

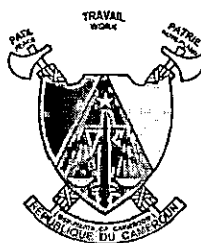
République du Cameroun  
Paix – Travail – Patrie

Ministère De La Décentralisation  
Et Développement Locale

Région du Nord-Ouest

Département MOMO

Commune Widikum Boffe



Republic of Cameroon  
Peace – Work – Fatherland

Ministry Of Decentralization And  
Local Development

North West Region

MOMO Division

Widikum Boffe Council

## WIDIKUM BOFFE COUNCIL INTERNAL TENDERS BOARD

\*\*\*\*\*

### REQUEST FOR QUOTATION

\*\*\*\*\*

#### CONSULTATION FILE

*REQUEST FOR QUOTATION N° 002/RQ/WBCITB/2020 OF 24/01/2020  
FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION,  
MOMO DIVISION, NORTH WEST REGION.*

PROJECT OWNER: **THE MAYOR OF WIDIKUM BOFFE COUNCIL**

FUNDING: **PUBLIC INVESTMENT BUDGET (PIB) - 2020**

BUBGET HEAD:

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	THE REHABILITATION OF DICHE 1 PALACE	7 000 000	140 000	10 000

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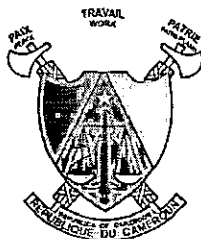
**République du Cameroun**  
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**North West Region**  
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**MOMO Division**  
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**Widikum Boffe Council**

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## CONSULTATION NOTICE

**Subject: CONSULTATION N° 002/RQ/WBC/ITB/2020 OF 24/01/2020**

**FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION,  
MOMO DIVISION, NORTH WEST REGION.**

Within the framework of 2020 Investment Budget, the LORD MAYOR OF WIDIKUM BOFFE COUNCIL, Contracting Authority in the name of the REPUBLIC OF CAMEROON, hereby launches, a Request for Quotation for the REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO Division of the North West Region.

**1. Participation:**

Participation to this consultation is open to Small and Medium Size Enterprises that are in compliance with the fiscal laws.

**2. Description of services:**

The services of this request for quotation include the

- Supply of wooden doors/Metallic doors
- Concreting
- Roof repairs
- Plastering
- Painting, etc.

**3. Project owner THE MAYOR OF WIDIKUM BOFFE COUNCIL**

**4. Lots**

The supply is in a single lot as indicated below .

**5. Estimated cost**

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :	
Single	REHABILITATION OF DICHE 1 PALACE	7 000 000	140 000	10 000	

## **6. Funding**

This project shall be financed by the 2020 Public Investment Budget of the Ministry of Arts and Culture with budget heads as indicated on the table above.

## **7. Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of one hundred and forty thousand FCFA ( 140, 000FCFA) and valid for thirty (30) days beyond the date of validity of bids.

## **8. Consultation of the Tender file:**

The Tender file could be consulted in the SECRETARIATE OF THE WIDIKUM BOFFE COUNCIL , Service of Award on publication of this invitation.

## **9. Acquisition of consultation file:**

The file may be consulted and obtained at the WIDIKUM BOFFE COUNCIL SECRETARIATE in WIDIKUM, Service of Public Contracts Telephone N° 679337645 with effect from the date of signature of this Tender Notice upon presentation of a receipt attesting to the payment of a non-refundable fee of 10 000 CFA francs (ten thousand Francs CFA) payable at a Council Treasury, representing the cost of purchasing the tender file.

## **10. Presentation of consultation file:**

The tender file in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the financial/technical offer (Volume 2).

The two volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

## **11. Submission of Files:**

Complete bidders' files, including all administrative documents, must be deposited in 07 copies including the original file and 06 copies on the 28/02/2020 at 10:00 AM local time in sealed envelopes, in the secretariat of Widikum Boffe Council , Service of Award bearing on:

**« CONSULTATION N° 002./RQ/WBCITB/2020 OF 24/01/2020**

**FOR THE REHABILITATION OF DICHE 1 PALACE WIDIKUM, WIDIKUM SUB  
DIVISION, MOMO DIVISION, NORTH WEST REGION.**

”

**To be opened only during the Tenders Board Opening session ».**

## **12. Opening of bids:**

Bids will be opened on the 28/02/2020 at 11:00 AM in the conference hall of the Widikum Boffe Council , by the Internal Tender's Board, in the presence of the bidders or their mandated representatives with full knowledge of the files if they so desire.

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

## **13. Deadline of execution:**

The dead line of execution is sixty (60) days from the date of notification for this Jobbing Order to begin.

#### 14. Evaluation criteria

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

##### A. Eliminatory criteria

1. - Absence of a document in the administrative file;
2. - Deadline for delivery higher than prescribed;
3. - False declaration or falsified documents;
4. - Absence or insufficient bid bond;
5. - Omission of a unit price in the financial bid;
6. - score less than 11/14 of essential criteria,

##### B. Essential criteria

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Methodology of execution;
- 5- Personnel
- 6- Draft jobbing order duly filled initialed in all pages signed and dated on the last page.
- 7- Site visit

#### 15. Award

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum of 11/14 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( **total without taxes**), in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 11/14 of the essential criteria.

#### 16. Period of validity of the bids:

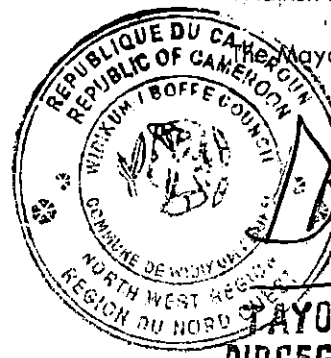
The bidder is bound by his bid for a period of sixty (60) days with effect from the deadline fixed for the submission of the bids.

#### 17. Complementary Information:

Complementary information which could be technical in nature can be obtained from the Widikum Boffe Council service of award Tel. 679337645

##### **Circular copies**

- MINMAP;
- ARMP/PCJ;
- President NCITB;
- Notice Board;
- Chrono.



Widikun the **23 JAN 2020**

The Mayor Widikum Boffe Council

**MAYOR**  
**TAYO DENIS AGHEN**  
**DIPCEG.M.ED(Admin.)NSUKKA**

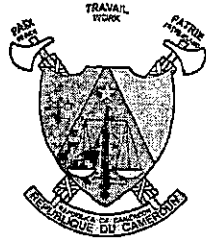
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## AVIS DE CONSULTATION POUR UNE DEMANDE DE COTATION

**Objet : CONSULTATION N° 002/ DC/WBC/ITB/2020 DU 24/01/2020 POUR REHABILITATION DE PALIAS DE DICHE 1 A WIDIKUM, DEPARTEMENT DE MOMO, REGION DU NORD-OUEST**

Dans le cadre de l'exercice budgétaire 2020, le MAIRE DE WIDIKUM, Autorité Contractante Délégué lance pour le compte de Maître d'Ouvrage Délégué, une Demande de Cotation pour REHABILITATION DE PALIAS DE DICHE 1, Département de Momo, Région du Nord-Ouest

### 1. Participation :

La participation à cette consultation est ouverte aux P.M.E. de droit camerounais.

### 2. Description des prestations :

Les prestations du présent marché comprennent,

- Menuiserie
- Concreting
- Reparation du toit
- Plastering
- Peinture, etc.

### 3. Maîtres d'Ouvrage : Le Maire de la Commune de WIDIKUM BOFFE

### 4. Allotissement

La fourniture et a un seul lot ci-après définis :

### 5. Coût prévisionnel

### 6. Le coût prévisionnel de l'opération sont présenté dans le tableau suivant

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Montant d'achat du DAO :
Unique	REHABILITATION DE PALIAS DE DICHE 1	7,000,000	140,000FCFA	10,000

### 6. Financement :

Les prestations, objet de la présente consultation sont financées par le Budget d'Investissement Publics du Cameroun de l'exercice 2020

REQUEST FOR QUOTATION FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM BOFFE COUNCIL, 2020.

## **7. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de première ordre agréée par le Ministère chargé des finances et dont la liste figure dans ce DAO, d'un montant de **CENT QUARANTE mille (140 000 FCFA)** et valable pendant soixante (60) jours au-delà de la date originale de validité des offres.

## **8. Consultation du Dossier :**

Le dossier de consultation peut être consulté aux heures ouvrables à la SECRETARIE DE CUMUNE DE WIDIKUM BOFFE, Service d'attribution, Tél. **679337645** dès publication du présent avis.

## **9. Acquisition du Dossier de consultation**

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à SECRETARIE DE LA COMMUNE DE WIDIKUM BOFFE, Service de Passation des Marchés Publics Tél. : **679337645** dès publication du présent avis contre présentation d'une quittance de versement de la somme non remboursable de **F CFA 10 000 (Dix mille Francs CFA)** à la Trésorerie publique.

## **10- Présentation des Offres**

Les documents constituant chaque offre sont repartis en deux(02) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre financière/technique (volume 2).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre de la Demande de Cotation et séparées par des intercalaires de même couleur.

## **11. Remise des offres :**

Chaque offre, rédigée en français ou en anglais en **sept (7)** exemplaires dont un **(1)** original et six **(6)** copies marqués comme tels, devra parvenir contre récépissé à la secretariate de la commune de Widikum Boffe, Service d'attribution, Tél. **679337645**, au plus tard le **28/02/2020 à 10 heures**, heure locale et devra porter la mention suivante :

**<< CONSULTATION N° 002/ DC/WBC/ITB/2020 DU 24/01/2020 POUR REHABILITATION DE  
PALIAS DE DICHE 1, DEPARTEMENT DE MOMO, REGION DU NORD-OUEST >>**

## **12. Recevabilité :**

Les offres seront remises à l'adresse sus indiquée et dépouillées le **28/02/2020 à 11 h** dans la salle de conférence de la commune de Widikum Boffe, par la Commission interne de Passation des Marchés, en présence des soumissionnaires qui le désirent.

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC), et accompagnées du modèle de soumission signé.

## **13. Délai d'exécution :**

Le délai d'exécution est fixé à **soixante (60) jours** à compter de la date de notification de l'ordre de service de commencer l'exécution de la présente lettre commande.

## **14. Principaux critères d'évaluation :**

Les offres seront évaluées selon les principaux critères suivants :

### **A. Critères éliminatoires:**

*Il s'agit notamment:*

- 1- Absence d'une pièce administrative ;
- 2- Délai d'exécution supérieur à celui prescrit;
- 3- Fausses déclarations ou pièces falsifiées;

- 4- Absence ou insuffisance de la caution provisoire de soumission;
- 5- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 6- Le non-respect de 11/14 des critères essentiels ;

#### **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- Méthodologie de exécution de travaux ;
- 5- Personnel
- 6- lettre command initiée dans toutes les pages signées et date dans la dernière page
- 7- visite de chantier

#### **15. Attribution**

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 11/14 de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, (montante toutes taxes) conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 11/14 des critères essentiels.

#### **16. Durée de validité des offres :**

Les soumissionnaires restent engagés par leur offre pendant une période de soixante (60) jours, à compter de la date limite fixée pour la réception des offres.

#### **17. Renseignements complémentaires :**

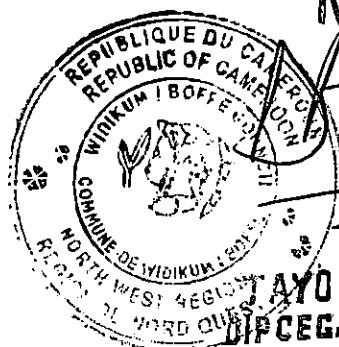
Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du maire de Widikum Boffe, , Service de Passation des Marchés Publics Tél. : 679337645

Fait à Widikum, le 23 JAN. 2020

Le maire de Widikum Boffe,

#### **Ampliations :**

- MINMAP;
- ARMP/JDM;
- Président CIPM;
- Affichage;
- Chrono / Archive



**MAYOR**

*[Handwritten signature]*

**JAYO DENIS AGHEN**  
**DIPCEG.M.ED(Admin.)NSUKKA**



**DOCUMENT N° I**  
**LETTER OF INVITATION TO BE SUBMITTED**

**Subject: REQUEST FOR QUOTATION N° 001/RQ/WBC/ITB/2020 OF 24/01/2020 FOR THE  
REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO  
DIVISION, NORTH WEST REGION.**

Dear Sir,

Within the framework of 2020 Investment Budget, the MAYOR WIDIKUM BOFFE COUNCIL, Delegated Contracting Authority in his capacity as the project owners, hereby launches, a Request for Quotation for the Rehabilitation Of Diche 1 Palace, in MOMO Division of the North West Region.

For this reason, you will find attached, the descriptive and the quantitative estimates of the works to be carried out which I am requesting you to cost them and return to me on the 28/02/2020 at 10 AM in sealed envelopes addressed to the Contracting Authority bearing on :

**“REQUEST FOR QUOTATION N° 001/RQ/WBC/ITB/2020 OF 24/01/2020  
FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO  
DIVISION, NORTH WEST REGION.**

The bids will be submitted on the 28/02/2020 at 10 AM at the WIDIKUM BOFFE COUNCIL SECRETARIATE, Service of Award and opened the same day at 11 AM in the conference hall of the WIDIKUM BOFFE COUNCIL.

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

This supply shall be carried out within deadline of 60 (Sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heartfelt greetings.

## DOCUMENT No. II

### RULES OF THE CONSULTATION

#### 2.1 - CONSULTATION FILE

##### ARTICLE 1 : Contents of the consultation file

1.1 The consultation file shall describe the supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.

1.2 The consultation file shall comprise the following documents:

- 1.1 the letter of invitation to tender,
- 1.2 technical specifications,
- 1.3 the bill of entry and quantities,
- 1.4 the model tender,
- 1.5 the draft jobbing order,
- 1.6 the model bid comparison table.

1.3 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

#### 2.2- BID PREPARATION

##### ARTICLE 2: Language

The bid as well as any correspondence comprising the bid shall be written in English or French.

##### ARTICLE 3: Documents comprising the bid

The bid presented by the contractor shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) Materials as specified,
- (d) Technical organization of the repairs;
- (e) Logistics;
- (f) Attestation and report of site visit;
- (g) The descriptive and quantitative estimate duly filled, signed and dated ;
- (h) The draft Jobbing Order duly completed, initialed and signed ;
- (i) A complete administrative file comprising of the following :
  1. A valid Certificate of imposition;
  2. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months.
  3. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old ;
  4. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC regulations;
  5. A receipt showing the payment representing the cost of the tender file issued by a public treasury ;
  6. A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC regulations
  7. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months) ;
  8. Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes

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 ;
10. A Certified Copy of the Business Registration, not more than three months old.
11. An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP);

The absence or the nonconformity any of these documents will result to the elimination of the offer

#### **ARTICLE 4 : BID**

- 4.1 The contractor shall specify in the bid the place of works and nature of prices
  - a. Exclusive of VAT
  - and
  - b. All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the works in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

4.3 The contractor shall fill and sign the draft jobbing order.

#### **ARTICLE 5 : Bid currencies**

Prices shall be written in CFA francs.

#### **ARTICLE 6 : Bid validity period**

Bids shall be valid for the period of 60 days.

#### **2.2 - SUBMISSION OF BIDS**

The bids will be submitted on the **28/02/2020 à 10 AM** at the WIDIKUM BOFFE COUNCIL SECRETARIATE, Service of Award and opened the same day at 11 AM in the conference hall of the WIDIKUM BOFFE COUNCIL

#### **ARTICLE 7: Stamping and marking of bids**

contractor shall enclose the original and copies of their bids in an envelope Addressed to the MAYOR WIDIKUM BOFFE COUNCIL at the address indicated in the letter of invitation to tender and bearing the

***REQUEST FOR QUOTATION N° 002/RQ/WBC/TTB/2020 OF 24/01/2020***

***FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION,  
MOMO DIVISION, NORTH WEST REGION.***

#### **ARTICLE 8 : Latest time and date of submission of bids**

Bids shall be received at the address not later than time and date indicated in the letter of invitation to tender.

#### **2.4 - OPENING AND EVALUATION OF BIDS**

#### **ARTICLE 9 : Opening of bids by the Tenders Board**

***REQUEST FOR QUOTATION FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM BOFFE COUNCIL, 2020.***

9.1 The WIDIKUM BOFFE COUNCIL INTERNAL TENDER'S BOARD shall open the bids in the presence of representatives of contractors wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within the hour following that for the submission of bids.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

#### **ARTICLE 10: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications,
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

## **2.5 - AWARD OF THE JOBBING ORDER**

#### **ARTICLE 11 : Award of the jobbing order**

The Tenders Board shall propose the award of the jobbing order to the contractor whose bid it would have deemed compliant with the provisions of the Consultation File, and is the **lowest excluding taxes**.

#### **ARTICLE 12 : Announcement of award of the jobbing order**

The LORD MAYOR OF WIDIKUM BOFFE COUNCIL shall decide on the award and publish the result of the jobbing order in the

Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the jobbing order and of each lot (if the consultation had led to apportionment),
- d) The delivery deadline.

#### **ARTICLE 13 : Signing of the jobbing order**

Within 2 (two) weeks following the award, the jobbing order shall be signed by the Contracting Authority and notified to the contractor who shall be responsible for its registration according to the procedure in force.

#### **ARTICLE 14 : Corruption and fraudulent practices**

The Chairpersons and Member of Tenders Boards as well as Contractor should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

## DOCUMENT No. III MODEL APPENDICES

### 3.1 BID LETTER

Date .....

#### **REQUEST FOR QUOTATION N° 002/RQ/WBC/ITB/2020 OF 24/01/2020**

To : The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supply .....

..... in accordance with the request for Consultation and for the sum of .....

CFAF (in words) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (in figures), exclusive of Value Added Tax and all Taxes Inclusive.

If our bid is approved, we undertake to do the works in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a jobbing order, this bid completed by your written acceptance and the notification of award of the jobbing order, shall serve as a jobbing order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.

### 3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
	<b>LOT 100: CARPENTRY/JOINERY WORKS</b>				
100	Demolition of damaged roof	ff	1.00		
101	Rafters with hard wood complete 2*6*4	m3	4.00		
102	Purlines with hard wood complete 2*3*4	m3	2.50		
105	Fascia boards with tole bac 5/10e	ml	52.00		
105	Ridge cap 30cm wide complete	ml	22.00		
106	Roofing sheets with 3m aluminium sheets	m2	186.40		
107	Roof gutter	ml	52.00		
108	Pipes for drainage of rain water + caps	ml	48.00		
	<b>SUB TOTAL</b>				
	<b>LOT 200: BUILDING WORKS</b>				
201	Demolition of damaged walls and rebuilding with sundry bricks	m2	170.00		
202	Support for the foundation at back with 20x20x40 filled blocks	m2	16.50		
203	Implanting of pillars from foundation and chaining of external walls	m3	4.40		
204	Reinforcing the foundation and concreting of some lintels	ff	1.00		
	<b>SUB TOTAL</b>				
	<b>LOT 300: WOOD WORK / OTHERS</b>				
301	Wooden door frames of 130x200	u	1.00		
302	Wooden door frames of 90x200	u	6.00		
303	Wooden window frames of 130x120	u	7.00		
304	Wooden window frames of 180x120	u	3.00		
305	Site installation	ff	1.00		
	<b>SUB TOTAL</b>				
	<b>TOTAL (without tax)</b>				
	<b>VAT = 19.25%</b>				
	<b>AIR = 5.5% or 2.2%</b>				
	<b>Total Taxes = VAT + AIR</b>				
	<b>Amount ATI = HT + VAT</b>				
	<b>Net = HT - AIR</b>				
<b>Closed the present bill at (TTC):</b>					

### 3.3 - TECHNICAL DESCRIPTION OF WORKS

#### WORKS TO BE EXECUTED

##### Site preparation

This involves:

- Clearing the surface of grass and other vegetable matter as well as roofs of all, felled and fallen trees, plants etc. that come within the area of the proposed building/s;
- Removal of the topsoil at the site and stockpiled (in a suitable place) the removed topsoil for later reuse in the garden surrounding the proposed building;
- Ensuring that the area for the proposed building is properly drained of surface water so as to prevent the collection of water within or very near the proposed building area during and after construction is completed.

##### Locating of services on site

The contractor shall locate on site – the following?

- Area for storage of cement, aggregate, sand, timber, steel, bricks, stones;
- Concrete mixer and concrete mixing platform;
- Lock-up store for equipment and tools with necessary racks, bins etc;
- Steel bending bench;
- Temporary toilet/s for workers (if no off site toilet is available);
- A place where a First Aid kit can be accessible to all workers on site;
- A site office with racks for documents and basic furniture;

##### Mass Concrete

The ground floors and outdoor pavements of this building will be of mass concrete of dosage 300kg/m<sup>3</sup> and following the rules and regulations of pavements and done independently and with finishes as required by design.

##### Reinforced concrete

Reinforced concrete is concrete in which reinforcement bars ("rebars"), reinforcement grids, plates or fibers have been incorporated to strengthen the concrete in tension. Concrete is strong in compression, but weak in tension, thus adding reinforcement increases the strength in tension. In addition, the failure strain of concrete in tension is so low that the reinforcement has to hold the cracked sections together. For a strong, ductile and durable construction the reinforcement shall have the following properties:

- High strength
- High tensile strain
- Good bond to the concrete,
- Thermal compatibility
- Durability in the concrete environment

In most cases reinforced concrete uses steel rebars that have been inserted to add strength.

The skeleton (framework) of this building constitutes 380kg/m<sup>3</sup> R.C for beams and pillars, which must be cast in-situ designed according to the rules of CP 110 and batching done according to trial batches or Dreux method, by weight and or volume, closely supervised by the supervisor in charge. Mixing, transportation, placing and vibration of all concrete works shall be done manually and or mechanically. A percentage loss due to waste, mixing and settlement has been envisaged in the quantities which is 32%.

Load evaluation has been limited to dead, live and service loads of the building external horizontal and vertical charges due to wind; rain etc have not been considered which is due to the negligible atmospheric conditions of the area.



The floors have a thick mass concrete of 300kg/m<sup>3</sup> mix APC and will be laid on 8cm layer of hardcore spread on the bearing surface area.

The aggregates will be of class 15/25 and free from organic impurities and any substance that may adversely affect the strength and workability of the concrete. Cast concrete shall be cured as required to achieve its maximum strength.

#### **Reception for Reinforcements**

Before concrete is cast, the Contractor must inform the supervisor that work has been completed in the assembling of reinforcements so that they can be approved. The Project engineer shall indicate the term "Good for concreting" on the building site log, after reception, thereby authorizing the Contractor to proceed.

#### **Formwork**

All foundation concrete structures shall be made inside ordinary concrete forms, unless otherwise specified by the supervisor and should meet the following requirements:

- a) If the concrete box is made with timber that has simply been assembled, the boards must be of the same level and properly joined.
- b) If the ordinary form is made with fiberboard or plywood, the sides must be properly joined and be of the same level. The tolerated space between joints should be same as those between sawn timbers.
- c) Formwork for Reservations or recesses: Recesses intended for masonry fittings or other uses should be made using appropriate forms. Such forms should be put together in such a way that its parts can be removed with ease.

#### **Pre-casting Preparations**

- a) Cleanness

The form must be free from hydrocarbon products such as grease, etc or by rust. The stains must be thoroughly cleaned up, if need be.

- b) Cleaning

Before concreting, the concrete boxes must be carefully cleaned to remove all dust and debris. Compressed air should be used to finish the cleaning.

- c) Watering

Timber forms must be sufficiently watered before concreting. It should be watered several times to make the wood as wet as possible, causing it to swell and close the joint gaps.

The wet surfaces must not, however, be dripping with water. Excess water shall be blown out using compressed air.

- d) Coating with oil

The following shall be oiled before concreting:

- Worked moulds of plywood or fiberboard and all moulds for fine dressing
- Excess oil in the moulds must be drained before concreting. The oils used should be special stripping oils
- The oil used must not touch the reinforcement rods.

#### **Maintenance**

If the moulds are to be used more than once they should be properly cleaned, and if necessary, repaired before being used again.

#### **Safety of Workers and Others**

Nails, bolts or projections should immediately be removed from used forms if they are to be used again. Otherwise, the forms should be burnt immediately or stored at a distance from the building site, in a place that is not accessible to the public.

## CONSTITUENT MATERIALS OF CONCRETE

### • Crushed Aggregate

All crushed aggregate on the building site should be stored in the compartments intended for this purpose. The only aggregate authorized on the building site is the following:

Crushed 0/5 gravel (river sand)

Crushed 5/15 fine gravel

Crushed 15/25 coarse gravel

Natural or crushed sand 0/5 (the quantity retained on a 5 mm sieve must be less than 10 %).

Crushed aggregate to the site shall be subject to prior approval of the supervisor. The latter must approve the origin of the aggregate. The aggregate should come from rivers, quarries or crushed stable rocks, free of foreign bodies, organic material, dust, mud and clay, whether it sticks to grit or not.

With respect to particle distribution, the following shall apply:

### • Sand (Fine Aggregate)

Sand shall have the characteristics specified in the tables of approved tests. Sand must be fine, clean, hard, and sharp and must not stick to the hand. It must be free of any soil or limestone, wastes, debris and wood.

It should, if need be, be sieved and washed. The sand must come from approved quarries or from rivers. It must not contain more than 5% weight of grit passing through a sieve with 900 meshes per cm<sup>2</sup> and must not contain particles, whose biggest dimensions exceed the following limits:

- For mortar 0/2 mm
- For reinforced concrete 0/5 mm
- For non-reinforced concrete 10/5 mm

**Cleanliness:** The sand must have sand equivalent (SE) higher than 75.

### • Cement

Cement shall be true Portland of standard brand and manufacture, i.e. CPA 45 or CPJ 35 type or equivalent.

The cement used should be artificial Portland cement 215.325 P.15.302 Standard. It should be supplied to the building site in six ply paper bags. Any humid cement shall be rejected and immediately removed from the building site.

The Contractor must inform the supervisor that he has received his supplies.

Random samples could be taken from each lot and tested in an approved laboratory using the AFNOR P.15.301 Standard, at the contractor's expense.

The lots that do not meet the standards must be removed from the stock and taken away from the building site.

The bags must be in good shape, at the time they reach the site, and should be stored in a covered and completely dry place, and on a raised plank surface that is at least 10 cm above the ground.

### • Reinforcements

All reinforcements or meshes must comply with BAEL 91 specifications. Iron rods must have French AFNOR 35.001 standard characteristics or similar. All reinforcements used in the construction project must be of the Fe E240 grade for smooth bars and the Fe E400 grade for high bond rods. The rods must be cut with shears.

The rod should be bent cold, either manually or mechanically. Hot bending may be allowed for high adhesive rods of a diameter equal to or larger than 32 mm, on condition that a control apparatus is used to avoid overheating, and on the approval of the Project Manager's representative.

The diameter of the tube benders used for bending must comply with BAEL 91 rules and approval records. Anchor tabs shall be normal 45-degree elbows at right angle or double knee anchoring. The

metal used shall be clean and free from calamine. Bars with defects such as blisters, cracks or hairlines that can affect tensile strength shall be rejected.

Concrete reinforcements shall be assembled to the exact dimensions indicated in the drawings provided by the consulting firm or the Contractor.

Reinforcements must be assembled in the workshop at the building site. They should never be assembled inside the form box if the cheek boards have already been put in place.

The space between the walls of the formwork and reinforcements should be at least 2.3 cm for elevation concrete and 4 cm for foundation concrete. These spaces should be obtained using prefabricated concrete or plastic shims, whose dimension should match the results to be obtained.

The concrete shims should have wires to be used in tying them to the reinforcements. There should be enough shims and mounting bars to prevent the reinforcements from being deformed during handling and concreting.

If there are any doubts as to the quality of the iron rods supplied to the project site, the supervisor or his representative could, ask for tensile strength tests on the samples taken from the batch. Such tests would be done at the contractor's expense. The tests should be carried out by an approved body.

For floor beam frames, all measures should be taken to keep the bars raised and properly positioned around the supports. Enough vertical stirrup rods should be used to prevent any deformation. All overlaps should comply with BAEL 91 prescriptions.

Frames with traces of non-adhesive rust should be thoroughly brushed off before being placed in the forms. The reinforcements, whether assembled or not, should be stored on boards and not on bare ground.

The iron rods used must be supplied by a reputable and approved manufacturer with guaranteed and stamped production quality. The 6 mm diameter iron rods could be used for circles with diameters of 200: Ø.

The iron rods supplied must be at least 11.5 m long

- **Wood**

Wood for formwork: type white wood or equivalent

Wood for openings: type Bubinga or equivalent, dry wood (15-20% of humidity), having less than one node/meter.

Wood for roof: type hard wood, moabi, mouvingui, frake or equivalent, dry wood of identical humidity as above.

Wood for ceiling (knockings): identical qualities as above; with section 5x5cm

Plywood: 4mm in Ayous or equivalent wood, treated before use.

Rafters and Purlins: same wood type and quality of sections 5x15cm and 5x7.5cm respectively.

All wood shall be treated with xylamon or similar product.

## **THE CONCRETE.**

### ***Quality of Concrete.***

Fifteen (15) days later after the opening of the construction site, and before any execution, the contractor shall submit to the National Laboratory "LABOGENIE" Civil Engineering or any other laboratory authorized by the control for approval, a composition of all concrete and mortars to be implemented, taking account of the materials delivered to the site.

All concrete used in the foundations (lean concrete, mass concrete, stressed and pre-stressed....) will be executed with the CPJ 35 cement. The composition of concrete implementation will be defined by an analysis of composition of FAURY, VALLETTA, DE DREUX or BOLOMAY methods, carried out by the National Laboratory of Civil Engineering. The contractor shall bear the costs of new

composition in laboratory studies. All concrete for reinforced concrete must meet the conditions of required resistance. The requirements are the following.

- Characteristic of 28 days compressive strength; 20 bars
- Resistance to traction at 28 days; 22 bars.

In case these values are not obtained, the company will produce a supporting calculation note of security works concerned in accordance with the rules BAEL. 91. Otherwise, it will request the demolition of the concerned works or their strengthening.

#### ***Manufacture of concrete and mortar:***

The manufacture of concrete will be conducted by a central concrete to weight determination. Whatever the manufacturing process used, the products obtained shall be homogeneous and perfectly coated aggregates of binders. The duration of mixing to be sufficient to achieve the result intended; once this is achieved, the mixing should not be extended. The contractor will have any, realize a liquid concrete, given the decrease in resistance caused by excess water. The implementation of dry concrete will be facilitated by the compulsory use of the vibrator. A sample of concrete taken directly in a waste will have to form a regular ball after quick reciprocating in the palm of the hand and detach easily from the latter without dirt. Testing the cone may be imposed. The water/cement ratio will be determined by the moisture of aggregates.

#### ***Concrete:***

Concrete works shall be of 4 types:

- i. Lean concrete for foundation works where indicated shall be PC 150kg/m<sup>3</sup> and 75mm thick.
  - ii. Mass concrete for floor works; All concrete in floor construction shall be 80mm/150mm thick and dosage of PC300kg/m<sup>3</sup>
  - iii. Reinforced concrete for works above ground level and not submerged for beams, slabs, lintel, columns and pillar works shall be PC350kg/m<sup>3</sup> with thickness as shown on the construction drawings.
  - iv. Reinforced concrete for underground and submerged structure works including; beams, slabs and pillar works: All reinforced concrete work dosage in these locations shall be PC400kg/m<sup>3</sup>
- Underground concrete works shall be mixed with waterproof additives (Super Zaikalite-1kg powder imported) in recommended manufacturer's dosage.

#### ***Mortar:***

Mortar shall be a mixture of 250 (two hundred and fifty) kilogrammes of cement per cubic metre of dry sand.

If the M250 mortar is more than 20 (twenty) millimeters thick, micro-concrete mixed with 300 (three hundred) kilogrammes, of cement whose composition shall first of all be submitted for the Supervisor's approval shall be used. (Use mortar mixes for various structural components works as specified in project consulting documents).

#### ***Implementation of concrete.***

Concrete will be implemented as their manufacture; storage in containers requiring an addition of water at the time of employment is strictly prohibited concrete will be always carefully vibrated by cylindrical needles.

Reinforcement nodes will be willing to allow a good implementation of the concrete on the height of the considered work. The company will take all provisions to ensure an altimeter and a correct fixation of the steel to avoid their displacement during casting. Similarly, it will add all bar mounts and ligatures for correct maintenance of the works (sheaths, tubes, pipes, boxes, cleats, pre-frames, etc) taken by itself or other bodies of state in concrete forms.

The implementation of concrete will be made to the right of the beams and the sails. Before casting of a recovery, the former concrete will be carefully disposed of all gravel the jet of air compressed, transplanted to overhang or project outboard gravels and eliminate milt, then washed if necessary, resumption of concrete additives used according to the sheet fact of the product. No r, resumption of concrete will be made in the visible parts of the works.

Stripping of the works will be carried out when the concrete will have acquired sufficient strength.

#### ***Test of Convenience.***

It will be executed on the site before the start of the work, a concrete witness to each "workshop" of concrete. Workshop of concrete, consider a set determined position fixed or movable one site to another and which is served by a determined team fixtures. The minimum number of tubes subjected to test is 9.

The actual manufacture of concrete for the construction can start, after agreement of the control, if the nominal resistance to traction and compression to 7 days, are at least equal to 75/100 minimum resistance required in 28 days. The typical 28 day compressive resistance must be at least equal to 270 bars. Otherwise should immediately repeat the test with a new composition.

#### ***Tests of concrete during work, test tube,***

They are defined in article "Test of receipt of materials".

#### ***Failure to implement, surface condition.***

For no-admissible by the Contracting Authority considered on concrete surface conditions, the contractor will have to run to exclusive costs a full patching of the corresponding works with a coating synthetic resin of the type SIKALATEX or equivalent. Implementation and measurements of this coating must conform to the manufacturer's technical background.

#### ***Security staff and third parties.***

The concrete forms and structural elements, which after employment possess any nails or spikes or knobs will be immediately bald their points if they are intended to be re-used.

Otherwise, they will be immediately burnt or stored out of the site, in a no-publicly accessible location.

#### ***Acceptance of materials testing.***

The DTU standards specify the result of the tests required on materials and their pace.

The resistors mentioned in the tables correspond to characteristic resistance. These tests must run by the Civil Engineering National Laboratory or any other laboratory approved by the MINTP, at the expense of the company.

- **Placing concrete**

The concrete should be placed before its initial setting time, and never after it has contained its water content for more than thirty minutes; storing it in containers for subsequent use after adding water is strictly prohibited. All concrete should always be thoroughly vibrated using mechanical vibrators.

All reinforcing rods should be placed in such a way that concrete can be poured from the top of the structure in question. The Contractor shall take all measures to trim and position the reinforcements to prevent them from being displaced during concreting. He should also add braces (sleeves, tubes, pipes, angle blocks, pre-frames, etc) to keep the structures set up. Concrete should be transported from the place where it is made to the place of use with concrete buckets, wheelbarrows or head pans.

Before concreting construction joints, the old concrete must be thoroughly cleaned of any rubble using compressed air, and repeated to reveal gravel and eliminate deposits of dirt; this surface should then be washed and scrubbed with an iron brush and thoroughly soaked.

If necessary, admixtures for construction joints can be used, but these must comply with producers' instructions. Concreting of construction joints should not be done on the visible parts of structures. The formwork should be removed only after the concrete has acquired enough strength.

#### • Plastering

Two coats of plaster of 2cm thick and two coats of (stucco) rendering 2.5cm thick shall be applied on the walls respectively in cement mortar of 400kg/m<sup>3</sup> mix.

#### • Carpentry and Joinery

Timber will be gotten locally, well-seasoned and shall be free from shakes, defects, insects attack and dry rods. All doorframes are of hardwood panel timber.

Timber is sensitive to changes in temperature and moisture, therefore requiring special attention in Cameroon. Timber is also subject to deterioration by wood-destroying fungi, insect attack, weathering, mechanical wear as well as chemical action. It is therefore prudent to take measures to retard the deterioration of timber as far as possible. In view of the questionable quality of available timber, it is vital that some form of preservative be used prior to using the timber in a building.

#### Types of preservatives that are used

There are three basic types: Insecticide, fungicide, and a combination of the two.

- T. O. (Tar oils) of which the best known is creosote
- O. S. (Organic Solvent), with dissolved chemicals
- W. B. (Water Borne), which consists of salts dissolved in water, giving it a toxic solution free of deposit.

Organic solvent types are very effective for the treatment of decay and insect attack, having good penetrating properties. Water borne types are often used for pressure treatment of timber and this type can be used internally and externally, although some tend to leach away when soaked with water.

### OPENINGS

#### Metallic and wooden doors

All the doors and windows at sensitive areas shall be of high metal and wood quality properly finished respecting the dimensions on the working drawings. They shall be received on site by the supervisor before fitting is carried out.

The strength, type and method of mounting the various types of iron fixtures must be compatible with the use. They are intended for and be adapted to the location in which they will be mounted. The contractor should, where necessary, modify the types of locks if he deems that those proposed in the contract documents are not suitable or adapted to the use for which they are intended. However, this will not give rise to any price increase. All iron pieces, whether chrome-coated or aluminium-coated, must be protected with a peel-off film or any other equivalent material. All iron pieces, iron fittings and

accessories of iron must receive a thin coating of red lead on all surfaces or be protected by chromium plating, depending on specifications. Mobile parts of iron fittings must be greased or oiled where necessary before being mounted. Doors made of iron must be double paneled.

The mobile elements of these fittings must be verified and repaired at the contractor's expense before reception. In the case where the make, quality dimensions and types of metals used for the iron fittings mentioned in the contract documents were not specifically defined, the contractor shall make proposals to the contracting authority for approval. These locks and fitting should be of the highest quality.

### **Windows**

There would be louvers window openings which shall be constructed.

## **PAINTING**

### **Procedure**

- Thoroughly clean the surface to be painted before applying paint;
- Mix the recommended proportions of paint and water (As specified by the manufacturer) for water-based paints such as emulsion and cement paint;
- Mix the recommended proportions of paint for thinner (As specified by the manufacturer) for oil-based Enamel paints;
- Ensure that manufacturer's instructions are followed when applying overcoats on undercoats;
- Ensure that good quality brushes have been used for applying paint;
- Ensure the stability of working platform for painters;
- Ensure that all paint drippings are cleaned off while the paint is fresh

## **GENERAL GUIDELINES FOR PAINTING**

### **Preliminaries:**

Working environment, working gear and protection of surroundings make sure there is plenty of air circulation while painting – good ventilation is important to prevent respiratory problems. Make sure that the area around the proposed work area for painting is clear of debris or furniture. Depending on the job to be done, wear goggles, face mask, old clothes or disposable overalls, a cap or hat for ceiling work and suitable gloves. Use masking tape, polythene dustsheets or newspaper to cover woodwork and window panes when painting walls. Place cover sheets, which do not slip, over the floor areas that are likely to be spotted by dripping paint. If paint inadvertently falls on the floor, ensure that drippings are quickly cleaned off while the paint is yet fresh.

### **Preparation of surfaces to be painted**

**Iron and steel surfaces:** Remove all rust using emery cloth, wire wool or wire brush according to the extent of rust that is observed. Fill any holes with suitable filler and apply primer soon after.

**Plastered wall surfaces:** make sure that the wall surface is quite dry before painting begins. If damp patches are observed – establish the cause/s and rectify the problems first before painting begins. Failure to do so will allow damp patches to recur causing new paint to flake off. A possible common cause is leaking water pipes embedded in walls. When the causes of dampness are rectified and the wall surface is well dried, prime it with a damp seal to prevent watermarks from showing through. When previously painted walls are to be repainted, the surfaces have to be washed down with soapy water or mild detergent using a large sponge or lint-free cloth. Rinse thoroughly but do not soak the sponge/cloth. Ensure that streaky stains are not permitted to remain on the surface. Be careful to protect electrical fixtures from water. If a chalky coating is seen to come off the wall surface when it is washed, stabilize the surface before painting is done otherwise the new paint will not stick. To stabilize the surface, properly seal the surface with two coats of a suitable stabilizing solution recommended for porous surfaces. Surfaces for painting should be smooth for the paintwork to be successful. If there are some small, superficial cracks on an otherwise sound wall, use a fine surface preparatory filler.

Where there are small holes and cracks in the plaster, first rake out loose bits, to help the filler stick. Then fill with interior filler, pressing it in with a flexible filling knife. Leave the filling slightly above the wall surface. Let it dry and sand it with sandpaper wrapped around a wooden block. For larger holes, use deep-repair filler, or plaster filler, knocking off loose plaster first. For larger cracks, work in several layers, letting each dry before the next is laid.

N.B. Avoid painting on rainy days when there is high humidity. The best is to paint on hot, dry days. Never paint over damp or dirty surfaces. Do not use varnish on surfaces of woodwork that are expose to the sun as varnish soon burns and fades in sunlight. Always use good quality paints and brushes to obtain a quality finish. Choosing a painting tool: The use of brush or roller for painting is optional for water based paints. A good roller will usually cut the time it takes to paint a room, giving it a more finished result with less effort than a brush. The use of a roller to paint is a recommended alternative. A roller tray (metallic preferred to plastic) is needed for use with a roller, also a roller pole that can be extended for painting ceilings. Brushes of smaller sizes are needed for painting recessed surfaces and rebates that cannot be painted easily with a roller. Never use rollers for oil-based paints.

The contractor must carefully examine the surface to be painted before work starts. The external wall surfaces shall be done in advancing hues while the internal surfaces shall be done in receding hues. Color pigments and lighting systems and their intensities shall enhance the value and intensity of colors. The first or primary coat shall be done in weak glue (white wash) and should be applied to receive the final or finishing coat. Metallic surfaces should be carefully brushed or washed clean before applying paint.

Internal surface shall be done in pantex type 800 and pantex 1300 on external walls. Paints shall be in water and oil base for walls, ceilings, frames etc.

## **CEILINGS**

### **Scope of section**

This section deals with:

- The quality of materials used for ceiling-boards;
- The normal conditions for putting ceiling-boards.

Work shall comprise:

- Ceilings of plywood;
- Joining the ceilings to the walls, caulking, sloping, friezes, etc
- Other relevant works.

### **The contractor's work**

In addition to supplying and fitting the various types of ceiling panels, the contractor shall:

- Provide all shop drawings for the equipment and the details needed to manufacture them, in conjunction with other trades;
- The mechanisms needed to mount and fix them, using methods approved by the Project Manager;
- Holes, masonry anchors where these shall be needed to fix the equipment into the masonry;
- Profiles to seal off the edges of the ceiling where necessary;
- Reinforcement of frames that should hold lighting fixtures and their cables where need be;
- Special panels and plates for the embedding of lighting fixtures or light hangers;
- Cut-outs for pipes and other works passing through the ceiling;
- Repairs following work done by other trades, so that the work should have a net "finish" and be clean.

## **SPECIAL PRESCRIPTIONS**

### **Plywood Ceilings**

Plywood ceiling should have angle battens of 25x25x3, which will be joined and attached to the frame by adjustable screw-spindle hangers or nails. Marine plywood should be placed on this structure.



## **Tolerances**

Because of aesthetic requirements, acceptable tolerances shall be as follows:

- The flatness of the surface will be such that a 2 m ruler placed in all directions does not have a flitch or dent showing a deflection or counter deflection above 1 mm;
- Under the same conditions, a 5 m tight cord must not have a deflection, counter deflection or slope above 3 mm;
- For facing boards, the above-mentioned tolerances should be 2 mm for the 2 m rule and 3 mm for a 15 m cord;
- In all cases, the joints of the elements will be aligned in such a way that no defects should be visible to the naked eye.

## **State of Finishing**

The contractor must deliver his structures in a perfect state of finish. To this end, he must carry out all repair work on surfaces, including replacement of defective parts and repairs on areas damaged as a result of work done by other contractors.

## **SIMPLIFIED ENVIRONMENT CLAUSES**

These standard clauses constitute the Environmental Regulations relating to the construction works contracts within the framework of the Republic of Cameroon.

Thus, every enterprise pre-selected for a works contract will have to implement not only measures aimed at mitigating the socio-environmental impacts of the micro-projects but also environmental and social clauses outlined below. It should be stressed that these clauses apply to all types of micro-projects, the enterprise as well as all sub-contractors or dealers.

These measurements include:

- A reduction in the raising of dust particles at the work site in order to protect the health of the beneficiary population and site workers, by regular watering of the site, or the adoption of an appropriate calendar;
- A Reduction in sound (noise) effects due to the movements of the equipment and machines within the construction site;
- Non obstruction of the existing rivers by works, or the deposit of waste in the river channel
- Putting in place a management plan for oils, fuel, lubricants and other dangerous products. This plan will have to include the recuperation of the above mentioned products and their transfer to specialized companies for treatment;
- Automatic stop of works in the event of discovering of an archaeological or historical artefact, then report immediately to the services of the Ministry of Culture;
- Prohibition to transport or drive out game, hunting and non timber forest products by the personnel of the building site;
- Put at the disposal of the working site adequate equipment for potable water and domestic use water;
- Priority recruitment for local labor, as well as the use of local materials;
- Putting of warning Signs ( sign boards) at building site during and after work; putting speed limits warning signs as well in order to protect the safety and health of the resident population and of site workers;
- The wearing of appropriate equipment & attire (e.g. work clothes) by site workers.
- Restoring (*putting back to its original nature*) gradually installations at building site at the end of works;
- Organizing information and sensitizing campaigns for site workers and the beneficiary populations, on medical risks, risks of accidents, and on the impacts of poaching.

### **Starting of works and sensitization of stakeholders**

Before the effective start of works, the company or enterprise must prepare an environmental action plan specifying the whole of environmental measures to be implemented, as well as rules of procedures mentioning in a specific way the safety requirements and in particular the wearing of appropriate equipment (work clothes) and speed limit warning signs. Furthermore, these internal rules and regulations will have to prescribe the prohibition of alcohol consumption during working hours, to transport or hunt game, to abusively use wood for fuel, as well as the sensitization of the personnel on the dangers of the STI/SIDA, the respect of the customs and habits of the populations of the area. These rules must be pasted within the company.

On the other hand, an information and sensitization campaign of the personnel and residents will have thus to be organized beforehand and their attention will have to be drawn to all these aspects, including the calendar of execution, the employment opportunities. In particular, these stakeholders should be informed on the reasons for the choice of the site for the localization of the micro-project as well as the environmental action plan. This sensitization campaign will have to be re-lunched during the execution of the work.

### **SETTING UP OF THE BUILDING SITE**

#### **Equipment**

The office and housing area in the working site for the personnel must be equipped with sanitary facilities (latrines, septic tanks, absorbing wells, wash-hand basins and showers) according to the number of the work force. The water tanks (reservoir) will have to be installed and the quantity of water must be adequate with the needs. Adequate drainage must protect the installations.

#### **Management of solid waste and liquids**

Receptacles (*containers*) to receive waste are to be installed near the various installations. These receptacles are to be emptied periodically and the waste deposited in a garbage can for recuperation by the Council or in a dumping pit. This pit must be located at least 100m from the installations and in case of a river at least 150m away. At the end of work the pit is to be filled (restored) with soil up to the level of the original soil.

The pads (apartment) for servicing and washing of the machines will have to be concreted and equipped with a sump - *container into which a liquid that is not needed can flow* for recuperation of oils and greases. Worn oils or drainage oil are to be stored in barrels and kept in a secured place while waiting to be moved to a specialized centres for treatment. It is the same process for oil filters, batteries and other toxic waste.

#### **Recruitment of the site workers, health and safety**

The contractor is expected to make use of in the most possible way local labour in the area or zone where work is to be realized or executed. Failing to find the qualified personnel on the spot, he is authorized to recruit labour in the wider working area.

Apart from the training and information for the personnel on the aspects mentioned above (point 1), the contractor must provide his workmen with the necessary safety and adequate equipment, according to the duty post - anti-dust to prevent dust particles, anti-noise helmet, safety shoes, boots, glove, glasses etc.

During the works, mobile and fixed signs or notice will be put in place in order to ensure the safety of the staff and resident population. The company or enterprise will carry out routine watering of the site in order to limit dust particles. He will also take care of the speed limits of the various vehicles and machines (less than 40 Km/h). In the same way, he will have to take care that all the temporary deviations are identified in collaboration with the resident population, and the deviations do not affect the sensitive zones.

## **Opening up and exploitation of quarries and borrowed zones**

### **a) Opening up and exploitation:**

The quarries exploited on the public lands are subjected to authorization.

The quarries exploited on private lands are subjected to declaration.

The contractor will have to ask the authorizations envisaged by the texts and for payments in force and will take responsibility for all his related expenses, including the expenses for an eventual compensation of the owner or proprietor.

The contractor will have to present a programme (Plan) for exploitation of the quarry according to the volume to be extracted for works and the reserves.

If the exploitation of the quarry requires noise (*sound, blast*), the residents should consult the exploitation schedules, and the generated noise will not have to exceed 90 decibels at the level of the residents.

The spot for quarry deposits will have to be selected so as not to obstruct the run-off water and will have to be protected from erosion. The contractor will have to obtain controller's approval for the quarry deposits spot.

### **b) Bringing back the site to initial or original state (Restoration of the site) & withdrawal from the site**

At the end of works, the site will have to be brought back to its initial or original state. In this regard, installations necessary hereafter will have to be carried out:

- The adjusting of opening materials, then the leveling of the site and in particular leveling of the top soils in order to facilitate the infiltration of water, re-planting of grass and trees as the case may be,
- Restoration of the former natural flows,
- Removal of the dilapidated aspect of the site,
- Fitting up (either through re-filling) of pits in order to avoid the erosion of the degraded soil,
- Restoration of the pit and recuperation of surface waters and conservation of the slope, if the quarry or the borrowed zone can be used for other uses - livestock, playgrounds for the inhabitants, etc.

As regards the working site, the contractor will complete all necessary work to restore the site (bringing the site to its original state). The contractor will have to take away all his material & machines. He is not supposed to abandon any equipment nor materials on the site, or at the surroundings, without prior notice of the controller. This restoration of the site relates to all its deviations and contours (e.g. foot paths etc) set up during the works.

It is desirable that the sites should be restored in a progressive way.

### **Compensation for the damages caused to third parties**

It can happen that the company hurts an individual in a deliberate or accidental manner (destruction of crops, habitat, etc). If this wrong is not taken into account by the project owner or contracting authority, it will have to be compensated with the expenses from the company and satisfactorily to the party. On the other hand, he will have to issue a certificate of compensation to him, in order to avoid any other later complaints.

## **HEALTH AND SAFETY**

Health and safety are factors that must be pursued with as much vigour as other management objectives. Ensuring the well-being and safety of all workers or visitors at construction sites will improve performance; minimize accidents and illness which in turn will reduce disruption of work as well as consequent expenses.

The physical well being and safety of workers on site as well as safety of visitors to the site should be of primary concern to the contractor and implementation of a project. An accident prevention programme should be established to minimize the number of accidents that can happen on a building site. All

workers should be briefed on safety standards and measures to be taken to handle accidents. 'Good housekeeping' on a construction site is very important if accidents are to be avoided. Good housekeeping on a construction site includes the following:

1. Keeping the site tidy;
2. Quickly clearing away debris that can be hazardous to persons moving around the site;
3. Removing nails from used timbers;
4. Making sure that nails, broken glass and other harmful objects are not left lying around;
5. Making sure that each worker is personally responsible to clean-up as well as make good whenever needed after an item of work is completed.
6. Making sure that live power lines with unprotected joints and exposed wires are not allowed to be used or left exposed in a way that may cause harm to persons
7. Making sure that materials are stacked in a manner that would not cause harm to persons
8. Making sure that any live flames are not left untended if they are used at all for a purpose
9. Making sure that pits or excavations are clearly identified and protected so as not to cause injury to people by using marking tape, danger signs or red flags as appropriate
10. Making sure that plastic or polythene sheets are not used as temporary floor covering in locations especially where ladders are used because such coverings are too slippery and dangerous
11. Making sure edges of covering material on the floor are well tucked in so as not to cause persons to trip
12. Making sure that floor surfaces on which water has spilled are quickly mopped and made sufficiently dry to prevent injury due to persons slipping.
13. Making sure that animals and children are kept out of working areas and all materials and tools and paint are kept out of their reach
14. Making sure that workers at the building site tie back long hair or tuck their hair into a hat
15. Making sure when painting to keep the room well ventilated and not allow eating or smoking while painting or using equipment
16. Making sure that the right tools and equipment are used for the job at hand; never just improvising with whatever is on hand that is not suited to the work
17. Making sure that all workers who may have paint splashed on their skin, use only proprietary cleaners to remove it, never solvents or other chemicals
18. Making sure that rubbish is disposed of carefully, never throwing chemicals down drains, but follow pack instructions
19. Making sure those flammable items – gloss paint, undercoat, primer and white spirit – are stored well away from any source of ignition
20. Making sure that suitable measures are taken to ensure that the base of any ladder in use does not slip
21. Making sure that raised working platforms are stable and of adequate size and can hold the weight of persons and materials on them.

**Other protective and preventive measures are:**

- Make sure that protective gear and equipment are used – such as gloves, eye shields for welders, safety helmets, safety belts, face masks etc.
- Make certain that workers at site are given clear and specific instructions on proper posture when lifting heavy items and methods of moving and handling materials.

## Technical specification

- **Studies:** After this feasibility studies by the contract engineer, the contractor has to carry out his/her own studies using the plans, specifications, bill of quantities, visit the site to have a mastery of the project before he/she can prepare a bid for the project. In case of an omission or an error his should indicate to the authorities concerned.
- **Execution documents:** The following documents will be needed for the proper execution of works:
  - ✓ A registered contract/jobbing order
  - ✓ Service order to start work
  - ✓ The working plans
  - ✓ Work execution program
  - ✓ Site log book/minutes book

### 1/ Bush Clearing – Earth works

#### 1/1 *Preparation of work site and excavations*

The site shall be cleared of all bushes all debris carried away. The section to receive the structure and its surroundings shall be levelled and all excess soil carted away.

#### 1 /2 *Installation of the work site.*

The installation of the site shall be done on a section agreed between the contractor and the Control Engineer together with the areas for stockpiling materials. The site shall be fenced with local materials and signboard mounted by the contractor. Access to the site shall be prohibited to the public. The contractor shall be responsible for the total security of the site.

#### 1 /4 *Trenches*

All trenches for tank as well as holes for soak pit shall be excavated according to the plans and specifications. The trenches shall be shaped accordingly.

#### 2/4 *Floors*

Oversite concrete: The floor shall be constructed of over site concrete 8 cm thick dosed at 300 Kg/m<sup>3</sup>. A finishing layer of mortar 400 Kg/m<sup>3</sup> shall be applied on the concrete.

Floor screeds: It shall be 30mm/40mm thick constructed with cement mortar dosed at 400 Kg/m<sup>3</sup> applied on the concrete with a trowel finished with cement slurry.

#### 2/5 *Placement of ceramic tiles on floors*

- ☞ Verify the state of the screed, signs of deterioration, etc
- ☞ Pitting, brushing and sweeping of the surface.
- ☞ Redo the screed with a cement mortar of dosage 500kg/m<sup>3</sup>
- ☞ Place the tiles using a cement-gum which is in conformity with the UTD and the arts of the profession.
- ☞ The joints shall be filled at least 24 hours after the placement of the tiles.
- ☞ There shall be slopes on all floors with siphons to ensure appropriate flow of water.

#### **Placement tolerances:**

Evenness: 3mm maximum on every 2m length on all directions.

Tiles shall be used as follows;

- 5x5 tiles for toilet floor

- 30x20 tiles for toilet wall

#### 4/ Wall Finish

4/1: **Plastering:** cement mortar mix in proportion of 350kg/m<sup>3</sup> will be used to plaster all previously rejoined areas where masonry work has been done; then thinly floated and the use of a sponge will be recommended to remove any unevenness. The thickness of plaster shall be 2.5cm. This shall be done in two phases e.g. 1<sup>st</sup> and 2<sup>nd</sup> coats of 1.5cm, 1cm and thick respectively only on block work that has been completed for at least two weeks. This entire works shall be executed by a team of masons headed by a team head under the supervision of the Site Foreman and in conformity to specifications.

4/2: **Pointing:** Shall be applied to joints of all external stone masonry walls that are visible to be aesthetic. Mortar shall be used for pointing, to give good cement finish.

#### 5/ Roof

**Ceiling:** construction shall be with wooden noggins 60cm x 120cm and 4mm plywood. They shall be fixed with nails and the ceiling boards will be whole sheets. All eaves shall be fixed with aluminum metal eaves' sheets. A single coating of solunium wood preservative shall be applied to noggin wood surfaces. Only skilled craftsmen should be employed for the ceiling work.

#### 6/ Carpentry and Joinery / Metal works

All wooden doors and equipment shall receive a first coat of treatment before being sprayed with vanish. All doors shall be fitted with Vachette internal locks

All metal doors shall be made of double leaf metal sheets (8/10) and should receive a coat of antirust before being painted with oil paint. All doors shall be fitted with Vachette internal locks.

All windows shall be of louvers finishing.

#### 9/ Painting

All the walls and ceiling shall receive two layers of Pantex 1300 of cream yellowish colour, after a coat of whitewash. The doors, windows, skirting and other metallic members shall receive two coats of oil paint and vanish.

This task concerns the realization of appropriate drainage a gutter shall be constructed all round the building and evacuated to appropriate zones. Concrete pavement will at the peripheries of the gutters, crossing slabs as well as reinforced concrete access ramps for the handicap persons as prescribed in the CCTP.

## ACQUISITION OF MATERIALS TO THE SITE

### (i) Materials for mortar and concrete:

#### AGGREGATES:

Aggregates to be used for mortar and concrete should be those from a river bed.

Those from burnt natural rocks shall not be authorized.

We shall submit for approval the various aggregates to be used to the Project Engineer

The sand equivalency should be greater than 80%. The granulometry shall fall between the following intervals.

Afnor Modulus	Sieve Size(mm)	Passing (%)
38	5	93-100
35	2,5	70-90
32	1,25	45-80
29	0,63	28-35
26	0,315	10-30
23	1,16	2-10

The aggregates should come from a recognized quarry in Bamenda .

The mixing water should be from clean source

The cement should be of class CPJ 42.5 or more.

The reinforcement used shall be of high adherence, of class at least Fe 400 bought in a recognized warehouse in Bamenda.

The fabric mesh used shall conform to norms NF A35-015 and NF A35-022.

### (ii) CONCRETE AND MORTAR

Concrete for footing pillars, ground beams, paving, lintels and beams:

$f_{c28} = 25$  Mpa at least (compressive resistances at 38<sup>th</sup> day of age)

#### Dosage:

Concrete for footing: 350kg/m<sup>3</sup>

Concrete to bind masonry with plastering: 300kg/m<sup>3</sup>

Lean concrete 150/m<sup>3</sup>

Mortar for screed, plastering and elevation: 400kg/m<sup>3</sup>

#### Depositing Concrete.

All concrete shall be cast such that all risks of segregation and pre-setting are avoided.

- Deposit concrete as nearly as practicable in its final position to avoid segregation due to re-handling or flowing.
- **Re-tempering:** No concrete that has partially hardened or has been re-tempered shall be used.
- **Compaction:** Concrete shall be thoroughly compacted by vibrating during emplacement.

**Curing:** All concrete shall be covered with a polyethylene plastic where possible, and regularly watered to maintain the required temperature to give the concrete the required strength.

**Cleaning:** Clean all exposed concrete surfaces and all adjoining work which has been stained by the leakage of concrete

### (ii) WOOD

Wood for openings: type Bubinga or equivalent, dry wood (15-20% of humidity), having less than one node/meter.





### 3.4 - BID COMPARISON TABLE

#### ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
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.		
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 issued by public treasury		
A.6	A bid bond issued by a first rate-bank 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 contract Regulatory Board (ARMP)		
A.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A.9	A valid Certificate of imposition certified by the chief of tax centre		
A.10	Business License (photocopy certified by the chief of tax centre, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.12	A Clearance Certificate signed by the chief of tax centre stating 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.		

COMPANY NAME:

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
B)	<b>ESSENTIAL CRITERIA</b>		
B.1	<b>General presentation of the tender files</b>		
B.1.1	- Visual presentation of the bids (clean, paginated bound documents) Presentation of the documents in the order required in the tender file Clarity and legibility of the documents provided		
B.2	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b> List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum acceptable: 01 Contracts realized in the domain of supply of Medical Equipment over the past 02 years (2018-2019) with amount at least 6,000,000 FCFA		
B.2.1	1 <sup>st</sup> Reference		
B.3	<b>ACKNOWLEDGEMENT OF THE SITE AND THE LOCALIZATION</b>		
B.3.1	Comprehensive report of site visit signed by the company administrator and justified by photos (at least 2 pictures)		
B.4	<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL 01 works supervisor (at least senior technician or equivalent certificate with at least 03 (three) years' experience in the domain of civil or rural engineering</b>		
	<b>SITE FOREMAN (at least senior technician or equivalent certificate with at least 03 (three) years' experience in the domain of civil or rural engineering)</b>		
B.4.1	<ul style="list-style-type: none"> <li>&gt; A certified copy of the technical diploma,</li> <li>&gt; Certified copy of ID card</li> </ul>		
B.4.2	<ul style="list-style-type: none"> <li>&gt; CV signed and date by the candidate signed and Attestation of availability dated and signed</li> </ul>		
	<b>TEAM LEADER BUILDING (at least a technician or equivalent certificate with at least 03 (three) years' experience in the domain of civil engineering)</b>		
B.4.3	<ul style="list-style-type: none"> <li>&gt; A certified copy of the technical diploma,</li> <li>&gt; Certified copy of ID card</li> </ul>		
B.4.4	<ul style="list-style-type: none"> <li>&gt; CV signed and date by the candidate signed and Attestation of availability dated and signed</li> </ul>		
B.5	<b>METHODOLOGY OF WORKS</b>		
B.5.1	Planning of the execution and the respect of the duration		
B.5.2	Coherence in the execution of the works		
B.5.3	Description of tests on mortar, mass concrete		
B.5.4	Description of the origin of material		
B.5.5	Plastering: General guidelines for plastering and finishing interior and exterior surfaces		
B.5.6	Description of maintenance measures during the guarantee period		
B.6	<b>CAPACITY TO FINANCE THE PROJECT AND ACKNOWLEDGEMENT OF THE JOBBING ORDER AND THE SITE</b>		
B.6.1	<b>FINANCIAL CAPACITY</b> An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank approved by MINFI 25% of the estimated cost of the project		
B.6.2	Draft jobbing order duly filled initialed in all the pages and signed on the last page		
	<b>TOTAL</b>	/14 yes	

REQUEST FOR QUOTATION FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM BOFFE COUNCIL, 2020.

COMPANY NAME/.....

Date of submission:

**BID COMPARISON TABLE FOR THOSE RETAINED**

No	Names of Bidders	Address	Technical/ Financial Compliance		Execution deadline	Total Price TTC (after verification)	Remarks
			Yes	No			
01							
02							
03							

**Members of the Widikum Boffe Council Internal Tenders Board**

S/N	Name	Duty	Signature
01			
02			
03			
04			
05			
<b><u>Invitee</u></b>			
01			

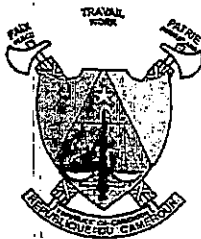
République du Cameroun  
Paix - Travail - Patrie

Ministère De La Décentralisation  
Et Développement Locale

Région du Nord-Ouest

Département MOMO

Commune Widikum Boffe



Republic of Cameroon  
Peace - Work - Fatherland

Ministry Of Decentralization And  
Local Development

North West Region

MOMO Division

Widikum Boffe Council

## DRAFT JOBBING ORDER

JOBGING ORDER N° \_\_\_\_\_/JO/RQ/WBC/ITB/2020 OF .....

AWARDED AFTER REQUEST FOR QUOTATION N°002/RQ/WBC/ITB/2020 OF 24/01/2020

CONTRACTOR : .....

TAX PAYER'S CARD NO : .....

ADDRESS : .....

BP : .....

TEL : .....

FAX : .....

BANK ACCOUNT NO.....

SUBJECT : "FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO  
DIVISION OF THE NORTH WEST REGION"

AMOUNT : ..... F CFA TTC  
(..... F CFA TOUTES TAXES COMPRISES)

DELA : Sixty (60) DAYS

FINANCING : (PIB) - 2020

VOTE CHARGE : : .....

ENTERED INTO ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

REQUEST FOR QUOTATION FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM BOFFE COUNCIL, 2020.

BETWEEN : : The state of Cameroon, represented by the LORD MAYOR WIDIKUM BOFFE Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP : .....  
TEL : .....  
FAX : .....  
BANK ACCOUNT NO.....

Represented by the General Manager

.....

Hereafter known as << **THE contractor** >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING :

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# **CHAPTER I**

## **GENERAL CONSIDERATIONS**

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

The purpose of this jobbing order is **"FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO DIVISION OF THE NORTH WEST REGION**  
A description of this supply shall be given in Article 10 below.

### **ARTICLE 2 : PROCEDURE FOR AWARDING THE JOBBING ORDER**

This jobbing order is awarded following **REQUEST FOR QUOTATION N° 002/RQ/WBC/TTB/2020 OF 24/01/2020 FOR THE REHABILITATION OF DICHE 1 PALACE, WIDIKUM SUB DIVISION, MOMO DIVISION OF THE NORTH WEST REGION"**

### **ARTICLE 3 : CONSTITUENT DOCUMENTS OF THE JOBBING ORDER**

The constituent contractual documents of this jobbing order are in order of priority:

- this booklet of Special Administrative Clauses ;
- the Supplier's bid and his overall proposal ;
- the provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above ;
- the breakdown of estimates ;
- the descriptive bill of quantities.

### **ARTICLE 4 : GENERAL TEXTS**

This jobbing order shall be governed by:

- This jobbing order is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N ° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N ° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;

- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency (ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- The circular N° 001/C/MINFI of 02/01/2018 on instructions relating to the execution of the finance law, the control and the follow up of the execution of the State Budget, Administrative, Public Establishment, of Councils and State Organizations for the 2018 financial Year;
- Unified Technical Documents (DTU) for building supply;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Other texts specific to contracting fields.

#### **ARTICLE 5 : DUTIES OF THE SERVICE HEAD AND THE ENGINEER**

In pursuance of the provisions of this jobbing order, it shall be specified that

- The Contracting Authority shall be the **LORD MAYOR OF WIDIKUM BOFFE COUNCIL**. He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The Contract Manager shall be the **SG Widikum Boffe Council** hereinafter referred to as the Contract Manager. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **Chief of state property MINCAF**, hereinafter referred to as the Engineer.
- the control brigade of **MINMAP** shall control all the equipment supplied to ensure that this jobbing order is respected.
- The contractor shall be *[to be specified]*.
- The authority in charge of ordering payment shall be the **LORD MAYOR OF WIDIKUM BOFFE COUNCIL**.
- The authority in charge of the clearance of expenditures shall be the **MUNICIPAL Treasurer**.
- The official competent to furnish information within the context of the execution of this contract shall be The **LORD MAYOR WIDIKUM BOFFE COUNCIL**.

#### **ARTICLE 6 : PERIOD AND PLACE OF WORK**

The execution period for works is fixed at **60 Days** with effect from the date of notification of this jobbing order.

Works shall be done at **DICHE 1 PALACE**



**ARTICLE 7 : RESIDENCE OF THE CONTRACTOR**

The contractor's main residence shall be :

at : .....  
P .O. Box : .....  
TEL : .....  
FAX : .....

All notifications to him shall validly be forwarded to this address.

## **CHAPTER II PERFORMANCE OF THE JOBBING ORDER**

### **ARTICLE 8 : ROLE AND RESPONSIBILITY OF THE CONTRACTOR**

The contractor has as mission to effect the supply as described in Article 10 under the control of the **CHIEF OF STATE PROPERTY MOMO**, and in keeping with the rules and standards in force in Cameroon and the specifications of this jobbing order.

### **ARTICLE 9 : CONSISTENCY OF SERVICES**

The services of the supplier shall comprise the purchase of equipment, delivery, installation, technical receipt and insurance charges.

### **ARTICLE 10 : DESCRIPTION OF WORKS**

The services shall include  
**SEE BILL OF QUANTITIES**

### **ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED**

### **ARTICLE 12 : ACCEPTANCE OF WORKS**

The Project Owner or Contract Manager shall fix the date for the reception of works to be effected in the presence of the contractor by a commission composed of:

- ❖ The contracting authority or his representative .....Chairperson;
- ❖ The contractor or his representative .....observer;
- ❖ The contract Engineer or his representative .....secretary.
- ❖ The stores accountant widikum boffe council.....member
- ❖ The chief of control brigade MINMAP momo or his representative ..... observer

It shall cross-check the conformity of the works with the prescriptions of the jobbing order and will decide whether there are grounds to rule in favour of acceptance.

Where the works does not conform, the contractor shall be requested to replace the defective items at his own cost.

Where the works does conform, the commission shall rule for acceptance. An acceptance report will then be prepared and shall be signed by all the members of the commission and the contractor. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

### **ARTICLE 13: GUARANTEE**

The cost of the usual commercial guarantees outlined in the general clauses for any defect or early alteration of the items shall be borne by the contractor. The contractor will bear the cost of repairs of the works for six months from the date of acceptance of the works.

#### **ARTICLE 14: INSURANCE**

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the contractor.

#### **ARTICLE 15: PENALTIES FOR DELAYS**

1. The amount set for penalties for delays is set as follows:
  - 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;
  - 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.
2. The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract inclusive of all taxes.

## CHAPTER III FINANCIAL PROVISIONS

### ARTICLE 16: GENERAL NOTIONS – PRICES

The contractor shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this jobbing order shall be final and not subject to review. They shall take into account all delivery, charges, false charges and contingences and shall be understood to be inclusive of taxes.

### ARTICLE 17: AMOUNT OF THE JOBBING ORDER

The total amount of this jobbing order stands at .....  
 ..... CFAF inclusive of taxes (amount in words)  
 .....  
 in accordance with the breakdown of estimates appended here to .

### UNIT PRICE SCHEDULE

NO	DESCRIPTION	UNIT	QTY	UNIT PRICE -figure	UNIT PRICE - word
<b>LOT 100: CARPENTRY/JOINERY WORKS</b>					
100	Demolition of damaged roof	ff	1.00		
101	Rafters with hard wood complete 2*6*4	m3	4.00		
102	Purlines with hard wood complete 2*3*4	m3	2.50		
105	Fascia boards with tole bac 5/10e	ml	52.00		
105	Ridge cap 30cm wide complete	ml	22.00		
106	Roofing sheets with 3m aluminium sheets	m2	186.40		
107	Roof gutter	ml	52.00		
108	Pipes for drainage of rain water + caps	ml	48.00		
	<b>SUB TOTAL</b>				
<b>LOT 200: BUILDING WORKS</b>					
201	Demolition of damaged walls and rebuilding with sundry bricks	m2	170.00		
202	Support for the foundation at back with 20x20x40 filled blocks	m2	16.50		
203	Implanting of pillars from foundation and chaining of external walls	m3	4.40		
204	Reinforcing the foundation and concreting of some lintels	ff	1.00		
	<b>SUB TOTAL</b>				
<b>LOT 300: WOOD WORK / OTHERS</b>					
301	Wooden door frames of 130x200	u	1.00		
302	Wooden door frames of 90x200	u	6.00		
303	Wooden window frames of 130x120	u	7.00		
304	Wooden window frames of 180x120	u	3.00		
305	Site installation	ff	1.00		
	<b>SUB TOTAL</b>				

### COST ESTIMATE

NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
	<b>LOT 100: CARPENTRY/JOINERY WORKS</b>				
100	Demolition of damaged roof	ff	1.00		
101	Rafters with hard wood complete 2*6*4	m3	4.00		
102	Purlines with hard wood complete 2*3*4	m3	2.50		
105	Fascia boards with tole bac 5/10e	ml	52.00		
105	Ridge cap 30cm wide complete	ml	22.00		
106	Roofing sheets with 3m aluminium sheets	m2	186.40		
107	Roof gutter	ml	52.00		
108	Pipes for drainage of rain water + caps	ml	48.00		
	<b>SUB TOTAL</b>				
	<b>LOT 200: BUILDING WORKS</b>				
201	Demolition of damaged walls and rebuilding with sundry bricks	m2	170.00		
202	Support for the foundation at back with 20x20x40 filled blocks	m2	16.50		
203	Implanting of pillars from foundation and chaining of external walls	m3	4.40		
204	Reinforcing the foundation and concreting of some lintels	ff	1.00		
	<b>SUB TOTAL</b>				
	<b>LOT 300: WOOD WORK / OTHERS</b>				
301	Wooden door frames of 130x200	u	1.00		
302	Wooden door frames of 90x200	u	6.00		
303	Wooden window frames of 130x120	u	7.00		
304	Wooden window frames of 180x120	u	3.00		
305	Site installation	ff	1.00		
	<b>SUB TOTAL</b>				
	<b>TOTAL (without tax)</b>				
	<b>VAT =19.25%</b>				
	<b>AIR= 5.5% or 2.2%</b>				
	<b>Total Taxes= VAT + AIR</b>				
	<b>Amount ATI = HT + VAT</b>				
	<b>Net= HT - AIR</b>				
<b>Closed the present bill at (TTC):</b>					

#### **ARTICLE 18: TERMS AND CONDITIONS FOR PAYMENT**

##### **17.1 Start up advance:**

Upon notification of the contract to the contractor, an advance payment corresponding to (20% of the contract amount, after tax) may be granted to the holder of the jobbing order, at his request.

This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank approved by the Ministry in charge of finance.

Release of this guarantee shall be issued upon acceptance of all the supply which were the purpose of the jobbing order.

##### **17.2. Scheduling payments:**

Payments shall be made in proportion to the services performed and deduction made of the advance payment.

The contractor shall be paid upon presentation of invoices after acceptance of report.

#### **ARTICLE 19: BANK DOMICILIATION**

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. .... at ..... in the name of .....

#### **ARTICLE 20: TAX SYSTEM**

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

~~The Value Added Tax shall be borne by the Project Owner or Project Manager.~~

#### **ARTICLE 21: STAMP DUTY AND REGISTRATION**

Seven (7) original copies of this jobbing order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force.

## **CHAPTER IV**

### **MISCELLANEOUS PROVISIONS**

#### **ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER**

Fifteen (7) copies of this jobbing order shall be produced and circulated.

#### **ARTICLE 23: DISPUTES**

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failing an amicable settlement, the final verdict of any dispute stemming from this jobbing order shall be passed by the competent Cameroonian court.

#### **ARTICLE 24: CANCELLATION OF THE JOBBING ORDER**

This jobbing order may be cancelled under the conditions and formalities provided for by the regulations in force.

#### **ARTICLE 25: VALIDITY OF THE JOBBING ORDER**

This jobbing order shall be valid only after its signature by the Project Owner (or the Contract Manager) and shall become enforceable only after its notification to the Supplier.

PAGE ..... AND LAST OF JOBBING ORDER No....RQ/WBC/ITB/2020

AFTER .....  
WITH THE COMPANY: .....

AMOUNT OF THE JOBBING ORDER: ..... CFAF

(In words .....  
CFA francs inclusive of taxes)

EXECUTION TIME: 02 MONTHS

Read and accepted by the contractor

WIDIKUM, .....

Signature of Contracting Authority

WIDIKUM, .....

Registration



## **Table of models**

: Model bid bond

: Model final bond

: Model of start-off advance bond

: Model retention fund

### MODEL BID BOND

Addressed to [indicate the Contracting Authority and his address] "Contracting Authority".

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for [recall the subject of the invitation to tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;  
Or

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

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

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

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

This bond shall, for purposes of its interpretation and execution, be subject 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]

### Model final bond

Bank:

Reference of the bond: No. \_\_\_\_\_

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out *[indicate the nature of the supply]*.

Whereas it is stated in the contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5%]* of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*  
represented by \_\_\_\_\_ *[name of signatories]*,  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]*.

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

This final bond shall enter into force upon signature and notification of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the supply.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment made by the Project Owner by virtue of this guarantee 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, be subject 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 \_\_\_\_\_

*[Signature of the bank]*

**Model of start-off advance bond**

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary).

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ supply [indicate the subject of the supply, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

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

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

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

### Model of performance bond (Retention fund)

Bank: \_\_\_\_\_

Reference of the bond: No \_\_\_\_\_

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ [name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the supply of [indicate the subject of the supply]

Whereas it is stipulated in the contract that the retention fund fixed at [percentage below 10 % to be specified] 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 the bank],

Represented by \_\_\_\_\_ [names 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 Project Owner for a maximum amount of \_\_\_\_\_

[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price.

And we pledge to pay to the Project Owner 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 Project Owner 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 [percentage below 10 % to be specified] of the total amount of the supply featuring in the final detailed account, without the Project Owner 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 incline 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 supply and upon release issued by the Project Owner.

Any request for payment made by the Project Owner 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]

**List of banking establishments and  
financial bodies authorised to issue bonds  
for public contracts**

## **BANKS**

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

## **II- Insurance companies**

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurnces S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.

N.B: la liste ci-dessus est egalement disponible sur le site web :[www.arnp.cm](http://www.arnp.cm)