE
 N°____/RQ/UNVDA/ITB/2018 OF 25 III 2018 FOR THE REHABILITATION OF THE
 CABINET OF THE GENERAL MANAGER AND THE ADMINISTRATIVE BLOCK IN
 UNVDA NDOP.

Amount of contract in FCFÁ:

TOTAL AMOUNT LESS TAX	
VAT (19.25%)	
AIR (2.2% or 5.5%)	
TOTAL AMOUNT INCLUSIVE TAX	
NET TO BE PAID	

DELIVERY PERIOD : _____ (_____) days

READ AND ACCEPTED BY THE SUPPLIER

NDOP, _____

SIGNATURE OF CONTRACTING AUTHORITY

NDOP, _____

REGISTRATION

Document N° 9: Forms and Models to be used

TABLE OF MODELS

ANNEX N°. 1: DECLARATION OF INTENTION TO BID

ANNEX N°. 2: MODEL BID LETTER

ANNEX N°. 3: MODEL BID BOND

ANNEX N°. 4: MODEL FINAL BOND

ANNEX N°. 1: DECLARATION OF INTENTION TO BID

I, the undersigned, _____,

Nationality:

Domiciliation:

Function:

In virtue of the powers bestowed on me as General Manager, after having taken cognizance of this Open Request for Quotation in Emergency Procedure N° 004/RQ/UNVDA/ITB/2018 of 25 JUL 2018 _____ for the rehabilitation of the cabinet of the General Manager and the administrative block in UNVDA Ndop.

Hereby declare my intentions to bid for the above tender

Done at _____ on

Signature of.....in
the capacity of.....duly
authorised to sign the tenders on behalf
of.....

ANNEX N° 2: MODEL BID LETTER

Addressed to *The General Manager of UNVDA-Ndop* "Contracting Authority"

I, the undersigned _____ [*indicate the name and capacity of signatory*], representing the _____ (company or enterprise or group) with head office at _____ registered in the trade register of _____ under the number No _____

Haven taken cognisance of all the documents featured or mentioned in the Open Request for Quotation in Emergency Procedure N° 004/RQ/UNVDA/ITB/2018 of 12 5 JUL 2018 for the rehabilitation of the cabinet of the General Manager and the administrative block in UNVDA Ndop.

- Submit and commit myself to execute the suppliers in accordance with the Request for Quotation, in return for the prices which I myself establish for each type of items which prices reveal the amount of the Quotation at _____ [*in figures and words*]. CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all Taxes. [*In figures and words*].
- I pledge to execute the supplies within a deadline ofdays.
- Rebates and the modalities of application of the said rebates shall be the following:
.....

The Contracting Authority shall pay the sums due for this contract by cheque or bank transfer into account N°. with P.O BOX....., 30 days after reception upon presentation of the invoice and after validation of the invoices by the General Manager of UNVDA. The invoices shall be accompanied by a reception certificate duly signed by all the members of the Reception Committee.

Prior to the signing of the contract, this tender accepted by you shall constitute an agreement between us.

Signature of.....in
the capacity of.....duly
authorised to sign the tenders on behalf
of

ANNEX N°.3: MODEL BID BOND

Addressed to *The General Manager of UNVDA– Ndop* “Contracting Authority”

Whereas the supplier _____ hereinafter referred to as the “bidder” has submitted his tender on _____ for the rehabilitation of the cabinet of the General Manager and the administrative block in UNVDA Ndop as per Open Request for Quotation

N° 004 /RQ/

UNVDA/ITB/2018 hereinafter referred to as “the tender” and to which must be attached a **bid bond** equivalent to **400 000 (Four Hundred Thousands) CFA francs**

We _____ [*name and address of the bank*], represented by _____ [*names of signatories*], hereinafter referred to as “the bank” hereby declare to guarantee payment to the Contracting Authority of the maximum sum that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder withdraws his tender during the validity period specified by him in the tender;

Or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the contract, even though required to do so;
- Fails or refuses to furnish the final bond for the contract (final bond) as provided for by the contract;

We pledge to pay to the Contracting Authority an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall enter into force from the date of signature and from the date set by the Contracting Authority for the submission of tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by the Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

This bond shall, for purposes of its interpretation, be submitted to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at _____, on _____
[Bank's signature]

ANNEX N°. 4: MODEL OF FINAL BOND

Bank: reference, _____

Addressed to *The General Manager of UNVDA*– Ndop herein after referred to as the Contracting Authority

Whereas the supplier _____ hereinafter referred to as the “Supplier” has committed himself to execute the supplies in contract N°. _____ for the rehabilitation of the cabinet of the General Manager and the administrative block in UNVDA Ndop. Wherefore it is provided for in the contract that the supplier shall furnish the Contracting Authority with a final bond equal to 3% of the Jobbing Order amount as guarantee for proper execution of the supplies,

Whereas we have agreed to provide the supplier with the said bond,

We _____ represented by _____ (name and signature) hereinafter referred to as the Bank, engages to pay to The Contracting Authority within 8 weeks upon a simple written application declaring that the Supplier has not satisfactorily executed the contract the sum of _____ FCFA (amount in figures and in words)

We equally engage that we shall also remain bind to the Contracting Authority in spite of any changes that is regularly effected on the contract.

This final bond becomes effective and binding upon its signature and once the Contracting Authority notifies the contract to the contractor. It shall be liberated within 5 days after the completion and reception of the reception.

Beyond this period the bond becomes null and should be returned to us without our asking.

All requests for payment by the Contracting Authority in relation to this bond should be made by registered mail with prove of service addressed to the Bank within the period of validity.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at _____ on _____

Signature of the bank

**Document N° 10: List of Commercial Banks and
Financial Institutions Authorized to issue Bonds for
Public Contracts.**

**LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS
AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS**

1. Afriland First Bank (First Bank)
2. Banque Atlantique
3. Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC)
4. Citi Bank N.A. Cameroun (CITI-C)
5. Commercial Bank of Cameroon (CBC)
6. Eco bank Cameroun (ECOBANK)
7. National Financial Credit Bank (NFC-BANK)
8. Société Commerciale de Banque au Cameroun (CA-SCB)
9. Société Générale des Banques au Cameroun (SGBC)
10. Standard Chartered Bank Cameroun (SCBC)
11. Union Bank of Cameroun (UBC)
12. United Bank of Africa (UBA)
13. BGFI
14. Banque Camerounaise des Petites et Moyenne Entreprises (BC-PME)

Insurance Companies

15. Chanas assurances;
16. Activa Assurances;
17. Le ZENITHE