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REGION DU NORD-UEST

SERVICE DU GOUVERNEUR

REPUBLIC OF CAMEROON  
PEACE - WORK - FATHERLAND

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH-WEST REGION

GOVERNORS' SERVICE

## NORTH WEST REGIONAL TENDER'S BOARD

\*\*\*\*\*

### OPENED NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

## TENDER FILE

TENDER FILE N° 016 / ONIT / GOV / NWRTB / 2019 OF  
22 / 07 / 2019  
FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE  
ORGANIZATION (MEN.W.O) VILLAGE IN SANTA  
SUBDIVISION, MEZAM DIVISION (STEP 2)

PROJECT OWNER: THE REGIONAL DELEGATE OF WATER RESOURCES AND ENERGY

FINANCING: PUBLIC INVESTMENT BUDGET - 2019

AUTHORIZATION NUMBER:  
IMPUTATION:

RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION  
(MEN.W.O) VILLAGE IN SANTA SUBDIVISION

FINANCIAL YEAR 2019

## TABLE OF CONTENTS

Document No. 1: Tender Notice.....	3
Document No. 2: General Regulations of the Invitation to Tender.....	10
Document No. 3: Special Regulations of the Invitation to Tender.....	27
Document No. 4: Special Administrative Conditions.....	34
Document No. 5: Special Technical Conditions.....	48
Document No. 6: Schedule of unit prices .....	57
Document No. 7: Bill of quantities and estimates.....	64
Document No. 8: The sub-detail of prices.....	68
Document No. 9: Model Contract.....	70
Document No. 10: Model documents to be used by bidders.....	75
Document No. 11: Justifications of preliminary studies.....	88
Document No. 12: List of banking establishments and financial bodies authorised to issue bonds for Public Contracts.....	90

# **Document N°. 1**

## **TENDER NOTICE**

## TENDER NOTICE

**OPENED NATIONAL INVITATION TO TENDER**  
**N° 016 /ONIT/GOV/NWRTB/2019 OF 22/07/2019 BY EMERGENCY**  
**PROCEDURE FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION**  
**(MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (STEP 2).**

**Financing: Public Investment Budget - 2019**

**1. Subject of the Invitation to Tender:**

Within the framework of 2019 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches an Opened National Invitation to Tender by emergency procedure for the Rural Electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).

**2. Nature of work:**

Work to be done consists of

- ✓ Construction of a MV/LV three phase mix line covering a distance of 1120m, with 3x54.6mm<sup>2</sup> Almelec & 3x70 mm<sup>2</sup>+1NP+2EP Aluminum preassembled cables;
- ✓ Construction of a LV three phase line covering a distance of 1680m with 3x70 mm<sup>2</sup>+1NP+2EP Aluminum preassembled cable;
- ✓ Construction of a three phase transformation station equipped with a transformers H61-100kVA/30kV/B2;
- ✓ Production and validation of environmental impact notice
- ✓ The Sundry expenses will consist of :
  - Clearing and pruning 7m width on each side of the network.
  - Transportation of wooden poles, materials and workers.

**3. Execution deadline**

The maximum deadline provided by the Delegated Contracting Authority for the execution of the works forming the subject of this Invitation to Tender is **one hundred and twenty (120) days**.

**4. Lot**

The work is as follows: The rural electrification of **MENKA WELFARE ORGANIZATION (MEN.W.O)** in **Santa Subdivision, Mezam Division of the North West Region**.

**5. Estimated cost**

The estimated cost after preliminary studies is **58,073,000 (Fifty eight million and seventy three thousand) CFAF**.

**6. Participation and origin**

Participation to this Invitation to Tender is opened to the Cameroonian companies and providing they are in compliance with the Cameroon laws.

## **7. Financing**

Works which form the subject of this Invitation to Tender shall be financed by the 2019 Public Investment Budget.

## **8. Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate financial establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of an amount of **1,161 000 (one million one hundred and sixty one thousand) CFAF** and 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 Governor's Office for North-West in Bamenda, Service of Financial and logistics Affairs, as soon as this notice is published.

## **10. Acquisition of Tender File:**

The file may be obtained from the Governor's Office for North-West in Bamenda, Service of Financial and logistics Affairs, as soon as this notice is published against payment of the sum of **96 000 (ninety six thousand) CFA Francs**, payable at a Public Treasury, representing the cost of purchasing the Tender File.

## **11. Submission of bids:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach the Governor's Office for North-West in Bamenda, Service of Financial and logistics Affairs not later than **14/08/2019 at 11:00am** local time and should carry the inscription:

**<< OPENED NATIONAL INVITATION TO TENDER N° 016/ONIT/GOV/NWRTB/2019 OF 22/02/2019 BY EMERGENCY PROCEDURE FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION (MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (STEP 2). >>**

***"To be opened only during the bid-opening session"***

## **12. Admissibility of bids**

Under penalty of being rejected, only originals or certified true copies signed 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 not be 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 rejected. 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 the administrative documents, the Technical and Financial offers will take place on the **14/08/2019 at 12:00 noon** local time, in the conference hall of the Governor's Office for North-West in Bamenda, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

## **14. Evaluation criteria**

The bids shall be evaluated according to the main criteria as follows:

### **A. Eliminary criteria**

1. Absence of the bid bond;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;

5. Incomplete financial file;
6. Change of quantity or unit;
7. Non respect of **33/44 (75%)** of essential criteria;
8. Suspended by MINMAP in 2019.

**B. Essential criteria**

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements visa by the
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation of site visit duly signed by the traditional ruler of Menka Village or signed on honour by the bidder and report of site visit with pictures;
- 9- Special Technical Clauses initialed in all the pages;
- 10- Special Administrative Clauses completed and initialed in all the pages.

**15. Award**

This evaluation will be done in a binary way (yes) or (no) with an acceptable minimum of **33/44(75%)** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **33/44(75%)** of the essential criteria.

**16. Validity of bids**

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

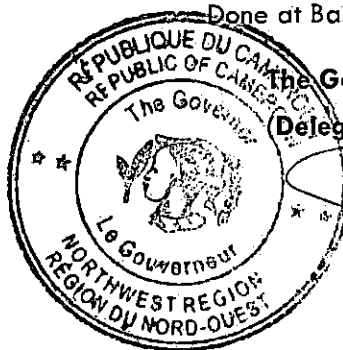
**17. Complementary information**

Complementary technical information may be obtained during working hours from the Governor's Office for the North-West in Bamenda.

22 JUL 2019

Done at Bamenda on

The Governor of the North-West  
(Delegated Contracting Authority)



**Copies:**

- RD MINEE/NW/B'DA
- RD MINMAP/NW/B'DA
- ARMP BAMENDA
- Chairperson of TB
- Notice Board
- File/archive

*Lik Lefrique Tchaffo*  
Administrateur Civil Hors Echelle

## AVIS D'APPEL D'OFFRES

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°016/AONO/GOV/CPMNO/2019 DU 22/07/2019 EN  
PROCEDURE D'URGENCE POUR L'ELECTRIFICATION RURALE DU VILLAGE MENKA WELFARE  
ORGANIZATION (MEN.W.O) DANS L'ARRONDISSEMENT DE SANTA SUBDIVISION, DEPARTEMENT DE  
LA MEZAM (PHASE 2).**

**Financement : Budget d'Investissement Public 2019**

### 1. Objet de l'Appel d'Offre

Dans le cadre de l'exercice budgétaire 2019, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante lance un Appel d'Offres National Ouvert en procédure d'urgence pour les travaux d'électrification du village Menka Welfare Organization (MEN.W.O) dans l'Arrondissement de Santa, Département de la Mezam (phase 2).

### 2. Consistance des travaux

Les travaux comprennent notamment :

- Construction d'une ligne MT/BT triphasée sur une distance de 1120m avec câbles Almelec 3x54,6mm<sup>2</sup> & Aluminium préassemblé 3x70mm<sup>2</sup> +1NP+2EP ;
- Construction d'une ligne BT triphasée sur une distance de 1680m avec du câble Aluminium préassemblé 3x70mm<sup>2</sup> +1NP+2EP;
- Construction d'un poste de transformation triphasé équipé d'un transformateur H61-100kVA/30kV/B2
- Production et validation de la Notice d'Impact Environnemental ;
- Les prestations diverse comprennent :
  - o Abattage et élagage de 7m sur chaque cote du réseau.
  - o Transport des poteaux bois, matériels and ouvriers.

### 3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de cent vingt (120) jours.

### 4. Allotissement

Le travail est ci-après défini :

Electrification rurale du village Menka Welfare Organization (MEN.W.O) dans l'Arrondissement de Santa, Département de la Mezam.

### 5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de cinquante-huit million soixante-treize mille francs (58,073,000) FCFA.

### 6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais remplissant toutes les conditions requises par la loi.

## **7. Financement**

Les travaux objet du présent appel d'offres sont financés par le B MINEE du Cameroun de l'exercice 2019

## **8. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution par une banque de premier ordre agréée par le Ministère chargé des finances et la pièce 12 du DAO, d'un montant de **un million cent soixante un mille (1,16)** pendant trente (30) jours au-delà de la date originale de validité des offres.

## **9. Consultation du Dossier d'Appel d'Offres**

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables du Gouverneur du Nord-Ouest, Service des Affaires Financières et logistiques dès Publication du présent avis

## **10. Acquisition du Dossier d'Appel d'Offres**

Le dossier peut être obtenu aux heures ouvrables services du Gouverneur du Nord-Ouest, Service des Affaires Financières et logistiques dès Publication du présent avis, contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de **96,000 (quatre-vingt-seize mille) Francs CFA**.

## **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 contre récépissé services du Gouverneur du Nord-Ouest, Service des Affaires Financières et logistiques au plus tard le **14/08/2019** à 11 h 00, heure locale et devra porter la mention suivante :

**«AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°016/AONO/GOV/CPMNW/2019 EN PROCEDURE D'URGENCE POUR L'ELECTRIFICATION DE MENKA WELFARE ORGANIZATION (MEN.W.O) DANS L'ARRONDISSEMENT DE SANTA DANS LE DEPARTEMENT DE LA MEZAM (PHASE 2)»  
«A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»**

## **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.

## **13. Ouverture des plis**

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le **14/08/2019** à 12h00, heure locale, dans la salle de conférence des Service du Gouverneur du Nord-Ouest siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

## **14. Critères d'évaluation**

Les offres seront évaluées selon les principaux critères suivants :

### **A - Critères éliminatoires**

Il s'agit notamment:

- 1- Absence de la caution provisoire de soumission;
- 2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 3- Fausses déclarations ou pièces falsifiées;



- Enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- Offre financière incomplète,
- Engagement d'une unité ou d'une quantité dans l'offre financière ;
- Le non-respect de 33/44(75%) des critères essentiels ;
- 8- Suspendu par le MINMAP en 2019.

#### B - Critères essentiels

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

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestations de visite de site signée par l'autorité traditionnelle de Menka ou signée sur l'honneur par le soumissionnaire et rapport de visite du site avec photos ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 33/44(75%) de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins-disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 33/44(75%) des critères essentiels.

#### 16. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant quatre-vingt-dix (90) jours à partir de la date limite fixée pour la remise des offres.

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès des Services du Gouverneur du Nord-Ouest.

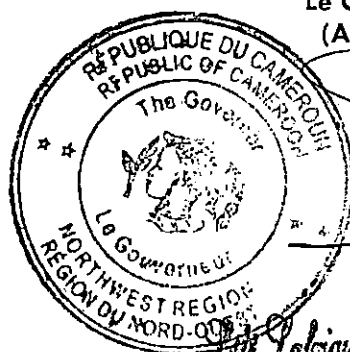
- 22 JUL 2019

Fait à Bamenda, le \_\_\_\_\_

**Le Gouverneur du Nord-Ouest**  
(Autorité Contractante)

#### Copie :

- DRMINEE/NW/B'DA
- DRMINMAP/NW/B'DA
- ARMP
- Maître d'Ouvrage
- Présidents CPM
- Affichage
- Chrono/archive



*[Signature]*  
Administrateur Civil Hors Echelle

**Document N°. 2**  
**GENERAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

## Table of contents

### A. General

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

### B. Tender File.....

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

### C. Preparation of Bids

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

### D. Submission of bids.....

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

### E. Opening and evaluation of bids .....

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

### F. Award of the Contract.....

Article 34: Award.....	
Article 35: Right of the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the Contract.....	
Article 37: Signature of the Contract.....	
Article 38: Final bond.....	

## GENERAL RULES OF THE INVITATION TO TENDER

### A. General

#### Article 1: Scope of the tender

1.1 The Delegated Contracting Authority, The Governor of the North-West Region hereby launches an Opened National Invitation to Tender N°\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_/\_\_\_/2019 by **emergency procedure** for the rural electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).

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

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

#### Article 2: Financing

The source of financing of the works forming the subject of this Invitation to Tender shall be specified in the Special Regulations.

#### Article 3: Fraud and corruption

3.1 The Delegated Contracting Authority requires of bidders and Contractors the strict respect of rules of professional ethics during the award and execution of Public Contracts. By virtue of this principle:

a) The following definitions shall be admitted:

- 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 a Contract;
- ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a Contract;

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

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

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

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

#### Article 4: Candidates allowed to compete

4.1 If the Invitation to Tender is opened, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:

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

- (b) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this Invitation to Tender; or
  - ii) Presents more than one bid within the context of Invitation to Tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-Contractors in more than one bid.
  - iii) The Delegated Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of Public Contracts.
- (c) The bidder must not have been excluded from bidding for Public Contracts.
- (d) A Cameroonian Public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Delegated Contracting Authority or Project Owner.

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

- 5.1 Building materials, the Contractor's materials, supplies, equipment and services forming the subject of this Contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the Invitation to Tender and all expenditure done within the context of the Contract shall be limited to the said building materials, materials, supplies, equipment and services.
- 5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

#### **Article 6: Qualification of bidder**

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

- (a) submit a power of attorney making the signatory of the bid bound by the bid; and
- (b) provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the Invitation to Tender, in order to establish their qualification to execute the Contract.

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

- (i) The production of certified balance sheets and recent turnovers;
  - (ii) Access to a line of credit or availability of other financial resources;
  - (iii) Orders acquired and Contracts awarded;
  - (iv) Pending litigations;
  - (v) Availability of indispensable equipment.
- 6.2 Bids presented by two or more associated undertakings (joint-Delegated Contracting) must satisfy the following conditions:

- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- (b) The bid and the Contract must be signed in a way that is binding on all members of the group;
- (c) The nature of the group (joint or several) must be specified in the Special Regulations 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 Project Owner and Delegated Contracting Authority with regard to the execution of the Contract;
- (e) In case of joint co-Delegated Contracting, the co-Contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-Delegated Contracting.

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

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

#### **Article 7: Visit of works site**

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

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

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

### **B. Tender File**

#### **Article 8: Content of Tender File**

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

- Document No. 1. The Tender Notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
  - a. The execution schedule;
  - b. Model of forms presenting the equipment, personnel and references;
  - c. Model bidding letter;

- d. Model bid bond;
- e. Model final bond;
- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model Contract;

Document №. 10. Models to be used by bidders;

- a. Model Contract;

Document №. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document №. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for Public Contracts to be inserted by the Delegated Contracting Authority.

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

#### **Article 9: Clarifications on the Tender File and complaints**

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Delegated Contracting Authority in writing or by electronic mail (fax or e-mail) at the Delegated Contracting Authority's address indicated in the Special Regulations of the Invitation to Tender and send a copy to the Project Owner. The Delegated Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of bids.

A copy of the Delegated Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

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

9.3 A copy of the complaint should be addressed to the Delegated Contracting Authority and to the body in charge of the Regulation of Public Contracts and the chairperson of the Tenders Board.

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

#### **Article 10: Amendment of the Tender File**

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

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

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

### **C Preparation of bids**

#### **Article 11: Tender costs**

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

## **Article 12: Language of bid**

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

## **Article 13: Constituent documents of the bid**

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

### **a. Volume 1: Administrative file**

It includes:

- i) all documents attesting that the bidder:
  - has subscribed to all declarations provided for by the laws and regulations in force;
  - paid all taxes, duties, contributions, fees or deductions of whatever nature;
  - is not winding up or bankrupt;
  - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- 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 bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of Invitation to Tender.

### **b. Volume 2: Technical bid**

#### **b.1 Information on qualifications**

The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the Invitation to Tender.

#### **b.2 Methodology**

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

#### **b.3 Proof of acceptance of conditions of the Contract**

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

1. The Special Administrative Conditions (SAC);
2. The Special Technical Conditions (STC).

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

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

### **c. Volume 3: Financial bid**

The Special Regulations specify the elements that will help in justifying the cost of the works, namely:



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

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

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

#### **Article 14: Bid price**

- 14.1 Except otherwise stated in the Tender File, the amount of the Contract shall cover all the works described in article 1.1 of the General Regulations of the Invitation to Tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder .
- 14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.
- 14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the Contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.
- 14.4 If a price revision/updating clause is provided for in the Contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any Contract of duration less than one (1) year shall not be subject to price revision.
- 14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

#### **Article 15: Currency of bid and payment**

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

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

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

- a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the Contract.
- b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the Contract so that the retained bidder does not bear any change in the exchange rate.

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

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

- (a) The prices of inputs necessary for the works which the bidder intends to procure in the Delegated Contracting Authority's country shall be in currency of the Delegated Contracting Authority's country specified in the Special Regulations and called "national currency";
- (a) The prices of inputs necessary for works which bidder intends to procure out of the Delegated Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

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

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

#### **Article 16: Validity of bids**

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

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

16.3 Where the Contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Delegated Contracting Authority addressed to bidders.

The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the Contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

#### **Article 17: Bid bond**

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

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

- 17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after Publication of the award result.
- 17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the Contract and furnished the required final bond.
- 17.6 The bid bond may be seized:
- (a) if the bidder withdraws his bid during the period of validity;
  - (b) if the retained bidder:
    - i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;
    - ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
    - iii) refuses to receive notification of the Administrative Order to commence execution.

#### **Article 18: Varying proposals of bidders**

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

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

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

#### **Article 19: Preparatory meeting to the establishment of bids**

- 19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.
- 19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- 19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Delegated Contracting Authority at least one week before the meeting. The Delegated Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.
- 19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General

Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Delegated Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

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

#### **Article 20: Form and signature of bid**

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

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

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

### **D. SUBMISSION OF BIDS**

#### **Article 21: Sealing and marking of bids**

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

21.2 The external and internal envelopes:

- a) should be addressed to the Delegated Contracting Authority at the address indicated in the Special Regulations;
- b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "**TO BE OPENED ONLY DURING THE BID-OPENING SESSION**" as specified in the Special Regulations.

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

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

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

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

#### **Article 23: Late bids**

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

#### **Article 24: Modification, substitution and withdrawal of bids**

- 24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Delegated Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".
- 24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.
- 24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.
- 24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

### **E. Opening of envelopes and evaluation of bids**

#### **Article 25: Opening of envelopes and petitions**

- 25.1 The regional Tenders Board shall open the envelopes in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 25.2 Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.
- 25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Delegated Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

- 25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid- opening session for whatever reason, shall not be submitted for evaluation.
- 25.5 Bid- opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.6 At the end of each bid- opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of Public Contracts 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 Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of Public Contracts, the head of structure to which is attached the Tenders Board concerned.

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

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

#### **Article 26: Confidential nature of the procedure**

- 26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made Public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of Public Contracts.
- 26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Delegated Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the Contract, if a bidder wishes to enter into contact with the Delegated Contracting Authority for reasons having to with his bid may do so in writing.

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

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.
- 27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the Contract.

#### **Article 28: Determination of compliance of bids**

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

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

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits, contrary to the Tender File, the rights of the Delegated Contracting Authority or his obligations in relation to the Contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

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

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

#### **Article 29: Qualification of the bidder**

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, 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 compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

- (a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.
- (c) where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

#### **Article 31: Conversion into a single currency**

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

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

### **Article 32: Evaluation and comparison of financial bids**

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

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

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

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

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

### **Article 33: Preference granted national bidders**

National Contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

### **Article 34: Award**

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

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

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

### **Article 35: The right by the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure**

The Delegated Contracting Authority reserves the right to cancel a procedure of Invitation to Tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have



been opened or to declare an Invitation to Tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

#### **Article 36: Notification of award of the Contract**

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

#### **Article 37: Publication of results of award and petitions**

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

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

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

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of Public Contracts, the Delegated Contracting Authority and the chairperson of the Tenders Board concerned.

It must take place within a maximum deadline of five (5) working days after the Publication of the results.

#### **Article 38: Signing of the Contract**

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

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

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

#### **Article 39: Final Bond**

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

39.2 The bond whose rate varies between 2 and 5 percent of the amount of the Contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a 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 time limit shall likely cause the termination of the Contract under the terms laid down in the General Administrative Conditions.

**Document N°. 3**  
**SPECIAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

### Special regulations of the Invitation to Tender

References of the General regulations	General
1	<b>Definition of works:</b> Rural electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).  Name and address of the Delegated Contracting Authority: The Governor of the North-West  Reference of Invitation to Tender: N° ____/ONIT/GOV/NWRTB/2019 OF ____/____/2019
2	Execution deadline: one hundred and twenty (120) days
3	<b>Source of financing</b> Works which form the subject of this Invitation to Tender shall be financed by the 2019 Public Investment Budget of MINEE
4	List of pre-qualified candidate (not applicable)
5	Origin of building materials, equipment, materials, supplies and equipment: The materials will generally be from natural sources in Cameroon.

#### **6.1 Evaluation criteria**

The bids shall be evaluated according to the main criteria as follows:

##### **C. Eliminary criteria**

1. Absence of the bid bond;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. Incomplete financial file;
6. Change of quantity or unit;
7. Non respect of 33/44(75%) of essential criteria;
8. Suspended by ARMP in 2019.

##### **D. Essential criteria**

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements visa by the competent administrative authority;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation of site visit duly signed by the traditional ruler of MENKA village or signed on honour by the bidder and report of site visit with pictures;
- 9- Special Technical Clauses initialed in all the pages and signed at the last page;
- 10-Special Administrative Clauses completed and initialed in all the pages and signed at the last page.

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 33/44(75%) of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 33/44(75%) of the essential criteria.

#### **ARTICLE 6 : Language of the bids:**

The offer like any correspondence and all documents concerning the tender, exchanged between the renderer and the Project Owner will be written in French or English. The complementary documents and the printed papers form provided by the Bidder can be written in another language in condition of being accompanied by a precise translation in French or English; in which case and for purposes of interpretation of the offer, the translation will be taken.

#### **ARTICLE 7 : PRESENTATION OF THE TENDER.**

The bids prepared in English or French and in seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

- A) Administrative Documents
- B) Technical Documents
- C) Financial Documents

##### **5.1 External envelope.**

Each bidder shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.

**<< OPENED NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_\_/\_\_\_\_/2019 BY  
EMERGENCY PROCEDURE FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION  
(MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (STEP 2). >>  
"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"**

N.B: The external envelope should not carry any mark or sign that can lead to the identification of the bidder.

##### **8.2 Internal envelopes**

Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

**<<ENVELOPE A: ADMINISTRATIVE DOCUMENTS>>** and shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.

#### **ADMINISTRATIVE DOCUMENTS.**

DOCUMENT N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File of <b>ninety six thousand (96,000) CFAF</b> issued by Public treasury

A.6	A bid bond of <b>1,161,000 (one million one hundred and sixty one thousand) CFAF</b> issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.
A.9	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of location of the Company signed by the Chief of Taxation
A.12	Power of attorney if necessary
A.13	Special Technical Clauses initialed in all the pages and signed at the last page
A.14	Special Administrative Clauses completed and initialed in all the pages and signed at the last page

**The absence of the one of these documents will result to the elimination of the offer.**

The second Internal Envelope shall be labeled **<<ENVELOPE B: TECHNICAL DOCUMENT>>** and shall contain the following:

<b>a. The company references</b>	
References of the company in electrification works or similar works for the past three years:	
- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority equal or above 58 million involving installation of a step down transformer (1 <sup>st</sup> page, bill of quantities and last page) and PV of final reception for works realized before 2017 and minutes provisional reception for works realized in 2018.	
- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority below 58million and more than 30 million involving the at least 1km of medium voltage transportation (1 <sup>st</sup> page, bill of quantities and last page) and minutes of final reception for works realized before 2017 and provisional reception for works realized in 2018.	
- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority equal or below 30million and above 05million involving at least 500m of low voltage transportation line (1 <sup>st</sup> page, bill of quantities and last page) and minutes of final reception for works realized before 2017 and provisional reception for works realized in 2018.	
<b>TOTAL 2</b>	
<b>b. Equipment</b>	
- Proof of ownership or hired of a yarp truck .....	
- Proof of ownership or hired of a 4x4 pick-up vehicle in good operating condition	
- Proof of ownership or hired of an electric drill	
- Proof of ownership of engine saw .....	
- Proof of ownership of GPS device .....	
- Proof of ownership of an electrical tool kid comprising: climbers, spades, dig axes, drill, service cord, set of screws drivers, pegging markers, fork, signalling cones, pliers.	
<b>TOTAL 3</b>	
<b>c. Qualification of site personnel</b>	
- Organizational Chart of the enterprise.....	

- Organizational Chart of site with comments .....
<b>Works Director: Electrical or Rural Engineer with at least 05 yrs experience</b>
- Diploma of work Director certified.....
- CV signed and dated by works Director.....
- Professional experience of works Director at least five years.....
- Attestation of availability dully signed by the bearer .....
- Attestation of presentation of originals .....
<b>Site foreman: Senior Electrical Engineering technician with at least 03 yrs experience</b>
- Certified copy of certificate of Foreman.....
- CV signed and dated by site foreman.....
- Professional experience of site foreman at least three years .....
- Attestation of availability .....
- attestation of presentation of originals
<b>Chief technician; at least BAC in electricity and at least 03 yrs of experience</b>
- Certified copy of diploma .....
- CV signed and dated .....
- Attestation of availability .....
- Attestation of presentation of originals .....
- Professional experience of chief technician at least three years .....
<b>TOTAL 4</b>
<b>d The methodology of intervention and execution of work</b>
- Site Visit report signed and dated by the bidder .....
- Detailed technical note on the organization and execution of works.....
- Coherence of synchronized Planning of execution of works.....
- Coherence of individual protection plan (IPP) within the project site.....
- Coherence of the General Security and Safety Plan (GSSP) within the project site.....
- Description of the socio - environment measures for the site protection.....
- Attestation of site visit signed by the traditional ruler of Menka village or signed on honour by the bidder .....
- Coherence in the planning of execution.....
- Plan of supply of materials.....
- Detailed manpower deployment plan.....
-Technical note drawn from site observations and recommendations.....
- CCTP dully initialed on each page, signed and dated on the last page .....
<b>TOTAL 5</b>
<b>e- Pre-financing</b>
Attestation of credibility shall be at least 85% of the bid price.....

## ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides as well in the original as in the copies, so as to facilitate its examination

### **Supply price**

#### **ARTICLE 8: Currency of payment**

This National Invitation to Tender is awarded on total and Contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to Tender.

The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

The unit schedule price expressed out in figures and letters and in seven (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

The establishment of the prices will be done on the basis of economic condition into force in Republic of Cameroon at the handover date of the offers.

#### **ARTICLE 9: Transport and delivery**

The materials for work must be protected during transportation through packaging whether by air, railway or road as the case may be. The conditions of storage must be of tropical type.

#### **ARTICLE 10: Guarantee and retention guarantee**

##### **10.1 Provisional guarantee**

The amount of the provisional guarantee or guarantee of tender is fixed at **1,161,000 (one million one hundred and sixty one thousand) CFAF.**

The time of validity of this guarantee is sixty (60) days as from the date of depositing of the offers.

##### **10.2 Final Bond**

The final Bond is fixed at two percent (2%) maximum of the initial amount of the services envisaged in the country.

It could be replaced by a personal and interdependent guarantee of a banking house approved by the Ministry of Finances following COBAC conditions.

It will have to be made up in the twenty (20) days following the notification of the signature of the Contract in a bank approved by the Minister in charge of Finances.

##### **10.3 Guarantee Retention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the Contract. The corresponding sum will be paid or the guarantee released, with the final acceptance of work.

#### **ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for sixty (30) days as from the date of expiration of validity of the offers.

If at the end of this period, the Contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

#### **ARTICLE 12: A number of copies of the offer which must be filled and sent**

The tender, as all the parts accompanying it will have to be given in seven (07) copies, including one (01) original and six (06) copies. The bidder will present his dossier inside a sealed outer jacket being marked:

**<< OPENED NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_\_/\_\_\_\_/2019 BY  
EMERGENCY PROCEDURE FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION  
(MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (STEP 2). >>  
"TO BE OPENED ONLY DURING THE OPENING SESSION"**

#### **ARTICLE 13: Date and latest time of deposit of offers**

The offers will have to arrive under closed fold and seal latest \_\_\_\_/\_\_\_\_/2019 at 11:00am, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

**THE SERVICE OF THE DELEGATED CONTRACTING AUTHORITY, THE GOVERNOR OF THE NORTH WEST**  
Beyond this time no offer will be received nor accepted.

#### **ARTICLE 14: Opening of the tenders**

The opening of the folds will be carried out in the conference room of the Governor of the North West on \_\_\_\_/\_\_\_\_/2019 as from 12:00 noon, by the Regional Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

### **AWARD OF THE CONTRACT**

#### **ARTICLE 15: Award of the Contract**

The Tenders Board will propose to the Delegated Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 33/44 (75%) of the essential criteria** taken into account.

The decision carrying attribution of the Contract will be published by way of press release or any other means of Publication of use in the Administration.

If the Contract passed on the basis of technical alternative suggested by the bidder, the Delegated Contracting Authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible.

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The Delegated Contracting Authority reserves the right not to take action on an Invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

#### **ARTICLE 16: SITE INSTALLATION**

Before the commencement of work the Contractor must be installed on the site by the following:

- ❖ The Authorizing Officer or his representative, Regional Delegate MINEE North-West;
- ❖ The Governor of North-West or his representative;
- ❖ The Regional Delegate MINMAP North-West or his representative;
- ❖ The Regional Delegate of MINEPAT or his representative
- ❖ The Contract Engineer, Regional Chief of Service of Energy for North West;
- ❖ The Follow up Engineer, Divisional Delegate MINEE MEZAM;
- ❖ The Representative of ENEO North-West;
- ❖ The representative of Santa Council;
- ❖ The representative of beneficiary population.



**Document N°. 4**  
**SPECIAL ADMINISTRATIVE CONDITIONS**  
**(SAC)**

## Table of contents

### Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Language, applicable law and regulations
- Article 5 - Constituent documents of the Contract (article 4 of GAC)
- Article 6 - General applicable instruments
- Article 7 - Communication (GAC articles 6 and 10 supplemented)
- Article 8 - Administrative Orders (article 8 of GAC supplemented)
- Article 9 - Contracts with conditional phases (article 15 of GAC)
- Article 10 - Contractor's personnel (article 15 of GAC supplemented)

### Chapter II: Financial conditions

- Article 11 - Guarantees and bonds (articles 29 and 41 of GAC supplemented)
- Article 12 - Amount of Contract (articles 18 and 19 supplemented)
- Article 13 - Place and method of payment
- Article 14 - Price variation (article 20 of GAC)
- Article 15 - Price revision formulas
- Article 16 - Price updating formulas (article 21 of GAC)
- Article 17 - Work under State supervision (article 22 of GAC supplemented)
- Article 18 - Evaluation of works (article 23 supplemented)
- Article 19 - Evaluation of supplies (article 24 of GAC) supplemented)
- Article 20 - Advances (article 28 of GAC)
- Article 21 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)
- Article 22 - Interests on overdue payments (article 31 of GAC supplemented)
- Article 23 - Penalties for delay (article 32 of GAC supplemented)
- Article 24 - Payment in case of a group of enterprises (article 33 of GAC)
- Article 25 - Final detailed account (article 35 of GAC)
- Article 26 - General detailed account (article 35 of GAC)
- Article 27 - Tax and customs schedule (article 36 of GAC)
- Article 28 - Stamp duty and registration (article 37 of GAC)

### Chapter III: Execution of the works

- Article 29 - Nature of works
- Article 30 - Obligations of the Project Owner (GAC supplemented)
- Article 31 - Execution deadline of Contract (article 38 of GAC)
- Article 32 - Roles and responsibilities of the Contractor (article 40 of GAC)
- Article 33 - Making available documents and site (article 42 of GAC)
- Article 34 - Insurance of structures and civil responsibility (article 45 of GAC)
- Article 35 - Documents to be furnished by the Contractor (article 49 supplemented)
- Article 36 - Organisation and security of sites (article 50 of GAC)
- Article 37 - Implantation of structures (article 52 of GAC)
- Article 38 - Sub-Delegated Contracting (article 54 of GAC)
- Article 39 - Site laboratory and trials (article 55 of GAC)
- Article 40 - Site logbook (article 56 of GAC supplemented)
- Article 41 - Use of explosives (article 60 of GAC)

### Chapter IV: Acceptance

- Article 42 - Provisional acceptance (article 67 of GAC)
- Article 43 - Documents to be furnished after execution (article 68 of GAC)
- Article 44 - Guarantee time-limit (article 70 of GAC)
- Article 45 - Final acceptance (article 72 of GAC)

### Chapter V: Miscellaneous provisions

- Article 46 - Termination of the Contract (article 74 of GAC)
- Article 47 - Force majeure (article 75 of GAC)
- Article 48 - Differences and disputes (article 79 of GAC)
- Article 49 - Drafting and dissemination of this Contract
- Article 50 and last: Entry into force of the Contract

## Chapter I: General

### Article 1: Subject of Contract

The subject of this Contract shall be the Rural Electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).

### Article 2: Contract award procedure

This Contract shall be awarded by Open National Invitation to Tender N° \_\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_\_/\_\_\_\_/2019 by emergency procedure.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions (cf. Code)

- ✓ The Delegated Contracting Authority shall be the Governor of the North-West Region; in this respect he preserves the original documents relating to the Jobbing Order and transmits copies to the Public Contract Regulatory Agency.
- ✓ The Chief of Service and Project Manager shall be the Regional Delegate of Water Resources and Energy for North-West (Authorizing Officer). In this capacity, he shall respect the administrative, technical and financial clauses of this Jobbing Order.
- ✓ The Contract Engineer shall be the Regional Chief of Service of Energies for the North-West. He shall, with ENEO validate the different crucial phases of work done, from the installation of the Contractor to the Provisional Technical Reception (Connection to the National Grid and Energizing of new line).
- ✓ The Follow-up Engineer shall be the Divisional Delegate of Water Resources and Energy for MEZAM. In this capacity, he shall notify the Contractor, the Service Orders related to the execution of the said project and inform the Contract Engineer within 48 hours. He shall take care of the regular follow-up of work at the site.
- ✓ **The Contractor shall be [to be specified].**

#### 3.2 Security

This Contract may be used security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be the Regional Delegate of Water Resources and Energy for North-West (Authorizing Officer).
- The authority in charge of clearance shall be the Regional Finance Controller for North-West
- The body or official in charge of payment shall be **the Bemenda regional treasury.**
- The official competent to furnish information within the context of execution of this Contract shall be **the Regional Delegate of Water Resources and Energy for North-West.**

#### 3.3 Duties of the Control Mission, Project Manager

##### 3.3.1 Missions [not applicable].

##### 3.3.2 Means put at the disposal of the Control Mission [not applicable].

### Article 4: Language, applicable law and regulation

#### 1.2 The language to be used shall be English or French.

#### 1.3 The Contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the Contract.

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

### Article 5: Constituent documents of the Contract (Article 4 of GAC)

The constituent Contractual documents of this Contract are in order of priority:

- 1) The tender or commitment letter;

- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents;
- 7) The General Administrative Conditions applicable on Public works Contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the Contract.

**Article 6: General instruments in force**

This Contract shall be governed by the following general instruments:

1. Framework Law No. 96/12 of 5<sup>th</sup> August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23<sup>rd</sup> February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
5. 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;
6. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
7. Decree No. 2012/075 of 8<sup>th</sup> March 2012 to organise the Ministry in charge of Public Contracts;
8. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
9. Circular N° 001/C/MINFI of 28<sup>th</sup> December 2018 relating to the Execution, and Control of Execution of the Budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
10. Unified Technical Documents (DTU) for building works;
11. Applicable standards;
12. Other instruments specific to the domain concerned with the Contract.

**Article 7: Communication (Articles 6 and 10 supplemented)**

- 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 Chief of Service and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
  - b) In the case where the Delegated Contracting authority in the addressee: The Governor of North West Region with copies addressed to the Chief of Service and the Engineer.
- 7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Chief of Service.

**Article 8: Administrative Orders (Article 8 of GAC)**

The various Administrative Orders shall be established and notified as follows:

- 8.1 The Administrative Order to start execution of works shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Delegated Contracting Authority, Contract Engineer, the Paying Body and the Project Manager, where applicable.

- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Delegated Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Delegated Contracting Authority, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer (where applicable) with a copy to the Delegated Contracting Authority.
- 8.4 Administrative Orders serving as warnings shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Contract Engineer with a copy to the Project Owner and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Delegated Contracting Authority and notified by the Contract Engineer to the Contractor with a copy to the Project Owner and Project Manager.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the Contractor by the Contract Engineer.
- 8.7 The Contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Delegated Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Delegated Contracting Authority to the Project Manager. **Beyond this deadline, the Delegated Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

#### **Article 9: Contracts with conditional phases (Article 9 of GAC)**

- 9.1 This Contract has one phase  
At the end of phase one, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

#### **Article 10: Contractor's equipment and personnel (Article 15 of GAC supplemented)**

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the project Manager. In case of modification, the Contractor shall have himself replaced by a member of staff of at least equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contra Engineer. Beyond this time-limit, the staff list shall be considered as approved.

- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the Contract as mentioned in article 45 below or the application of penalties.

## **Chapter II: Financial conditions**

### **Article 11 Guarantees and bonds (Articles 29 and 41 of GAC)**

#### **11.1 Final bond**

The final bond shall be set at 2 % of the amount of the Contract, inclusive of all taxes.

It is constituted and transmitted to the Contract Engineer within a maximum deadline of twenty (20) days of the notification of the Contract.

The bond shall be returned or the guarantee released within one month following the date of provisional acceptance of the works, following a release issued by the Delegated Contracting Authority upon request by the Contractor.

#### **11.2 Performance bond**

The retention fund shall be set at 10 % of the amount of the Contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the **Delegated Contracting Authority** upon request by the Contractor.

#### **11.3 Guarantee of start-off advance**

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 12: Amount of the Contract (Articles 18 and 19 of GAC supplemented)**

The amount of this Contract as indicated by the attached [detail or estimates] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
- Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.
- Amount of TSR and/or \_\_\_\_\_ CFA F
- Net to be paid= EVAT-TSR and/or AIR

### **Article 13: Place and method of payment**

The Project Owner shall release the sums due in the following manner:

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account N°. \_\_\_\_\_ opened in the name of the Contractor in \_\_\_\_\_ bank.

### **Article 14: Price variation (Article 20 of GAC)**

#### **12.1 Prices shall be firm.**

- a. Payments on account made to the Contractor as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the Contractual time-limit, except in the case of price reductions.

#### **12.2 Price updating modalities (not applicable)**

### **Article 15: Price revision formulae (article 21 of GAC)**

(not applicable)

**Article 16: Price updating formulae (article 21 of the GAC)**  
(not applicable)

**Article 17: Works under State supervision (Article 22 of GAC supplemented)**

17.1 The percentage of works under State supervision shall be [must not exceed 2 %] of the amount of the Contract and its additional clauses, where applicable.

17.2 In the case where the Contractor were invited to execute works under State supervision, the submitted and duly justified expenditures shall be reimbursed to him under the following conditions:

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;
- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;
- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by ten percent for loss, stocking and handling;
- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the Contractor's unforeseen.

**Article 18: Evaluation of works (article 23 of the GAC)**

The work done shall be evaluated using the unit price.

**Article 19: Evaluation of supplies (article 24 of the GAC supplemented)**

19.1 *Materials supplied shall be received by the competent technical commission made up of the Contract engineer and Eneo representative. The contractor shall present purchase receipts for these materials, certificate of treatment for poles and transformer test from Eneo.*

19.2 The payment on account on supplies shall be done only upon presentation of the above mentioned documents.

**Article 20: Advances (article 28 of the GAC)**

20.1 The Delegated Contracting Authority may grant a start-off advance equal to 20 % of the amount of the Contract.

20.2 This advance whose value cannot exceed twenty (20) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the Contractor during the execution of the Contract according to the modalities laid down in the Special Administrative Conditions.

20.3 The total amount of the advance must be reimbursed not later than when the value in basic price of the works reaches eighty (80) percent of the amount of the Contract.

20.4 As the reimbursement advances, the Project Owner shall issue the release of the corresponding part of the guarantee upon the express request by the Contractor.

20.5 The possibility of granting start-off advance or advance for supplies must be expressly stipulated in the Tender File.

**Article 21: Payment for works (articles 26, 27 and 30 of the GAC supplemented)**

**21.1 Establishment of works executed**

*Before the 30<sup>th</sup> of each month, the Contractor and the Contract Engineer shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.*

**21.2 Monthly detailed account**

*No later than the fifth (5<sup>th</sup>) of the month following the month of the services, the Contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account*

exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the Contract since the start of the Contract.

Only the detailed account exclusive of VAT shall be paid to the Contractor. The detailed account of the amount of the taxes shall be the subject of an entry into the budgets of the Ministry in charge of Finance

Only the amount exclusive of VAT shall be paid to the Contractor as follows:

- [100-2.2 or 5.5] paid directly into the account of the Contractor;
- 2.2 or 5.5 % paid to the Public treasury as AIR due by the Contractor.

The amount of payment on account shall not exceed the value of the technical execution phases carried out.

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.

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.

The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5th of the month following the works executed.

The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the Chief of Service.

The Chief of Service 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.

**21.3 Detailed account of start-off account (if applicable).**

## **Article 22: Interest on overdue payments (Article 31 of the GAC)**

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code.

## **Article 23: Penalties (Article 32 of the GAC supplemented)**

### **A. Penalties for delay**

23.1 The amount set for penalties for delays shall be set as follows:

- a) One two thousandth ( $1/2000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- b) One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

23.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Contract inclusive of all taxes.

### **B. Specific penalties**

23.3 Independently of penalties for overrun of Contractual time-limit, the Contractor shall be liable for the following special penalties for the non-observation of the provisions of the Contract, especially:

- Late submission of final bond;
- Late submission of insurances, shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- Late submission of the draft execution schedule if the lateness is caused by the Contractor shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;

## **Article 24: Payment in case of a group of enterprises (article 33 of the GAC)**

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-Contractors, where need be.
2. Indicate the method of payment of sub-Contractors, where need be.



**Article 25: Final detailed account (article 34 of the GAC)**

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of provisional acceptance, the Contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the Contractor may be entitled as a result of the execution of the whole Contract.

25.2 The Contract Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project owner.

25.3 The Contractor has up to thirty (30) days to return the corrected and approved final detailed account to the competent accounting officer.

**Article 26: General and final detailed account (article 35 of the GAC)**

26.1 The Contract Manager or the Project Manager has up to thirty (30) days to establish the general detailed account and forward to the Contractor after final acceptance.

At the end of the guarantee period which results in the final acceptance of the works, the Authorising Officer draws up the general and final detailed accounts of the Contract which he had signed jointly by the Contractor and the Delegated Contracting Authority. This detailed account includes:

- the final detailed account,
- the balance
- the summary of monthly payments on account.

The signing of the general and final detailed account without reservation by the Contractor definitely binds the two parties, puts an end to the Contract, except with regard to interest on overdue payments.

26.2 The Contractor has up to thirty (30) days to return the signed final detailed account.

**Article 27: Tax and customs regulations (article 36 of the GAC)**

Decree No. 2003/651/PM of 16 April 2003 lays down the Terms and 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 profits, 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 Contract;
  - o Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  - o Council dues and taxes;
  - o Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices means VAT included.

**Article 28: Stamp duty and registration of Contracts (article 37 of GAC)**

Seven (7) original copies of the Contract shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

**Chapter III: Execution of works****Article 29: Nature of the works (article 46 of GAC)**

The works shall include especially: *cf. Special Technical Conditions*

**Article 30: Roles and responsibilities of the Project Owner (GAC supplemented)**

30.1 The Project Owner shall be bound to furnish the Contractor with information necessary for the execution of his mission and to guarantee, at the cost of the Contractor, access to sites of projects.

30.2 The Project Owner shall ensure the Contractor of protection against threats, insults, violence, assault and battery, slander or defamation of which he could be victim by reason of or during the exercise of his mission.

**Article 31: Execution time-limit of the Contract (article 38 of the GAC)**

31.1 The time-limit for the execution of the works forming the subject of this Contract shall be **one hundred and twenty (120) days**.

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

**Article 32: Roles and responsibilities of the Contractor (article 40 of the CAG)**

The detailed and general plan of progress of the works shall be communicated to the Contract Engineer in five (05) copies at the beginning of each.

**Article 33: Provision of documents and site (article 42 of the GAC)**

A reproducible copy of the plans featuring in the Tender File shall be submitted by the Contract Engineer to the contractor.

The Project Owner shall make available the site and access ways to the Contractor at the appropriate time as the works progress.

**Article 34: Insurance of structures and civil liabilities (article 45 of GAC)**

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 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)**

**35.1 Programme of works, Quality Assurance Plan and pegging map.**

a) Within a maximum deadline of *fifteen (15) days* from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in *six (6) copies* for the approval of *project owner after the endorsement of the Contract Engineer* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable and the electricity network pegging map at scale 1/2500.

This programme shall be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of *fifteen (15) days* from the date of reception with:

- Either the indication "GOOD FOR EXECUTION";
- Or the indication of their rejection including the reasons for the said rejection.

The Contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Project Owner does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule.

The Contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the Contractual programme upon receiving the approval of the Project engineer. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

- b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.
- c) The Contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.
- d) The approval granted by the Contract Engineer shall in no way diminish 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 Contract.

### **35.2 Execution draft**

- a) The execution plan documents (calculations and drawings) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the Contract Engineer at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.
- b) The Contract Engineer has a deadline of *five (05) days* to examine and make known his observations. The Contractor then has a deadline of *(04) four days* to present a new file including the said observations.

**35.3** In case of the non-observance of the approval deadlines of the above documents by the Administration, these documents shall be deemed to have been approved.

### **Article 36: Organisation and safety of sites (article 50 of the GAC)**

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work. It must have the following characteristics: Height = 2.80m, width=1.20m, board thickness=2.5cm at 1.20m above the ground level. The Contract Engineer shall put at the Contractors' disposal the text to be used.

36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: *[To be specified in accordance with article 50(2) of the GAC]*.

36.3 Indicate the special measures demanded of the Contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

### **Article 37: Implantation of structures**

The Project Owner shall notify within [five] days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

### **Article 38: Sub-Delegated Contracting (article 54 of the GAC)**

The part of the works to be sub-Contracted shall be 30 % of the initial amount of the Contract and its additional clauses.

### **Article 39: Site laboratory and trials (article 55 of GAC)**

39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.

39.2 The Contract Manager has a deadline of three days to approve the Contractor's personnel and laboratory as soon as the request is made.

### **Article 40: Site logbook (article 56 of the GAC supplemented)**

40.1 The Site logbook must be systematically jointly signed by the Project Manager or Engineer, where need be and the Contractor's representative each day.

40.2 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.

### **Article 41: Use of explosives (article 60 of the GAC) (not applicable)**

## CHAPTER IV: ACCEPTANCE

### Article 42: PROVISIONAL ACCEPTANCE

#### 42.1 PRE- ACCEPTANCE OPERATIONS

Before the acceptance of the works the Contractor shall ask in writing to the Contract Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

- Qualitative and quantitative evaluations of the different works that have been executed.
- Findings and statement of the unexecuted task envisaged in the present jobbing order.
- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

These operations shall be subject to a site report drawn up on the field, signed by the following.

- Contract Engineer,
- The representative of RDMINMAP NW,
- Contractor.

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the reception. The Engineer shall fix the reception date in collaboration with the chief of service for the Contract.

#### 42.2 Acceptance

The acceptance commission shall comprise:

- 1- The Governor of the North West Region or his representative ..... (Chairman)
- 2- The Authorizing Officer or his representative ..... (Member)
- 3- The RDMINMAP or his representative..... (Observer)
- 4- The Contract Engineer..... (Secretary)
- 5- The Follow-up Engineer..... (Member)
- 6- The Stores Accountant at the RD MINEE NW ..... (Member)
- 7- The representative of beneficiary Community..... (Member)
- 8- The Contractor or his Representative..... (Member)

The commission shall examine the report of the pre-acceptance and shall proceed to the acceptance. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and sign by all the commission members.

### ARTICLE 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION

43.1 The contractor shall furnish within one (1) month after completion of the works five (5) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

43.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

### Article 44: GUARANTEE PERIOD.

The guarantee period is one (01) year from the date of the provisional acceptance.

### Article 45: Final acceptance (article 72 of the GAC)

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

The procedure for final acceptance shall be the same as for provisional acceptance

## Chapter V: Sundry provisions

### Article 46: Termination of the Contract (article 74 of the GAC)

The Contract may be terminated as provided for in Part III Paragraph IV of Decree No. N°. 2018/366 of 20<sup>th</sup> June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative 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 47: Case of force majeure (article 75 of the GAC)**

If the Contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

- *Rainfall: 200 millimetres in 24 hours;*
- *Wind: 40 metres per second;*
- *Flood: decennial flood frequency.*

**Article 48: Disagreements and disputes (article 79 of the GAC)**

Disagreements and disputes resulting from the execution of this Contract may be settled amicably.

Where no amicable solution can be found for a disagreement, it is brought before *the competent court in the North-West Region of the Republic of Cameroon.*

**Article 49: Production and dissemination of this Contract**

Seven (07) copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

**Article 49 and last: Entry into force of the Contract**

This Contract shall be final only upon its signature by the Delegated Contracting Authority. It shall enter into force as soon as it is notified to the Contractor by the Delegated Contracting Authority.

**Document N°. 5**  
**SPECIAL TECHNICAL CONDITIONS**  
**(STC)**

## **A- INTRODUCTION.**

This specification aims to define the mode of execution of work to be done following the norms and approved standards, according to the documents of the Contract.

The choice of technological options for achieving the proposed work has the sole concern to ensure a better functionality of facilities in compliance with safety rules for the protection of property and persons. It has been established as a guide to clarify and supplement the guidance of the estimate and drawings notwithstanding the terms of the Contract.

## **B-MODE OF EXECUTION OF WORK**

### **General:**

For all construction arteries medium voltage, single-phase or three-phase sub-stations, MV/LV, LV single-phase and three-phase lines, generator house, thermal electricity production, and security measures and environmental protection to be observed, they must conform to the requirements, laws, decrees, orders, standards, norms and Publications in force in Cameroon and for management of the electricity sector. In default the texts will be applied in this order:

- The recommendations of the International Electro-technical Committee (IEC Publication);
- The European standards CEN-CENELEC (EN);
- The French AFNOR standards;
- The decision of 2 April 1991 laying down the Technical Conditions to be satisfied by the distribution of electricity, published in the Official Gazette of the French Republic on May 4, 1991;
- Circular No. 78-79 of 6<sup>th</sup> July 1978 on the implementation of the Decree of May 26, 1978'
- Standards Approved French NFC;
- French UTE standards and in particular;
- C 10-100;
- C 10 - 101;
- C 10 - 200;
- Any other norms recognized in the system (ISO).

All these rules may be modified under the responsibility of the Administration in charge of electricity to reflect local conditions, knowing that the works will be built to suit the conditions defined below:

- Average temperature: 35° C
- Humidity correspondent: 98 %
- Extreme temperature (indoor):
- The Minimum + 10°C;
- Max + 50° C;
- Exceptional speed winds 180 km / h;
- Normal speed winds 5 to 35 km/h

Wooden poles shall conform to the standard UPDEA.

### **MV SINGLE-PHASE OR THREE-PHASE LINE**

The single-phase or three-phase antenna will be derived from a phase of the triple phase mainline. It will be constructed in 11m wooden poles, class D and Almelec 54.6 mm<sup>2</sup> cables as the case, stretched on a rigid glass insulator mounted on spindle on wooden poles. A derivation is made as a bypass with a fuse that will swing making the fuse opening visible and easily locate the faults in the line. The works of involve:

- 601001: Supply and installation of rigid glass insulators including perforated attachment and all constraints of supply and labor;
- 601002: Supply and installation of 30kV chain of three insulators;
- 601003: Supply and installation U bolts for insulation chain, including supply and installation galvanized bolts;
- 601004: Supply and installation of overhead support spindle;
- 601005: Supply and installation "Danger of Death" plate;
- 601006: Supply and installation number plate on wooden poles;
- 601007: Supply and installation breakage 70/600;
- 601008: Supply and installation mounting brackets;
- 601009: Supply and installation single-phase fuses cutout including all accessories;
- 601010: Supply and installation of 27 KV surge arrester including connection;

- 601011: Supply and stringing of 54.6mm<sup>2</sup> Almelec cable;
- 601012: MV junction and bypass single-phase;
- 601013: Supply and planting simple wooden pole 11m - class D;
- 601014: Supply and planting twin wooden pole 11m - class D;
- 601015: Supply and planting galvanized steel 11m pole 1000daN;
- 601016: Supply and installation of an Air switch 36kV with polymer insulators;
- 100000: Studies and pegging leading to the establishment of an implementation plan to be approved by the contract engineer;
- 101001: Excavation in natural terrain;
- 101002: Excavation in semi rocky terrain;
- 101004: Excavation in rocky terrain;
- 101005: Construction of concrete foundation

The fuses cutout will be installed from the beginning of each branch; class 2A for the derivation  $\leq 500\text{m}$  feeding a single transformer 6A class for long-lead and those supplying several transformers.

- In all MV/LV transformers (Sizes 3.1A)

At each MV/LV transformer is consistently associated surge arrester which determines the level of surge the transformer (125KV) can withstand and the nominal voltage is 27 KV.

It is mounted on the same support as the transformer and connected between one phase and the ground circuit.

#### **Transformer substation MV / LV phase**

It is expected to be on a class D post in transit or at the end and installed with a platform to maneuver in solid concrete. Work to be done

- 602001: Supply and installation pigtail BQC 14-250;
  - 602002: Supply and installation of two bolts for hanging transformer 16-300;
  - 602004: Supply and installation of 100 KVA transformer 30 KV/B2;
  - 602006: Supply and installation arm bis 70 x 600 for support of pairing;
  - 602006: Supply and installation of dischargers;
  - 602007: Fixing and connecting surge arrester 27 KV;
  - 602008: Setting up and connecting single phase fuses cutout;
  - 602011: construction of earth grounding;
  - 601015: Supply and planting galvanized steel 11m pole 1000daN;
  - 601016: Supply and installation of an Air switch 36kV with polymer insulators;
  - A mechanical protection or gutter tube galvanized pipe  $\varnothing 40$ ;
  - Tube PVC  $\varnothing 25$  length 2 x 8.8 cm;
  - Insulated copper cable 29 mm<sup>2</sup>-18m;
  - Two copper fittings.
  - 602013: Making a grounding type C, provided with cable straight and level including:
    - A cable 29 mm<sup>2</sup> bare copper in trench 0.5 x 0.80 of length equal to 2 x 15m;
    - A copper fitting;
  - 602019: Full equipment of a post three-phase 100 KVA, 30 kV/380V with an earth type 2BH;
- The transformer should be new and tested in one of the ENEO testing Centers.

#### **LV NETWORK SINGLE PHASE OR THREE-PHASE**

Low voltage lines will be built on simple 9m wooden poles spaced 45m apart, with 4x25mm<sup>2</sup> twisted cable for the single-phase lines and spaced 40m apart with 3x70mm<sup>2</sup>+1NP+EP preassembled cable for Three-phase lines. In case of mixed network MV/LV, the materials will be 11 m poles spaced apart with a maximum distance of 45 meters.

The cables will be assembled in pairs and connected to the terminals of the combined protection in order to build a cable round trip, so it is electrically 2 x 25mm<sup>2</sup> a cable, which allows for long lines in the order of 2 to 3km from the MV / LV.

The works to be done;

- 603001: Supply and installation of alignment support;
- 603002: Supply and installation of anchoring clamp;
- 603003: Supply and installation of all IT D76 4 connections;



- 603004: Supply and installation of anchor arms BORØ12L including a hook 250, an anchoring clamp 27 or AFU PE3 (PE25);
- 603005: Providing and laying stringing 4x25 mm<sup>2</sup> Alu twisted or 3x70mm<sup>2</sup>+1NP+EP preassembled cable;
- 603007: Grounding type C cable will work cable, compound cable numbered from 0 and 1;
- 603008: Supply and planting simple wooden poles 9m class C;
- 603009: Supply and planting twin wooden poles 9m class C;
- 6030010: Supply and planting of strutted wooden poles 9m class C;
- 6030011: Supply and fitting end cap on retractable cable pre-assembled or twisted;

### HOUSEHOLD CONNECTIONS

This is to cover aerial connections two or four wires. The work involved will include;

- 701001: Connecting household 2 wire 220V;
- 701003: Connecting aerial 2 wire 2 220 V counter or 4'wire- 220/380V counter.

### Clearing and pruning

It involves the, cutting and clearing of trees in urban and rural areas, including bushes with opening of transects 10 meters in width.

### THE DELIVERIES AND HANDLING

The transportation of material and its handling from the place of supply to the construction site including distribution of wooden poles to their holes

### DIMENSIONNEMENT DU RESEAU

#### √ Réseaux moyenne tension et basse tension

La tension de service du réseau monophasée est de : 17,32kV

CONDUCTEURS NORMALISE	FLECHE DE POSE	RESISTANCE LINEIQUE	POUISSANCE INSTALEE KVA	INTENSITE NOMINALE (A)	BOUT RESEAU PLUS LONG	CHUTE TENSION ADMISSIBLE
Câble torsadé Alu 4x25mm <sup>2</sup>	0.47 m	R=1.20Ω/km	20 -25 KW	96	1km	20% (380/220V)
Câble almélec de 34mm <sup>2</sup>	0.30 m	R=0.958Ω/km	75KVA	0,7	5km	20%

Portée équivalente en BT : 50 – 60m de manière à éviter les efforts longitudinaux (mise à la terre type copperweld à tous les trois cent mètres et un support après le transformateur).

Portée équivalente en MT : 100 – 110m (ligne sur isolateurs rigides) câble almélec 34.4mm<sup>2</sup> : masse =0.258kg/ml ou en câble almélec 54.6mm<sup>2</sup>.

Les isolateurs sont en verre trempés de type HT36 ou HT38 ; les chaînes d'isolateurs seront de 3 éléments pour les lignes 30 kV.

SUPPORTS	CLASSE C	CLASSE D	ANGLE	PROFONDEUR FOUILLES (M)	HAUTEUR HOR SOL (TERRAIN NORMAL)	HAUTEUR HOR SOL (TRAVERSEE ROUTE)	OBSERVATIONS
Poteaux bois 9m/s	190 DAN	300 DAN	≤10° Alignement	H/10 +0.5	6,15m	8,20m	Choix poteaux 9m simple Classe D
Poteaux bois 9m/i	570 DAN	900 DAN	45° à 90°	H/10 + 0.5	6,15m	8,20m	9m jumelés aux angles
Poteaux bois 9m/x	1450 DAN	2250DAN	45° à 90°	H/10 + 0.5	6,15m	8,20m	9m contrefichés aux arrêts

Poteaux bois 11m/s	1000 DAN	1250 DAN	25° à 60°	$H/10 \pm 0.5$	7,95m	10m	Terrain latéritique
Poteaux bois 11m/i	1500 DAN	2250 DAN	60° à 90°	$H/10 + 0.5$	7,95m	10m	Calage à la pierre sèche

### ✓ DIMENSIONNEMENT DES OUVRAGES.

#### **Transformateurs**

La puissance demandée est de  $P = 54,1$  KVA. Compte tenu des pertes dans les réseaux et le degré de charge d'un transformateur normalisé à 80% cette puissance appelée est de 64,8 KVA soit un transformateur monophasé de 25 KVA.

Cependant, le présent projet prévoit de satisfaire dans un premier temps, uniquement la demande en énergie domestique d'une partie de la population du secteur et il aura un transformateur monophasé de 25KVA.

La desserte en BT-Mono du reste de la Communauté se fera à la suite du présent projet par extension à la demande des populations bénéficiaires.

#### **Coupe-circuits**

Les normes prévoient pour le réseau monophasé de plus de 500mètres des coupe-circuits :  
Un au point de dérivation et un autre au niveau du transformateur.

### PROTECTION DU RESEAU ET NORMALISATION.

Ces deux préoccupations doivent être prises en compte aux raccordements au réseau ENEO, car cette société insiste sur l'aspect normalisation des équipements et des installations électriques avant tout branchement sur son réseau. Cette normalisation vise surtout à protéger et à sécuriser les installations, ainsi qu'à assurer la fourniture d'une énergie de qualité aux consommateurs.

Les recommandations faites dans le cadre de la présente étude sont conformes aux normes en vigueur. Il faudra simplement veiller à leur respect et à l'acquisition du matériel électrique répondant à ces normes.

Ces préoccupations justifient les recommandations majeures ci-après :

- Pose d'un coupe-circuit à expulsion au point de raccordement et à chaque transformateur pour isoler des tronçons de réseau en cas de problèmes ;
- Pose d'un poteau jumelé à chaque arrêt de ligne et chaque dérivation ;
- Utilisation des poteaux normalisés de 11mètres pour les lignes MT et mixtes ; 9mètres pour les tronçons BT simples ;
- Pose d'équipement de mise à la terre en arrêt des lignes, sur chaque poteau-transformateur et sur chaque poteau entourant un transformateur ;
- Câble almélec  $1 \times 34 \text{ mm}^2$  pour la ligne moyenne tension et câble torsadé  $4 \times 25 \text{ mm}^2$  en aluminium pour le transport BT.
- Les poteaux sont implantés selon le schéma normalisé.

#### **Ligne moyenne tension et ligne mixte.**

- \* Poteau simple (S) de 11mètres avec isolateur suspendu et équipement d'ancrage, pour alignement droit et angle jusqu'à  $10^\circ$  ;
- \* Poteau jumelé (J) de 11mètres avec isolateur suspendu et équipement d'ancrage, pour angle entre  $60^\circ$  à  $90^\circ$  ;

#### **Ligne basse tension**

- \* Poteau simple (S) de 9mètres avec console de suspension et pince d'alignement, pour alignement droit et angle jusqu'à  $10^\circ$  ;
- \* Poteau jumelé (J) de 9mètres avec console de suspension et pince d'alignement, pour angle  $10^\circ$  et  $45^\circ$  et pour dérivations ( $\geq 90^\circ$ ).

### MATERIELS POUR LA MISE EN ŒUVRE DU PROJET.

En conformité avec les normes utilisées au Cameroun, les différents types d'assemblage pour le réseau électrique, sont listés dans le tableau ci-après :

#### **1. POTEAU SIMPLE 11mètres EN ALIGNEMENT DROIT (angle jusqu'à $25^\circ$ )**

Code	MT-101	Quantité
	<b>Elément</b>	
	Console de tête	1
	Isolateur en verre renforcé	1
	Petits accessoires (attache, boulon, plaquette galva, rondelle)	2

## 2. POTEAU SIMPLE 11mètres EN ANGLE VERTICAL (angle 25° à 60°)

Code	MT-102	Quantité
	<b>Elément</b>	
	Crochet d'ancrage type queue de cochon 14 x 450	1
	Isolateurs à 3 éléments (suspendu horizontalement)	1
	Pince d'angle	1
	Petits accessoires (ball sockets, roulet, plaquette galva, rondelle)	1

## 3. POTEAU JUMELE 11mètres EN ANGLE VERTICAL (angle 60° à 90°)

Code	MT-103	Quantité
	<b>Elément</b>	
	Crochet d'ancrage type queue de cochon 14 x 450	2
	Isolateurs à 3 éléments (suspendu horizontalement)	2
	Pince de renvoi	2
	Console de tête	1
	Isolateur en verre renforcé	1
	Petits accessoires (attache, boulon, plaquette galvan, rondelle)	4

## 4. POTEAU CONTREFICHE 11mètres EN ANGLE VERTICAL (angle plus de 90°)

Code	MT-104	Quantité
	<b>Elément</b>	
	Crochet d'ancrage type queue de cochon 14 x 450	2
	Isolateurs à 3 éléments (suspendu horizontalement)	2
	Pince de renvoi	2
	Console de tête	1
	Isolateur en verre renforcé	1
	Petits accessoires (attache, boulon, plaquette galvan, rondelle)	4
	Ferrure de contrefichage en acier galvanisé	1

## 5. POTEAU HAUBANE 11mètres EN ANGLE VERTICALE (angle plus de 90°)

Code	MT-105	Quantité
	<b>Elément</b>	
	Crochet d'ancrage type queue de cochon 14 x 450	2
	Isolateurs à 3 éléments (suspendu horizontalement)	2
	Pince de renvoi	2
	Console de tête	1
	Isolateur en verre renforcé	1
	Petits accessoires (attache, boulon, plaquette galvan, rondelle)	4

## 6. POTEAU SIMPLE 9mètres EN ALIGNEMENT DROIT (angle jusqu'à 10°)

Code	BT-301	Quantité
	<b>Elément</b>	
	Console de suspension	1
	Pince d'alignement	1
	Petits accessoires (attache, boulon, plaquette galvan, rondelle)	1

## 7. POTEAU JUMELE 9mètres EN ALIGNEMENT DROIT (angle de 10° à 45°)

Code	BT-302	Quantité
	<b>Elément</b>	
	Console de suspension	1

Pince d'alignement	1
Petits accessoires (attache, boulon, plaquette galvan, rondelle)	1

#### 8. POTEAU CONTREFICHE 9mètres EN ANGLE VERTICAL (angle de 10° à 45°)

Code	BT-303	
<b>Elément</b>		<b>Quantité</b>
Console d'ancrage		2
Pince d'ancrage		2
Petits accessoires (attache, boulon, plaquette galvan, rondelle)		3
Ferrure de contrefichage en acier galvanisé		1

#### 9. POTEAU JUMELE 9mètres DE DERIVATION BT

Code	BT-304	
<b>Elément</b>		<b>Quantité</b>
Console d'ancrage		1
Pince d'ancrage		1
Petits accessoires (attache, boulon, plaquette galvan, rondelle)		2
Console de suspension		1
Pince d'alignement		1

#### 10. POTEAU JUMELE 9mètres EN ARRET BT

Code	BT-305	
<b>Elément</b>		<b>Quantité</b>
Console d'ancrage		1
Pince d'ancrage		1
Petits accessoires (attache, boulon, plaquette galvan, rondelle)		2
Capuchons		6
Ceinture de fixation		1

#### 11. MISE A LA TERRE

Code	BT-306	
<b>Elément</b>		<b>Quantité</b>
Conducteur en cuivre 29 m		1
Connecteur à griffes		1
Crampe de fixation		2
Feuillard de 20 mm		1
Protecteur mécanique		1
Raccord de dérivation alu-cuivre		1
Tube isolant		1
Piquet terre		1

#### 12. RACCORDEMENT AU RESEAU MT EN ALIGNEMENT (sur transformateur MTN)

Code	MT-106	
<b>Elément</b>		<b>Quantité</b>
Crochet d'ancrage type queue de cochon 14x450		1
Isolateurs à 3 éléments (suspendu horizontalement)		1
Pince de renvoi		1
Console de tête		1
Isolateur en verre renforcé		1
Petits accessoires (attache, boulon, plaquette galva, rondelle)		2
Coupe-circuit à expulsion		1
Bras incliné bis		1

### 13. TRANSFORMATEUR MONOPHASE EN ARRET + DERIVATION BT

Code MT-108 + BT-304

Elément	Quantité
Crochet d'ancrage type queue de cochon 14 × 450	1
Isolateurs à 3 éléments (suspendu horizontalement)	1
Pince d'arrêt	1
Console de tête	1
Isolateur en verre renforcé	1
Petits accessoires (attache, boulon, plaquette galva, rondelle)	8
Console d'ancrage	1
Pince d'ancrage	1
Console de suspension	1
Pince d'alignement	1
Parafoudre 27 KV	1
Transformateur monophasé	1
Coupe-circuit à expulsion	1
Bras incliné bis	1

**Document N°. 6**  
**SCHEDULE OF UNIT PRICES**

**RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION (MEN.W.O) IN SANTA  
SUBDIVISION, MEZAM DIVISION (step 2)**

**UNIT PRICE SCHEDULE**

Price N°	WORK DESCRIPTION AND THE UNIT PRICES (Excluding taxes all in words )	SUPPLY	LABOUR
		Unit Price excluding taxes (in figures and in words)	Unit Price excluding taxes (in figures and in words)
100	<b>CONSTRUCTION OF A MV/LV MIXED THREE PHASE LINE WITH 3x54.6 mm<sup>2</sup> ALMELEC AND 3x70mm<sup>2</sup>+1NP+2EP ALUMINUM CABLES</b>		
101	<b>Studies and Pegging</b> This unit price remunerates the Studies and Pegging of the electricity line to be constructed. It is applied as a Linear Kilometer to the task. <i>The Linear Kilometer: ..... Francs CFA</i>		
102	<b>Excavation works</b> This unit price remunerates : -the cost of excavation of holes for poles and earthing. It is applied as a Meter cube to the task. <i>The Meter Cube: ..... Francs CFA</i>		
103	<b>U bolt</b> This unit price remunerates : -the cost of supply and installation of U bolt and assorted nuts. It is applied as a Unit to the task. <i>The Unit: .....Francs CFA</i>		
104	<b>Single 11m wooden poles class D</b> This unit price remunerates : -the supply and implantation of an 11m single treated wooden class D pole with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
105	<b>Twin 11m wooden poles class D</b> This unit price remunerates : -the supply and implantation of an 11m twin treated wooden class D pole all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
106	<b>Rigid glass insulator 30KV</b> This unit price remunerates : -the supply and installation of a 30kv Rigid glass insulator all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
107	<b>Chain of three insulators</b> This unit price remunerates: -the supply and the fixation of the chain of three insulators all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
108	<b>Flat Spindle</b> This unit price remunerates : -the supply and installation of a Flat Spindle all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
109	<b>S &amp; I Round spindle</b> This Unit price remunerates : -the supply and installation of a Round spindle and all installation accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs</i>		
110	<b>S &amp; I Wooden crossbar 240x10x10 cm</b> This Unit price remunerates : -the supply and installation of a Wooden cross bar 240x10x10 cm with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
111	<b>S &amp; I Galvanized steel flat brace 760x30x6 cm</b> This Unit price remunerates : -the supply and installation of a galvanized steel flat brace 760x30x6 cm with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: ..... Francs CFA</i>		
112	<b>S &amp; stringing 54.6 mm<sup>2</sup> Almelec cable</b> This unit price remunerates : -the supply and the stringing of 54.6 mm <sup>2</sup> Almelec cable. It is applied as a Linear		

	Meter to the task. The Linear Meter: ..... Francs CFA		
113	<b>S &amp; stringing 3x70 mm<sup>2</sup>+1NP+2EP Aluminum preassembled cable</b> This unit price remunerates : -the supply and the stringing of 3x70 mm <sup>2</sup> +1NP+2EP Aluminum preassembled cable. It is applied as a Linear Meter to the task. The Linear Meter: ..... Francs CFA		
114	<b>Number plate + Numbering</b> This unit price remunerates : -the supply and installation of a Number plate and numbering with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
115	<b>Warning plates DM</b> This unit price remunerates : -the supply and fixing of a Warning Plate with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
116	<b>LV suspension clamp</b> This unit price remunerates : -the supply and fixation of the LV suspension clamp with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
117	<b>LV Tensioning clamp Code 603004)</b> This unit price remunerates : -the supply and fixation of the LV tensioning clamp with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
118	<b>Type C earth plug</b> This unit price remunerates : -the supply of elements constituting an earth plug and its installation. It is applied as a Unit to the task. The Unit: ..... Francs CFA)		
200	<b>CONSTRUCTION OF A THREE PHASE LV LINE WITH 3x70 mm<sup>2</sup> +1NP+2EP PREASSEMBLED ALUMINUM CABLE</b>		
201	<b>Studies and Pegging</b> This unit price remunerates : - the studies and pegging of the electricity line It is applied as a Linear Kilometer to the task. The Linear Kilometer: ..... Francs CFA		
202	<b>Excavation works</b> This unit price remunerates : -the cost of excavation of holes for poles and earthing. It is applied as a Meter cube to the task. The Meter Cube: ..... Francs CFA		
203	<b>S &amp; I LV suspension clamp</b> This unit price remunerates : -the supply and fixation of the LV suspension clamp with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
204	<b>S &amp; I LV Tensioning clamp</b> This unit price remunerates : -the supply and fixation of the LV Tensioning clamp with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
205	<b>S &amp; I Single 9m wooden poles class C</b> This unit price remunerates : -the supply and implantation of a 9m treated wooden class C pole with all assorted accessories. It is applied as a Unit to the task. The Unit: .....Francs CFA		
206	<b>S &amp; I Twin 9m wooden poles class C</b> This unit price remunerates : -the supply and implantation of a 9m twin treated wooden class C pole with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
207	<b>S &amp; I Strut 9m wooden poles class C</b> This unit price remunerates : -the supply and implantation of a 9m strut treated wooden class C pole with all assorted accessories. It is applied as a Unit to the task. The Unit: ..... Francs CFA		
208	<b>S &amp; I Set of six LV line taps</b> This unit price remunerates :		



	-the supply and fixing of a set of six line taps with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
209	<b>S &amp; I Number plate + Numbering</b> This unit price remunerates : -the supply and installation of a Number plate and numbering with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
210	<b>Supply and stringing 3x70 mm<sup>2</sup> + 1NP + 2EP preassembled cable</b> This unit price remunerates : -the supply and the stringing of 3x70 mm <sup>2</sup> +1NP+2EP preassembled cable. It is applied as a Linear Meter to the task. <i>The Linear Meter: .....Frans CFA</i>		
211	<b>S &amp; I End caps</b> This unit price remunerates : -the supply and the Installation of an end cap. It is applied as a unit to the task. <i>The Unit: .....Frans CFA</i>		
212	<b>Type C earth plug</b> This unit price remunerates : -the supply of elements constituting an earth plug and their installation. It is applied as a Unit to the task. <i>The Unit: ..... Frans CFA)</i>		
300	<b>CONSTRUCTION OF A TRANSFORMATION SUBSTATION EQUIPPED WITH A H61-100KVA 30KV/B2 TRANSFORMER</b>		
301	<b>S &amp; I Transformer H61-100KVA 30KV/B2</b> This unit price remunerates : - The supply and the fixation of a 100 KVA 30KV Transformer with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
302	<b>S &amp; I Galvanized steel 11m poles 1000daN</b> This unit price remunerates : -the supply and installation of a Galvanized steel hexagonal 11m poles 1000daN with all brackets and accessories for installation of cutouts, surge arresters. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
303	<b>S &amp; I Type 2BH earth plug</b> This unit price remunerates : -the supply of element constituting the earth plug and its installation. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
304	<b>S &amp; I Chain of three Insulators discharger</b> This unit price remunerates : -the supply and installation of a chain of three insulators discharger with all assorted accessories. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
305	<b>S &amp; I 27kV Surge arrester</b> This unit price remunerates : -the supply of a Surge arrester, it mounting brackets and its installation. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA)</i>		
306	<b>S &amp; I Fuse cutout</b> This unit price remunerates : -the supply and installation of a Fuse cutout it mounting brackets and its installation. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
307	<b>S &amp; I Circuit breaker (DHP) 100KVA</b> This unit price remunerates : -the supply and Installation of a Circuit breaker (DHP) 100KVA with accessories. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
308	<b>Construction of concrete foundation</b> This unit price remunerates : -The construction of a concrete block for steel poles carrying aerial switches and transformer. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
309	<b>S &amp; I Earth plug for Aerial switch 36KV</b> This unit price remunerates : -the supply of element constituting this earth plug and its installation. It is applied as a Unit to the task. <i>The Unit: .....Frans CFA</i>		
310	<b>S &amp; I Aerial switch 36KV</b>		

	<p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-The supply and installation of an Aerial switch with all assorted accessories.</li> </ul> <p>It is applied as a Unit to the task.</p> <p>The Unit: ..... Francs CFA</p>		
311	<p><b>S &amp; I 3x150 mm<sup>2</sup>+70 mm<sup>2</sup> underground cable for DHP-transformer junction</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-The supply and installation of 3x150 mm<sup>2</sup>+70 mm<sup>2</sup> underground cable for DHP-transformer connection</li> </ul> <p>It is applied as a Unit to the task.</p> <p>The Unit: ..... Francs CFA</p>		
412	<p><b>Full equipment of three phase station</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the supply of all the complementary components used for the complete installation of the three phase station. It is applied as a Unit to the task.</li> </ul> <p>The Unit: ..... Francs CFA</p>		
400	<b>ENVIRONMENTAL IMPACT NOTICE</b>		
401	<p><b>Production of an Environmental Impact Notice</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the production and validation of terms of reference regarding the Environmental Impact notice of this project ;</li> <li>- the production and validation of the said Environmental Impact Notice</li> </ul> <p>It is applied as unit</p> <p>Unit: .....Francs CFA</p>		
500	<b>SUNDRY EXPENSES</b>		
501	<p><b>Connection to ENEO Network</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the works for the interruption of electricity on the existing line for the connection of the newly constructed one.</li> </ul> <p>It is applied as a Unit to the task.</p> <p>The Unit: .....Francs CFA</p>		
502	<p><b>Clearing and pruning</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the works of cutting and clearing of trees, including bushes with an opening of a corridor of 6 meters.</li> </ul> <p>It is applied as a Linear Kilometer to the task.</p> <p>The Linear Kilometer: ..... Francs CFA</p>		
503	<p><b>Transport and handling material</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the transportation of the material and its handling from the place of supply to the construction site.</li> </ul> <p>It is applied as a Ton per Kilometer to the task.</p> <p>The Ton per Kilometer: ..... Francs CFA</p>		
504	<p><b>Transport of wooden poles</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the transportation of the poles and its handling from the place of supply to the construction site and their distribution.</li> </ul> <p>It is applied as a Ton per Kilometer to the task.</p> <p>The Ton per Kilometer: ..... Francs CFA</p>		
505	<p><b>Transportation of workers</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the transportation of workers on the work site and their return.</li> </ul> <p>It is applied as per day to the task.</p> <p>Per Day: ..... Francs CFA</p>		
506	<p><b>Site installation</b></p> <p>This unit price remunerates :</p> <ul style="list-style-type: none"> <li>-the installation and dismantling of all necessary structures in order to provide offices, lodging and stores facilities for workers and materials as well as project sign boards</li> </ul> <p>It is applied as per day to the task.</p> <p>Lump Sum: .....Francs CFA</p>		
507	<p><b>Preparation and submission of work execution documents (06 copies)</b></p> <p>This unit price remunerates the preparation and submission of 06 copies of the work execution documents with the pegging map of the line to be constructed.</p> <p>It is applied as per day to the task.</p> <p>Lump Sum: .....Francs CFA</p>		

**THE COMPANY:**

**Document N°. 7**  
**BILL OF QUANTITIES AND ESTIMATES**

**BILL OF QUANTITIES AND COST ESTIMATES OF THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION (MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (step 2)**

Ref N°	DESCRIPTION OF WORKS	UNIT	QTY	SUPPLY		LABOUR		S & L TOTAL
				U.P	T.P	U.P	T.P	
100	CONSTRUCTION OF A MV/LV MIXED THREE PHASE LINE WITH 3x54.6 mm² ALMELEC AND 3x70mm²+1NP+2EP PREASSEMBLED ALUMINUM CABLES							
101	Studies and Pegging (Code 10000)	Km	1.120					
102	Excavation works (Code 10001)	m³	11.2840					
103	S & I U bolt (Code 60113)	U	24					
104	S & I Single 11m wooden poles, class D (Code 601014)	U	22					
105	S & I Twin 11m wooden poles, class D (Code 601015)	U	4					
106	S & I Rigid glass Insulator 30kV (Code 601001)	U	70					
107	S & I Chain of three Insulators (Code 601002)	U	24					
108	S & I Spindle (Ref 23 001 060 115)	U	26					
109	S & I Round spindle (Code 504026)	U	44					
110	S & I Wooden crossbar 240x10x10 cm (Code 107012)	U	39					
111	S & I Galvanized flat brace 760x30x6 cm (Code 601025)	U	78					
112	S & I Stringing 54.6 mm² Almelec cable	LM	3,528.0					
113	S & I Stringing 3x70 mm²+1NP+2EP preassembled cable	LM	1,344.0					
114	S & I Number plate + Numbering (Code 113013)	U	26					
115	S & I Warning plates DM (Code 601005)	U	26					
116	S & I LV suspension clamp (Code 603001)	U	29					
117	S & I LV tensioning clamp (Code 603004)	U	8					
118	S & I Type C earth plug (Code 603007)	U	6					
	Sub-Total 100							
200	CONSTRUCTION OF THREE PHASE LV LINE WITH 3x70 mm² +1NP+2EP PREASSEMBLED ALUMINUM CABLE							
201	Studies and Pegging (Code 10000)	Km	1.680					
202	Excavation works (Code 10001)	m³	16.0					
203	S & I LV suspension clamp (Code 603001)	U	33					
204	S & I LV tensioning clamp (Code 603004)	U	10					
205	S & I Single 9m wooden poles, class C (Code 603008)	U	33					
206	S & I Twin 9m wooden poles, class C (Code 603009)	U	1					
207	S & I Strut 9m wooden poles class C (Code 603010)	U	4					
208	S & I Set of six LV line taps (Code 3504035)	U	4					
209	S & I Number plate + Numbering (Code 113013)	U	38					
210	S & I Stringing 3x70 mm²+1NP+2EP preassembled cable	LM	1,764.0					
211	S & I End caps (Code 112027)	U	6					
212	S & I Type C earth plug (Code 603007)	U	7					
	Sub Total 200							
300	CONSTRUCTION OF A TRANSFORMATION SUBSTATION EQUIPPED WITH A H61-100KVA 30KV/B2 TRANSFORMER							
301	S & I 100 kVA/30kV/B2 three phase Transformer	U	1					
302	S & I Galvanized steel 11m poles 1000daN	U	3					
303	S & I Type 2BH earth plug (Ref 23 001 060412)	U	1					
304	S & I Chain of three insulators discharger (Ref 23 001 060 115)	U	3					
305	S & I 27kV Surge arrestor (Ref 23 001 060121)	U	3					
306	S & I Fuse cutout (Ref 22 001 050038)	U	3					

307	S & I Circuit breaker (DHP) 100kVA	U	1					
308	Construction of concrete foundation (Code 102001)	U	3					
309	S & I Earth plug for Aerial switch 36kV (Ref 23 001 060125)	U	2					
310	S & I Aerial switch 36kV (Ref 23 001 060126)	U	2					
311	S & Stringing 3x150 mm <sup>2</sup> +70 mm <sup>2</sup> underground cable for DHP - transformer junction	Lm	4					
312	Full equipment of all transformation substations	LS	1					
	<b>Sub-Total 300</b>							
<b>400</b>	<b>ENVIRONMENTAL IMPACT NOTICE</b>							
401	Production and validation of an environmental impact notice.	U	1					
	<b>Sub-Total 400</b>							
<b>500</b>	<b>SUNDRY EXPENSES</b>							
501	Connection to ENEC Network (Ref 22 001 050022)	U	1					
502	Clearing and pruning (Code 801002)	Km	2.6					
503	Transport and handling material (Code 2003)	T/Km	4					
504	Transport wooden poles (Code 2004)	T/Km	6					
505	Transport of workers (Code 2005)	Day	3					
506	Site Installation	LS	1					
507	Preparation and submission of work execution documents (06 copies)	LS	1					
	<b>Sub-Total 500</b>							
	<b>TOTAL WITHOUT TAXES</b>							
	<b>VAT (19.25%)</b>							
	<b>AIR (2.2%)</b>							
	<b>TOTAL WITH TAXES</b>							
	<b>NET PAYMENT</b>							

The present bill is fixed at the sum all taxes inclusive of .....

}

**Document N°. 8**  
**SUB-DETAIL OF PRICES**

## SUBDETAILS OF PRICES

Price N° .....  
 Designation of work.....  
 Unit .....  
 Quantity .....  
 Daily output .....  
 Duration of execution .....

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

**Document N°. 9**  
**MODEL CONTRACT**



CONTRACT N° \_\_\_\_\_ C/GOV/NWRTB/2019 OF .....2019

Awarded after OPENED NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_\_/\_\_\_\_/2019 BY EMERGENCY PROCEDURE FOR THE RURAL ELECTRIFICATION OF MENKA WELFARE ORGANIZATION (MEN.W.O) IN SANTA SUBDIVISION, MEZAM DIVISION (STEP 2).

Project Owner: THE REGIONAL DELAGATE OF WATER RESOURCES AND ENERGY FOR NORTH WEST  
Tel : 233 36 29 06

**HOLDER :**

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry N°. \_\_\_\_\_ at

Taxpayer's No. \_\_\_\_\_

**SUBJECT :** Execution of \_\_\_\_\_ works;

**PLACE :** \_\_\_\_\_

**EXECUTION DEADLINE :** \_\_\_\_\_ ( \_\_\_\_\_ ) months

**AMOUNT IN CFA F:**

IAT	
EVAT	
VAT (19.25%)	
AIR (Income tax) (2.2%)	
Net to be paid	

**FINANCING** : [indicate the source of financing]

**BUDGET HEAD** : [to be completed]

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

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

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

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

**Between:**

The Government of the Republic of Cameroon, represented by \_\_\_\_\_ hereinafter referred to the "Delegated Contracting Authority"

**On the one hand,**

**And**

\_\_\_\_\_(enterprise)  
P.O. Box \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Business Registry No. \_\_\_\_\_  
Taxpayer's No. \_\_\_\_\_

Represented by M \_\_\_\_\_, its General Manager, hereinafter referred to as the "Contractor"

**On the other hand,**

Agree on the following:

## **Summary**

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page \_\_\_\_\_ and last of Contract N° \_\_\_\_\_ C/GOV/NWRTB/2019 OF .....2019  
 Awarded after Opened National Invitation to Tender N° \_\_\_\_/ONIT/GOV/NWRTB/2019 of \_\_\_\_/\_\_\_\_/2019  
 by emergency procedure for the Rural Electrification of Menka Welfare Organization (MEN.W.O) in Santa  
 Subdivision, Mezam Division (Step 2).

With \_\_\_\_\_,

For the execution of \_\_\_\_\_ works

**EXECUTION DEADLINE** \_\_\_\_\_ (\_\_\_\_\_) months

**Amount of Contract in CFA F:**

IAT	
EVAT	
VAT (19.25)	
AIR (2.2 or 5.5 %)	
Net to be paid	

**Read and accepted by the Contractor**

(place of signature) \_\_\_\_\_ (date)

**Signature of Delegated Contracting Authority**

(place of signature) \_\_\_\_\_ (date)

**Registration**

**Document N°. 10**

**FORMS AND MODELS TO BE USED BY  
BIDDERS**

## **TABLE OF MODELS**

- Annex N° 1: Model of declaration to Tender
- Annex N° 2: Model Bid
- Annex N° 3: Model Bid Bond
- Annex N° 4: Model Final Bond
- Annex N° 5: Model Retention fund (Guarantee Retention)
- Annex N° 6: Schedule framework
- Annex N° 7: Model attestation of site visit
- Annex N° 8: Model site visit report
- Annex N° 9: Model table of reference
- Annex N° 10: Model table of equipment

## Annex N° 1: MODEL OF DECLARATION TO TENDER

### DECLARATION OF THE INTENTION TO TENDER

I the undersigned, .....(indicate the name and capacity of signatory),

Nationality .....

Representing the ..... company or enterprise or group with head office at .....

..... registered in the trade register of ..... Under the number .....

In my capacity as .....of .....PO box....., hereby acknowledge receipt of the file for Opened National Invitation to Tender N° ..... for the

And hereby declare my intention to tender for the said contract.

Done at .....

Signature of .....

In the capacity of .....

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

## Annex N° 2: MODEL BID

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/GOV/NWRTB/2019 of ..... by emergency procedure for the Electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).

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) CFAF exclusive of VAT and at ..... ( in figures and in words) CFAF 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 Delegated Delegated Contracting Authority shall pay the sums due for this Contract by crediting Account N°:..... 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  
.....



### Annex N° 3: MODEL BID BOND

Addressed to the Delegated Contracting Authority

Whereas the undertaking ..... Hereinafter referred to as the "bidder" has submitted his tender on ..... for the Electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2), hereinafter referred to as "the tender" and to which must be attached a bid bond equivalent to .....CFAF.

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 Delegated Contracting Authority of the maximum sum of ....., that the bank pledges to pay in full to the Delegated 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 Delegated 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 Delegated Contracting Authority an amount up to the maximum of the sum referred to above upon receipt of his first written demand, without the Delegated Contracting Authority having to substantiate his demand, provided that in its demand the Delegated 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 Delegated 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 Delegated Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

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

Signed and authenticated by the bank

at ....., on .....

(Bank's signature)

#### Annex N° 4: MODEL FINAL BOND

Bank: .....

Reference of the Bond N°: .....

Addressed to the Governor of the North-West Region "Delegated 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 the Electrification of Menka Welfare Organization (MEN.W.O) in Santa Subdivision, Mezam Division (Step 2).

Whereas it is stipulated in the Contract that the Contractor shall furnish the Delegated 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 Delegated 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 Delegated 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]

## Annex N° 5: MODEL OF PERFORMANCE BOND (GUARANTEE RETENTION)

Bank: .....

Reference of the Bond No: .....

Addressed to The Governor of the North-West Region

Hereinafter referred to as "The Delegated 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 the electrification of Menka Welfare  
Organization (MEN.W.O) Village in Santa Subdivision, Mezam Division(Step 2).

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  
Delegated 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 Delegated 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 Delegated 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 Delegated 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 released issued by the Delegated Contracting Authority.

Any request for payment formulated by the Delegated 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]

## **ANNEX N° 6: SCHEDULE FRAMEWORK**

### **Note on the presentation of schedules**

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions must be clearly brought out in the schedules.

The financial schedules resulting from the schedules of works must indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

**Annex N° 7: MODEL ATTESTATION OF SITE VISIT**

**LETTER HEAD HERE**

**TO WHOM IT MAY CONCERN**

**ATTESTATION OF SITE VISIT**

This is to testify that Mr

.....

Manager/Technical Director/Engineer of

.....

Has effectively visited the site for

.....

.....

..... in view to tender for the said project.

This attestation is issued to serve the purpose for which it is intended for.

the Entrepreneur

## Annex N° 8: MODEL SITE VISIT REPORT

### I) INTRODUCTION

TENDER N°.....

NAME OF THE ENTERPRISE: .....

DATE: .....

### II) COMMENTARY

1- Nature of the project site:

2- Accessibility to the project site:

3- Vegetation:

4- Topography of the site:

### III) AVAILABILITY OF SERVICES

### IV) AVAILABILITY OF MATERIALS

### V) DIFFICULTIES

### VI) CONCLUSION

Signature of the contractors' engineer

**Annex N° 9: MODEL TABLE OF REFERENCE**

**LIST OF ELECTRIFICATION PROJECTS EXECUTED BY THE COMPANY**

Nº	YEAR	NAME OF THE PROJECT	NAME OF THE PROJECT OWNER	CONTRACT AMOUNT	CONTRACT DURATION	DATE OF ACCEPTANCE

DONE ON .....AT .....

Mr.....

SIGNATURE .....

**Annex N° 10: MODEL TABLE OF EQUIPMENT**

**LIST OF EQUIPMENT AND MATERIALS AVAILABLE FOR THE  
(project name).....**

Nº	DESIGNATION OF THE EQUIPMENT	DESCRIPTION, MARK	AGE AND STATE	NUMBER AVAILABLE	OWNER OR NOT

DONE ON .....AT .....

Mr.....

SIGNATURE .....



**ANNEX No. 6: Framework of schedules**

<b>DESIGNATION :</b>					
<b>No</b>	<b>Daily out put</b>		<b>Total quantity</b>	<b>Unit</b>	<b>Duration of activity</b>
		<b>No</b>			
<b>WORKMAN SHIP</b>	<b>Category</b>		<b>Daily wage</b>	<b>Days break up</b>	<b>Amount</b>
<b>TOTAL A</b>					
<b>EQUIPMENT/MACHINES</b>	<b>Type</b>	<b>No</b>	<b>Daily rate</b>	<b>Days break up</b>	<b>Amount</b>
<b>TOTAL B</b>					
<b>MATERIAL AND MISCELLANEOUS</b>	<b>Type</b>	<b>Unit</b>	<b>Unit cost</b>	<b>Quantity</b>	<b>Amount</b>
<b>TOTAL C</b>					
<b>D</b>	<b>DIRECT TOTAL COST</b>			<b>A+B+C</b>	
<b>E</b>	<b>GENERAL SITE EXPENSES</b>			<b>Dx%</b>	
<b>F</b>	<b>GENERAL OFFICE EXPENSES</b>			<b>Dx%</b>	
<b>G</b>	<b>NET COST</b>			<b>D+E+F</b>	
<b>H</b>	<b>RISK + BENEFITS</b>			<b>Gx%</b>	
<b>P</b>	<b>TOTAL COST (HT)</b>			<b>G+H</b>	
<b>V</b>	<b>UNIT COST (HT)</b>			<b>P/Q'TY</b>	

**Document N°. 11**  
**PRELIMINARY STUDIES**

## **Note on preliminary studies**

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

### **Annex N°. 7: Justification of preliminary studies**

1. Attach the preliminary studies.
2. Indicate
  - 2.1. The date studies were carried out;
  - 2.2. The name of the Public or private Project Manager
  - 2.3. References of the Contract, if Private Manager carried it out;
  - 2.4. If maintenance works
    - 2.4.1 Description of the studies;
    - 2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
- 2.5 Rehabilitation or new works
  - 2.5.1 Are quantities in the quotations the same as those of the studies?
  - 2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
  - 2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

- *The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.*

# Document N°.12

## LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS

### i. List of credit establishments approved and authorized to issue bonds

N°	List of credit establishments	Acronym
01	Afriland First Bank (FIRST BANK) B.P. 11 834, Yaoundé	FIRST BANK
02	Banque Atlantique Cameroun (BACM) B.P. 2 933, Douala	BACM
03	Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME) B.P. 12 962, Yaoundé	BC-PME
04	Banque Gabonaise pour le Financement International (BGFIBANK) B.P. 600, Douala	BGFIBANK
05	Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala	BICEC
06	Bank Of Africa Cameroun (BOA Cameroun) B.P. 4 593, Douala	BOA Cameroun
07	Citibank Cameroun (CITIGROUP) B.P. 4 571, Douala	CITIGROUP
08	Commercial Bank-Cameroun (CBC) B.P. 4 004, Douala	CBC
09	Ecobank Cameroun (ECOBANK) B.P. 582, Douala	ECOBANK
10	National Financial Credit-Bank (NFC-Bank) B.P. 6 578, Yaoundé	NFC-Bank
11	Société Commerciale de Banques-Cameroun (SCB-Cameroun) B.P. 300, Douala	SCB-Cameroun
12	Société Générale Cameroun (SGC) B.P. 4 042, Douala	SGC
13	Standard Chatered Bank Cameroon (SCBC) B.P. 1 784, Douala	SCBC
14	Union Bank of Cameroon (UBC) B.P. 15 569, Douala	UBC
15	United Bank for Africa (UBA) B.P. 2 088, Douala	UBA

### II- List of insurance companies approved and authorized to issue bonds

N°

01	Activa Assurances, B.P. 12 970, Douala
02	Area Assurances S.A, B.P. 1 531, Douala
03	Atlantique Assurances S.A, B.P. 2 933, Douala
04	Beneficial General Insurance S.A, B.P. 2 328, Douala
05	Chanas Assurances S.A, B.P. 109, Douala
06	CPA S.A, B.P. 54, Douala
07	Nsia Assurances S.A, B.P. 2 759, Douala
08	Pro Assur S.A, B.P. 5 963, Douala
09	SAAR S.A, B.P. 1 011, Douala
10	Saham Assurances S.A, B.P. 11 315, Douala
11	Zenithe Insurance S.A, B.P. 1 540, Douala

### EVALUATION GRID

**OPENED National Invitation to Tender № \_\_\_\_/ONIT/GOV/NWRTB/2019 OF \_\_\_\_/\_\_\_\_/2019**  
By emergency procedure for the Rural Electrification of Menka Welfare Organization (MEN.W.O) in Santa  
Subdivision, Mezam Division (Step 2).

#### ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File of <b>ninety six (96,000) CFA Frs</b> issued by Public treasury
A.6	A bid bond of <b>1,161,000 (one million one hundred and sixty one thousand) CFAF</b> issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.
A.9	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of location of the Company signed by the Chief of Taxation
A.12	Power of attorney if necessary
A.13	Special Technical Clauses initialed in all the pages and signed at the last page
A.14	Special Administrative Clauses completed and initialed in all the pages and signed at the last page

**The absence of the one of these documents will result to the elimination of the offer**

The second Internal Envelope shall be labeled <<ENVELOPE B: TECHNICAL DOCUMENT>> and shall contain the following:

<b>General presentation of bids</b>	
- Presence of all documents .....	yes/no
- Properly bound.....	yes/no
- Table of content .....	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
<b>TOTAL 1</b>	<b>/6</b>
<b>a. The company references</b>	
References of the company in electrification works or similar works for the past five years:	

- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority equal or above 58 million involving installation of a step down transformer (1 <sup>st</sup> page, bill of quantity and last page) and minutes of final reception for works realized before 2017 and provisional reception for works realized in 2018.	yes/no
- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority below 58million and more than 30 million involving the at least 1km of medium voltage transportation (1 <sup>st</sup> page, bill of quantity and last page) and minutes of final reception for works realized before 2017 and provisional reception for works realized in 2018.	yes/no
- 01 certified copy of similar contract with bill of quantities and cost estimates visa and legalized by a competent administrative authority equal or below 30million and above 05million involving at least 500m of low voltage transportation line (1 <sup>st</sup> page, bill of quantity and last page) and minutes of final reception for works realized before 2017 and provisional reception for works realized in 2018.	yes/no
<b>TOTAL 2</b>	<b>/3</b>
<b>b. Equipment</b>	
- Proof of ownership or hired of a yarp truck .....	yes/no
- Proof of ownership or hired of a 4x4 pick-up vehicle in good operating condition	yes/no
- Proof of ownership or hired of an electric drill	yes/no
- Proof of ownership of engine saw .....	Yes/no
- Proof of ownership of GPS device .....	yes/no
- Proof of ownership of an electrical tool kid comprising: climbers, spades, dig axes, drill, service cord, set of screws drivers, pegging markers, fork, signalling cones, pliers.	yes/no
<b>TOTAL 3</b>	<b>/6</b>
<b>c. Qualification of site personnel</b>	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments .....	yes/no
<b>Works Director: Electrical or Rural Engineer with at least 05 yrs experience</b>	
- Diploma of work Director certified.....	yes/no
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director at least five years.....	yes/no
- Attestation of availability dully signed by the bearer .....	yes/no
- Attestation of presentation of originals .....	yes/no
<b>Site foreman: Senior Electrical Engineering technician with at least 03 yrs experience</b>	
- Certified copy of certificate of Foreman.....	yes/no
- CV signed and dated by site foreman.....	yes/no
- Professional experience of site foreman at least five years .....	yes/no
- Attestation of availability .....	yes/no
- attestation of presentation of originals	yes/no
<b>Chief technician; at least BAC in electricity and at least 03 yrs of experience</b>	
- Certified copy of diploma .....	yes/no

- CV signed and dated .....	yes/no
- Attestation of availability .....	yes/no
- Attestation of presentation of originals .....	yes/no
- Professional experience of chief technician at least three years .....	yes/no
<b>TOTAL 4</b>	<b>/17</b>
<b>d The methodology of intervention and execution of work</b>	
- Site Visit report signed and dated by the bidder .....	yes/no
- Detailed technical note on the organization and execution of works.....	yes/no
- Coherence of synchronized Planning of execution of works.....	yes/no
- Coherence of individual protection plan (IPP) within the project site.....	yes/no
- Coherence of the General Security and Safety Plan (GSSP) within the project site.....	yes/no
- Description of the socio - environment measures for the site protection.....	yes/no
- Attestation of site visit signed by the traditional ruler of Menka village or signed on honour by the bidder .....	yes/no
- Coherence in the planning of execution.....	yes/no
- Plan of supply of materials.....	yes/no
- Detailed manpower deployment plan.....	yes/no
-Technical note drawn from site observations and recommendations.....	yes/no
- CCTP dully initialed on each page, signed and dated on the last page .....	yes/no
<b>TOTAL 5</b>	<b>/12</b>
<b>e- Pre-financing</b>	
Attestation of credibility shall be at least 85% of the bid price.....	yes/no
<b>TOTAL</b>	<b>/1</b>
<b>TOTAL = TOTAL1 + TOTAL2+ TOTAL3+ TOTAL4+ TOTAL5 + TOTAL6</b>	<b>/44</b>

#### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 33/44(75%) of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 33/44(75%) of the essential criteria.

#### A. Eliminatory criteria

- 1- Absence of bid bond;

- 2- Deadline for delivery higher than prescribed;
- 3- False declaration or falsified documents;
- 4- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- 5- Incomplete financial file.
- 6- Non respect of 33/44(75%) of essential criteria
- 7- Change of quantity or unit
- 8- Suspended by ARMP in 2019.

**B. Essential criteria**

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation and report of site visit;
- 9- Special Technical Clauses initialed in all the pages;
- 10- Special Administrative Clauses completed and initialed in all the pages.

**11. Main qualification criteria**

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum from at least **33/44(75%)** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **33/44(75%)** of the essential criteria.



## PLANS