

REPUBLIC OF CAMEROON
Peace – Work – atherland

MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH WEST REGION

P.O BOX 21 TEZE

NGIE SUB DIVISION

ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL

REGION DU NORTH OUST

B.P 21 TEZE

ARRONDISSEMENT DE NGIE

COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF ...24/02/2021
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
SINGLE	CONSTRUCTION & EQUIPMENT OF SDD OF MINEPIA ANDEK	32 000 000F CFA	640 000F CFA	45 000F CFA

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N°04/ONIT/AC/ACITB/2021 OF24/07/2021
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 01
AVIS D'APPEL D'OFFRES/TENDER NOTICE

REPUBLIC OF CAMEROON
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D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

"Open National Invitation to Tender,
N°04/ONIT/AC/ACITB/2021 OF24/02/2021
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST REGION.

FUNDING : PIB MINEPIA 2021

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
SINGLE	CONSTRUCTION & EQUIPMENT OF SDD OF MINEPIA ANDEK	32 000 000F CFA	640 000F CFA	45 000F CFA

1. Subject of the invitation to tender

The Mayor Andek Council, the Contracting Authority, on behalf of the Republic of Cameroon, hereby launches an open invitation to tender, for the Construction & Equipment of Sub Divisional Delegation of Minepia Andek, MOMO Division, North-West Region.

Single Lot: Construction & Equipment of Sub Divisional Delegation of Minepia Andek, Ngie Sub-Division

2. Work consistency

The works include the following:

- Preparatory, studies & others works ;
- Earth works;
- Foundation ;
- Masonry elevation;
- Carpentry-roof works;
- Metallic/wooden works;
- Electricity works;
- Painting;
- Finishing;
- Plumbing;
- Equipment

3. Participation

Participation is open under the same conditions to all Cameroonian companies and business concerned that have proven experience in the field of building construction and civil engineering in general.

4. Financing

The works, subject of this invitation to tender, shall be financed by the Public Investments Budget MINEPIA 2021.

5. Consultation of the tender file

The tender file may be consulted at the Andek Council (General Secreteriate) during working hours, as soon as this tender notice is published.

6. Acquisition of the tender file

The tender file may be acquired from the Andek Council upon presentation of a non refundable treasury receipt of 45 000 (Forty five thousand) FCFA. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

7. Presentation of the tender file

The tender file in three (03) volumes shall be enclosed in three sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical offer (Volume 2);
- Envelope C containing the financial offer (Volume 3).

The three 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.

8. Submission of the tender file

Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the ANDEK COUNCIL not later than ~~17/3/2021~~ ^{24/02/2021} at 10 a.m local time and should carry the inscription:

"Open National Invitation to Tender "
N°04/ONIT/AC/ACITB/2021 OF24/02/2021
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST REGION.

«To be opened only during the bid opening session »

The offers or the bids submitted after the stipulated deadline shall not be received.

9. Admissibility of bids

The bids not respecting the separation mode of the financial bid from the administrative and technical bids shall be rejected.

Any bid not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible. Especially the absence of a bid bond of a first rate bank approved by the Ministry of Finance and valid for a period of thirty (30) days shall be rejected.

Least they are rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. They must obligatorily not be older than four (04) months and must be valid during the bid opening session.

10- Opening of bids

The opening of the bids in one phase shall be done on 17/3/2024 at 11a.m in the Conference Hall of the ANDEK COUNCIL by the competent tender board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

11- Submission of bids timeframe

Bidders have thirty (30) working days for the submission of their bids with effect from the date of publication of the tender notice.

12. Execution deadline

The maximum execution deadline shall be four (04) calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

13. Provisional Guarantee(Bid bond)

Each bidder must include in his administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of 640 000 (Six hundred and forty thousand) FCFA.

The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contract, the provisional deposit shall be released after the constitution of the final bond.

14. Evaluation of the bids

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Analysis of the financial file.

The criteria of evaluation are the following:

14.1-Eliminatory criteria

- Absence or insufficient provisional guarantee;
- Absence or nonconfirmity of a document in the administrative file which is not provided by the bidder within 48 hours after opening as requested by the tenders board;
- False declaration or falsified documents.
- Technical assessment mark lower than 80% of "Yes".
- Incomplete financial offer;

Essential criteria:

The technical offer of the bidder shall be assessed along the following lines:

S/N	Designation	MARKS
01	General Presentation of the offer: Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01
02	Quality of Requested staff: Qualifications, experience of personnel affected to the project, CV, NIC and attestation of availability signed and dated.	05
03	Technical equipment/material affected to the project: The company should	01

	justify the property of the necessary material to the execution of works.	
04	Reference of the enterprise: ▪ Turnover in the past two years; ▪ Experience in road/public works	02
05	Presence of the methodology of work execution	04
06	Presence of the prefinancing capacity	01

The note of the technical offer will be gotten by addition of marks for every criteria. Only the technical offer having gotten an equal or superior note to 80% of YES will be kept for the financial evaluation.

15. Award of the jobbing order

The jobbing order shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality. (See article 99 of the public contracts code).

16. Period of validity of bids

The bidders shall remain committed to their bids during a period of (one hundred and twenty) 120 days from the deadline set for the submission of bids.

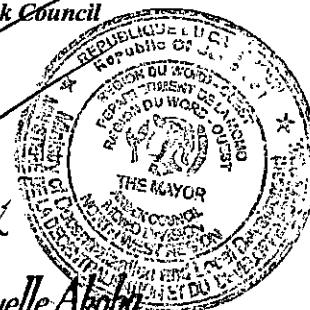
17. Complementary information

Complementary technical information may be obtained every day during working hours from the general secretariat of Andek Council. Tel 671 771 879

Andek, the 24/02/2024

The Mayor Andek Council

THE MAYOR



Ubangoh Helly - Manyelle Akoba
PROFESSEUR DES LYCEE (RETRAITE)

Copies:

- ARMP (for publication and archives);
- Chairperson of TB (for information);
- Notice boards (for information).
- MINMAP MOMO

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COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

COMMISSION INTERNE DE PASSATION DE MARCHES AUPRES DE LA COMMUNE D'ANDEK

Avis d'Appel d'Offres National Ouvert
N° 04/AONO/CA/CIPMCA/2021 du24.10.2021
**POUR LES TRAVAUX DE CONSTRUCTION ET EQUIPEMENT DE SOUS DELEGATION DEPARTEMENTALE
D'ANDEK, Département du MOMO, Région du Nord-Ouest.**

FINANCEMENT : BIP MINEPIA 2021

Lot:	Nom du Projet	Montant du Projet	Montant caution provisoire	Montant d'achat du DAO :
UNIQUE	SDD MINEPIA	32 000 000F CFA	640 000F CFA	45 000

1.- Objet de l'Appel d'Offres

Le Marie de la commune d'Andek, Autorité Contractante, lance pour le compte de la republique du cameroun, un appel d'offres national ouvert pour les travaux de **CONSTRUCTION ET EQUIPEMENT DE SOUS DELEGATION DEPARTEMENTALE D'ANDEK**, dan le Département de la Momo. C'est un seul lot :

➤ **LOT UNIQUE : CONSTRUCTION ET EQUIPEMENT DE SOUS DELEGATION DEPARTEMENTALE D'ANDEK** dans l'arrondissement de NGIE.

2.- Consistance des travaux

Les prestations comprennent les opérations suivantes :

- Travaux preparatoires etudes et autre ;
- Terrassement ;
- Fondations ;
- Maçonneries en elevations ;
- Charpente-couverture ;
- Menuiserie metallique et bois
- Electricite
- Peinture.
- Revetements
- Plomberie – Sanitaires
- Equipment
- VRD.

3.- Participation

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine des bâtiments et du génie civil en général.

4.- Financement

Les travaux, objet du présent Appel d'Offres, sont financés par **BUDGET D'INVESTISSEMENT PUBLIC MINEPIA, Exercice 2021.**

5.- Consultation du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la COMMUNE D'ANDEK, (Service Technique) dès publication du présent avis.

6.- Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la COMMUNE D'ANDEK, (Service Technique) sur présentation d'une quittance de versement d'une somme non remboursable de **45 000 (Quarante cinq mille)** francs CFA au Trésor. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

7.- Présentation des offres

Les documents constituant chaque offre sont repartis en trois(03) 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 technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

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 du DAO et séparées par des intercalaires de même couleur.

8.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, dans les Commune d'Andek, au plus tard le **16/03/2021** à 10 heures, heure locale et devront porter la mention:

Appel d'Offres National Ouvert

N° 04/AONO/ CA/CIPMTBCA/2021 du 16/03/2021

- **POUR LES TRAVAUX DE CONSTRUCTION ET EQUIPEMENT DE SOUS DELEGATION DEPARTEMENTALE D'ANDEK dans le Département du MOMO, Région du Nord-Ouest.**
« A n'ouvrir qu'en séance de dépouillement. »

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

9.- Recevabilité des offres

Les offres ne respectant pas le mode de séparation de l'offre financière, des offres administratives et techniques seront irrecevables.

Toute offre non conforme aux prescriptions du présent avis et du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances, valable pendant 30 jours au-delà du délai de validité des offres.

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

10.- Ouverture des offres

L'ouverture des offres aura lieu en un temps le 17/03/2024 à 11 heures précises dans la salle des Conférences de la Commune d'Andek, par la Commission Interne de Passation des marchés Compétente en présence des soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandater à cet effet.

11.- Délai de réponse des soumissionnaires

Pour cet Appel d'Offres, le délai de réponse est fixé à trente (30) jours ouvrable aux entreprises désireuses d'y participer à compter de la date de publication de l'Avis d'Appel d'Offres.

12.- Délai d'exécution des travaux

Le délai global d'exécution des travaux est de quatre (04) mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

13.- Cautionnement Provisoire (Garantie de soumission)

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie, selon le modèle indiqué dans le dossier d'Appel d'Offres, par une banque de premier ordre agréée par le Ministère des Finances et dont la liste figure en annexe d'un montant égal à 640 000 FCFA (Six cent quarante milles) francs CFA

Le cautionnement provisoire sera libéré d'office au plus tard (30) jours après l'expiration de la validité des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

14.- Evaluation des Offres

L'évaluation des offres se fera en trois(03) étapes :

- 1^{ère} étape : Vérification de la conformité du dossier administratif de chaque soumissionnaire ;
- 2^{ème} étape : Evaluation des offres techniques ;
- 3^{ème} étape : Analyse des offres financières.

Les critères d'évaluation des offres sont les suivants :

14.1-Critères éliminatoires

- l'absence ou l'insuffisance de la caution provisoire de soumission.
- Absence d'une pièce administrative non fourni dans les quarante huit (48) heures suivant l'ouverture des plis.
- Fausse déclaration ou documents falsifiés.
- De façon systématique, toute offre n'ayant pas atteint ou dépassé après évaluation technique, la barre de 80 % du OUI sera écartée et non éligible à l'analyse financière ;
- Offre financière incomplète ;

Critères essentiels

L'offre technique du soumissionnaire sera évaluée sur les éléments suivants :

N°	Désignation	Nombre de point
1	Présentation générale de l'offre : Reliure, Intercalaire de couleur et page de garde, Présentation de toutes les pièces dans l'ordre prescrit, Qualité du document.	01
2	Qualité du personnel : Qualifications, expérience du personnel affecté au projet, CV, CNI et attestation de disponibilité daté et	05

	signé.	
3	Moyens techniques et matériels affectés au projet : L'entreprise devra justifier la propriété du matériel nécessaire à l'exécution des travaux.	01
4	Références de l'entreprise : ▪ Chiffes d'affaire des deux dernières années ; ▪ Expérience dans les travaux routire/public	02
5	La présence de la Méthodologie d'exécution des travaux	04
06	La présence de la Capacité de préfinancement	01

La note de l'offre technique sera obtenue par addition des points pour chaque critère. Seule l'offre technique ayant obtenue une note égale ou supérieure à **80% du OUI** sera à l'évaluation financière.

15.- Attribution de la lettre commande

La lettre commande sera attribuée au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la moins-disante et techniquement qualifiée, conformément à l'article 99 du Code des Marches Publics.

16.- Délai de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période de cent -vingt (120) jours, à compter de la date limite fixée pour la remise des offres.

17.- Renseignements complémentaires

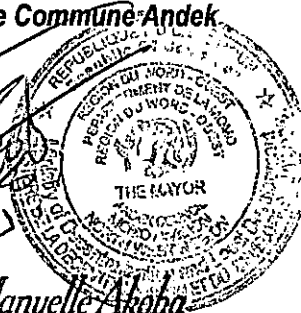
Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès la secreteriate general de la commune d'Andek. Tel 671 771 879

Ampliations :

- ARMP (pour publication et archivage) ;
- Président CPM (pour information) ;
- Affichage
- MINMAP MOMO

ANDEK, le 24/02/2024
Le Maire Commune Andek

THE MAYOR



Ubangoh Helly - Manyelle Akoba
 PROFESSEUR DES LYCEE (RETRAITE)

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N°04/ONIT/AC/ACITB/2021 OF 24/02/2021
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercice 2021

AUTHORIZATION N°:

IMPUTATION:

PART 02
GENERAL REGULATIONS FOR THE INVITATION TO
TENDER (GRIT)

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GENERAL RUGULATION FOR THE INVITATION TO TENDER

A.-GENERALITIES

Article 1: Scope of the bid

- 1.1. The Mayor ANDEK Council hereinafter referred to as the Contracting Authority, launches an open national invitation to tender in emergency procedure for the execution of the work described in the special clauses of this call for tenders (RFP). It is referred as "the construction and equipment SDD of MINEPIA Andek".
- 1.2. The successful bidder or contractor must complete the work within the period indicated in the RFP, and which runs from the date of notification of the service order (SO) to start the work.
- 1.3. In this present invitation to tender (LPO), the term "day" refer to a calendar day.

Article 2: Funding

The above works, subject of the present invitation to tender, are financed by the Public Investment Budget MINEPIA, Exercise 2021.

Article 3: Fraud and corruption

3.1. The Contracting Authority requires that bidders and contractors respect strictly the rules of professional ethics during the procurement process and execution of this contract. Under this principle:

a. The following definitions are applicable:

- I. Is guilty of "corruption" anyone who offers, gives, solicits or accepts any benefit to influence the action of a public official in the allocation or the execution of a contract.
- II. Is engaged in "fraudulent practices" anyone who distorts or misrepresents facts in order to influence the award or execution of a contract.
- III. "Collusive practices" are any form of agreement between two or more bidders (with the knowledge of the contracting Authority or not) to artificially maintain prices of the offers at a level not corresponding to those that would result from the competition.
- IV. "Coercive practices" are any form of damage to persons or their property or threats against them to influence their action in the attribution or the execution of a Contract.

b. Shall reject any award proposal if it is proven that the proposed contractor is, directly or through an agent, convicted of corruption or engaged in fraudulent, collusive or coercive practices for the award of the said contract.

3.2. The Minister of Public Contracts, Authority in charge of public contracts may on a provisional basis, take a decision to band or suspend any bidder for a period not exceeding two (2) years, that is found guilty of influence, conflicts of interest, fraud, corruption or production of no-authentic documents in the bid submission, without prejudice to the criminal prosecution that could be engaged against him.

Article 4: Qualification of bidders

4.1. Bidders shall, as part of their bid:

- a. Submit a power of attorney.
- b. Submit all information (complete or update the information attached to their application for pre-qualification may have change, to the case where the candidates were the subject of a pre-qualification) requested from bidders, in the OMPP, to establish their qualification to run the contract.

The following information is required if applicable:

- i. The production of certified balance sheets and a recent turnover figures.
- ii. Access to a credit line or provision of other resources;
- iii. Previous jobbing orders and ongoing contracts attributed;
- iv. On-going disputes;
- v. The availability of the necessary equipment.

4.2. The bids submitted by two or more grouped entrepreneurs (co-contracting) must meet the following conditions:

- a. The offer must include for each of the bidders in the co-contracting, all the information listed in section 4.1 above. The special regulation of the Call for Tender(SRCT) must specify the information to be provided by each Member of the Group;
- b. The nature of the group must be specified and justified by the production of a group agreement in good and due form;
- c. The Member of the Group designated to lead, shall represent all the enterprises engaged in the consortium in front of the contracting Authority for the execution of the contract;
- d. In case of co-contracting, co-contractors share the amounts that are paid by the contracting authority in a single account; however, each company is paid by the contracting authority in a unique account, when it comes to a joint group.

4.3. Bidders must also submit detailed proposals to show that they conform to the technical specifications and the time frames specified in the special regulation of the Call for Tender.

4.4. Bidders requesting for a preferential margin, must provide all the information necessary to prove that they meet the eligibility criteria described in the special regulation of the Call for Tender.

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

Article 5: The site visit

5.1 Each bidder shall visit and inspect the site of the work and its surroundings and by himself, and under his own responsibility, gather all the information as may be necessary for the preparation of the bid and the performance of the work. An attestation of site visit shall be signed by the bidder. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.

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

Article 6: Building materials, materials, supplies, equipment and authorised services

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

6.2 Within the meaning of this 6.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

B. TENDER FILE

Article 7: Contents of tender file

7.1. The tender file describes the works, subject of the contract, establishes the consultation procedures of the contractors and special contract conditions. In addition to the amendment(s) published in conformity to article 8 of the General regulations of the invitation to tender (RGAO), it includes the following documents:

- 1) The invitation to tender written in French and English (AAO);
- 2) General Regulation of the invitation to tender (RGAO);
- 3) Special Regulation of the invitation tender (SRIT);
- 4) Specification of the Special administrative Clauses (CCAP);
- 5) Specifications of the special Technical Clauses (CCTP);
- 6) Unit price schedule;
- 7) Bill of Estimates and Quantities;
- 8) Format of Sub-Detail of unit prices;
- 9) Drawings and other elements of the technical file;
- 10) Model engagement letter by bidder;
- 11) Model bid submission letter;
- 12) Model bid bond;
- 13) Model performance guarantee;
- 14) Model bank guarantee for the refund of start-up advance;
- 15) Model of draft contract;
- 16) Lists of banks of 1st order approved by the Ministry in charge of finance;
- 17) Table of references of the bidder;
- 18) Table of key materials and equipment of the contractor;
- 19) Model of qualification and experience of the key personnel responsible for enforcement of the contract.

7.2. The bidder must consider all of the regulations, forms, conditions and specifications contained in the Tender File. He is invited to provide all the information requested and to prepare a compliant offer in all aspects. Any deficiency can lead to the rejection of its offer.

Article 8: Clarification made to the tender file

8.1. Any bidder seeking clarification on the Tender File can apply to the Contracting authority in writing at the address of the Contracting authority indicated in the tender notice. The Contracting authority will respond in writing to any request for clarification received at least fourteen (14) days before the date of depositing of bids.

A copy of the response of the Contracting authority, indicating the question but not mentioning its author, is addressed to all bidders who purchased the Tender File.

8.2. Between the publication notice including the phase for the pre-qualification of candidates and the opening of the bids, any bidder who is aggrieved in the public contracts award procedure may petition to the Minister in charge of Public Contracts.

8.3. The appeal must be addressed to the contracting authority with copies transmitted to the Chairperson of the Tender Board and to the organ in charge of the regulation.

It must reach the contracting authority not later than fourteen (14) days before the date of opening of the bids.

8.4. The contracting authority has five (5) days to respond. The response is transmitted to MINMAP and to the organ in charge of the regulation.

Article 9: Modification of the tender file

9.1. The Contracting authority can, at any time before the deadline of depositing of bids and for any reason, whether on its own initiative or in response to a request for clarification by a bidder, modify the tender file by publishing the amendment.

9.2. Any amendment so published will be an integral part of the tender file as presented in Article 6.1 of the RGAO and will be communicated in writing to all bidders who purchased the Tender File.

9.3. To give bidders sufficient time to take account of the amendment in the preparation of their bids, the Contracting authority could extend the deadline of submission of bids, as much as necessary, the deadline for offers, in conformity with the provisions of section 19 of the RGAO.

C. PREPARATION OF BIDS

Article 10: Costs of submission

The candidate will bear all the costs associated with the preparation and presentation of his bids, and the Contracting authority and the project owner are not responsible for any of these costs, or to settle them, regardless of the conduct or outcome of the tender procedure.

Article 11: Language of bid

The bid, all correspondences and all documents exchanged between the bidder and the Contracting authority will be written in English or French.

Article 12: Composition of bid

12.1. The bidder's bid will include documents detailed in the Special Regulations of the invitation to tender, duly completed and grouped in three volumes:

a. Volume 1: Administrative documents

It includes:

I. All documents stating that the bidder:

- Has complied with all declarations provided for by the laws and regulations in force;
- Is current with his taxes, contributions, fees or levies of any kind whatsoever;
- Is not in a State of liquidation or bankruptcy;
- Is not caught by one of the prohibitions and disqualifications criteria provided for by the legislation in force.

II. Bid bond(s) issued is in conformity with the provisions of article 15 of the present RGAO;

III. A written confirmation authorizing the signatory of the bid to engage the bidder

IV. The CCAP is duly initialed on each page and signed on the last page.

V. Localization plan is duly signed by the authority concerned

b. Volume II: Technical File

It includes:

- I. Attestation of site visit and the site visit report;
- II. Personnel: the contractor will present the competent technical staff and workers he intends to hire before the beginning of the work (attach to each staff CV signed by the candidate, certified copy of technical diploma, attestation of presentation of original and the attestation of availability signed by the candidate);
- III. Site equipment: The contractor shall justify the ownership and the State of the equipment necessary for the performance of the work (providing registration certificates, invoices and certificates of technical visit of rolling equipment);
- IV. References of the company (the contractor will provide contracts or Jobbing orders for similar work carried out as well as related minutes of reception);
- V. The technical note on the methodology of intervention of the work: the company will produce a technical note dated and signed providing all the information concerning the mode of execution of the works, the planning of intervention, the expected output, provision of materials or site materials, the potential advantages in terms of safety of the environment and the Organization of the company;
- VI. The CCTP duly initialed on each page and signed on the last page;
- VII. Attestation of solvency of the contractor.
- VIII. Commentaries (optional)
A commentary on the technical choices of the project and possible proposals.

c. Volume 3: Financial File

It includes:

- I. The tender specimen form, in original drafted according to the model attached, stamped at the rate in force, signed and dated;
- II. The unit price schedule duly completed, with an indication of the unit price excluding VAT in letters and figures;
- III. Bill of estimates and quantities completed;
- IV. Sub-details of the different prices according to the model attached;

Bidders will therefore use the parts and models provided in the Tender File, subject to the provisions of section 16.2 of the RGAO on the other possible forms of bid security.

12.2. If, in conformity to the provisions of the RPAO, bidders bidding for several lots of the same invitation to tender, they can indicate the discount or rebates in case of allocation of more than one lot.

Article 13: Amount of bid

13.1. Unless otherwise indicated in the Tender File, the amount of the contract will cover all of the work described in section 1.1 of the RGAO, on the basis of the bill of quantity and cost estimates presented by the bidder.

13.2. The bidder will fill the unit and total price of all the items as well as the detail estimated quantities.

13.3. Subject to contrary provisions in the RPAO and CCAP, all the taxes and fees payable by the contractor in respect of the future contract, where otherwise, thirty (30) days before the deadline for submission of bids will be included in the bid prices and in the total amount of its offers.

13.4. If the terms of revision and/or updating of prices are provided in the contract, the date of establishment of the initial price and methods of review and/or discount price must be specified. Provided that any contract whose execution time is at most equal to one (1) year may not be the subject of price revision.

13.5. All unit prices shall be justified by sub-details established in accordance with the format proposed in section of sub detail for prices.

Article 14: Bid Currency and settlement

14.1. The amount of the contract is written entirely in CFA FRANCS. The amount of the bid, the unit price of the prices schedule and quantitative and estimated detail prices are labeled entirely in CFA FRANCS in the following manner:

- (a) Prices will be entirely denominated in CFA FRANCS. The bidder willing to spend money in other currencies for the execution of the work, will indicate in annex to the submission, the percentage of the amount of the offer required to cover needs in foreign currencies, without exceeding a maximum of three currencies of Member country of the institution financing the contract.
- (b) The exchange rates used by the bidder to convert its offer in national currency will be specified by the bidder in the annex of the submission. They will be applied for any payment in respect of the contract, so that no foreign exchange risk is supported by the winning bidder.

Article 15: Validity of bids

15.1. The bids shall remain valid for Ninety (90) days. Any offer with validity less than this period will be rejected by the Contracting authority.

15.2. In exceptional circumstances, the Contracting authority may seek the consent of the bidder for an extension of the period of validity. The application and responses to be made will be in writing. The validity of the submission guaranty under article 15 of the RGAO will be similarly extended for a corresponding period. A bidder may refuse to extend the validity of the offer without losing its bid bond. A bidder who agrees for an extension will not be asked to modify its offer, or will be allowed to do so.

15.3. When there is no article in the contract for the revision of prices and the period of bid validity is extended over sixty (60) days to the date of notification of the contract award or of the service order to start work to the successful bidder, as provided in the CCAP, the effect of actualization is not taken into account for the purposes of the assessment.

Article 16: Guarantee of submission

16.1. In application of article 10 of the RGAO, the bidder will provide a bid bond of the amount specified in the OMPP, which will be an integral part of its bid.

16.2. The bid bond must be in conformity with the model presented in the Tender File.

16.3. Any bid not accompanied by an acceptable bid bond will be rejected by the tenders' board as non-compliant. The bid bond of a group must be established in the name of the agent mandated to submit the bid and each member of the grouping must be mentioned.

16.4. The bid bonds and bids of unsuccessful bidders shall be returned within a period of fifteen (15) days from the date of publication of the results.

16.5. The bid bond of the successful bidder shall only be released as soon as the latter has signed the contract and has provided the required performance guarantee.

16.6. The bid bond may be seized:

- a. If the bidder withdraws his bid during the period of validity;
- b. If the bidder selected:
 - i. Fails to fulfill its obligation to accept the contract pursuant to the results of award of the contract, or
 - ii. Fails to provide the performance guarantee pursuant to section 30 of the RGAO.

Article 17: Form and signature of the bid

17.1. The bidder will prepare an original of the constituent documents of the bid described in section 11 of the RGAO, in a volume bearing clearly the indication "**ORIGINAL**". In addition, the bidder shall submit the number of copies required by the OMPP, bearing the indication "**COPY**". In case of discrepancy between the original and the copies, the original will be taken.

17.2. The original and all copies of the offer must be typed or written in eligible ink and will be signed by the person duly empowered to sign on behalf of the bidder. All pages of the bid including overleaf will be initialed by the person (s) mandated to sign the offer.

17.3. In the offer there shall be no amendment, deletion or overloading, unless such corrections are initialed by the signatories of the bid.

D. SUBMISSION OF BIDS

Article 18: Sealing and marking of bids

18.1. The bidder will place the original and copies of the constituent documents of the bids in two separate and sealed envelopes marked "**Original**" and "**Copy**", as the case may be. These envelopes will then be placed in an outer envelope which will also have to be sealed, but that should give no indication of the identity of the bidder.

18.2. The inner and outer envelopes

- a. Will be addressed to the Contracting authority as indicated in the OMPP;
- b. Will bear the name of the project, the number of the invitation to tender in the OMPP, and the mention "To be opened only during the bid opening session" and also specify the lots.

18.3. The inner envelopes shall bear the name and address of the bidder to enable the Contracting authority to return the offer sealed if it was submitted after the date and time limit under the provisions of article 19 of the RGAO or to satisfy the provisions of article 20 of the RGAO.

18.4. If the outer envelope is not sealed and marked as specified in sections 17.1. and 17.2. above, the Contracting Authority will not be responsible if the offer is lost or open prematurely.

Article 19: Date and time limits to deposit bids

19.1. Bids must be received at the **Council Office** at the **specific date and time indicated in the Special Regulation for the Invitation to Tender**.

19.2. The Contracting Authority may at his discretion, extend the deadline fixed for the deposition of bids by publishing another date in accordance with the provisions of section 7 of the RGAO. In this case, all the rights and obligations of the bidders and the Contracting authority previously governed by the initial date limit shall be governed by the new date limit.

Article 20: Bids out of time

Any bid coming in after the date and time limit for the submission of bids under article 19 of the RGAO will be declared out of time and, therefore, not receivable.

Article 21: Modification, Substitution and withdrawal of bids

21.1. A bidder may modify, replace or withdraw his bid after submission, provided a written notification for the modification or withdrawal is received by the Contracting authority before the expiration of the period prescribed for the submission of bids. Such notification must be signed by a mandated representative. Modification or the corresponding bid to be replaced shall be attached to the written notification. The envelopes should be clearly marked depending on the situation, the mention "Withdrawal" and "Offer of replacement" or "Modification."

21.2. The notification of the modification, replacement or the withdrawal of the bid by the bidder shall be prepared, sealed, marked and sent in accordance with the provisions of section 15 of the RGAO. Withdrawal may also be notified by fax, but must in this case be confirmed by a duly signed written notice, with the date, the postmark being authentic, and must not be after the deadline set for the submission of tenders.

21.3. The bids which the bidders asked for the withdrawal pursuant to section 21.1 will be returned to them without having been opened.

21.4. Bid cannot be withdrawn within the interval between the deadline for the submission of bids and the expiration period of validity of the bid as on the bid form. The withdrawal of bid by any bidder during this interval leads to the bid bond being forfeited pursuant to the provisions of article 16.6 of the RGAO.

C. OPENING AND EVALUATION OF BIDS

Article 22: Opening of Bids

The tender's board shall proceed to open the bids in the presence of the bidders or their duly mandated representatives having a perfect knowledge of the bid.

Article 23: Confidential nature of the procedure

23.1. No information on the examination, evaluation, comparison of the bids, the verification of the qualification of bidders, and the recommendation of award of the contract shall be given to bidders or to any other person not concerned in this process until the award of the contract shall be made public by the Contracting Authority.

23.2. Any attempt by a bidder to influence the Tender's board or the Sub-Committee for analysis in the evaluation of bids or the Contracting Authority in the award decision may lead to rejection of his bid.

23.3. Notwithstanding the provisions of paragraph 19.2, between the opening of bids and the award of the contract, if a bidder wishes to enter in contact with the Contracting Authority for reasons related to his bid, he must do so in writing.

Article 24: Clarification on the bids and contact with the Contracting authority

24.1. To facilitate the examination and comparison of bids, the Chairman of the Tender's board may, at his discretion, ask any bidder for clarification on the bidder's bid. The request for clarification and the response shall be in writing, but no change in the amount or the content of the submission is sought, offered or permitted, unless it is necessary to confirm the correction of arithmetic errors discovered by the Sub-Commission for analysis in the evaluation of bids.

24.2. Subject to the provisions of paragraph 1 above, bidders are not allowed to have contact with any member of the tender's board and that of the Sub-committee for analysis for issues related to their bids, between the opening of bids and the award of the contract.

Article 25: Determining the conformity of bids

25.1. The Sub-Commission for analysis shall carry out a detailed examination of the bids to determine if they are complete, if the required guarantees have been provided, if the documents were properly signed and bids are generally in good order.

25.2. The Sub-Commission shall determine if the bid is substantially responsive to the requirements of the Tender File based on its content without recourse to extrinsic evidence.

Article 26: Correction of errors

26.1. The Sub-Commission shall check the bids found substantially responsive with the requirements of the Tender File for any correction of arithmetic errors. The Sub-Commission for analysis will correct the errors in the following ways:

- a. If there is a contradiction between the unit price and the total price obtained by multiplying the price by the amount, the unit price will govern and the total price will be corrected, unless, in the opinion of the Sub-Commission for analysis, the comma of the decimal digits of the unit price is obviously poorly placed, in which case the total price indicated will prevail and the unit price will be corrected.
- b. If the total obtained by addition or subtraction of the subtotals is not correct, the subtotal as indicated will govern and total will be corrected.
- c. If there is a contradiction between the price indicated in words and figures, the amount in words will govern, unless this amount is related to an arithmetic error confirmed by the sub detail of the said price, in which case the amount in figures will prevail subject to paragraphs (a) and (b) above.
- d. If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price break down shall govern.

26.2. The bid amount will be corrected by the Sub-Commission for analysis, in accordance with the procedure of correction of errors mentioned above and with the confirmation of the bidder, such amounts will be deemed to have been accepted.

26.3. If the bidder having presented the lowest evaluated bid price does not accept the corrections on his bids, his offer will be rejected and the bid bond forfeited.

Article 27: Evaluation and comparison of the financial bid (offer)

Only offers accepted, in conformity according to the provisions of section 24 of the RGAO, will be evaluated and compared by the Sub-Commission for analysis.

By evaluating the bids, Sub-Commission for analysis will determine for each bid the evaluated amount by correcting the amount as follows:

- By correcting any possible error in accordance with the provisions of article 25 of the RGAO.
- Excluding provisional sums and, the provisions if any, for contingencies in the detail bill of quantities and summary, but by adding the amount of day work, when they are competitively priced as specified in the OMPP.

F. ATTRIBUTION OF CONTRACT

Article 28: Award

The contracting authority will award the contract to the bidder whose bid has been recognized substantial responsive to the requirement of the Tender File and which has the technical and financial capacity required to carry out the contract in a satisfactory way and in which the bid has been evaluated the lowest.

Article 29: Right of the Contracting authority to declare an invitation to tender unfruitful (unsuccessful) or cancel a procedure

The Contracting Authority reserves the right to cancel a tender procedure only after approval from the Minister Delegate in charge of Public Contracts when the bids have opened or declare an tender unsuccessful following the opinion of the competent tender's board, without thereby incurring any claims from the affected bidders.

Article 30: Notification of the award of the contract

Before the expiry of the bid validity period fixed by the Special Regulation for Invitation to Tender, the contracting authority shall notify the award of the contract to the successful contractor confirmed by fax, by registered letter or by any other means available to do it. This notification letter will indicate the amount HT that the contracting authority shall pay to the contractor in respect of execution of works and the duration.

Article 31: Publication of the award decision and redress

The award of a contract shall be materialised by a decision of the Contracting Authority and notified to the successful bidder.

Any decision by the Contracting Authority to award a public contract shall be published; including the price and deadline, in the Journal of Public Contracts (JDM) published by the organ in charge of the regulation of public contracts or in any other publication authorised to do so.

Once the results awarding a contract are published by the Delegated Contracting Authority, bidders whose bids were not retained shall be informed of the rejection of their bids and invited to withdraw them within fifteen (15) days, except the copy meant for the organ in charge of the regulation of public contracts. Tenders that are not withdrawn within this deadline shall be destroyed without any claims being lodged by the bidder.

After publication of the results of the award, the Independent Observer's report, as well as the minutes of the award session to which is attached the report of the evaluation of bids, shall be communicated to any bidder or administration concerned upon request addressed to the Contracting Authority.

In case of any petition, it must be addressed to the Minister in charge of Public Contracts, with copies to the organ in charge of the regulation of public contracts, the Contracting Authority as well as the chairperson of the tenders' board.

On risk of being declared null and void, any petition must be formulated within a maximum of five (5) working days after the publication of result.

Article 32: Signature of the Contract

The award of a contract shall be materialised by a decision of the Contracting Authority and notified to the successful bidder.

32.1. After the publication of the award decision, the draft contract subscribed by the successful bidder is transmitted to the competent tenders' board for examination and adoption.

32.2. The Contracting Authority has a time-limit of seven(07)days from the date of reception of the approved draft contract from the competent's tenders' board and subscribed by the successful bidder to sign the contract.

32.3. The contract is notified to the contractor within five (05) days of signature.

Article 33: Guarantees

33.1. The final bond must be constituted within twenty (20) days following the notification of the contract by the Contracting Authority guaranteeing of the complete execution of the contract.

33.2. The final bond may not be less than two percent (2%) and more than five percent (5%) of the initial value of the contract. It may be replaced by a bank caution issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.

33.3. Small and medium-sized enterprises (SME) constituted of National capital and managed by nationals may, in lieu of the final bond, provide a stator lien or a bond issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.

33.3. The absence of the final bond within the prescribed time-frame, the Delegated Contracting Authority may decide to cancel or terminate the contract at the fault, expense and risk of the said contractor according to the conditions provided in the General Administrative Clauses (CCAG).

REPUBLIC OF CAMEROON
Peace – Work – atherland

MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH WEST REGION

P.O BOX 21 TEZE

NGIE SUB DIVISION

ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL

REGION DU NORTH OUST

B.P 21 TEZE

ARRONDISSEMENT DE NGIE

COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 03
SPECIAL REGULATION FOR THE INVITATION TO
TENDER (SRIT)

The following provisions, which are specific to the works being the subject of the invitation to tender, supplement or, if necessary, modify the provisions of the RGAO.

Introduction	
1.	Definition of the works: The present jobbing order concerns the Construction and Equipment Sub Divisional Delegation of MINEPIA Andek, MOMO Division, North-West Region. The description of the detailed work consistency is found in the special technical clauses which form an integral part of this jobbing order. Name and Address of the Contracting Authority :The Mayor Andek Council Reference of the invitation to tender : N°04/ONIT/AC/ACITB/2021 OF
2	Execution time-frame: The maximum period of execution of works, which shall commence as from the date of notification to the Contractor of the administrative service order to start work shall be 04 (four) months.
3.	Funding: Works concerned being subject of this invitation to tender, will be funded by the Public Investment Budget MINEPIA, Exercise 2021.
4.	List of prequalified candidates : Not necessary
5.	Preference is given here to local materials, supplies and equipment i.e. made in Cameroon pending their conformity to technical norms.
6.	The principal qualification of bidders are the following
6.1	Eliminatory criteria • Absence or insufficient provisional guarantee; • Absence or nonconfirmity of a document in the administrative file which is not provided by the bidder within 48 hours after opening as requested by the tenders board; • False declaration or falsified documents. • Technical assessment mark lower than 80% of "Yes". • Incomplete financial offer;

	Essential criteria: The technical offer of the bidder shall be assessed along the following lines <table border="0"> <tr> <td>a. General presentation</td><td>01</td></tr> <tr> <td>b. Quality of Requested staff</td><td>05</td></tr> <tr> <td>c. Technical and material affected to the project</td><td>01</td></tr> <tr> <td>d. Reference of the enterprise</td><td>02</td></tr> <tr> <td>e. Presence of the methodology of work execution</td><td>04</td></tr> <tr> <td>f. Presence of the prefinancial capacity</td><td>01</td></tr> </table>	a. General presentation	01	b. Quality of Requested staff	05	c. Technical and material affected to the project	01	d. Reference of the enterprise	02	e. Presence of the methodology of work execution	04	f. Presence of the prefinancial capacity	01
a. General presentation	01												
b. Quality of Requested staff	05												
c. Technical and material affected to the project	01												
d. Reference of the enterprise	02												
e. Presence of the methodology of work execution	04												
f. Presence of the prefinancial capacity	01												
6.2	7. Site visit and preparatory meetings: Each bidder shall visit and inspect the site of the work and its surroundings and by himself, and under his own responsibility, gather all the information as may be necessary for the preparation of the offer and the performance of the work. An attestation of site visit shall be signed by the bidder. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.												
8.	Bid language : French and /or English												
9.	The bidder's bid will include documents detailed in the OMPP, duly completed and grouped in three volumes: <i>(A) file of Administrative documents (in envelope A)</i> It shall consist of the following documents stapled or place in the following order of enumeration. 1. Undertaking by bidder stamped, signed and dated in conformity with the model attached 2. Attestation of non-bankruptcy dating less than 3 months, issued by the Court of competent jurisdiction of the place of residence of the bidder. 3. Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance. 4. Bank guarantee(of the same bank) on the list of banking institutions of the first order approved by the Ministry in charge of finance, for an amount in francs CFA of 640 000 FCFA. 5. Treasury Receipt of purchase of the Tender File, as stipulated in the tender notice. 6. Attestation of C.N.P.S, valid and for the tender concerned. 7. A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP 8. An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most 3 months. 9. An attestation of non-indebtedness signed by the Director or the head of the tax centre. 10. A Certified copy of taxpayer card valid, dated at most 3 months. 11. A certified copy of business license valid, dated at most 3 months 12. Attestation of site visit signed by the Bidder 13. Power of attorney signed by the legal Manager/Director/Director General of the Enterprise or legalized articles of Association. 14. The group agreement if necessary. 15. Plan and attestation of localization signed by the taxation authorities. 16. CCAP completed and initialed on all the pages.												

In case of grouping each Member must submit complete administrative documents, the documents 3, 4, and 5) below can only be presented by the representative of the group.

(B) Technical file (in the B envelope)

1. List of key site personnel

Bidders must undertake to have employed or to employ, before the start of works, competent technical staff, (attach to each staff a CV dated and signed by the candidate, a certified copy of the technical diploma, attestation of presentation of original and an attestation of availability dated and signed by the candidate, certified true copy of NIC) notably.

- i. A works director who should be a Civil, Hydraulics or a Rural works Engineer with **at least 5 years' experience in the domain of civil construction and similar works.**
- ii. A foreman (or several if necessary) with at least the level of civil /Hydraulic/ Rural engineering technician Bacc F4 (A/L in civil engineering) with **at least 5 years' experience in the domain of civil construction and similar works.**
- iii. And team leaders

A-Building, GCE O/L Technical in Building construction or its equivalent (CAP Maçonnerie) with at least **5 years' experience in the domain of civil construction and similar works.**

B-Wood works, GCE O/L Technical in wood works or its equivalent (CAP Menuiserie) with at least **5 years' experience in the domain of civil construction and similar works.**

C- Electricity works, GCE O/L Technical in electricity works or its equivalent (CAP électricité) with **at least 5 years' experience in the domain of electricity and similar works.**

2. List of performant equipment

List of performance equipment the bidder intends to use on site using the form presented in the Tender File. The contractor shall justify the ownership or hiring and the State of the equipment necessary for the performance of the work.

- I. Legalized Registration document (pickup truck or van, manual compactor, vibrator and concrete mixer etc.).
- II. Invoices dated for safety equipment (major equipment) and a list of small construction equipment or assorted tools signed by the head of the company.

3. References

Experience of the company, in similar works in the last three (03) years (2017-2019). The bidder must justify its professional experience by presenting certified true copies of jobbing orders (front and last pages) and minutes of provisional acceptance (2019 projects) or final reception (for 2017 -2018 projects) and related contracts, and jobbing orders).

Technical notes on the methodology and the execution of works with photographs of site.

The bidder will produce a technical note dated and signed on the last page providing all the following informations:

- i. The mode of execution of the works,
- ii The planning of intervention, the expected output
- iii. Supply of materials/ site equipment,
- iv. Measures of safety and protection of the environment;

	v. Administrative and technical organization of the enterprise. vi. Measures of maintenance during the guarantee period. 5. Self-financing capacity Self-financing capacity: An attestation of credibility issued by the same Bank that issued the bid bond. 6. CCTP duly initialed on each page, signed by the enterprise and dated on the last page.
	(c) Financial documents (in envelope-C) It shall contain: 1. The bid letter (tender form) itself, according to the model attached, stamped at the rate in force, signed and dated. 2. The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. 3. Detail quantities and cost estimated of work completed. 4. The sub-details of prices according to the model attached.

N.B.The different documents should be separated by coloured separators in the original as well as in the copies to facilitate their examination.

	Bid currency and settlement
1.	The value of the contract shall be in national currency (FCFA). The amount of the bid, the unit prices, the Bill of quantities and sub detailed of unit prices shall be entirely in CFA FRANCS in the following manner:
2.	Prices will be entirely settled in CFA FRANCS. Any bidder, who wants to engage expenditures in other currencies for the execution of the work, will indicate in an annex to his submission, the percentage of the amount of the offer required to cover the needs in foreign currencies, without exceeding a maximum of three currencies of Member countries of the institution financing the contract.
3.	The exchange rates used by the bidder to convert its offer in national currency will be the rate of the day of the deposition of the bids. This exchange rate will be applied for any payment in respect of the contract, so that no foreign exchange rate risk is supported by the successful bidder.
	The contract prices are firm and non-revisable.
	Preparation and submission of bids
1.	The bidders shall remain committed to their bids during a period of (ninety) 90 days from the deadline set for the submission.
2.	Provisional Guarantee (Bid bond): 640 000 (six hundred and forty thousand) FCFA

3.	The bids are for the execution period of 04 months. The evaluation method is specified below and in the General Administrative clauses.
	Submission of bids Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a treasury receipt at the Andek Council office not later than at 10 a.m local time and should carry the inscription: "Open National Invitation to Tender " N°04/ONIT/AC/ACITB/2021 OF FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF MINEPIA ANDEK, MOMO Division, North-West Region. «To be opened only during the bid opening session »
	Opening of the bids The opening of the bids will be in one (1) stage. The opening of Administrative, technical and financial documents shall take place on the in the Andek Council hall by the competent tenders' board. Only bidders or their duly mandated representatives with a perfect knowledge of their offer shall attend this opening session. Representatives of bidders will have to sign a form stating their presence at the opening of tenders.
	Clarification on the bids To better understand the bids, the tender's board has flexibility to seek for clarification from the bidders. The request for clarification and the response will be done in writing. No change of the offer price will be requested, proposed or authorized.
	Examination of bids The tenders' board shall examine the bids to determine if they are complete, if the required guarantees have been provided, if the documents were produced following the Tender File requirements, whether they contain calculation errors and if the bids are generally in good order. Any calculation errors will be corrected on the following bases: - If there is a calculation error, the total price will be corrected on the basis of the unit price. - If there is a contradiction between the price in words and the price in figures, the price in word will govern. - If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price break down shall govern.
	Evaluation and comparison of bids The technical subcommittee shall evaluate and compare the bids which were previously found substantially responsive to the conditions of the present invitation to tender. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission. The evaluation of the bids shall be done in three (03) steps: ➤ 1st step: Verification of the conformity of the administrative file; ➤ 2nd step: Evaluation of the technical file; ➤ 3rd step: Evaluation of the financial file.

Verification of the conformity of the administrative file;

Administrative documents

Eliminatory criteria will focus on the following aspects:

- Absence or insufficient provisional guarantee;
- Absence or nonconfirmity of a document in the administrative file which is not provided by the bidder within 48 hours after opening as requested by the tenders board;
- False declaration or falsified documents.
- Technical assessment mark lower than 80% of "Yes".
- Incomplete financial offer;

Essential criteria

The non-validation of all the following criteria shall result in a systematic rejection of the offer, that is:

a) The company's references:

Experience of the company, in similar works in the last three (03) years (2017-2019). The bidder must justify its professional experience by presenting certified true copies of jobbing orders (front and last pages) and minutes of provisional acceptance (2019 projects) or final reception (for 2017-18 projects) and related contracts, and jobbing orders).

(b) Essential equipment

Essential equipment that the contractor should make available for the contract (registration documents, purchase receipt) shall be the following: 4 x 4 pickup vehicle or van for the transportation of personnel and other materials, concrete mixer, manual compactor and a Vibrator.

C. The qualification of site personnel:

A Works Director having the qualification and experience of at least five years in similar works and volume and occupying the same position to be assigned for (attached certified copy of certificate of at least a civil, Hydraulics or a Rural Works Engineer or its equivalents, CV, presentation of original and attestation of availability signed by candidate.

A site Foreman with the qualification and experience of at least five (5) years in similar works and volume and occupying the same position (attached a certified copy of certificate at least a Civil /hydraulic or Rural Engineering technicians or equivalents in Civil/hydraulic or Rural Engineering, CV, presentation of original and attestation of availability sign by candidate). Bacc F4 or Advanced Level in civil engineering can also be considered.

And team leaders or builders.

(d) The methodology of intervention and execution of work:

The company will produce a technical note dated and signed on the last page providing information about:

- i. The mode of execution of the works.
- ii. The planning of intervention, the expected output.
- iii. The supply of materials or site equipment.
- iv. Measures of safety and protection of the environment.
- v. Administrative and technical organization of the enterprise.
- vi. Measures of maintenance during the guarantee period

E.The self-financing capacity:

An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract.) The available amount must be at least equal to 25% of the value of the works of the contract.

OTHER CRITERIA

General presentation of bids: Bidders must submit bids legible and in accordance with the models of attachments in annexes.

Evaluation Grid

(a)References of the company in civil construction or similar works for the past three years:

-Minimum two (02) contracts registered (1st and last page).....Yes/no.

-Minimum two (02) reception PVs corresponding to the attached contractsYes/no.

(b) Equipment

- Proof of a concrete mixer in good operating conditionYes/no.

- Proof of Hand tools.....Yes/no.

- Proof of manual compactor/vibrator in good operating conditionYes/no.

- Proof of a vehicle (Pick up 4 x 4 or truck)Yes/no.

c. Qualification of site personnel

- Organizational Chart of the enterpriseYes/no.

Organizational Chart of site with commentsYes/no.

Works Director: Civil, hydraulic or Rural Engineer

- Diploma of work Director certified.....Yes/no.

- Attestation of presentation of the originalYes/no.

- CV signed and dated by works Director.....Yes/no.

- Certified true copy of National Identity Card.....Yes/no.

- Attestation of availability dated and signed.....Yes/no.

Site foreman: Civil or Rural Engineering technician or Bacc F4 (A/L in civil engineering)

- Certified copy of certificate of Foreman.....Yes/no.

- Attestation of presentation of the originalYes/no.

- CV signed and dated by site foreman.....Yes/no.

- Certified true copy of National Identity Card.....Yes/no.

- Attestation of availability dated and signed.....Yes/no.

Team leader road works and building works: Civil or Rural Engineering technician or Bacc F4 (A/L in civil engineering)

- Certified copy of certificate of Foreman.....Yes/no.

- Attestation of presentation of the originalYes/no.

- CV signed and dated by site foreman.....Yes/no.

- Certified true copy of National Identity Card.....Yes/no.

- Attestation of availability dated and signed.....Yes/no.

d. The methodology of intervention and execution of work

- Attestation of site Visit.....Yes/no.

- Site Visit reportYes/no.

- Detailed technical note on the organization and execution of works.....Yes/no.

- Planning of execution of works.....Yes/no.

- Coherence in the planning of execution of worksYes/no.

- Respect of the duration of work.....Yes/no.

- Description of safety measures at the building site.....Yes/no.

- Description of the socio - environment measures for the site protection.....Yes/no.

- Coherence in the execution of worksYes/no.

- Coherence in the organization of the site.....Yes/no.

- Technical proposalYes/no.

- Measures of maintenance during the guarantee period.....Yes/no.

- CCTP dully initialed on each page, signed and dated on the last page.....Yes/no.

Only bids considered being substantial responsive after the technical evaluation shall be accepted for financial evaluation.

	Financial evaluation The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals. Only bids accepted, in conformity according to the provisions of section 25 of the RGAO, will be evaluated and compared by the Sub-Commission for analysis. By evaluating the bids, Sub-Commission for analysis will determine for each bid the evaluated amount by correcting the amount as follows: - By correcting any possible error in accordance with the provisions of article 26 of the RGAO. - Excluding provisional sums and, the provisions if any, for contingencies in the detail bill of quantities and summary, but by adding the amount of day work, when they are competitively priced as specified in the OMPP.
	Award of contract Subject to the clause of article 6 of the present OMPP, the Contracting authority will award the contract to the bidder whose bid has been recognized substantially responsive to the requirement of the Tender File and has submitted the lowest feasible evaluated bid price. A 10% retention guarantee of the amount of the contract all taxes inclusive will be retained. This retention guarantee may be replaced by a bank caution equal to the amount issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex.
	Site Visit: A site visit is recommended to participating companies in this Tender File
	Performance guarantee: Within fifteen (15) days from the date of notification of the contract, the contractor must provide a guarantee of three percent (3%) of the amount of the contract (all taxes inclusive), to ensure full implementation

REPUBLIC OF CAMEROON
Peace – Work – atherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
P.O BOX 21 TEZE
NGIE SUB DIVISION
ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL
REGION DU NORTH OUST
B.P 21 TEZE
ARRONDISSEMENT DE NGIE
COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercice 2021

AUTHORIZATION N°:

IMPUTATION:

PART 04
SPECIAL ADMINISTRATIVE CLAUSES (C.C.A.P)

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CHAPTER I: GENERALITIES

ARTICLE 1: Subject of the Jobbing order

The jobbing order has as subject the construction and equipment of SDD of Minepia Andek, MOMO Division, North-West Region.

ARTICLE 2: Procedure of the award of the jobbing order

The present jobbing order is awarded after an Open National Invitation to tender, following procedures laid down for the award of public contracts in Cameroon.

ARTICLE 3: Definitions and attributions (CCAG article 2).

1- General definitions

- The Contracting authority is **the Mayor Andek Council**. He is responsible for the conservation of the originals of the jobbing order and the transmission of copies to ARMP through the focal point designated to that effect.
- The Project owner is **the Mayor Andek Council**, responsible for the general administrative, financial and technical assistance at the definition, preparation, execution and acceptance stages of the services forming the subject of the jobbing order.
- The contract engineer is **the Divisional Delegate of Public Works Momo** and is responsible for the follow-up of the execution of the contract.
- The contract Manager is the **Divisional Delegate of MINEPIA MOMO**
- The project manager is **the CDO Andek Council** and is responsible to ensure the defense the interest at the definition, preparation, execution and acceptance stages of the services forming the subject of the jobbing order
- The Contractor is

2- Security

In view of the application of the law on collateral prescribed in the Decree n ° 2018/366 of 20 June 2018, the following are designated:

- The authority in charge of ordering payment shall be **the Mayor of Andek Council**
- The body or official in charge of payment shall be the **Municipal Treasurers For Andek Council**
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of financial –Momo;**
- The official competent to furnish information within the context of execution of this jobbing order shall be the **Project owner, project manager, and contract engineer.**

ARTICLE 4: Language, law, and regulation

4.1. The language used during the submission is either English or French,

4.2. The laws and regulations are the laws and regulations in force in Cameroon;

4.3. The Contractor undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

If in Cameroon, these laws, regulations, administrative and fiscal obligations in force are changed after the signature of the contract, the eventual costs will be borne by the contracting parties.

ARTICLE 5: Constituent Parts of the Jobbing order (CCAG article 4).

The constituent parts of this contract are in order of priority:

- The letter of undertaking;

- The letter of submission corrected eventually;
- The special administrative Clauses (CCAP);
- The special Technical Clauses (CCTP);
- The unit price schedule;
- The bill of estimates and quantities;
- The unit price break down;
- The duly approved work plans;
- The Planning of the work (the work schedule).
- The bids of the contractor;
- The tender file;

ARTICLE 6: General applicable texts

- 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;
- Decree No. 2008/377 of 12/11/2008 fixing the attributions of Heads of Administrative Units, its organization and the functioning of their services;
- The Decree N° 2018/366 of 20 June 2018 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;
- Arrête N°0205/A/MINMAP of 03 July 2018 relating to the creation of Divisional Tenders' Boards;
- 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;
- Circular N° 00000242/C/MINFI of 30th December 2020 on the instructions relating to the execution of the finance laws, monitoring and control of the execution of the budget of the state, and other public entities for the 2021 financial year.
- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Order No 00002/MINEPDED of 08th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).
- Other texts specific to contracting fields.

ARTICLE 7: Communication (CCAG article 2 and 10).

7.1. All communications within the framework of this contract shall be written and notifications sent to the following address:

- a) In the case where the contractor is the addressee: Sir/Madam.....
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the province in which the work was done;
- b) In the case where the Project Owner is the addressee:
Sir/Madam _____ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
- c) In the case where the Contracting Authority is:
Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

7.2. The contractor shall address all written notifications or correspondences to the Project Manger with a copy to the Contract Manager and the contract Engineer.

ARTICLE 8: Service Order (CCAG article 8).

8.1. The different service orders will be established and notified. The administrative service order to start work will be signed by the Delegated Contracting Authority and notified to the contractor by the project owner with copies to the Delegated Contracting Authority, the Contract Manager, and the Contract Engineer.

8.2. On the proposal of the project owner, service orders having an incidence on the subject, the amount ou delay in the execution of the contract will be signed by the Delegated Contracting Authority and notified by the project owner to the contractor with copies to the contract manager and the contract engineer.

8.3. Technical service orders on technical issues concerning the execution of the contract will be signed by the contract manager and notified to the contractor by the contract engineer with copies to the Delegated Contracting Authority.

8.4. Service orders on warning notices will be signed by the project owner and notified by his services to the contractor with copies to the Delegated Contracting Authority and the Contract Engineer.

8.5. Service orders on suspension and restart of works because of unforeseen circumstances will be signed by the Delegated Contracting Authority and notified by his services to the contractor with copies to the Contract Manager and the Contract Engineer.

8.6. Service orders concerning remedial actions during the guarantee period will be signed by the Contract Manager on the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

8.7. The contractor has fifteen (15) days to issue reservations on any service order received. The fact of issuing reservations does not prevent the contractor to execute the service orders received.

8.8. The Delegated Contracting Authority has the right to notify service orders signed by him that are to be notified by the project owner in case this is done within 30days.

ARTICLE 9: Contractor's Equipment and Personnel (CCAG article 15).

9.1. Personnel: In his bid the contractor engaged to mobilize human and material resources necessary for the proper execution of the works in conformity with the standards and norms in force in Cameroon, and according to the stipulations of the CCAP/CCTP. All these personnel should be effectively present on site up to the end of works. The contract was awarded on the basis of an elaborated list of equipment and personnel requested by the contracting authority

Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of the contract engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the contract engineer. In case of any modification, the contractor shall replace any personnel with one having the same qualification, experience and competence or with appropriate performant equipment.

9.2. Replacement of a senior staff: The contractor's representative and the site foreman shall be approved by the contract manager. Their workers can be replaced or excluded from the site without a prior accord by the contract manager.

Any partial and total changes on the technical bid, shall take place only after a written approval by the contract manager. In case of any changes, the contractor shall replace any personnel with one having the same qualification, experience and competence. The list of personnel to be replaced will be transmitted to the project manager for approval.

The contract manager has the right to order for the replacement of any worker or labourer for reasons of misconduct, insubordination and incapacity. The contractor is responsible for all crimes and disorders committed by his workers. Any replacement of any senior staff shall have a lumpsum fine of Two hundred thousand (200 000) FCFA per person except for unforeseen circumstances. Any such replacement shall not interrupt the execution of the contract. The charges shall be born by the contractor. In case of any accident or illness, the contractor shall replace the worker in question without delay.

9.3. Any one sided decision to effect change of personnel of the technical bid before and during the execution of the contract constitute a justified reason for the cancellation or termination of the contract.

CHAPTER II: FINANCIAL PROVISIONS

ARTICLE 10: Guarantees (CCAG articles 29 and 41).

10.1. The performance bond:

Within twenty (20) days from the date of notification of the contract, the contractor shall produce a performance bond of three percent (3%) of the amount of the contract TTC, to guarantee the complete and proper execution of the contract. Beyond this time-limit, the Delegated Contracting Authority has the right to terminate or cancel the contract to the detriment of the contractor.

The contractor may replace the performance bond with a bank guarantee of corresponding or same amount, from financial or banking institution approved by the Minister in charge of finance which must be furnished prior to each payment on account. The bond or the security will be released simultaneously with each monthly payment, proportionately to the amount of work done.

The performance bond or the bank guarantee shall be released within thirty (30) days after the provisional acceptance of works by a waiver issued by the Delegated Contracting Authority after a written application from the contractor.

10.2. The retention guarantee:

A 10%, taxes inclusive, retention guarantee on the amount of the work actually carried out or executed shall be retained. It is obtained through successive deductions on all the installment payment. It will be restituted at the final reception.

The retention guarantee shall be released within thirty (30) days after the final acceptance of works by a waiver issued by the Delegated Contracting Authority after a written application from the contractor.

If, for any reason, the contractor refuses to comply with the service orders on corrections of imperfections or defects after the provisional acceptance and in the extra time allocated after the period of twelve (12) months, the amount of the holdback the Project Owner, the Contract Engineer and the Contracting Authority shall have the right to have the repairs carried out by their own workers or another contractor and to collect the money at the expense of the contractor through deductions on all sums due the latter by virtue of the contract.

10.3. The start of advance guarantee:

A startup advance that is at most equal to twenty percent (20%) of the amount of the contract all taxes inclusive (ATI) may be granted to the contractor on express request and without justification on his part. This advance must be guaranteed at one hundred percent (100%) by a first class Bank approved by the Ministry in charge of finance. This advance may be released after the notification of the Service order to start the work.

It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract. The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.

Following of the rate of reimbursement of the advance, the Delegated Contracting authority will authorize the payment of the corresponding part of the contractor upon written request.

ARTICLE 11: The Amount of the Contract (CCAG articles 18 and 19).

The amount of this contract, from the detailed quantitative cost estimates here attached stands at the sum of _____ (_____) FCFA, i.e.

- Amount (EVAT): _____ (_____) francs CFA;
- Amount VAT : _____ (_____) francs CFA;
- Amount net to be paid: _____ (_____) francs CFA;

The amount of the contract is calculated using conditions stipulated in article 19 of the General Administrative Clauses (CCAG),

ARTICLE 12: Payment Modalities

The contractor may obtain periodic payments on account. This periodic payments may be spread out during the term of the contract in several periodic installments. The contractor shall be bound to submit to the project owner, before the sixth day of each month, a detailed account, accompanied by a justificatory calculations and job cost sheet establishing the total amount spent at the end of the period under consideration, sums he may be entitled approved by the contract engineer and the contracting authority. The bills must correspond to the amount of work done, obtained from the amount of work actually executed under the conditions of the contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.

The payment of an account to the contractor shall be determined from the corresponding provisional detailed account established simultaneously, from which is deducted the amount of the balance due. Payments on account are not considered to be the final payment. The contractor is debited with such payments until the final settlement of the contract.

Works executed by the contractor and entered into the job cost sheet give entitlement to payment on account.

At the end of the work, a final account of the work is established.

ARTICLE 13: Mode of Payment

The payment of an account to the contractor shall be effected in accordance with the conditions specified in this contract and made base on justifying documentation required to credit of account:

1. Open: _____ agency;
2. Account number: _____

ARTICLE 14: Price variation

The prices are definite (fixed) and not to be changed. The contractor before submitting his bids or signing his contract must have had perfect knowledge about the local conditions under which he has to execute the contract.

ARTICLE 15: Price revision

The prices are not to be revised. Hence there is no price revision formula.

ARTICLE 16: Work using local direct labour (CCAG article 22)

Not required or necessary.

ARTICLE 17: Valorisation of works executed (CCAG article 23)

This contract is lump sum. The contract shall be paid on the basis of approved plans by the contracting parties. Possible differences noticed, for each type of structure or each element of the structure, between the quantities effectively executed and the quantities in the cost estimates shall not lead to the modification of the said price. This applies to errors that the cost estimates may include.

ARTICLE 18: Valorisation of supplies (CCAG article 24)

If need be, each payment on account shall include a part corresponding to building materials bought for the execution of the works and are on site. The amount for these materials is obtained by taking into account the prices from the sub-details. Materials having been the subject of payment on account cannot be taken away from the site without a written authorization of the project owner or the contract engineer.

ARTICLE 19: Advances (CCAG article 28)

The contractor may, upon simple request addressed to the project owner and without any justification, and after providing the guarantees required in the Public Contracts Code, obtain a so-called "start-off" advance or advance "for purchase of building materials".

This advance whose amount shall not exceed twenty percent (20%), all taxes inclusive, of the initial contract price shall be guaranteed at one hundred percent (100%) by a banking establishment governed by Cameroon law or a first rate financial institution authorized according to the instruments in force.

It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract.

The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.

ARTICLE 20: Payment of works executed (CCAG articles 26, 27 and 30)

Works assessment: Before the 30th of each month, the contractor and the control engineer shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

No later than the fifth (5th) of the month following the month of the services, the contractor shall hand over to the control engineer two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and

establishing the total amount of the sums to which he may lay claim as a result of the execution of the contract since the start of the contract.

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

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

- [100-1.1 and/or – (7.5 or 15%)] paid directly into the account of the contractor;
- 1.1 % paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

The contract engineer has a time-limit of seven (7) days to forward to the Contract Manager the detailed accounts he has approved.

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month.

The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Payments shall be done by _____ within a maximum deadline of _____ calendar days from the date of submission of the approved detailed accounts.

ARTICLE 21: Interests on overdue payments (CCAG article 31)

Where the delay in payment fixed in the special administrative clauses is attributed to the Delegated Contracting Authority or accounting officer, the contract holder shall be fully entitled to interest on overdue payments calculated from the day following the expiry of the said deadline up to the day of issue of the payment voucher by the accounting officer.

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code.

ARTICLE 22: Penalties (CCAG article 32)

A. Penalties for lateness.

In case of overrun of the contractual deadlines set in the contract, the contractor shall be liable to penalties after a formal prior notice.

In the event of force majeure, the contractor must file a comprehensive request for an extension of time. The Delegated Contracting authority after consideration of the relevance of the request shall notify a new time frame. After this new time frame, the penalties for delay will be applied entirely without further notification. Except by waivers provided for in the contract, the amount of penalties for time-limit overrun shall be set as follows:

- a. One two thousandth (1/2000th) of the amount ATI of the contract per calendar day overrun from the first to the thirtieth (30) day beyond the contractual time-limit provided for in the contract;
- (b). One thousandth (1/1000th) of the amount ATI of the contract, per calendar day overrun beyond the thirtieth day; -
- (c). The cumulative amount of penalties is limited to ten per cent (10%) of the amount ATI of the contract under pain of termination.

B. Specific penalties.

23.1 Apart from penalties of overrun of the contractual deadlines, the contractor is liable to the following special penalties for the non-respect of the provisions of the contract, notably:

- Late submission of final bond;
- Late submission of insurances;
- Late submission of the draft execution programme if the lateness is caused by the contractor.

ARTICLE 23: Final detailed account (CCAG article 34)

23.1 After completion of the works, and within fifteen (15) days after the provisional acceptance, the contractor shall draw up the draft final detailed account from the joint sheets to which he may be entitled as a result of the integral execution of the contract.

23.2 The Contract Engineer has twenty (20) days to notify the corrected final detailed account.

23.3 The Contractor must within ten(10)days following the date of this notification,send back the final detailed account with his signature,with or without reservations,or make known the reasons for which he refuses to sign it.

ARTICLE 24: Final detailed General Payment (CCAG article 35)

24.1 Within a deadline of one (01) month after the final acceptance, the Contract Engineer shall draw up the detailed final payment.

At the end of the guarantee period leading to the final acceptance, the Contract Engineer shall draw up the detailed final payment sign by the contractor and the Contracting authority, which includes:

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

The amount of the general payment is equal to the result of this last summary.

24.2 The general detailed account signed by the Contracting Authority must be notified to the contractor by an administrative service order. The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.

24.3 If the final detailed account is signed without reservations, this acceptance definitely binds the two (02) parties, except in the case of interests on overdue payments; if there are any. The detailed account thus becomes the final general detailed account of the contract.

24.4 If the contractor does not return the general payment within the deadline referred to above, this general detailed account shall be considered as having been accepted by him and thus become final. The detailed account shall become final once it is signed without reservations by the contractor, except in the case provided for in the preceding paragraph. The acceptance of a claim from the contractor shall be regularized by a rider to the general detailed account.

ARTICLE 25: Tax and customs regulations (CCAG article 36)

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

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

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

All taxes inclusive prices means VAT included.

ARTICLE 26: Stamp duty and registration (CCAG article 37)

Seven (07) original copies of the contract shall be stamped and registered by the contractor in the competent taxation unit within in accordance with the applicable regulations.

CHAPTER III: EXECUTION OF WORKS

ARTICLE 27: Work consistency

The works include the following:

- Preparatory, studies & others works ;
- Earth works;
- Foundation ;
- Masonry elevation;
- Carpentry-roof works;
- Metallic/wooden works;
- Electricity works;
- Painting;
- Finishing;
- Plumbing;
- Equipment

ARTICLE 28: The obligations of the Project owner

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

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

ARTICLE 29: Execution Time Frame (CCAG article 38)

29.1 The execution time frame for the execution of this contract shall be four (04) months. This shall include the completion of the works provided incumbent on the contractor, the folding up of installations and restoring the sites and lands.

29.2 The execution time frame for the execution of this contract shall run from the date of notification of the administrative service order to start execution. It shall end upon provisional acceptance of the works.

ARTICLE 30: Roles and responsibilities of the contractor (CCAG article 40)

The contractor shall have as mission to ensure the proper execution of the works that he has been selected to carry out. For that reason the works shall be executed under the supervision of the contract engineer and in accordance to the applicable rules and standards. Hence the works shall be executed according to the notified drawings, technical specifications and service orders from the competent authorities.

The contractor shall submit for the prior approval of the contract engineer, the local organization of the work, the work planning schedule, all structural calculations, trials and soil tests, list of skilled and unskilled workers.

The contractor shall be responsible for the implantation of the structures in relation to the original reference landmarks, lines and levels furnished by the project owner.

The contractor is responsible for the entire site, including interventions of certified subcontractors. He shall therefore:

- Put in place all the necessary conditions to enable his suppliers and sub-contractors, who are working with him to intervene in a timely manner and in accordance with the schedule of execution and under his leadership, and
- Ensure the proper execution of the service orders from competent authorities.

The contractor shall constantly keep a general and updated detailed schedule of the progress of the works and make available four (4) copies to the contract engineer at the beginning of each month.

To this end, the contractor shall take all measures and provide all necessary means, determine, choose and purchase all materials, equipment and supplies and hire any specialized staff if necessary.

ARTICLE 31: Provision of documents and site (CCAG article 42)

Within twenty (20) days after the notification of the contract, a reproducible copy of plans featuring in the tender file of the contract will be made available to the contractor by the project owner as well as the work site and its access

The contractor shall preserve in good state the site put at his disposal during the execution of the contract. He shall hand it back, at the request of the project owner in their initial state after the execution of the contract, with due consideration of its normal wear and tear.

ARTICLE 32: Insurance of structures and civil liability (CCAG article 45)

The following insurance policies are necessary for the execution of this contract within fifteen (15) days after the notification of the contract, and before the commencement of work guaranteeing against any loss or damage occurring on the structures and third parties up till the provisional acceptance:

Civil liability insurance and all construction risk.

The Contractor shall justify that he holds an insurance policy of civil liability for damage caused to third parties of all kinds:

- (a) By its current salarized personnels.
- (b) By the equipment in use.
- (c) As a result of the work.

Comprehensive insurance coverage

The working site must be covered for all the works by a construction site comprehensive insurance coverage issued by a company approved by the competent authority. The cost of this insurance is the responsibility of the contractor.

No settlement except the startup advance will be made without presentation of a certificate from an insurance company proving that the contractor has fully addressed the premiums or contributions for the work for this contract.

The contractor has a period of 15 (fifteen) days from the date of notification of the Service order to start the work to present a certificate of insurance proving the premiums or contributions for the work for this contract was fully settled. After that the contract may be terminated.

ARTICLE 33: Documents to be submitted by the contractor (CCAG article 49)

Within a maximum period of fifteen (15) days from the date of notification of the service order to start work, the contractor shall submit to the contract engineer, the programme of execution, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan in six (6) copies. A duly signed copy of the execution programme must be deposited at the Mayor's Office latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution. This working document shall include the following:

- General site installation;
- Company localization plan;
- Execution plans, drawings, calculations, detailed studies, quality control plan and work planning,
- Exhaustive list of personnel with their certified true copies of their diplomas
- Bill of estimate and quantities;
- Detailed list of materials and equipment available on the site;
- Detailed execution planning updated forecasts on the work progress in view of comparing the actual progress to the forecasts;

- The annexes files if the contractor deems it necessary.
- The site sign board

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

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

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

The approval given by the Contract Engineer does not in any way release the contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule. The contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the contract engineer. After approval of the execution schedule by the Contract Engineer, the latter shall transmit it within five (5) days to the Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

- The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.
- The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.
- The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.

ARTICLE 34: Organisation and security of the construction sites (CCAG article 50)

34.1 The sign boards:

The contractor will be responsible to ensure day and night signaling of working site close to the main road in accordance with instructions given by the control engineer. Two (2) signs board are required per construction site and should be in conformity with the regulatory provisions such as:

- The title of the project;
- The Project Owner;
- The Contracting Authority;
- The Contract Engineer;
- The Project manager
- The Contractor;
- The funding;
- The execution time-frame;
- The date of notification of the Service order to start work.

The signboard shall have the dimensions of 2, 00 x 3, 00 m.

34.2 The site installation plan:

The site installation plan shall be done considering the following:

- Particular access roads;

- Vegetation to be protected;
- Temporal fence of the site;

34.2 The fencing of the construction site:

The construction site shall have a fence of 2m high.

34.3 The building site installation:

The contractor shall set up temporary constructions and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility(if it does not exist)
- Storehouse for materials
- Removal of temporary work (fences, field office, sheds, signs, etc.).

34.4 The site logbook:

A site log book shall be kept by the contractor at the construction site before site installation.

It is a unique non contradictory document. Its pages are numbered and sign. No page should be removed. Strikeout or rescinded parts are reported in the margin for validation.

The following informations are recorded in it:

- Atmospheric conditions;
- The daily executed tasks, personnel and equipment used;
- The progress of the work;
- The requirements imposed;
- The detailed work quantities;
- The work carried out by subcontractors;
- The receptions of building materials;
- The incidents, accidents or events on the construction site;
- Nonconformities;
- The official visits;
- The administrative operations;

The site logbook shall be counter signed by the contract engineer and the person in charge of technical or administrative work at each site visit and systematically sign the minutes of site meetings. Any refusal of presentation or any attempt of total or partial destruction or falsification of this log book may give rise to administrative sanctions.

34.5 The site meetings:

- Site meetings shall hold regularly at the behest of the Project Owner. The presence of the contractor or his representative in these meetings is obligatory or mandatory.
- Periodic meetings shall hold in the presence of the Delegated Contracting Authority, the Contract Engineer and the Project Owner or their representatives.
- Minutes of these meetings shall be entered in the site logbook. The contractor or his representative shall at the beginning of the meeting present the level of physical execution of the work and the difficulties faced.

34.6 Sub-contracting:

The ceiling of the percentage of the works to be sub-contracted shall be set at thirty (30) % of the total amount of the contract.

34.6 Site laboratory:

The contractor shall have his own laboratory on the site to enable him carry out all tests and studies on building materials defined in the Special Technical Clauses. The personnel and the equipment must be approved by the Contract Engineer.

34.7 Security Measures:

The contractor shall provide and maintain at his expense all lighting, protection, closing and guarding devices that will be necessary for the proper execution of the work or that will be required by the engineer.

The contractor shall be responsible for all the consequences directly or indirectly of deficiency of signaling during the work.

The Contracting authority reserves the right, at the request of the engineer, without prior notice and at the expense of the contractor, to take all necessary measures engaging the responsibility of the contractor.

CHAPTER IV: ACCEPTANCE OF WORKS

ARTICLE 35: Provisional acceptance (CCAG article 67)

Before the provisional acceptance, the contractor shall apply to the Project Owner with copies to the Delegated Contracting Authority and the Contract Engineer for a pre-technical acceptance. This pre-technical acceptance shall notably involve a proper evaluation of the works executed as per stipulation of the contract. The minutes of this evaluation is drawn on the spot by the contract engineer and signed by the contractor or his representative.

The provisional acceptance commission shall be composed of the following members:

- The project owner/contracting authority or his representative..... President,
- The project manager or his representativeMember,
- The contract engineer.....Secretary,
- The store accountant of the council.....Member,
- The Contract ManagerMember,
- The DDMINMAP OR REPObserver,
- The contractor or his representative.....Observer.

The contractor is convened at the reception as observer. He is required to attend or to be represented.

The Commission after site visit, reviews the minutes of the pre-technical acceptance and proceed to the provisional acceptance.

The provisional acceptance site visit will be concluded with minutes of provisional acceptance signed on the field by all members of the Commission. Minutes of provisional acceptance shall precise or specify the date of completion of the work from which the guarantee period shall run.

ARTICLE 36: Documents to be submitted after execution i.e plan de recollement. (CCAG article 68)

During the execution of the works the contractor shall update all the modifications on the contractual plans. At the end of the works he shall then reproduce the modified, updated and validated drawings and submit them to the contract engineer, the Delegated contracting authority and the project owner.

The non-submission shall attract a penalty of 20% from the retention guarantee.

ARTICLE 37: The guarantee period (CCAG article 70)

The guarantee period is twelve (12) months from the date of the provisional acceptance.

ARTICLE 38: Final acceptance (CCAG article 72)

Final acceptance shall take place fifteen (15) days from the date of the expiry of the guarantee period.

The final acceptance commission shall be the same as that of provisional acceptance and shall meet in the presence of the contractor.

The final acceptance procedure shall be the same as that of provisional acceptance and under the same conditions. Before pronouncing the final acceptance, the commission shall verify by all means put at their disposal that all the contractual provisions were fully respected by the contractor during the guarantee period.

The minutes of the final acceptance shall be drawn on the spot and signed by all the members.

CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 39: Termination of the contract (CCAG article 74)

The contract may be terminated as provided for in Article 180 of the Decree 2018/366 of 20/06/2018 of the Public Contracts code and equally under conditions stipulated in articles 74, 75 and 76 of the CCAG, notably:

- Delay for more than fifteen (15) calendar days in the execution of a Service order or unjustified stoppage of work for more than seven (7) calendar days;
- Delay in the execution of work resulting to penalties above 10% of the amount of the contract;
- Default of the contractor;
- Refusal to repeat poorly executed works;
- Persistent non respect of payments on account.

ARTICLE 40: Case of force majeure (CCAG article 75)

40.1 No party to the contract shall be considered as having contravened his contractual obligations if he is prevented from doing so by a force majeure.

40.2 No claims shall be made against the contractor if he fails or delays in the execution of his contract due to cases of force majeure such as:

- Rains : 200 millimetres in 24 hours ;
- Winds : 40 metres per second ;
- Floods: frequent floods.

ARTICLE 41: Disagreements and disputes (CCAG article 75)

Disagreements and disputes during the execution of the contract shall be the subject of an attempt of amicable settlement, where need be, through mediation, in accordance with the provisions of the SAC and subject to the provisions of the Public Contracts Code.

Where the disagreements and disputes cannot be settled amicably, the matter shall be brought before the competent Cameroon jurisdiction, subject to the provisions of the SAC.

ARTICLE 42: Production and dissemination of this present contract.

Ten (10) copies of this present contract shall be produced and multiplied at the expense of the contractor.

ARTICLE 43 and last: Entry into Force of the Jobbing order

This contract shall be valid only upon its signature by the Delegated Contracting Authority. It shall enter into force as soon as it is notified to the contractor by the Contracting Authority.

REPUBLIC OF CAMEROON
Peace – Work – atherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
P.O BOX 21 TEZE
NGIE SUB DIVISION
ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL
REGION DU NORTH OUST
B.P 21 TEZE
ARRONDISSEMENT DE NGIE
COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 05
SPECIAL TECHNICAL CONDITION (C.C.T.P)

GENERALITIES

This descriptive notes and technical specifications are drawn up for the purpose of execution of construction projects. This document is intended mostly to help building contractors and site supervisors to maintain reliable standards in order to ensure that the final product would be of durable quality. Also these descriptive notes are for those to execute, supervise and the contractor, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favorable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility. This document has been prepared also to serve the interests of persons who would occupy the houses constructed and those financing the construction as stakeholders who must be concerned about achieving quality in the final product.

PLANNING AND SITE ORGANIZATION

Careful forethought and planning are required for sound site organization. Consideration must be given to the efficient use of available space at the site during building operations in order to ensure that all building activities move smoothly with minimal interference or delay. The proper choice of suppliers and subcontractors plays an important part in achieving desired quality and efficiency.

THE CONSTRUCTION PROCESS AND SUPERVISION

Reliable standards must be maintained throughout the whole construction process in order to ensure that the built work is durable, is functionally sound and aesthetically satisfying. Simple time-tested methods that have proved effective in ensuring quality can be employed to make sure that problems do not develop later, which can be expensive and difficult to rectify. Close supervision of craftsmen and workers employed by the main contractor on the site is essential to make certain that all the elements that make up the building conform to acceptable standards of quality. The work of sub contractors too requires planning and supervision to ensure quality is maintained in all aspects of construction, including services.

CHOOSING SUPPLIERS AND PURCHASING MATERIALS

conformity to the specifications should be the primary consideration and not the cheapest price when choosing suppliers and materials. Whenever and whatever the contractor aims to purchase, s/he should aim to buy:

- the right quality
- at the right time
- the right quantity
- from the right source
- at the right price

CONTENT OF THE STRUCTURE

- Preparatory, studies & others works ;
- Earth works;
- Foundation ;
- Masonry elevation;
- Carpentry-roof works;
- Metallic/wooden works;
- Electricity works;
- Painting;
- Finishing;
- Plumbing;
- Equipment

The contractor in charge of this execution shall carefully study the working drawings, visit the site and bring up points not understood to the site supervisor for a clarification before making shop drawings and before setting out is carried out.

He will proceed to a careful study of the project and make observations and finished modifications to the Architect before commencement of work. All supplementary tasks must be verified and signed by the supervisor. Careful studies must be done before commencement of foundation.

PRELIMINARY WORKS

Determine requirements –plant/equipment, materials, and personnel

The contractor shall Study the plans and specifications in relation to the phases of construction, double check the accuracy of the Bill of Quantities, listed the materials required at each successive stage of construction then draw up a schedule of personnel required for carrying out the project to completion. He shall check the work planning 's time periods for completing each activity in sequence, taking into account holidays, inclement weather and other common factors that cause delays and determined the feasibility of completing work on schedule.

Choosing suppliers and purchasing materials

Quality and conformity to the specifications should be the primary consideration and not the cheapest price when choosing suppliers and materials. Whenever and whatever the contractor aims to purchase, s/he should aim to buy:

- the right quality
- at the right time
- the right quantity
- from the right source
- at the right price

Building Site Installations

The contractor shall set up temporary constructions and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility(if it does not exist)
- Storehouse for materials
- Removal of temporary work (fences, field office, sheds, signs, etc.).

CONNECTION TO UTILITY NETWORKS

Water:

Connect to the Community water network, where possible or any other solution acceptable to the supervisor, where the Community water network is not available. The Contractor shall be responsible for the constant supply of sufficient water to the project site. He shall not, under any circumstance, use the excuse that those supplying him with water or that Community water network have failed in its supplies to justify delays in the execution of the contract. The water used must be of an acceptable quality for the works.

Sanitation

The contractor shall ensure the availability and use of toilet facilities at the works site.

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;

Setting out the building

The building is set out in relation to the building line. No part of the building should encroach upon this line (except overhead projections such as roof eaves, hoods or cantilevered floors up to 3' – 0" width). Initially, the setting out of any projections of the building's plan form should be ignored, and only the main rectangular, square or other basic form should be set out. The projections can then be added.

- Check the site levels in relation to the access road levels and fixed the finished ground level at an elevation above the crown of the access road and at a height that will prevent entry of surface water from the road into the site;
- Establish the position of the building line from the local authority;
- Peg out the frontage of the building in relation to the building line;
- Make sure that rear walls of the building do not encroach on the required rear space as per local building regulations;
- Check the squareness of square or rectangular buildings by using the 3, 4, 5 method.
- Establish centre line of one wall as primary axis (axis 1),
- Mark off 3 feet (or 3 equal units of measure) from end of axis wall that meets adjacent side wall (axis 2);
- From marked point on axis 1 measure 5 feet (or 5 equal units of measure) to coincide with the measurement of 4 feet (or 4 equal units of measure) starting from the end of the axis 1 wall. The point of coincidence indicates the line of the perpendicular adjacent wall (axis 2).
- Repeat the above steps for the third wall (axis 3) and fourth wall (axis 4)
- Double check accuracy by ensuring that the diagonals between opposite corners of the square or rectangle are of equal length.

Positioning excavations for foundations

- Establish centre lines of principle walls and identified these with pegs and chords
- Use the centre lines to establish the side limits of excavations for wall foundations as per architectural/structural drawings

Excavation for foundations

The excavation works shall be done manually and /or mechanically while responding to the levels as indicated on the working drawings. Pits will be dug at critical points to receive pad foundation

and pillars linked by ground beams. These operations will be done under the close supervision of the Project engineer.

The foundation width and depth will be done strictly as followed on the detailed structural drawings and calculation table specifically for that purpose.

- Make sure that excavated soil is not stacked too close to excavations, to prevent sides of trenches from collapsing and excavated soil reentering the trench.
- Use support work if necessary (in sandy or unstable, soil) where side walls of trenches show evidence of collapsing readily.
- The depth of the excavation is determined by a structural engineer who considers the soil, the frost line and the height of the water table (the depth in the soil at which you find water). Surface soil is removed to expose soil that is compacted enough to bear the load of the home. The excavation must be deep enough to place the top of the footing below the frost line. This prevents the concrete from cracking due to the freeze-thaw cycle of the surrounding soil. The excavation cannot be so deep that it's below the water table, however, because that can cause a chronically wet or flooded basement.

Foundation walls

Foundation walls are constructed by pouring concrete between sets of form work (the total system of support assemblies for freshly poured concrete, including mold, hardware and necessary bracing.) Once the concrete gains its full strength, the form work is removed. Foundation wall thickness is determined by a structural engineer who considers the height of the wall and the load it has to bear. (Structural load is the force or combination of forces of gravity, wind, and earth that acts upon the structural system of a home). Wall thickness varies from home to home, and even within a home.

Blinding concrete.

A 5cm thick lean concrete mix of 150kg/m³ (cpj 325) will be laid under foundation pads for pillar footings.

Mass Concrete

The ground floors and outdoor pavements of this building will be of mass concrete of dosage 300kg/m³ 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/m³ 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/m³ 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 cm² 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

Cleanness: 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.

SUMMARY ON DOSAGE PER 50KG BAG OF CEMENT

Designation	Cement	Sand	Gravel	Water	Dosage
Lean concrete	1 bag	3 wheel barrows	4 wheel barrows	Done in	150kg/m ³

R. Concrete	1bag	1 wheel barrows	2 wheel barrows	accordance with the directives of the	350kg/m ³
M. Concrete	1bag	1.5 wheel barrows	2 wheel barrows		300kg/m ³
Mortar for plastering	1bag	2 wheel barrows			400kg/m ³

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/m³ and 75mm thick.
- ii. Mass concrete for floor works; All concrete in floor construction shall be 80mm/150mm thick and dosage of PC300kg/m³

iii. Reinforced concrete for works above ground level and not submerged for beams, slabs, lintel, columns and pillar works shall be PC350kg/m³ 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/m³

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 gravât 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.

- **Masonry work**

The foundation walls shall be done in black stone shaped or unshaped where need be or cement hollow block of 20x20x40cm filled with concrete mixed 150kg/m³ and cement mortar while the partition walls shall be erected in cement hollow blocks of 15x20x40cm and 10x20x20cm for toilet walls as shown in the working diagrams.

The locally produced blocks must be laid using cement mortar as specified.

- **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/m³ 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 metal and aluminium window openings which shall be constructed as shown on the working drawings.

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 exposed 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.

ROOF COVERING

All the timber for the roof trusses shall be eucalyptus or any hardwood obtained locally, well seasoned and shall be of straight grains, without defects and treated against insect attack with carbonyl most of the roof trusses shall be triangular. The rafters shall be of 2"x6" (5x15cm) and the purlins 2"x3" (5x8cm.) Oblique, horizontal and vertical wind braces shall be done to secure the truss from possible up heave due to wind pressures. The roof shall be tied to the building by diameter 6mm extended reinforcement bars. The roof slope, fall direction etc. is chosen in accordance with the manufacturers (AUBAC) specification, atmospheric conditions aesthetic and longevity. The sheathing shall be tole bac 5/10, from SCATRAL or AUBAC Douala. It shall be screwed or nailed to the purlins by carefully chosen qualified and skilled technicians under the close supervision of the architect. The fascia boards shall be of metal sheets with a finish hue to be determined by the architect in close collaboration with the client.

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.

ELECTRICITY

Since most of the classrooms are located in the rural areas where there is no electricity the contractor is expected to install all the electrical fittings on the building as stated on the bill of quantities. The final connection to the main supply shall not be the responsibility of the contractor. All electrical works shall be carried out by adequately skilled and licensed supervisors and trained technicians. Primary attention shall be given to safety of the installation and conformity to prevailing regulations. Particular attention shall be given to the neatness in the appearance of the installation which is to be achieved by judicious planning of runs and cables, the locations of light fittings, fans, switches, socket outlets etc. and making good any surfaces, framework or other elements in the building in the process of execution of electrical installation.

Inspections & tests

The contractor shall arrange with relevant statutory authorities and a qualified Electrical Engineer to carry out inspections and tests and obtain required certification of approval for the electrical installation;

The following tests shall be carried out:

- Insulation Resistance Test,
- Earth Continuity test,
- Earth Resistance test,
- Polarity Test;
- Working Test;

During the final commissioning of the plant suitably qualified stand-by staff shall be provided from all trades so that all related services are available during commissioning.

CIRCUIT PLAN

The circuit plan shall have branch circuits that serve easily defined areas or purposes. Each branch circuit should not be overloaded. Some heavy voltage appliances may need dedicated circuits for themselves.

PROTECTION OF CABLES

- Cables shall be encased in conduits (PVC or metal) and shall be surface mounted or embedded in walls and floor slabs and shall be mechanically continuous and watertight so that cables are fully protected. No conduit smaller than ¾" (19mm) shall be used;
- Cables buried in concrete shall have at least 1 3/8" (35mm) depth of cover over its entire length;
- Conduits buried in plaster shall have at least 3/16" (5mm) depth of cover throughout its entire length;
- Below ground cables have to be laid at depths designated by the local authority and excavations for buried cables should be identified with marker tapes at require depths;

INSTALLATION OF CONDUITS AND CABLES

- The conduits shall be fitted and completed before any cables are drawn in. Surface mounted conduits shall be securely fitted to wall and ceiling surfaces;
- No conduit smaller than ¾" (20mm) in diameter shall be used as per standard regulations;
- Conduits in floor slabs or columns shall be inspected and approved before pouring of concrete or otherwise covering up.
- All cables and conductors used as fixed wiring shall be supported so that they are not exposed to undue stress.
- Unbroken runs of conductors shall be used. Joints shall not be permitted in wiring between power control sources (Control switch or main switch) and any outlet point, light fixture, fan, etc.
- Diagonal runs of power cables shall not be permitted. All branches shall be taken at right angles. Cables shall be kept clear of hot water or steam pipes etc.
- During construction, where conduit is buried in the carcass of a building or in the ground, all open ends shall be temporarily plugged to prevent ingress of foreign matter, moisture or water.

INSTALLATION OF ACCESSORIES

- All switches, bell pushes and fan regulators shall be fitted at a minimum height of 4' – 0" (1200mm) above finished floor level, unless otherwise specified in the design (Provision for disabled persons to access switches etc. would require height adjustments);
- Switches for toilets and bathrooms shall be installed outside the room and immediately adjacent to the normal access door of the room, or a switch can be of a type operated by an insulated chord.
- All socket outlets except in a toilet, or kitchen shall be mounted at a minimum height of 6" (150mm) above finished floor level. Socket outlets in kitchens shall be mounted at a minimum height of 6" (150mm) above kitchen counter level unless otherwise specified;
- All socket outlets shall be of the shuttered type;
- All ceiling fans shall be fitted at a height where an average person with raised hands will not be able to touch the blades of the fan;
- All lamps with metal parts shall be earthed;
- All cables should be PVC/PVC/Cu except earth wire which could be PVC/Cu;
- Cable description: PVC/PVC = PVC sheathed cables with copper conductor PVC/Cu = PVC insulated copper conductor. E.g. Earth cables;
- Lamps with fan circuits and 5 Amp socket outlets shall be with 1/1.13 cables and 7/0 67;

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

Localization

The importance of setting up a site is determined by the volume and the nature of work to be realized, the number of workmen or laborers, the number and the type of machines. The plan of setting up a building site will have to take into account management and protection measures.

In this regard, the selected site must be at a distance from at least:

- 50 m off the road;
- 100m off a lake or river;
- 100m off habitation (dwelling);

The site will have to be selected in order to limit clearing, the pulling up of shrubs or bushes and the demolition of the trees. The valuable trees will be preserved and protected.

The site must be selected away from sensitive zones particularly the marshy zones, the wetlands, sacred zones and the hillsides. Lastly, the site should envisage an adequate Water drainage on the whole of its surface

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.

Clearing of undergrowth and pruning

Clearing of undergrowth and pruning of the immediate surroundings of the work in order to improve on the exposure of sunlight and to improve on the visibility.

As regards pruning, all the branches overhanging the platform will be cut vertically passing by the clearing limit. All the trees will be cut down overhanging the immediate surroundings and threatening to fall on the work or to impede circulation after a tornado.

The question on clearing of the undergrowth consists of cutting at ground level without uprooting the vegetation.

All trees and shrubs at the entrance and exit of the works (bridges, etc.) will be uprooted so as to facilitate the running of water and to facilitate the regular inspections of the works.

Lastly, it is requested from the contractor to identify as from the starting of works, the buyers (middlemen) of the aforementioned waste among the residents (fodder for the cattle, for construction, fuel wood, etc). It is prohibited in the areas of the Extreme North and North to burn on the spot wastes vegetation that have been cut.

For other regions, if the burning of waste is authorized by the Controller, the contractor must take additional precautions by increasing for example the width of the safety belts around waste to burn, and prevent the residues from being an obstacle to the running off of water.

Management of water Resources

The contractor will have to avoid any conflict which can result from the use of water resources, in particular in the Northern regions of Cameroun.

Thus, for these water needs or requirements (watering of area around the works), the taking away, will have to be done after obtaining the necessary authorization from the competent services (Regional Delegation of Water and Energy) and in consultation with the beneficiary populations.

In any case, the company or enterprise will have to avoid taking away important items in seasonal rivers, likely to stop the water satisfaction needs of the residents or beneficiary population. In addition, he will have to avoid intervening in sensitive zones; avoid introducing various pollutants resulting from washing or draining of vehicles oil and machines. Lastly, he will not have to undertake the installation of equipment that can stop the flowing of rivers, without prior notice of the competent Services.

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.

LIST OF WORKS - PRICE LIST AND ITEMS

The works to be executed may include:

- Preparatory, studies & others works ;
- Earth works;
- Foundation ;
- Masonry elevation;
- Carpentry-roof works;
- Metallic/wooden works;
- Electricity works;
- Painting;
- Finishing;
- Plumbing;
- Equipment

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 he should indicate to the authorities concerned.
- **Execution documents:** The following documents will be needed for the proper execution of works:
 - ✓ A request for quotation
 - ✓ A registered contract/jobbing order
 - ✓ Service order to start work
 - ✓ The working plans
 - ✓ Work execution program
 - ✓ Site log book/minutes book
 - ✓ As-built plan (at the end of works)

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.

1/3 Sitting out

The contractor shall indicate the implantation of the structure according to the plans. This implantation shall be done in accordance with the Control Engineer. The contractor shall be responsible for errors of levels and alignments that were not signalled earlier.

1 /4 Trenches

All trenches for foundation as well as holes for column footings shall be excavated according to the plans.

The foundation trenches shall be sunk to the good soil as agreed by the Control Engineer. The trenches shall be shaped accordingly.

1/5 Backfilling

All backfilling, where necessary shall be done with well-drained lateritic soil and compacted in layers of 20 cm successively.

2/ Foundation

2/1 Blinding Concrete

A blinding concrete of 5 cm thick and a concrete mix of 200 kg of cement (CPA 325) per m³ shall be cast at the base of the trenches.

2/2 Reinforced Concrete in foundation

The column footings and foundation beams shall be cast with R.C. of 350 kg of cement (CPA325) per m³. The formwork shall be of local wood.

2/3 Foundation proper

The foundation shall be constructed with building stones cleaned of all debris or cement filled blocks of 20x20x40cm choked or built with cement mortar of PC 350 kg of cement (CPA325) per m³. The foundation shall be chained by a beam of 20x20 with RC of 350 Kg/m³ and 4 lines of Ø8 OR Ø10 and stirrups of Ø6 max spacing of 25 cm

2/4 Floors

Oversite concrete: The floor shall be constructed of over site concrete 8 cm thick dosed at 300 Kg/m³. A finishing layer of mortar 400 Kg/m³ shall be applied on the concrete.

Floor screeds: It shall be 30mm/40mm thick constructed with cement mortar dosed at 400 Kg/m³ 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/m³
- ☞ 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.

3/ Elevation

3/1 Reinforced Concrete

All columns, beams, lintels, and wall plate shall be cast in R.C. dosed at 350 kg of cement (CPA325) per m3 with ordinary formwork. The concrete shall be properly vibrated. The pillars embedded in the walls shall be 15x15 and reinforced with 4 Ø8 and stirrups of Ø6 spaced at 25 cm. The isolated pillars at the veranda shall be 15x20 and reinforced with 4 Ø8 and stirrups of Ø6 spaced at 20 cm

3/2 Masonry works

Except indicated all walls shall be constructed with cement blocks of 15x20x40 of PC300 Kg/m3 (at most 33 blocks per bag of cement). **All blocks shall be cured for 18 days before being used.**

4/ Wall Finish

4/1: Plastering: cement mortar mix in proportion of 350kg/m3 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. 1st and 2nd 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

All roof structures shall be realised with local wood preferably eucalyptus treated with insecticides and fungicides. The roof truss shall be assembled from wood of dimension 5 x 15 minimum while the purlins shall be wood of dimension 5 x 7.5 minimum. The assembly shall be done with nails according to the standards in force.

The roof shall be covered with high-rib sheets (tôle bac), 6 m long and 5/10 mm thick.

The fascia board shall be realised with High rib (tôle bac) 25 cm large and cut according to the area.

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 caves shall be fixed with aluminum metal caves' 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 /Aluminium 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 and cupboard/table lockers with small locks.

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

All windows for the offices shall be of aluminium.

All windows protectors shall be of forged iron of not more 10cm spacing diagonally should receive a coat of antirust before being painted with oil paint.

7/ Electrical installations

Conduit pipes shall be built into the walls to carry the cables that supply the switches and sockets. 0.6m or 1.2m MAZDA fluorescent lamps shall be fitted in the building and veranda.

8/ Drainage and Landscaping (external works)

- **Gutters.** The gutters shall be realized all-round the building. There shall be dosed at 300kg/m³. The section shall be 40cm wide and 30cm deep. The base shall have an average thickness of 8cm and shall be of ordinary concrete, dosed at 300kg/m³. The gutters shall have a slope of 5%.
- **Pavement.** The walls of the foundation shall be protected by concreting all-round the foundation. It shall be realized with ordinary concrete dosed at 300kg/m³ and thickness of 8cm.
- **Concrete slabs :** Shall be of 1.2m wide and positioned as instructed by the control engineer.
- **Concrete ramps :** Shall be of 1.2m wide cast in-situ with edges protected with angle bar 25mm.

9/ Painting

All the walls shall receive two layers of Pantex 800 and 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 varnish.

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 be 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 35 (CEMENCAM) or more.

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

NB: Reinforcement Schedule

No	Structure	NO/ QTY	MAIN RODSØ	STIRRUP	SPACING	DOSAGE	TYPE
----	-----------	------------	---------------	---------	---------	--------	------

1	Ground Beam	4	HA 8mm	6mm	20cm	350kg/m ³	Fe-E- 400
2	Lintel(15x20)	4	HA 8mm	6mm	20cm	350kg/m ³	Fe-E- 400
3	Wall pillars (15x15)	4	HA 8mm	6mm	20cm	350kg/m ³	Fe-E- 400
4	Tie beams (15x20)	4	HA 8mm	6mm	20cm	350kg/m ³	Fe-E- 400

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 38th day of age)

Dosage:

Concrete for footing: 350kg/m³

Concrete to bind masonry with plastering: 300kg/m³

Lean concrete 150/m³

Mortar for screed, plastering and elevation: 400kg/m³

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-handing 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 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.

REPUBLIC OF CAMEROON
Peace – Work – atherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
P.O BOX 21 TEZE
NGIE SUB DIVISION
ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL
REGION DU NORTH OUST
B.P 21 TEZE
ARRONDISSEMENT DE NGIE
COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 06

UNIT PRICE LIST

UPS POUR LA CONSTRUCTION ET EQUIPMENT D'UN BÂTIMENT POUR DELEGATION D'ARRONDISSEMENT MINEPIA D'ANDEK					
N°	Désignation de l'ouvrage	U	Qté	U.P (in figures)	U.P (in words)
LOT 100 : TRAVAUX PREPARATOIRES - ETUDES ET AUTRES					
101	Etudes du projet , installation du chantier y compris toute sujétion	Ens			
102	Construction du toilette extérieur y compris toutes sujétions	Ens			
SOUS – TOTAL LOT 100					
LOT 200 : TERRASSEMENTS					
201	Fouille en puits et rigole	m 3			
202	Remblais toutes catégories avec de la terre provenant des fouilles y compris toute sujétion de compactage	m 3			
SOUS – TOTAL LOT 200					
LOT 300 : FONDATIONS					
301	Béton de propreté dosé à 150kg/m3 de 5cm d'épaisseur y compris toutes sujétions	m 3			
302	Béton armé pour semelles, longrines et amorces des poteaux y compris tte sujétion	m 3			
303	Soubassement en agglos bourrés de 20 x 20 x 40 y compris toutes sujétions	m2			
304	Dallage du sol en béton ordinaire dosé à 300kg/m3 sur 8cm d'épaisseur	m 3			
SOUS – TOTAL LOT 300					
LOT 400 : MACONNERIE – ELEVATION					
401	Béton armé pour poteaux, linteaux, chainage et poutres	m 3			
402	Murs en agglo de 15 hourdé au mortier de ciment dosé à 300kg/m3	m2			
404	Enduits au mortier de ciment dosé 350kg/m »	m2			
SOUS – TOTAL LOT 400					
LOT 500 : CHARPENTE – COUVERTURE – PLAFOND					
501	Fermes en bois dur de 3 X 15 des éléments doublés	m 3			
502	Pannes en bois dur de 5 x 5	m 3			
503	Couvertures en tôles bac alu de 5/10 y ompris toutes sujétions de fourniture et de pose	m 3			
504	Fourniture et pose tôles faitières ycompris toutes sujétions	ml			

505	Plafond en contre-plaqué	m2			
	Bardage de rive en tôle bac	ml			
	SOUS TOTAL LOT 500				
	LOT 600 : MENUISERIE BOIS				
601	Portes de 90 x 220 en bois massif	U	10		
602	Portes de 130 X 220 métalliques	U	3		
603	Portes de 80 X 220 en bois massif	U	2		
604	Portes de 70 X 220 en bois massif	U	1		
605	Fenêtres de 200 X 120 avec cadre, châssis Lame verre, antivols métallique	U	4		
606	Fenêtres de 120 X 120 avec cadre, châssisBLame verre, antivols métallique	U	8		
607	Fenêtres de 70 X 60 avec cadre, châssis Lame verre, antivols métallique	U	3		
608	Impostes avec cadre, châssis Lame verre, antivols métallique	U	12		
609	Fabrication et pose garde corps	ml	18.3		
	SOUS TOTAL LOT 600				
	LOT 700 : ELECTRICITE				
701	Tube orange flexible	Reau	13		
702	Câble VGV 1,5 mm ²	Reau	8		
703	Interrupteurs SA	U	12		
704	Prises 2P + T	U	30		
705	Fil TII 2,5 mm2	Reau	7		
706	Interrupteurs V et V	U	23		
707	Boitiers + domino + boîte de dérivation	Ens	1		
708	Réseau de mise à la terre	Ens	1		
709	Réglettes complètes de 1,20	U	15		
	SOUS TOTAL LOT 700				
	BLOC 800 : PEINTURE-VERNIS				
801	Badigeonnage à la chaux	m ²	678		
802	Peinture de type Pantex 800	m ²	678		
803	Peinture type Pantex 1 300	m ²	678		
804	Tropix pour plafond	m ²	678		
803	Peinture vinylique pour huisseries et baies	m ²	60		
	SOUS TOTAL LOT 800				
	BLOC 900 : REVETEMENTS				
901	Chape lisse aux sols	m2	181		
902	Fourniture et pose des carreaux grès cérame pour sol	m2	14		
903	Fourniture et pose des faïences sur murs	m2	44		
	SOUS TOTAL LOT 900				
	LOT 1000 : PLOMBERIE - SANITAIRES				
1001	Construction fosse septique et puisard +	Ens	1		

	regard de visite y compris toute sujétion				
1002	WC à l'anglaise	U	3		
1003	Lave main	U	3		
1004	Porte papier hygiénique	U	3		
	SOUS TOTAL 1000				
	LOT 1100 EQUIPMENT				
1101	Office arm chair	U	3		
1102	Office tables of 160cm length with atleast 04 drawers	U	3		
1103	Office tables chairs (metallic + form)	U	10		
	SOUS TOTAL 1100				
	LOT 1200 VRD				
1201	Carnivaux y compris toutes sujétions	ml	75		
1202	Dallage extérieur autour du bâtiment	m3	4.4		
	SOUS TOTAL 1200				

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ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercice 2021

AUTHORIZATION N°:

IMPUTATION:

PART 07 DETAILED BILL OF QUANTITIES

DEVIS QUANTITATIF ET ESTIMATIF POUR CONSTRUCTION ET EQUIPMENT D'UN BÂTIMENT POUR DELEGATION D'ARRONDISSEMENT MINEPIA D'ANDEK					
N°	Désignation de l'ouvrage	U	Qté	PU	PT
LOT 100 : TRAVAUX PREPARATOIRES - ETUDES ET AUTRES					
101	Etudes du projet , installation du chantier y compris toute sujétion	Ens	1		
102	Construction du toilette extérieur y compris toutes sujétions	Ens	1		
SOUS – TOTAL LOT 100					
LOT 200 : TERRASSEMENTS					
201	Fouille en puits et rigole	m 3	65		
202	Remblais toutes catégories avec de la terre provenant des fouilles y compris toute sujétion de compactage	m 3	45		
SOUS – TOTAL LOT 200					
LOT 300 : FONDATIONS					
301	Béton de propreté dosé à 150kg/m3 de 5cm d'épaisseur y compris toutes sujétions	m 3	3.84		
302	Béton armé pour semelles, longrines et amorces des poteaux y compris tte sujétion	m 3	9.77		
303	Soubassement en agglos bourrés de 20 x 20 x 40 y compris toutes sujétions	m2	89.6		
304	Dallage du sol en béton ordinaire dosé à 300kg/m3 sur 8cm d'épaisseur	m 3	13		
SOUS – TOTAL LOT 300					
LOT 400 : MACONNERIE – ELEVATION					
401	Béton armé pour poteaux, linteaux, chainage et poutres	m 3	8.3		
402	Murs en agglo de 15 hourdé au mortier de ciment dosé à 300kg/m3	m2	301		
404	Enduits au mortier de ciment dosé 350kg/m »	m2	667		
SOUS – TOTAL LOT 400					
LOT 500 : CHARPENTE – COUVERTURE – PLAFOND					
501	Fermes en bois dur de 3 X 15 des éléments doublés	m 3	3.5		
502	Pannes en bois dur de 5 x 5	m 3	2.5		
503	Couvertures en tôles bac alu de 5/10 y compris toutes sujétions de fourniture et de pose	m 3	267		
504	Fourniture et pose tôles faitières y compris toutes sujétions	ml			

505	Plafond en contre-plaqué	m2			
	Bardage de rive en tôle bac	ml			
	SOUS TOTAL LOT 500				
	LOT 600 : MENUISERIE BOIS				
601	Portes de 90 x 220 en bois massif	U	10		
602	Portes de 130 X 220 métalliques	U	3		
603	Portes de 80 X 220 en bois massif	U	2		
604	Portes de 70 X 220 en bois massif	U	1		
605	Fenêtres de 200 X 120 avec cadre, châssis lame verre, antivols métallique	U	4		
606	Fenêtres de 120 X 120 avec cadre, châssis lame verre, antivols métallique	U	8		
607	Fenêtres de 70 X 60 avec cadre, châssis lame verre, antivols métallique	U	3		
608	Impostes avec cadre, châssis lame verre, antivols métallique	U	12		
609	Fabrication et pose garde corps	ml	18.3		
	SOUS TOTAL LOT 600				
	LOT 700 : ELECTRICITE				
701	Tube orange flexible	Reau	13		
702	Câble VGV 1,5 mm ²	Reau	8		
703	Interrupteurs SA	U	12		
704	Prises 2P + T	U	30		
705	Fil TH 2,5 mm ²	Reau	7		
706	Interrupteurs V et V	U	23		
707	Boîtiers + domino + boîte de dérivation	Ens	1		
708	Réseau de mise à la terre	Ens	1		
709	Réglettes complètes de 1,20	U	15		
	SOUS TOTAL LOT 700				
	BLOC 800 : PEINTURE-VERNIS				
801	Badigeonnage à la chaux	m ²	678		
802	Peinture de type Pantex 800	m ²	678		
803	Peinture type Pantex 1 300	m ²	678		
804	Tropix pour plafond	m ²	678		
803	Peinture vinylique pour huisseries et baies	m ²	60		
	SOUS TOTAL LOT 800				
	BLOC 900 : REVETEMENTS				
901	Chape lisse aux sols	m2	181		
902	Fourniture et pose des carreaux grès cérame pour sol	m2	14		
903	Fourniture et pose des faïences sur murs	m2	44		
	SOUS TOTAL LOT 900				
	LOT 1000 : PLOMBERIE - SANITAIRES				
1001	Construction fosse septique et puisard +	Ens	1		

	regard de visite y compris toute sujétion				
1002	WC à l'anglaise	U	3		
1003	Lave main	U	3		
1004	Porte papier hygiénique	U	3		
	SOUS TOTAL 1000				
	LOT 1100 EQUIPMENT				
1101	Office arm chair	U	3		
1102	Office tables of 160cm length with atleast 04 drawers	U	3		
1103	Office tables chairs (metallic + form)	U	10		
	SOUS TOTAL 1100				
	LOT 1200 VRD				
1201	Carnivaux y compris toutes sujétions	ml	75		
1202	Dallage extérieur autour du bâtiment	m3	4.4		
	SOUS TOTAL 1200				
	TOTAL HORS TAXES				
	TVA (19,25%)				
	AIR (2,2%)				
	TOTAL TTC				

Arrêté le présent devis à la somme TTC de :

REPUBLIC OF CAMEROON
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NORTH WEST REGION
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OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 08

UNIT PRICE BREAKDOWN

Lot :					
SUB-DETAIL OF PRICE N°:					101
DESCRIPTION OF ACTIVITY ON					
Prix N°:	Daily output		Total Quantity:	Unit:	Duration of activity (Days):
	CATEGORY	NUMBER	Daily Salary	Paid Man-day	Amount
A - PERSONNEL					
	TOTAL A				
	TYPE	NUMBER	Daily rate	Days billed	Amount
B - EQUIPMENT					
TOTAL B					
	TYPE	UNIT	Unit price	Consumption	Amount
C - MATÉRIALS					
TOTAL C					
D	TOTAL DIRECT COST		A+B+C		
E	GENERAL SITE RISK		10%	D x 10%	
F	GENERAL HEAD OFFICE EXPENSES		5%	D x 5%	
G	COST PRICE		(D+E+F)		
H	RISK + PROFIT		10%	G x 10%	
I	BID PRICE EXCLUDING TAXES		(G+H)		
J	UNIT PRICE EXCLUDING TAXES		(I/Qty)		

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DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

PART 09
ANNEXES

Undertaking by the Bidder

I the undersigned (name and first name of the signatory)

_____ acting as

_____ (quality of the signatory with respect to the company), of Nationality _____, and residence in _____.

After having read and taken note of all the parts of the Open National Invitation to Tender
N°04/ONIT/AC/ACITB/2021 OF

FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION, NORTH WEST REGION. LOT....

I submit and commit myself to carry out the aforementioned Contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, in particular the quantitative and qualitative confirmation of work, the respect of the deadlines, the guarantees and the insurance.

I commit myself moreover to ensure the registration and paying the forwarding costs of the contractual parts.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialed copy of the aforesaid document to my offer.

I declare moreover that I remain committed by the present tender during a ninety (90) days deadline as from the date of opening of the bids.

Done in.....on the

The CONTRACTOR (Signature and seal)

BID BOND

Reference of the guarantee: N° _____

Invitation to tender N° _____

We understand that _____ (hereinafter called "the bidder"), has submitted his bid on _____ for the Construction and Equipment Sub Divisional Delegation of MINÉPIA Andek, Momo Division, North West Region Lot....

We, _____ (Bank) of _____ (country), with our head quarter in _____ hereby declare to guarantee payment to the contracting authority of the sum of _____ (in letters and in figures), that the Bank is committed to pay completely to the contracting authority, bidding itself, its successors and assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period specified by himself in his tender, or
2. If the bidder, having been notified of the award of the contract by the contracting authority during the period of bid validity:
 - Fails or refuses to sign the contract even though required to do so:
 - Fails or refuses to furnish the final bond for the contract as provided for by the contract.

We undertake to pay the contracting authority an amount up to the maximum of the sum referred to above upon receipt of his written demand, without the contracting authority having to substantiate his demand, provided that in its demand the contracting authority shall note that the amount claimed by him is due, because on or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation, be submitted to Cameroon law.

Signature and stamp of the Guarantors

Date _____

Address _____

PERFORMANCE GUARANTEE

JOBGING ORDER N° ____/JO/AC/ACITB/2021

We understand that _____ (hereinafter called "the contractor"), has engaged pursuant to contract N° JOBBING ORDER N° ____/JO/AC/ACITB/2021 awarded after an open national invitation to tender N° N°06/ONIT/AC/ACITB/2021 OF FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF MINEPIA ANDEK, MOMO Division, North-West Region.

And that you stipulated in the aforementioned contract that the Contractor will give you a banking guarantee emanating from a bank installed in Cameroun and approved by the Minister in charge of Finances, of the amount stipulated hereafter, like guarantee of the good execution of his obligations, in accordance with the contract,

And that we agree to give a guarantee to the Contractor,

As of the time, we affirm by the present ones that we go guaranteeing and persons in charge in your connection, in the name of the Contractor, for a maximum amount of (*amounts of the guarantee in figures and letters*),

And that we commit ourselves paying you, as of reception of your first written request informing us that the Contractor does not conform to the stipulations of the contract, and without quarrel or discussion, all the amount, within the limits of (*amounts of the guarantee, stipulated above*), without you having to prove or give the reasons or the reason of your request of the amount indicated above.

The present guarantee is valid until the provisional acceptance of work object of the contract.

Signature and seals of the Guarantors

Date _____

Address _____

Guarantee Advance Payment

Bank _____

Reference of the guarantee: N° _____

Contract N° _____

To the (Contracting Authority),

Company _____

We, Bank _____ were informed that the Mayor
Andek Council acting as the contracting authority and acting as
a Contractor, have concluded a contract

FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO Division, North-West Region. Lot.....

In conformity with the provisions of article 29 of Contract N° _____, the
Contractor is obliged to submit to the contracting authority, a bank caution to guarantee the
advance payment granted to the company for an amounts equal to
_____ francs CFA.

We, Bank _____ we engage
irrevocably and without benefit of discussion, by the present one, to pay in favor of the contracting
authority, at his first written request and within 4 (four) week maximum , the amount of this
guarantee, that is to say _____ due by the Contractor to the
contracting authority owing to the fact that the Contractor could not fulfill one or more of his
obligations envisaged with the contract.

The request for partial or total mobilization of this guarantee will be the subject of a justifying letter
recommended with acknowledgement of delivery with a copy to the Contractor starting clearly and
the completely the reasons of its request.

The present bank guarantee will come into effect on the date of the payment of the advance to start
work.

The original of this guarantee will be preserved by the contracting authority.

This guarantee will be released when the amount of the advance is completely reimbursed.

After this date, the guarantec will become null and void and will have to be returned to us without
any express request of our share.

The law as well as the jurisdiction applicable to the guarantee is those of Cameroun.

Signature and seals of the Guarantors

Date _____

Address _____

TENDER SPECIMEN FORM

I undersigned _____ acting as _____, of Nationality CAMEROONIAN, and residence in _____.

After having read and taken note of all the parts of the Open National Invitation to Tender
N°06/ONIT/AC/ACITB/2021 OF

FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO Division, North-West Region. Lot.....

. In the case where our offer would be accepted, I subject myself and engaged to:

- Carry out the aforementioned contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, at the prices indicated in the schedule of Unit Prices, quantitative estimate, for the total amounts of the bid in francs CFA :

- In Letter and figure (including all taxes): _____
- In Letter and figure (VAT 19, 25%): _____
- In Letter and figure (HT): _____

To pay the forwarding costs of the contractual parts;

- Begin work in seven (7) days maximum and to carry out the contract in three (3) months as from the date of notification of service order to start work.

The contracting authority shall pay the sums due for this contract by crediting account n° _____ opened in _____ branch.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialled copy of the aforesaid document to my offer.

I declare moreover that I remained committed by the present tender during a ninety (90) days deadline as from the date of opening of the bids.

Done in.....on the

The CONTRACTOR (Signature and seal)

PLANNING OF WORK EXECUTION

OPEN NATIONAL INVITATION TO TENDER:
N°.../ONIT/AC/ACITB/2021 of

N°	DESCRIPTION	Duration	FIRST MONTH					SECOND MONTH					THIRD MONTH			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
<i>Lot 100</i>	<i>PRELIMINARY WORKS</i>															
<i>101</i>																
<i>102</i>																
<i>Lot 200</i>	<i>SURFACE DRESSING/ EARTH WORKS</i>															
<i>201</i>																
<i>202</i>																
<i>203</i>																

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OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

AUTHORIZATION N°:

IMPUTATION:

OTHER DOCUMENTS

EVALUATION SHEET

GRADING SCHEME – TECHNICAL FILE

ENTERPRISE: _____

I – PERSONNEL

NB: one item lacking or irregular means NO to the point in question.

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
A	WORKS DIRECTOR			
1	Attestation of presentation of original of diploma and Certified true copy of National Identity Card if not no notation of N°A			
2	Certified true copy of diploma, C V dated and signed and Attestation of availability dated and signed			
B	SITE FOREMAN			
1	Attestation of presentation of original of diploma and Certified true copy of National Identity Card if not no notation of N°B			
2	Certified true copy of diploma, C V dated and signed and Attestation of availability dated and signed			
C	TEAM LEADER : Building			
1	Attestation of presentation of original of diploma and Certified true copy of National Identity Card.			
2	Certified true copy of diploma			
3	C V dated and signed and Attestation of availability dated and signed			
D	TEAM LEADER : Wood works			
1	Attestation of presentation of original of diploma and Certified true copy of National Identity Card.			
2	Certified true copy of diploma			
3	C V dated and signed and Attestation of availability dated and signed			
E	TEAM LEADER : Electricity works			
1	Attestation of presentation of original of diploma and Certified true copy of National Identity Card.			
2	Certified true copy of diploma			
3	C V dated and signed and Attestation of availability dated and signed			
	TOTAL		/05 YES	

NB: point is validated once 80% or more of requirement is fulfilled

II - REFERENCES

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
A	02 References in the road or public works with justification (amount at least 25 000 000 all taxes inclusive) for the past 03 years.			
1	First project			
2	Second project			
	TOTAL		/ 02YES	

III -EQUIPMENT

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Proof of ownership or rental of a vehicle (Pick up 4 x 4 or van) in good operating condition with a current visite technique and a carte grise certified by the services of MINTRANSPORTProof of ownership of a concrete mixer and vibrator in good operating condition, and of Hand tools (building, electricity, carpentry) ¹ in good operating condition.			
	TOTAL		/ 01 YES	

NB: point is validated once 80% or more of requirement is fulfilled.

IV – METHODOLOGY OF INTERVENTION AND WORK EXECUTION

IV – METHODOLOGY OF INTERVENTION

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1-	ACKNOWLEDGEMENT OF SITE AND PRESENTATION OF THE COMPANY			
	Attestation of site visit and site visit report with relevant images			
	Organizational chart of the enterprise with comments			
	Organizational chart of the building construction site with comments ⁴			
2-	ACKNOWLEDGEMENT OF TECHNICAL SPECIFICATIONS AND PLANNING OF WORKS AND EXECUTION DATE LINE			
	A copy of CCTP (Special Technical Specification).duly initialed on each page, signed by the enterprise and dated on the last page.			
	Planning of work execution with comments ⁵			
	Installation: Origin of materials			
	Description of deployment of team			
3-	BUILDING CONSTRUCTION MATERIAL TESTS & METHODOLOGY OF EXECUTION OF WORKS			
	Description of tests on sand, gravel, cement and reinforcement. (steel rods)			
	Description of tests on mortar, blind concrete and reinforced concrete			
	Proper description of the methodology of execution of works ⁶			
	Description of health /safety /socio-economic and environmental measures at the building site			
	Description of the application of the HIMO approach			
	Description of maintenance measures during the guarantee period			
4	BUILDING CONSTRUCTION FINISHES			
	Electricity: Description of inspection and tests, protection of cables, installation of conduits and cables, installation of accessories. ⁷			
	Plastering: General guidelines for plastering and finishing interior and exterior surfaces			
	Painting: General guidelines for painting and finishing interior, exterior, metallic and wooden surfaces.			
	TOTAL		/ 4YES	

NB: point is validated once 80% or more of requirement is fulfilled

V- SELF FINANCING CAPACITY

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract.) The available amount must be at least equal to 25% of the projected amount of the project.			
	TOTAL		/ 0 1YES	

VI- GENERAL PRESENTATION OF THE BIDS

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Presence, clearness of all documents, presentation of document in the order given in this tender and properly bound, Table of contents, pages numbered and separators in a colour apart from white, quality of document.			
	TOTAL		/ 1 YES	
TOTAL : GENERAL GLOBAL TECHNICAL SCORE				/14 YES

VERIFICATION OF THE ADMINISTRATIVE DOCUMENTS

	ENTREPRISE :	YES	NO
01	Undertaking by bidder stamped, signed and dated in conformity with the model attached		
02	Attestation of non-bankruptcy dating less than 3 months, issued by the Competent jurisdiction		
03	Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.		
04	Bank guarantee(of the same bank) on the list of banking institutions of first order approved by the Ministry in charge of finance, for an amount in francs CFA of 640 000 FCFA.		
05	Treasury Receipt of purchase of the tender file, as stipulated in the notice of call for tender.		
06	Attestation of C.N.P.S, valid and for the tender concern		
07	A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP		
08	An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most 3 months.		
09	An attestation of non-indebtedness signed by the Director or the head of the tax centre.		
10	A Certified copy of taxpayer card valid, dated at most 3 months		
11	Attestation of site (visit with at least three (03) pictures)		
12	Plan and attestation of localization signed by the taxation authorities.		
13	CCAP completed and initialed on all the pages		
	General observation		

MODEL ATTESTATION SITE VISIT

COMPANY LETTER HEAD

**OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST REGION. LOT N°.....**

ATTESTATION OF SITE VISIT

I _____, undersigned _____ acting
as _____, of Nationality CAMEROONIAN, and residence in
_____, bearer of NIC N° _____,

After having read and taken note of all the parts of the Open National Invitation to Tender in emergency
procedure N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF MINEPIA
ANDEK, MOMO Division, North-West Region. Lot....

I visited, inspected and gathered all relevant information concerning the project site, declare to
have appreciated and under my responsibility, the project site configuration, the various difficulties
related to the execution of the works.

I undertake and engage to execute the works on the site indicated/inspected without any claims
as concern the site configuration in conformity to contractual clauses and construction
norms/techniques and further technical instructions that shall be given for the quality physical execution
of the works of which I present my offer.

En foi de quoi, la présente attestation de visite de site est établi pour valoir et servir ce que de
droit.

IN TESTIMONY WHEREOF, this present site visit attestation is established by the enterprise to serve
wherever and whenever necessary.

Date

Signature

PERSONNEL FORM

POST	Number	NAMES SURNAMES	AGE	FORMATION	DATE OF RECRUITEMENT	EXPERIENCE IN THE BUILDING SECTOR (AT LEAST 5 YEARS)	OBSERVATIONS
Works Director							
Site foreman							
Team leaders							

EQUIPMENT

N°	Designation	Marque	Capacity	Age	Present state	Proprietor	Localisation
1							
2							
3							
4							
5							
6							
7							
8							
9							

Annexe photocopies d'immatriculation

REFERENCES

(Join copies of PV of reception)

N°	INFORMATION ON	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE
1	Contracting Authority					
2	Subject of the project					
3	Localisation of the project					
4	SERVICES					
5	Amount of the contract					
6	Execution dead line					
7	Date of provisional reception					
8	Date of final reception					
9	Certificat de bonne fin (Annexe N°)					
10	Number of technical staff					
11	Number of workers					
12	Equipment used					

References of the enterprise/Annual turnover

Enterprise :
statistique :

Registre de commerce :

Siège social :

N°

	Building	hydraulics	roads	Divers	TOTAL
TURN OVER 2012	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
principal works					
TURN OVER 2013	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
Principal Works					
TURN OVER 2014	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
principal works					

REPUBLIC OF CAMEROON
Peace – Work – atherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
P.O BOX 21 TEZE
NGIE SUB DIVISION
ANDEK COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
MINISTER DE LA DECENTRALIZATION ET
DEVELOPMENT LOCAL
REGION DU NORTH OUST
B.P 21 TEZE
ARRONDISSEMENT DE NGIE
COMMISSION INTERNE DE PASSATION DE
MARCHES AUPRES DE LA COMMUNE
D'ANDEK

JOBING ORDER N° _____/JO/AC/ACITB/2021
AWARDED AFTER AN OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST REGION.

CONTRACTOR:.....

BP.....

Tel.

Fax.

TAX PAYER'S N°.....

BANK ACCOUNT N°.....

SUBJECT: CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL DELEGATION OF
MINEPIA ANDEK, MOMO DIVISION,NORTH-WEST REGION.

PLACE OF EXECUTION:

EXECUTION DEADLINE: Four (04) Months

AMOUNT:

AMOUNT FCFA	TOTAL AMOUNT
ALL TAXES INCLUSIVE	
HTVA	
VAT (19, 25%)	
A.I.R (5,5% or 2,2%)	
NET TO BE PAID	

FUNDING: PUBLIC INVESTMENT BUDGET MINEPIA
Exercice 2021

SUBSCRIBED ON : _____

SIGNED ON : _____

NOTIFIED ON : _____

REGISTERED ON : _____

BETWEEN:

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

ON THE ONE PART

AND :

CONTRACTOR:

BP.....

Tel.

Fax.

TAX PAYER'S N°.....

BANK ACCOUNT N°.....:

Represented by so Hereinafter referred to as the "Contractor"

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:

Page And the last of the jobbing order

JOBGING ORDER N° _____/JO/AC/ACITB/2021
AWARDED AFTER AN OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST REGION.
LOT...

CONTRACTOR:.....

EXECUTION DEADLINE: Four (04) Months

AMOUNT:

MONTANT FCFA	MONTANT TOTAL
TTC	
HTVA	
TVA (19,25%)	
A.I.R (5,5% or 2,2%)	
Net à Mandater	

Read and approved by the contractor

Andek, the _____

**Signed by the Mayor Andek Council,
Contracting Authority**

Andek, the _____

REGISTRATION

**LISTE DES ETABLISSEMENTS BANCAIRES ET ORGANISMES FINANCIERS DEFINITIF AUTORISES
A EMETTRE DES CAUTIONS DANS LE CADRE DES LETTRE COMMANDES PUBLICS.**

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 Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Doual.

N.B: la liste ci-dessus est également disponible sur le site web :www.armp.cm

REPUBLIC OF CAMEROON
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D'ANDEK

ANDEK COUNCIL INTERNAL TENDERS' BOARD

OPEN NATIONAL INVITATION TO TENDER
N°04/ONIT/AC/ACITB/2021 OF
FOR THE CONSTRUCTION AND EQUIPMENT OF A SUB DIVISIONAL
DELEGATION OF MINEPIA ANDEK, MOMO DIVISION, NORTH-WEST
REGION.

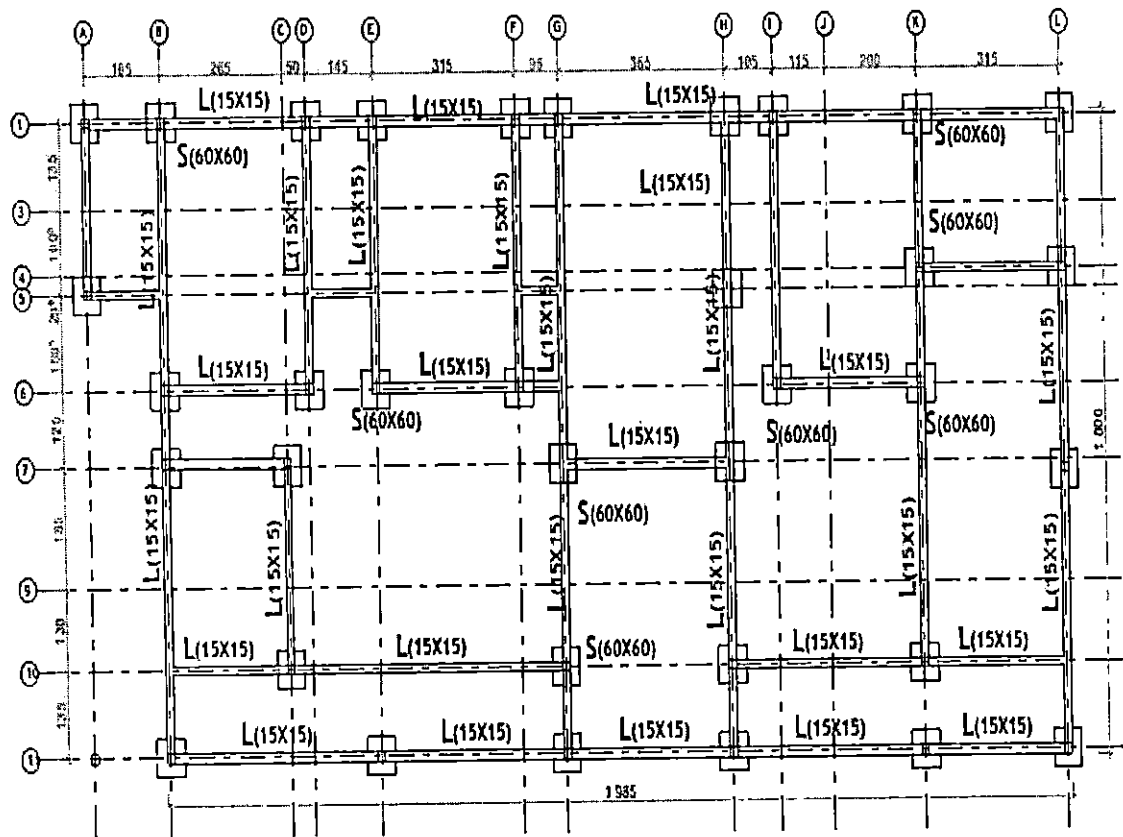
PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEPIA PUBLIC INVESTMENT BUDGET
Exercise 2021

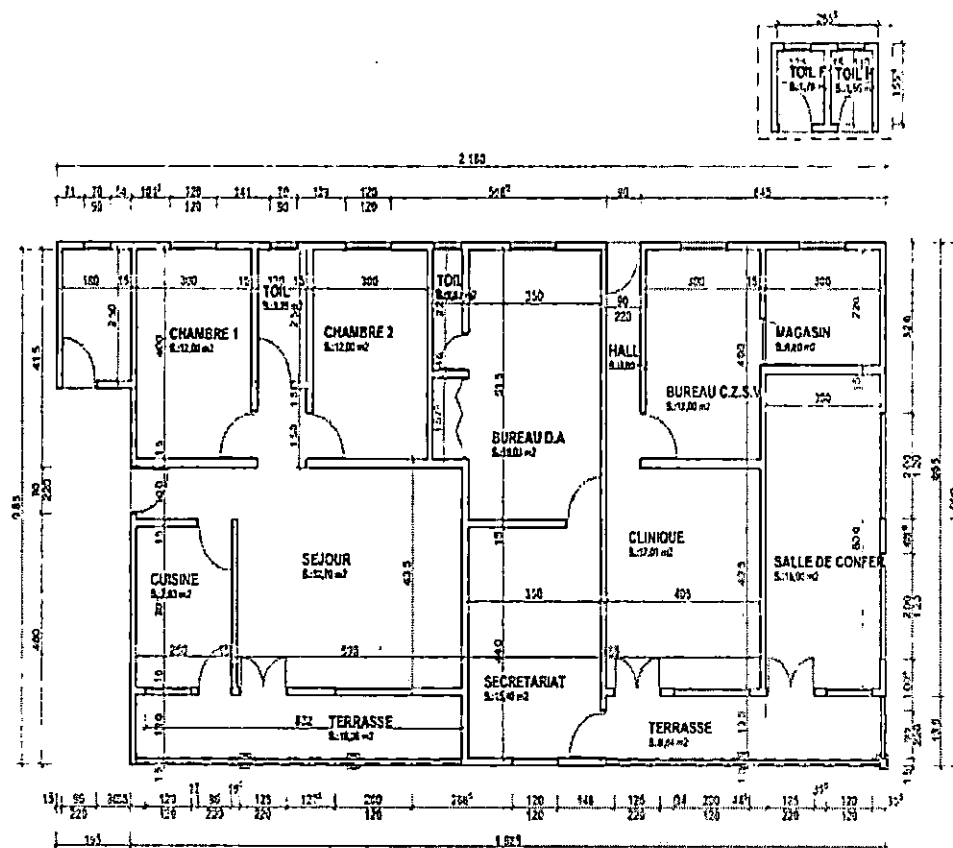
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IMPUTATION:

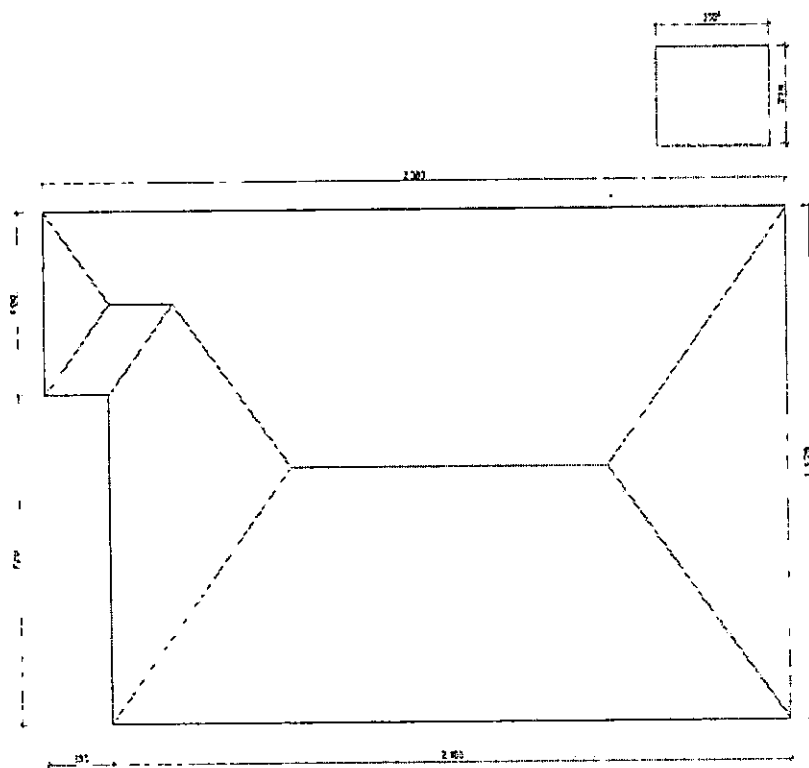
PART10
GRAPHIC PLANS



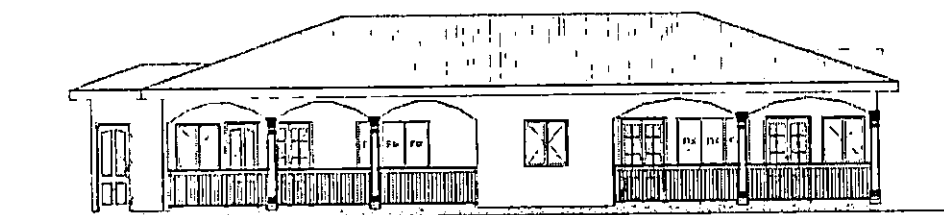
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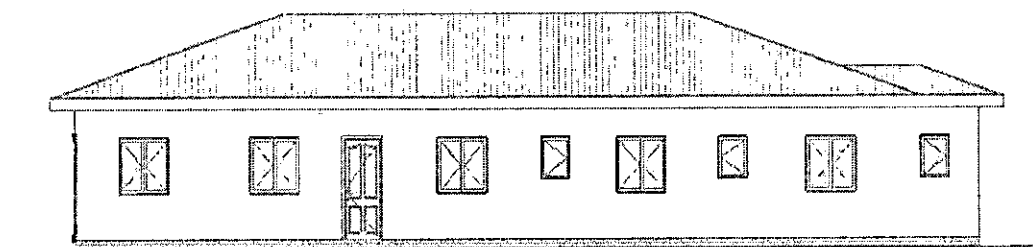
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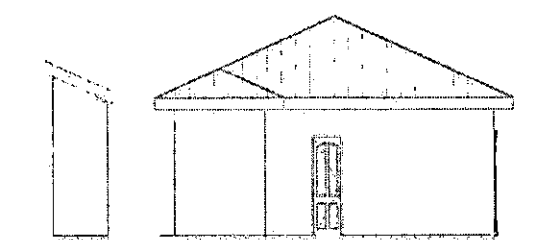
PLAN DE TOITURE



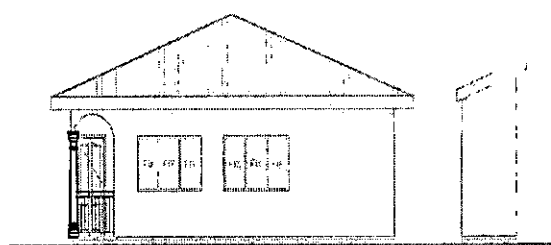
FACADE PRINCIPALE



FACADE ARRIERE



FACADE GAUCHE



FACADE DROITE