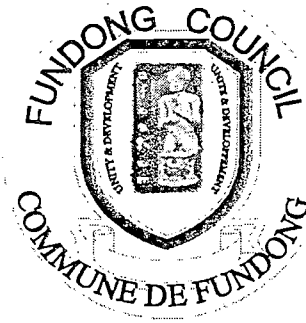


REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

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. 27/NWR/BOYO/FC/FCITB/2021/17

Fundong the 19 MARS 2021

FUNDONG COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

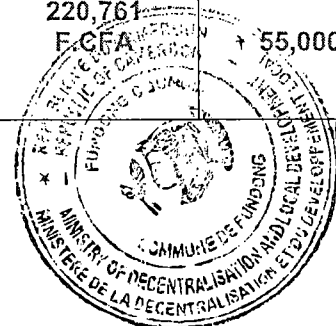
OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE
No. 03/ONIT/FUNDONG COUNCIL /FCITB /2021, OF 19/03 /2021
CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET IN THE
FUNDONG MUNICIPALITY OF BOYO DIVISION, NORTH WEST REGION

FINANCING: MINDDEVEL SPECIAL SOLIDARITY FUND FOR THE
FIGHT AGAINST COVID -19 (COVID- 19 CASE)

Expenditure authorization N°: LETTER NO. 003942/LC/MINDDEVEL OF 22 OCTOBER 2020

S/N	Subject	PROJECT AMOUNT	Bid Bond	Tender fee
1	CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET	11,000,000 F.CFA	220,761 F.CFA	55,000 F.CFA

DURATION: 90 CALENDAR DAYS



MINISTÈRE DE DÉCENTRALISATION ET DU
DÉVELOPPEMENT LOCAL

MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

REGION DU NORD-OUEST

NORTH-WEST REGION

DEPARTEMENT DE BOYO

BOYO DIVISION

COMMUNE DE FUNDONG

FUNDONG COUNCIL

COMMISSION INTERNE DE PASSATION
DES MARCHES

FUNDONG COUNCIL INTERNAL
TENDERS BOARD

Ref: No. 003 /NWR/BOYO/FC/FCITB/2021/11

Fundong the 19 MARS 2021

Tender Notice

OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE No. 03/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF 19/03 /2021 CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET 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 MODERN TOILET IN THE FUNDONG MARKET 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:

- SITE INSTALLATION
- PRELIMINARY WORKS
- FOUNDATION WORKS / SUBS STRUCTURE CONCRETE WORKS
- WORK ON BUILT ELEVATIONS
- SUPER STRUCTURE
- ROOF
- METALIC WORKS
- WOOD WORKS/ GLAZING
- ELECTRICITY
- PLUMBING
- FINISHES: PLASTERING, TILING AND CEILING WORKS\
- PAINTING
- ENVIRONMENTAL MITIGATION MEASURES

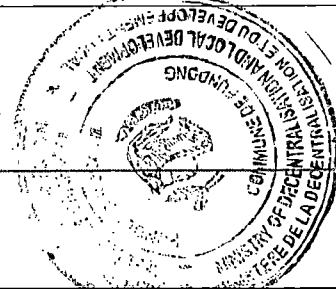
3) EXECUTION DEADLINE: The maximum deadline for the execution provided for by the Contracting Authority shall be Three months (90 calendar days) with effect from date of notification of the Administrative Order to start works.

4) Lots: The work is as follows;

- CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET

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

LOTs	Subject	Amount for the Project	Expenditure authorization N°
1	CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET	11,000,000 FCFA	LETTER NO. 003942/LC/MINDDEVEL OF 22 OCTOBER 2020



14.10- **Eliminatory criteria**

14.11- **Administrative documents**

- Absent of Bid bond
- Any **Administrative document** not in conformity with the prescriptions of this tender file shall results in elimination if the situation is not regularized within forty-Eight Hours. This rule shall not be applied to the Bid Bond
- Any bids not in conformity with the prescriptions of this tender shall be inadmissible
- False declaration or falsified documents.

14.12- **Technical File**

- Complete documents or scanned documents ;
- False declaration, forged or scanned documents;
- Technical assessment mark lower than 75% of "YES".

14.13- **Financial Offer**

- Incomplete financial Offer;
- Non-compliant documents;
- Omission of quantified unit price in the financial offer;
- Absence of breakdown of prices;

14.20 **Essential criteria:**

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

15) **Award:**

The contract shall be awarded to the bidder who would have obtained a minimum technical score of 75% in the essential criteria and 100% in the eliminatory criteria, taken in consideration and who would have proposed a bid with the lowest amount, in conformity with the regulations of the tender documents.(see article 33 of the Public Contracts Code).

16) **DURATION OF TENDER VALIDITY:** Bidders shall remain committed to their offers for a period of ninety (90) days from the last date of the submission of tenders, that is, the tenders shall be valid for 90 (ninety) days with effect from their submission deadline.

17) **COMPLEMENTARY INFORMATION:** Complementary information which could be technical in nature can be obtained from the Fundong Council Tel.: Phone: (237) 677755510 Email: fundongcouncil2014@gmail.com, Website: fundongcouncil.org

18) **AMENDMENT TO THE INVITATION TO TENDER:** The Contracting Authority reserves the right, if need be, to subsequently amend this invitation to tender in conformity with the Public Contracts Code.

Fundong, the 19 MARS 2021.....
THE MAYOR OF FUNDONG COUNCIL
 (Contracting Authority)

Copies:

- SDO/BOYO;
- ARMP/B,DA
- CHAIRPERSON OF DTB/BOYO;
- DD/MINMAP BOYO
- MINEPAT/BOYO
- DD MINDDEVEL BOYO
- NOTICE BOARDS
- FILE/CHRONO



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.

1	CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET	FUNDONG TOWN	220,000	30,000
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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 220,761 (Deux Cent Vint Mill, Sept Cent Soixante Une) francs CFA. 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	Caution banque	Coût de DAO
2	CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET	Fundong Town	321,107	55,000

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 dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (secrétariat de la marie de Funong pendant les heures ouvrables contre présentation d'une quittance de versement de la somme non remboursable de 55,000. 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 09/04/2021 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.

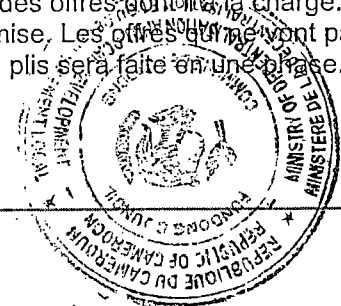
Ce paquet devra porter la mention :

- **AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE No. 003/ONIT/FC/FCITB /2021, du 29/03/2021 POUR LA CONSTRUCTION D'UN BLOC DES TOILETTES MODERN DANS LE MARCHÉ DE FUNDONG 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, dès offres administratives et techniques seront irrecevables.

10) **Ouverture des plis:** L'ouverture des plis se fera le 09/04/2021 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.



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:

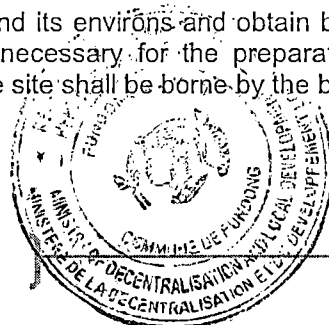
- a. The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- b. The bid and the contract must be signed in a way that is binding on all members of 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).

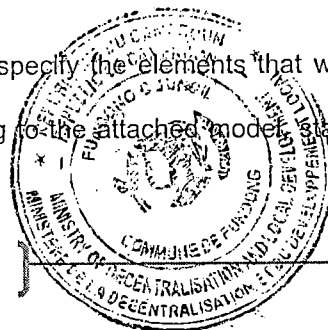
b.3 **Proof of acceptance of conditions of the contract:** The bidder shall submit duly initialed copies of the administrative and technical documents relating to the contract, namely:

- 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;

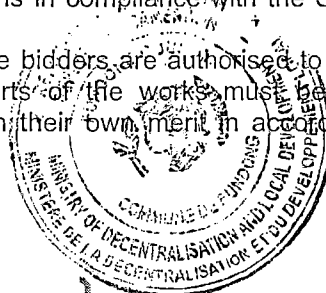
b.3 Refuses to receive notification of the Administrative Order to commence execution.

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.

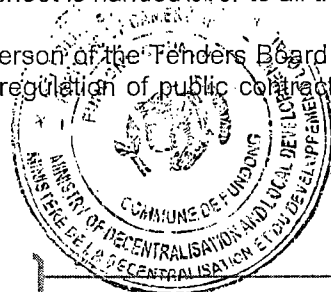
25.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment 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

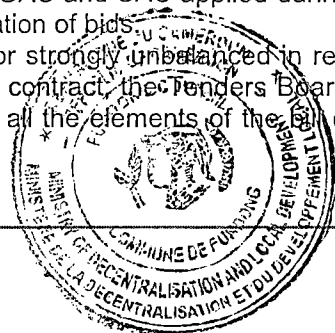
32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

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.

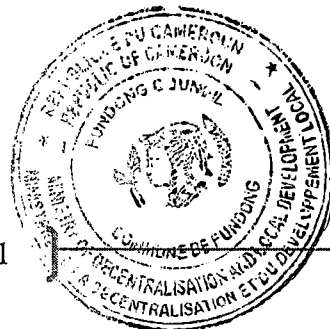
32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements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



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. 03/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF 19/03 2021
FOR THE CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET 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 220,000(Two Hundred and Twenty Thousand) FCFA for 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 of the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.

	<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	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 (To be submitted only by the winner, after publication of results)		
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.

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.

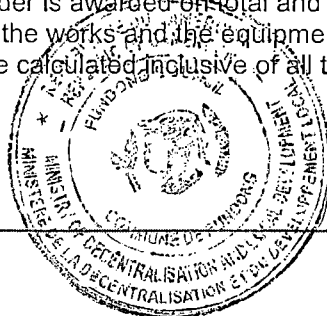


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Article 6: General instruments in force: This contract shall be governed by the following general instruments.

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 5th August 2013 the Ministry in charge of Public Contracts;
7. Decree No. 2018/366 of 20th 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 2020 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 2021 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

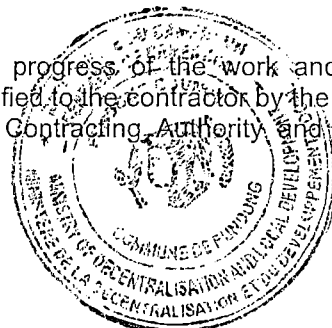
1.2 The contractor shall address all written notifications or correspondences to the Project engineer with a copy to the Contracting Authority.

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.

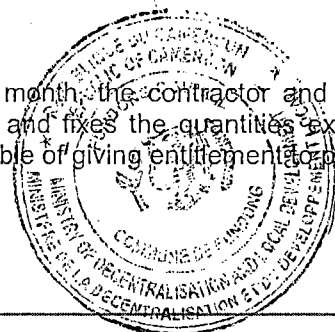
20.3 The total amount of the advance must be reimbursed not later than when the value in Secondary price of the works reaches eighty (80) percent of the amount of the contract.

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.



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

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

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

Article 27: Tax and customs regulations: 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 AIR 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 buildings materials and water.

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

Article 28: Stamp duty and registration of contracts: Seven (7) original copies of the contract shall be stamped by taxation service and at the cost of the contractor, in accordance with the applicable regulations.

Chapter III: Execution of works

Article 29: Nature of the works: The works shall include especially: (position or volume of works), See Special Technical Conditions.

Article 30: Role and responsibilities of the Project Owner

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

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

Article 31: Execution time-limit of the contract:

31.1 The time-limit for the execution of the works forming the subject of this contract shall be **three (03) months - ninety (90) days**.

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

Article 32: Role and responsibilities of the contractor: The detailed and general plan of progress of the works shall be communicated to the Project Manager in *five (05)* copies at the beginning of each month.

Article 33: Provision of documents and site: A reproducible copy of the plans featuring in the Tender File shall be submitted by *the Contract Manager*. The Project Owner shall make available the site and access ways to the contractor at the appropriate time as the works progress.

Article 34: Insurance of structures and civil liabilities: The following insurance policies are required within the scope of this contract in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the contract (*to be adapted*):

- *Liability insurance, business manager;*
- *Comprehensive insurance of the site;*
- *Insurance covering its ten-year obligation, where applicable.*

Article 35: Documents to be furnished by the contractor:

35.1 Programme of works, Quality Assurance Plan and others.

a) Within a minimum deadline of fifteen (15) days from the date of notification of the Administrative Order to commence execution, the contractor shall submit in six (6) copies for the approval of Contract Manager after



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.

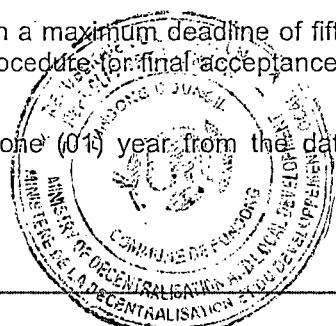
Article 44: Provisional Acceptance: The contractor shall request the Authorizing officer in writing, to schedule and call for the provisional acceptance of the works. The report (minutes) of the Pre- Acceptance shall be attached to the said request. The Authorizing officer shall then fix the date of 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 last for one (01) year from the date of the provisional acceptance.



REPUBLIC OF CAMEROON

Peace - Work – Fatherland

FOR THE CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET (LOT
2) 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 MINH DU BOYO DIVISION

DURATION OF CONTRACT: THREE MONTHS (90 CALENDAR DAYS)



All modifications accepted by the contractor shall be accomplished within a specified duration and at his cost without modification of the contract amount. The owner of the project shall have the right to the final choice in case of any modification.

2 – PRELIMINARY WORKS – SETTING OUT: These works concern the clearing of the site and evacuation of the rubbles, the clearing and leveling of the site where necessary. The setting out will be in respect to the technical plans.

The setting out profile boards will be at least 1.20m from the outside axes, this to facilitate trenching and other earth works and good circulation. The commencement of excavation will be accepted by the Project Engineer after checking the conformity of the setting out.

5 – FOUNDATION: A layer of blinding concrete of 10cm thick, batched at 150 kg/m³ of firm consistency shall be laid at the bottom of the trench, on which the footings shall rest. The foundation peripheral walls will 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/m³ 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/m³ 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/m³ 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/m³ 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/m³ 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.

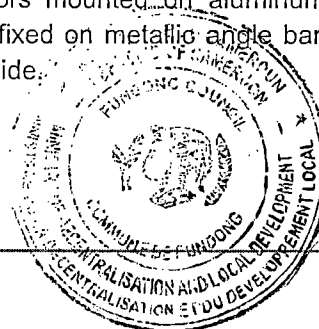
-**Facial board** shall be 30cm wide and of high rib aluminum sheets (tôle Bac) of 5/10mm thickness, including a lining.

-**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.



NOTE: Reinforcement Schedule.

N ^o	STRUCTURE	SIZES	RODS	RODS	STIRRUP Spacings	DOSAGE	TYPE
		Nos	φ	Torsφ			
1	Damp proof course	4	8mm	6mm	20cm	350kg/m ³	Fe-E-400
2	Lintel (15x20)	4	8mm	6mm	20cm	350kg/m ³	Fe-E-400
3	Veranda Pillars 15x 30	6	8mm	6mm	20cm	350kg/m ³	Fe-E-400
4	Wall pillars 15x15	4	8mm	6mm	20cm	350kg/m ³	Fe-E-400
5	Wall plate (tie-beams) 15x20	4	8mm	6mm	20cm	350kg/m ³	Fe-E-400
6	Beams 20x20 and 15x20	4	8mm	6mm	20cm	350kg/m ³	Fe-E-400

NB: All rods should preferably be from the local markets.

- **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/m³ 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/m³ (1:2) finish shall be spread on the 12cm thick concrete floor and the screed shall be 3cm thick.

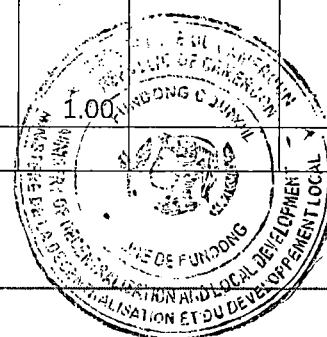
13 GUTTERS:

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).



500	SUPER STRUCTURE				
501	Reinforced concrete, dosage 350kg/m ³ for lintels, columns, Beams, and deck that will receive the reservoir	M3	3.32		
	<i>Sub/Total lot 500</i>				
	LOT 500 - ROOF				
501	Wooden Rafters	m3	6.00		
502	Purlins 5cm x 8cm fixed to rafter to receive roofing sheets	M3	0.45		
503	Noggins (5x8) cm	m3	0.41		
504	Ceiling boards of 4cm thick plywood	M2	15.60		
506	Corrugated roofing sheets of 6m long	M2	23.28		
507	Facial board (tolebac 5/ 10mm of 30cm height) including lining	M2	4.60		
508	Angle sheets	ML	4.60		
509	Aluminum ridge cap 50cm large	ML	0.00		
510	Gutters	ML	10.20		
	SUB TOTAL 500				
LOT 600	METALIC WORKS				
601	Supply and fix Complete metallic doors of 0.80m x 2.20 including the engine and lucks	NO	1.00		
603	windows protectors of 0.70m x 0.70m treated with antirust	NO	2.00		
604	windows protectors and metal grill work of 0.70m x 0.60m treated with antirust	NO	2.00		
	Metallic gate (2.8x2.7) m + locks and all other suggestions	NO	1.00		
	<i>Sub/Total lot 600</i>				
LOT 700	WOOD WORKS/ GLAZING				
701	Supply and fitting of complete wooden flush doors of 70 X 200cm including frames, lucks and an attached vent window on the top with net and other ironmongery	No	5.00		
705	Aluminum windows including 5mm thick glass and all other assembly accessories	m2	1.00		
	<i>Sub/Total lot 600</i>				
LOT 800	ELECTRICITY				
801	Earthing of the building	LS	1.00		
802	Piping and fitting cups including Flexible orange tubes	LS	1.00		
803	Cabling V.G.V of 1,5mm ²	LS	1.00		
804	Cabling TH of 2,5mm ²	LS	1.00		
806	Complete bulbs 18watts	NO	8.00		
808	complete 500wats security Bulbs	NO	2.00		
809	Switches	NO	10.00		
810	Sockets embedded in the walls	NO	4.00		
812	General connection, master switches, junction boxes, circuit breakers, Clips, connectors, individual consumer units and all task necessary for a secure connections on th entire block	LS	1.00		
	<i>Sub/Total lot 600</i>				

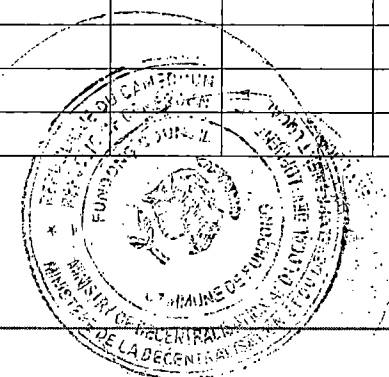


DOCUMENT N°. 07
BILL OF QUANTITIES AND COST ESTIMATES LOT 1

BILLS OF QUANTITIES AND ESTIMATES FOR THE CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET.					
S/N	DESCRIPTION	UNIT	QTY	Unit Cost	Total
LOT 100	SITE INSTALLATION				
101	Studies, Preparation of working drawings and document for the realization of works and as built plans after the completion of works	LS	1.00		
102	site installations and mobilization	LS	1.00		
	<i>Sub/Total lot 100</i>				
Lot200	PRELIMINARY WORKS				
201	Preparation on site, demolition of existing structures and evacuation of all rubbish on the site and making good the disturbed terrain	LS	1.00		
203	Setting out the position of the building on the site before commencement of any work to the satisfaction of the Control Engineer	LS	1.00		
	<i>Sub/Total lot 200</i>				
Lot300	FOUNDATION WORKS / SUB STRUCTURE CONCRETE WORKS				
301	Excavation of trenches to receive foundation walls maximum depth not exceeding 80cm	M3	12.60		
304	Remove surplus excavated materials from site on an average distance of 500m from site	LS	1.00		
306	Backfilling Filling arising from excavated materials compacted in successive layers of 150mm	M3	3.50		
307	Lean mix blinding concrete dosed at 150kg/m3 with a thickness of 8cm	M3	0.35		
308	Reinforced concrete dosed at 300kg/m3 for footings, dwarf columns, ground beam and the slab across the gutter	M3	1.83		
309	Well compacted Hardcore filling with broken stones not exceeding 150mm thick	M2	18.20		
310	Light concrete (oversite concrete) placed on the entire floor area dosed at 250kg/m3 with a thickness of 10cm	M2	18.20		
311	foundation walls in stone masonry with mortar dosed at 1:3	M3	9.74		
	Stone masonry for the gutter with cement mortar dosed and 300kg/m3	m3	8		
	<i>Sub/Total lot 300</i>				
Lot 400	WORK ON BUILT ELEVATIONS				
401	Walls compressed earth blocks				
	<i>Sub/Total lot 400</i>				



LOT 900	PLUMBING				
901	Water supply network including all piping, fittings and all other accessories necessary for a proper connection	LS	1.00		
902	Waste evacuation net work done on acceptable norms including all pipes, fittings and all other accessories for proper waste evacuation	LS	1.00		
903	Supply and fixing of toilet pots	UNIT	3.00		
904	Supply and fixing of low step toilets	UNIT	0.00		
905	supply and fixing of shower stand with a drainage hole	UNIT	1.00		
906	Construction of a wash hand points with provisions for four (04) head taps and drains	UNIT	2.00		
907	Supply and fixing of urinary	Unit	4.00		
908	Supply and fixing of towel hangers	Unit	1.00		
909	Supply and fixing of toilet paper holder	Unit	3.00		
910	Supply and fixing of soap holder	Unit	5.00		
911	Supply and fixing wall mirrors	UNIT	2.00		
912	Inspection chambers	UNIT	6.00		
914	Purchase and installation of a 3m3 plastic reservoir including all other suggestions	UNIT	1.00		
915	Construction of septic tank, and soak away pit including all suggestions	UNIT	1.00		
	Sub/Total lot 600				
1000	FINISHES: PLASTERING, TILING AND CEILING WORKS				
1001	25mm Plastering of internal and external walls with sand / cement mortar (1:3) laid in two coats and troweled smooth finish	M2	116.30		
1002	30mm screed on floors with sand / cement mortar (1:3) laid in one coat and float finish	M2	32.40		
1004	Mosaic tile for all water closet floors	M2	38.70		
1005	20x30x5mm thick ceramic wall tiles fixed to sand/cement backing on all water closets	M2	18.20		
	Sub/Total lot 700				
Lot 1000	PAINTING				
1002	Painting of Ceiling in 2 coats with pantex 800	M2	13.60		
1003	Painting of walls in 2 coats with pantex 800	M2	48.90		
1005	Painting of Wooden and metallic members with 2 coats of oil paint	M2	22.00		
	Sub/Total lot 700				
Lot 1300	ENVIRONMENTAL NITIGATION MEASURES				
1303	Liter bins	Unit	6.00		
	Sub/Total lot 900				
	Total Amount without taxes				
	TVA (19, 25%)				
	TOTAL AMOUNT with TAXES				
	AIR 5.5% or 2.2%				
	NET PAYABLE				



Document No. 9:
Model contract

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTÈRE DE DÉCENTRALISATION ET DU
DÉVELOPPEMENT LOCAL

MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

REGION DU NORD-OUEST

NORTH-WEST REGION

DEPARTEMENT DE BOYO

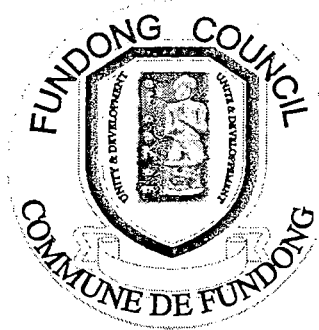
BOYO DIVISION

COMMUNE DE FUNDONG

FUNDONG COUNCIL

COMMISSION INTERNE DE PASSATION
DES MARCHES

FUNDONG COUNCIL INTERNAL
TENDERS BOARD



Ref: No. _____/NWR/BOYO/FC/FCITB/2020

Fundong the _____

JOBGING ORDER No 0 ____/JO/MINDDEVEL/FC/FCITB/2021 OF2020

Awarded following **OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE**
No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021, OF _____/2021
CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET (LOT 2) 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 : MINDEVEL: 2020 SPSSFFACIS (COVID 19 CASE)
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 OF2020 AWARDED
 FOLLOWING OPEN NATIONAL INVITATION TO TENDER No. 02/ONIT/ FUNDONG COUNCIL /FCITB /2021,
 OF _____/2021 CONSTRUCTION OF A MODERN TOILET IN THE FUNDONG MARKET (LOT 2) 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	

<p>Read and accepted by the contractor</p> <p style="text-align: center;">(place of signature) _____ (date)</p>
<p>Signature of Contracting Authority</p> <p style="text-align: center;">(place of signature) _____ (date)</p>
<p>Registration</p>



FORM N° 02
THE MODEL TENDER LETTER

I (We) the undersigned
 Acting in the capacity of In the name and on behalf of.....
atRC 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



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

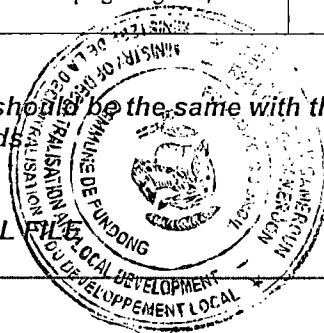


NB: Final Acceptance for 2017 to 2019 and provisional Acceptance for 2017-2019 should be presented for the two references.

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"> ➤ CV signed and dated by the supervisor, ➤ A certified copy of the technical diploma ➤ An Attestation of presentation of original of the technical diploma ➤ An attestation of availability signed and dated by the concerned ➤ Certified copy of ID card signed and dated by the Police 		
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		
	<ul style="list-style-type: none"> ➤ CV signed and dated by the foreman, ➤ A certified copy of the technical diploma ➤ An Attestation of presentation of original of the technical diploma ➤ An attestation of availability signed and dated by the foreman ➤ Certified copy of ID card signed and dated by the Police 		
B.3.3	03- Other personnel		
	<ul style="list-style-type: none"> ➤ 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) ➤ 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) 		
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 Card

ENVELOPE C- FINANCIAL



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 -----

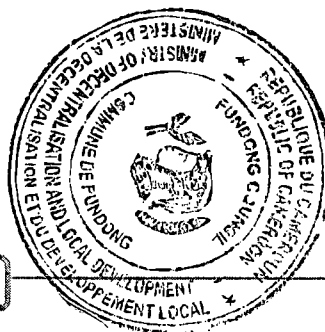
I declare:

- 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°11: ANNEXES

ANNEX N° 01

THE MODEL CURRICULUM VITAE

Name & First name : _____

Date of birth : _____

Nationality _____

Level of education _____

Languages Spoken	Level	Very good	Good	Average	Poor
ENGLISH	Written				
	Read				
	Spoken				
FRENCH	Written				
	Read				
	Spoken				
LOCAL LANGUAGE OF THE AREA OF THE PROJECT	Written				
	Read				
	Spoken				

Training school: _____

Date of admission : _____

Date of graduation: _____

Diploma obtained: _____ Date _____

Specific knowledge: Publication, research work _____

Date of start of service: _____

Nature of service rendered: _____

Number of years of service : _____

Number of years in the company : _____

Date of start of service in the company : _____

WORK EXPERIENCE (*)

(*) – Work attestations issued by the various employers shall be enclosed with this curriculum vitae which shall be signed.

- The curriculum vitae shall highlight the importance of projects in which the personnel has worked and the position he actually held in the said projects.

**DOCUMENT N°13:
WORKING PLANS**



