

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

MINISTÈRE DE DÉCENTRALISATION ET DU  
DÉVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMUNE DE FUNDONG

COMMISSION INTERNE DE PASSATION  
DES MARCHES



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH-WEST REGION

BOYO DIVISION

FUNDONG COUNCIL

FUNDONG COUNCIL INTERNAL  
TENDERS BOARD

Ref: No. 02/NWR/BOYO/FC/FCITB/2021

Fundong the 19 MARS 2021

## FUNDONG COUNCIL INTERNAL TENDERS BOARD

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# OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE  
No. 02/ONIT/FUNDONG COUNCIL /FCITB /2021, OF 19/03 /2021  
FOR CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT  
AKEH IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH  
WEST REGION

FINANCING: PUBLIC INVESTMENT BUDGET (PIB) MINLIVESTOCK 2021

AUTHORISATION N°:IW04475

IMPUTATIONS: 55 31 407 01 641605 2226 951



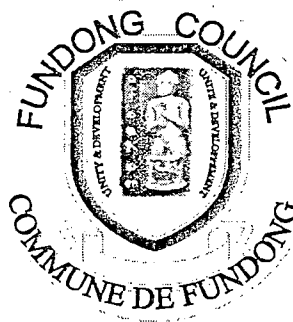
MINISTÈRE DE DÉCENTRALISATION ET DU  
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MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH-WEST REGION

BOYO DIVISION

FUNDONG COUNCIL

FUNDONG COUNCIL INTERNAL  
TENDERS BOARD

Ref: No. 007 NWR/BOYO/FC/FCITB/2020/11

Fundong the 19 MARS 2021

## Tender Notice

**OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE**  
**No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF 19/03 /2021**  
**FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH IN**  
**THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION**

**SUBJECT OF THE INVITATION TO TENDER:** Within the framework of the execution of the 2020 state budget, the State of Cameroon represented by the Mayor of Fundong Council hereby launches an open national invitation to tender FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH (LOT 1) AND CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET (LOT 2) IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

**2) NATURE OF SERVICE:** The different tasks to be executed for this project shall comprise the following:

- PRELIMINARY WORKS
- EARTH WORKS
- FOUNDATION WORKS / SUBS STRUCTURE CONCRETE WORKS
- WALL MASONRY ELEVATION
- SUPER STRUCTURE
- ROOF/WOOD WORKS
- JOINERY AND METALLIC WORKS

**3) EXECUTION DEADLINE:** The maximum deadline for the execution provided for by the Contracting Authority shall be **Four months (120 calendar days)** with effect from date of notification of the Administrative Order to start works.

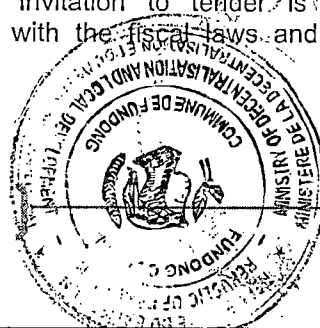
**4) The work is as follows;**

- CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH

**5) Estimated cost:** The estimated cost after preliminary studies are as follows

S/N	Subject	Amount for the Project	Vote of charge N°	Expenditure authorization N°
1	CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH	16,000,000 FCFA	55 31 407 01 641605 2226 951	IW04475

**6) Participation and origin:** Participation in this invitation to tender is opened to competent Cameroonian enterprises that are in compliance with the fiscal laws and who are not currently excluded from public procurement.



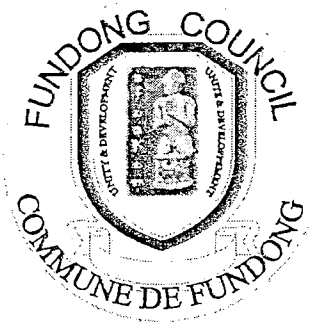
MINISTÈRE DE DÉCENTRALISATION ET DU  
DÉVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMUNE DE FUNDONG

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DES MARCHES



MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH-WEST REGION

BOYO DIVISION

FUNDONG COUNCIL

FUNDONG COUNCIL INTERNAL  
TENDERS BOARD

Ref. No. 062/NWR/BOYO/FC/FCITB/2020

Fundong the 11 9 MARS 2021

## AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE NO.  
062/ONIT/FC/FCITB/2021, DU 19/03 /2021 POUR LA CONSTRUCTION D'UN CENTRE  
ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH DANS L'ARRONDISSEMENT DE FUNDONG,  
DEPARTEMENT DU BOYO, REGION DU NORD-OUEST.

**OBJET DE L'APPEL D'OFFRES :** Dans le cadre de l'exécution du Budget d'Investissement Public 2020, l'Etat de Cameroun représenté par, le maire de Fundong lance un Appel d'Offres national ouvert pour LA CONSTRUCTION D'UN CENTRE ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH DANS L'ARRONDISSEMENT DE FUNDONG, DEPARTEMENT DU BOYO, REGION DU NORD-OUEST.

**CONSTRUCTION D'UN CENTRE ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH;**

### **Consistance des travaux :**

Les travaux comprennent notamment :

- Travaux preliminaire
- Travaux de terre
- Fondation
- Elevation
- Toiture
- Maçonnerie et metal

3) **DELAI D'EXECUTION :** Le délai prévu pour l'achèvement des travaux du présent appel d'offre est de cent vingt jours continus (04 mois) à partir du jour de la notification de l'ordre de service

4) **Allotissement :** Les travaux sont en deux (02) lots ci-après définis les travaux d'entretien pour LA CONSTRUCTION D'UN CENTRE ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH DANS L'ARRONDISSEMENT DE FUNDONG, DEPARTEMENT DU BOYO, REGION DU NORD-OUEST

5) **prévisionnel :** Le coût prévisionnel de l'opération à l'issue des études préalables est de ;

LOTs	Subject	coût prévisionnel	N° de l'imputation	N° de l'autorisation de dépense
1	CONSTRUCTION D'UN CENTRE ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH	16,000,000 FCFA FCFA	55 31 407 01 641605 2226 951	IW04475

6) **Participation et origine :** La participation à cette consultation est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisées des opérations similaires.

7) **FINANCEMENT:** Les travaux, objet du présent appel d'offres sont financés par le Budget d'Investissement Public de la République du Cameroun, Budget du MINEPIA au titre de l'exercice 2021

assigné au Maire de Fundong sur la ligne d'imputation budgétaire. Bon à savoir, cette publication est faite sous réserve de la disponibilité de l'imputation budgétaire du financement du projet.

**8).CAUTIONNEMENT PROVISOIRE:** Chaque soumissionnaire doit pour chaque lot inclure dans ses documents administratifs, une **garantie** de soumission qui respecte le model prescrites dans le DAO établi par un établissement bancaire agréé par le Ministère en charge des Finances d'un montant égal à 320,000(Trois Cent Vingt Mille) francs CFA pour. Les cautionnements provisoires seront libérés au plus tard trente (120) jours après le délai de validité des offres pour les soumissionnaires n'ayant pas été retenus. Pour le soumissionnaire attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. Pour éviter les rejets, tous les documents doivent être les originaux ou des copies certifiées conformes issus des autorités administratives compétentes (Préfet, Sous-Préfet ou Services Emetteur) pour une durée n'excédant pas trois mois et présentes selon les règlements spéciaux de cet appel d'offre. Les copies certifiées qui seront certifiées pour la deuxième fois ou des copies falsifiées ne seront pas acceptées. Les chapitres seront séparés par format en couleur. Les offres qui ne seront pas en conformité avec les prescriptions de cet appel d'offre seront déclarés inadmissibles.

LOT	Objet	Localite	Cauton banque	Cout de DAO
1	CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH	Akeh – Fundong	320,000F.CFA	30,000. fcfa

**9) CONSULTATION DU DOSSIER D'APPEL D'OFFRES :** Le dossier de consultation peut être consulté aux heures ouvrables à la Mairie de Fundong, dès publication du présent avis.

**ACQUISITION DU DOSSIER D'APPEL D'OFFRES :** Le dossier d'appel d'offres peut être obtenu des publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (secrétariat de la marie de Fundong pendant les heures ouvrables contre présentation d'une quittance de versement de la somme non remboursable de 30,000. FCFA à la recette municipal de la Commune de FUNDONG.

**8) REMISE DES OFFRES :** Chaque offre rédigée en français ou en anglais en Sept (07) exemplaires, c.-à-d. Un original et six copies marqués comme tels sera remise au Service de Passation des Marchés, situé à la Marie de Fundong, au plus tard le \_\_\_\_\_/2021 à 10heures. Il doit être dans un paquet contenant trois enveloppes marquées

- A : pour le dossier Administratif,
- B : pour le dossier technique
- C : pour le dossier financier.

Ce paquet devra porter la mention :

- **AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE No. 002/ONIT/FC/FCITB /2021, du \_\_\_\_\_/2021 POUR LA CONSTRUCTION D'UN CENTRE ZOOTECHNIQUE ET VETERINAIRE (CZV) D'AKEH DANS L'ARRONDISSEMENT DE FUNDONG, DEPARTEMENT DU BOYO, REGION DU NORD-OUEST-**

«A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»

**9) Recevabilité des offres:** Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une Autorité Administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres. Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances. Les offres ne respectant pas le mode de séparation de l'offre financière, des offres administratives et techniques seront irrecevables.

**10) Ouverture des plis:** L'ouverture des plis se fera le \_\_\_\_\_/2021 à 11heures, heure locale en une phase par la Commission communal de Passation des Marchés de la marie de Fundong, (Salle de conférence de la Marie de Fundong) en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise. Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite en une phase.

- les dossiers administratifs et les offres techniques seront, premièrement étudiés par les membres de la Commission communal de Passation des Marchés. Les entreprises n'ayant pas obtenu au moins 100% des points de la notation sur des dossiers administratifs et 75% pour dossier techniques seront éliminées.



# DOCUMENT No 2:

## General Regulations of the Invitation to Tender

### CONTENTS

#### A. General

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

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

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

#### C. Preparation of Bids

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

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

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

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

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

#### F. Award of the contract.....

- Article 34: Award.....
- Article 35: Right of the Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure.....
- Article 36: Notification of the award of the contract.....
- Article 37: Signature of the contract.....
- Article 38: Final bond.....



b.3 The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.

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

d. A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

**Article 5: Building materials, materials, supplies, equipment and authorized services:**

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

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

**Article 6: Qualification of bidder:**

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

6.1.1 Submit a power of attorney making the signatory of the bid bound by the bid; and

6.1.2 Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

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

- (i) The production of certified balance sheets and recent turnovers;
- (ii) Access to a line of credit or availability of other financial resources;
- (iii) Orders acquired and contracts awarded;
- (iv) Pending litigations; and
- (v) Availability of indispensable equipment.

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

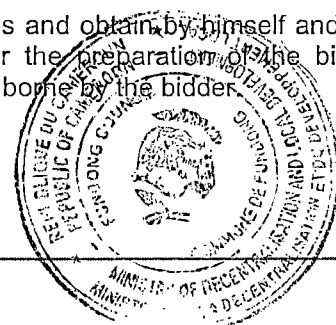
- a. The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- b. The bid and the contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- d. The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
- e. In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-contracting.

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

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

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

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



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

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

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

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

### **C PREPARATION OF BIDS**

**Article 11: Tender costs:** The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority and the Project Owner shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

**Article 12: Language of bid:** The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

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

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

**a. Volume 1: Administrative file:** It includes:

a.1 All documents attesting that the bidder:

- Has subscribed to all declarations provided for by the laws and regulations in force;
- Paid all taxes, duties, contributions, fees or deductions of whatever nature;
- Is not winding up or bankrupt;
- Is not the subject of an exclusion order or forfeiture provided for by the law in force;

a.2 The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

a.3 The written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

**b. Volume 2: Technical bid**

b.1 **Information on qualifications:** The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the invitation to tender.

b.2 **Methodology:** The Special Conditions of the invitation to tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organization and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-contracting, attestation of visit of the site, where necessary, etc).

b.3 **Proof of acceptance of conditions of the contract:** The bidder shall submit duly initialed copies of the administrative and technical documents relating to the contract, namely:

- The Special Administrative Conditions (SAC);
- The Special Technical Conditions (STC).

b.4 **Commentaries (optional):** A commentary on the technical choices of the project and possible proposals.

**c. Volume 3: Financial bid:** The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

- The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;

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

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

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

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

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

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

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

17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and should mention each member of the associated grouping.

17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

17.6 The bid bond may be seized:

- (a) if the bidder withdraws his bid during the period of validity;
- (b) if the retained bidder:

b.1 Fails in his obligation to register the contract in application of article 38 of the General Regulations;

b.2 Fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

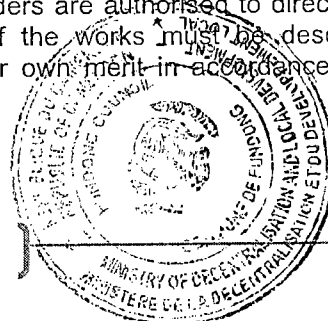
b.3 Refuses to receive notification of the Administrative Order to commence execution.

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

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

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

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





**Article 23: Late bids:** Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

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

24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorized representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENT BID" or "MODIFICATION".

24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

**E. OPENING AND EVALUATION OF BIDS**

**Article 25: Opening of the bids and petitions**

25.1 The competent Tenders Board shall open the envelopes in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

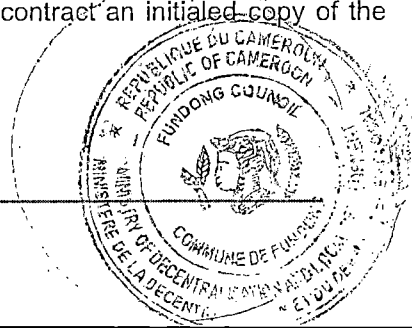
25.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of public contract an initialed copy of the bids presented by bidders.



### **Article 30: Correction of errors**

30.1 The Evaluation sub-committee shall verify bids considered essentially in compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

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

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

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

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

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

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

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

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

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

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

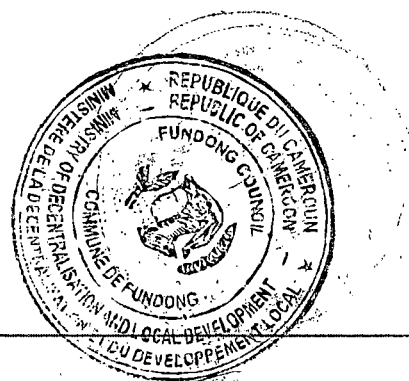
32.3 The estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the contract shall not be considered during the evaluation of bids.

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities

39.2 The bond whose rate varies between 2 and 5 per cent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

39.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first-rate financial institution approved in accordance with the instruments in force.

39.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the General Administrative Conditions.



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

NO	CRITERIA	MARKS
1.	General presentation	YES/NO
2.	Quality of the personnel	YES/NO
3.	Execution Methodology	YES/NO
4.	Equipment	YES/NO
5.	Pre-financing capacity	YES/NO
6.	References of the bidder	YES/NO
7.	Attestation and report of site visit	YES/NO
8.	Non existence in the technical file of the rubric "organization, methodology and planning	YES/NO
9.	Special Technical Clauses initialed in all the pages and signed, stamped and dated on the last page;	YES/NO
10.	Special Administrative Clauses completed and initialed on all the pages and signed, stamped and dated on the last page	YES/NO

## ARTICLE 8: Presentation of the Bids

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

### A) Administrative Documents

### B) Technical Documents

### C) Financial Documents

8.1 External envelope: Each bidder shall seal these three (03) envelopes (A, B and C) in one sealed external envelope on which shall be written.

- OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE  
No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF 19/03 /2021  
FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH)  
IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION-

*(To be opened only during the bids opening session)*

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

### 8.2 Internal envelopes

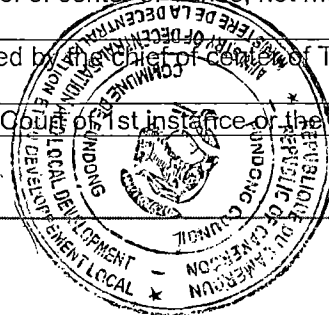
Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

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

### ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender, written by the bidder, stamped with the tariff in force
A.2	Purchase receipt of Tender File issued by a Fundong council treasury in the amount of 30,000 (Thirty Thousand) F.cfa as stipulated in the Tender Notice.
A.3	A bid bond of 320,000 (Three Hundred and Twenty) FCFA issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.4	Certified Copy of the Business Registration, not more than three months old.
A.5	Business License (photocopy certified by the chief of center of Taxes, not more than three months).
A.6	Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes, valid dated at most three months.
A.7	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber



	<p>➤ 02 (two) bricklayers with at least GCE O/L Technical in Building construction or its equivalent(CAP Maçonnerie) and with 3 years professional experience in the domain of Civil construction and similar works. Certified copy of their certificate and NIC should be included ( CVs signed and dated by the candidates)</p> <p>➤ 02 (Two) Carpenters with at least GCE O/L Technical in wood works or its equivalent(CAP Menuiserie) with 3 years professional experience in the domain of Civil construction and similar works. Certified copy of their certificate and NIC should be included ( CVs signed and dated by the candidates)</p> <p>➤ 01 (One) Electrician with 3 years professional experience in the domain of Civil construction and similar works for Lot 2</p> <p>➤ 01 (One) Plumber with 3 years professional experience in the domain of Civil construction and similar works for Lot 2</p>		
B.4	<b>TECHNICAL PROPOSALS</b>		
B.4.2	Organigram of the project (Specify names of the personnel handling the various functions)		
B.4.3	Work schedule		
B.4.5	Quality control method		
B.4.7	Environmental impact notice obtained from the council <i>(To be submitted only by the winner, after publication of results)</i>		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender File		
B.5	<b>LOGISTICS (Equipment put aside for this project)</b>		
B.5.1	Proof of ownership or rental of a pick-up or other vans		
B.5.2	List of small tools and prove of ownership		
B.6	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity of at least 25% of the project amount (solvency) of the enterprise issued by a 1st class bank in Cameroon and approved by the Ministry of Finance and respect COBAC conditions.		
B.7	Comprehensive report of site visit signed by the company engineer and justified by photos		
B.8	Special Technical Clauses initialed in all the pages and last page signed, dated and stamped.		

**NB: THE signature of the concerned in CV and Availability should be the same with that found in the National Identity Cards.**

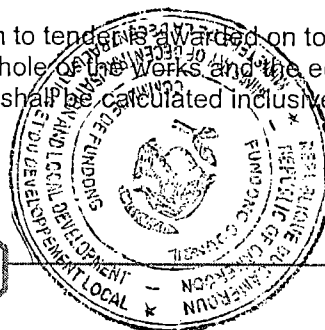
#### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped. (see ANNEX 3)
C2	Completed and signed frame work of unit prices excluding VAT in words and in figure.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC) and net payable
C4	Sub details of unit prices according to the model attached.

**NB: THE absence of unit price "in the mail enclosure slip" and sub detail of these prices will lead to the elimination of the bidder.**

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

**ARTICLE 9: Currency of payment:** This National Invitation to tender is awarded on total and contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to tender. The corresponding amount shall be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.



**Table of contents**

**Chapter I: General**

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

**Chapter II: Financial conditions**

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

**Chapter III: Execution of the works**

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

**Chapter IV: Acceptance**

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

**Chapter V: Miscellaneous provisions**

- Article 46 - Termination of the contract (article 74 of GAC)
- Article 47 - Force majeure (article 75 of GAC)
- Article 48 - Differences and disputes (article 79 of GAC)
- Article 49 - Drafting and dissemination of this contract
- Article 50 - Entry into force of the contract
- Article 51 - Information to be posted



**Article 6: General instruments in force:** This contract shall be governed by the following general instruments.

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of the Tenders Boards amended and supplemented by Decree No.2013/271 of 5<sup>th</sup> August 2013 the Ministry in charge of Public Contracts;
7. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;zaa
8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular No 001/C/MINFI of December 2019 relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies for 2020 financial year
11. Unified Technical Documents (DTU) for Boyo works;
12. Applicable standards;
13. Other instruments specific to the domain concerned with the contract.
14. Circular no 403/MINMAP/CAB OF THE 21/OCT/2019 TO FIXED upper limit for payment of indemnities to presidents, rapporteurs and members of follow up, acceptance and technical financial commissions

**Article 7: Communication**

1.1 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 **THE CONTRACTOR**

Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his residence/base known to the Project Owner and Contract Manager, correspondences shall be validly addressed to Fundong Council.

b) In the case where the Project Owner is the addressee: **The Mayor of Fundong Council** and 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 the addressee: **The Mayor of Fundong Council** with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

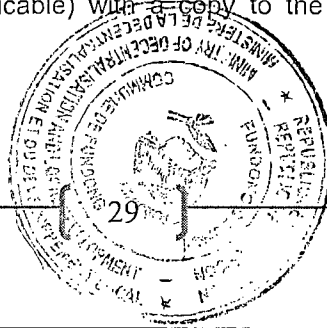
1.2 The contractor shall address all written notifications or correspondences to the Project engineer with a copy to the Contracting Authority.

**Article 8: Administrative Orders:** The various Administrative Orders shall be established and notified as follows:

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

1.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

1.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.



**Article 13: Place and method of payment:** The Project Owner shall release the sums due in the following manner:

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

**Article 14: Price variation:**

14.1 Prices shall be firm.

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

14.2 Price updating modalities (not applicable)

**Article 15: Price revision formulae:** Not applicable

**Article 16: Price updating formulae:** Not applicable

**Article 17: Works under State supervision:**

17.1 The percentage of works under State supervision shall be 2 % of the amount of the contract and its additional clauses, where applicable.

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

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

**Article 18: Evaluation of works:** This contract is evaluated at unit prices

**Article 19: Evaluation of supplies:** No security shall be requested for payments on account on supplies.

**Article 20: Advances:**

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

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

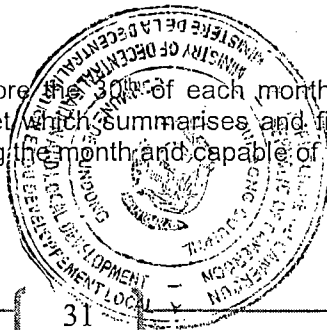
20.3 The total amount of the advance must be reimbursed not later than when the value in Secondary price of the works reaches eighty (80) percent of the amount of the contract.

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

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

**Article 21: Payment for works:**

21.1 Establishment of works executed: Before the 30th of each month, the contractor and the Project Manager 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.







**Article 38: Setting out of the structures:** The Project engineer, upon receipt of the contract documents transmitted by the Contracting Authority shall indicate to the contractor - within five (5) days the building line and all other Secondary points and levels of the project, for proper setting out.

**Article 39: Sub-contracting:** The part of the works that can be sub-contracted shall be 30 % of the initial amount of the contract and its additional clauses.

**Article 40: Site laboratory and trials:** The project engineer has a deadline of three days to approve the contractor's personnel and laboratory as soon as the request is made.

**Article 41: Site logbook:**

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

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

**NB:** The Site logbook must be such that two carbon copies of each page are left behind.

**Article 42: Use of explosives:** The contractor shall not use any explosives without prior authorization.

#### Chapter IV: ACCEPTANCE OF WORKS

**Article 43: Pre- Acceptance:** Before the provisional acceptance of the works, the contractor shall make a written request to the Contract Engineer, who shall then organize a technical visit for pre-acceptance. This visit shall include the following operations.

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

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

- The Contract Engineer or his representative.....(Secretary)
- The Project Manager.....(Member)
- The Contractor or his Representative.....(Member)
- Control Brigade MINMAP.....(Member)

During this pre-acceptance, the commission shall eventually specify the reserves to be up-lifted and the corresponding works to be effected before the provisional acceptance.

**Article 44: Provisional Acceptance:** The contractor shall request the Authorizing officer in writing, to schedule and call for the provisional acceptance of the works. The report (minutes) of the Pre- Acceptance shall be attached to the said request. The Authorizing officer shall then fix the date of acceptance in collaboration with the Contract Engineer and call for the task by a letter of invitation. The acceptance commission shall comprise the following;

- The Project Owner or his representative ..... (Chairman)
- The Contract Manager.....(Member)
- The Contract Engineer or his representative.....(Secretary)
- The Project Manager.....(Member)
- Fundong Council Stores Accountant.....(Member)
- The Divisional Delegate MINMAP or his representative .....(observer)
- The Divisional Delegate MINEPAT or his representative.....(observer)
- The Contractor or his Representative.....(Member)

The commission shall examine the report of the Pre-acceptance and shall proceed to the Provisional Acceptance if satisfied with the works executed. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and signed by all the commission members on the site.

**Article 45: Final acceptance:** Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee. The commission and procedure for final acceptance shall be the same as for Provisional Acceptance

**Article 46: Guarantee Period:** The guarantee period shall be of one (01) year from the date of the provisional acceptance.



REPUBLIC OF CAMEROON

Peace - Work - Fatherland

**FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT  
AKEH IN THE FUNDONG MUNICIPALITY OF BOYO  
DIVISION, NORTH WEST REGION**

**CONTRACTING AUTHORITY:** THE MAYOR OF FUNDONG COUNCIL

**PROJECT OWNER:** THE MAYOR OF FUNDONG COUNCIL

**CONTRACT MANAGER:** THE COUNCIL DEVELOPMENT OFFICER OF FUNDONG COUNCIL

**FINANCING:** 2021 PUBLIC INVESTMENT BUDGET

**CONTRACTOR:**.....

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

**DURATION OF CONTRACT:** FOUR MONTHS (120 CALENDAR DAYS)



be of stone masonry or frog filled foundation blocks 20x20x40, laid with cement mortar, on which shall lay a continuous beam of 20 x 20cm in reinforced concrete batched at 350 kg/m<sup>3</sup> of concrete.

The foundation will be filled with earth of good quality in successive compacted layers of 20cm where the fill depth exceeds 30cm. An over-site concrete of thickness 12cm batched at 350kg/m<sup>3</sup> shall be laid over the entire compacted surface of the foundation area.

**The floor shall be in cement grout, smoothly trowel finished on a sand screed of 3cm thick.**

**6 – ELEVATION WORKS:** The elevation walls will be in agglomerated hollow blocks of 15 x 20 x 40cm with a good crushing resistance. The mix for block molding should give at most 28 blocks per bag of cement for blocks of 15x20x40 cm. They shall be cured for at least 21days before lying on the elevation walls. The reinforced concrete pillars of section 15x15 and 15x30 at 350 kg/m<sup>3</sup> will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion. The characteristic strength of concrete at 28 days should not be less than 16Mpa.. The lintels 15 x 20 in reinforced concrete at 350 kg/m<sup>3</sup> will be leveled to + 2,10m above the level of the finished foundation. The average height under the ceiling shall be 3,00m.

A binding course of 15 x 20 cm in reinforced concrete at 350 kg/m<sup>3</sup> will be laid above the finished level of the agglomerated hollow blocks walls with fixing wires so as to receive the wooden roof truss.

**7– ROOF TRUSS AND THE COVERING:** The work of the roof truss shall commence 14 days after the concreting of the wall plate, ie after the concreting of the wall plate, works shall halt for 14 days to allow the structure gain strength before the roof truss is constructed.

- **Trusses:** shall be of locally sawn and treated hard wood (eucalyptus inclusive), shall compose of single frame rafters of 5cmx15cmx4m and spaced at 1.50m interval. These rafters will be solidly attached to the wall plate with the help of standby beam iron rods also spaced at 1.50m spacing;

- **Purlins and noggins:** shall consist of 5x8cmx4m locally sawn timber from hard wood (eucalyptus inclusive). All structural timber shall be treated with carbonyl. The timber for the *roof work will be of good quality, with the straight grain and free of any defect.*

-**Roofing sheets:** shall be in high rib aluminum sheets (Tôle Bac) of type 5/10mm. The sheets shall be fixed onto the purlins using twisted zinc nails 90mm, equipped with bituminous rubbers caps.

-**Facial board** shall be 30cm wide and of high rib aluminum sheets (tôle Bac) of 5/10mm thickness, including a lining.

-**Ceiling-** shall be in 4mm thick (red plywood on both sides), fastened in sheets of 60x120 to noggins of 4cm thick or 5x8 and treated with carbonyl. The noggins shall be spaced 60cm center to center and braced appropriately. Eaves shall be equipped with ventilated pre-cast blocks. An access shall be provided into the loft (ceiling of each classroom). The external ceiling shall be in smooth aluminum sheets (tôle lisse) nailed to noggins and fastened with wooden ceiling battens.

## 8 – JOINERY/METEL WORKS

### Doors and Windows:

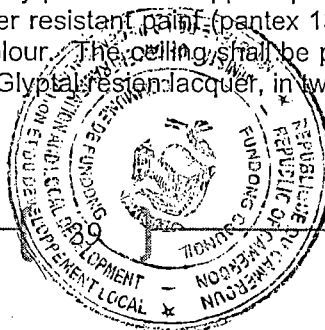
- Door shutters (100X210)m shall be made of double metallic panels fixed on metallic angle bars (35x35)mm securely anchored to the walls, (90X210)m aluminum glazed doors mounted on aluminum frames and securely anchored to the walls, (90X210)m double metallic panels fixed on metallic angle bars (35x35)mm securely anchored to the walls. All door shutters shall open to the inside.

-All window openings (210 X 90) cm and (120 X 110) cm shall be fitted with sliding aluminum glazed panel shutters internally and fixed external window protectors (210 X 90)cm and (120 X 110)cm of vertical striped metallic tubes (30mm) welded to a frame of angle bar (35x35)mm.

(sockets, switches etc...) will be of good model. The set of facilities will be joined to a general earth hold.

**10– RENDERING (PLASTERING) AND COATINGS:** There will be an under-coat layer and a finish layer floated and foamed to finish. They must be well cut horizontally and vertically using a **straight edge**. All walls shall receive a base coat of spat dash before plastering is done.

**11 – PAINTING:** A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour. The ceiling shall be painted in crystal white glue paint. All metal works shall be painted with oil paint - Glyptal resin lacquer, in two coats. A primary coat of antirust before final painting is done.



- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.
  - **Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.
  - **Water:** To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.
  - **Cement:** To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04) days.
    - **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.
    - **Shuttering:** hard wood, to bear without any noticeable distortion, the load and pressure of concrete, the effect of vibration and weight of workers involved in setting it up.
  - **MASONRY:**
    - **Blocks:** Blocks should show an appreciable degree of resistance to violent pressure.
- All blocks shall be cured for at least 21 days before being used.**
- **Plastering:** All plastering shall be applied using a trowel, float, straights edges and sponge. Cement mortar mix in a proportion of 400kg/m<sup>3</sup> will be used to plaster all previously rejoined areas on all masonry and concrete works, and then thinly floated. The final thickness of the plastering shall not be less (02cm on both sides of the walls). The external walls shall receive a coat of spatadash before plastering is done on it.
  - **Screed:** a smooth layer of ordinary cement screed 400kg/m<sup>3</sup> (1:2) finish shall be spread on the 12cm thick concrete floor and the screed shall be 3cm thick.

### 13 GUTTERS:

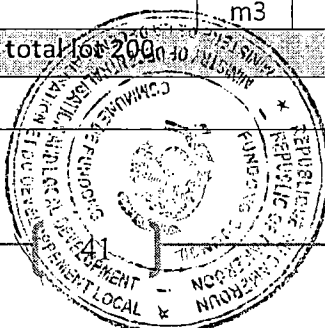
To be excavated 40cm wide and 30cm deep at the rain drops and to be provided particularly at the frontage and the two ends of the grandstand as the topography of the terrain is relatively flat. The walls of gutters are to be constructed in concrete and the floor will be rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water for level surfaces.

**15- Wood – Material:** The wood must be pure and should not have nodes, foreign bodies or fractures due to sawing. This shall be locally sawn hard wood (eucalyptus inclusive).

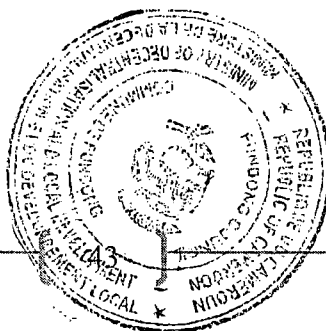
## DOCUMENT N°. 06

### UNIT PRICE SCHEDULE

UNIT PRICE LIST FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION					
N°	DESIGNATION	Unité	Qtés	U. Price in Figures	U. Price in Words
100	lot 100 travaux préliminaires				
101	Installation du chantier, amené et repli du matériel	FF	1		
102	Implantation de la fondation	FF	1		
	Sous total lot 100				
200	lot 200 terrassement				
201	Fouilles en puits sous semelles isolées	m3	14		
202	Fouilles en rigoles	m3	45		
203	Remblais des terres	m3	85		
	sous total lot 200				
300	lot 300 fondation				



202	Fouilles en rigoles	m3	45		
203	Remblais des terres	m3	85		
	sous total lot 200				
300	lot 300 fondation				
301	Béton de propreté doser à 150kg/m3	m3	3.2		
302	Maçonnerie d'aggloméré de 20*20*40 bourres	m2	48.0		
303	Béton armé dosé à 350 kg/m3 pour longrine	m3	3.6		
304	Béton armé dosé à 350 kg/m3 pour armorce des poteaux	m3	1.2		
305	Béton armé dosé à 350 kg/m3 pour semelle	m3	1.6		
	sous total lot 300				
400	Lot 400 Maconnerie et élévation				
401	Maçonnerie d'aggloméré creux de 15*20*40	m2	346		
402	Béton armé dosé à 350 kg/m3 pour chainages	m3	3.6		
403	Béton armé dosé à 350 kg/m3 pour linteaux	m3	1.5		
404	Béton armé dosé à 350 kg/m3 pour poteaux	m3	1.8		
406	Fourniture et installation de poteaux décoratifs	U	10		
	Sous total lot 400				
500	lot 500 charpente et couverture				
501	Bois de charpente basteing assemblé pour ferme section 3*12 et toutes sujétions de traitement de mise en place	m3	1.9		
502	Bois de charpente pour pannes de section 4*8 cm2 traités aux xylamon y/c pointes et toutes sujétions de traitement de mise en place	m3	1.5		
504	Fourniture et pose de tôles bac ou prélaquées alu 5/10e y/c accessoires de fixation	m2	250		
505	Fourniture et pose de toles faitières y/c toutes sujétions	ml	11		
506	Fourniture et pose du bardage de rive	ml	75		
	sous total lot 500				
700	lot 700: menuiserie bois et aluminuin				
705	Fourniture et pose des portes métalliques de 1,5 x 2,20 m	U	2		
706	Fourniture et pose des portes métalliques de 0,9*2,20m	U	2		
	sous total lot 700: menuiserie bois et aluminuin				
	TOTAL HT				
	TVA (19,25%)				
	AIR (2.2% OR 5.5%)				
	TOTAL TTC				



Document No. 9:  
Model contract

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

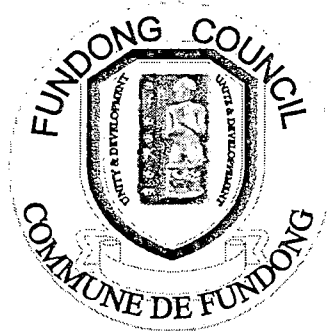
MINISTÈRE DE DÉCENTRALISATION ET DU  
DÉVELOPPEMENT LOCAL

REGION DU NORD-OUEST

DEPARTEMENT DE BOYO

COMMUNE DE FUNDONG

COMMISSION INTERNE DE PASSATION  
DES MARCHES



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

NORTH-WEST REGION

BOYO DIVISION

FUNDONG COUNCIL

FUNDONG COUNCIL INTERNAL  
TENDERS BOARD

Ref: No. \_\_\_\_/NWR/BOYO/FC/FCITB/2020

Fundong the \_\_\_\_

**JOBGING ORDER No 0 \_\_\_\_/JO/MINDDEVEL/FC/FCITB/2021 OF .....2020**

Awarded following **OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE**  
**No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF \_\_\_\_/2021**  
**FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH IN**  
**THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION**

Project Owner

**HOLDER** : [indicate name and full address of holder]

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

Business Registration N° \_\_\_\_\_ at  
Taxpayer's N° \_\_\_\_\_

**SUBJECT** : Execution of \_\_\_\_\_ works;  
Lot No. \_\_\_\_\_; Network \_\_\_\_\_

**PLACE: FUNDONG**                      **Region: NORTH WEST REGION**  
**EXECUTION DEADLINE: One Hundred and Twenty days (04) months**  
**AMOUNT IN CFA F:**

THT	
TTTC	
VAT (19.25%)	
AIR(5.5%) or (2.2%)	
NET PAYABLE	

**FINANCING** : MINEPIA: BIP 2021  
**BUDGET HEAD** : .....

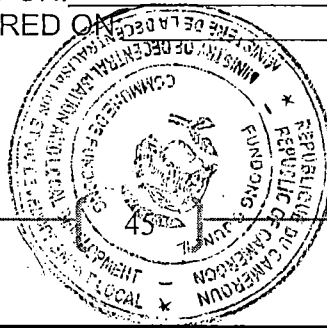
SUBSCRIBED ON: \_\_\_\_\_

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

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

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

Between:



PAGE \_\_\_\_\_ AND LAST OF JOBBING ORDER NO 003/004/JO/ SG/MINDEVELNWR/BOYO/FC OF .....2020 AWARDED FOLLOWING OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF \_\_\_\_\_/2021 FOR THE CONSTRUCTION OF A ZOO-TECHNICAL AND VETERINARY CENTER AT AKEH IN THE FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

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

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

Amount of contract in CFA F:

THT	
TTTC	
VAT (19.25%)	
AIR (5.5%) or (2.2%)	
NET PAYABLE	

Read and accepted by the contractor

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

Signature of Contracting Authority

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

Registration





THE MODEL TENDER LETTER

I (We) the undersigned .....

Acting in the capacity of ..... In the name and on behalf of.....

.....at .....RC N°. ....by virtue of the power vested in me (us), resident at ..... (Town) ....., P.O.Box....., telephone N°. .... after having studied all the documents of the tender file relating to the Invitation to Tender N°. ...., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works FOR .....

-, in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (.....Francs) All Taxes Inclusive, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within three (03) months as from the date of notification of the award of contract.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

I (we) hereby request that the amounts due by the Contracting Authority be paid to me (us) in the national currency (FCFA) in account No..... Opened in the name of....., in the records of ..... (Bank) at.....

Enclosed with this tender are:

- The price list and the detailed estimates duly filled, dated and signed.
- Other documents which in keeping with the requirements of the Tender file must be enclosed with the tender letter.

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

Signature(s)

Bidder(s)

For companies, indicate:

Fiscal stamp

1000

*The company (company or trade name, form, nationality and registered office)*

« represented by the undersigned ..... » (Name, first name and status)

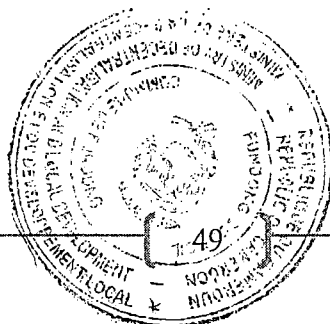
For companies without a legal status, indicate:

« We, the undersigned, ..... »

(For each person: name, first name, company name, nationality, location of the registered office)

« Constituted in a group of companies for the execution of this contract, jointly commit ourselves

.....



**FORM N° 04**  
**MODEL BID BOND**

Whereas \_\_\_\_\_ (Hereafter called the "the bidder") has submitted his bids dated \_\_\_\_\_, Here in after called "the bid")

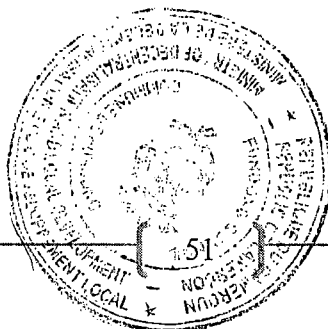
KNOW YE ALL PEOPLE by the presence that WE \_\_\_\_\_, having our registered office at \_\_\_\_\_ hereinafter called "the Bank", are bound onto the Mayor of Fundong Council (hereinafter called "the Contracting Authority) in the sum of \_\_\_\_\_ for which payment will and truly be made to the said Contracting Authority, the bank binds itself, its successors, and assigns by the present if our client refuses or incapable of completing the jobs as stipulated in the contract.

We undertake to pay the Contracting Authority up to the above amount upon receipt of his first written demand, without the Contracting Authority having to substantiate his demand, provided that in his demand the Contracting Authority will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions

This guarantee will remain in force up to and including \_\_\_\_\_ ( ) days after the period of bid validity. Any demand in respect thereof should reach the bank not later than the above date.

Sealed with the common seal of the said bank this \_\_\_\_\_ day of \_\_\_\_\_

SIGNATURE OF BANK AUTHORITY



**MODEL BANK GUARANTEE FOR THE REFUND OF THE  
START-OFF ADVANCE**

Bank .....

Reference of guarantee No.....

**To : THE MAYOR OF FUNDONG COUNCIL**

**Republic of Cameroon**

Invitation to Tender N°. ....

**BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE  
CONSTRUCTION WORKS**

We..... (Bank) have been informed that a contract shall be signed between the **Mayor of Fundong Council**, acting in the capacity of Delegated Contracting Authority, and....., acting as FOR .....

In compliance with the provisions of Article ..... of Contract N°....., the contractor shall be bound to present to the the **Mayor of Fundong Council**, Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the company and amounting to CFA Francs .....

We, .....(bank) do hereby commit ourselves, irrevocably and without arguing to pay to the **Mayor of Fundong Council**, at the written request the Divisional Delegate of Public Contracts, and within four (04) weeks the amount of this guarantee, that is to say. .... all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the **Mayor of Fundong Council**

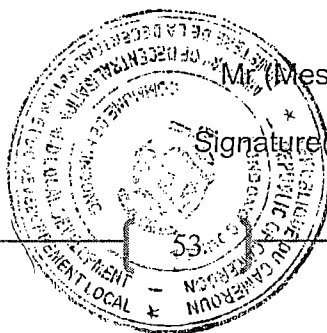
The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Fundong Council Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

Done at ..... on .....

Mr (Messrs).....

Signature(s) & stamps .....



FORM N° 08  
MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

**Subject:** COMMITMENT OF AVAILABILITY.

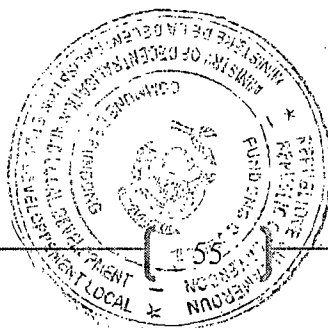
I the undersigned, \_\_\_\_\_ a \_\_\_\_\_  
(*specify diploma or certificate*) and holder of National Identity Card N°  
\_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ Tel:  
\_\_\_\_\_ is committed and available to work as \_\_\_\_\_ (*specify*  
*post to be occupied*) with \_\_\_\_\_ (*name of company*) if  
awarded the contract for \_\_\_\_\_ (*indicate the name of project*)  
Boyo Division of the North West Region. This is in response to Tender N°  
\_\_\_\_\_

Done in \_\_\_\_\_ the \_\_\_\_\_

Sign; \_\_\_\_\_

Certified at ..... On the ..... By

**REMARK-** This form shall be certified by the National Security Service (i.e. Police officer or Commissioner)



## ANNEX N° 02

THE MODEL PROFESSIONAL REFERENCES

N°	Year	Project	Name of Client, Address and Contactable telephone N°	Budgeted Project amount	Contract amount	Period of the contract	Acceptance date
1							
2							

NB: For each contract named in the above list, are attached the following:

- Photocopy of first and last pages of the contract,
- Photocopy of provisional acceptance report and of final acceptance (*as the case may be*).

Done on .....

at .....

Mr (Messrs.).....

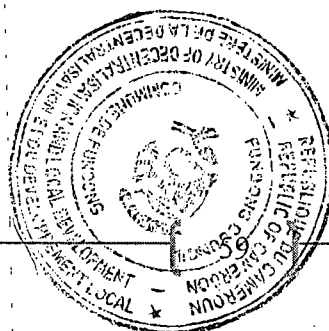
Signature(s).....



# ANNEX N° 04

## KEY STAFF

DESCRIPTION	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF ON SITE				
SUPPORT STAFF				



**ANNEX N° 06**  
**MODEL OF SITE VISIT REPORT**

*[ not more than five (05) pages ]*

**I) INTRODUCTION**

TENDER N° (with project title).....

NAME ..... OF

COMPANY.....

DATE:..... TIME:.....

**II) COMMENTARY:**

II-1) Nature of the project site.....

II-2) Accessibility to the project site: .....

II-3) Vegetation (trees, shrubs etc).....

II-4) Topography of the site.....

**NB: ATTACHED TO THIS REPORT ARE PICTURES SHOWING ME ON THE SITE AND  
SO JUSTIFY MY COMMENTARY ABOVE**

**III) AVAILABILITY OF SERVICES (water, electricity, etc)**

**IV) AVAILABILITY OF CONSTRUCTION MATERIALS (stones, sand, gravel, wood  
etc)**

**V) ..... DIFFICULTIES:**

**V) CONCLUSION.....**

**SIGNATURES:**

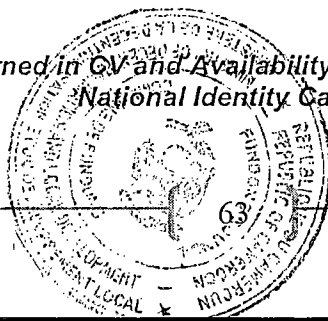
Signature, name and stamp of Contractor's Engineer  
or

Technical Director, of Entreprise



NB: Final Acceptance for 2017 to 2019 and provisional Acceptance for 2017-2019 should be presented for the two references.			
B.3	QUALIFICATION AND EXPERIENCE OF THE TECHNICAL STAFF		
B.3.1	01- works supervisor		
	Qualification of the works supervisor: Civil Engineer or Senior Civil Engineering Technician		
	Professional experience in the domain of civil engineering of at least three (03) years for Civil Engineer and five(05) years for Senior Civil Engineering Technician		
	<ul style="list-style-type: none"> <li>➤ CV signed and dated by the supervisor,</li> <li>➤ A certified copy of the technical diploma</li> <li>➤ An Attestation of presentation of original of the technical diploma</li> <li>➤ An attestation of availability signed and dated by the concerned</li> <li>➤ Attestation of any training of seminar on the Labour Bases approach for lot 2</li> <li>➤ Certified copy of ID card signed and dated by the Police</li> </ul>		
B.3.2	02 - Site foreman ( at least Basic Civil Engineering Technician)		
	Qualification of the Site foreman: (at least Basic Civil or Rural Engineering Technician with at least three years' experience in the domain of Civil Constructions and other works.		
	Professional experience of the Site foreman in the domain of Civil Engineering and others of at least three (03) years for Lot 1 and lot 2		
	<ul style="list-style-type: none"> <li>➤ CV signed and dated by the foreman,</li> <li>➤ A certified copy of the technical diploma</li> <li>➤ An Attestation of presentation of original of the technical diploma</li> <li>➤ An attestation of availability signed and dated by the foreman</li> <li>➤ Certified copy of ID card signed and dated by the Police</li> </ul>		
B.3.3	03- Other personnel		
	<ul style="list-style-type: none"> <li>➤ 02 (two) bricklayers with atleast GCE O/L Technical in Building construction or its equivalent(CAP Maçonnerie) and with 3 years professional experience in the domain of Civil construction and similar works. Certified copy of their certificate and NIC should be included ( CVs signed and dated by the candidates)</li> <li>➤ 02 (Two) Carpenters with atleast GCE O/L Technical in wood works or its equivalent(CAP Menuiserie) with 3 years professional experience in the domain of Civil construction and similar works. Certified copy of their certificate and NIC should be included ( CVs signed and dated by the candidates)</li> </ul>		
B.4	TECHNICAL PROPOSALS		
B.4.2	Organigram of the project (Specify names of the personnel handling the various functions)		
B.4.3	Work schedule		
B.4.5	Quality control method		
B.4.7	Environmental impact notice obtained from the council ( <i>To be submitted only by the winner, after publication of results</i> )		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender File		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Proof of ownership or rental of a pick-up or other vans		
B.5.2	List of small tools and prove of ownership		
B.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity of at least 25% of the project amount (solvency) of the enterprise issued by a 1st class bank in Cameroon and approved by the Ministry of Finance and respect COBAC conditions.		
B.7	Comprehensive report of site visit signed by the company engineer and justified by photos		
B.8	Special Technical Clauses initialed in all the pages and last page signed, dated and stamped.		

NB: THE signature of the concerned in CV and Availability should be the same with that found in the National Identity Cards.





## ANNEX 8: MODELE ATTESTATION OF SITE VISIT

I, Mr./Mrs./Miss ..... (Surname and Name)

Director or Engineer of the Company: ..... (Name of Enterprise),

have actually visited the site which is going to receive the structure relative to

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of the job with respect to norms.
- To establish his unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall on no condition claim the Contracting Authority for any increase of unit price.

In Testimony Whereof, this present ATTESTATION OF SITE VISIT is established and issued to serve the purpose it deserves.

DATE:

VISA OF THE CONTRACTOR  
OR HIS REPRESENTATIVE



**DOCUMENT N°13:  
WORKING PLANS**

