

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL.

COMMUNE DE FONFUKA,  
SERVICE TECHNIQUE.



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL  
DEVELOPMENT.

FONFUKA COUNCIL,  
TECHNICAL SERVICE.

**PROJECT OWNER: MAYOR, FONFUKA COUNCIL**

**CONTRACTING AUTHORITY: MAYOR, FONFUKA COUNCIL**

**TENDERS BOARD: FONFUKA COUNCIL INTERNAL TENDERS BOARD  
(FCITB)**

# TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER  
(BY THE EMERGENCY PROCEDURE)**

**No. 004/ONIT/FC/FCITB/2019 OF 25 JUN 2019**

**FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A  
DINING SHED AT THE KONENE CATTLE MARKET.**

**FINANCING: PUBLIC INVESTMENT BUDGET 2019**

**BUDGET HEAD: MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT**

**HEAD 27, PROGRAMME 351, ACTION 01, PARAGRAPH 2226, CODE 2004**

**FINANCIAL YEAR: 2019**

**TENDER FILE WORKS**



# **CONTENT**

**DOCUMENT N°1: TENDER NOTICE**

**DOCUMENT N°2: GENERAL REGULATIONS OF THE INVITATION TO TENDER**

**DOCUMENT N°3: SPECIAL REGULATIONS OF THE INVITATION TO TENDER**

**DOCUMENT N°4: SPECIAL ADMINISTRATIVE CLAUSE (S.A.C)**

**DOCUMENT N°5: TECHNICAL SPECIFICATIONS (T.S.)**

**DOCUMENT N°6: SHEDULE OF UNIT PRICES**

**DOCUMENT N°7: BILL OF QUANTITIES AND COST ESTIMATES**

**DOCUMENT N°8: FRAMEWORK OF SUB-DETAILED PRICES**

**DOCUMENT N°9: MODEL-JOBGING ORDER**

**DOCUMENT N°10: FORMS AND MODELS TO BE USED**

**DOCUMENT N°11: LIST OF COMMERCIAL BANKS AND FINANCIAL**

**INSTITUTIONS**

**DOCUMENT N°12: PLANS, SKETCHES, AERIAL PHOTOGHIES**

**DOCUMENT N° 1**  
**TENDER NOTICE**

# TENDER NOTICE

## FONFUKA COUNCIL INTERNAL TENDERS BOARD (FCITB)

### OPEN NATIONAL INVITATION TO TENDER

#### (BY THE EMERGENCY PROCEDURE)

*No. 004/ONIT/FC/FCITB/2019 OF ~~25~~ 11 JAN 2019 FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET*

FINANCING: PUBLIC INVESTMENT BUDGET (PIB) 2019

#### 1. SUBJECT OF THE INVITATION TO TENDER:

Within the framework of PIB 2019 and the necessity to improve on local revenue collection, the Mayor of the Fonfuka Council, representing the government of Cameroon, hereby launches an *OPEN NATIONAL INVITATION TO TENDER (BY THE EMERGENCY PROCEDURE) FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET.*

#### 2. NATURE OF WORKS/SERVICES

The works comprise the preliminary studies carried out and the detailed information provided in the technical specification and the quantitative estimates *FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET*

Notably:

- ✓ Construction of foundation,
- ✓ Elevation works,
- ✓ Roofing,
- ✓ Doors and windows
- ✓ Plastering and flooring,
- ✓ Electricity installation,
- ✓ Plumbing and sanitation,
- ✓ Tiling,
- ✓ Painting,
- ✓ External arrangement.

#### 3. EXECUTION DEADLINE

The maximum deadline provided by the Project Owner or Mayor of Fonfuka Council, Contracting Authority for the execution of the works forming the subject of this invitation to tender is *Three (03) Months*, from the date of issuance of service not commence works.

**4. LOTS**

The works are in a *Single Lot*.

**5. ESTIMATED COST**

The estimated cost after preliminary studies is **11,000,000 FCFA** (*Eleven Million Francs*)

**6. PARTICIPATION AND ORIGIN**

Participation in this invitation to tender is opened to duly legalized Cameroonian based Enterprises/Companies that fulfil the requirements of this invitation to tender and exercising in the domain of public works who are categorised as per the 2018 public contract code and has fulfilled their fiscal obligations in accordance with the 2019 finance law.

*NB; home based companies are of advantage, encouraged to tender*

**7. FINANCING**

The Supplies/Works which form the subject of this invitation to tender, shall be financed by *Public Investment Budget 2019* financial year, budget **HEAD 27, PROGRAMME 351, ACTION 01, PARAGRAPH 2226, CODE 2004; MINISTRY OF BASIC EDUCATION**

**8. BID BOND**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and recognized by COBAC (Commission Bancaire pour l'Afrique Centrale) whose list is found in document No. 11, of the Tender File, of an amount of **220,000 FCFA** (*Two Hundred and Twenty Thousand Francs*). It is set at 2 % of the estimated amount, all taxes inclusive, of the contract in accordance with the Order in force (Prime Ministerial Order No. 093/CAB/PM of 5/11/2002). The bid bond shall be addressed to the Contracting Authority and following the conditions of the invitation to tender and shall be valid for thirty (30) days beyond the date of validity of bids.

**9. CONSULTATION OF TENDER FILE:**

The file may be consulted during working hours at the *Fonfuka Council Main Office* (*General Secretariat, Door No.210, telephone: 675 32 21 75 or 677 32 72 36*) as soon as this notice is published.

**10. ACQUISITION OF TENDER FILE:**

The file may be obtained from the *Fonfuka Council Main Office (General Secretariat, Door No.210, post box, telephone: 675 32 21 75, fax, e-mail)* as soon as this notice is published against payment of a non-refundable sum of *15,000 CFA Francs (Fifteen Thousand Francs)*, payable at *The Fonfuka Council Municipal Treasury*.

**11. SUBMISSION OF BIDS:**

Each bid drafted in English or French in Seven (7) copies including the original and Six (6) copies marked as such, should reach the *FONFUKA COUNCIL INTERNAL TENDERS BOARD Secretariat* not later than 23 JUL 2019 at *11:00 a.m.* and should carry the inscription:

- Envelop A: Administrative Documents;
- Envelop B: Technical Offer;
- Envelop C: Financial Offer.

These three (03) envelopes containing the bills will be put in a fourth one (Kaki colour) which shall be spiral bound and labelled imperatively as follows:

**OPEN NATIONAL INVITATION TO TENDER  
(BY EMERGENCY PROCEDURE)**

*No. 004/ONIT/FC/FCITB/2019 OF 25 JUN 2019 FOR THE CONSTRUCTION OF A  
CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET  
"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"*

*NB: The fourth envelop shall not bear any identification mark of the bidder or any compromising sign/indication of the enterprise.*

*The fourth envelop should be a plane type and carrying no trademark*

**12. ADMISSIBILITY OF BIDS**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance. .

### 13. OPENING OF BIDS:

The bids shall be opened in *a Single* phase, (*The opening of bids is single-phased*).

The opening of administrative documents and the technical *and/or* financial bids *technical and financial if the opening is single-phased, technical only if the opening is double-phased* on

**12 3 JUL 2019** at 12:00 Noon local time by the **FONFUKA COUNCIL INTERNAL TENDERS BOARD** situated at the *Fonfuka Council Chambers*

Only bidders may attend or be represented by a duly mandated person.

(*The start of the bid-opening session must not be later than one hour after the time limit for the submission of bids as specified in the Tender File*)

### 14. EVALUATION CRITERIA

*There are two types of evaluation criteria: eliminatory and essential criteria.*

#### *i. Eliminatory criteria*

*The non-respect of the following criteria leads to the rejection of the bid made by the bidder.*

*They refer especially to:*

- ♦ Absence of bid bond or false bid bond (amount of the bid bond)
- ♦ False declaration or forged document
- ♦ Non-compliance with major technical specifications (to be listed)
- ♦ Non-respect of X essential criteria (X being greater than or equal to 1)
- ♦ Absence of quantified unit price)
- ♦ Non-compliance with the model bid.
- ♦ Absence of attestation of site visit signed by the *Contractor or Representative*
- ♦ Antecedent of bad execution of similar work or on-going legal suit with Government;

**NB! Only financial offers of bidders whose technical offers has scored 70% (points) and/or above shall be forwarded to the subcommittee of evaluation of bids**

#### *ii. Essential criteria*

Indicatively, the criteria related to the qualification of candidates will be on:

Methodology; Methodological approach and relevance of proposed solutions;	Yes / No
Experience; References of the bidder (experience of at least two (02) years in similar works)(attach proof)	Yes / No

- <b>Equipment;</b> Availability of material and essential equipment (attach proof)	Yes / No
- <b>Personnel;</b> Experience of key supervisory staff (at least technician in Building construction with 5 years' experience or Senior Civil/Rural Technician with three (03) years of experience. Proof with duly signed CVs.	Yes / No
- <b>Financial situation;</b> Turnover, Financial capacity, Access to credit or other financial sources to the tune of <i>15,000,000 FCFA (Fifteen Million Francs);</i>	Yes / No
- <b>Planning of works;</b> Deadline of execution. Proof with GANTT and PERT planning	Yes / No
- <b>Presentation of offer;</b> packaging, binding, clear copies etc.	Yes / No

**NB:** The non-compliance with any two (02) criteria out of the Seven (07) above may cause the elimination of the bid.

#### 15. AWARD OF CONTRACT

The contract shall be award to the bidder whose bid fulfils the technical and financial criteria and is deemed to be the lowest.

#### 16. VALIDITY OF BIDS

Bidders will remain committed to their bids for *90 Days* from the deadline set for the submission of bids.

#### 17. COMPLEMENTARY INFORMATION

Complementary technical information may be obtained during working hours from *Fonfuka Council Office (General Secretariat, or Technical service, Door No.210, post box, telephone: 675 32 21 75 or 677 32 72 36)*

#### Copies:

- MINMAP
- ARMP
- Supervisory Authority (SDO-Boyo)
- Chairpersons of TB
- Notice Boards
- File/Archive





# AVIS D'APPEL D'OFFRES

COMMISSION DE PASSATION DES MARCHES PUBLICS DE LA COMMUNE DE  
FONFUKA (CIPM)

AVIS D'APPEL D'OFFRES NATIONAL OUVERT

(EN PROCEDURE D'URGENCE)

25 JUIN 2019

N°: 004/AONO/MO/CF/CPM/2019 DU 25 JUIN 2019 POUR LA CONSTRUCTION D'UNE  
CLOTURE DE VENTE DE BETAIL ET UNE SALLE A MANGER DANS LE MARCHE DE  
BETAIL DE KONENE:

FINANCEMENT: BUDGET D'INVESTISSEMENT PUBLIC (BIP) 2019

## 1. OBJET DE L'APPEL D'OFFRES

Dans le cadre de l'amélioration de la sante de la population locale dans la municipalité de Fonfuka, l'Autorité Contractante lance (en procédure d'urgence) un **AVIS D'APPEL D'OFFRES NATIONAL OUVERT POUR LA CONSTRUCTION D'UNE CLOTURE DE VENTE DE BETAIL ET UNE SALLE A MANGER DANS LE MARCHE DE BETAIL DE KONENE** pour le compte du Maître d'Ouvrage

## 2. CONSISTANCE DES TRAVAUX

Les travaux comprennent notamment la production des études préliminaire fait sur le site, les informations détailler fournit dans les spécifications techniques et dans les devis quantitatifs **POUR LA CONSTRUCTION D'UNE CLOTURE DE VENTE DE BETAIL ET UNE SALLE A MANGER DANS LE MARCHE DE BETAIL DE KONENE.**

Notamment les taches ci-dessous :

- Construction de la foundation
- Elévation des murs
- Réfection de la toiture et du plafond ;
- Réfection des portes et fenêtres;
- Carrelage ;
- Plomberie sanitaire et protection incendie ;
- Electricité;
- Peinture et vernissage;
- Crepissage et sol,
- Aménagement extérieur.

### 3. DÉLAIS D'EXÉCUTION

Le délai maximum prévu par le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de *Trois 03 Mois*.

### 4. ALLOTISSEMENT

*Les travaux sont réunis en un seul Lot*

### 5. COÛT PRÉVISIONNEL

Le coût prévisionnel de l'opération à l'issue des études préalables est de *11,000,000 FCFA (Onze Million De Francs)*

### 6. PARTICIPATION ET ORIGINE

La participation au présent appel d'offres est ouverte aux entreprises camerounaise, Sont éligibles les entrepreneurs Camerounais ayant l'expérience et les capacités techniques et financières requis dans le Dossier d'Appel D'offres.

*NB : Les entreprises à domicile sont encouragées de soumissionnés*

### 7. FINANCEMENT

Les travaux objet du présent appel d'offres sont financés par *Le Budget D'investissement Public (BIP)* de l'exercice 2019 Sur la ligne d'imputation budgétaire° CHAPITRE 27, PROGRAMME 351, ACTION 01, PARAGRAPHE 2226, CODE 2004 du MINISTRE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

### 8. 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 pièce12 du DAO, précisant *220,000 FCFA (Deux Cent Vingt Mille Francs)* ; il est au plus égal à 2% du coût prévisionnel toutes taxes comprises (TTC) du marché conformément à l'arrêté en vigueur, (l'arrêté du Premier Ministre No. 093/CAB/PM of 5/11/2002), L'Autorité Contractante, les conditions d'appel. et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

### 9. CONSULTATION DU DOSSIER D'APPEL D'OFFRES

Le dossier peut être consulté aux heures ouvrables à la *Commune de Fonfuka (Secrétariat General, porte 210, BP, 675 32 21 75 ou 677 32 72 36, fax, e-mail)* dès publication du présent avis.

#### 10. ACQUISITION DU DOSSIER D'APPEL D'OFFRES

Le dossier peut être obtenu ouvrables à la *Commune de Fonfuka (Secrétariat General, porte 210, BP, 675322175, fax, e-mail)* dès publication du présent avis, contre versement d'une somme non remboursable de *15,000 Francs CFA Quinze Mille Francs*, payable à la *Recette Municipale de Fonfuka*

#### 11. REMISE DES OFFRES

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont un (01) original et six (06) Copies marquées comme telles, devra parvenir *Secrétariat de la Commission de Passation des Marches de la Commune de Fonfuka*, au plus tard le *31 Mai 2019 à 09 :00* et devra porter la mention:

- Enveloppe A : pièces administratives ;
- Enveloppe B : offre technique ;
- Enveloppe C : offre financière.

Ces trois (03) enveloppes seront contenues dans une quatrième qui devra porter impérativement la seule et unique mention suivante :

#### AVIS D'APPEL D'OFFRES NATIONAL OUVERT

(EN PROCEDURE D'URGENCE)

N°: 004/AONO/MO/CF/CPM/2019 DU 25 JUIN 2019 POUR LA CONSTRUCTION D'UNE  
CLOTURE DE VENTE DE BETAIL ET UNE SALLE A MANGER DANS LE MARCHE DE  
BETAIL DE KONENE:

« A N'OUVRIR QU'EN SÉANCE DE DÉPOUILLEMENT »

#### 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 d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres 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.

(6) Préciser le support de publication habileté (JDM, Cameroun-tribune)

(7) Au Trésor Public pour les Administrations publiques et Collectivités territoriales décentralisées et dans le Compte spécial CAS- ARMP n°335988 à la BICEC pour les Etablissements publics administratifs, Entreprises du secteur public et parapublic, CUY, CUD.

### 13. OUVERTURE DES PLIS

L'ouverture des plis se fera en un temps (*l'ouverture de tous les plis se fait en un seul temps*). Toutefois pour les projets complexes, notamment ceux ayant l'objet d'une procédure de préqualification, l'ouverture peut se faire en deux temps.

L'ouverture des pièces administratives et des offres techniques et/ou financières technique et financière si ouverture en un temps, technique uniquement si ouverture en deux temps aura lieu le 31 JUIL. 2019 à 11 : 00 heures par la Commission de Passation des Marchés de l'Autorité Contractante dans la salle de Conférence sise à la Mairie de Fonfuka

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

L'ouverture de la séance de dépouillement doit se faire au plus tard une heure après celle limite de réception des offres fixée dans le Dossier d'Appel d'Offres.

### 14. CRITÈRES D'ÉVALUATION

Les critères d'évaluation sont constitués de deux types : les critères éliminatoires et les critères essentiels. Ces critères ont pour objet d'identifier et de rejeter les offres incomplètes ou non conformes pour l'essentiel aux conditions fixées dans le Dossier d'Appel d'Offres relatives notamment à la recevabilité des pièces administratives, à la conformité de l'offre technique aux CCTP du DAO et à la qualification des candidats.

#### 1. Critères éliminatoires

Les critères éliminatoires fixent les conditions minimales à remplir pour être admis à l'évaluation suivant les critères essentielles. Le non-respect de ces critères entraîne le rejet de l'offre du soumissionnaire.

Il s'agit notamment:

- Absence de la caution de soumission,
- Fausse déclaration ou pièce falsifiée,
- Non-conformité aux spécifications techniques majeures (à lister),
- Le non-respect de X critères essentiels (X supérieur ou égal à 1),
- Absence d'un prix unitaire quantifié,
- Non-conformité du modèle de soumission,
- Requises non produites en copies certifiées conformes en cours de validité;
- Antécédent de non ou de mauvaise exécution d'un marché similaire ou litige en cours avec l'Etat du Cameroun, ou une autre entreprise ;
- Absence de la caution de soumission ou fausse caution de soumission;
- Absence de l'attestation de visite de site signée par le candidat ;
- Non-respect des modèles des pièces du Dossier d'Appel d'Offres.

**NB! Sauf les offres financières des soumissionnaires que leurs offres techniques auront obtenues 70% (points) et/ou plus, seront transmises à la sous-commission d'analyse des offres**

## 2. Critères essentiels

Les critères dits essentiels sont ceux primordiaux ou clés pour juger de la capacité technico-financière des candidats à exécuter les travaux, objet de l'appel d'offres. Ceux-ci doivent être déterminés en fonction de la nature et de la consistance des travaux à réaliser.

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur:

- Méthodologie ; Note Méthodologique et proposition des solutions relevant ;	Oui/Non
- Expérience; Références du soumissionnaire (expérience dans les travaux similaires pour les deux (02) années précédentes) (avec preuves en appui) ;	Oui/Non
- Matériels; La disponibilité du matériel et des équipements essentiels ; (avec preuves)	Oui/Non
- Personnels; Expérience du personnel d'encadrement (au moins technicien supérieur de Génie Civil ou Rural avec au moins dix (10) ans d'expérience ou Ingénieur des travaux de Génie Civil ou rural avec trois (03) années d'expérience). Avec CVs valide	Oui/Non
- Situation financière; Capacité financière, L'accès à une ligne de crédit ou autres ressources financières ; Le chiffre d'affaires <b>Quinze Million (15,000,000) FCFA</b> ;	Oui/Non
- Planning ; Délais d'exécution, planning GANT et PERT	Oui/Non
-présentation des offres ; plis, emballage, reliure, copie claire etc.....	Oui/Non

NB: Le non-respect de deux (02) sur Sept (07) critères entraîne l'élimination de l'offre.

## 15. ATTRIBUTION

Le marché sera attribué au soumissionnaire dont l'offre, qualifiée administrativement et techniquement, aura été évaluée le moins-disant après vérifications de ses prix et jugée substantiellement conforme au dossier d'Appel d'Offres

*En cas d'allotissement, indiquer le nombre maximum de lots dont un candidat peut être attributaire.*

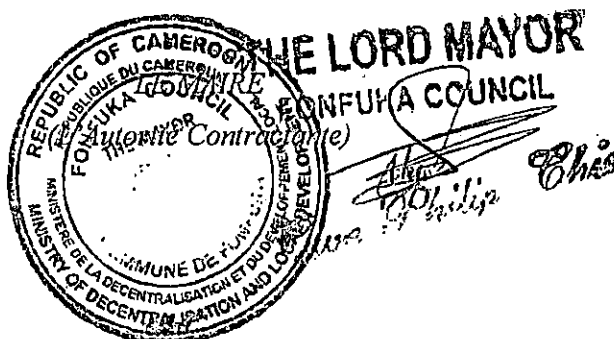
#### 16. DURÉE DE VALIDITÉ DES OFFRES

Les soumissionnaires restent engagés par leur offre pendant *90 jours* à partir de la date limite fixée pour la remise des offres.

#### 17. RENSEIGNEMENTS COMPLÉMENTAIRES

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables à *Marie de Fonfuka, secrétariat général, porte 210, BP, 675 32 21 75 ou 677 32 72 36, fax, e-mail.*

FAIT A FONFUKA, LE 12 5 JUIN 2019.



#### Copies:

- MINMAP
- ARMP;
- Maître d'Ouvrage ou Maître d'Ouvrage délégué concerné ;
- Présidents CPM;
- Affichage.

**DOCUMENT N° 2**  
**GENERAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

# **GENERAL REGULATIONS OF THE INVITATION TO TENDER**

## **TABLE OF CONTENTS**

### **A. GENERAL PROVISIONS.**

- Article 1: Scope of the Tender
- Article 2: Financing
- Article 3: Fraud and Corruption
- Article 4: Candidates allowed to compete
- Article 5: Materials, equipment and related services
- Article 6: Qualification of bidder
- Article 7: visit of works site

### **B. TENDER FILE**

- Article 8: Content of Tender File
- Article 9: Clarifications on Tender File and Petition
- Article 10: Amendment of the Tender File

### **C. PREPARATION OF BIDS**

- Article 11: Cost of Bidding
- Article 12: Language of Bid
- Article 13: Bidding documents
- Article 14: Contract Amount
- Article 15: Currency of offer and payment
- Article 16: Validity of Bid
- Article 17: Bid bond
- Article 18: Varying proposals of bidders
- Article 19: Preparatory meeting to the establishment of Bids
- Article 20: Format 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: Late Bids
- Article 24: Modification, substitution and withdrawal of Bids



## **E. OPENING OF BIDS AND EVALUATIONS OF BIDS**

- Article 25: Opening of envelopes and Petitions
- Article 26: Confidential nature of the procedure
- Article 27: Clarifications on the offer and contact with contracting Authority
- Article 28: Determination of conformity of Bids
- Article 29: Qualification of the Bidders
- Article 30: Correction of errors
- Article 31: Conversion into a single currency
- Article 32: Evaluation and comparison of offers at the financial level
- Article 33: Preference granted to national Bidders.

## **F. AWARD OF THE CONTRACT.**

- Article 34: Award
- Article 35: The right of the Contracting Authority to declare an Invitation to Tender Unsuccessful or cancel a procedure.
- Article 36: Notification of the award of the contract
- Article 37: Publication of Result and Petitions
- Article 38: Signing of the contract
- Article 39: Final Bond.

## GENERAL RULES OF THE INVITATION TO TENDER

### A – GENERAL

#### ARTICLE 1: SCOPE OF THE TENDER

1.1: The Mayor of Fonfuka Council – Contracting authority, launches an ***OPEN NATIONAL INVITATION TO TENDER (BY THE EMERGENCY PROCEDURE) No.***

***004/ONIT/FC/FCITB/2019 OF 12 5 JUIN 2019 FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET***

1.2.: The successful 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 Service Order to commence works.

1.3: In this Tender file, the term “Contracting authority” shall imply the Mayor of Fonfuka Council, and the term “day” means a calendar day.

#### ARTICLE 2: FINANCING

The Works forming the subject for this invitation to tender shall be financed by the Public Investment budget 2019.

#### ARTICLE 3: FRAUD AND CORRUPTION

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

a) Defines, within the context of this clause, the following expressions in the following manner:

- i) 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 the works;
- ii) Is involved in “fraudulent manoeuvres” whoever deforms or distorts fact in order to influence the award or execution of a contract;
- iii) “Collusive practices” 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 offers at levels not corresponding with those which will result from the forces of competition;
- iv) And “coercive practices” 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) Will reject any award proposal if it determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2. The Minister Delegate in charge of Public Contracts, authority in charge of Public contracts may provisionally suspend a bidder for a period of two years for any of the following reasons:

- a) Attempt to influence the award procedure
- b) Conflict of interest
- c) Initiating crime
- d) Fraud
- e) Corruption
- f) Use of non-authentic documents.

The suspension notwithstanding, the bidder may be pursued criminally.

#### **ARTICLE 4: CANDIDATES ALLOWED TO COMPETE.**

4.2. Generally, the invitation to tender is addressed to all Cameroonian contractors, subject to the following provisions:

- a) 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 law and
  - iii) Not under the direct supervisory authority of the contracting authority.
- 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.  
A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) Is associated 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
  - ii) Presents more than one offer within the context of invitation to tender, except authorized variants according to Article 15, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one offer.
- c) The bidder must not be excluded from bidding for public contracts.

#### **ARTICLE 5: MATERIALS, SUPPLIES, EQUIPMENT AND RELATED SERVICES.**

5.1. 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 materials, supplies, equipment and services.

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

## **ARTICLE 6: QUALIFICATION OF BIDDER**

6.1. As an integral part of their offer, bidders must:

- a) Submit a power of attorney making the signatory of the offer bound by the offer; and
- b) Update the information included in their request for pre-qualification which may have Changed (or provide this information, in case of open invitation to tender).

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

- i) Access to a credit line or availability of other sources of funding; considering the scope of the service, the production of recent balance sheets and turnovers may be required;
- ii) Orders acquired and contracts awarded;
- iii) Pending litigations and;
- iv) Availability of indispensable equipment.

6.2. Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions;

- a) The offer must include all the information listed in Article 6(1) above as well as that required for the administrative file for each of the members of the group;
- b) The offer and the contract must be signed in a way that is binding on all members of the group;
- c) The nature of the group (joint or several) must be specified and justified with the production of a joint venture agreement in due form;
- d) The member of the group designated as the representative will represent all the undertakings vis à vis the Contracting Authority with regard to the execution of the contract.
- e) In case of joint co-contracting, the co-Contracting Authority will be paid for works into a single account; or on the other hand, the contracting Authority pays each undertaking in its own account where it is several co-contracting.

6.3. Bidder must equally present sufficiently detailed proposals to demonstrate that they Conform to the technical specifications and delivery 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 32 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 works and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the offer and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.

7.2. The proof of effective visit of site shall be established by an attestation of site visit duly signed by the *Contractor or Representative*

7.3. The Contracting Authority may organise a visit of the site of the works during the preparatory meeting to establish offers 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. Beside the addendum (addenda) published in accordance with Article 10 of the General Regulations of the Invitation to Tender, it includes the following documents:

- a) The letter of invitation to tender (for restricted invitation to tender)
- b) The tender notice
- c) The General Regulations of the Invitation to Tender
- d) The Special Regulations of the Invitation to Tender
- e) The Special Administrative Clauses
- f) The Technical Specifications
- g) The Unit Price Schedule
- h) The Bill of Quantities and Estimates
- i) The execution schedule
- j) Charts and other elements of the technical file
- k) Model forms for equipment, personnel and references of the Bidder
- l) Model of declaration of intention to bid

- m) Model Bid letter
- n) Model Bid Bond
- o) Model final bond
- p) Model of start-off Advance Bond
- q) Model of performance bond in replacement of retention guarantee
- r) Model contract
- s) Form relating to preliminary studies
- t) List of commercial banks and financial institutions approved by the Ministry in charge of finance authorized to issue bonds.

8.2. The bidder must examine and respect all the rules, forms, conditions and specifications contained in the Tender 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 offer.

#### **ARTICLE 9: CLARIFICATIONS ON THE TENDER FILE AND PETITIONS.**

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 *Fonfuka Council Main Office (General Secretariat, Door No.210, telephone: 675 32 21 75 or 677 32 72 36)*, address indicated in the Special Regulations of the Invitation to Tender. The Contracting Authority shall reply in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of offers.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, shall be 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 Contracting Authority.

9.3. The complaint must be addressed to the Contracting Authority with copies to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board. It must reach the Contracting Authority not later than fourteen (14) days before the opening of bids.

9.4. The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to 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 offers and for any reason, be 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 Regulation of the Invitation to Tender and must be communicated in writing or made known to all bidders who bought the tender file. The latter must acknowledge receipt of the addenda in writing to the Contracting Authority.

10.3. In order to give bidders sufficient time to take account of the addendum in the preparation of their offers, the Contracting Authority may postpone as is necessary, the deadline for the submission of offers, in accordance with provision of Article 22 of the General Regulation of the Invitation to Tender.

## **C – PREPARATION OF BIDS**

### **ARTICLE 11: COST OF BIDDING.**

The bidder shall bear all costs associated with the preparation and submission of his bid, and the Contracting Authority, will in no case whatsoever be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **ARTICLE 12: LANGUAGE OF BID.**

The bid as well as all correspondences and documents relating to the bid exchanged between the bidder and the Contracting Authority shall be written in English or French.

### **ARTICLE 13: BIDDING DOCUMENTS**

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 (spiral bound)**

It includes:

- i) All documents attesting that the bidder:
  - ❖ has subscribed to all declaration provided for by the laws and regulations;
  - ❖ has paid all taxes (assessment certificate, attestation of non-indebtedness, fiscal situation), duties, contribution, fees or deduction 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;
- ii) The bid bond established in accordance with the provisions of Article 17 of the General Regulations of the Invitation to Tender;
- iii) The written confirmation empowering the signatory of the offer to commit the bidder, in accordance with the provision of Article 6(1) of the General Regulations of the Invitation to Tender.

#### **b) Volume 2: Technical Offer (spiral bound)**

#### b.1. Information on qualification.

The special regulations lists 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 regulations of the invitation to Tender specifies the constituent elements of the Technical offer of the Bidders especially: a methodological statement on an analysis of the works and specifying the organization and program which the bidder intends to put in place or use to execute the works (installations, schedule, sub-contracting, attestation of site visit, etc.).

#### b.3. Proof of Acceptance of Conditions of the Contract.

The bidder shall submit duly initialled copies of administrative and technical documents relating to the contract, namely:

1. The special Administrative conditions (SAC)
2. The Technical Specifications (STC)
3. Model Contract

#### b. 4. Commentaries (optional)

A commentary on the technical choices of the project and possible proposals.

#### C) Volume 3: Financial Offer (spiral bound)

The special conditions specify the elements that will help in justifying the cost of the works, namely:

1. The signed and dated original offer (bid letter) prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price Schedule;
3. The duly filled detailed estimate;
4. The sub-detail of prices and / or breakdown of all-in prices;

In this regard, the bidders shall use the documents and models provided in the Tender file, subject to the provisions of Article 17(1) 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 Invitation to Tender, the bidders present offers 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: CONTRACT AMOUNT**

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 unit 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 clauses, all dues taxes, fees payable by the bidder on grounds of the contract or on any other ground, thirty (30) days prior to the submission of the offers, shall be included in the prices and in the total amount of the offer 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 prices, 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 of less than one (1) year shall not be subject to a price revision.

14.5. All unit prices must be justified by sub-detailed established in accordance with the structure proposed in Document No. 8.

#### **ARTICLE 15: CURRENCY OF BID AND PAYMENT.**

The currency shall be the National currency if CFA francs.

#### **ARTICLE 16. VALIDITY OF BIDS**

16.1. Bids must remain valid for Ninety (90) days as 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 as not being in conformity.

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 corresponding duration. A bidder may refuse to extend the validity of his offer without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his offer nor shall he be authorized to do so.

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

## **ARTICLE 17: BID BOND.**

17.1. In application to Article 13 of the General Regulations, the bidder shall furnish bid bonds as specified in the Special Regulations and which bid bond shall be an integral part of his offer.

17.2. The bid bond must conform to the model presented in the Tender file; other models may be authorized 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 offers 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 offer without an acceptable bid bond shall be rejected by the Tenders Board for non-conformity. The bid bond of associated enterprises must be established in the name of the group submitting the offer and mention each member of the association 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 signs the contract and furnishes the required final bond.

17.6. The bid bond may be seized:

- a) If the bidder withdraws his offer during the period of validity;
- b) If the retained bidder:
  - i) Fails in his obligation to register the contract in application of Article 37 of the General Regulations
  - ii) Fails in his obligation to furnish the required final bond in application of Article 38 of General Regulations.

## **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. Offers 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 process and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder offer conforming to the basic solution that has been evaluated as the lowest bid.

18.3. When according to the Special Regulations the bidders are authorized 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 according to 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.**

Not applicable.

**ARTICLE 20: FORMAT OF SIGNING OF BID.**

20.1. The bidder shall prepare an original of the documents described in Article 13 of the General Regulations in a volume clearly indicated "ORIGINAL". In addition, the bidder shall submit the number of copies 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. The signatory (ies) of the bid must initial all the pages of the bid containing alterations or changes.

20.3. The bid shall bear no modification, cancellation or alteration unless the signatory (ies) of the bid initials such corrections.

**D. SUBMISSION OF BIDS**

**ARTICLE 21: SEALING, 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 BID OPENING SESSION".

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 of the General Regulations and to meet the provisions of article 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. In this case, it will be rejected.

## **ARTICLE 22: DEADLINE FOR SUBMISSION OF BIDS.**

22.1. 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, extend the deadline set for the submission bids by publishing an addendum in accordance with the provisions of Article 10 of the General Regulations. In which case, all rights and obligations of the Contracting Authority and bidders previously subject to the initial deadline will thereafter be subject to the deadline as extended.

## **ARTICLE 23: LATE BIDS**

Any bid received by the Contracting Authority after the deadline for 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 Contracting Authority receives the written notification of the modification or withdrawal prior to the end of the deadline for submission. An authorized representative in application of Article 20(2) above must sign the said notification. 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. The notification of modification or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of Article 21 of the General Regulations. The withdrawal may equally be notified by fax 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 deadline for submission, of bids.

24.3. Bids being requested to be withdrawn in application of Article 24(1) shall be returned unopened.

24.4. No bid may be withdrawn during the interval between the submissions 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.above.

#### **E. OPENING OF ENVELOPES AND EVALUATION OF BIDS.**

##### **ARTICLE 25: OPENING OF ENVELOPES AND PETITIONS**

25.1. The Tenders Board shall open the bids in one phase and in the presence of bidder' representatives who choose to attend at the time, on the date and at the place specified in the special Regulations. Representatives of bidders shall sign a register attesting to their presence.

25.2. Firstly, bids marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the bids containing the corresponding offer 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 bids marked "Replacement bids" are opened and announced to the hearing of everyone and the new corresponding offer 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 bids marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding offer. 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 bids 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 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 deadlines 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 person designated by ARMP an initialled 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 Public Contracts Authority with copies being sent to the body in charge of the regulation of public contracts, the Contracting Authority. 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 from 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 comments or observations.

#### **ARTICLE 26: CONFIDENTIAL CHARACTER 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 nor to any person concerned with the said procedure before the announcement of the award.

26.2. Any attempt by a bidder to influence the Evaluation Subcommittee of bids or the Contracting Authority in his award decision may cause the rejection of his bid.

26.3. Notwithstanding the provisions of paragraph 26.2, between the opening of bids and the award of the contract, if a bidder wishes to contact the Contracting Authority about his bid, he 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 chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his bid. This request for clarification and the response given are formulated in writing but, however, no change on the amount or content of the bid should be sought, offered or authorized 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 29 of the General Regulations.

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

**ARTICLE 28: DETERMINATION OF CONFORMITY 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 conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

28.3. A bid that conforms to 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:

- i) Which substantially limits the scope, quality or realization of the works;
- ii) Which substantially limits and is not in conformity with the Tender File, the rights of the Contracting Authority or the obligations of the bidder in relation to the contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially conformed to the Tender File.

28.4. If a bid is essentially not in conformity it shall be rejected by the competent Tender Board and shall not eventually be rendered in conformity.

28.5. The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modification, 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, who has an offer substantially in conformity with the provisions of the Tender File, fulfils 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 conformity with the Tender File to correct the possible calculation errors. The Evaluation subcommittee shall correct the errors in the following manner:

- a) Where there is incoherence between the unit price and 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 words and in figures, the amount in words 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 subcommittee, 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 lowest bid 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.**

*Not applicable.*

**ARTICLE 32: EVALUATION AND COMPARISON OF BIDS AT THE FINANCIAL LEVEL.**

32.1. Only bids considered as being in conformity, as per the provisions of Article 28 above, shall be evaluated and compared by the Evaluation subcommittee.



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

- a) By correcting any possible error in accordance with provisions of Article 30.2 of the General Regulations;
- b) By excluding projected sums and where necessary provisions for the unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under approval and supervision where they are valued in a competitive manner as specified in the Special Regulation;
- 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, divergences or quantifiable reservation on technical or financial basis.
- e) By taking into consideration the various execution deadlines proposed by the bidders, if they are authorized 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.

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

The Contracting Authority reserves the right to accept or reject any modification, differences or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of bids.

32.4. If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Contracting Authority, the Evaluation subcommittee 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 to it, the Contracting Authority may reject the bid.

#### **ARTICLE 33. PREFERENCE GRANTED TO NATIONAL BIDDERS.**

Not applicable.

## **F. AWARD OF CONTRACT.**

### **ARTICLE 34: AWARD**

34.1. The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose offer 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 offer 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, as well as their financial situation at the time of award.

### **ARTICLE 35: THE RIGHT OF 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 authorization of the Minister in charge of Public contracts where the offers have been opened or to declare an invitation to tender unsuccessful after the advice of the Tenders Board, without any claims being entertained.

### **ARTICLE 36: NOTIFICATION OF AWARD OF THE CONTRACT.**

Prior to the expiration of the period of bid validity set in the Special Regulations, the Contracting Authority shall notify the successful bidder by fax confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Contracting Authority will pay the contractor to execute the works and the execution deadline.

### **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 offers.

37.2. The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned whom 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 Authority in charge of Public Contracts, with copies to the body in charge of the Regulation of Public Contracts, the Contracting Authority and the chairperson of the Tenders Board. 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.

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 approved by the Tenders Board and subscribed by the successful bidder.

38.3. The contract must be notified to the successful bidder 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 Contracting Authority with a final bond, in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

39.2. The final bond whose rate varies between two percent (2%) and five percent (5%) of the amount of the contract may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Contracting Authority as beneficiary or by a joint 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 deadline shall likely cause the termination of the contract under the terms laid down in the General Administrative clauses.

**DOCUMENT N° 3**  
**SPECIAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

## SPECIAL REGULATIONS OF THE INVITATION TO TENDER

1	<b>INTRODUCTION</b>		
1	<b>Definition of Works: <i>CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET</i></b> <b>(BY THE EMERGENCY PROCEDURE).</b> Invitation to Tender Reference: N°: ____ /ONIT/FC/FCITB/2019 OF _____		
2	<b>Execution Period: Three (03) Months</b>		
3	<b>Source of financing: Public Investment Budget (PIB) 2019</b>		
4	Origin of materials, equipment and related services should come from the local market and respect the norms applicable in Cameroon.		
5	<b>EVALUATION GRILL</b>		
	I – Main eliminatory criteria		
	Sub Criteria	Evaluation	
		Yes	No
A	Bid Security		
B	Administrative documents		
	Signed and stamped submission		
	Letter of attorney		
	Treasury receipt for purchase of tender document		
	CNPS		
	Tax payers card		
	Assessment certificate, attestation of non-indebtedness, fiscal situation		
	An original attestation of bank account		
	Certificate of non-exclusion		
	Business location/ attestation of localisation		
	Non bankruptcy		

C	Tender documents		
	II – Main qualification Criteria		
	Sub – Criteria	Evaluation	
		Yes	No
A	Turnover at least <b>Twenty Million (15,000,000) FCFA</b>		
B	Pre - financing capacity (access to credit or other financial sources) <b>Twenty Million (15,000,000) FCFA</b>		
C	Enterprises references (three building projects for the last two (02) years)		
D	Availability of materials and essential equipment		
E	Experience of supervisory staff (at least Civil or Rural Engineering Senior technician with 10 years' experience or Civil or Rural Engineer with three (03) years of experience)		
F	Antecedents of non-execution of contracts or pending disputes		
G	Attestation of site visit (with acceptable report)		
H	Acceptable planning (Schedule)		
I	Acceptable methodology		

The non-compliance with any three (03) of the nine (09) criteria above shall cause the elimination of the bid.

6	Power of attorney for the Representative in case of a group of enterprises.
7	Site Visit: Bidders shall be expected to visit the works site and produce a report while an Attestation of site visit shall be issued to them by the <i>Contractor or Representative</i>
8	Language of Bid: All bids shall be written in either English or French.
9	Presentation of Bids: The list of documents referred to in Article 13 of the General Regulations and above must be completed, grouped in three volumes as indicated and inserted in envelopes and labelled as follows:
	<b>ENVELOPE A – VOLUME I</b>

#### **ADMINISTRATIVE DOCUMENTS.**

- a) Declaration of intent to tender stamped (see attached model);
- b) The group agreement, where need be;
- c) The Power of Attorney, where need be;
- d) A proof of nationality of bidder (certified true copy of national identity card of the general manager);
- d) A certificate of non-bankruptcy established by the Court of the place of residence of the bidder dated not more than three (3) months preceding the date of submission of bids;
- e) An attestation of Bank Account issued by a commercial Bank approved by the Ministry in charge of Finance and approved by COBAC;
- f) Original receipt of purchase of the Tender file;
- g) The Bid Bond of **Two Hundred and Twenty Thousand ( 220,000) FCFA** from a Banking institution recognized by COBAC (according to attached model);
- h) An attestation of Non-exclusion from public contracts delivered by ARMP.
- i) An attestation of site visit and report. (*Contractor or Representative*)
- j) An attestation for bidding purposes for this tender of not more than three (3) months old issued by the National Social Insurance Fund;
- k) An attestation of Tax clearance of not more than three (3) months old issued by the Tax Department certifying that the bidder has effected all statutory declarations in issues of taxes for the current financial year;
- l) Current Business license certified by taxation;
- m) A valid Taxpayers Card certified by taxation;
- n) Current business registration papers in conformity with OHADA laws
- o) Attestation of localization certified by taxation department.

**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 if requested or certified photocopies signed by the services that issued them and must be less than **three (03) Months old**.

- The documents shall be arranged in the order listed above and separated from each order by coloured sheets.

#### **ENVELOPE B: - VOLUME II**

#### **TECHNICAL OFFER.**

##### **B.1. - Information on qualification criteria.**

a) Proof of ownership or hiring possibilities of necessary equipment

In conformity with the tender, it shall show clearly the means at the disposal of the enterprise to carry out the job (list of equipment and tools (*certified copies of title deeds, receipts, etc.*)).

b) Personnel documents: shall contain

- List of workers required for the execution of the project
- Work Supervisor: (at least Civil or Rural Engineering Senior technician with 10 years' experience or Civil or Rural Engineer with three (03) years of experience)
- Foreman: A Civil or rural Engineering technician or equivalent with at least 5 years' experience in the domain of construction or Civil Engineer with two years' experience in the building construction sector.
- Attach for the key personnel, a CV signed and dated, as well as certified copies of highest certificates and letter of availability of the staff)

c) Reference in the execution of similar works:

- List of similar jobs executed in the last Three (03) years, with the costs of the jobbing orders, contacts of the project owners including justification documents. (Copies of the contracts or jobbing orders first and last pages, good delivery voucher signed by the project owner, and minutes certifying the good execution of these contracts).

**B.2 - Technical Proposals.**

Bidders shall study the Technical specifications, establish a suitable methodology, and work plan for the execution of the works.

It shall show clearly:

- methodology of execution,
- organization of the enterprise,
- Sources of materials;
- Work schedule;
- Site installation;
- Security arrangements;
- Environmental considerations;
- measures relating to the use of local manpower,
- etc.

(Date, signature and stamp of the bidder at the end of each document).

**B.3 – Proof of acceptance of the contract conditions:**

Bidders must sign as proof of acceptance of contract conditions the following documents:

- Specimen contract – Documents Nos. 4 & 9 (each page should be initialled and last



	<p>page signed and stamped)</p> <ul style="list-style-type: none"> <li>- Technical specification (each page should be initialled and the last page signed and stamped).</li> </ul> <p><b>B.4 – Sub Contracting:</b></p> <p>Information on the sub-contractor (equipment, personnel, references, etc.). (Date, signature and stamp of the sub-contractor at the end of each document).</p> <p><b>ENVELOPE C: - VOLUME III</b></p> <p><b>FINANCIAL OFFER</b></p> <p>C.1. The offer shall be as per the attached model Bid letter (Document No. 10, Annexure 1), with a 1000 FCFA fiscal stamp affixed to it, dated and signed;</p> <p>C.2. The duly filled unit price schedule. (Initialled and stamped on each page, signature on last page);</p> <p>C.3. The duly filled detailed cost estimates. (Initialled and stamped on each page, signature on last page);</p> <p>C.4. The duly filled framework of sub detail of prices. (Initialled and stamped on each page, signature on last page);</p> <p>C.5. Documents demonstrating financial viability of enterprise (bank Statement, attestation of pre-financing capacity from bank manager, Attestation of solvency).</p> <p><b>NB:</b> The various parts of the same file must obligatorily be separated by colour Dividers both in the original and in the copies in a way as to facilitate examination.</p>
10	<p><b>Price and Currency of Bid</b></p> <ul style="list-style-type: none"> <li>- Prices shall be inclusive of taxes and the currency shall be the national currency - Francs CFA</li> <li>- The prices of the contract are not revisable.</li> </ul>
11	<p><b>Preparation and Submission of Bids</b></p> <p>Validity of Bids:</p> <p>The period of validity of bids is 90 days from the date of submission of bids.</p>
12	<p><b>Bid Bond</b></p> <p>Bidders shall furnish a bid bond of <b>Two Hundred and Twenty Thousand Francs (220,000) FCFA</b></p> <p>Issued by a Commercial Bank recognized by the Ministry in charge of Finance and recognized by COBAC.</p>
13	<p><b>Execution Period</b></p> <p>Bids are called on the basis of a maximum execution period of three (03) months. The execution period proposed by the successful bidder shall become the contractual execution</p>

	period.
14	<p><b>Manner of Submission</b></p> <p>The number of copies of the bid shall be six (6) inclusive of the original.</p> <p>Address of the Contracting Authority to be used for the submission of Bids: the Fonfuka Council office, General Secretariat, and should bear the following inscription:</p> <p style="text-align: center;"><b>OPEN NATIONAL INVITATION TO TENDER</b>  <b>(BY THE EMERGENCY PROCEDURE)</b></p> <p style="text-align: center;"><b><i>OPEN NATIONAL INVITATION TO TENDER, No. 004/ONIT/FC/FCITB/2019 OF</i></b>  <b><i>_____ FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND</i></b>  <b><i>A DINING SHED AT THE KONENE CATTLE MARKET</i></b></p> <p style="text-align: center;">“TO BE OPENED ONLY DURING BID OPENING SESSION”</p>
15	<p><b>Submission of Bids</b></p> <p>Place, date and deadline for submission of Bids:</p> <p>Bids shall be submitted at the FONFUKA COUNCIL INTERNAL TENDERS BOARD Secretariat Council office latest on the _____ at 11:00 a.m. local time.</p>
16	<p><b>Opening of Bids</b></p> <p>Place, date and time of opening of Bids;</p> <p>Bids shall be opened at the Conference hall of the Fonfuka Council office on the _____ at 12:00 noon local time.</p>
17	<p><b>Award of the Contract and Final Bond</b></p> <p>The contract shall be awarded to the bidder with the least financial offer having qualified administratively and technically.</p> <p>The successful bidder must furnish a final bond of two percent (2%) of the contract amount within twenty (20) days of notification of the contract award.</p>

#### **A. OPENING OF OFFERS**

**THE OPENING OF ENVELOPE A** (Administrative documents) shall be in public and the conformity of the documents 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.

**THE OPENING OF ENVELOPE B and C** (Technical and Financial offers) shall be in public in the same session to determine whether the file is complete with the authenticity of documents checked and whether the documents are signed correctly and presented in conformity to the tender.

## EVALUATION AND COMPARISON OF OFFERS

### 1- General Presentation of the offer.

- |  |          |
|--|----------|
| - Readable .....                               | Yes / No |
| - Binding .....                                | Yes / No |
| - Arrangement with respect to the Tender ..... | Yes / No |

### 2- Methodological note

- |  |          |
|--|----------|
| - Explanation of work to be done .....                 | Yes / No |
| - Detailed organization of works (work schedule) ..... | Yes / No |
| - Attestation of site visit .....                      | Yes / No |
| - Specimen contract initialled and signed .....        | Yes / No |
| - Technical specification initialled and signed .....  | Yes / No |

### 3- References of the bidder (attach justifications).

- |   |          |
|---|----------|
| - Summary table of references (with cost of contracts) .....    | Yes / No |
| - General references of the bidder on completed contracts....   | Yes / No |
| - Building construction projects (three (03) projects minimum). | Yes / No |

### 4- Financial capacity

- |   |          |
|---|----------|
| - Bank attestation of a financial capacity of twenty million (15 000 000) FCFA .....  | Yes / No |
| - Cumulative turnover of the company more than or equal to <b>Fifty Million (50 000 000) FCFA</b> for the past three (03) years ..... | Yes / No |
| - Summary table of references (with cost of contracts) .....  | Yes / No |
| - General references of the bidder on completed contracts.....  | Yes / No |
| - Building construction projects (three (03) projects minimum)..  | Yes / No |

### 5- Support staff for the project

- |  |          |
|--|----------|
| - Detailed list of the staff appointed for the project ..... | Yes / No |
|--|----------|

#### Project Supervisor

- |  |          |
|--|----------|
| - Civil or Rural Engineer with three (03) years' experience, or Civil or Rural Engineering technician with ten(10) years of experience |          |
| - Signed and dated CV with availability certificate .....  | Yes / No |
| - Similar projects higher or equal to three (03) .....   | Yes / No |
|  | Yes / No |

**Project Site foreman**

- |   |          |
|---|----------|
| - Civil or Rural Engineering technician with 5 years experience | Yes / No |
| - Signed and dated CV with availability certificate .....       | Yes / No |
| - Similar projects higher or equal to three (03) .....          | Yes / No |

**6- Small and heavy equipment**

- |   |          |
|---|----------|
| - 01 Site Liaison vehicle (title deeds) ..... | Yes / No |
| - 01 concrete mixer .....                     | Yes / No |
| - Small tools (Purchase deeds).....           | Yes / No |

For each piece of equipment, furnish the tender board with the title deeds.

**7- Proposed execution Period**

- |   |          |
|---|----------|
| - Execution period less than or equal to that of the tender ..... | Yes / No |
|---|----------|

**TOTAL**

\_\_\_\_\_  
**27 Points**

**The number of “YES” points obtained shall be converted to percentage and only bids with a technical mark of over 70% shall go through the financial analysis.**

**DOCUMENT N° 4**  
**SPECIAL ADMINISTRATIVE**  
**CLAUSES**

## **SPECIAL ADMINISTRATIVE CLAUSES (SAC)**

### **TABLE OF CONTENTS**

#### **CHAPTER 1: GENERAL PROVISIONS.**

- Article 1: Object of the Jobbing Order
- Article 2: Method of concluding the Jobbing order
- Article 3: Definitions and duties
- Article 4: Language, applicable law and regulations
- Article 5: Jobbing order Documents
- Article 6: General applicable texts
- Article 7: Communication
- Article 8: Service Orders
- Article 9: Contractors Personnel

#### **CHAPTER 2: FINANCIAL CLAUSES.**

- Article 10: Guarantees and securities
- Article 11: Amount of the Jobbing order
- Article 12: Place and method of payment
- Article 13: Price Variation
- Article 14: Method of evaluation of work done
- Article 15: Evaluation of materials on site
- Article 16: Start off payment
- Article 17: Payment on account
- Article 18: Interest on overdue payment
- Article 19: Penalties for delay
- Article 20: Final detailed invoice
- Article 21: Release of Guarantee Retention
- Article 22: Tax and Customs Schedule
- Article 23: Registration and stamp duty

#### **CHAPTER 3: EXECUTION OF THE WORKS**

- Article 24: Execution time limit of the jobbing order

Article 25: Roles and obligation of the contract  
Article 26: Roles and obligation of the Contracting Authority  
Article 27: Insurance of structures and civil liabilities  
Article 28: Documents to be furnished by the contractor  
Article 29: Organization and safety on the site  
Article 30: Setting out of structures  
Article 31: Sub-contracting  
Article 32: Work site journal.

#### **CHAPTER 4: RECEPTION**

Article 33: Provisional Reception  
Article 34: Documents to be furnished after execution  
Article 35: Guarantee period  
Article 36: Final Reception

#### **CHAPTER 5: MISCELLANEOUS PROVISIONS**

Article 37: Termination of the jobbing order  
Article 38: Force Majeure  
Article 39: Litigation  
Article 40: Drafting and dissemination of the Jobbing order  
Article 41: Validity of the Jobbing order.  
Article 42 and last: Information to be posted

## **CHAPTER 1: GENERAL PROVISIONS**

### **ARTICLE 1: OBJECT OF THE JOBBING ORDER**

The object of the present jobbing order is ***OPEN NATIONAL INVITATION TO TENDER, No. 004/ONIT/FC/FCITB/2019 OF \_\_\_\_\_ FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET***

### **ARTICLE 2: METHOD OF CONCLUDING THE JOBBING ORDER**

Open National Invitation to Tender N ° concludes the present Jobbing Order: \_\_\_\_  
***/ONIT/FC/FCITB/2019 OF \_\_\_\_\_***

### **ARTICLE 3: DEFINITIONS AND DUTIES**

- 3.1 a) The Contracting Authority shall be the Mayor of Fonfuka Council;  
In this respect, he preserves the original documents relating to the jobbing order and transmits copies to the Public Contract Regulatory Agency.
- b) The Project Owner is the Mayor of Fonfuka Council (Vote Holder)
- c) The Contract Manager shall be the Secretary General of Fonfuka Council. In this capacity, he shall respect the administrative, technical and financial clauses of this jobbing order.
- d) The Contract Engineer shall be the Divisional Delegate of Public Works for Boyo, who examines, verifies, testifies and approves the quality and quantity of all works executed. In this capacity, he shall notify the contractor, the service orders related to the execution of the said project, he is qualified to prescribe all the dispositions that he judges necessary and confirms all the works well done. He works in collaboration with the contract manager (if any provision is made for one).
- NB!** Any project modification must be submitted by the Contract Engineer, through the Contract Manager (if any provision is made for one), to the Contracting Authority, for his approval before the contractor can execute. The Contract Engineer is responsible for any modifications carried out without the Mayor of Fonfuka Council, Contracting Authority's approval.
- e) The Contractor shall be responsible for the execution of the project described in the tender file (technical specification) and shall be a member in site meetings and committees



- f) The project manager shall be the Council Development Officer (CDO), he shall be responsible for the management, permanent control and follow up of the execution of the project on daily bases and ensure that the daily work journal is felt as required by norms
- 3.2 -The authority to incur expenditure shall be the Mayor of Fonfuka Council (vote holder)  
-The authority to approve payment shall be the Mayor of Fonfuka Council (vote holder)  
-The official in charge of payment shall be the Fonfuka Council Treasury.  
-The official competent to furnish information within the context of execution of this jobbing order shall be the Mayor of Fonfuka Council (vote holder)

#### **ARTICLE 4: LANGUAGE, APPLICABLE LAWS AND REGULATIONS**

- 4.1 The language to be used shall be either English or French
- 4.2 The contractor shall be bound to observe the laws, regulations and ordinances in force in Cameroon and in the execution of the jobbing order.

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

#### **ARTICLE 5: JOBBING ORDER DOCUMENTS**

The Contractual document, which form part of this jobbing order are in order of priority.

1. The bid letter or commitment letter,
2. The bidder's tender and its annexure in all provisions not contrary to the Special Administrative Clauses (SAC) and the TECHNICAL SPECIFICATIONS (STC)referred to above;
3. Then special administrative clauses (SAC);
4. The special Technical condition (STC)
5. The particular element necessary for the determination of the contract price, such as in order of priority: the unit price schedule, the detailed of lump sum prices and detailed estimates break down of the lump sum prices;
6. Plans, calculation, notes, trial document and geotechnical document;
7. The General Administrative clauses applicable to Public works, supplier and service contract and made enforceable by Order No. 033/CAB/PM of 13<sup>th</sup> February 2007
8. The General Technical conditions applicable on the services forming the object of the jobbing order.

#### **ARTICLE 6: GENERAL APPLICABLE TEXTS**

This jobbing order shall be governed by the following texts:

- Law No. 96/12 of 05 August 1996 on the management of the environment.
- Law No. 98/013 of 14 July 1998 relating to competition
- Decree No. 2001/048 of 23<sup>rd</sup> February 2001 relating to the setting up, organization and functioning of the Public contract Regulatory Agency (ARMP) ;
- Decree No. 2003/651/PM of 16<sup>th</sup> April 2003 to lay down the procedure for implementing the Tax and customs system applicable to public contracts
- Decree No. 2012/075 of 08<sup>th</sup> March 2012 organising the Ministry of Public Contracts.
- Decree No. 2012/076 of 08<sup>th</sup> March 2012 to amend and supplement some provisions of Decree No. 2001/048 of February 2001 relating to the setting up, organisation and functioning of the Public Contracts Regulatory Agency(ARMP)
- Decree No. 2018/366 of 20<sup>th</sup> June 2018 bearing the Public Contract Code
- Order No. 03/CAB/PM of 13<sup>th</sup> February 2007 enforcing the General Administrative clauses applicable to public works, supplies and services contract;
- Circular No. 001/CAB/PR/ of 19<sup>th</sup> June 2012 relating to the award and control of execution of public contracts
- Circular No. 001/C/MINFI OF 28<sup>th</sup> December 2018 bearing instructions relating to the execution of the finance laws
- Texts governed the various professional bodies.
- National and International Norms and standards (ANOR, NC etc.)

## **ARTICLE 7: COMMUNICATION**

- 7.1 All notifications and written communication within the framework of this jobbing order shall be sent to the following address:
- a) In the case where the contractor is the addressee : beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Contract Manager and immediately after completion of the works, correspondences shall be validly address to Fonfuka Council.
  - b) In the case where the Contracting Authority is the addressee: The Mayor Fonfuka Council with copies addressed to the Contract Manager and the Engineer.
- 7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Contract Manager.

## **ARTICLE 8: SERVICE ORDERS**

- 8.1 The Service Order to start execution shall be signed by Contracting Authority and notified by the Engineer.

- 8.2 Service Orders with financial incidence likely to notify the time-limits shall be signed by the Contracting Authority and notified by the Engineer.
- 8.3 Service Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by the Contract Manager and notified by the Engineer.
- 8.4 The Contracting Authority shall sign Service Orders Serving as warnings.
- 8.5 The contractor has the time-limit of fifteen (15) days to issue reservations on any service order received. Having reservations shall not free the enterprise of executing the service orders received.

#### **ARTICLE 9: CONTRACTORS PERSONNEL**

- 9.1 Any notification, even partial, made to the technical offer shall only occur after the written approval of the Contract Manager. In case of such notification, the contractor shall have the personnel replaced by a staff of equal competence (qualification and experience).
- 9.2 In whatever case, the list of supervisory staff to be used shall be subject to the approval of the Engineer within fifteen (15) days of the notification of the service order to start execution. The Engineer has eight (8) days to notify his opinion in writing with a copy being sent to Contract Manager. Beyond this time-limit, the personnel list shall be considered as approved.
- 9.3 Any unilateral notification on the supervisory staff made in the technical offer prior to and during the works shall be a reason for termination of the jobbing order or the application of penalties as mentioned in Article 38 below.

### **CHAPTER 2: FINANCIAL CLAUSES**

#### **ARTICLE 10: GUARANTEES AND SECURITIES**

- 10.1 Final Bond
- The final bond shall be fixed at 2% of the amount of the jobbing order, inclusive of all taxes. The guarantee must be returned or released within one month following the date of provisional reception of the works.
- The Contracting Authority shall order the release upon request by the contractor.
- 10.2 Retention Guarantee
- The retention guarantee is fixed at 10% of the tax inclusive amount of the contract. This shall be liberated following a release order issued by the Contracting Authority within one (01) month after final reception upon request by the contractor.
- 10.3 Guarantee of start off payment
- The contractor may be granted a start off amount of 20% of the contract amount (inclusive of taxes) upon request.
- The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

## **ARTICLE 11: AMOUNT OF THE JOBBING ORDER**

The amount of this jobbing order as per the attached bill of quantities and cost estimates is

\_\_\_\_\_ (in figures) \_\_\_\_\_ (in words)

CFA. Francs inclusive of all taxes; that is:

-Amount exclusive of VAT \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) CFA.

-Amount of VAT \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) CFA.

## **ARTICLE 12: PLACE AND METHOD OF PAYMENT**

The contractor shall be paid by monthly installments, based on the certification by the Engineer of the various phases of work completed. The Engineer and the contractor shall sign these installmental payments.

All sums due to the installmental payment vouchers to account  
No. \_\_\_\_\_ opened by the contractor at \_\_\_\_\_

## **ARTICLE 13: PRICE VARIATION**

Prices shall be firm and not subject to any price revision.

## **ARTICLE 14: METHOD OF EVALUATION OF WORK DONE**

The work done shall be evaluated using then unit price.

## **ARTICLE 15: EVALUATION OF MATERIALS ON SITE**

- 15.1 The contractor shall be paid for usable materials intended for the execution of the works mobilized on site in the event where the jobbing order is prematurely terminated as provided for by the Regulations in force especially the public contract code.
- 15.2 No security shall be requested for payment on account of supplies or materials which are already on site.

## **ARTICLE 16: START OFF PAYMENT**

The contractor shall be granted a start-off advance of 20% of the contract amount (inclusive of taxes) upon request. The start-off payment shall be reimbursed in full the moment the work is executed at 80% of the value of the contract.

## **ARTICLE 17: PAYMENT ON ACCOUNT**

- 17.1 The amount of payment on account shall not exceed the value of the technical execution phases carried out.
- 17.2 Payment on account may be spread over the duration of the execution of the jobbing order according to technical execution phases as defined in the jobbing order.

- 17.3 Payment on account shall take place within thirty (30) days from the date of transmission to the competent accounting officer, of the documents giving entitlement to payment.
- 17.4 The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5<sup>th</sup> of the month following the works executed.
- 17.5 The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the Contract Manager.
- 17.6 The Contract Manager has a maximum time-limit of twenty-one (21) days to sign the partial invoice and to produce the documents giving entitlement to payment on account and transmit same to the competent accounting officer.

#### **ARTICLE 18: INTEREST ON OVERDUE PAYMENT**

- 18.1 Where the delay in payment fixed in Article 17 above is attributed to the Contracting Authority or accounting officer, the contractor shall be dully entitled to interest on overdue payments calculated from the day of issue of the payment voucher by the accounting officer.
- 18.2 The interest rate on overdue payments referred to Article 18 (1) above shall be the intervention rate of the Bank of Central African States (BEAC) in invitation to tender with a surcharge of one (1) point.
- 18.3 The amount of the interest on overdue payments shall be calculated according to the formula:
- $$I = M \times (n/360) \times (i)$$
- Where: M = Amount, all taxes inclusive, due the contractor  
n= Number of calendar days of delay  
i= The BEAC intervention rate concerning invitation to tender with a surcharge of one (1) point.
- 18.4 Interest of overdue payments shall not be applied on amounts already including compensations for delayed payments.
- 18.5 Interest on overdue payments shall be liable to taxes.

#### **ARTICLE 19: PENALTIES FOR DELAY**

- 19.1 The amount set for penalties for delays is set as follows:
- a) One two thousandth (1/2000<sup>th</sup>) of the initial jobbing order amount all taxes inclusive per calendar day of delay from the first (1<sup>st</sup>) to the thirtieth (30<sup>th</sup>) day beyond the contractual time-limit.
  - b) One thousandth (1/1000<sup>th</sup>) of the initial amount of the jobbing order inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.
- 19.2 The cumulated amount of penalties for delay shall be limited to ten percent (10%) of the initial jobbing order inclusive of all taxes.

## **ARTICLE 20: FINAL DETAILED INVOICE**

- 20.1 After completion of the works and within a maximum time-limit of 30 days after the date of provisional reception, the contractor shall establish, based on joint reports, the draft final invoice for works executed and which summaries the total sums to which the contractor may be entitled as a result of the execution of the whole jobbing order.
- 20.2 The Contract Manager has 30 days to forward the corrected and approved invoice to the competent accounting officer.

## **ARTICLE 21: RELEASE OF GUARANTEE RETENTION**

The Contracting Authority has 30 days after final reception to release the 10% guarantee retention.

## **ARTICLE 22: TAX AND CUSTOMS SCHEDULE**

Decree No. 2003/651 of 16 April 2003 to lay down the conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial projects, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the tax code;
- Dues and taxes attached to the execution of services provided for in the jobbing order;
- Duties and taxes of entry in to Cameroonian territory (customs duties, VAT, computer tax);
- Commercial taxes and dues;
- Dues and taxes relating to the execution of building materials and water.

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

All prices inclusive taxes mean VAT included.

## **ARTICLE 23: REGISTRATION AND STAMP DUTY**

Seven (7) original copies of the present jobbing order shall be stamped and registered at the expense of the contractor, in accordance with the applicable regulations.

## **CHAPTER 3: EXECUTION OF THE WORKS**

### **ARTICLE 24: EXECUTION TIME-LIMIT OF THE JOBBING ORDER.**

- 24.1 The time-limit for the execution of the works forming the object of this jobbing order shall be three (03) months.
- 24.2 This time limit shall run from the date of notification of the service order to commence execution of the works.

## **ARTICLE 25: ROLES AND OBLIGATION OF THE CONTRACTOR**

The contractor shall be responsible for the works for which he has been chosen. To this effect, his mission shall be to ensure its execution under the supervision of the Engineer in conformity with the regulation and standards in force and in respect to the work schedule. The contractor shall also be expected to carry out all the necessary calculations, chose and buy all machines, adequate materials etc. required for the work and engage suitable workers.

The contractor confirms that he has verified the volume of work to be executed and that he is reputed to have taken perfect cognizance of the scope of the works and the necessarily for prompt action to request irrespective of whether he has to use his own equipment or hire equipment to execute the work. To this end, he cannot use any omission or under estimation of the works to make any claims of any nature whatsoever.

Removal of equipment, materials, installations and work site waste shall be carried out by the contractor before reception, failing which the Contracting Authority shall automatically proceed with it soon after the expiry date, at the contractor's expense.

## **ARTICLE 26: ROLES AND OBLIGATION OF THE CONTRACTING AUTHORITY**

The Contracting Authority shall make the site available for the works without interruption. The Contracting Authority shall authorize the contractor to install a site of the work and allocate any necessary installation for the use of the contractor.

The Contract Manager shall within 20 days of notification to commence works provide the contractor with necessary plans and documents relating to the works.

## **ARTICLE 27: INSURANCE OF STRUCTURES AND CIVIL LIABILITIES**

The contractor shall take out a third party risk insurance concerning persons, property, or liabilities from an insurance company governed by the "CIMA" insurance code.

## **ARTICLE 28: DOCUMENTS TO BE FURNISHED BY THE CONTRACTOR**

### **28.1 Program of works and Quality Assurance Plan**

Within a maximum deadline of thirty (30) days from the date of notification of the Service Order to commence execution, the contractor shall submit in five (5) copies for the approval of the Contract Manager after the endorsement of the Engineer the execution plan of the works, his work schedule, his draft Quality Assurance Plan and environmental management plan.

This plan will be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of between eight and fifteen days from the date of reception with:

Either the indication "GOOD FOR EXECUTION";

Alternatively, the indication of their rejection including the reasons for the said rejection.

The Contractor has eight (8) days to present a new one.

The Contract Manager then has a deadline of five (5) days to give his approval or possibly make remarks. In this case, the procedure is started all over without this affecting the contractual time-limit.

The approval given by the Contract Manager does not in any way release the contractor of his responsibilities. Meanwhile, works executed before the approval of the program shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule. The Contractor will constantly update on site, a schedule that will take account of the real progress of the site. Significant modifications may only be made on the contractual program upon receiving the approval of the Contracting Authority.

- a) The Contractor shall indicate in this program the equipment and methods which he intends to use as well as the personnel he intends to employ.
- b) The approval granted by the Contracting Authority shall in no way diminish the responsibility of the contractor with regard to the harmful consequences, which their implementation may cause both the responsibility of the contractor with regard to the harmful consequences, which their implementation may cause both the responsibility of the contractor with regard to the harmful consequences, which their implementation may cause both towards third parties, and the respect of clauses of the jobbing order.

#### 28.2 Execution Plan

- a) The execution plan documents (calculations and drawings) necessary for the realization of all the parts of the structure must be submitted for the endorsement of the Engineer at least one month prior to the date provided for the commencement of realization of the corresponding part of the structure.
- b) The Engineer has a deadline of fifteen days to examine and make known his observations. The Contractor then has a deadline of eight days to present a new file including the said observations.

### **ARTICLE 29: ORGANISATION AND SAFETY ON SITE**

- 29.1 Signs at the work site must be placed within a maximum deadline of one (1) month after the notification of the service order to commence work.
- 29.2 The contractor shall respect all standards safety measures during the execution, shall clear the site upon completion of the works.

### **ARTICLE 30: SETTING OUT OF STRUCTURES**

The engineer shall within a maximum of fifteen (15) days following the date of notification of the service order to commence work, make himself available to the contractor for the setting out of the structures.



## **ARTICLE 31: SUB-CONTRACTING**

This jobbing order may give rise to sub-contracts or subsidiary orders with a maximum accord of 30% of the initial jobbing order amount.

However, any recourse to sub-contractors or placing of subsidiary orders shall be subject to the prior authorization of the Contracting Authority. Notwithstanding the recourse to sub-contracting or placing of subsidiary orders, the contracting partner shall be responsible for the execution of all the obligation of the said jobbing order.

## **ARTICLE 32: WORKS SITE JOURNAL**

32.1 The Engineer and the Contractor's representative must systematically jointly sign the worksite journal during site meetings and at each site visit.

32.2 It is a joint document in a single copy. Its pages must be numbered and initialled. No page should be removed. The erased or cancelled parts must be mentioned on the margin for validation.

## **CHAPTER IV: RECEPTION**

### **ARTICLE 33: PROVISIONAL RECEPTION**

Before the provisional reception, the contractor shall request in writing to the Contract Manager with a copy to the Engineer the organization of a technical reception that shall amongst others ascertain that:

33.1 Tests and checks are carried out;

33.2 The folding up of the site installations and the restitution of the site as it was;

33.3 The **Reception Committee** shall comprise the following members:

- |   |           |
|---|-----------|
| 1. The Mayor of Fonfuka Council (Contracting Authority) | President |
| 2. The DDMINTP (Engineer) or Representative             | Secretary |
| 3. The Contract Manager                                 | Member    |
| 4. The Representative of DDMINMAP                       | Member    |
| 5. The Sub Delegate of MINEPIA or Representative        | Member    |
| 6. The Council Development Officer (CDO)                | Member    |
| 7. The Contractor or his Representative                 | Member    |

The contractor shall be invited to the reception by mail at least ten (10) days prior to the reception. He is bound to attend (or be represented). He takes part in the reception as an observer.

His absence is equivalent to acceptance with reservation of the conclusion of the Reception Commission.

After the visit of the site, the Commission shall examine the minutes of the preliminary operations to the reception and shall proceed to provisional reception of the works if there is need.

The visit for provisional reception shall be the subject of minutes of provisional reception signed on the spot by all the members of the commission.

The minutes of the provisional reception report shall specify or set the date of completion of the works.

33.4 The guarantee period commences from the date of acceptance of this provisional reception.

#### **ARTICLE 34: DOCUMENTS TO BE FURNISHED AFTER EXECUTION**

34.1 The contractor shall furnish within one (1) month after completion of the works three (3) copies of all working documents and drawings as executed, especially those relevant to the maintenance of the works.

34.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 34.1 above.

#### **ARTICLE 35: GUARANTEE PERIOD**

The guarantee period shall be one (1) year to run from the date of the provisional reception of the works.

#### **ARTICLE 36: FINAL RECEPTION**

Final reception shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee period.

The procedure for final reception shall be the same as for provisional reception.

### **CHAPTER V: MISCELLANEOUS PROVISIONS**

#### **ARTICLE 37: TERMINATION OF THE JOBBING ORDER**

The jobbing order may be terminated as provided for in Part III Paragraph 2 of Decree No. 2004/275 of 24 September 2004 instituting the Public Contracts Code and equally under the conditions laid down in Articles 74, 75 and 76 of the GAC especially in case of:

- Delay of more than fifteen (15) days in the execution of a Service Order or unjustified stoppage of more than seven (7) calendar days;
- Delay in work resulting in penalties of more than 10% of the amount of the works;
- Refusal to repeat poorly executed works;
- Default by the contractor;
- Persistent non payment for services.

#### **ARTICLE 38: MAJOR IMPEDIMENT**

If the contractor were to raise the issue of force majeure, concluded after its signature by the Contracting Authority and shall only come into force after its notification to the contractor, by the Contracting Authority the thresholds below which claims shall not be admitted are:

Rainfall: 200mm in 24hours  
Wind: 40m/s  
Flood: decennial flood frequency

In the event of circumstances beyond his control hindering the progress of the works, the contractor shall only be relieved of his responsibilities if he notifies the Administration in writing of his intention to invoke these circumstances of force majeure within fifteen (15) days of the occurrence of the event. However, the Administration still reserves the right to appreciate the circumstances of the force majeure.

#### **ARTICLE 39: LITIGATION**

Any dispute arising from this jobbing order shall be resolved amicably. Failure to arrive at a compromise, the matter shall be referred to the competent court in the North West Region of the Republic of Cameroon.

#### **ARTICLE 40: DRAFTING AND DISSEMINATION OF THIS JOBBING ORDER**

Seven (7) copies of this jobbing order shall be produced at the cost of the contractor and furnished to the Contract Manager.

#### **ARTICLE 41: VALIDITY OF THE JOBBING ORDER**

The Mayor of Fonfuka Council shall regard this jobbing order as finally concluded after its signature and it shall only come into force after it has been notified to the Contractor.

#### **ARTICLE 42 AND LAST: INFORMATION TO BE POSTED**

The Contractor shall put up a visible information board (*total height=2,80meters, width=1,20meters, board thickness=2,5centimeters at 1,20meters above the ground level with poles embedded in concrete*) at the entrance of the site on a place approved by the Project Engineer, bearing the following text:

**REPUBLIC OF CAMEROON**

**Peace - Work – Fatherland**

**JOBING ORDER N° .....**

***FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT  
THE KONENE CATTLE MARKET***

**CONTRACTING AUTHORITY: *THE MAYOR FONFUKA COUNCIL***

**CONTRACT MANAGER: *SECRETARY GENERAL FONFUKA COUNCIL***

**CONTRACT ENGINEER: *THE DIVISIONAL DELEGATE OF PUBLIC WORKS BOYO***

**PROJECT MANAGER: *FONFUKA COUNCIL DEVELOPMENT OFFICER (CDO)***

**CONTRACTOR:.....**

**FINANCING: 2019 PUBLIC INVESTMENT BUDGET (MINDDEVEL)**

**AMOUNT:.....**

**DURATION OF CONTRACT: Three (03) Months**

**DOCUMENT N° 5**  
**SPECIAL TECHNICAL CONDITIONS**

**A. TECHNICAL CONDITIONS FOR EXECUTION**

- 1) **STRUCTURE AND EXECUTION PLANS:** it is the duty to the Contractor to realize the structure and the execution plans that shall be approved by the control Engineer.
- 2) **PRELIMINARY WORKS:** The Contractor shall obtain the necessary authorizations for the realization of works from the competent authorities. He shall also make contact with water and electricity authorities in case their lines shall be tempered with.
- 3) **INSTALLATION OF WORKSITE:** The Contractor shall furnish the owner of the job within the shortest possible time with an installation plan showing clearly how he intends to run the site. A fence in local materials shall enclose the whole work site.
- 4) **PROTECTION OF STRUCTURES AND MATERIALS:** 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 insurance cover for theft and fire.
- 5) **PRECAUTION AGAINST ACCIDENTS:** The Contractor shall take all preventive measures against accidents. The owner of the job reserves the right to intervene in case of emergency without necessary interfering with the responsibility of the Contractor.
- 6) **VERIFICATION OF DIMENSIONS:** 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 in situ 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 own modify anything on the structure and shall inform the Control Engineer of all changes that he considers necessary.

All modifications accepted by the Contractor shall be accomplished in a specified duration and at his cost without modification of the contract amount. The owner of the job shall have the right to the final choice in any modification.
- 7) **ERRORS AND OMISSIONS IN THE DOCUMENTS:** The descriptions complete or confirm the indications on the plans. In case of contradiction between the plans and the descriptions, contact the Control Engineer for examination.

- 8) **EXECUTION PERIOD:** The duration of this contract is fixed at **three (03) months** as from the date of notification to start.

**B. MODE OF EXECUTION OF WORKS**

**1) GENERALITIES AND DESCRIPTION OF PROJECT**

These works consist of *the CONSTRUCTION OF A CATTLE SALE CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET*

**2) MODE OF EXECUTION OF WORKS**

**a. Site installation:**

The site of the project should be properly cleaned and the refuses evacuated to the public dumping area. Necessary security measures should be taken in order to protect the work site from trespassing and reduce accident risks.

**b. Earth Works**

- The depth of the foundation trenches should be at least 0.60 metres. Whatever the case, hard soil capable of bearing the weight of the building must be reached
- Earth materials for backfilling should be free from organic and salty elements
- All backfilling should be properly compacted using a motorized manual compactor

**c. Masonry and concrete works:**

- Aggregates (sand and gravel) to be used for any masonry work shall respect the standard size and be free from oxide and organic matters.
- Cement to be used for mortar and concrete shall satisfy the general conditions laid down by the regulation in force. It shall be of type CPJ 35 Portland cement from CIMENCAM and shall not show any trace of moisture. Cement other than the one mentioned above shall receive the approval of the Engineer before use. Any stock of cement presenting an unsatisfactory powdery condition shall be discarded and cleared from the site.
- Rods should be high strength smooth and rough bars 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. All columns and beams should be reinforced using a minimum of four (04) rods of 08 mm for columns/beams imbedded in the walls and 10 mm for isolated columns and beams. Rod 6 mm should be used only for rings with a spacing of 20 cm maximum.
- For formwork, only hard wood that can bear the load and the pressure of concrete, the effect of wind and the weight of workers during setting up without any noticeable distortion should be used.
- Lean concrete shall be mixed at  $150 \text{ kg/m}^3$  and have a thickness of 05 cm
- Mass concrete for flooring shall be mixed at  $250 \text{ kg/m}^3$  and have a thickness of 08 cm
- For the construction of the foundation and the septic tank walls, only filled cement blocks of 20 x 20 x 40 cm should be used.

- Cement mortar for plastering should be mixed at 350 kg/m<sup>3</sup>. The inner part of the septic tank shall be properly smoothened and shinned using cement paste.
- Reinforced concrete for columns, lintels and beams shall be mixed at 350 kg/m<sup>3</sup>

**d. Wood Works**

Only treated hard wood should be used for all wooden structures such as rafters, purlins, noggins, doors and windows, etc. The treatment of wood shall be done out of selenium or any similar renowned product.

**e. Metal Works**

- Roofing sheets should be out of aluminium tole bac 6/10 mm
- The metal doorframe shall be out of angle bar of 40 mm. The shutter should be out of square tube of 30 mm and steel plate of 10/10mm minimum on a double face, including a canon vachette lock and iron staple bolt.
- All louvers frames should be out of galvanized materials without any trace of rust, and from renowned firms such as STAVAL or equivalent. Chinese materials shall not be accepted.
- Window protectors should include frames made up with angle bar of 40 mm and protectors made up with Cobra materials.

**f. Plumbing and Sanitation**

- The septic tank and the soak away pit should be designed for a minimum of 10 users
- The toilet system, wash hand basins and showers should be of renowned types.
- Water supply installation should be put in place using galvanized iron materials of good quality without any trace of rust.

**g. Electricity**

Cables of 2.5 mm<sup>2</sup> should be used for sockets while cables of 1.5 mm<sup>2</sup> shall be used for lighting points. All shall be run in 11 mm conduit pipes. Switches and sockets should be of high quality (at least ENGELEC or LEGRAND type) and should be embedded in the walls.

Lighting equipment shall consist of fluorescent lamp systems of 1.20 m fitted in both internal and external part the building. The mark shall be Philips or Mazda. Generally, electrical installations shall be carried out in conformity with the rules and instructions of ENEO.

**h. Painting**

- All external walls should receive two coats of pantex 1300 paint, meanwhile internal walls and plywood ceiling will receive two coats of pantex 800.
- Bottom of walls (20 cm), window frames, doorframes and shutters shall receive two coats of oil paint (Glycerophtalic or Tacylac Extra) approved by the control Engineer after two primary coats of antirust for metal surfaces.

- i. **NB!** In all cases, the contractor shall submit a sample of each type of material to be used to the control Engineer for approval.



**DOCUMENT N° 6**  
**SCHEDULE OF UNIT PRICES**

**PRICE ENCLOSURE SLIP FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND  
A DINING SHED AT THE KONENE CATTLE MARKET**

<b>PRICE ENCLOSURES LIP FOR THE CONSTRUCTION A CATTLE CRUTCH IN THE KONENE CATTLE MARKET (BOYO DIVISION)</b>					
<b>S/N</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>U.P. in Figures</b>	<b>U.P. in Words</b>
<b>1</b>	<b><u>PRELIMINARY WORKS</u></b>				
<b>1.01</b>	<b>Description of work</b>				
<b>A</b>	The proposed work comprise the construction and completion of a cattle market fence measuring 30 X 30m				
<b>B</b>	supply of materials and cleaning of site	Ls	1		
<b>1.02</b>	<b>Setting of the works:</b>				
<b>A</b>	Setting out the position of the Fence on the site before commencement of any work as indicated on the site plan .	Ls	1		
	<b>Carried to summary</b>				
<b>2</b>	<b><u>EXCAVATION AND EARTH WORK</u></b>				
<b>2.01</b>	<b>SITE PREPARATION</b>				
<b>A</b>	Clearing the grass and removing from site,	M <sup>2</sup>	900		
<b>B</b>	Excavation of separate footings to receive RC columns	M <sup>3</sup>	29.81		
	<b>Carried to summary</b>				
<b>5</b>	<b><u>ELEVATION</u></b>				
<b>B</b>	R.C.for footings and Columns	M <sup>3</sup>	32.672		
<b>B</b>	Metallic tube of Ø63 encastrated in the Columns	ml	360		
	Provide and fit gates to fencing	No.	2		
	<b>Carried to summary</b>				

<b>PRICE ENCLOSURES LIP FOR THE CONSTRUCTION OF A DINING SHED IN THE KONENE CATTLE MARKET (BOYO DIVISION)</b>					
<b>S/N</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>U.P. in Figures</b>	<b>U.P. in Words</b>
<b>1</b>	<b><u>PRELIMINARIES AND GENERAL CLAUSES</u></b>				
<b>1.01</b>	<b>Description of work</b>				
<b>A</b>	The proposed work comprise the construction of a dining shed				
<b>B</b>	construction of the site hut	Ls	1		
<b>C</b>	conveyance and folding up of equipment	Ls	1		
<b>1.02</b>	<b>Scaffolding</b>				
<b>A</b>	Provide a provisional sum of .. For provision of material erection and dismantling of the scaffolding	Ls	1		

1.04	<b>Setting of the works:</b>				
A	Setting out the position of the building on the site before commencement of any work as indicated on the site plan .	Ls	1		
	<b>Carried to summary</b>				
<b>2</b>	<b><u>EXCAVATION AND EARTH WORK</u></b>				
<b>2.01</b>	<b><u>SITE PREPARATION</u></b>				
A	Clearing the grass and removing from site, excavating top soil to be preserve average depth not exceeding 100mm	M <sup>2</sup>	254		
B	Excavation of trenches to receive foundation concrete and stones maximum depth not exceeding (1m)	M <sup>3</sup>	19		
C	Excavation of separate footings to receive columns maximum depth not exceeding (120cmm)	M <sup>3</sup>	9		
D	Filling of working space around pit foundation arising from excavated materials	M <sup>2</sup>	112		
<b>2.03</b>	<b><u>Disposal of excavation materials</u></b>				
A	Remove surplus excavated material from site an average distance of 5m from site	M <sup>3</sup>	46		
<b>2.04</b>	<b><u>Surface Treatment</u></b>				
A	Level and compact bottom excavation to receive foundation stones	M <sup>2</sup>	20		
C	Hardcore filling with broken stones not exceeding 150mm thick well compacted.	M <sup>2</sup>	11		
	<b>Carried to summary</b>				
<b>3</b>	<b><u>FOUNDATION WORK</u></b>				
3.01	weak concrete for blinding (dosed at 150kg/m <sup>3</sup> ) in column base not exceeding 50mm thick	M <sup>3</sup>	2		
3.03	Construction of a stone foundation wall with silt free black stones choked with lean mix concrete of 150kg/m <sup>3</sup>	m <sup>2</sup>	39		
	<b>Carried to summary</b>				
<b>4</b>	<b><u>CONCRETE WORK</u></b>				
4.01	<b>Other concrete work approx total volume in in-situ concrete in M<sup>3</sup></b>				
C	In lintels, columns, ring beams and beams cross sectional area 0.03 - 0.10 M <sup>2</sup>	M <sup>3</sup>	0.3		
D	In isolated column in foundation with section area at 0.03 metre square	M <sup>3</sup>	0.35		
	<b>Carried to summary</b>				
<b>5</b>	<b><u>ELEVATION</u></b>				
B	sand screed cement blocks size 15x20x40cm wall laid in stretcher bond and bedded and jointed in cement / sand mortar (1:3)	M <sup>2</sup>	147		
	<b>Carried to summary</b>				
<b>6</b>	<b><u>FRAMEWORK AND ROOFING</u></b>				

A	supply and fixing 6/10 sheet (tole bac) including all fixing accessories	M <sup>2</sup>	192		
B	Tole bac Alluminium ridging cap	MI	15		
C	Tole bac alluminium fascia members fixed to hardwood structure	M <sup>2</sup>	12		
6.01	<b>ROOF CARCASING</b>				
A	Eucalyptus roofing wood for rafters, bracing, strut, tie beams and king post 50x150mm treated at carbony, with all constants	m3	0		
D	100x100mm purlins	MI	250		
	<i>Carried to summary</i>				
7	<b>WOOD WORK</b>				
7.01	<b>DOORS</b>				
A	Supply and fixing 120X210 wooden doors including, frames, lucks, hinges and any other related task	No	2		
	Supply and fixing 100X210 wooden doors including, frames, lucks, hinges and any other related task	No	2		
F	<i>Carried to summary</i>				
8	<b>ELECTRICAL INSTALLATIONS</b>				
B	Circuit breaker	Item	1		
C	Master Switch	No	1		
D	Ordinary switcher	No	8		
	Round and square cups	No	17		
	18mm conduit pipes in rolls	No	1		
	Electrical cable 1.5mm single core in rolls	No	2		
	Earth and rod wire	No	1		
	16A connectors in packets	No	2		
	4ft florescent lamps complete	No	7		
	220V Sockets	No	4		
	Junction Box	No	1		
	<i>Carried to summary</i>				
9	<b>FINISHES</b>				
A	15mm cement and sand (1:3) plain smooth internal and external rendering on walls	M <sup>2</sup>	234		
B	Cement screed floor finished applied to floor	M <sup>2</sup>	115		
D	5mm thick plywood ceiling board nails to hardwood noggins	M <sup>2</sup>	97		

	50x50mm noggins 600mm c/c	MI	160		
E	Framing all-round the ceiling with battens	Item	1		
	<b>Carried to summary</b>				
10	<b><u>PAINTING AND DECORATION</u></b>				
A	supplying and applying pantex 1300 to external and internal walls, including quick lime undercoat	M <sup>2</sup>	235		
C	Prepare and apply one coats of emulsion paint on soffit of plywood ceiling boards	M <sup>2</sup>	117		
D	Prepare and apply oil paint for skirting	M <sup>2</sup>	20		
	<b>Carried to summary</b>				
	<b><u>PLUMBING SERVICES</u></b>				
	<b><u>DOMESTIC COLD WATER INSTALLATION</u></b>				
	<b><u>GALVANIZED IRON PIPE TO BS</u></b>				
	1/2" pipe in walls and other accessories	ml	20		
	<b><u>PLUMBING INSTALLATIONS</u></b>				
	Prime cost for all installations	Ls	1		
	<b><u>Sanitary Appliances</u></b>				
	Supply and fix the following sanitary fittings including all accessories				
	Wash hand basin	No	5		
	Soap holder	No	5		
	<b>Carried to summary</b>				
11	<b><u>EXTERNAL WORKS</u></b>				
A	Surface drainage Gutters built with stones	ml	38		
A	concreting the varanda with RC dosed at 250kg/m <sup>2</sup>	m <sup>2</sup>	33		
	<b>Carried to summary</b>				
12	<b><u>CCTP OF ENVIRONMENTAL MEASURES RETAINED</u></b>				
A	provision of trash cans at the dining shed	no	2		
B	Planting of trees	no	20		
	<b>Carried to summary</b>				

**DOCUMENT N° 7**  
**BILL OF QUANTITIES AND COST**  
**ESTIMATES**

**OPEN NATIONAL INVITATION TO TENDER, No. 004/ONIT/FC/FCITB/2019 OF**  
**FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A**  
**DINING SHED AT THE KONENE CATTLE MARKET**

**BILL OF QUANTITIES AND COST ESTIMATE**

<b>BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A CATTLE CRUTCH IN THE KONENE CATTLE MARKET (BOYO DIVISION)</b>					
<b>S/N</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>U.P.</b>	<b>AMOUNT</b>
<b>1</b>	<b><u>PRELIMINARY WORKS</u></b>				
<b>1.01</b>	<b><i>Setting of the works:</i></b>				
<b>A</b>	<i>Setting out the position of the Fence on the site before commencement of any work as indicated on the site plan.</i>	<i>Ls</i>	<i>1</i>		
	<i>Carried to summary</i>				
<b>2</b>	<b><u>EXCAVATION AND EARTH WORK</u></b>				
<b>2.01</b>	<b><i>SITE PREPARATION</i></b>				
<b>A</b>	<i>Cleaning of the site</i>	<i>M<sup>2</sup></i>	<i>900</i>		
<b>C</b>	<i>Excavation of separate footings to receive RC columns</i>	<i>M<sup>3</sup></i>	<i>29.81</i>		
	<i>Carried to summary</i>				
<b>5</b>	<b><u>ELEVATION</u></b>				
<b>A</b>	<i>R.C.for footings and Columns</i>	<i>M<sup>3</sup></i>	<i>32.672</i>		
<b>B</b>	<i>Galvanised pipe 50/60</i>	<i>ml</i>	<i>360</i>		
<b>C</b>	<i>Provide and fit gates to fencing</i>	<i>No.</i>	<i>2</i>		
	<i>Carried to summary</i>				

<b>SUMMARY</b>	
PRELIMINARY WORKS	
EXCAVATION AND EARTH WORK	
ELEVATION	
<b>GRAND TOTAL ET</b>	
<i>Consultant's Supervision Fees (4%)</i>	
<i>Supervision Fee of Contract Engineer (1%)</i>	
<b>TOTAL</b>	
<i>VAT 19.25%</i>	
<i>AIR 1.1%</i>	
<b>Total all taxes inclusive</b>	

Closed this cost estimate all taxes inclusive at the sum of

.....

Signature

<b>BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A DINING SHED IN THE KONENE CATTLE MARKET (BOYO DIVISION)</b>					
<b>S/N</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>U.P.</b>	<b>AMOUNT</b>
<b>1</b>	<b><u>PRELIMINARIES AND GENERAL CLAUSES</u></b>				
<b>1.01</b>	<b>Description of work</b>				
A	The proposed work comprise the construction of dining shed				
B	construction of the site hut	Ls	1		
C	conveyance and folding up of equipment	Ls	1		
<b>1.02</b>	<b>Scaffolding</b>				
A	Provide a provisional sum of.. For provision of material erection and dismantling of the scaffolding	Ls	1		
<b>1.04</b>	<b>Setting of the works:</b>				
A	Setting out the position of the building on the site before commencement of any work as indicated on the site plan.	Ls	1		
	<b>Carried to summary</b>				
<b>2</b>	<b><u>EXCAVATION AND EARTH WORK</u></b>				
<b>2.01</b>	<b>SITE PREPARATION</b>				
A	Clearing the grass and removing from site, excavating top soil to be preserve for an average depth not exceeding 100mm	M <sup>2</sup>	254		
B	Excavation of trenches to receive foundation concrete and stones maximum depth not exceeding (1m)	M <sup>3</sup>	19		
C	Excavation of separate footings to receive columns maximum depth not exceeding (120cmm)	M <sup>3</sup>	8.6		
D	Filling of working space around pit foundation arising from excavated materials	M <sup>2</sup>	112		
<b>2.02</b>	<b>Surface Treatment</b>				
A	Level and compact bottom excavation to receive foundation stones	M <sup>2</sup>	20		
	<b>Carried to summary</b>				
<b>3</b>	<b><u>FOUNDATION WORK</u></b>				
3.01	sand screed cement blocks size 20x20x40cm wall laid in stretcher bond and bedded and jointed in cement / sand mortar (1:3)	M <sup>2</sup>	39		
3.02	Mass concrete for blinding (dosed at 150kg/m3) in column base not exceeding 50mm thick	M <sup>3</sup>	1.5		
	<b>Carried to summary</b>				
<b>4</b>	<b><u>CONCRETE WORK</u></b>				
4.01	<b>Other concrete work approx total volume in in-situ concrete In M<sup>3</sup></b>				
C	R.C for lintels, pillars, and beams	M <sup>3</sup>	0.34		
D	R.C. for foundation pillars and beams	M <sup>3</sup>	0.35		
	<b>Carried to summary</b>				



<b>5</b>	<b><u>ELEVATION</u></b>				
A	sand screed cement blocks size 15x20x40cm wall laid in stretcher bond and bedded and jointed in cement / sand mortar (1:3)	M <sup>2</sup>	147		
	Carried to summary				
<b>6</b>	<b><u>FRAMEWORK AND ROOFING</u></b>				
A	Supply and fixing 5/10 sheet (tole bac) including all fixing accessories	M <sup>2</sup>	192		
B	Tole bac Aluminium ridging cap	MI	15		
C	Tole bac aluminium fascia members fixed to hardwood structure	M <sup>2</sup>	12		
<b>6.01</b>	<b><u>ROOF CARCASING</u></b>				
A	Eucalyptus roofing wood for rafters, bracing, strut, tie beams and king post 50x150mm treated at carbonyl ,with all accessories	m3	0.45		
D	80x80mm purlins	MI	250		
	Carried to summary				
<b>7</b>	<b><u>WOOD WORK</u></b>				
<b>7.01</b>	<b><u>DOORS</u></b>				
A	Supply and fixing 120X210 wooden doors including, frames, lucks, hinges and any other related task	No	2		
	Supply and fixing 100X210 wooden doors including, frames, lucks, hinges and any other related task	No	2		
<b>F</b>	Carried to summary				
<b>8</b>	<b><u>ELECTRICAL INSTALLATIONS</u></b>				
B	Circuit breaker	Item	1		
C	Master Switch	No	1		
	Ordinary switcher	No	8		
	Round and square cups	No	17		
	18mm conduit pipes in rolls	No	1		
	Electrical cable 1.5mm single core in rolls	No	2		
D	Earth and rod wire	No	1		
	16A connectors in packets	No	2		
	4ft florescent lamps complete	No	7		
	220V Sockets	No	4		
	Junction Box	No	1		
	Carried to summary				
<b>9</b>	<b><u>FINISHES</u></b>				

A	20mm cement and sand (1:3) plain smooth internal and external rendering on walls	M <sup>2</sup>	235		
B	Cement screed floor finished applied to floor	M <sup>2</sup>	115		
D	5mm thick plywood ceiling board nails to hardwood noggins	M <sup>2</sup>	97		
	40x40mm noggins 600mm c/c	ml	160		
E	Framing all-round the ceiling with battens	Item	1		
	<b>Carried to summary</b>				
10	<b><u>PAINTING AND DECORATION</u></b>				
A	Supplying and applying priming coat with white wash on internal and external walls	m <sup>2</sup>	235		
B	supplying and applying two coats of pantex 1300 to external and internal walls	M <sup>2</sup>	235		
C	Prepare and apply two coats of emulsion paint on soffit of plywood ceiling boards	M <sup>2</sup>	117		
D	Prepare and apply oil paint for skirting	M <sup>2</sup>	20		
	<b>Carried to summary</b>				
	<b><u>PLUMBING SERVICES</u></b>				
A	1/2" pipe in walls and other accessories	ml	20		
	<b><u>PLUMBING INSTALLATIONS</u></b>				
A	Prime cost for all installations	Ls	1		
B	Sanitary Appliances				
	Supply and fix the following sanitary fittings including all accessories				
A	Wash hand basin	No	5		
B	Soap holder	No	5		
C	Soakaway pit	No	1		
	<b>Carried to summary</b>				
11	<b><u>EXTERNAL WORKS</u></b>				
A	Gutters round the building	ml	38		
B	concreting the veranda with mass concrete dosed at 250kg/m <sup>2</sup>	m <sup>2</sup>	33		
	<b>Carried to summary</b>				
12	<b><u>CCTP OF ENVIRONMENTAL MEASURES RETAINED</u></b>				
A	provision of half metallic drums with three stands for trash cans at the dining shed	no	2		
B	Planting of trees	no	20		

C	Sign boards and Labelling	no	1		
	Carried to summary				

SUMMARY PAGE	
PRELIMINARY WORKS	
EXCAVATION AND EARTH WORK	
FOUNDATION WORKS	
CONCRETE WORKS	
ELEVATION	
FRAMEWORK AND ROOFING	
WOOD AND METAL WORKS	
ELECTRICAL INSTALLATION	
FINISHES	
PAINTING AND DECORATION	
PLUMBING INSTALLATIONS	
EXTERNAL WORKS	
CCTP OF ENVIRONMENTAL MEASURES RETAINED	
<b>SUB TOTAL</b>	
Consultant's Supervision Charges 4%	
Supervision Fee for Contract Engineer (1%)	
<b>TOTAL</b>	
VAT 19.25%	
AIR 1.1%	
<b>TOTAL WITH ALL TAXES INCLUSIVE</b>	

Closed this cost estimate all taxes inclusive at the sum of

.....

Signature

**DOCUMENT N° 8**  
**FRAMEWORK OF SUB DETAIL OF PRICES**

## FRAMEWORK OF SUB DETAIL OF PRICES

Due to the varied software, bidders are requested to conceive their formats.

Désignation du prix :				
N° DU PRIX	Rendement journalier	Quantité totale	Unité	Durée de l'activité
<b>A. Personnel</b>	<b>Catégorie</b>	<b>Salaire journalier</b>	<b>Jours facturés</b>	<b>Montant</b>
<b>Total A : Personnel</b>				
<b>B. Matériel et engins</b>	<b>Type</b>	<b>Taux journalier</b>	<b>Jours facturés</b>	<b>Montant</b>
	Petit Matériel			
<b>Total B : Matériel et engins</b>				
<b>C. Matériaux et divers</b>	<b>Type</b>	<b>Prix unitaire</b>	<b>Consommation</b>	<b>Montant</b>
<b>Total C : Matériaux et divers</b>				
<b>D</b>	<b>Total coût direct</b>		<b>D = A + B + C</b>	
<b>E</b>	Frais généraux de chantier	x%	<b>E = D x %</b>	
<b>F</b>	Frais généraux de chantier	x%	<b>F = D x %</b>	
<b>G</b>	Coût de revient		<b>G = D + E + F</b>	
<b>H</b>	Risques et bénéfices	x%	<b>H = G x %</b>	
<b>P</b>	<b>Prix de vente hors taxes</b>		<b>P = G + H</b>	
<b>V</b>	<b>Prix de vente unitaire hors taxes</b>		<b>P/Quantité</b>	

**DOCUMENT N° 9**  
**MODEL JOBBING ORDER**

**JOBGING ORDER No. 004/JO/ONIT/FC/FCITB/2019**

Awarded after an Open National Invitation to Tender

**OPEN NATIONAL INVITATION TO TENDER, No. 004/ONIT/FC/FCITB/2019 OF  
\_\_\_\_\_ FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A  
DINING SHED AT THE KONENE CATTLE MARKET**

**BENEFICIARY:** ..... (Contractor and complete address)

B.P... at ..... Tel: ..... Fax .....

Business Registry No: ..... at .....

Tax Payers' Card No: .....

**SUBJECT:**

**OPEN NATIONAL INVITATION TO TENDER, No. 004/ONIT/FC/FCITB/2019 OF  
\_\_\_\_\_ FOR THE CONSTRUCTION OF A CATTLE SALE CRUTCH AND A  
DINING SHED AT THE KONENE CATTLE MARKET**

**(BY THE EMERGENCY PROCEDURE)**

**EXECUTION DEADLINE:** .....

**AMOUNT IN FCFA:**

Amount tax inclusive	
Amount without Taxes	
VAT (19.255)	
A.I.R. (1.1)	
Net Payable	

**FINANCING: PIB 2019**

**BUDGET HEAD:** .....

**LOCATION:** .....

**SUBSCRIBED ON:** \_\_\_\_\_

**SIGNED ON:** \_\_\_\_\_

**NOTIFIED ON:** \_\_\_\_\_

**REGISTERED ON:** \_\_\_\_\_

**BETWEEN:**

The Government of the Republic of Cameroon, represented by the Mayor of Fonfuka Council,  
hereinafter referred to as "The Contracting Authority"

**ON ONE PART,**

**AND**

**Enterprise .....**

Whose head office is at .....

Hereinafter referred to as the "Contractor"

Represented by its Director, Mr. ....

Address: P.O. Box ..... Tel ..... Fax .....

Reg. No .....

Tax Payers' Card No .....

**ON THE OTHER PART**

**IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:**



## **SUMMARY**

- Part I: SPECIAL ADMINISTRATIVE CLAUSE (SAC)
- Part II: TECHNICAL SPECIFICATIONS (STC)
- Part III: SCHEDULE OF UNIT PRICES
- Part IV: DETAILS OR ESTIMATES

Page ..... and last of Jobbing Order *No. 004/JO/ONIT/FC/FCITB/2019*

Awarded after an Open National Invitation to Tender N°: \_\_\_\_ /ONIT/FC/FCITB/2019 OF

With .....

For the .....

**EXECUTION DEADLINE** ..... Three (03) Months

**AMOUNT OF JOBBING ORDER IN FCFA:**

<b>Amount tax inclusive</b>	
<b>Amount without Taxes</b>	
<b>VAT (19.255)</b>	
<b>A.I.R. (1.1)</b>	
<b>Net Payable</b>	

**Read and accepted by the Contractor**

Fonfuka ..... (date)

**Signed by the Mayor of Fonfuka Council North West Region**

Fonfuka ..... (date)

**Registration**

**DOCUMENT N° 10**  
**FORMS AND MODELS TO BE USED**

## **TABLE OF MODELS**

Annexure No. 1: Model declaration of intension to Tender

Annexure No. 2: Model Tender

Annexure No. 3: Model Bid Bond

Annexure No. 4: Model Final Bond

Annexure No. 5: Model of start-off advance Bond

Annexure No. 6: Model Retention fund (Guarantee Retention)

**ANNEXTURE NO. 1:**  
**MODEL DECLARATION OF INTENSION TO TENDER**

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 .....

Having taken cognizance of all the documents featured or mentioned in the Tender file: tender No.  
..... /ONIT/FC/FCITB/2019 for the ..... after having personally taking account  
of the situation of the site and evaluated from my point of view and under my responsibility, the  
nature and difficulty of the works to be carried out;

- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;
- I pledge to execute the works within a deadline of three (03) months.
- I pledge to maintain my offer for a duration of **Ninety (90)** days from the deadline of submission of tenders;

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

Done at .....

Signature of .....

In the capacity of .....

Duly authorized to sign the tenders on behalf of  
.....

## ANNEXTURE NO. 2:

### MODEL TENDER

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 .....

Having taken cognizance of all the documents featured or mentioned in the Tender file: tender  
N°: \_\_\_\_/ONIT/FC/FCITB/2019 OF \_\_\_\_\_ for the ..... after  
having personally taking account of the situation of the site and evaluated from my point of view and  
under my responsibility, the nature and difficulty of the works to be carried out;

- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender at ..... ( in figures and words) FCFA exclusive of VAT and at ..... ( in figures and in words) FCFA inclusive of all taxes.
- I pledge to execute the works within a deadline of ..... Months.
- I pledge to maintain my offer for a duration of **Ninety (90)** days from the deadline of submission of tenders;

The Contracting Authority shall pay the sums due for this contract by crediting account  
No:..... Opened in ..... Bank ..... branch.

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

Done at .....

Signature of .....

In the capacity of .....

Duly authorized to sign the tenders on behalf of  
.....

### **ANNEXTURE NO. 3:**

#### **MODEL BID BOND**

Addressed to the Contracting Authority

Whereas the undertaking ..... Hereinafter referred to as the “bidder” has submitted his tender on ..... for the ....., hereinafter referred to as “the tender” and to which must be attached a bid bond equivalent to .....FCFA.

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 of ....., that the bank pledges to pay in full to the Contracting Authority, bidding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the Bidder withdraws his offer during the validity period specified by the Bidder in the tender; or  
If the Bidder, having been notified of the award of the contract by the Contracting Authority during the period of Bid validity:

- 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 undertake to pay the Contracting Authority an amount up to the maximum of the sum referred to above upon receipt of his first written demand, without the Contracting Authority having to substantiate his demand, provided that in its demand the Contracting Authority shall note that the amount claimed by him is due, 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)

**ANNEXTURE NO 4:**

**MODEL FINAL BOND**

Bank: .....

Reference of the Bond No: .....

Addressed to the Mayor of Fonfuka Council, North West Region

Hereinafter referred to as "The Contracting Authority"

Whereas ..... (Name and address of contractor) hereinafter referred to "the Contractor", pledge, in execution of the contract, to carry out the works of .....

Whereas it is stipulated in the contract that the contractor shall furnish the Contracting Authority a final bond of two percent (2%) of the amount of the contract as security for compliance with the contractor's performance obligations in accordance with the Contract.

Whereas we have agreed to provide the Contractor with this guarantee;

We, ..... (name and address of bank),

Represented by ..... (name of signatories)

hereinafter referred to as "the Bank", and we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations, without being able to defer the payment nor raise any contest for whatever reason, the sum of ..... (in letters and in words).

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby derogate by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the provisional reception of the works.

After this date, the caution shall no longer be valid and shall be returned to us without any request on our part.

Any request for payment formulated by the Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

Signed and authenticated by the bank at ..... on .....

Signature of the bank



**ANNEXTURE NO 5:**  
**MODEL OF START-OFF ADVANCE BOND**

Bank reference:.....

Address: .....

We, the undersigned,.....(bank, address) hereby declare by the present to guarantee on behalf of ..... (the Holder) to the benefit of the Contracting Authority (the Beneficiary) the payment, without contest and upon receipt of the first written request by the beneficiary, declaring that ..... (The holder) has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Jobbing Order No:...../JO/ONIT/FC/FCITB/2019of ..... Relating to the ..... of the total sum corresponding to the advance of thirty percent (30%) of the amount inclusive of all taxes of Jobbing Order No:...../JO/PO/FC/FCITB/2019, payable upon notification of the corresponding Service Order to start work that is, .....F CFA.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of ..... (The holder) opened in the ..... bank under No .....

This bond shall remain in force up until the reimbursement of the advance in accordance with the SAC. However, the amount of the guarantee shall be proportionately reduced on the progressive reimbursement of the advance.

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

**ANNEXTURE NO 6:**

**MODEL OF PERFORMANCE BOND (GUARANTEE RETENTION)**

Bank: .....

Reference of the Bond No: .....

Addressed to the Mayor of Fonfuka Council, North West Region

Hereinafter referred to as "The Contracting Authority"

Whereas ..... (Name and address of contractor) hereinafter referred to "the Contractor", pledge, in execution of the contract, to carry out the works of .....

Whereas it is stipulated in, the contract that the guarantee retention fixed at ten percent (10%) of the amount of the contract may be replaced by a joint guarantee;

Whereas we have agreed to provide the Contractor with this guarantee;

We, (name and address of bank),

Represented by .....(Name of signatories) and hereinafter referred to as "the Bank";

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Contracting Authority for a maximum amount of ..... (In figures and in letters) corresponding to ten percent (10%) of the contract amount.

And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Contracting Authority within the meaning of the contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to ten percent (10%) of the total amount of the works featuring in the final detailed account, without the Contracting Authority having to prove or give the reasons nor the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby derogate by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Contracting Authority.

Any request for payment formulated by the Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

Signed and authenticated by the bank at ..... on .....

Signature of the bank

Place, Date

Ref: No

THE CONTRACTOR

### ATTESTATION OF SITE VISIT

I, Mr/Mrs \_\_\_\_\_  
representing \_\_\_\_\_ (company) do  
hereby attest to the fact that I have today \_\_\_\_\_, carried  
out a visit to inspect the site ***FOR THE CONSTRUCTION OF A CATTLE SALE  
CRUTCH AND A DINING SHED AT THE KONENE CATTLE MARKET***  
**, as per** Tender Document N°: \_\_\_\_ /ONIT/FC/FCITB/2019 OF  
\_\_\_\_\_

In testimony whereof, this attestation is issued to serve the purpose it is  
intended for.

Signature

**DOCUMENT N° 11**  
**LIST OF COMMERCIAL BANKS AND**  
**FINANCIAL INSTITUTIONS**

**LIST OF COMMERCIAL BANKS, FINANCIAL AND INSURANCE  
INSTITUTIONS AUTHORIZED TO ISSUE BONDS FOR PUBLIC  
CONTRACTS**

**I- Banking and Financial Institutions**

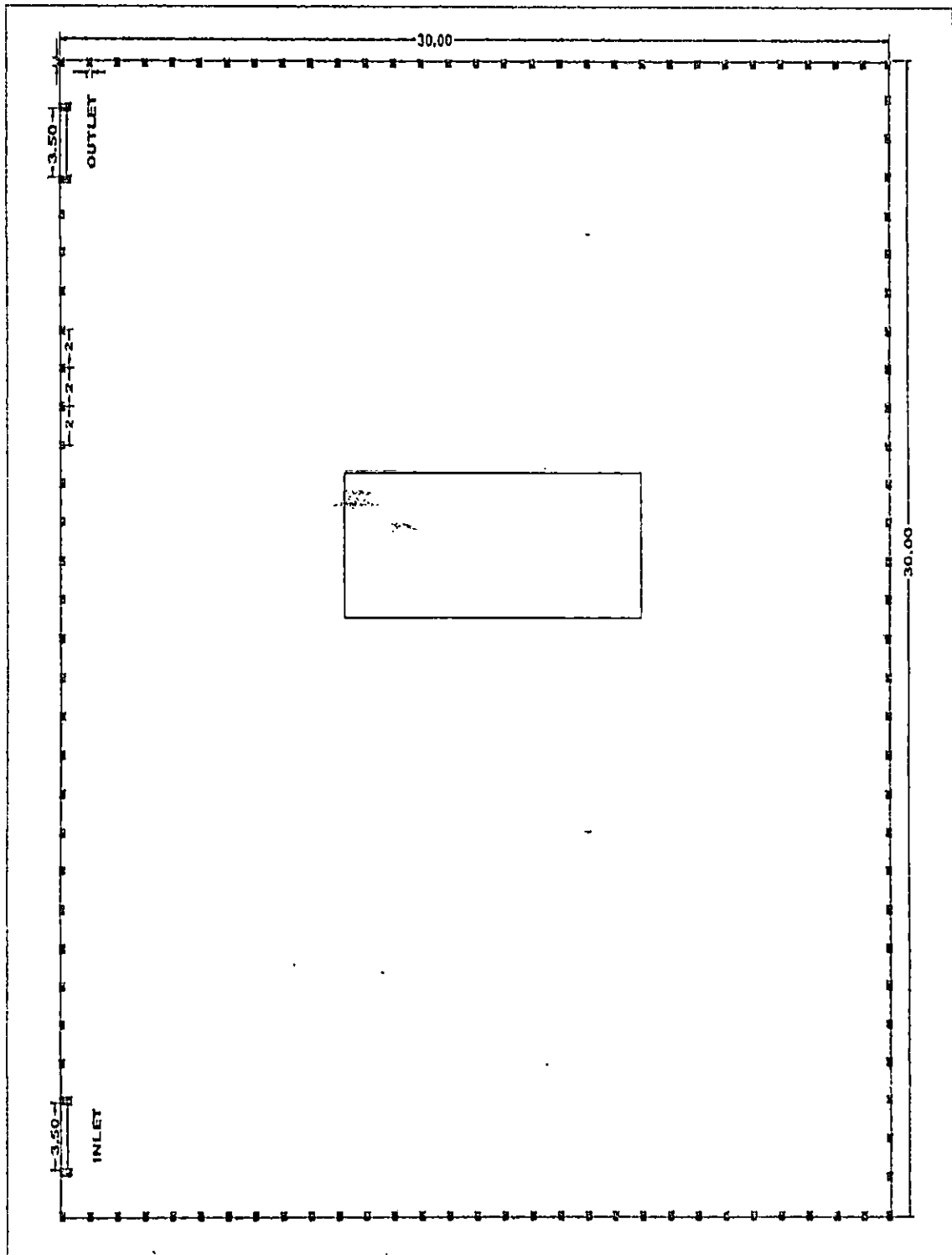
- a) Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
- b) Union Bank of Cameroon Plc
- c) Banque Gabonaise pour le Financement International (BGFI BANK)
- d) Commercial Bank of Cameroon (CBC)
- e) Société Camerounaise de Banque au Cameroun
- f) Société Générale de Banque au Cameroun (SGBC)
- g) Standard Chartered Bank Cameroon
- h) ECOBANK
- i) United Bank of Africa
- j) Afriland First Bank
- k) SCB – Credit Agricole
- l) Banque Atlantique
- m) Standard Chartered Bank
- n) National Financial Credit
- o) CITI Bank

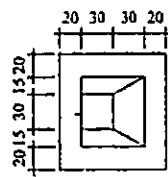
**II- Insurance companies**

- 1. Chanas Insurance;
- 2. Activa Insurance

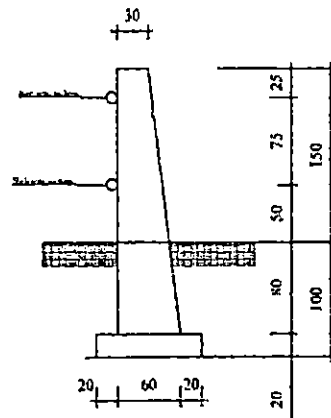
**DOCUMENT N° 12**  
**PLANS, SKETCHES, AERIAL**  
**PHOTOGRAPHIES**

PLANS FOR CATTLE CRUTCH

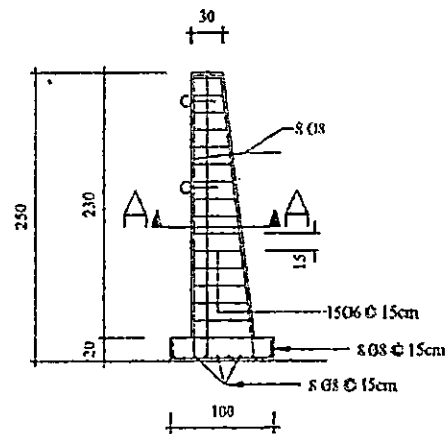




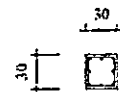
PIER PLAN VIEW



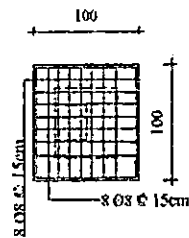
PIER ELEVATION



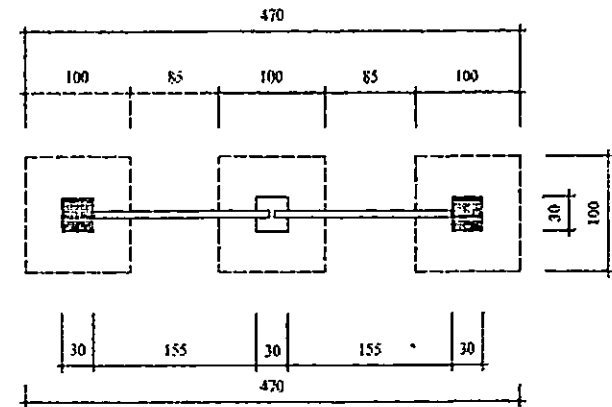
PIER REINFORCEMENT



SECTION A-A

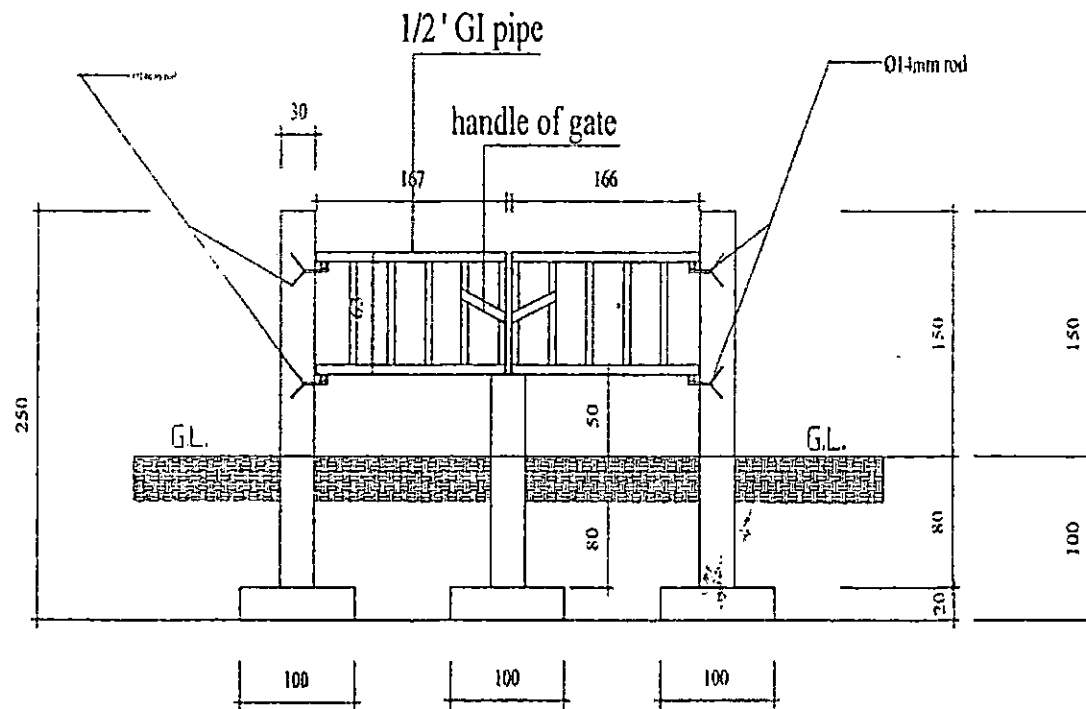


FOOTING R.C. DETAILS

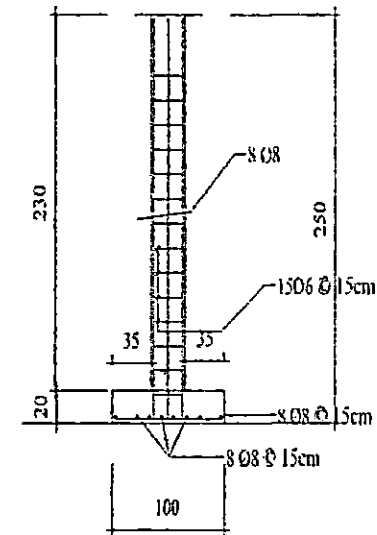


GATE TOP VIEW

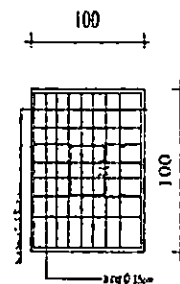




DETAIL AT ENTANCES.

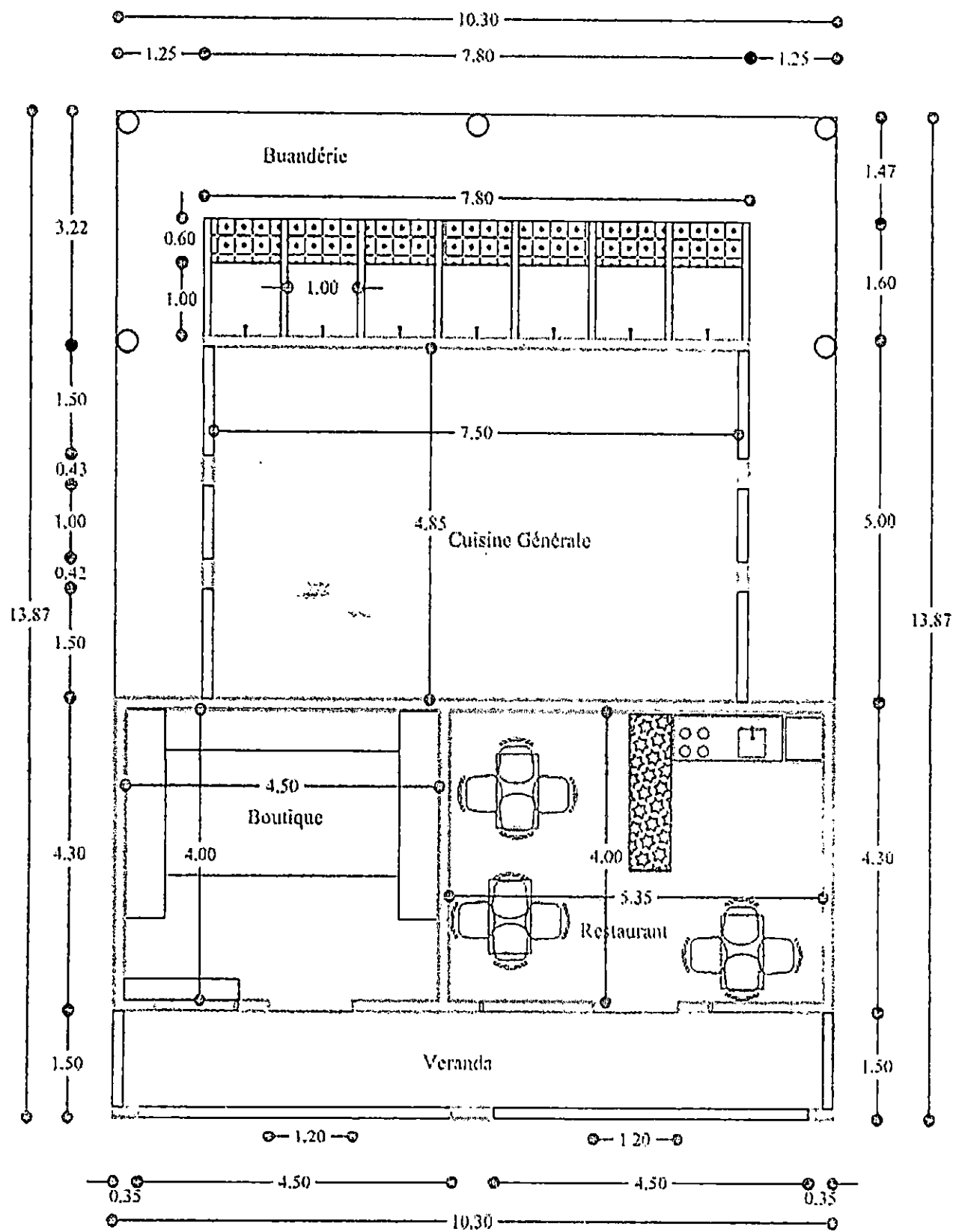


PILLAR R.C. DETAILS

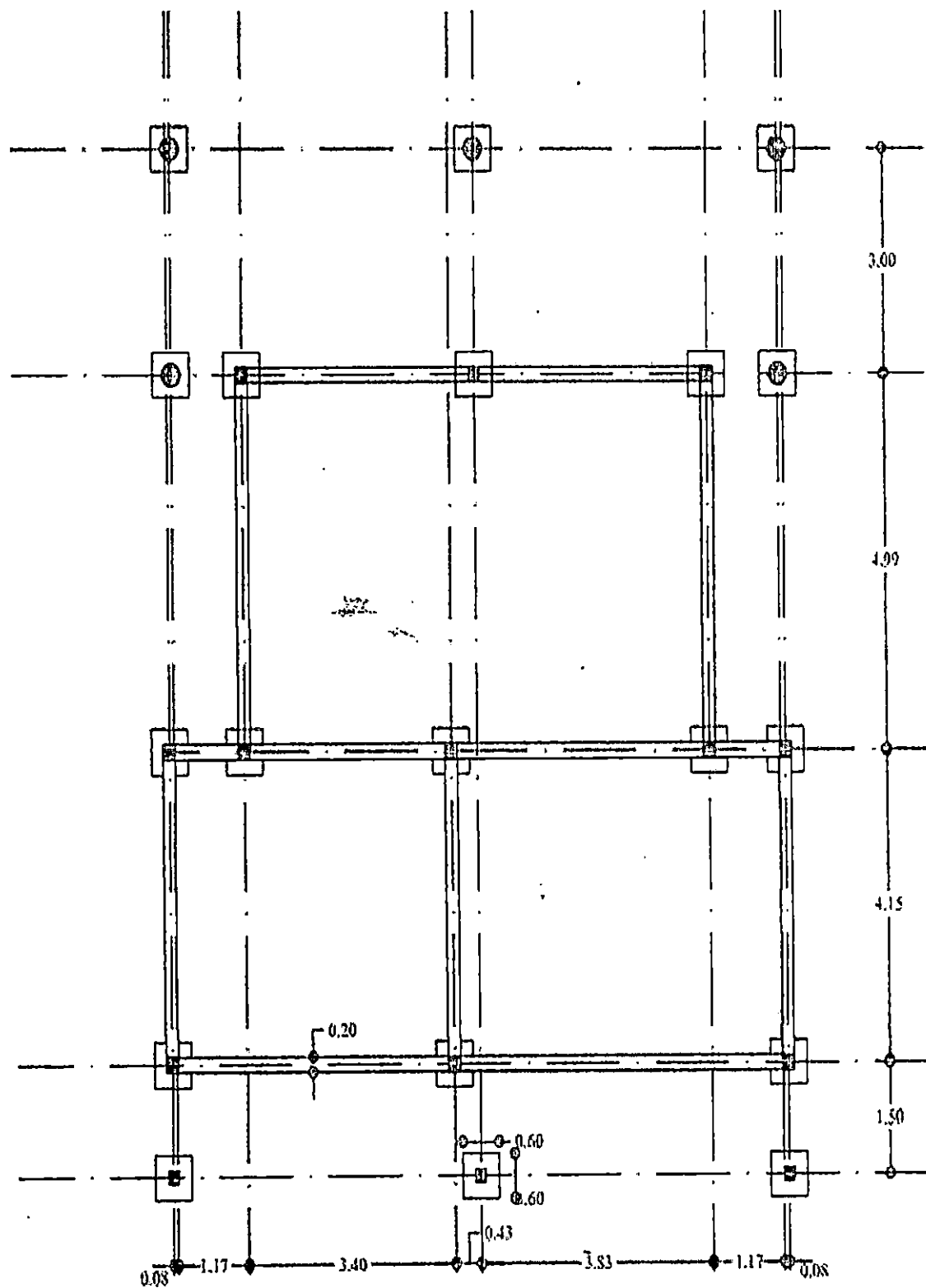


FOOTING R.C. DETAILS

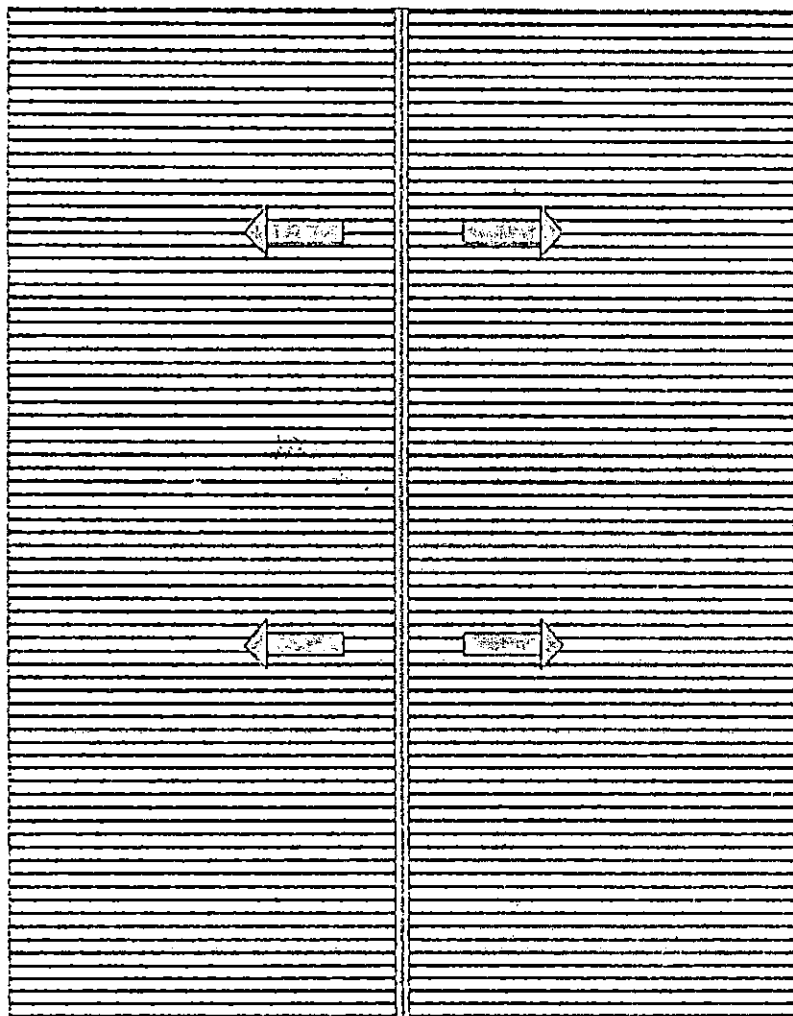
PLANS FOR DINNING



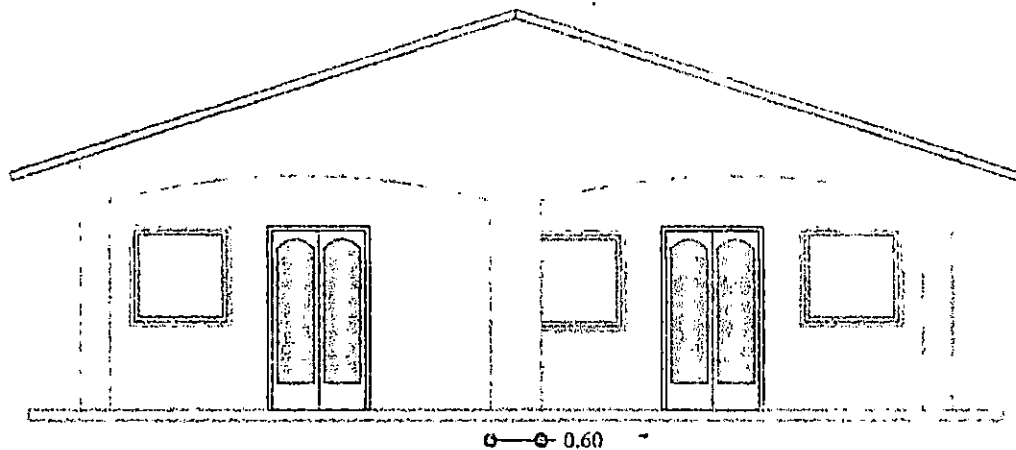
DISTRIBUTION (Boutique, Restaurant, Cuisine générale et buanderie)



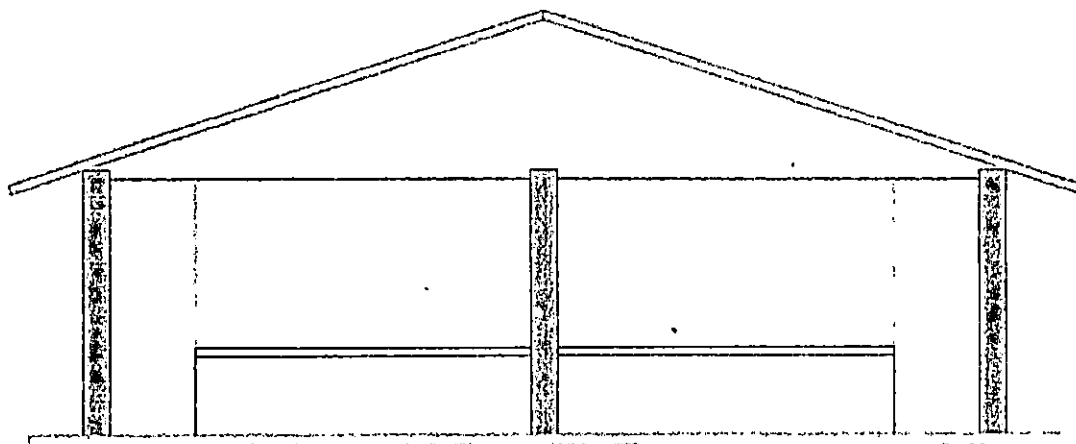
PLAN DE FONDATION



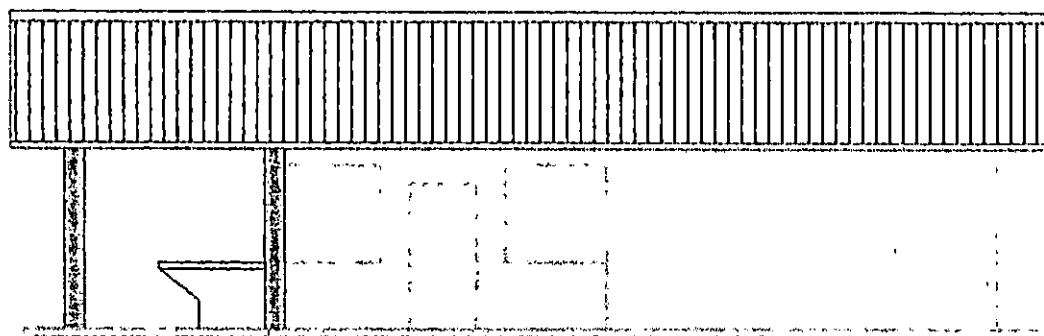
PLAN TOITURE



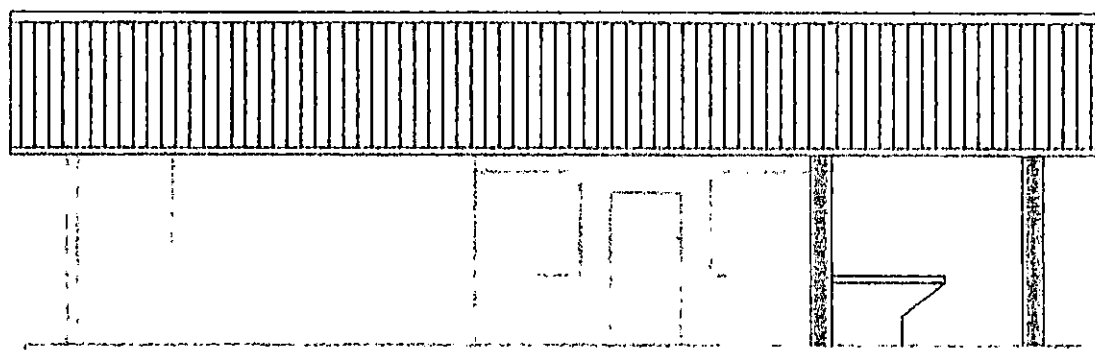
FACADE PRINCIPALE



FACADE ARRIERE



FACADE DROITE



FACADE GAUCHE