

RÉPUBLIQUE DU CAMEROUN

Peace-Work-Fatherland

Ministry of Agriculture and
Rural Development

NORTH WEST DEVELOPMENT
AUTHORITY (NWDA)



ISDB

البنك الإسلامي للتنمية
Islamic Development Bank



REPUBLIQUE DU
CAMEROUN
Paix - travail - patrie

Ministère de l'Agriculture et du
Développement Rural

MISSION DE DEVELOPPEMENT DU
NORD OUEST (MIDENO)

**GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT
(GP-IRDP)**

P.O. Box 1116, Bamenda
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**PROCUREMENT DOCUMENTS
Bidding Document for
Procurement of Small Works**

National Competitive Bidding (NCB)

Procurement of:	CONSTRUCTION AND EQUIPING OF RICE AND PALM OIL PROCESSING MILL STRUCTURES IN MBAW/MBONSO AND GAYAMA PRODUCTION BASIN IN FOUR(4) LOTS
Identification number of NCB	019/2021/NCB/STB/GP-IRDP
Project:	GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT (GP-IRDP)
Purchaser:	MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT (MINADER) THROUGH THE PMU OF GP-IRDP
Country:	REPUBLIC OF CAMEROON
Issued on:	23/04/2021

FINANCING AGREEMENT No.: 2M 0088
Financing: Islamic Development Bank (ISDB)- ISTISNA'A

3. Bidding will be conducted through National Competitive Bidding procedures as specified in IsDB's Guidelines. Procurement of Goods, Works and related services under Islamic Development Bank Project Financing April 2019 ("Procurement Guidelines"), and is open to all eligible bidders as defined in the Procurement Guidelines. In addition, please refer to paragraphs 1.18 -21 setting forth IsDB's policy on conflict of interest.
4. Interested eligible bidders may obtain further information from **GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT (GP-IRDP)**, Muluh Gregory Nguh and e-mail: muluhgn@yahoo.com, info@gpderudep.org and inspect the bidding documents during office hours **8:00 a.m. – 5:00 p.m. from Mondays to Fridays** at the address given below.
5. A complete set of bidding documents in English may be purchased by interested eligible bidders upon the submission of a written application to the address below and upon payment of a non-refundable fee of **sixty-five thousand (65,000) FCFA**, payable to the Cashier of GP-IRDP against a receipt. The method of payment will be cash to the Cashier of GP-IRDP against a receipt. The document will be issued to the bidder at the same address below upon presentation of the receipt of purchase of tender.
6. Bid preparation period shall be 30 days from the date of publication of the tender.
7. The maximum execution period for each lot is nine (09) months
8. Bids must be delivered to the address below on or before **the 25/05/2021 at 11:00 a.m. local time (GMT+1)**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' designated representatives and anyone who choose to attend at the address below on **the 25/05/2021** as from 12:00 noon local time.
9. Each bid will be written in English and in four (04) sets, comprising one (01) original and three (03) copies labelled as such. It should be labelled as follows:

<<NATIONAL COMPETITIVE BIDDING

**TENDER No: 019/2021/NCB/STB/GP-IRDP OF 23/04/2021
FOR THE THE CONSTRUCTION AND EQUIPING RICE AND
PALM OIL PROCESSING MILL STRUCTURES IN
MBAW/MBOSO AND GAYAMA PRODUCTION BASINS IN 4
LOTS
Financing: ISLAMIC DEVELOPMENT BANK (IsDB)-ISTISNA'A
TO BE OPENED ONLY DURING THE TENDERS BOARD BID-OPENING SESSION>>**

REPUBLIC OF CAMEROON
Peace-Work-Fatherland
Ministry of Agriculture and
Rural Development
NORTH WEST DEVELOPMENT
AUTHORITY (NWDA)



IsDB
البنك الإسلامي للتنمية
Islamic Development Bank



REPUBLIQUE DU CAMEROUN
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Développement Rural
MISSION DE DEVELOPPEMENT DU
NORD OUEST (MIDENO)

**GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT
(GP-IRDP)**

NATIONAL COMPETITIVE BIDDING (NCB)

**TENDER No: 019/2021/NCB/STB/GP-IRDP OF 23/04/2021 FOR
THE CONSTRUCTION AND EQUIPING RICE AND PALM OIL
PROCESSING MILL STRUCTURES IN MBAW/MBOSO AND
GAYAMA PRODUCTION BASINS IN 4 LOTS**

Financing:	Islamic Development Bank (IsDB)-ISTISNA'A
Project Identification:	PCMR:
Financing Agreement No.	2CM 0088
Issued on	23/04/2021
Date of Submission:	25/05/2021

Standard Bidding Document

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PART 1 Bidding Procedures

Section I - Instructions to Bidders

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Section I - Instructions to Bidders

A. General

1. **Scope of Bid**
 - 1.1 The Employer, as **indicated in the BDS**, issues this Bidding Document for the procurement of the Works as specified in Section VII-Employer's Requirements. The name, identification, and number of contracts of this bidding are **provided in the BDS**.
 - 1.2 Throughout this Bidding Document:
 - (a) the term "in writing" means communicated in written form (e.g. by mail, e-mail, fax, including if **specified in the BDS**, distributed or received through the electronic-procurement system used by the Employer) with proof of receipt;
 - (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular;
 - (c) "day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Beneficiary. It excludes the Beneficiary's official public holidays; and
 - (d) "ESHS" means environmental, social, health and safety.
2. **Source of Funds**
 - 2.1 The Beneficiary or Recipient (hereinafter called "Beneficiary") **indicated in the BDS** has applied for or received financing/loan/grant or TA (hereinafter called "funds") from the Islamic Development Bank (hereinafter called "IsDB") toward the cost of the project **named in the BDS**. The Beneficiary intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued.
 - 2.2 Payments by IsDB will be made only at the request of the Beneficiary and upon approval by IsDB, and will be subject in all respects to the terms and conditions of that Financing Agreement. The financing Agreement prohibits a withdrawal from the Financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of IsDB, is prohibited by a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. No party other than the Beneficiary shall derive any rights from the Financing Agreement or have any claim to the proceeds of the financing.
3. **Corrupt and Fraudulent Practices**
 - 3.1 IsDB requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section VI.
 - 3.2 In further pursuance of this policy, Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers and their personnel, to permit IsDB to inspect all accounts, records

resolved in a manner acceptable to IsDB throughout the procurement process and execution of the contract.

- 4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid, except for permitted alternative Bids. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member may participate as a subcontractor in more than one Bid.
- 4.4 A Bidder shall have the nationality of any country, subject to the restrictions pursuant to ITB 4.8 and in accordance with Section V. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related services.
- 4.5 A Bidder that has been sanctioned by IsDB in accordance with the above ITB 3.1, or in accordance with Guidelines for Procurement of Goods, Works and Related Services under IsDB Project Financing ("Procurement Guidelines"), shall be ineligible to be prequalified for, bid for, or be awarded an IsDB-financed contract or benefit from an IsDB-financed contract, financially or otherwise, during such period of time as IsDB shall have determined. The list of debarred firms and individuals is available at the electronic address **specified in the BDS**.
- 4.6 Bidders that are Government-owned enterprises or institutions in the Employer's Country may participate only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent agencies of the Employer. To be eligible, a government-owned enterprise or institution shall establish to IsDB's satisfaction, through all relevant documents, including its Charter and other information IsDB may request, that it: (i) is a legal entity separate from the government (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to the government, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution.
- 4.7 A Bidder shall not be under suspension from bidding by the Employer as the result of the operation of a Bid-Securing Declaration.

"Terrorist Financing": generally, means the offence stipulated by Article 2 of the 1999 International Convention for the Suppression of the Financing of Terrorism, as defined in the IsDB Compliance Policy.

"IsDB AML/CFT/KYC/Questionnaire/Form": see Attachment/Annex

5. Eligible Materials, Equipment and Services

- 5.1 The materials, equipment and services to be supplied under the Contract and financed by IsDB may have their origin in any country subject to the restrictions specified in Section V, Eligible Countries, and all expenditures under the Contract will not contravene such restrictions. At the Employer's request, Bidders may be required to provide evidence of the origin of materials, equipment and services.

B. Contents of Bidding Document

6. Sections of Bidding Document

- 6.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 8.

PART 1 Bidding Procedures

Section I - Instructions to Bidders (ITB)

Section II - Bid Data Sheet (BDS)

Section III - Evaluation and Qualification Criteria

Section IV - Bidding Forms

Section V - Eligible Countries

Section VI - IsDB Policy-Corrupt and Fraudulent Practices

PART 2 Works Requirements

Section VII - Works Requirements

PART 3 Conditions of Contract and Contract Forms

Section VIII - General Conditions (GC)

Section IX - Particular Conditions (PC)

Section X - Contract Forms

- 6.2 The Invitation for Bids issued by the Employer is not part of the Bidding Document.
- 6.3 Unless obtained directly from the Employer, the Employer is not responsible for the completeness of the Bidding Documents, responses to requests for clarification, the minutes of the pre-Bid conference (if any), or Addenda to the Bidding Documents in accordance with ITB 8. In case of any contradiction, documents obtained directly by the Employer shall prevail.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

- 7.7 Nonattendance at the pre-bid conference will not be a cause for disqualification of a Bidder.
8. **Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Employer in accordance with ITB 6.3. The Employer shall also promptly publish the addendum on the Employer's web page in accordance with ITB 7.1.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 22.2

C. Preparation of Bids

9. **Cost of Bidding**
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. **Language of Bid**
- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.
11. **Documents Comprising the Bid**
- 11.1 The Bid shall comprise the following:
- (a) Letter of Bid;
 - (b) completed Schedules, in accordance with ITB 12 and 14, or **as stipulated in the BDS**;
 - (c) Bid Security or Bid Securing Declaration, in accordance with ITB 19.1;
 - (d) alternative bids, at Bidder's option and if permissible, in accordance with ITB 13;
 - (e) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2;
 - (f) documentary evidence in accordance with ITB 17 establishing the Bidder's qualifications to perform the contract;
 - (g) Technical Proposal in accordance with ITB 16; and
 - (h) Any other document **required in the BDS**.

covered by the rates for other items and prices in the Bill of Quantities.

14.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid, excluding any discounts offered.

14.4 The Bidder shall quote any discounts and the methodology for their application in the Letter of Bid, in accordance with ITB 12.1.

14.5 If so indicated in ITB 1.1, bids are invited for individual contracts or for any combination of contracts (packages). Bidders wishing to offer any price reduction for the award of more than one Contract shall specify in their bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Price reductions or discounts shall be submitted in accordance with ITB 14.3, provided the bids for all contracts are submitted and opened at the same time.

14.6 Unless otherwise **provided in the BDS** and the Conditions of Contract, the prices quoted by the Bidder shall be fixed. If the prices quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, the Bidder shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data in Section IV (Bidding Forms) and the Employer may require the Bidder to justify its proposed indices and weightings.

14.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the Bidder.

**15. Currencies of
Bid and Payment**

15.1 The currency(ies) of the bid and the currency(ies) of payments shall be as **specified in the BDS**.

15.2 Bidders may be required by the Employer to justify, to the Employer's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the prices shown in the appropriate form(s) of Section IV, in which case a detailed breakdown of the foreign currency requirements shall be provided by Bidders.

**16. Documents
Comprising the
Technical
Proposal**

16.1 The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV (Bidding Forms), in sufficient detail to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.

**17. Documents
Establishing the
Qualifications of
the Bidder**

17.1 To establish its qualifications to perform the Contract in accordance with Section III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding information sheets included in Section IV (Bidding Forms).

Bidder. The bid security shall be valid for twenty-eight days (28) beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 18.2.

19.4 If a bid security is specified pursuant to ITB 19.1, any bid not accompanied by a substantially responsive bid security shall be rejected by the Employer as nonresponsive.

19.5 If a bid security is specified pursuant to ITB 19.1, the bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security pursuant to ITB 46.

19.6 If a bid security is specified pursuant to ITB 19.1, the bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.

19.7 The bid security will be forfeited or the Bid Securing Declaration executed:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid, or

(b) if the successful Bidder fails to:

(i) sign the Contract in accordance with ITB 45; or

(ii) furnish a performance security in accordance with ITB 46.

19.8 The Bid Security or the Bid Securing Declaration of a JV shall be in the name of the JV that submits the bid. If the JV has not been constituted into a legally-enforceable JV, at the time of bidding, the Bid Security or the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent referred to in ITB 4.1 and ITB 11.2.

19.9 If a bid security is not required in the BDS pursuant to ITB 19.1, and

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, or

(b) if the successful Bidder fails to: sign the Contract in accordance with ITB 45; or furnish a performance security in accordance with ITB 46;

the Beneficiary may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract by the Employer for a period of time **as stated in the BDS**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 11 and clearly mark it "ORIGINAL". Alternative bids, if permitted in accordance with ITB 13, shall be clearly marked "ALTERNATIVE". In addition, the Bidder shall submit copies of the bid in the number **specified in the BDS**, and clearly mark each of them "COPY." In the event of

22. Deadline for Submission of Bids

22.1 Bids must be received by the Employer at the address and no later than the date and time **indicated in the BDS**.

22.2 The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

23. Late Bids

23.1 The Employer shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB 22. Any bid received by the Employer after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

24. Withdrawal, Substitution, and Modification of Bids

24.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 20.3. The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) prepared and submitted in accordance with ITB 20 and ITB 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and

(b) received by the Employer prior to the deadline prescribed for submission of bids, in accordance with ITB 22.

24.2 Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.

24.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.

25. Bid Opening

25.1 Except in the cases specified in ITB 23 and 24.2, the Employer shall publicly open and read out in accordance with ITB 25.3 all bids received by the deadline, at the date, time and place **specified in the BDS** in the presence of Bidders' designated representatives and anyone who choose to attend. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB 21.1, shall be as **specified in the BDS**.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening.

25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding bid being

- 26.2 Any attempt by a Bidder to influence the Employer in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- 26.3 Notwithstanding ITB 26.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Employer on any matter related to the bidding process, it may do so in writing.
- 27. Clarification of Bids**
- 27.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids, in accordance with ITB 31.
- 27.2 If a Bidder does not provide clarifications of its bid by the date and time set in the Employer's request for clarification, its bid may be rejected.
- 28. Deviations, Reservations, and Omissions**
- 28.1 During the evaluation of bids, the following definitions apply:
- (a) "Deviation" is a departure from the requirements specified in the Bidding Document;
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.
- 29. Determination of Responsiveness**
- 29.1 The Employer's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB11.
- 29.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,
- (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
 - (ii) limit in any substantial way, inconsistent with the Bidding Document, the Employer's rights or the Bidder's obligations under the proposed Contract; or
 - (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

- 32. Conversion to Single Currency** 32.1 For evaluation and comparison purposes, the currency (ies) of the bid shall be converted into a single currency as **specified in the BDS.**
- 33. Margin of Preference** 33.1 A margin of preference shall not apply, **unless otherwise specified in the BDS.**
- 34. Subcontractors** 34.1 **Unless otherwise stated in the BDS,** the Employer does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Employer (so-called "Nominated Subcontractors").
- 34.2 Bidders may propose subcontracting up to the percentage of total value of contracts or the volume of works as **specified in the BDS.** Subcontractors proposed by the Bidder shall be fully qualified for their parts of the Works.
- 34.5 The subcontractor's qualifications shall not be used by the Bidder to qualify for the Works.
- 35. Evaluation of Bids** 35.1 The Employer shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Employer shall determine the Bid offering the most Value for Money. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
- (a) substantially responsive to the bidding document; and
 - (b) the lowest evaluated cost.
- 35.2 To evaluate a bid, the Employer shall consider the following:
- (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities for admeasurement contracts or Schedule of Prices for lump sum contracts, but including Daywork items, where priced competitively;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 31.1;
 - (c) price adjustment due to discounts offered in accordance with ITB 14.4;
 - (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;
 - (e) adjustment for nonconformities in accordance with ITB 30.3;
 - (f) application of all the evaluation factors indicated in Section III, Evaluation and Qualification Criteria;
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
- 35.4 If this Bidding Document allows Bidders to quote separate prices for different contracts, and to award multiple contracts to a single

(b) require that the total amount of the Performance Security be increased at the expense of the Bidder to a level not exceeding 20% of the Contract Price; or

(c) reject the Bid.

39. Qualification of the Bidder

39.1 The Employer shall determine to its satisfaction whether the Bidder that is selected as having submitted the most Value for Money and substantially responsive bid meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17.1. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm(s) different from the Bidder.

39.3 An affirmative determination of qualification shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Employer shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

40. Bid Offering the Most Value for Money

40.1 Having compared the evaluated costs of Bids, the Employer shall determine the Bid offering the Most Value for Money. The Bid offering the Most Value for Money is the Bid of the Bidder that meets the Qualification Criteria and whose Bid has been determined to be:

- (a) substantially responsive to the Bidding document; and
- (b) the lowest evaluated cost.

41. Employer's Right to Accept Any Bid, and to Reject Any or All Bids

41.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

42. Standstill Period

42.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITB 46. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by IsDB, the Standstill Period shall not apply.

43. Notification of Intention to Award

43.1 The Employer shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The

45.3 The Employer shall publish the Contract Award Notice in UNDB online or Dg Market website in addition to IsDB's external website and on the Employer's website if available.

45.4 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

**46. Debriefing by
the Employer**

46.1 On receipt of the Employer's Notification of Intention to Award referred to in ITB 43.1, an unsuccessful Bidder has three (3) Business Days to make a written request to the Employer for a debriefing. The Employer shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.

46.2 Where a request for debriefing is received within the deadline, the Employer shall provide a debriefing within five (5) Business Days, unless the Employer decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Employer shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.

46.3 Where a request for debriefing is received by the Employer later than the three (3)-Business Day deadline, the Employer should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

46.4 Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidders shall bear their own costs of attending such a debriefing meeting.

**47. Signing of
Contract**

47.1 Promptly upon notification, the Employer shall send the successful Bidder the Letter of Acceptance including the Contract Agreement.

47.2 Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer.

Section II - Bid Data Sheet (BDS)

A. Introduction

ITB 1.1	The Employer is: MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT (MINADER) THROUGH THE PMU OF GP-IRDP															
ITB 1.1	<p>The Name of the bidding process is: NATIONAL COMPETITIVE BIDDING FOR THE CONSTRUCTION AND EQUIPPING OF RICE AND PALM OIL PROCESSING STRUCTURES IN MBAW/MBONSO AND GAYAM PRODUCTION BASINS IN 4 LOTS</p> <p>The identification number of the bidding process is: Tender No: 019/2021/NCB/STB/GP-IRDP</p> <p>The number and identification of lots comprising this bidding process is:</p> <table border="1"> <thead> <tr> <th>LOT</th><th>SUBJECT</th><th>DURATION</th></tr> </thead> <tbody> <tr> <td>1</td><td>Construction and equipping of 01 rice processing mill structures in Ntabah, Ndu Council, Donga Mantung Division, Mbaw/Mbonso production basin</td><td>9 months</td></tr> <tr> <td>2</td><td>Construction and equipping of 1 palm oil processing mill structures in Ntabah, Ndu Council Donga Mantung Division, Mbaw/Mbonso production basin</td><td>9 months</td></tr> <tr> <td>3</td><td>Construction and equipping of 01 rice processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin</td><td>9 months</td></tr> <tr> <td>4</td><td>Construction and equipping of 1 palm oil processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin</td><td>9 months</td></tr> </tbody> </table> <p>Note: <i>Bidders can bid for more than 01 lot but can be attributed more than one lot only on the condition the bidder has presented a separate list of personnel and materials for each lot and fulfilled the financial and experience criteria for the lots grouped together.</i></p>	LOT	SUBJECT	DURATION	1	Construction and equipping of 01 rice processing mill structures in Ntabah, Ndu Council, Donga Mantung Division, Mbaw/Mbonso production basin	9 months	2	Construction and equipping of 1 palm oil processing mill structures in Ntabah, Ndu Council Donga Mantung Division, Mbaw/Mbonso production basin	9 months	3	Construction and equipping of 01 rice processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin	9 months	4	Construction and equipping of 1 palm oil processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin	9 months
LOT	SUBJECT	DURATION														
1	Construction and equipping of 01 rice processing mill structures in Ntabah, Ndu Council, Donga Mantung Division, Mbaw/Mbonso production basin	9 months														
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4	Construction and equipping of 1 palm oil processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin	9 months														
ITB 1.2(a)	NOT APPLICABLE															
ITB 2.1	The Beneficiary is: Government of Cameroon															
ITB 2.1	The name of the Project is: GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT (GP-IRDP)															
ITB 4.5	A list of debarred firms and individuals is available on IsDB's external website: http://www.isdb.org															

B. Bidding Documents

	<p>(e) documentary evidence establishing the Bidder's qualifications in accordance with the requirements of Section III, Evaluation and Qualification Criteria, using the relevant forms furnished in Section IV, Bidding Forms;</p> <p>(f) documentary evidence establishing the conformity of the Technical Proposal offered by the Bidder with the Bidding Document, using the relevant forms furnished in Section IV, Bidding Forms; i.e</p> <ul style="list-style-type: none"> i. Technical note on the methodology and the execution of works. The method proposed by the Contractor for the proper realisation of works as well as different remarks and suggestions that the Bidder may find necessary to make following the site visit conducted for this purpose. Works the bidder intends to subcontract and the subcontractor envisaged and the use of local labour. Provision of documentary evidence of the fallouts of the project on the local community ii. Supply of materials or site equipment, Sanitary and Security plan of the site plan; iii. Administrative and technical organization of the enterprise; iv. Mitigation risks clauses of environment v. The detailed programme of performance of works, Mobilization of materials and proposed personnel including their curriculum vitae <p>(g) In the case of a bid submitted by a joint venture (JV), the JV agreement, or letter of intent to enter into a JV including a draft agreement, indicating at least the parts of the Works to be executed by the respective partners; and</p>
ITB 11.1 (i)	<p>The Bidder shall submit with its bid the following additional documents:</p> <ol style="list-style-type: none"> 1. Receipt of purchase of tender document. 2. An attestation of domiciliation of bank account 3. Code of Conduct (ESHS) <p>The Bidder shall submit its Code of Conduct that will apply to Contractor's Personnel (as defined in Sub-clause xxx of the GC), to ensure compliance with its Environmental, Social, Health and Safety (ESHS) obligations under the contract.</p> <ol style="list-style-type: none"> 1. <i>risks associated with: labor influx, spread of communicable diseases like HIV /AIDs and other STIs,</i> 2. <i>provision of covid19 prevention measures (face masks, hand sanitizers, disinfectants etc.) to all workers and visitors.</i> 3. <i>safety at workplace like provision of first aids box, helmets caps for all workers, dressing that suit the activities,</i> 4. <i>sexual harassment, gender-based violence, sexual exploitation and abuse, illicit behavior, and crime,</i> 5. <i>Risks of soil erosion and land degradations</i> 6. <i>Risks of deforestation or reduce vegetation cover thus inducing climate change negotiations.</i>

	<i>boundaries, safety of workers, maintain proper hygiene and sanitation at site of works etc</i>
ITB 13.1	Alternative bids " <i>shall not be</i> " permitted.
ITB 13.2	Alternative times for completion " <i>shall not be</i> " permitted. If alternative times for completion are permitted, the evaluation method will be as specified in Section III (Evaluation and Qualification Criteria).
ITB 13.4	Alternative technical solutions shall be permitted for the following parts of the Works: NONE If alternative technical solutions are permitted, the evaluation method will be as specified in Section III (Evaluation and Qualification Criteria).
ITB 14.6	The prices quoted by the Bidder shall not be subject to adjustment during the performance of the Contract.
ITB 15.1	The prices shall be quoted by the bidder in: FRANCS CFA
ITB 18.1	The bid validity period shall be: 120 days from the date of opening of bids
ITB 18.3 (a)	The bid price shall be adjusted by the following factor: _____ NOT APPLICABLE
ITB 19.1	A Bid Security <i>shall be</i> required. A Bid-Securing Declaration " <i>shall not be</i> " required. If a bid security shall be required, the amount and currency of the bid security shall be Lot 1: 7 million FCFA, Lot 2: 7 million FCFA Lot 3: 7 million FCFA, Lot 4: 1.4 million FCFA <i>Note:</i> Bid Security is required for each lot as per amounts indicated against each lot. Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which Bids have been submitted, however if the amount of Bid Security is less than the total required amount, the Purchaser will determine for which lot or lots the Bid Security amount shall be applied.
ITB 19.3 (d)	Other types of acceptable securities: Bid security in form of Bank Guarantee or a surety, issued in keeping with the tender model by a first category banking institution approved by the Cameroon Ministry in charge of finance
ITB 19.9	NOT APPLICABLE
ITB 20.1	In addition to the original of the bid , the number of copies is: three (3) copies

	conducting Bid opening i.e. The President of the Special Tenders Board (STB) of Grassfield II: Each original Bid shall be initialed by The President of the Special Tenders Board (STB) of Grassfield II and any modification to the unit or total price.
--	--

E. Evaluation and Comparison of Bids

ITB 30.3	The adjustment shall be based on the <i>average</i> price of the item or component as quoted in other substantially responsive Bids. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Employer shall use its best estimate.
ITB 32.1	Not applicable.
ITB 33.1	Not applicable

F. Award of Contract

ITB 48.1 and 48.2	The successful Bidder shall be required to submit an Environmental, Social, Health and Safety (ESHS) Performance Security. NOT APPLICABLE
ITB 49.1	The Adjudicator proposed by the Employer is Ngwainbi Paul; Regional Delegate of Public Works North West Region . The hourly fee for this proposed Adjudicator shall be: 10,000FCFA/hr. The biographical data of the proposed Adjudicator is as follows: Civil Engineer, Nationality Cameroonian, Presently Regional Delegate of Public Works North West Region
ITB 50	<p>The procedures for making a Procurement-related Complaint are detailed in the "Procurement <u>Guidelines</u> (Annex C)." If a Bidder wishes to make a Procurement-related Complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the attention: <i>Muluh Gregory Nguh</i> Title/position: <i>Project Coordinator</i> Employer: <i>GP-IRDP</i> Email address: <i>muluhgn@yahoo.com</i> Fax number: <i>+237 233 361 665</i></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Bidding Documents; and 2. the Employer's decision to award the contract.

Section III - Evaluation and Qualification Criteria

This section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders if the bidding was not preceded by a prequalification exercise and post-qualification is applied. In accordance with ITB 35 and ITB 39, no other methods, criteria and factors shall be used. The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

Wherever a Bidder is required to state a monetary amount, Bidders should indicate the USD equivalent using the rate of exchange determined as follows:

- For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified in the ITB 32.1. Any error in determining the exchange rates in the Bid may be corrected by the Employer.

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Packages

Bidders have the option to Bid for any one or more packages and for any one or more lots within a package. Bids will be evaluated package-wise, taking into account discounts offered, if any, for combined packages and/or lots within a package. The contract(s) will be awarded to the Bidder or Bidders offering the lowest evaluated cost to the Employer for combined packages, subject to the selected Bidder(s) meeting the required qualification criteria for combination of packages and or lots as the case may be.

Qualification Criteria for Multiple Contracts:

The criteria for qualification is the aggregate minimum requirement for respective lots as specified under items 3.1, 3.2, 4.2(a) and 4.2(b). However, with respect to the specific experience under item 4.2 (a) of Section III, the Employer will select any one or more of the options as identified below:

N is the minimum number of contracts

V is the minimum value of a single contract

(a) For one Contract:

Option 1:

(i) N contracts, each of minimum value V;

Or

Option 2:

(i) N contracts, each of minimum value V; or

(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than $N \times V$.

(b) For multiple Contracts

Option 1:

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the bidder has submitted bids as follows, and N1, N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc.

or

Option 2:

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the bidder has submitted bids as follows, and N1, N2, N3, etc. shall be different contracts:

2.3 Alternative Completion Times

An alternative Completion Time, if permitted under ITB 13.2, will be evaluated as follows: ***NOT APPLICABLE***

2.4 Technical Alternatives

Technical alternatives, if permitted under ITB 13.4, will be evaluated as follows: ***Not Applicable***

2.5 Sustainable Procurement

NOT APPLICABLE

2.6 Other Criteria

If permitted under ITB 35.2(f):

.....
.....

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Factor	1 Eligibility					
Sub-Factor	Requirement	Criteria				Documentation Required
		Single Entity	Bidder			
			Joint Venture	Each partner	At least one partner	
			All partners combined			
1.5 Ineligibility based on a United Nations resolution or Beneficiary's country law or Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. (Para 1. 11 and 1. 12 of Guidelines for Procurement of Goods, Works and related services Under the Islamic Development Bank Financing, September 2018)	Not having been excluded as a result of the Beneficiary's country laws or official regulations, or by the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, in accordance with ITB 4.8 and Section V.	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N / A	Letter of Bid

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Factor	2 Historical Contract Non-Performance					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
2.4 Litigation History	No consistent history of court/arbitral award decisions against the Bidder ¹ since 1 st January 2018	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
2.5 Declaration: Environmental, Social, Health, and Safety (ESHS) past performance	Declare any civil work contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any environmental, or social, or health or safety requirements or safeguard in the past five years ² .	Must make the declaration.	N/A	Each must make the declaration.	N/A	Form CON-3 ESHS Performance Declaration

¹ The Bidder shall provide accurate information on the letter of Bid about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Bidder or any member of a joint venture may result in disqualifying the Bidder.

² The Employer may use this information to seek further information or clarifications during the bidding stage and the associated due diligence.

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- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3, other than alternative bids submitted in accordance with ITB 13;
- (j) We, including any of our subcontractors or suppliers for any part of the contract, have not been declared ineligible by IsDB, under the Employer's country laws or official regulations or by an act of compliance with a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union;
- (k) *[select the appropriate option and delete the other]* *[We are not a state-owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITB 4.6];*⁹
- (l) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:

[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

- (m) We understand that this bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (o) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.
- (p) We accept the appointment of *[insert name proposed in Bid Data Sheet]* as the Adjudicator.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____,

⁹ Bidder to use as appropriate

Schedules

Bill of Quantities/ Schedules of Activities

Bill of Quantities

LOT 1 AND 3 : BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A 5TPH RICE PROCESSING PLANT (HANGERS)					
SN	DESCRIPTION OF WORK	U	QTY	U. PRICE	AMOUNT
	100 PREPARATORY WORKS				
101	Preliminary works	Ls	1		
102	Design	Ls	1		
103	Site clearing and leveling	m2	2400		
104	Setting out	LS	1		
	SUB TOTAL				
	200 EARTH WORKS				
201	Excavation of foundation trenches and footings	m3	127.2		
202	Backfilling with selected materials plus compaction	m3	337		
	SUB TOTAL				
	300 FOUNDATION				
301	LEAN CONCRETE DOSE AT150KG/M3	m3	5.5		
302	R C pad foundation (1.50x1.50x30)	m3	19.44		
303	R C base for column anchors (70x70x80)	m3	11.8		
304	R C ground beam (15x30)	m3	8		
305	R C ground floor (12cm) batched at 350kg/m3	m3	90		
306	R C concrete for footing,, pillars batched at 350kg/m3	m3	1.8		
	SUB TOTAL				
	400 MAIN STRUCTURE				
401	Columns IPE 300 6.0m	U	20		
402	Block works on elevation 20x40x20	m2	500		
403	Block works on elevation 15x40x20	m2	210		
404	Block works on elevation 10x40x20	m2	60		
405	Plastering		1580		
406	Painting		1580		
407	Roof truss IPE 150 6m	U	28		
408	roof purlin IPE 80 ,6m, galvanised	U	90		
409	intensive bolt (Grade 10.9)	LS	1		
410	steel plates for connections (2.5)	U	20		
411	turn buckle bolts (M20+2, steel Q235 processing)	U	40		
412	anchor bolts (M24, steel Q235 processing)	U	40		
413	ordinary bolts (galvaniseed bolts M20)	LS	1		
414	ordinary bolts (galvaniseed bolts M12)	LS	1		
415	Brace nut (galvaniseed bolts M12)	LS	1		
	SUB TOTAL				
	500 WALL AND ROOF SYSTEMS				
501	Roof panel: corrugated steel plate (5/10)	m2	792		
502	wall panel: corrugated steel plate	m2	0		
503	Edge cover 0.5mm colour plate anlge Alu	ml	48		
504	ridge cover :0.5mm colour plate anlge Alu	ml	33		

	SUB TOTAL				
	1010 DRAINAGE AND VRD				
1010	drainage gutters (30x40)cm in Rc dosed at 250kg/m3	Ls	1		
	SUB TOTAL				
1020	Supply and install rice processing equipment	u	1		
	GRAND TOTAL				

LOT 1 and 3 LIST OF EQUIPMENT FOR 5TPH RICE PROCESSING UNITS

	Quipment	unit	Quantity
1	Cleaner,	U	1
2	Destoner	U	1
3	Husker	U	2
4	Paddy Separator	U	1
5	Rice Polisher (2.2 passes)	U	
6	Rice Grader	U	1
7	Water polisher	U	1
8	packaging machine	U	1

603	Edge cover 0.5mm colour plate anlge Alu	ml	60		
604	ridge cover :0.5mm colour plate anlge Alu	ml	22		
605	fittings and accessories: nails glue etc	Ls	1		
606	unpowered ventilation	m2	26.4		
607	sky lighting band 1.2mm FRP, double layer	m2	72		
608	sliding door: sandwich panel	Ls	1		
	SUB TOTAL				
	700 ROOF DRAINAGE SYSTEM				
701	gutter 2mm galvanized gutter	ml	44		
702	rainspout pipes: Q110PVC pipe	ml	60		
	SUB TOTAL				
	800 ALUMINIUM/WOODEN GLAZED WORKS				
801	solid wood paneled door (complete)	U	2		
802	aluminum glazed windows (1.20x1.10)	U	2		
	SUB TOTAL				
	900 WATER SUPPLY, PLUMBING, DRAINAGE				
901	independent source of water (borehole)	Ls	1		
902	cold water reservoir (5000L)	Ls	1		
903	plumbing works	Ls	1		
904	wash hand basins	U	2		
905	inspection chamber	U	10		
906	soak away pit	U	2		
907	wall tiles	m2	2		
908	external toilet + latrine	Ls	1		
	SUB TOTAL				
	1000 ELECTRICAL INSTALATION-CAMTEL				
	CONNECTION TOEXISTING POWER SUPPLY (3				
1001	phase) 4x25 industrial cables	Ls	1		
1002	conduit orange pipe + PVC pressure pipes	ml	200		
1003	cables VGV 1.5mm2	roll	5		
1004	TH 2.5mm2	roll	5		
1005	led bulbs (energy savers)	U	20		
1006	one-way built-in switches	U	7		
1007	consumer unit	U	1		
1008	sockets built-in (industrial)	U	20		
	SUB TOTAL				
	1010 painting				
1011	primary painting (of structural element + block walls)	Ls	1		
1012	finish painting (of structural element + block walls)	Ls	1		
	SUB TOTAL				
	1030 DRAINAGE AND VRD				
1031	drainage gutters (30x40)cm in Rc dosed at 250kg/m3	Ls	1		
	SUB TOTAL				
	TOTAL MATERIAL COST				
	LABOUR cost				
	GRAND TOTAL				

Lot 2: EQUIPMENT LIST FOR 1,5 TPH PALM FRUIT OIL PROCESSING UNIT (VERTICAL STERILIZER)

NO.	ITEM DESCRIPTION	units	QUANTITY
1	Reception Station		
1.1	FFB reception hopper (type: Inclined hopper, slope 27°)	Lot	1
1.2	FFB loading conveyor and support/platform Type: Scraper bar twin chain bottom deck, capacity: 2 MT FFB/Hr, Drive 5.5KW	Unit	1
2	Sterilizer station		
2.1	Vertical sterilizer Type: Vertical, Dia 1.4meters, Height 2.5 meters)	Unit	1
2.2	Steriliser Service platform and structure	Lot	1
2.3	Blow off/down silencer Dimensions: 1000mm (ID) x 2000mm (HOS)	Unit	1
2.4	Sterilised fruit buffer hopper Type: Inclined hopper	Unit	1
2.5	Bunch conveyor Type: Scraper bar twin chain bottom deck, capacity: 1.5 MT FFB/hr, Drive: 3.0KW	Unit	1
3	Threshing station		
3.1	Threshing drum Type: Rotating drum, Drum speed: 22 rpm, pilling capacity 5.5KW	Unit	1
3.2	Threshing machine platform	Unit	1
3.3	Conveyor below thresher Type: Full flight screw, size: 200mm. Drive: 1.5KW	Unit	1
3.4	Empty bunch inclined conveyor Type: Scraper bar bottom deck, capacity: 1.5MT FFB/hr, width 450mm/c (center to center). Drive: 2.2 KW	Unit	1
4	Pressing station		
4.1	Fruit elevator Type; Twin chains complete with buckets, capacity 1.5 MT FF/hr. Drive: 1.2KW	Unit	1
4.2	Digester 800 litres Type: Vertical cylinder, capacity: 800L, Drive: 7.5KW	Unit	1
4.3	Screw press 1 Type: Continuous twin screw, Capacity 0,5-1,0Ton FFB/Hr. Drive: 7.5KW	Unit	1
4.4	Crude oil gutter Dia: 250mm sch 10 pipe	Unit	1
4.5	Vibrating screen Type: Circular, Size: 40Inch, No. of decks: Double deck Screen mesh: 40/20mesh (market grade), Capacity: 2 tons/hr of diluted crude oil. Drive: 1.5HP	Unit	1
4.6	c/w vibrating screen structure platform	Lot	1
4.7	Process hot water tank Type: Rectangular, capacity: 1.0 M3, Dimension: 1.0m x 1.0m x 1.0m	Unit	1
4.8	Press structure and platform	Lot	1

	Dimension: 600mm x 3,500mm (length), Drum guide wheel: The drum shall be positioned on 4 sets guide cast steel wheels; final drum speed: 24 rpm, power: 2.2KW		
7.4	Fiber ductings Type: Pneumatic suction type consist of: supported ducting, discharge chute	Unit	1
7.5	Fiber cyclone Type: Pneumatic induced draught	Unit	1
7.6	Fiber cyclone airlock Type: Rotary sluice, Dia: 300mm, Drive: 1.1 KW	Unit	1
7.7	Fiber fan Type: CBS (ten position direction), Capacity: 3,000m ³ /hr, static	Unit	1
7.8	Fiber cyclone structure and platform	Lot	1
8	Boiler house		
8.1	Steam Boiler Type: Biomass boiler, Capacity: 700kg/hr steam (MCR), working	Unit	1
8.2	Boiler water treatment system	Unit	1
8.3	Back pressure vessel c/w platform Dimension: 300mm (OD) x 835mm (HOS), working pressure 3.5kg/cm ² (dry saturated steam), working temperature: 150°C	Set	1
9	Piping, Fittings, Valves and Insulation		Lump
10	Electrical works		Lump

Lot 4 EQUIPMENT LIST FOR 1 TPH PALM FRUIT OIL PROCESSING UNIT (VERTICAL STERILIZER)

NO.	ITEM DESCRIPTION	unit	QUANTITY
1	Reception Station		
1.1	FFB reception hopper (type: Inclined hopper, slope 27°)	Lot	1
1. 1.2	2. FFB loading conveyor and support/platform 3. Type: Scraper bar twin chain bottom deck, capacity: 1 MT FFB/Hr, Drive 3.5KW	Unit	1
2	Sterilizer station		
2.1	Vertical sterilizer Type: Vertical, Dia 1.4meters, Height 2.5 meters)	Unit	1
2.2	Steriliser Service platform and structure	Lot	1
2.3	Blow off/down silencer Dimensions: 1000mm (ID) x 2000mm (HOS)	Unit	1
2.4	Sterilised fruit buffer hopper Type: Inclined hopper	Unit	1
2.5	Bunch conveyor Type: Scraper bar twin chain bottom deck, capacity: 1.5 MT FFB/hr, Drive: 2.0KW	Unit	1
3	Threshing station		
3.1	Threshing drum Type: Rotating drum, Drum speed: 22 rpm, pilling capacity 3.5KW	Unit	1

	Capacity: 2m ³ /hr		
5.10	Sludge pit pump Capacity: 2m ³ /hr, Total Head: 24m, pump speed 2000 rpm, Drive: 1,1KW	Unit	1
5.11	Final effluent pump Capacity: 7,5m ³ /hr, Total head: 35m, pump speed: 2000 rpm, drive: 2,5KW	Unit	1
5.12	Sludge pit Sludge pit: Concrete; Dimension: 2.0m (L) x 2.0m (W) x 3m (d) Separate pit: 2m (l) x 1.5m (w) (oil sump + pump pit)	Unit	1
5.13	Clarification station platform around tanks	Lot	1
6	Palm oil storage tank		
6.1	50 tons oil storage tank Type: Cylindrical, Capacity 50m ³ ; Dimension: 2000mm (ID) x 2200mm (HOS)	Unit	1
6.2	Oil dispatch pumps	Unit	1
7	Depericarping station		
7.1	Cake breaker conveyor Type: Paddle screws (ribbon), size: 200mm, power: 2.0KW	Unit	1
	c/w maintenance platform and supports	Unit	1
7.2	Depericarper column c/w supports Type: Pneumatic induced draught	Set	1
7.3	Nut polishing drum Dimension: 600mm x 3,500mm (length), Drum guide wheel: The drum shall be positioned on 4 sets guide cast steel wheels; final drum speed: 20 rpm, power: 2.0KW		1
7.4	Fiber ductings Type: Pneumatic suction type consist of: supported ducting, discharge chute	Unit	1
7.5	Fiber cyclone Type: Pneumatic induced draught	Unit	1
7.6	Fiber cyclone airlock Type: Rotary sluice, Dia: 200mm, Drive: 1.1 KW	Unit	1
7.7	Fiber fan Type: CBS (ten position direction), Capacity: 2,000m ³ /hr, static	Unit	1
7.8	Fiber cyclone structure and platform	Lot	1
8	Boiler house		
8.1	Steam Boiler Type: Biomass boiler, Capacity: 500kg/hr steam (MCR), working	Unit	1
8.2	Boiler water treatment system	Unit	1
8.3	Back pressure vessel c/w platform Dimension: 300mm (OD) x 835mm (HOS), working pressure 3.5kg/cm ² (dry saturated steam), working temperature: 150°C	Set	1
9	Piping, Fittings, Valves and Insulation		Lump
10	Electrical works		Lump

MODEL OF UNIT PRICE BREAK DOWN

N° Price	Description of activities	Daily out put	Total Quantity:	Unit	Activities Duration:
A - PERSONNEL	Category	number	Daily Salary	Paid Mandays	Amount
B - EQUIPMENT	Type	number	Total A		
			daily rate	Days billed	Amount
C - MATERIALS	Type	unit	Total B		
			Unit price	Quantity	Amount
D	TOTAL Direct cost		Total C		
E	General site expenses		A + B + C		
F	General head office expenses		D x YY%		
G	Cost price		D x ZZ%		
H	Risk and profit		D + E + F		
I	Total cost excluding taxes		G x PP%		
J	UNIT PRICE WITHOUT TAX		G + H		
			I/QTY		

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010
Revision, ICC Publication No. 758. _____

[signature(s)]

Technical Proposal

Technical Proposal Forms

- **Site Organization**
- **Method Statement**
- **Mobilization Schedule**
- **Construction Schedule**
- **ESHS Management Strategies and Implementation Plans**
- **Code of Conduct (ESHS)**
- **Equipment**
- **Key Personnel Schedule**
- **Others**

Construction Schedule

[insert Construction Schedule]

Code of Conduct: Environmental, Social, Health and Safety (ESHS)

The Bidder shall submit the Code of Conduct that will apply to the Contractor's employees and subcontractors as required by ITB 11.1 (i) of the Bid Data Sheet. The Code of Conduct shall ensure compliance with the ESHS provisions of the contract, including those as may be more fully described in the Works Requirements in Section VII.

In addition, the Bidder shall submit an outline of how this Code of Conduct will be implemented. This will include: how it will be introduced into conditions of employment/engagement, what training will be provided, how it will be monitored and how the Contractor proposes to deal with any breaches.

Contractor's Representative and Key Personnel Schedule

Form PER-1: Proposed Personnel

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER 2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: <i>[Environmental Specialist]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: <i>[Health and Safety Specialist]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position: <i>[Social Specialist]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate	

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder		
Position [#1]: [title of position from Form PER-1]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: [language and levels of speaking, reading and writing skills]	
Details	Address of employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

Form CON 3 - ESHS Performance Declaration

[The following table shall be filled in for the Bidder, each member of a Joint Venture and each Specialized Subcontractor]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Name: *[insert full name]*

IFB No. and title: *[insert IFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Environmental, Social, Health, and Safety Performance Declaration in accordance with Section III, Qualification Criteria, and Requirements			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. for gender based violence (GBV)/ sexual exploitation and abuse (SEA) breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an employer(s) for reasons related to ESHS performance			

Financial Situation

Form FIN 3.1 - Historical Financial Performance

Bidder's Legal Name: _____ Date: _____
 JV Partner Legal Name: _____ Bidding No.: _____
 Page _____ of _____ pages

To be completed by the Bidder and, if JV, by each partner

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

2. Sources of Finance

Form FIN 3.3 - Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section III (Evaluation and Qualification Criteria)

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

Form EXP 4.1 - General Experience

Bidder's Legal Name: _____ Date: _____
 JV Partner Legal Name: _____ Bidding No.: _____
 Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year

Form EXP-4.2(a) (cont.)**Specific Experience (cont.)**

Bidder's Legal Name: _____ Page _____ of _____ pages
JV Partner Legal Name: _____

Similar Contract No. <u> </u> [insert specific number] of <u> </u> [insert total number of contracts] required	Information
Description of the similarity in accordance with Sub-Factor 4.2a) of Section III (Evaluation and Qualification Criteria):	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP-4.2 (b)(cont.)
Specific Experience in Key Activities (cont.)

Bidder's Legal Name: _____ Page _____ of _____ pages
JV Partner Legal Name: _____
Subcontractor's Legal Name: _____

	Information
Description of the key activities in accordance with Sub-Factor 4.2b) of Section III (Evaluation and Qualification Criteria):	

Section V - Eligible Countries

Eligibility for Procurement of Goods, Works and Non Consulting Services under IsDB Project Financing

1. In accordance with Para 1.11 of the Guidelines for Procurement of Goods, Works and Related Services under Islamic Development Bank Project Financing, September 2018, it is a fundamental policy of IsDB that the Goods, Works and related services provided by the Contractor, and its associates and sub-contractors, shall be in strict compliance with the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. The Beneficiary shall advise prospective Bidders that bids will only be considered from Firms that are not subject to these Boycott Regulations. The Bidder shall provide a letter of oath to that effect.

The eligibility of a Firm will be determined during the evaluation process. In cases where Firms withhold information to evade disqualification on account of the eligibility requirement, the Beneficiary will have the right to cancel the contract at any time and also to penalize such Firm and claim compensation for losses incurred, as a consequence thereof, by the Beneficiary and/or IsDB. IsDB reserves the right not to honor any contract if the supplier or contractor involved is found to be ineligible based on the eligibility requirement stated therein.

For the purpose of eligibility, a Member Country (MC) Firm shall comply with all of the following:

- i. *it is established or incorporated in a IsDB MC;*
- ii. *its principal place of business is located in a IsDB MC; and*
- iii. *it is more than 50% beneficially owned by a firm or firms in one or more MC (which firm or firms must also qualify as to nationality) and/or citizens of such MC.*

For the purpose of eligibility, a domestic firm of a MC is defined as follows:

- i. *it is established or incorporated in the MC where the Works are to be carried out and/or where the Goods are to be delivered;*
- ii. *its principal place of business is located in the Beneficiary MC; and*
- iii. *it is more than 50% beneficially owned by a firm or firms in the Beneficiary MC (which firm or firms must also qualify as to nationality) and/or citizens of such MC.*

2. In reference to ITB 4.8 and 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this bidding process:

Under ITB 4.8(a) and 5.1: *[insert a list of the countries following approval by IsDB to apply the restriction or state "none"].*

Under ITA 4.8(b) and 5.1: *[insert a list of the countries following approval by IsDB to apply the restriction or state "none"]*

Section VI - IsDB Policy - Corrupt and Fraudulent Practices

Guidelines for Procurement of Goods, Works and related services under Islamic Development Project Financing, September 2018

Fraud and Corruption:

1.39 It is IsDB's policy to require that Beneficiaries as well as Firms, Contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any personnel, observe the highest standard of ethics during the selection and execution of IsDB financed contracts¹². In pursuance of this policy, the requirements of *IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects* and sanctions procedures shall be observed at all times. IsDB:

- a) defines, for the purposes of this provision, the terms set forth as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
 - v. "obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an IsDB investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of IsDB inspection and audit rights provided for under Paragraph 1.39(e) below.
- b) will reject a Bid for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will declare misprocurement and cancel the portion of the Project Financing allocated to a contract if it determines at any time that representatives of the Beneficiary or of a recipient of any part of the proceeds of the Project Financing engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to IsDB to address such practices when they

¹² In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.

PART 2 Works Requirements

Scope of Works

TECHNICAL SPECIFICATION for construction works**Table of content**

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- Before placing fill material, the surface upon which it shall be placed shall be cleared of all bush roots, vegetable matter and debris, scarified and optimally wetted to insure good bonding between the two layers

DISPOSAL OF SURPLUS MATERIALS

Any excess material remaining after completion of the earthwork shall be disposed of by hauling and spreading in nearby spoil areas designated. Excavated material deposited in spoil areas is graded to a uniform surface.

3. WATER PROOFING

DAMP-PROOF COURSE:

The horizontal and vertical damp-proof course, unless otherwise specified, shall be:

- (a) Of BITUMINOUS sheeting.
- (b) Of POLYETHYLENE sheeting, surfaces 0,38 mm thick (375 microns).

The damp-proof course shall be the full thickness of walls above foundations, plus the width of sleeper plates where these occur, and shall be laid without longitudinal joints. At end joints, angles and intermediate junctions the sheeting shall be lapped 150 mm. Where so specified all laps in the damp proof course shall be sealed over the whole area of laps, to an approved method. Care shall be taken not to tear or otherwise damage the sheeting.

Similar damp-proof course, 120 mm wide, shall be laid on sleeper piers under the floor bearers.

DAMP-PROOF MEMBRANE:

The under-surface bed damp-proof membrane, unless otherwise specified shall be: of polyethylene sheeting, plain surfaces 0,25 mm thick (250 microns) laid in the widest practical widths to minimize joints and shall be turned up, dressed to load bearing walls and if applicable lapped with the damp-proof course in the walls.

4. REINFORCED CONCRETE:

GENERAL

Unless otherwise specified herein concrete works shall conform to the standard requirements of civil engineering practice

MATERIALS

- Cement for the Concrete shall conform to the requirements of specifications for the Artificial Portland cement (CPA 325) of the CIMENCAM S.A.
- Water used in mixing block work or concrete shall be clean and free from any other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.
- Sand: Fine aggregates shall consist of hard, tough, durable, and uncoated particles. The shape of the particles shall be generally rounded or cubicle and reasonably free from flat or elongated particles. The stipulated percentages of fines in the sand shall be obtained either by the processing of natural sand or by the production of suitably graded manufactured quarry sand.
- Gravel: Course aggregate shall consist of, crushed gravel or rock; it shall be of hard, tough, durable, lean, and uncoated particles.

PLACING REINFORCEMENT

- **GENERAL** – Steel reinforcement shall be provided as indicated, together with all necessary wire ties, chairs, spacers, supporters and other devices necessary to install and secure the reinforcement properly. All reinforcement, when placed shall be free from loose, flaky rust and scale oil grease, clay and foreign substances that would reduce or destroy its bond with concrete. Reinforcement shall be placed accurately and secured in place by use of metal or concrete supports, spacers and ties. Such supports shall be of sufficient strength to maintain the operation. The supports shall be used in such manner that they will not be exposed or contribute in any way to the deterioration of the concrete.
- **PLACING** – Concrete shall be vibrated into the corners and angles of the forms and around all reinforcements and embedded items without permitting the material to segregate. Concrete shall be deposited as close as possible to its final position in the forms so that flow within the mass does not exceed two (2) meters and consequent segregation is reduced to a minimum near forms or embedded items or elsewhere as directed, the discharge shall be so controlled that the concrete may be effectively compacted into horizontal layers not exceeding 30 centimetres in depth within the maximum, lateral movements specified.
- **Time interval between mixing and placing concrete** shall be placed before initial set has occurred and before it has contained its water content for more than 45 mins.
- **Consolidation of Concrete** – Concrete shall be consolidated with the aid of; mechanical vibration equipment and supplemented by hand spading and tamping vibrators shall not be inserted into the lower course that have commenced initial set and reinforcement embedded in concrete beginning to set or already set shall not be disturbed by vibrators. Consolidation around major embedded parts shall be by hand spading and tamping and vibration shall not be used.
- **Placing concrete through reinforcement** – In placing concrete through reinforcement, care shall be taken that no segregation of the coarse aggregate occurs. On the bottom of beams and slabs, where the congestion of steel near the forms makes placing difficult, a layer of mortar of the same cement sand ratios as used in concrete shall be first deposited to cover the surface.

CURING

- **GENERAL** – All concrete shall be moist cured for a period not less than 7 consecutive days by an approved method or combination applicable to local conditions.
- **Moist Curing** – The surface of the concrete shall be kept continuously wet by covering with plastic or other approved materials thoroughly saturated with water and keeping the covering by wet spraying or intermittent hosing.

FINISHING

- **Concrete surfaces** shall not be plastered unless otherwise indicated. Exposed concrete surfaces shall be formed with plywood, and after removal of forms, the surfaces shall be smooth to line and shall present finished appearance except for minor defects which can easily be repaired by patching with cement mortar or can be ground to a smooth surface to remove all joint marks of the form work.
- **Concrete slabs on fill.** The concrete slab on fill shall be laid on a prepared foundation consisting of sub grade and granular fill with thickness equal to the thickness of over laying slab except as indicated otherwise.

5. BLOCK WORKS

Walls shall be well wetted before plastering is commenced.

The surfaces of internal plaster shall be steel trowel led to a smooth, even and true finish. External plaster shall be finished to a true and even surface with a wood float. All plaster surfaces shall be free from blemish.

Plaster shall be returned into reveals and soffits of openings, and all angles shall be true and straight with salient angles slightly rounded.

The Engineer shall approve the rendering coat of plaster in two-coat work before the setting coat is applied, and notice shall be given to the Engineer, when it is ready for inspection.

All cracks, blisters and other defects shall be cut out and made good and the whole left perfect at completion.

Plaster on walls shall be not less than 12 mm or more than 20 mm in thickness, and plaster on concrete ceilings and beams shall not be less than 9 mm or more than 16 mm in thickness, unless otherwise specified.

SCAFFOLDING

- Provide all scaffolding require for masonry work, including cleaning down on completion remove.

7. FLOORING AND TILING

SCREED FLOOR:

- Concrete sub-floors finished with wood mosaic, vinyl sheeting and tiles, and similar finishing shall be screed with 3:1 cement mortar, of thickness required but in no case less than 12 mm, and steel troweled to a true and smooth surface suitable to receive finishing's. Concrete sub floors finished with wood block and similar finishing, shall be similarly scree but finished to a true and even surface with a wood float. The sand used in the mortar shall be of such fineness as will allow of the screed being troweled to a surface suitable to receive the finishing.
- The screed shall be laid before the concrete sub-floors have matured otherwise the exposed surfaces of concrete shall be thoroughly cleaned with a wire brush, and a coat of neat cement grout applied immediately before the screed is laid.
- The screed shall be laid in good time to allow of it being perfectly dry when the finishes are laid.
- No traffic shall pass over nor shall any building operations take place on the screed without proper covering first being provided.

VITRIFIED FLOOR TILE INSTALLATION

- Do not start floor tiling in works that involve tilling both wall and floor, finish with wall tiles before starting the flooring
- Before spreading setting bed, establish borderline center wires in both directions to permit laying pattern with minimum of cut tiles. Lay floors without borders from centerline outwards. Make adjustments at walls.
- Clean concrete sub floor and moisten it without soaking. Sprinkle dry cement over surface. Spread setting bed mortar on concrete and tamp to assure good bond over the entire area then screed to smooth level bed. Set average setting bed thickness at 15mm but never less than 12mm.

WALLING

All interior partitions shall be of 15cm thick block walls.

Exterior walling shall be 20cm thick block work.

Walls shall be plastered and given a good finish.

Toilet wall finish shall be of 100x100mm ceramic tiles.

CEILINGS

All interior ceiling shall be of strip ceiling

Outside ceiling eaves shall be of strip ceiling, with air Vents covered with screen.

DOORS

All interior, doors shall be hard core flushed.

All toilet doors shall have one side using waterproofed plywood facing inside. Bring float coat to flush with screed or temporary guide strips placed to the even surface at proper distance from the tile-finished face.

Setting wall tiles; soak wall tiles thoroughly in clean water before setting. Set wall tile by troweling neat Portland cement skim coat on the float coat or apply skim coat to back of each tile unit. Immediately float tile in place. Make joints straight, level and perpendicular. Maintain vertical joints plumb.

Grouting: Grout joints in wall tile with neat white cement immediately after suitable area of tile has been set. Tool joints slightly concave, cut excess mortar and wipe from face tile. Roughen interstices of depressions in mortar joints after grout has been cleaned from surface. Make joints between wall-tile, plumbing and other built in fixtures with light colored caulking. Immediately after grout has had its initial set, give the wall surfaces protective coat of non-corrosive soap.

All exterior doors shall be solid panel doors or metallic

WINDOWS

All windows shall be of aluminum and sliding with dimensions as indicated on the plan.

Other windows as indicated in the plan shall be glass jalousie.

Glass and glazing: all windows shall be glazed on the outside with steel casement putty, glass shall be puttied and face-puttied in a neat trim line manner, with steel glazing chips.

FINISHING HARDWARE.

Butt hinges: unless otherwise approved, use brass, polished and finely finished, mortise ball bearing 5 knuckles, non-rising loose pins, Use one and one-half pairs (3) pairs of hinges per leaf of doors more than 1.80m high, loose pin butt for room doors, fixed pin butt for closed.

Keying and keys; locks shall be keyed in sets and sub sets to provide maximum expansion. All sets shall be grand master and all entrance locks shall be great grand mastered keyed per unit.

RIM BOLTS: Rim bolts keeper shall be chrome finished.

DOOR BUMPERS: Where wooden doors shall strike an object during opening provide door bumper.

Cabinet hinges shall be "Washington" type or Plano hinges heavily chrome or nickel-plated.

Cabinet and closet catches shall be plastic roller types.

- Vertical pipes shall be secured strongly by hooks to building framing. Provide suitable bracket or chairs at the floors from which they start. Where an end or circuit vent pipe from any fixtures or line of fixture is connected to a vent line serving other fixtures, connection shall be at least 1.20m above floor on which fixtures are located, to prevent use of any vent line as a waste. Horizontal pipes shall be supported by well-secured strap hangers.
- Connection of water closets to soil pipes shall be made by means of flanged plates and asbestos packing without use of rubber putty or cement.

ROUH-IN

- All items to be embedded in concrete shall be thoroughly clean and free from all rust, scale and paint.
- All changes in pipe sizes on soil, wash and drain shall be provided with reducing fittings or recess reducers.
- Plumber shall take high corrosive nature ground within site into account. Protective features shall be installed to prevent corrosion of all water pipes installed underground.
- Extend piping to all fixtures, outlets and equipment, from gate valves installed in the branch near the riser.
- All pipes shall be cut accurately to measurements, and worked onto place without springing or forcing.
- Care shall be taken as not to weaken structural portions of the building.

12. ELECTRICAL WORKS

SCOPE OF WORK

- The work consist of furnishing of all materials and labour, tools and equipment and all necessary services to complete the electrical work ready for operation as shown in the drawings and specified as follows:
- Supply and installation of the main and sub-feeders from electrical panel boards up to service entrance.
- Supply and installation of electrical panel boards, gutters, pull box and accessories box as required.
- Supply of wiring devices porcelain receptacles, outlets, switches etc. complete with suitable cover plates as per specifications.
- Supply and installation for all branch feeders circuits from panel boards up to all outlets, switches, controls other loads; wiring as show in plan.
- Installation of all owners furnished material such as lighting fixtures and electrical control.
- Grounding system as per EE Code requirements.
- The contractor shall secure that all EE standards are respected

CODES AND REGULATIONS:

The electrical work shall be done in accordance with all the requirements from the latest issue Cameroon Electrical codes, with rules and regulations and ordinances of the local enforcing authorities and Requirements of the AES SONEL Company.

APPLICATION:

- Fire retardant chemicals must be applied by the fire Retardant applicator duly
- authorized by the fire retardant chemical manufacturer/blender and certified by the fire
- code implementing agencies. The applicator and/or his men must follow good painting
- practices using paintbrush, spray or rollers. They must conform to the following rate of application
- All wooden doors and stairs shall be treated with fire retardant at the rate of 3m² per gallon for class a flame spread rating or the three (3) coatings.
- All ceiling boards, panelling and all wooden structures of the building that are found along corridors, lobbies and kitchen shall be treated at the rate of 13.5m² per gallon or two (2) coating.
- All interior panelling, ceiling, floors, closets, cabinets and all other wooden components found in the interiors of the building shall be treated with fire retardant chemicals at the rate of 18.6m. I gallon or one coat.
- All other exterior wooden based component of the building such as sidings, fascia boards, eaves, etc. shall be treated with fire retardant at the rate of 13.5m² per gallon or two (2) coatings.

GUARANTEE:

- The contractor shall and hereby warrants that all fire retardation work executed under this section shall be free from defects of materials and workmanship for a period of five (5) years from the date of completion of application.
- The contractor further agrees to that he will at his own expense repair and replace all such defective work and all other works damage thereby which becomes defective during the term of this warranty.

13. MITIGATING THE RISKS ON THE ENVIRONMENT

These standard clauses constitute the Environmental Regulations relating to the construction works contracts within the framework of the GP-IRDP.

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

These measurements include:

- A reduction in the raising of dust particles at the work site in order to protect the health of the beneficiary population and site workers, by regular watering of the site, or the adoption of an appropriate calendar;
- A Reduction in sound (noise) effects due to the movements of the equipment and machines within the construction site;
- Non obstruction of the existing rivers by works, or the deposit of waste in the river channel
- Putting in place a management plan for oils, fuel, lubricants and other dangerous products. This plan will have to include the recuperation of the above mentioned products and their transfer to specialized companies for treatment;
- Automatic stop of works in the event of discovering of an archaeological or historical artefact, then report immediately to the services of the Ministry of Culture;
- Prohibition to transport or drive out game, hunting and non timber forest products by the personnel of the building site;

b) Equipment

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

c) Management of solid waste and liquids

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

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

3 Recruitment of the site workers, health and safety

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

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

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

4 Opening up and exploitation of quarries and borrowed zones**a) Opening up and exploitation:**

The opening up and the use of quarries are regulated by:

- Law 64/LF/3 of April 6, 1964;
- Decree 64/Lf-163 of May 26, 1964,
- Ordinance 74/2 of July 6, 1974,
- Law 76/14 of July 8, 1976 modified and supplemented by that of N0 90/021 of August 10, 1990,
- Decree 88/772 of May 16, 1988 modified by decree 89/674 of April 13, 1989,
- Decree 90/1477 of November 9, 1990.

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

for construction, fuel wood, etc). It is prohibited in the areas of the Extreme North and North to burn on the spot wastes vegetation that have been cut.

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

6 Management of water Resources

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

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

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

7 Compensation for the damages caused to third parties

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

Packaging: As mentioned above, most milling plants would come with an optional packaging plant for packaging smaller quantities of rice in aesthetic bags for consumers and middlemen.

Product Specification

Model	Modern Rice Mill Plant
Machine Type	Paraboiled & Raw Rice Mill
Usage/Application	Paddy to Rice Processing
Automation Grade	Automatic, Semi-Automatic
Voltage	415 V
Power	96 HP
Driven Type	Motor
Machine Type	Food Processing Machines
End use of Treated Water	Re-used in Par-Boiling Plant
Frequency	50 HZ
Capacity	50-80 ton/day
Machines Required	Cleaner (1), Destoner (1), Husker (2), Paddy Separator (1), Rice Polisher(2, 2 Passes), Rice Grader (1), Water polisher (1), and packaging machine (1)

INSTALLATION GUIDANCE

After delivery, the concerned company will proceed with full installation and testing of the workability of the processing units, provide all relevant documentations and manuals concerning all the pieces of equipment, installation drawings and so on. After which commissioning and debugging of all equipment shall be done to make sure that plants are running smoothly.

TRAINING:

The supplying company shall be charged with the training of local operating technicians on the functionality of all installed equipment and basic maintenance and safety guidelines.

WARRANTY

All equipments shall be guaranteed for 12 months from date of installation. During the warranty period all breakdowns as a result of malfunctioning of the equipment themselves, the damaged parts shall be replaced free of charge; if the damage is resultant from customer use, the customer shall be responsible for spares and replacement costs.

2.1	Vertical sterilizer Type: Vertical, Dia 1.4meters, Height 2.5 meters)
2.2	Steriliser Service platform and structure
2.3	Blow off/down silencer Dimensions: 1000mm (ID) x 2000mm (HOS)
2.4	Sterilised fruit buffer hopper Type: Inclined hopper
2.5	Bunch conveyor Type: Scraper bar twin chain bottom deck, capacity: 1.5 MT FFB/hr, Drive: 3.0KW
3	Threshing station
3.1	Threshing drum Type: Rotating drum, Drum speed: 22 rpm, pilling capacity 5.5KW
3.2	Threshing machine platform
3.3	Conveyor below thresher Type: Full flight screw, size: 200mm. Drive: 1.5KW
3.4	Empty bunch inclined conveyor Type: Scraper bar bottom deck, capacity: 1.5MT FFB/hr, width 450mm/c (center to center). Drive: 2.2 KW
4	Pressing station
4.1	Fruit elevator Type; Twin chains complete with buckets, capacity 1.5 MT FF/hr. Drive: 1.2KW
4.2	Digester 800 litres Type: Vertical cylinder, capacity: 800L, Drive: 7.5KW
4.3	Screw press 1 Type: Continuous twin screw, Capacity 0,5-1,0Ton FFB/Hr. Drive: 7.5KW
4.4	Crude oil gutter, Dia: 250mm sch 10 pipe
4.5	Vibrating screen Type: Circular, Size: 40Inch, No. of decks: Double deck Screen mesh: 40/20mesh (market grade), Capacity: 2 tons/hr of diluted crude oil. Drive: 1.5HP
4.6	c/w vibrating screen structure platform
4.7	Process hot water tank Type: Rectangular, capacity: 1.0 M3, Dimension: 1.0m x 1.0m x 1.0m
	Press structure and platform
5	Clarification Station
5.1	Clarifier tank c/w Stirrer Type: Cylindrical, vertical with conical bottom, capacity: 4m3, Dimension: 1,600mm (ID) x 2,000mm (HOS)r, Power 0,55KW
5.2	Sludge tank Type: Cylindrical vertical with with bottom, capacity: 1.5 m3, Dimension: 1200mm (ID) x 1,500mm (HOS)
5.3	Press filter feed pump Capacity: 3m3/hr, total head: 28m, pump speed: 2900 rpm, Drive: 1.1KW
5.4	Press filter Type: Frame type, capacity: 300l/hr
5.5	Filter oil pump Capacity: 3m3/hr. Total Head: 28m, Pump speed:2900 rpm, Drive 1.1 KW
5.6	Pure oil Tank

LOT 4: ONE 1 TPH PALM OIL PROCESSING MILL (GAYAMA, GAYAMA BASIN)**Description of CPO (Crude palm oil) Production Processes:****1. Palm Fruit Reception Station**

The FFB gets into the factory through the weighbridge to weight the raw materials to calculate the production cost.

2. Sterilizing Station

The FFB are discharged into the loading ramp, then transported to sterilizer for sterilization. It uses high temperature to softening the fruit and kill the bacteria, this will increase the moisture content of fruit and separate the fruits easily, so finally it will easy to get oil and separate palm kernel, also avoid the raising of free fatty acid. From picking to sterilization, the time shall not be over 24 hours.

3. Threshing Station

Use thresher to separate the palm fruits from EFB. The EFB can be stored and used as fuel or fertilizer.

4. Pressing Station

Transport the palm fruits to the digester to mixed and cooked again, then use screw presser to get crude palm oil.

5. Clarification Station

The pressed CPO has some water and impurities; we need to clarify the CPO into dirty oil and clean oil. The clean oil will be dried then transported to crude oil tank, while the dirty oil will through centrifuge for recovery.

6. Oil Tank and Oil Loading Shed

Store the oil and ready to load the oil to other places.

7. Depericarping Station

The pressed palm fiber cake gets into the cake breaker then get into the winnowing system to separate the fiber and nut.

8. Kernel Recovery System

Then nut will be crushed to get shell and kernel. It is then passed through a winnowing system and washing system to separate the shell and kernel. The shell can be used as fuel for boiler; the kernel will be dried for storage.

	Type: Cylindrical vertical with bottom, capacity: 1 m3, Dimension: 1000mm (ID) x 1,200mm (HOS)
5.3	Press filter feed pump Capacity: 2m3/hr, total head: 28m, pump speed: 2000 rpm, Drive: 1.1KW
5.4	Press filter Type: Frame type, capacity: 200l/hr
5.5	Filter oil pump Capacity: 3m3/hr. Total Head: 28m, Pump speed: 2000 rpm, Drive 1.1 KW
5.6	Pure oil Tank Type: Cylindrical vertical with conical bottom, capacity: 1 m3, Dimension: 1000mm (ID) x 1,200mm (HOS)
5.7	Vacuum oil dryer c/w Float tank and pump Type: VD 1, Capacity: 1t/hr oil, power 1.5KW
5.8	Oil transfer pump Capacity: 3m3/hr, Total Head: 24m, pump speed: 2000rpm, Drive: 1.1KW
5.9	Safety filter Capacity: 2m3/hr
5.10	Sludge pit pump Capacity: 2m3/hr, Total Head: 24m, pump speed 2000 rpm, Drive: 1,1KW
5.11	Final effluent pump Capacity: 7,5m3/hr, Total head: 35m, pump speed: 2000 rpm, drive: 2,5KW
5.12	Sludge pit Sludge pit: Concrete; Dimension: 2.0m (L) x 2.0m (W) x 3m (d) Separate pit: 2m (l) x 1.5m (w) (oil sump + pump pit)
5.13	Clarification station platform around tanks
6	Palm oil storage tank
6.1	50 tons oil storage tank Type: Cylindrical, Capacity 50m3; Dimension: 2000mm (ID) x 2200mm (HOS)
6.2	Oil dispatch pumps
7	Depericarping station
7.1	Cake breaker conveyor Type: Paddle screws (ribbon), size: 200mm, power: 2.0KW c/w maintenance platform and supports
7.2	Depericarper column c/w supports Type: Pneumatic induced draught
7.3	Nut polishing drum Dimension: 600mm x 3,500mm (length), Drum guide wheel: The drum shall be positioned on 4 sets guide cast steel wheels; final drum speed: 20 rpm, power: 2.0KW
7.4	Fiber ductings Type: Pneumatic suction type consist of: supported ducting, discharge chute
7.5	Fiber cyclone Type: Pneumatic induced draught
7.6	Fiber cyclone airlock Type: Rotary sluice, Dia: 200mm, Drive: 1.1 KW
7.7	Fiber fan Type: CBS (ten position direction), Capacity: 2,000m3/hr, static
7.8	Fiber cyclone structure and platform
8	Boiler house
8.1	Steam Boiler Type: Biomass boiler, Capacity: 500kg/hr steam (MCR), working
8.2	Boiler water treatment system

Environmental, social, health and safety requirements

Bidders should integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), COVID-19 prevention measures, HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programming, and activities of the parties involved in the execution of the Works. IsDB may prescribe additional issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people, etc. The Environmental, Social, Health and Safety activities will be implemented throughout the construction phase and the Project will closely monitor compliance on ESHS requirements with the aim of continuously improving processes and activities implementation.

For the purpose of the ESHS policy and/or code of conduct, the term “child” / “children” means any person(s) under the age of 18 years.

As a minimum, the policy is set out to the commitments to:

1. apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts.
2. provide and maintain a healthy and safe work environment and safe systems of work;
3. protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable.
4. ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory.
5. be intolerant of and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment.
6. incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works.
7. work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities.
8. engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people.
9. provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation and protects whistle blowers.
10. minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works.

The policy should be signed by the senior manager of the Employer. This is to signal the intent that it will be applied rigorously.

MINIMUM CONTENT OF ESHS REQUIREMENTS

In preparing detailed specifications for ESHS requirements, the specialists should refer to and consider:

- project reports e.g. ESIA/ESMP
- consent/permit conditions
- required standards including Cameroon Government Guidelines

5. Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence including sexual and/or gender based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
8. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non retaliation against workers who report violations of the Code, if that report is made in good faith.

The Code of Conduct should be written in plain language and signed by each worker to indicate that they have:

- received a copy of the code;
- had the code explained to them;
- acknowledged that adherence to this Code of Conduct is a condition of employment; and
- understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

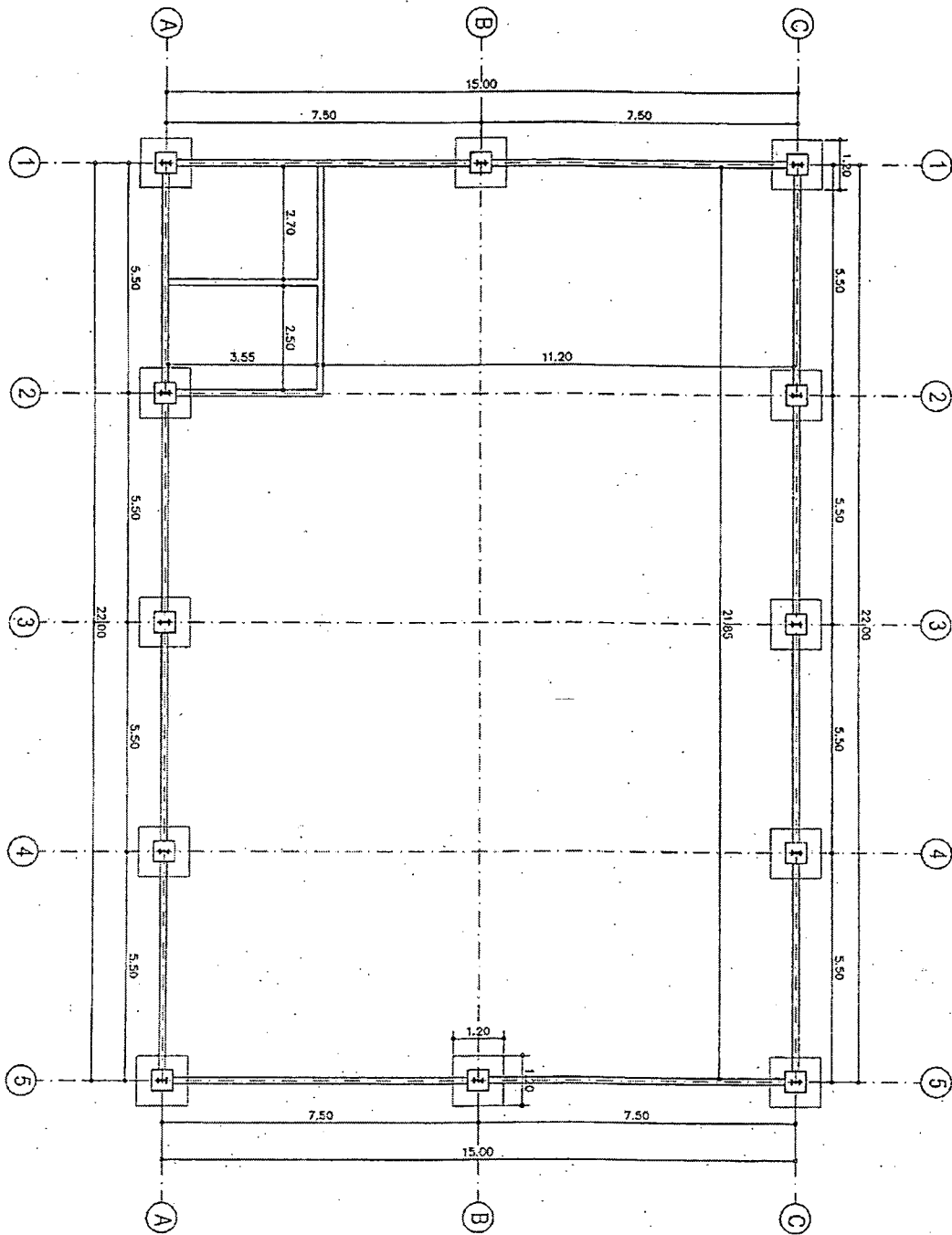
A copy of the code shall be displayed in a location easily accessible to the community and project affected people. It shall be provided in languages comprehensible to the local community, Contractor's personnel (including sub-contractors and day workers), Employer's and Project Manager's personnel, and affected persons.

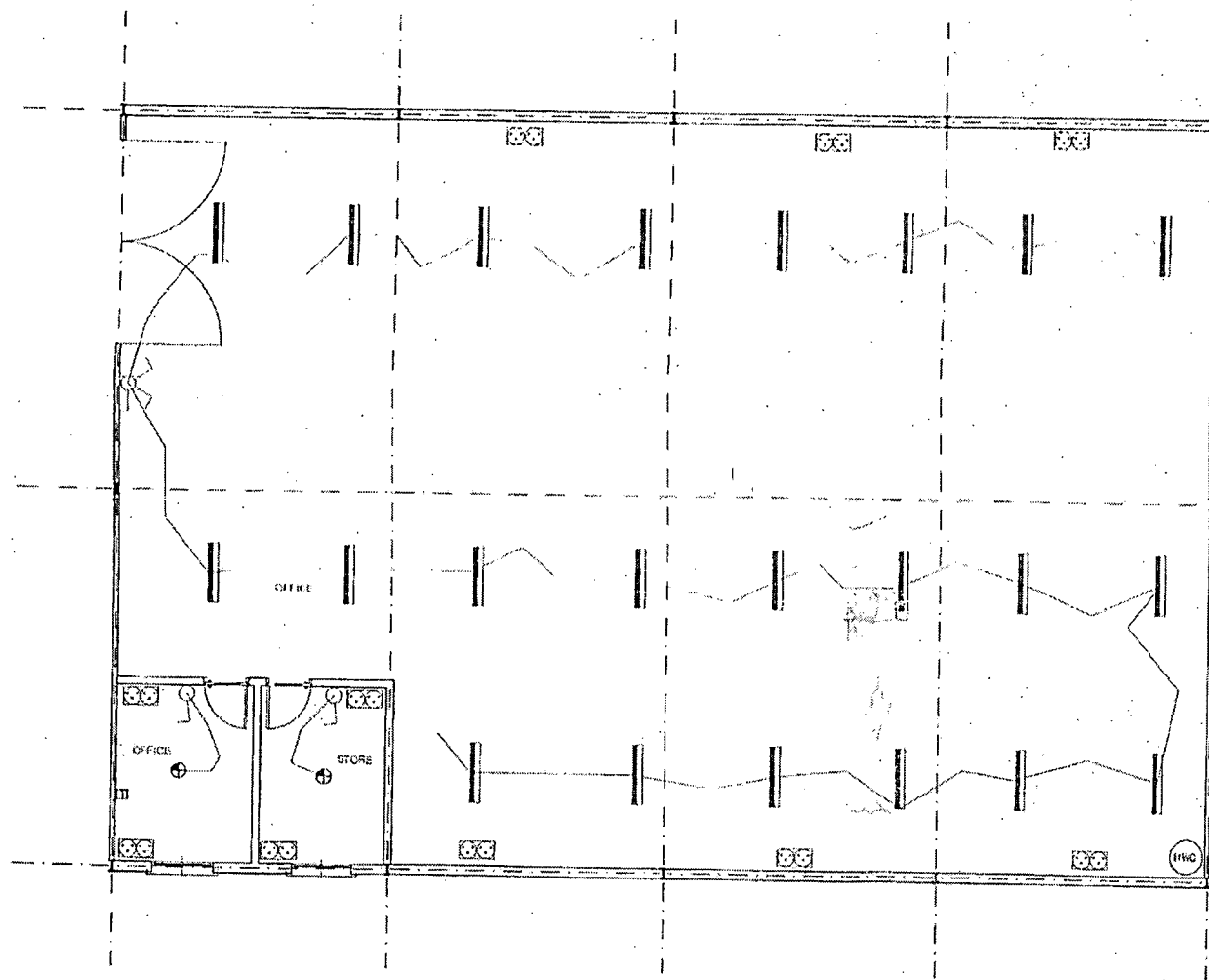
PAYMENT FOR ESHS REQUIREMENTS

The general practice is that the payment for the delivery of ESHS requirements shall be a subsidiary obligation of the Contractor covered under the prices quoted for other Bill of Quantity items or activities. For example, normally the cost of implementing workplace safe systems of work, including the measures necessary for ensuring traffic safety, shall be covered by the Bidder's rates for the relevant works. Alternatively, provisional sums could be set aside for discrete activities for example for HIV counselling service, and, GBV/SEA awareness and sensitization or to encourage the contractor to deliver additional ESHS outcomes beyond the requirement of the Contract including COVID-19 prevention support measures.

DRAWINGS FOT THE CONSTRUCTION OF PALM OIL MILL STRUCTURES
LOT 2 AND 4

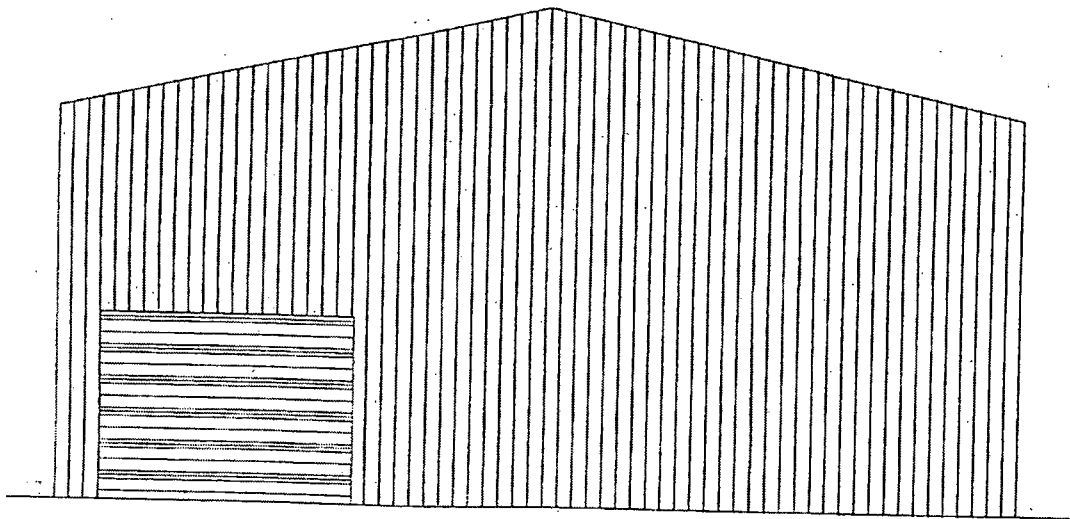
FOUNDATION



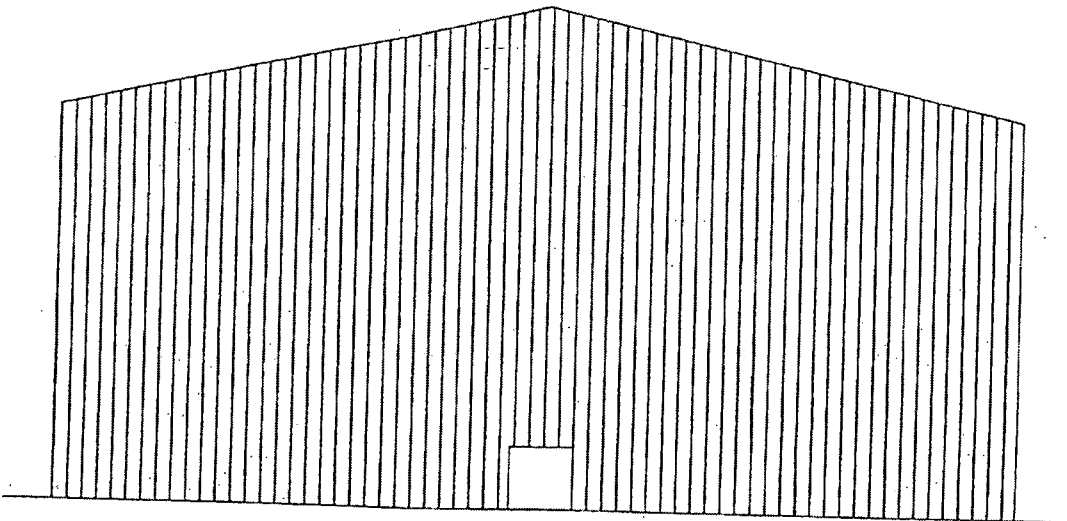


LEGENDE	
	One gang, one-way switch
	Three gang one-way switch
	Double power socket
	Coaxial lamp
	ROTE DE DERIVATION
	Telephone socket
	SPOTS Lamp
	HOT WATER CYLINDR

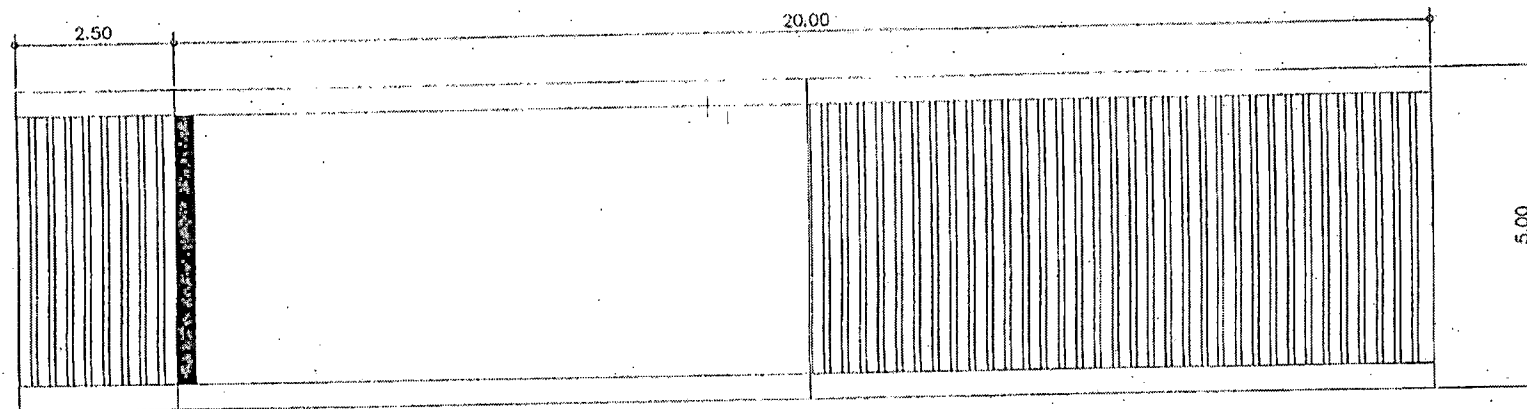
ELECTRICITY WIRING PLAN



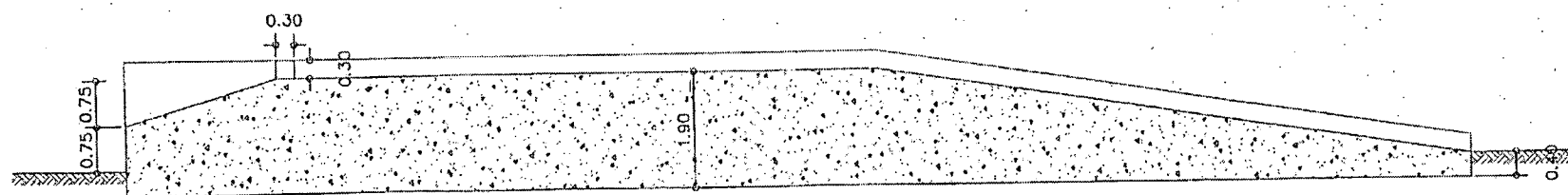
FRONT ELEVATION



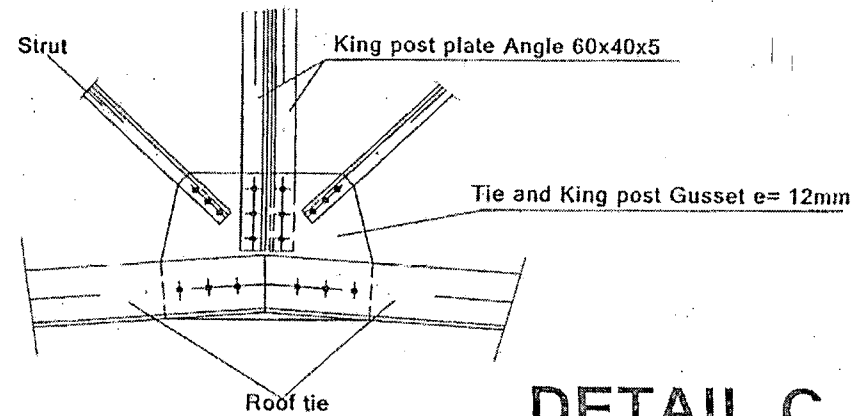
END VIEW



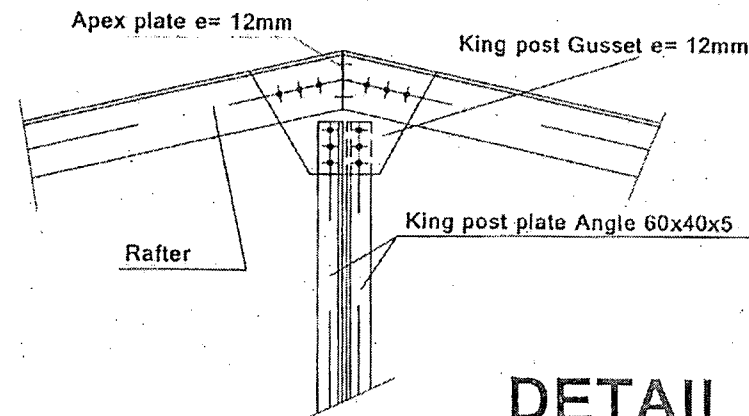
PLAN OF DRIVE WAY



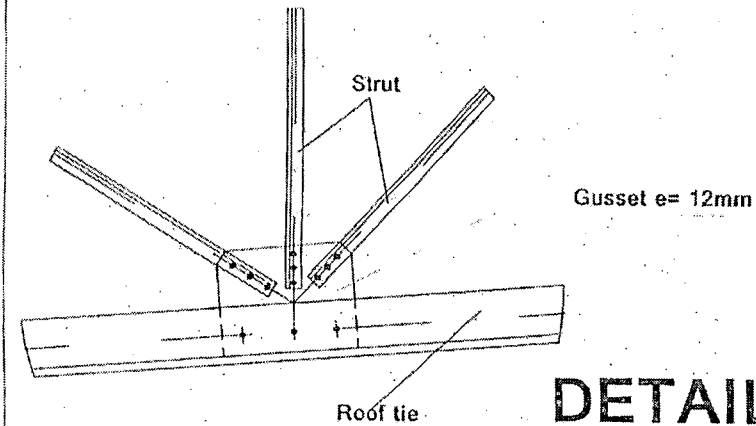
SIDE VIEW



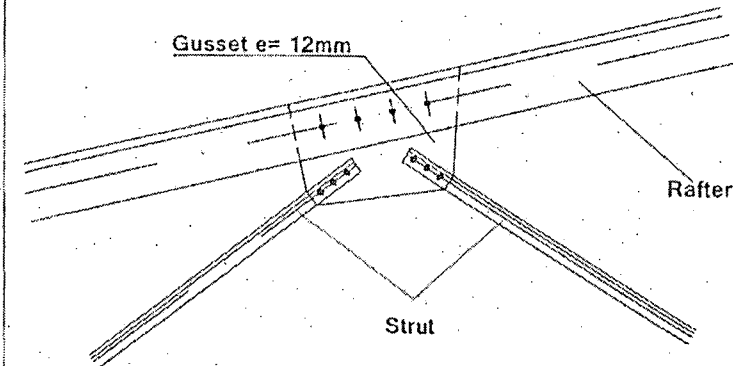
DETAIL C



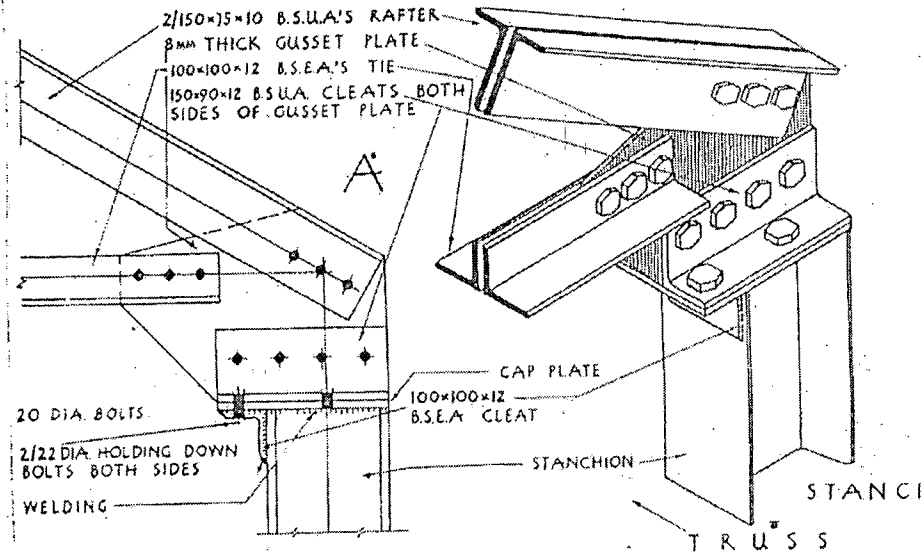
DETAIL D

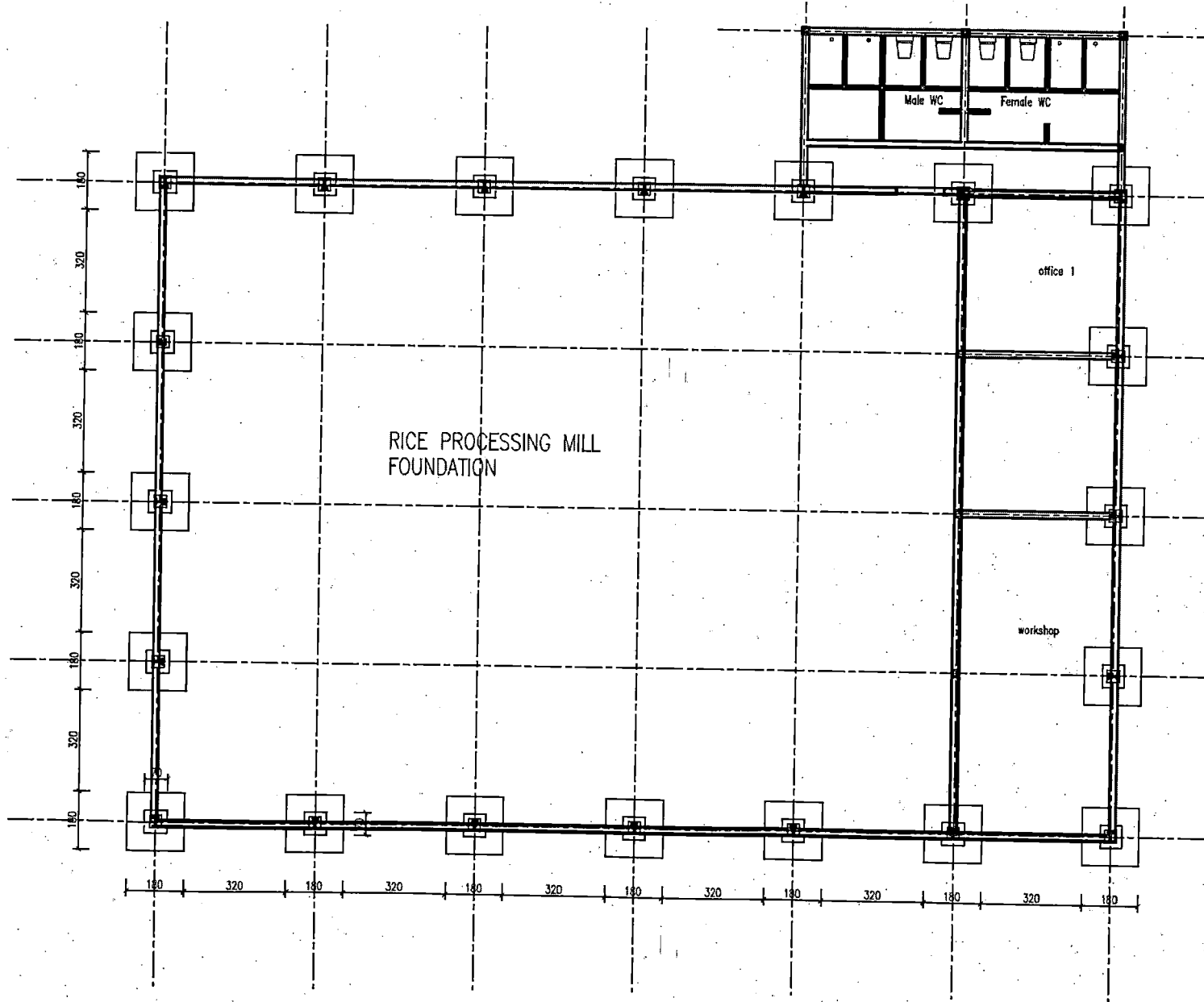


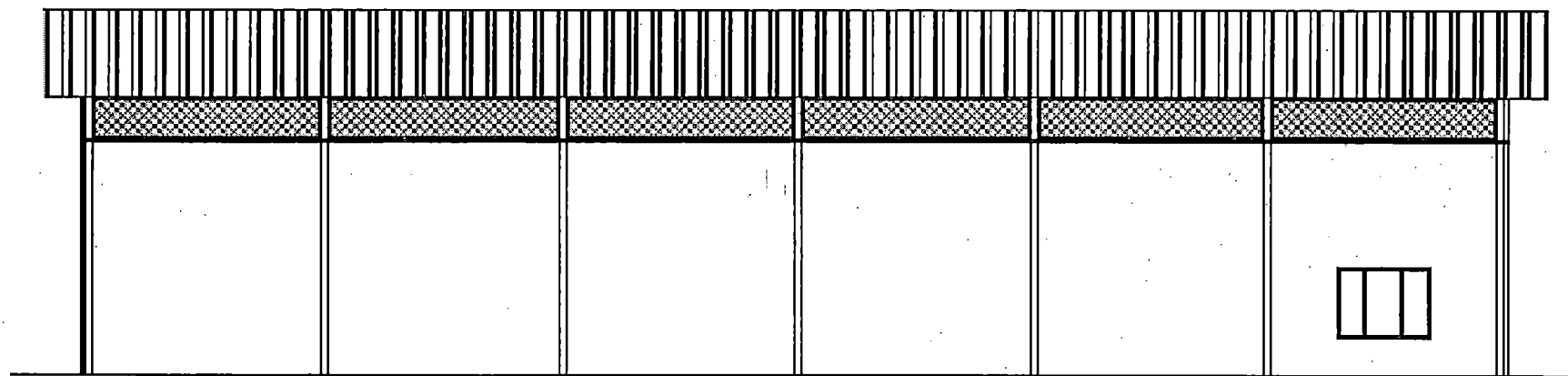
DETAIL E



DETAIL F

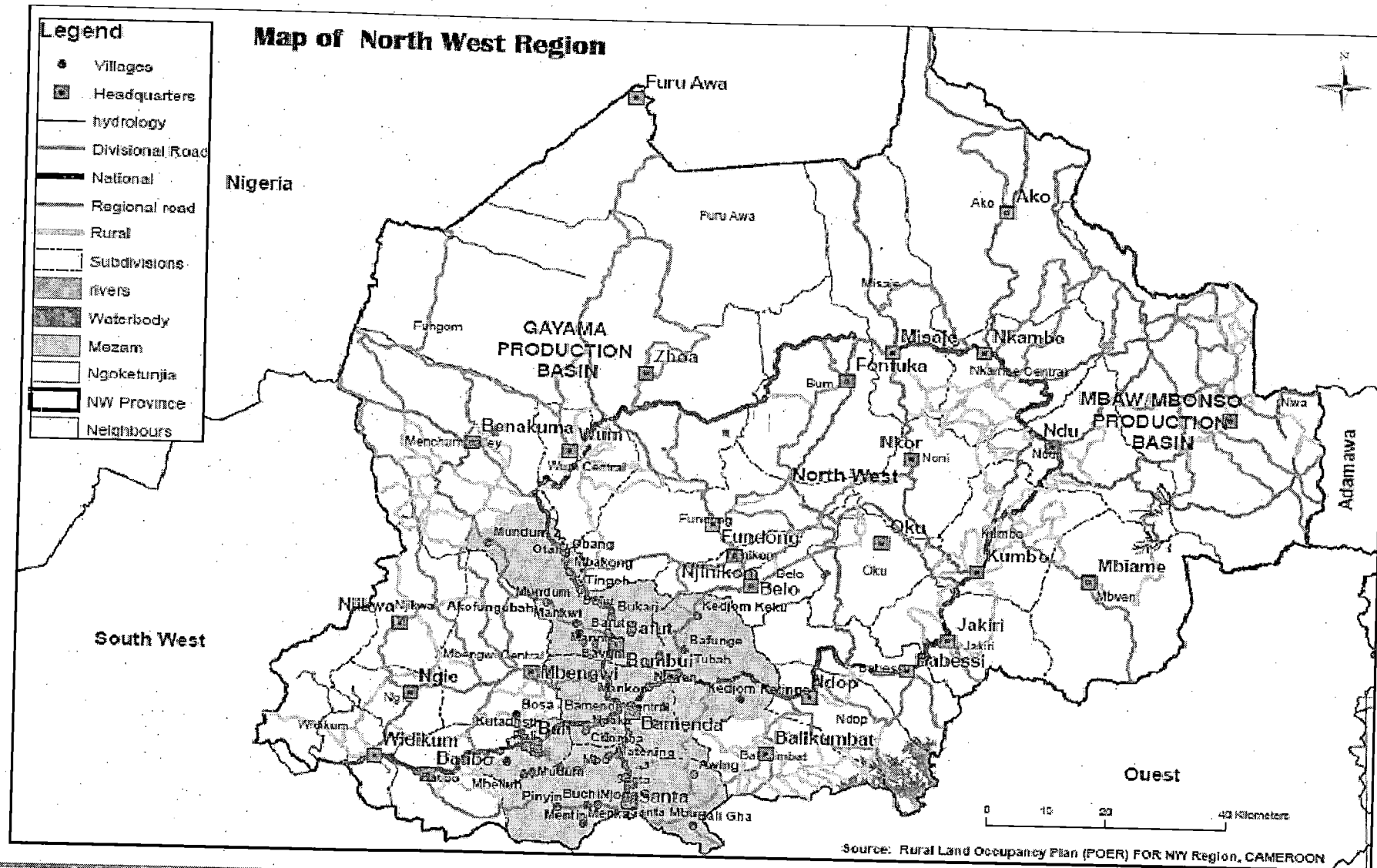






SIDE ELEVATION

Supplementary Information



PART 3 Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract

These General Conditions of Contract (GCC), read in conjunction with the Particular Conditions of Contract (PCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

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- (o) The Defects Liability Certificate is the certificate issued by Project Manager upon correction of defects by the Contractor.
- (p) The Defects Liability Period is the period **named in the PCC** pursuant to Sub-Clause 33.1 and calculated from the Completion Date.
- (q) Drawings means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- (r) The Employer is the party who employs the Contractor to carry out the Works, **as specified in the PCC**.
- (s) Equipment is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- (t) "In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- (u) The Initial Contract Price is the Contract Price listed in the Employer's Letter of Acceptance.
- (v) The Intended Completion Date is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the PCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- (w) Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- (x) Plant is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- (y) The Project Manager is the person **named in the PCC** (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- (z) PCC means Particular Conditions of Contract
- (aa) The Site is the area **defined as such in the PCC**.
- (bb) Site Investigation Reports are those that were included in the bidding documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

- (i) any other document **listed in the PCC** as forming part of the Contract.
3. **Language and Law** 3.1 The language of the Contract and the law governing the Contract are **stated in the PCC**.
4. **Project Manager's Decisions** 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
5. **Delegation** 5.1 Otherwise specified in the **PCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.
6. **Communications** 6.1 Communications between parties that are referred to in the PCC shall be effective only when in writing. A notice shall be effective only when it is delivered.
7. **Subcontracting** 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.
8. **Other Contractors** 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as **referred to in the PCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.
9. **Personnel and Equipment** 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 9.3 If the Employer, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.
10. **Employer's and Contractor's Risks** 10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

- 13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 13.3 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 13.5 Both parties shall comply with any conditions of the insurance policies.
- 14. Site Data**
- 14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the PCC**, supplemented by any information available to the Contractor.
- 15. Contractor to Construct the Works**
- 15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.
- 16. The Works to Be Completed by the Intended Completion Date**
- 16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.
- 17. Approval by the Project Manager**
- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 17.2 The Contractor shall be responsible for design of Temporary Works.
- 17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.
- 18. Safety**
- 18.1 The Contractor shall be responsible for the safety of all activities on the Site.
- 18.2 The Contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and

case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the PCC** at the request of either party, within 14 days of receipt of such request.

24. Procedure for Disputes

- 24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the Project Manager's decision.
- 24.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- 24.3 The Adjudicator shall be paid by the hour at the **rate specified in the PCC**, together with reimbursable expenses of the types **specified in the PCC**, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision shall be final and binding.
- 24.4 The arbitration shall be conducted in accordance with the arbitration procedures published by the institution named and in the place **specified in the PCC**.

B. Time Control

25. Program

- 25.1 Within the time **stated in the PCC**, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.
- 25.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 25.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period **stated in the PCC**. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount **stated in the PCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

- 30.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control

31. **Identifying Defects** 31.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.
32. **Tests** 32.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.
33. **Correction of Defects** 33.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is **defined in the PCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 33.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.
34. **Uncorrected Defects** 34.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

35. **Contract Price** 35.1 In the case of an admeasurement contract, the Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.
- 35.2 In the case of a lump sum contract, the Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be

change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

37.7 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- (a) the proposed change(s), and a description of the difference to the existing contract requirements;
- (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Employer may incur in implementing the value engineering proposal; and
- (c) a description of any effect(s) of the change on performance/functionality.

The Employer may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerate the contract completion period; or
- (b) reduce the Contract Price or the life cycle costs to the Employer; or
- (c) improve the quality, efficiency, safety or sustainability of the Facilities; or
- (d) yield any other benefits to the Employer,

without compromising the functionality of the Works.

If the value engineering proposal is approved by the Employer and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified in the PC** of the reduction in the Contract Price; or
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

38. Cash Flow Forecasts

38.1 When the Program, or, in the case of a lump sum contract, the Activity Schedule, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the

41. Compensation Events**41.1 The following shall be Compensation Events:**

- (a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- (b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- (e) The Project Manager unreasonably does not approve a subcontract to be let.
- (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
- (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) The advance payment is delayed.
- (j) The effects on the Contractor of any of the Employer's Risks.
- (k) The Project Manager unreasonably delays issuing a Certificate of Completion.

41.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

41.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If

deemed to take account of all changes in cost due to fluctuations in costs.

45. Retention

45.1 The Employer shall retain from each payment due to the Contractor the proportion **stated in the PCC** until Completion of the whole of the Works.

45.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 52.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

46. Liquidated Damages

46.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the PCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the PCC**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

46.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid penalty on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 40.1.

47. Bonus

47.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the PCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

48. Advance Payment

48.1 The Employer shall make advance payment to the Contractor of the amounts **stated in the PCC** by the date **stated in the PCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

48.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

55. Operating and Maintenance Manuals

55.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates **stated in the PCC**.

55.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the PCC pursuant to GCC Sub-Clause 55.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the PCC** from payments due to the Contractor.

56. Termination

56.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

56.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) the Contractor stops work for 28 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 28 days;
- (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 84 days of the date of the Project Manager's certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required;
- (g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the PCC**; or
- (h) if the Contractor, in the judgment of the Employer, has engaged in Fraud and Corruption, as defined in paragraph (a) of the Appendix to the GC in competing for or in executing the Contract, then the Employer may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

**61. Suspension
of IsDB
Financing**

61.1 In the event that IsDB suspends the Financing to the Employer, from which part of the payments to the Contractor are being made:

- (a) The Employer is obligated to notify the Contractor of such suspension within 7 days of having received IsDB's suspension notice.
- (b) If the Contractor has not received sums due it within the 28 days for payment provided for in Sub-Clause 40.1, the Contractor may immediately issue a 14-day termination notice.

- timely and appropriate action satisfactory to IsDB to address such practices when they occur, including by failing to inform IsDB in a timely manner at the time they knew of the practices;
- d) will sanction a Firm or individual, at any time, in accordance with the prevailing IsDB sanctions procedures¹⁷, including by publicly declaring such Firm or individual ineligible, either indefinitely or for a stated period of time:
 - i. to be awarded a IsDB-financed contract; and
 - ii. to be a nominated sub-contractor, consultant, sub-consultant, Contractor or Supplier of an otherwise eligible Firm being awarded a IsDB-financed contract; and
 - e) will require that a clause be included in Bidding Documents and in contracts financed by IsDB, requiring Bidders, including their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, to permit IsDB to inspect all accounts, records and other documents relating to the submission of Bids and contract performance, and to have them audited by auditors appointed by IsDB.

¹⁷ A Firm or individual may be declared ineligible to be awarded a IsDB-financed contract upon: (i) completion of the IsDB's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding.

Section IX - Particular Conditions of Contract

A. General											
GCC 1.1 (d)	The financing institution is: <i>Islamic Development Bank</i>										
GCC 1.1 (s)	The Employer is MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT / GRASSFIELD PARTICIPATORY AND INTEGRATED RURAL DEVELOPMENT PROJECT(GP-IRDP) AYABA STREET, OPPOSITE MANSFIELD PLAZA HOTEL P.O BOX 1116 BAMENDA, TEL:(+237) 233 36 10 07, FAX: (+237) 233 36 16 65.										
GCC 1.1 (v)	The Intended Completion Date for the whole of the Works shall be nine (9) months for each lot from date of notification of service order to start										
GCC 1.1 (y)	The Project Manager is Integrated Engineering Associate (IEA) Cameroon Contract Engineer: Project Infrastructure Engineer										
GCC 1.1 (aa)	<p>The Sites are located as indicated in the table below</p> <table border="1"> <thead> <tr> <th>LO T</th><th>SUBJECT</th></tr> </thead> <tbody> <tr> <td>1</td><td>Construction and equipping of 01 rice processing mill structures in Ntabah, Ndu Council, Donga Mantung Division, Mbaw/Mbonso production basin</td></tr> <tr> <td>2</td><td>Construction and equipping of 1 palm oil processing mill structures in Ntabah, Ndu Council Donga Mantung Division, Mbaw/Mbonso production basin</td></tr> <tr> <td>3</td><td>Construction and equipping of 01 rice processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin</td></tr> <tr> <td>4</td><td>Construction and equipping of 1 palm oil processing mill structures in Gayama , Zhoa Council, Menchum Division, Gayama Production basin</td></tr> </tbody> </table>	LO T	SUBJECT	1	Construction and equipping of 01 rice processing mill structures in Ntabah, Ndu Council, Donga Mantung Division, Mbaw/Mbonso production basin	2	Construction and equipping of 1 palm oil processing mill structures in Ntabah, Ndu Council Donga Mantung Division, Mbaw/Mbonso production basin	3	Construction and equipping of 01 rice processing mill structures in Gayama, Zhoa Council, Menchum Division, Gayama Production basin	4	Construction and equipping of 1 palm oil processing mill structures in Gayama , Zhoa Council, Menchum Division, Gayama Production basin
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GCC 1.1 (dd)	The Start Date shall be <i>from the date of notification of service order to start work.</i>										
GCC 1.1 (hh)	<p>The Works consist of : construction of bridges and culverts</p> <ul style="list-style-type: none"> • Preparatory works and studies • Excavation works • Foundation • Raising of walls • Carpentry and joinery works • Metallic works 										

	<p>(a) for loss or damage to the Works, Plant and Materials: 105% of contract amount</p> <p>(b) For loss or damage to Equipment: 105% of contract amount</p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract 105% of contract amount</p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: 5,000,000FCFA</p> <p>(ii) of other people: 5,000,000FCFA.</p>
GCC 14.1	Site Data are: Site layout plans, Block plan and various building drawings
GCC 16.1 (add new 16.2)	<p>ESHS Management Strategies and Implementation Plans</p> <p>The following is inserted as a new sub-clause 16.2:</p> <p>" 16.2 The Contractor shall not carry out any Works, including mobilization and/or pre-construction activities (e.g. limited clearance for haul roads, site accesses and work site establishment, geotechnical investigations or investigations to select ancillary features such as quarries and borrow pits), unless the Project Manager is satisfied that appropriate measures are in place to address environmental, social, health and safety risks and impacts. At a minimum, the Contractor shall apply the Management Strategies and Implementation Plans and Code of Conduct, submitted as part of the Bid and agreed as part of the Contract. The Contractor shall submit, on a continuing basis, for the Project Manager's prior approval, such supplementary Management Strategies and Implementation Plans as are necessary to manage the ESHS risks and impacts of ongoing works. These Management Strategies and Implementation Plans collectively comprise the Contractor's Environmental and Social Management Plan (C-ESMP). The C-ESMP shall be approved prior to the commencement of construction activities (e.g. excavation, earth works, bridge and structure works, stream and road diversions, quarrying or extraction of materials, concrete batching and asphalt manufacture). The approved C-ESMP shall be reviewed, periodically (but not less than every six (6) months), and updated in a timely manner, as required, by the Contractor to ensure that it contains measures appropriate to the Works activities to be undertaken. The updated C-ESMP shall be subject to prior approval by the Project Manager."</p>
GCC 20.1	The Site Possession Date(s) shall be: Date of site installation
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: Mr. Ngwainbi Paul; Regional Delegate of Public works.
GCC 24.3	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: 10,000 FCFA per hour and reimbursable expenses for transportation.
GCC 24.4	<p>Institution whose arbitration procedures shall be used:</p> <p>The competent Court in Cameroon: Court of First Instance Bamenda</p> <p>The place of arbitration shall be: Bamenda, Cameroon</p>

GCC 37.7	<p>In the first paragraph insert new sub-paragraph (d):</p> <p>“(d) a description of the proposed work to be performed, a programme for its execution and sufficient ESHS information to enable an evaluation of ESHS risks and impacts;”</p>
GCC 39	<p>Add new GCC 39.7:</p> <p>39.7 if the Contractor was, or is, failing to perform any ESHS obligations or work under the Contract, the value of this work or obligation, as determined by the Project Manager, may be withheld until the work or obligation has been performed, and/or the cost of rectification or replacement, as determined by the Project Manager, may be withheld until rectification or replacement has been completed. Failure to perform includes, but is not limited to the following:</p> <ul style="list-style-type: none"> (i) failure to comply with any ESHS obligations or work described in the Works’ Requirements which may include: working outside site boundaries, excessive dust, failure to keep public roads in a safe usable condition, damage to offsite vegetation, pollution of water courses from oils or sedimentation, contamination of land e.g. from oils, human waste, damage to archeology or cultural heritage features, air pollution as a result of unauthorized and/or inefficient combustion; (ii) failure to regularly review C-ESMP and/or update it in a timely manner to address emerging ESHS issues, or anticipated risks or impacts; (iii) failure to implement the C-ESMP e.g. failure to provide required training or sensitization; (iv) failing to have appropriate consents/permits prior to undertaking Works or related activities; (v) failure to submit ESHS report/s (as described in Appendix C), or failure to submit such reports in a timely manner; (vi) failure to implement remediation as instructed by the Engineer within the specified timeframe (e.g. remediation addressing non-compliance/s).
GCC 42.1	The IDB financing <i>does not</i> cover the payment of taxes, duties, fees and any imposition of similar nature.
GCC 43.1	The currency of the Employer’s country is: FCFA
GCC 44.1	The Contract “ <i>is not</i> ” subject to price adjustment in accordance with GCC Clause 44, and the following information regarding coefficients “ <i>does not</i> ” apply.
GCC 45.1	The proportion of payments retained is five percent (5%)

APPENDIX

Environmental, Social, Health and Safety (ESHS)

Metrics for Progress Reports

[Note to Employer: the following metrics may be amended to reflect the Employer's environmental, social, health and safety policies and/or the ESHS requirements of the project. The metrics that are required should be determined by the ESHS risks of the Works and not necessarily by the scale of the Works]

Metrics for regular reporting:

- a. *environmental incidents or non-compliances with contract requirements, including contamination, pollution or damage to ground or water supplies;*
- b. *health and safety incidents, accidents, injuries and all fatalities that require treatment;*
- c. *interactions with regulators: identify agency, dates, subjects, outcomes (report the negative if none);*
- d. *status of all permits and agreements:*
 - i. *work permits: number required, number received, actions taken for those not received;*
 - ii. *status of permits and consents:*
 - iii. *list areas/facilities with permits required (quarries, asphalt & batch plants), dates of application, dates issued (actions to follow up if not issued), dates submitted to resident engineer (or equivalent), status of area (waiting for permits, working, abandoned without reclamation, decommissioning plan being implemented, etc.);*
 - *list areas with landowner agreements required (borrow and spoil areas, camp sites), dates of agreements, dates submitted to resident engineer (or equivalent);*
 - *identify major activities undertaken in each area in the reporting period and highlights of environmental and social protection (land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation);*
 - *for quarries: status of relocation and compensation (completed, or details of activities and current status in the reporting period).*
- e. *health and safety supervision:*
 - i. *safety officer: number days worked; number of full inspections & partial inspections, reports to construction/project management;*
 - ii. *number of workers, work hours, metric of PPE use (percentage of workers with full personal protection equipment (PPE), partial, etc.), worker violations observed (by type of violation, PPE or otherwise), warnings given, repeat warnings given, follow-up actions taken (if any);*
- f. *worker accommodations:*
 - i. *number of expats housed in accommodations, number of locals;*

- i. traffic accidents involving project vehicles & equipment: provide date, location, damage, cause, follow-up;
 - ii. accidents involving non-project vehicles or property (also reported under immediate metrics): provide date, location, damage, cause, follow-up;
 - iii. overall condition of vehicles/equipment (subjective judgment by environmentalist); non-routine repairs and maintenance needed to improve safety and/or environmental performance (to control smoke, etc.).
- m. *Environmental mitigations and issues (what has been done):*
- i. dust: number of working bowsters, number of waterings/day, number of complaints, warnings given by environmentalist, actions taken to resolve; highlights of quarry dust control (covers, sprays, operational status); % of rock/spoil lorries with covers, actions taken for uncovered vehicles;
 - ii. erosion control: controls implemented by location, status of water crossings, environmentalist inspections and results, actions taken to resolve issues, emergency repairs needed to control erosion/sedimentation;
 - iii. quarries, borrow areas, spoil areas, asphalt plants, batch plants: identify major activities undertaken in the reporting period at each, and highlights of environmental and social protection: land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation;
 - iv. blasting: number of blasts (and locations), status of implementation of blasting plan (including notices, evacuations, etc.), incidents of off-site damage or complaints (cross-reference other sections as needed);
 - v. spill cleanups, if any: material spilled, location, amount, actions taken, material disposal (report all spills that result in water or soil contamination);
 - vi. waste management: types and quantities generated and managed, including amount taken offsite (and by whom) or reused/recycled/disposed on-site;
 - vii. details of tree plantings and other mitigations required undertaken in the reporting period;
 - viii. details of water and swamp protection mitigations required undertaken in the reporting period.
- n. *compliance:*
- i. compliance status for conditions of all relevant consents/permits, for the Work, including quarries, etc.): statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance;
 - ii. compliance status of C-ESMP/ESIP requirements: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance
 - iii. compliance status of GBV/SEA prevention and response action plan: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance
 - iv. compliance status of Health and Safety Management Plan re: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance
 - v. other unresolved issues from previous reporting periods related to environmental and social: continued violations, continued failure of equipment, continued lack of vehicle

Section X - Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

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[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]

3. Reason/s why your Bid was unsuccessful

[INSTRUCTIONS: State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]

4. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: [insert full name of person, if applicable]

Title/position: [insert title/position]

Agency: [insert name of Employer]

Email address: [insert email address]

Fax number: [insert fax number] *delete if not used*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).

Contract Agreement

THIS AGREEMENT made theday of, between [Name and address of the Employer]..... (hereinafter "the Employer"), of the one part, and [Name and address of the Contractor]..... (hereinafter "the Contractor"), of the other part:

WHEREAS the Employer desires that the Works known as [Name of the Contract].... should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - (a) the Letter of Acceptance
 - (b) the Bid
 - (c) the Addenda Nos [insert addenda numbers if any].....
 - (d) the Particular Conditions
 - (e) the General Conditions;
 - (f) the Specification
 - (g) the Drawings; and
 - (h) the completed Schedules and any other documents forming part of the contract, including, but not limited to:
 - i. the ESHS Management Strategies and Implementation Plans; and
 - ii. Code of Conduct (ESHS)
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of [Name of the Beneficiary country]..... on the day, month and year indicated above.

Performance Security

Option 1: (Demand Guarantee)

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: [Name and Address of Employer]

Date:

Performance Guarantee No.:

We have been informed that [Name of the Contractor]. (hereinafter called "the Contractor") has entered into Contract No. [Reference number of the Contract]. dated with you, for the execution of [Name of contract and brief description of Works]. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [Name of the bank]. hereby **unconditionally and irrevocably** undertake to pay you any sum or sums not exceeding in total an amount of [Name of the currency and amount in figures] ¹. (. [amount in words].) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your **first demand in writing** accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of , ², and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

.....
[Seal of Bank and Signature(s)]

Note –

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

¹ The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Employer.

² Insert the date twenty-eight days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

Option 2: Performance Bond

By this Bond _____ as Principal (hereinafter called "the Contractor") and _____] as Surety (hereinafter called "the Surety"), are held and firmly bound unto _____] as Obligee (hereinafter called "the Employer") in the amount of _____, for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a written Agreement with the Employer dated the ____ day of ____, 20____, for _____ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a Bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay **unconditionally, irrevocably and on first demand** the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Completion Certificate.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.

Advance Payment Security

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: [Name and Address of Employer]

Date:

Advance Payment Guarantee No.:

We have been informed that [Name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No. [Reference number of the Contract] dated with you, for the execution of [Name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum [Name of the currency and amount in figures] ¹ (..... [amount in words]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [Name of the Bank] hereby **unconditionally and irrevocably** undertake to pay you any sum or sums not exceeding in total an amount of [Name of the currency and amount in figures]* (..... [amount in words]) upon receipt by us of your **first demand** in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number [Contractor's account number] at [Name and address of the Bank]

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the ... day of, ² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

..... [Seal of Bank and Signature(s)]

Note –

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

1 The Guarantor shall insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

Retention Money Security

Demand Guarantee

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Employer]

Date: _____

RETENTION MONEY GUARANTEE No.: _____

We have been informed that [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [date] with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the Completion Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment, payment of [insert the second half of the Retention Money or if the amount guaranteed under the Performance Guarantee when the Completion Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security] is to be made against a Retention Money guarantee.

At the request of the Contractor, we [name of Bank] hereby **unconditionally and irrevocably** undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] () [amount in words]¹ upon receipt by us of your **first demand** in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the payment of the second half of the Retention Money referred to above must have been received by the Contractor on its account number _____ at [name and address of Bank].

This guarantee shall expire, at the latest, 21 days after the date when the Employer has received a copy of the Performance Certificate issued by the Engineer. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

¹ The Guarantor shall insert an amount representing the amount of the second half of the Retention Money or or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security and denominated either in the currency(ies) of the second half of the Retention Money as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

Annex: IsDB Group AML/CFT & KYC Questionnaire

IsDB Group¹ AML & KYC Questionnaire (Non-Financial Institutions)

The following questions are intended to assist the Members of the Islamic Development Bank Group (*hereinafter referred to as "IDBG"*) in their respective customers' due diligence. It seeks to collate and document information on the Anti-Money Laundering & Financing of Terrorism Policies & Procedures

1.2.4 Is your institution publicly traded?

☐
☐
☐

Yes

No

NA If your answer is "Yes," please list Exchange & Symbol of your institution.

1.2.5 Does your Entity have branches or subsidiaries? If so, does this questionnaire apply also to your Branches/subsidiaries?

1.2.6 Have there been any significant changes in ownership (exceeding 25%) over the last five years? If yes, please provide details.

2. Anti-Money Laundering & Financing Terrorism Controls (AML/CFT)

I. General AML Policies, Practices and Procedures	YES	NO	N/A
1. Are there laws / regulations designed to prevent and deal with money laundering and terrorist financing in the country of incorporation of your company or institution? If yes, please list the names of the relevant laws:			
2. Has your institution developed written policies and procedures to prevent detect and report suspicious transactions/terrorist financing activities?			
3. Does your AML/CFT policy meet the requirement of local laws and the FATF standards?			
4. Does these laws and regulations prohibit your institution from conducting business with or on behalf shell companies.			
5. Is your AML/CFT policy approved by the board of your institution or by a senior committee?			
6. Does your policy require you to identify the source of your customers' funds or income?			
7. Does your institution collect information regarding its customers' business activities and assess its customers' AML policies or practices?			
8. Is your institution subject to the supervision of any regulatory authority? If yes, please give the name of the supervisory/regulatory authority.			
9. Please give the name of the authority to which you must report in case of a suspicion of money laundering and terrorist financing:			
10. In addition to inspections by the government supervisors/regulators, does your institution have an internal audit function or other independent third party that assesses AML policies and practices on a regular basis?			
11. Does your Entity have an established Anti-bribery and corruption Policy (If yes, please provide a copy)			

<ul style="list-style-type: none"> • Examples of different forms of money laundering involving the institution's products and services. • International, national, and internal policies to prevent money laundering. If yes, how frequent are these trainings? 			
24 Does your institution retain records of its training sessions including attendance records and relevant training materials used?			
25. Does your institution have policies to communicate new AML/CTF/Sanctions & Embargoes related laws or changes to existing AML/CTF/Sanctions & Embargoes related policies or practices to relevant			
26. Does your Institution employ third parties to carry out some of the AML/CFT/ Sanctions & Embargoes functions of the institution? If YES Kindly answer below question.			
VI. Additional Information/documents			
Please attach the following documents along with this form: <ul style="list-style-type: none"> - License /Certificate of Registration; - By-law / Articles of Association. - AML / CFT / KYC Policy / Guidelines; - List of Shareholders / owners and their respective shareholding percentage - List of Board of Directors (or Trustees) including their nationalities & shareholders they represent - List of Management Team indicating their respective positions and the number of years of service. 			

I hereby confirm that the statements given above are true and correct. I also confirm that I am authorized to complete this document.

Name : _____

Signature : _____

Title : _____

Date : _____

Official Seal

(P.S. Please ensure that this form is fully filled, duly signed and stamped in order to complete the required onboarding processes).