

C 21247/2021 / moa / njinikom / ccm

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

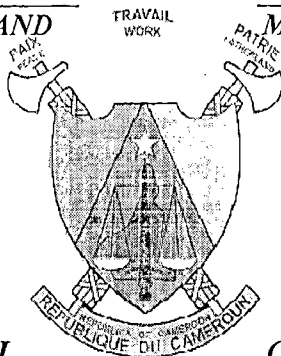
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH-WEST REGION

NJINIKOM SUB DIVISION

NJINIKOM COUNCIL

NJINIKOM COUNCIL INTERNAL
TENDERS' BOARD



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET
DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

ARRONDISSEMENT DE NJINIKOM

COMMUNE DE NJINIKOM

COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE DE
NJINIKOM

TENDERS BOARD:

NJINIKOM COUNCIL INTERNAL TENDERS BOARD

TENDER DOCUMENTS

**OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF
11/05/2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
CONSTRUCTION OF MODERN MARKET AT NJINIKOM IN
NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST
REGION**

Lot	Subject	Locality	PROJECT AMOUNT	Bid Bond FCFA	Tender Fee FCFA
1	The construction of modern market at NJINIKOM Town	NJINIKOM	180 560 748 FCFA	3 611 215 FCFA	145 000 FCFA

FUNDING: FEICOM/NJINIKOM COUNCIL 2021 BUDGET

IMPUTATION: No. _____/CCF/FEICOM/DG/CAJ/DCCC/2021

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Peace – Work – Fatherland

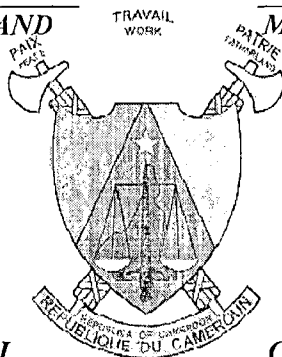
MINISTRY OF DECENTRALIZATION AND
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.../.../2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
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NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST
REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NJINIKOM COUNCIL 2021 BUDGET

DOCUMENT N°1

TENDER NOTICE

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

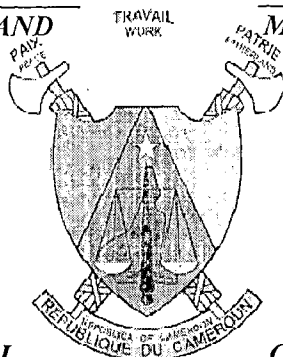
**MINISTRY OF DECENTRALIZATION AND
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**MINISTERE DE LA DECENTRALISATION ET
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**COMMISSION INTERNE DE PASSATION
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TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF
41/05/2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
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REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NJINIKOM COUNCIL 2021 BUDGET

DOCUMENT N°1

TENDER NOTICE

budgets of 2021 assigned to the Mayor in the Funding Agreement No. _____/CCF/FEICOM/DG/CAJ/DCCC/2021.

8. Bid bond

Each bidder must include in his/her administrative documents, a bid bond that respects the models of this tender file, issued by a first-rate banking establishment approved by the Ministry in charge of finance, (see list in document No. 12 of this tender file), of an amount of **Three Million Six Hundred and Eleven Thousand Two hundred and Fifteen (3 611 215 FCFA)**, valid for thirty (30) days as from the date of validity of the offers. Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided.

9. Consultation of tender file:

The tender file may be consulted during working hours at the Mayor's Secretariat of the Njinikom council and tel: 670294650,

10. Acquisition of tender file:

The tender file may be acquired from the NJINIKOM Council, Mayor's Secretariat, tel: 670294650, upon presentation of a non-refundable treasury receipt (payable at the Treasury of the NJINIKOM Council) of **One hundred and forty-five thousand (145 000) FCFA**. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

11. Submission of bids:

Each bid drafted in English or French shall be signed by the bidder or by a duly authorized representative and presented in **seven (07) copies** including the original and six (06) copies marked as such. These shall be submitted in one sealed pack containing three (3) envelopes; (A: Administrative file, B: Technical file, C: Financial file). The sealed pack shall bear no information on the enterprise, and should reach the NJINIKOM Council, Contracts Award Service, not later than 02/06/21, and should carry the inscription:

OPEN NATIONAL INVITATION TO TENDER NO.

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11/05/2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
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"To be opened only during the bid-opening session"

In case of any ambiguities or differences, only the original shall be considered authentic.

12. Admissibility of bids

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

13. Opening of bids:

The opening of the bids in one phase shall be done on 02/06/21 at 11 a.m. prompt in the conference hall of the Njinikom council by the competent tender board. Only bidders may attend

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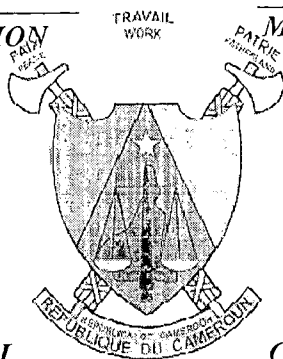
- **MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT**

NORTH-WEST REGION

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**MINISTERE DE LA DECENTRALISATION ET
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COMMUNE DE NJINIKOM

**COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE DE
NJINIKOM**

AVIS D'APPEL D'OFFRES

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT
N° 13.../ AAOO / commune de NJINIKOM
COUNCIL/CIPMN/2021 DU 11/03/2021**

**POUR LES TRAVAUX DE CONSTRUCTION D'UN MARCHÉ
MODERNE DANS LA COMMUNE DE NJINIKOM DEPARTMENT
DE BOYO, REGION DU NORD-OUEST.**

INVITATION et REQUIREMENTS TO TENDER

FINANCEMENT:

BUDGET 2021 DU FEICOM/COMMUNE DE NJINIKOM

DOCUMENT N°1

AVIS D'APPEL D'OFFRES

Deux Cent Quinze (3 611 215 FCFA). Le cautionnement provisoire sera libéré d'office au plus tard trente (30) jours après l'expiration de la validité des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

9. Consultation du Dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables au secrétariat du Maire de la Commune de Njinikom council, tel : 670294650.

10. Acquisition du Dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la Commune de NJINIKOM, **Service des Marchés Public**, tel: 670294650 sur présentation d'une quittance de versement d'une somme non remboursable de 145 000 (Cent Quarante cinq mille) francs CFA au Trésor Public (Trésorerie de la Commune de NJINIKOM). Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

11. Remise des offres:

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont l'original et six (06) copies marquées comme tels, devra parvenir au Service des marchés des infrastructures, au plus tard (voire l'emploi si après), et devra porter la mention :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT
N° 13.../ AAOO / COMMUNE DE NJINIKOM
COUNCIL/CIPMN/2021 DU 11/03/2021

POUR LES TRAVAUX DE CONSTRUCTION D'UN MARCHE
MODERNE DANS LA COMMUNE DE NJINIKOM DEPARTMENT
DE BOYO, REGION DU NORD-OUEST.

« A n'ouvrir qu'en séance de dépouillement »

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

12. Recevabilité des offres

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

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

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

13. Ouverture des plis

L'ouverture des offres aura lieu en un temps le 02/06/21 à 11 heures précises dans la salle de conférence de la Commune de Njinikom par la Commission de Passation des marchés Compétente en présence des soumissionnaires.

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

14. Critères d'évaluation

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

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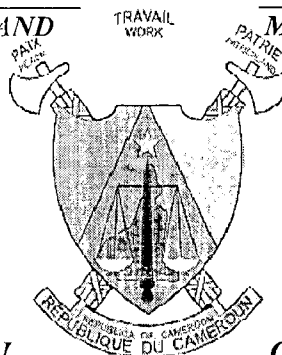
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TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
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.../.../2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
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REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NJINIKOM COUNCIL 2021 BUDGET

DOCUMENT N°2

**GENERAL RULES OF THE INVITATION
TO TENDER**

Table of contents

A. General

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

B. Tender File

Article 8: Content of Tender File	
Article 9: Clarifications on Tender File	
Article 10: Modification of the Tender File	

C. Preparation of Tenders

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

D. Submission of bids

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

E. Opening of bids and evaluation of offers

Article 25: Opening of bids	
Article 26: Confidential nature of the procedure	
Article 27: Clarifications on the offer and contact with Delegated Contracting Authority.	
Article 28: Determination of their conformity	
Article 29: Qualification of the bidder	
Article 30: Correction of errors	
Article 31: Evaluation of financial offers	
Article 32: National preference	

F. Award of the contract

Article 33: Award	
Article 34: Right of the Delegated Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure	
Article 35: Cancellation of invitation to tender or declared unsuccessful	
Article 36: Notification of the award of the contract	
Article 37: Signature of the contract	
Article 38: Final bond	

GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

- 1.1 The the Mayor of the NJINIKOM Council hereinafter referred to as the Contracting Authority, hereby launches an invitation to tender for the construction of the works described in the Tender File. The name and identification number which formed the subject of the invitation to tender feature in the Special Regulations of the invitation to tender. Hereafter reference is made to it under the term "works".
- 1.2 The bidder retained or the successful bidder must complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.
- 1.2 In thisTender File, the terms "Contracting Authority" and Delegated Contracting Authority" are interchangeable and the term "day" means a calendar day.

Article 2: Financing

The source of financing of the works forming the subject of thisinvitation to tender shall be specified in the Special Regulations.

Article 3: Fraud and corruption

3.1 The Contracting Authorityrequires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of thiscontract. By virtue of this principle, the Contracting Authority:

- a) Defines, within the context of thisclause, the following expressions in the following manner:
- i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any gifts in view of influencing the action of a public official during the award or execution of thiscontract;
 - ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of thiscontract;
 - iii) "collusive practices" mean any form of agreement between two or among several bidders (whether the Contracting Authorityis aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;
 - iv) And "coercive practices" mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.
- b) Will reject any award proposal if he determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of thiscontract.

Article 4: Candidates allowed to Compete:

- (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.
- A bidder shall be judged to be in a situation of conflict of interest if he:

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

6.4 National bidders and groups of national bidders requesting to benefit from the margin of preference whose percentage is set at ten percent (10%) must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 32 of the General Regulations of the invitation to tender.

Article 7: Visit of works site

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

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

7.3 The Delegated Contracting Authority may organise a visit of the site of the works during the preparatory meeting to establishing the offers mentioned in article 19 of the General Regulations of the invitation to tender.

B. Tender File

Article 8: Content of Tender File

8.1 The Tender file describes the works forming the subject of the contract, sets the consultation procedure of contractors and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

1. The Tender Notice;
2. The General Regulations of the invitation to tender;
3. The Special Regulations of the invitation to tender;
4. The Special Administrative Conditions;
5. The Special Technical Conditions;
6. The Schedule of Unit Prices
7. The; Bill of Quantities and Estimates
8. The Sub Details of Unit Prices;
9. The Model of Contract
10. The Model Forms

Annex No. 1: Model tender

Annex No. 2: Model Bid Bond

Annex No. 3: Model of Performance Bond (Retention Fund)

C Preparation of offers

Article 11: Tender costs

The candidate shall bear the costs related to the preparation and presentation of his/her offer and the Delegated Contracting Authority shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

Article 12: Language of offer

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

Article 13: Constituent documents of the offer

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

a. Volume 1: Administrative file

It includes:

i) all documents attesting that the bidder:

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

ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

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

b. Volume 2: Technical offer

b.1 Information on qualifications

The Special Conditions lists the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Conditions of the invitation to tender.

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the contract

of the Special Regulations. An offer valid for a shorter period shall be rejected by the Delegated Contracting Authority or Delegated Contracting Authority as not being in conformity.

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

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

Article 17: Bid bond

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

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

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

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

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

17.6 The bid bond may be seized:

- a) If the bidder withdraws his/her offer during the period of validity;
- b) If the retained bidder:
 - i) fails in his/her obligation to register the contract in application of article 37 of the General Regulations;
 - ii) Fails in his/her obligation to furnish the required final bond in application of article 38 of the General Regulations.

Article 18: Varying proposals of bidders

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

D. SUBMISSION OF OFFERS

Article 21: Sealing and marking of offers

21.1 The bidder shall seal the original and each copy of the offer in separate envelopes (internal envelopes) by marking on these envelopes "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.

21.2 The external and internal envelopes:

- a) Shall be addressed to the Delegated Contracting Authority at the address indicated in the Special Regulations;
- b) Shall bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "TO BE OPENED ONLY ON THE DAY AND AT THE TIME FIXED FOR THE OPENING OF BIDS" as specified in the Special Regulations.

21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Delegated Contracting Authority to return the sealed offer if it is late in accordance with article 23 of the General Regulations and to meet the provisions of article 24 of the General Regulations.

21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Delegated Contracting Authority shall not be responsible if the offer is misplaced or opened prematurely.

Article 22: Date and time-limit for submission of offers

22.1 The offers must be received by the Delegated Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

22.2 The Delegated Contracting Authority may, at his/her discretion, postpone the deadline set for the submission of the offers by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Delegated Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late offers

Any offer received by the Delegated Contracting Authority beyond the deadline for the submission of offers in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of offers

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

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public Contracts, the Delegated Contracting Authority or Delegated Contracting Authority.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his/her report the sheet that was handed to him, including any related commentaries or observations.

Article 26: Confidential character of the procedure

26.1 No information relating to the examination, clarification, evaluation and comparison of offers and verification of the qualification of the bidders and the recommendation for the award shall be given neither to bidders nor to any person concerned with the said procedure before the announcement of the award.

26.2 Any attempt by a bidder to influence the Evaluation sub-committee of bids or the Delegated Contracting Authority in his/her award decision may cause the rejection of his/her offer.

26.3 Notwithstanding the provisions of paragraph 26.2, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Delegated Contracting Authority with reasons having to do with his/her offer may do so in writing.

Article 27: Clarifications on the offers and contact with the Delegated Contracting Authority

27.1 To ease the examination, evaluation and comparison of offers, the chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his/her offer. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 29 of the General Regulations.

27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their offers, between the opening of envelopes and the award of the contract.

Article 28: Determination of Conformity of offers

28.1 The Evaluation sub-committee shall carry out a detailed examination of offers to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the offers are in proper order.

28.2 The Evaluation sub-committee shall determine if the offer is essentially in conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

28.3 An offer that conforms to the Tender File shall essentially be an offer that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that

- i) which substantially limits the scope, quality or realisation of the works;

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

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

The Delegated Contracting Authority reserves the right to accept or reject any modification, difference or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of offers.

32.4 If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Delegated Contracting Authority, the Evaluation sub-committee may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory to it, the Delegated Contracting Authority may reject the offer.

Article 32: Preference granted national bidders

If this provision is mentioned in the Special Regulations, national contractors may benefit from a margin of national preference during the evaluation of offers as provided for in the Public Contracts Code.

F. Award of the contract

Article 33: Award

34.1 The Delegated or Contracting Authority shall award the contract to the bidder whose offer was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose offer was evaluated as the lowest realistic by including, where necessary, proposed rebates

34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest offer shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot, as well as their financial situation at the time of award.

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

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

THE SPECIAL REGULATIONS OF THE INVITATION TO TENDER (SRIT)

Note on the Special Regulations of the Invitation to Tender

The aim of Document No. 3 is to help the Projected Owner or Delegated Project Owner and/or Contracting Authority to furnish specific information corresponding to the clauses of the General Regulations featuring in Document No. 1. This information must be established for each contract.

The Contracting Authority must specify in the Special Regulations the information and conditions specific to its situation, to the contract award process, to applicable rules concerning the amount and currency of the bid and to the criteria that will be used to evaluate the bids. During the preparation of this document, particular attention must be paid to the following aspects:

- a) Information which specify and complete the clauses of Document No. 1 must be included;
- b) Amendments and/or possible addenda to the clauses of Document No. 1, determined by conditions specific to the tender under consideration must also be included.

This document must be filled by the Contracting Authority before the publication of the tender file. The following provisions which are specific to works forming the subject of the call for tender, complete or specify the provisions of the General Regulations of the invitation to tender.

In case of conflict, the following provisions take precedence over the General Regulations of the invitation to tender. The figures of the first column refer to the corresponding article in the General Regulations of the invitation to tender. The provisions of the General Regulations of the invitation to tender not repeated in the Special Regulations shall remain applicable.

15. The **Special Administrative Conditions (SAC/CCAP)**, initialled on each page and signed, dated and stamped on the last page

16. **Plan and attestation of localization**, signed by the taxation authorities.

N.B:

Absence of the following documents shall result to out right rejection

- ✓ Receipt for the purchase of tender file
- ✓ Bid bond

- All bids not containing all the documents listed above or not in conformity with the models shall be simply rejected.

N.B: All documents shall be originals as requested or certified true copies legalised by competent services or that which issued them and must not be more than three (03) months old.

The documents shall be arranged in the order listed above and separated from each other by colour separators. **Any document with double certification shall not be accepted.**

Envelope B: TECHNICAL FILE

It shall contain the documents cited below and placed in the following order:

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	Equipment list	It shall show clearly the means at the disposal of the enterprise to carry out the job (list of equipment and tools)	Attach certified copies of title deeds, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	Personnel list	<p>It shall contain:</p> <ul style="list-style-type: none"> ☞ Works Supervisor: at least a Civil, Engineer with at least 10 years' experience duly registered with the National Order of Civil Engineering ☞ Foreman: at least a Senior Civil Engineering technician or HND with atleast 5yrs experience in the domain of Construction. ☞ Chief mason ☞ Chief Surveyor ☞ Chief carpenter ☞ Chief electrician each being a holder ☞ Chief plumber of atleast CAP/PROBATOIRE/BAC 	<p>Attach for each person a CV signed and dated, as well as a certified copy of certificate.</p> <p>(all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid national identity card bearing 03 signatures of the bearer)</p>
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall show clearly the organisation of the enterprise (methodology of execution, work schedule, site installation, supply of materials, etc)	Date, signature and stamp of bidder at the end of document
B4	Sub-contracting	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor. (only 30% of the contract may be sub-contracted)
B5	Attestation of site visit	<p>Attestation of visit to the site where the works are to be carried out.</p> <p>A site visit report signed by the Authorising Officer. (see attached format)</p>	Dated and signed by the Authorising Officer
B6	References of the enterprise.	List of similar jobs executed in the last three (03) years by the enterprise and or other civil engineering works realised. (see attached format)	Amount of works, copies of (1 st and last pages) and minutes of final reception for all giant

- 6.2 The bidders shall submit seven (07) copies with one (01) original and six (06) copies (indicated on them as such) of his/her bids drafted in English or French at the Service for infrastructural Contracts at the NJINIKOM Council against a receipt **on or before the _____ at 10:00a.m prompt.** No bid shall be received after this time and date.
- 6.3 After submission no bids shall be withdrawn, modified or corrected for any reason. This condition shall apply before and after the submission date.

ARTICLE 7: THE BIDDING DOCUMENTS

- 7.1 The documents that make up this tender are as follows:

1. The Tender Notice;
2. The General Regulations of the invitation to tender;
3. The Special Regulations of the invitation to tender;
4. The Special Administrative Conditions;
5. The Special Technical Conditions;
6. The Schedule of Unit Prices
7. The Bill of Quantities and Estimates
8. The Sub Details of Unit Prices;
9. The Model of Contract
10. The Model Forms

Annex No. 1: Model tender

Annex No. 2: Model Bid Bond

Annex No. 3: Model of Performance Bond (Retention Fund)

Annex No. 4: Declaration Form

Annex No. 5: Model of Start-Off Advance Bond

Annex No. 6: Sub-Unit Price Detail

Annex No. 7: Model of Commitment of Availability

Annex No. 8: Model References of The Enterprise

Annex No. 9: Model Equipment List.

Annex No. 10: Key Staff

Annex No. 11 Site Visit Report

11. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.

ARTICLE 8: AMENDMENT OF BIDDING DOCUMENTS

- 8.1 At any time prior to the deadline for submission of bids, the Council Tenders Board, may modify the bidding documents for any reasons, whether at its own initiative, at the request of the Contracting Authority or in response to a clarification requested by a prospective bidder.
- 8.2 All prospective bidders that have received the bidding documents will be notified of all amendments in writing or be contacted by telephone to do so and all such modifications will be considered as an integral part of their bidding documents.
- 8.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Council Tenders Board at its discretion, may extend the deadline for the submission of bids if there were any such amendments.

ARTICLE 9: CALCULATION OF PRICES

- 9.1 The amount shall be calculated on the bases of variable prices.
The bidder shall fill, in letters and in figures, the unit prices in the price enclosure slip and the unit prices are to be multiplied by the quantities given in order to obtain the amount of his/her offer for each item.

ARTICLE 11: BID BOND

The bidder shall furnish a bid bond (provisional caution) of *Three Million Six Hundred and Eleven Thousand Two hundred and Fifteen (3 611 215 FCFA)*, from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 11: TENDER

Each bidder shall tender following the conditions laid down in this tender file.

ARTICLE 12: CURRENCY

The unit prices shall be calculated in Francs CFA, and furnish in figures and words without taxes, while the total amount shall be calculated without taxes and then with taxes according to the BQCE. The currency that shall be used for payment shall be the FCFA.

ARTICLE 13: PAYMENT MODALITIES

The contractor shall be paid upon presentation of monthly instalments "Décomptes" established from attachments signed by Project Manager and visa by the Delegated Contracting Authority showing the work progress, presented by the Contract Engineer and countersigned by the Contract Manager (Authorising Officer) and the Contractor.

ARTICLE 14: IMPORTATION OF MATERIALS

The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

ARTICLE 15: VERIFICATION OF BIDS

13.1 The administration has a period of one (01) month to examine the bids and make its choice. It shall eventually rectify, as indicated in article 5.3, the bidding amount without any objection from the bidder.

13.2 At the request of the tender board, the bidder shall furnish in writing, within seven (07) calendar days, any information necessary for the examination of his/her bid or concerning errors and omissions noted.

13.3 The tender board reserves the right to convoke the bidder at his/her expenditure for complementary explanations. Any errors discovered by the tender board shall be rectified as follows:

13.3.1 Where there exist a difference between the amount in figures and the amount in letters, the amount in letters shall be taken as correct;

13.3.2 Where there exist a difference between a unit price and the amount obtained by the product of unit price and the quantity, the unit price shall be taken, except the tender board estimates that it is an error of decimal point, in which case the amount is taken and the unit price corrected.

13.3.3 The sub-committee for the evaluation of bids, whose president shall be designated by the Delegated Contracting Authority, shall be constituted during the bid opening session

ARTICLE 16: VALIDITY OF BIDS

The bidder shall be bound by his/her bid for a period of ninety (90) days from the day of submission of bids. If at the end of this period the jobbing Order is not notified to the bidder, he can withdraw his/her bid or accept the extension of duration on the written request of the administration.

ARTICLE 17: OPENING/EVALUATION OF BIDS AND CHOICE OF CONTRACTOR:

The opening of bids shall take place on the date and place prescribed in the tender file. Envelopes received from prospective bidders shall be opened at once and evaluated in two stages.

17.2 EVALUATION OF TECHNICAL OFFER
 NJINIKOM COUNCIL INTERNAL TENDERS BOARD
 TECHNICAL ANALYSIS SUB COMMISSION

THE CONSTRUCTION OF A MODERN MARKET IN NJINIKOM TOWN

1	PRESIDENT:		
2	SECRETARY:		
3	FINANCE CONTROL (MEMBER):		
4	PROJECT OWNER:		
TENDER No:OF			
CONTRACTORS:			
A)			
B)			
C)			
Eliminatory Criteria (See evaluation of administrative files)			
Designation		BIDDERS	
		A	B
	a. General presentation of bids	EVALUATION (Yes or No)	
a1	Presence of all documents		
a2	Properly bind		
a3	Separators in colour apart from white		
a4	Order prescribed respected		
	TOTAL a	/4	/4
	b. The company references	EVALUATION (Yes or No)	
	References of the company in civil construction or similar works for the past Five years		
b1	Atleast 01 Certified copy of similar contracts above 180 million (1 st and last page) and PV of provisional reception for projects executed within the last five yrs (pluri annual projects accepted)		
b2	Atleast 01 Certified copy of similar contracts below 180 million and more than 100 million (1 st and last page) and PV of provisional reception within the last five yrs (pluri annual contracts accepted)		
b3	Atleast 01 Certified copy of similar contracts below 100 million and more than 50 million (1 st and last page) and PV of provisional reception.		
	TOTAL b	/3	/3
	c. Equipment	EVALUATION (Yes or No)	
c1	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) (Hired or owned)		
c2	Proof of ownership or hire of a truck of atleast 20 tonnes capacity		
c3	Proof of ownership or hire of a front head loader or simmilar equipment		
c4	Proof of ownership or hire of a bulldozer of good condition		

	Chief electrician: BAC in electricity/house lighting atleast 5years			
d22	Certified copy of valid national identity card			
d23	Certified copy of diploma			
d24	Cv signed and dated			
d25	Attestation of availability dully signed by bearer and dated			
	Chief Plumber; At least Probatoir in plumbing/sanitation atleast three years			
d26	Certified copy of valid national identity card			
d27	Certified copy of diploma			
d28	Cv signed and dated			
d29	Attestation of availability dully signed by bearer and dated			
	TOTAL d	/29	/29	/29
	e) Technical Proposals	EVALUATION (Yes or No)		
e1	Attestation of site visit			
e2	Site visit report with pictures duely signed by presenter			
e3	Detailed technical note and proposals			
	TOTAL e	/3	/3	/3
	f) The methodology of intervention and execution of work	EVALUATION (Yes or No)		
f1	Site organisation in teams or options			
f2	Description of the socio - environment measures for site protection			
f3	Dispositions prevued for the securisation of personnel and and other ussers			
f4	Use of local manpower			
f5	CCTP dully initialled and dated on each page and signed on the last page			
	TOTAL f	/5	/5	/5
	g. Planning of execution of works	EVALUATION (Yes or No)		
g1	Coherent planning with respect to tasks			
g2	Manpower deployment plan			
g3	Material deployment plan			
g4	Organisational chart of the enterprise			
	TOTAL g	/4	/4	/4
	I. Pre-financing	EVALUATION (Yes or No)		
h1	Attestation of credibility shall be at least 55% of the bid price			
	TOTAL	/1	/1	/1
	GRAND TOTAL	/59	/59	/59

18.2 In the case where the enterprise does not fulfil these conditions, his/her choice shall simply be annulled without further notice and the next contender shall be called in for replacement.

Once the Delegated Contracting Authority has signed the contract, the contractor shall be notified with immediate effect. He has three (03) days to contact the Authorising Officer for the beginning of execution of works following notification of the Service Order to start work by the Project Manager. Failure to respect the date line shall call for withdrawal and eventual cancellation of contract.

18.3 The present contract can be cancelled outright in the cases provided for by Decree 2018-366 of 20 June 2018 in the Public Contracts Code.

Table of contents

Chapter I: General

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

Chapter II: Financial conditions

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

Chapter III: Execution of the works

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

Chapter IV: Acceptance

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

Chapter V: Miscellaneous provisions

- Article 45 - Termination of the contract (article 74 of GAC)
- Article 46 - Major Impediment (article 75 of GAC)
- Article 47 - Differences and disputes (article 79 of GAC)
- Article 48 - Drafting and dissemination of this contract
- Article 49 and last: Entry into force of the contract

1.2 The language to be used shall be *English or French*.

1.3 The contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the contract.

If the laws and regulations in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

Article 5: Constituent documents of the contract (Article 4 of GAC)

The constituent contractual documents of this contract are in order of priority: *(to be adapted to the nature of the works)*.

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) here under;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents
- 7) The General Administrative Conditions applicable on MINEE contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the contract

Article 6: General instruments in force

This contract shall be governed by the following general instruments Framework Law No. 96/12 of 5 August 1996 on the management of the environment;

1. The Mining Code ;
2. Instruments governing the various professional bodies;
3. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
4. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
5. Decree 2018-366 of 20 June 2018 to institute the Public Contracts Code;
6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
7. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular N° 00000242/C/MINFI of 30 December 2020 on the instructions relating to the execution of the finance laws, monitoring and control of the execution of the budget of the state, and other public entities for the 2021 financial year;
11. Unified Technical Documents (DTU) for building works;
12. Applicable standards ;
13. Other instruments specific to the domain concerned with the contract.

Article 7: Communication (Articles 6 and 10 supplemented)

- 8.7 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

Article 9: Contracts with conditional phases (Article 9 of GAC)

- 9.1 *The contract has several phases*
At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be *[to be specified]*.

Article 10: Contractor's equipment and personnel (Article 15 of GAC supplemented)

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **Seven (7) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties *[to be specified where need be]*.

Chapter II: Financial conditions

Article 11 Guarantees and bonds (Articles 29 and 41 of GAC)

11.1 Final bond

The final bond shall be set at 2 % of the amount of the contract, inclusive of all taxes.

It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days of the notification of the contract.

The bond shall be returned or the guarantee released within one month following the date of provisional acceptance of the works, following a release issued by the Contracting Authority upon request by the contractor.

11.2 Performance bond

The retention fund shall be set at 10 % of the amount of the contract, inclusive of all taxes.

Article 16: Price updating formulae (article 21 of the GAC)

The prices of this contract shall be firm and non-reviewable

Article 17: Works under State supervision (Article 22 of GAC supplemented)

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

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

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;
- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;
- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by 10% for loss, stocking and handling;
- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the contractor's unforeseen.

Article 18: Evaluation of works (article 23 of the GAC)

This contract is at unit price and lump sum

Article 19: Evaluation of supplies (article 24 of the GAC supplemented)

19.1 **NOT APPLICABLE**

19.2 No security shall be requested for payments on account on supplies.

Article 20: Advances (article 28 of the GAC)

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

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

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

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

- General and final account

At the end of the period of guarantee relating to the structures which gives rise to final acceptance of works, the Project Manager shall draw up the general and final account which shall be countersigned by the contractor and the Contracting Authority. This account whose model shall be provided by the Contracting Authority at his convenience shall comprise:

- the final account;
- the final payment;
- the summary of monthly accounts.

Signing of the general and final account without reserve by the contractor shall definitely bind the parties and put an end to the contract, except for issues concerning default interests.

- **Payment of works :**

Payment shall be done by the General Manager of FEICOM after receiving accounts drawn up by the Contract Engineer and signed by the Mayor bearing the visa of the Service of Follow up of Projects and investments of FEICOM upon presentation of an account drawn up by the contracting partners in two (02) copies including the stamped original copy.

Each request for payment shall include the following documents:

A. Common documents

1. The Mayor's payment request addressed to the General Manager of FEICOM,
2. The Funding agreement between the General Manager of FEICOM and the Municipality within the framework of the project for which payment is requested;
3. FEICOM's Notice of Approval to the Company's contract;
4. The original contract (s), the jobbing order or the purchase recorded for the start off advance or the first bill and the photocopy of the contract for the following ones,
5. The original copy of the registered receipt for the start off advance or the first bill and photocopies for the others;
6. The Tax Notice,
7. The report of work executed, for partial provisional acceptance, general provisional acceptance or final acceptance of works signed by at least two-thirds (2/3) of the members of the commission including the President,
8. The bill (start off advance or partial or final or holdback) stamped and signed by all the stakeholders (the contractor, the project manager, the contract Engineer and Manager, and liquidated on the back by the Project Owner),
9. The validated attestation of non-indebtedness,
10. The valid original copy of the attestation of Bank Account (not more than three months),
11. The original copy of the certificate of non-exclusion from Public Contracts (only for purchase);
12. A photocopy of the company's civil liability insurance including the photocopy of all site risk insurance (only for works of contractors) - **Except holdback**,
13. A photocopy of the final bond - **Except holdback**,
14. The delivery note signed by the contractor and the vote holder, or delivery note or the attestation of service signed by the Manager or the vote holder, or the attachments signed by the appointed members in accordance with the contractual provisions,
15. A photocopy of the warranty certificate of at least six months for the equipment requiring maintenance,

B. Documents specific to request for the start-off advance payment;

1. The original copy of the start-off advance deposit or **Guarantee of start-off advance**

23.3 Independently of penalties for overrun of contractual time-limit, the contractor shall be liable for the following special penalties for the non observation of the provisions of the contract, especially:

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

Article 24: Payment in case of a group of enterprises (article 33 of the GAC)

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-contractors, where need be.
2. Indicate the method of payment of sub-contractors, where need be.

Article 25: Final detailed account (article 34 of the GAC)

25.1 After completion of the works and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the contractor may be entitled as a result of the execution of the whole contract. The draft shall be forwarded to the Project Manager, after the date of provisional acceptance for examination.

25.2 The Project Manager has a deadline of two weeks to notify the corrected and approved draft to the Project Manager.

25.3 The contractor has a maximum of one month to return the signed final detailed account.

Article 26: General and final detailed account (article 35 of the GAC)

26.1 At the end of the guarantee period which results in the final acceptance of the works, the Contract Manager draws up the general and final detailed accounts of the contract after a period of one month which he has had signed jointly by the contractor and the Contracting Authority. This detailed account includes:

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

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

26.2 The contractor has a maximum of one month to return the *the signed final detailed account*

Article 27: Tax and customs regulations (article 36 of the GAC)

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

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;

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

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

Article 35: Documents to be furnished by the contractor (Article 49 of the GAC supplemented)

35.1 Programme of works, Quality Assurance Plan and others (*to be specified*).

a) Within a minimum deadline of *thirty (30) days* from the date of notification of the Administrative Order to commence execution, the contractor shall submit *six (6) copies* for the approval of *Contract Manager after the endorsement of the Project Manager and the Contract Engineer* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

This programme shall be exclusively presented according to the furnished models.

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

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

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

The approval given by the Contract Manager or Project Manager does not in any way release the contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule.

The contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Project Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

Prior to the start of the work, the execution of works programme shall have received the notice of Approval of FEICOM solicited by the company, care of the Contracting Authority. The Notice of Approval or rejection of execution programme, shall be carried out within time limits not exceeding twenty (20) calendar days with effect from the date of submission to FEICOM of the Execution programme approved by the service Head and the Contract Engineer.

b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.

c) The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.

35.2 Execution draft

Article 42: Provisional acceptance (article 67 of the GAC)

Prior to the provisional acceptance, the contractor shall request in writing from the Project Manager, the organization of a technical visit required before acceptance.

This visit shall include, among others, the following operations:

- Controlling the quality and quantity of the structures constructed;
- Carrying out trials provided for by the Special technical conditions;
- Recording the possible non-execution of works provided for under the contract;
- Recording the folding up of the installations and cleaning of the project site;
- Recording the completion of works;
- Recording the quantities of works actually executed.

These operations shall give rise to a report drawn up on the spot, signed by the Project Manager and countersigned by the contractor.

Following this pre-acceptance visit, the Project Manager may indicate the reserves to be lifted and the corresponding works to be carried out before the date of provisional acceptance which he shall fix in agreement with the contractor..

42.1 Tests included in the operations prior to acceptance shall include the geotechnical studies of the soil for the foundation of the building

42.2 Possible ascertainment of the folding up of the site installations and the restitution of the site as was *[insert and modify if applicable]*;

42.3 The Acceptance Commission shall comprise the following members indicatively:

- | | | |
|----|---|----------|
| 1. | The Mayor of NJINIKOM COUNCIL. (Project Owner). | Chairman |
| 2. | The General Manager of FEICOM or his representative; | Member; |
| 3. | The Service Head for Follow up of Projects and Investments of FEICOM NORTH-WEST member; | Agency, |
| 4. | The DIVISIONAL Delegate of MINMAP; | observer |
| 5. | The DD/MINTP/BOYO DIVISION (Contract Engineer) | member |
| 6. | The Project Manager | Reporter |
| 7. | The CDO Njinikom Council | Member |
| 8. | The Contractor or his representative | member |

The contractor shall be convened to the acceptance by mail at least 10 days prior to the acceptance. He is bound to attend (or be represented).

He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission.

After the visit of the site, the Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the works if there is need.

The visit for provisional acceptance shall be the subject of minutes of provisional acceptance signed on the spot by all the members of the Commission.

The minutes of the provisional acceptance report shall specify or set the date of completion of the works.

42.4 There is no provision for partial acceptance.

42.5 The guarantee period commences from the date of provisional acceptance of the said project.

Article 50 and last: Entry into force of the contract

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

THE SPECIAL TECHNICAL CONDITIONS (STC)

GENERALITIES

The contractor in charge of this execution must make careful studies of the working drawings. Visit the site and bring up points not understood to the site supervisor for a clarification before making shop drawings and before setting out is carried out.

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

TABLE OF CONTENTS

Page No.

Section 0:	General Conditions
Section 1:	Site Installation, Complementary Studies and Preparatory Works
Section 2:	Earthworks, Concrete and Masonry Works.
Section 3:	Roof Structure and Covering
Section 4:	Electricity
Section 5:	Plumbing
Section 6:	Joinery Works
Section 7:	Floor & Wall Finishes
Section 8:	Painting and Decoration.
Section 9:	External Works and Landscaping.
Section 10:	Cobblestone Pavement
Section 11:	Environmental Protection and Waste Disposal

The Contractor(s) selected for the works shall be expected to engage the necessary expertise to produce all workshop or production and detailed installation drawings to the satisfaction of the Employer prior to execution. The Contractor(s) shall be deemed to have verified and ascertained the recommendations contained in the drawings and specification, and to be in a position to carry out the works in accordance with the drawings, or should they wish to modify any recommendation, provide evidence that the solution(s) they have adopted give the same or improved performance and cost effectiveness.

0.3 Examination of Site.

The Contractor shall be held to have examined the site and have compared it with the drawings and specification and to be satisfied that the conditions existing at the site at the time of estimation of work are such as to enable the works to be completed properly. No allowance will subsequently be made or conceded by reason of any error due to the Contractor's neglect to comply with the requirements of this clause.

0.4 Guarantees

The contractor shall guarantee all works executed for a period of one year running after provisional Taking-Over of works. All defective work shall be made good and defective fittings replaced at the contractor's expense prior to final Taking-Over of the works.

0.5 Materials, Workmanship, Tools, etc...

The materials of all items shall at all times be subjected to inspection, and supervision of the Employer who may reject any workmanship and/or material which do not conform to the intent of the drawings and Specifications.

0.6 Contractor's Site Engineer

The Contractor must devote his time and personal attention to the work, and shall employ and retain at the building site from the commencement until the entire completion of the work, a Contractor's Project Engineer, competent and capable of maintaining proper supervision and care of the works and acceptable to the Employer, who in the absence of the Contractor, irrespective of any Engineer or foreman employed by any sub-contractor, shall see that the instructions of the Employer are carried out.

0.7 Contractor's Scope of responsibility

The Contractor will be held responsible for all approved work and materials which conform to all plans and specifications until the work is completed and accepted. He shall keep reliable watchmen from the beginning until the completion of the works. The Contractor will be held responsible for any and all damages which may arise or occur to any party whosoever, or injury to persons by reason of the works. In this regard he must ensure that the site personnel and site Supervisors, third parties and the works are adequately protected in accordance with the norms and the regulations in force.

0.8 Scaffold, Ladders and Temporary Stairs & Shed

The Contractor shall furnish and securely set scaffolding required for his work. All Scaffolding shall be of good sound materials, of adequate dimensions for its intended use and substantially braced and tied to ensure absolute safety for those required to use it. The Contractor shall provide all ladders required for his work. Ladders shall comply with all labour Law requirements.

0.9 Removal of Rubbish.

The Contractor shall at all times keep the building premises and surrounding sidewalks clean and free from rubbish and discarded or surplus materials; he shall identify handy locations about the premises to receive all rubbish and discarded or surplus materials, and shall direct his workers to deposit their rubbish and surplus materials in the receptacles provided for this purpose or in orderly piles in locations as he may designate.

SECTION 1: SITE INSTALLATION, COMPLEMENTARY STUDIES AND PREPARATORY WORKS

1.1 General Site Installation

The Contractor shall ensure the bringing to site of all installations, equipment and materials necessary for the execution and internal control of the works, as well as their withdrawal from site at the end of the project.

After the Contract is placed and before work commences the Contractor shall submit to the Engineer drawings showing the general arrangement of his Temporary Works with diagrams and descriptions showing how he proposes to execute such Temporary Works and how they fit into his programme, pursuant to the Conditions of Contract, for the execution of the whole of the Works, all to be subject to the consent of the Supervising Engineer. The whole of the Temporary Works and the equipment and appliances used, shall be the liability of the Contractor in regard to their construction, safety, maintenance and removal on completion of the Contract and consent by the Engineer shall in no way relieve the Contractor of his duties or responsibilities under the Contract.

1.2 Site Identification Board

Within five (05) days from the date of notification to commence the works, the Contractor shall provide, erect and maintain in a clearly legible condition and conspicuously displayed at the entrance to the site from the beginning of the work until the completion and acceptance of the project, a site identification board in accordance with a format approved in advance by the Employer. The board shall contain the following information: Republic of Cameroon, Peace – Work – Fatherland (in English and in French), Title of the Project, Employer, The Funding Bodies, Project Engineer, Executing Contractor, Design Consultants, Project duration and any other information as requested by the Project Engineer.

No other sign of any nature shall be placed closer than 8.00m to this temporary sign, unless required for purposes of security, in which case it shall be placed as not to obscure this sign or part of it in anyway.

1.3 Other Signboards

At the request of the Supervising Engineer, the Contractor may provide, erect and maintain other signboards which shall then be erected at locations to be instructed by the Engineer.

1.4 Hoarding

The Contractor shall, immediately upon the date for site possession and at his own expense, supply, erect and enclose the whole of the site within a hoarding not less than 2.4 metres high using materials of his choice, in order to screen off the work area. The hoarding shall be uniform in appearance, and constitute sufficient obstacle to prevent ingress of unauthorised persons or children, and be complete including all necessary padlocked gates, fans and screens to ensure the safety of the public, adjoining owners, and the works. The hoarding shall be adjustable during the course of the works as required and shall be maintained till the end of the project.

1.5 Surveillance and Guarding

The Contractor shall deploy all necessary human and material means to ensure surveillance and guarding of the site by day and by night, throughout the entire duration of the project up till provisional Taking-Over.

1.6 Site Clearing and Maintenance of Access Roads

During the execution of the works the Contractor shall keep the site reasonably free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment and

- h) The provision of an adequate number of suitable latrines and other sanitary arrangements at sites where work is in progress to the satisfaction of the health Authorities and the Engineers.

1.10 DRAWINGS AND DOCUMENTS

1.10.1 Standard Size of Drawings and Documents

- (1) Drawings, whether to be supplied by the Engineer or the Contractor shall only be prepared according to Standard sizes DIN A1 (594 x 841mm) or DIN A0 (841 x 1189 mm).
- (2) Documents, whether to be supplied by the Engineer or the Contractor shall be prepared on Standard size DIN A4 (210 x 297mm), except where particularly agreed otherwise with the Engineer.

1.10.2 Exhibited Drawings

The Exhibited Drawings show the work to be done under the Contract, subject to the provisions for variations in the Conditions of the Contract, but they shall not be used for construction purposes unless specific instructions for such use are given by the Engineer as the work proceeds. In general, the Exhibited Drawings are intended to indicate the scope and complexity of the Work.

1.10.3 Working Drawings

Working drawings are the drawings to be prepared by the Contractor and shall show sufficient dimensions, specific and typical details to define the various features of the Works, thus enabling the Contractor to perform the relevant works or to prepare the shop drawings.

1.10.4 Documents to be supplied by Contractor

- (1) The Contractor is obliged to supply drawings and documents for the Permanent and Temporary works as stated in the present specifications or as may otherwise be requested by the supervising Engineer.
- (2) The drawings and documents to be provided by the Contractor include, but are not limited to, the following,
 - a) Site layout and installation drawings.
 - b) Work and construction programmes inclusive of revisions, if required ;
 - c) Drawings and calculations for all Temporary Works and construction stages planned by the Contractor.
 - d) Bar bending schedules for reinforced concrete structures.
 - e) Reports and records of all tests and material tests to be carried out by the Contractor or his suppliers.
 - f) Drawings, records and reports on specific construction measures to be supplied by the Contractor in accordance with other provisions of the contract.
 - g) As-built drawings, incorporating all changes or amendments made in the course of the construction works, for all Permanent Works, including those for which the Engineer has prepared the working drawings.
 - h) As-built drawings shall be supplied to the Engineer immediately after completion of the particular part of the Works.
 - i) Brochures and technical literature of all equipment items and fixtures, which are to be permanently installed in the Works.
 - j) All instructions (in the form of lists, manuals and the like), which are required by the Employer for proper operation, as well as for expert maintenance and repairs of the structures and facilities.

The time limit for approval of working drawings and issuance of other clearances is 15 days. The Contractor shall therefore take all necessary pre-emptive measures when

2.2.2 Excavation

Excavation shall be made to depths and dimensions indicated on the plans or otherwise required by the work, plus sufficient space as directed by the supervising officer to permit erection of forms, shoring and inspection of foundations. Slopes shall be straight lines to minimise the quantity of fill material required. The Contractor shall remove all boulders, stumps and other obstructions encountered in the course of excavation. The bottom of all foundations shall be hand trimmed, level, and free from all loose and/or organic material.

Channels shall be dug where required to facilitate the laying of underground pipe-work and earth-cabling. Channels bearing pipe-work shall be carefully filled and rammed to maintain slopes of pipes after laying and protection against damage with lean concrete mix. All excavation shall be timbered, where necessary to the satisfaction of the Employer.

Should any water accumulate in the trenches or other excavation, the Contractor shall execute such works as may be necessary to drain away the accumulated water, and shall install pumps as may be required to keep the trenches and excavations dry.

2.3. Materials

Sand and coarse aggregate.

All aggregate for concrete and mortar shall consist of naturally occurring sand and crushed rock. All sand shall be perfectly clean, uncoated grains free from injurious amounts of dusts, lumps, soft or flaky particles, shale, alkali, organic matter, loam or other deleterious substances, and the source shall be approved by the Employer.

Sand and aggregate shall meet the following grading requirements:

Sieve Number	Total percentage of weight	
	Retained	Passing
4	0 – 5	95 – 100
8	10 – 20	80 – 90
16	20 – 40	60 – 80
30	40 – 70	30 – 60
50	70 – 88	12 – 30
100	92 – 98	2 – 30

Sand for mortar shall meet the following grading requirements:

Sieve Number	Total % by weight
4	0
8	0 – 5
16	0 – 5
30	25 – 50
50	65 – 80
100	85 – 95

The coarse aggregate shall be clean and angular in shape and shall have granular, crystalline or smooth (but not glossy) non-powder surfaces. As far as possible, only crushed stone shall be used as the coarse aggregate for the reinforced concrete part of the work. Crushed stones and gravel shall meet the following grading requirements:

<u>Sieve Number</u>	<u>Total % by weight retained</u>
25 mm	0
20 mm	0 – 10
10 mm	45 – 80
4 mm	90 – 100

and placing of all concrete. All ingredients shall be thoroughly mixed until they are uniformly distributed throughout the mass, with the amount of water added to produce the concrete of proper consistency.

The mixing equipment shall be capable of combining the aggregates, cement and water within the specified time limit into a thoroughly mixed and uniform mass, and of discharging the mixture without segregation. A mixture which has been out of use for more than 20 minutes shall be thoroughly cleaned out before fresh concrete is mixed. The Contractor shall provide mixers of sufficient size and number, adequate to deal with the volume of concrete to be placed in order that the face of the concrete will not be marred by joined lines due to one layer having set before another layer is placed.

The size of each batch of concrete shall not exceed the rated capacity of the mixer as stated by the manufacturer. Concrete shall not be mixed in greater quantity than required for work in hand.

2.3.8 *Placing of Concrete.*

Before placing concrete, all equipment for mixing and transporting the concrete shall be cleaned and all debris removed from the places to be occupied by the concrete. Wood forms shall be thoroughly wetted and masonry units that will be in contact with concrete shall be well drenched. Water shall be removed from the place of deposit before concrete is placed, unless otherwise permitted by the Employer.

Concrete shall be conveyed from mixer to forms as rapidly as practicable and by methods, which will prevent segregation or loss of ingredients. It shall be deposited as neatly as practicable in its final position.

Concrete shall be placed before initial set has occurred, and in no event after it has contained its water content for more than thirty (30) minutes. Unless otherwise specified, all concrete shall be placed upon clean, damp surfaces, free from water, or dry porous earth. The concrete shall be compacted and worked in an approved manner into all corners and angles of the forms and around reinforcement in such a manner as to prevent segregation of the coarse aggregate.

Concreting of any unit or sections of work shall be carried out in one continuous operation and no interruption of the concreting will be allowed without the approval of the Employer.

The concrete shall be placed layer by layer as directed by the Employer, over the whole area to be concreted, until the required height is obtained. Care shall be taken that segregation of the aggregates by rolling down the exposed working surface of the placed concrete does not occur. Should any accidental segregation occur within the formwork, the affected area shall be thoroughly turned over by hand until a homogenous mix has been obtained. Under no circumstance shall concrete that is partially hardened be rapidly deposited in the formwork.

All structural concrete shall be compacted with the aid of mechanical vibrators. The vibrator shall be of a type and design approved by the Employer. Enough vibrators shall be used to cause all concrete to flow or settle readily to the forms and not through the forms, except in sections too thin to permit the insertion of the internal type, in which case form vibrators may well be employed if approved by the Employer.

Foundations shall be placed over their full depth in one operation and the top surface carefully levelled. Concrete placed in timbered excavations shall be well rammed close against the excavation face as the timber is withdrawn. After the concrete has taken its initial set, care shall be exercised to avoid jarring the forms.

required, and shall be made sufficiently tight to prevent any leakage of grout. All form work shall be inspected and approved by the Employer before concrete is placed within it.

The use of steel forms or forms made of other materials may be permitted provided the requirements for strength, joint, etc., are met and they are to the satisfaction of the Employer.

Forms for all permanently visible concrete surfaces shall be planed smooth so that the internal faces are perfectly true and free from irregularities. Where the finished surfaces of the concrete are not to be permanently exposed, the forms may be constructed of plain butt-jointed sawn timber.

2.3.18 Preparation of Forms before Concreting

Before the concrete is deposited, the forms shall be thoroughly cleared and freed from saw-dust, shavings, dust, mud or other debris by flushing with water. The inside surfaces of the form shall be coated with lime wash or an approved mould oil, care being taken to keep the reinforcement free from any such coating material.

2.3.19 Formwork for Vibrated Concrete

When concrete is to be vibrated, special care shall be taken by the Contractor to maintain rigidity of the formwork and supports against the action of the vibration of the concrete.

2.3.20 Removal of Forms

Forms shall be removed in such a manner as will not injure the concrete, and no formwork shall be removed before the concrete has sufficiently set and hardened. The table below gives minimum periods before striking formworks.

<u>Type of formwork</u>	<u>Minimum period before striking</u>
1. Vertical formwork to columns	12 hours
2. Soffit formwork to beams and slabs	14 days
3. Props to beams	21 days

The provision of suitable curing methods should immediately follow the removal of the formwork.

2.3.21 Tolerances

The maximum tolerance within which concrete work shall be constructed are as follows;

- All setting out dimensions $\pm 5\text{mm}$
- 1 Section of concrete members $\pm 3\text{mm}$

Any rectification of work not constructed within the tolerances set out above shall be entirely the responsibility and at the expense of the Contractor.

2.4 Block Work & Plastering

2.4.1 Scope of Works

The Contractor shall provide all materials, appliances and labour necessary to complete all block work and plastering required by the contract drawings and specifications.

2.4.2 Sandcrete Blocks

All sandcrete blocks are to be made in a proportion of one part cement and seven parts sand, Vibratory type, and in case of the blocks made in an approved machine, the mixture shall be 1 part cement and six parts sand, well rammed and consolidated in mould, and to be made into blocks within half an hour of the water being added to the mix.

2.4.3 Mortar

consolidated by stone chips. Chips used shall not be more than 15% by volume of masonry.

- 2.5.12 Stones of full width of wall thickness shall be provided at every 600 mm centre to centre in each layer and staggered. For walls thicker than 600 mm two through stones overlapping each other at a minimum of 150 mm shall be placed.
- 2.5.13 The work shall be in perfect plumb or battered as specified.
- 2.5.14 Corner stones shall be well-dressed and chiseled. These shall be laid header and stretcher alternate. They shall not be smaller than 0.025 cu m and 300 mm in length. Further it must be noted that 25% of the above shall not be shorter than 500 mm in length.
- 2.5.15 Jamb's shall be made from dressed corner stones.
- 2.5.16 Work of the day shall be raked to a depth of 20 mm while the mortar is green and cleaned with a coired string brush or wire brush. Stone surfaces shall be free of mortar or cement coats.
- 2.5.17 Vertical joints shall be staggered.
- 2.5.18 At angular junctions, stones at each alternate course shall be wellbonded into the respective courses of the adjacent wall.
- 2.5.19 Masonry construction with very thin faces, tied up with occasional through stones or filled up with dry packing or small-size aggregates shall be strictly prohibited.

SECTION 3: ROOF SUPPORT STRUCTURE AND ROOF COVERING

3.1 General description

The works described here involve the construction of roof trusses and purlins in hardwood, for the roof of the Akwaya Municipal Council Chambers building.

All construction details pertaining to jointing and sizes of members of trusses and other structural units as shown on drawings or as laid down in this or any other particular specification must be strictly respected.

3.2 Nature of wood.

The wood to be used for the works may be Doussie, Iroko, Mowingui or Landa or any other locally available hardwood of similar quality and characteristics. It must be air-dried with a moisture content between 14-17%.

Wood for timber beams and roof trusses must be of good quality and free from all defects, wavy edge, shakes, splits, and loose or dead knots. It must be well aligned and no traces of decay or charring would be accepted. Adequate information must be provided concerning the source and handling of the wood, to facilitate the verification of quality by the controlling Engineer.

3.3 Preservation

All wood intended for the above-defined structural works shall be preserved with a good fungicide-insecticide such as Xylamon. Preservation shall be achieved by immersing the various members of the trusses and other structures in preservative for a period of 30 seconds to 3 minutes, before assembling. New surfaces exposed by cutting after preservation would be further preserved by coating with preservative to a spread of 250 g/m². It is therefore advisable to prepare completely and cut the timber into pieces of appropriate dimensions prior to treatment.

3.4 Painting

Where painting of the timber is desired, all relevant parts of assemblies or individual pieces should be protected with a priming paint and one undercoat before leaving the factory.

3.6.1 General

Assembly of structural units should be done on a level bed and in such a way as to avoid damage to any of the members and so that the finished structural unit conforms to detailed drawings and specification. Assembly shall be done on site or in factory. When assembly is done in the factory, transportation to site would be as described below.

3.6.2 Site Assembly

When assembly is to be performed on the site, one set of components should be fitted together and dismantled prior to despatch to the site, in order to ensure that the assembly of structural units conform to the detailed drawings and specifications. Twisted or damaged members should be replaced before erection on the site.

Before proceeding with bulk production, a complete assembly of one of each framed truss or other structural unit should be checked to prove the accuracy of the templates, etc. A similar check should be carried out from time to time to control the wear and tear on templates and gauges.

3.7 Transport of Assemblies from Factory.

3.7.1 General:

Assemblies done in factory should be checked for correctness in same way as described above for site assemblies.

3.7.2 Protection:

- a) All materials and assemblies should be protected from the weather, and suitable measures should be taken to protect the surfaces during hoisting, etc.

- b) *Handling,:*

The over-stressing of members during handling should be avoided. Where lifting points or methods of lifting are not indicated on the design, guidance should be sought from the Supervising Engineer.

- c) *Storage:*

Timber components should not be exposed to high humidity and all materials and assemblies should be protected against exposure to the weather, wetting, damage, decay and insect attack.

- d) *Placing.*

All trusses assembled either on site or in factory can be placed, with the use of a crane. Placing can also be achieved by assembling the members in-situ. It can also be done by assembling the truss in 2 or more partial trusses, erecting these partial trusses with the help of a crane and scaffolding and coupling the partial trusses in-situ.

3.8 Erection.

3.8.1 Lifting Points:

The over-stressing of members during erection should be avoided. Where lifting points or methods of lifting are not indicated on the design, guidance should be sought from the Supervising Engineer.

3.8.2 Bolts:

On completion of erection, all joints should be inspected and care should be taken to see that all the bolts are tightened without crushing the wood under the washers. Placing in-situ: This would involve machining all the various members to fit, a fitting trial done on the ground, the truss dismantled and re-assembled in place on scaffolding.

3.8.3 Anchorage:

Materials supplied and installed should be rated to function on the standardised voltages of 220V single phase neutral and 380 V three phases or as instructed by the Employer.

4.3.3 Current Breaking Capacity, Short Circuit Current Resistance.

Protection equipment of the various circuits should ensure the breaking of fault current of the point under consideration. Other equipment associated with the process of protection should be able to resist maximum short circuit current during the period that the fault is supplied.

4.4 Workmanship.

The crossing of walls or floor/ceilings will be by means of pipes adequately protected against fires. In addition, tubes for cable work should be plugged during construction to prevent any water (which may come from regular cleaning of the site) from entering the tube.

Cable work for sub circuits shall be run in appropriate PVC or other conduits installed surface or buried as per the Employer's instructions. The derivation of circuits will be done in encased junction boxes, and all junction boxes must be accessible and have removable covers.

4.5 Test and Receptions.

On completion of the works, a pre-reception will be carried out consisting of:

- General verification of the installations of the buildings to ensure that they are functioning well.
- No-load and on-load tests of the networks and equipment.
- Control/detection of over-heating and voltage drop.
- Test to verify the insulation of currents connected between phases and between phase and neutral.
- Control/verification of earth resistance.
- Control/verification of conformity to the project.

Any defects noted will have to be repaired by the Contractor. The provisional reception of the installations will be pronounced only after the contracting parties are in agreement that the project has been well executed and the required guarantee for the necessary retention period provided for by the Contractor.

One year after the provisional reception, a final reception of the installations would be carried out under same conditions as the provisional reception. In addition, the following tests and verifications would be done:

- A verification of the wear of the materials and equipment.
- A control of the fixations.
- Insulation tests.

Where certain parts are replaced, the guarantee will be prolonged.

4.6 Equipment (Material, Appliances and Fittings).

Equipment supplied and works executed must conform to the prescriptions made earlier. In addition, the body of the cabinets must provide the degree of protection prescribed by the various UTE standards, namely:

- Protection of people from parts that are live
- Protection of the materials against penetration by solid bodies and dust,
- Protection of materials against liquids,
- Protection of materials against mechanical damage,
- Protection of material against corrosion.

Current shall be supplied to the distribution main switch box compulsorily through a cut-out and circuit breaker suitably calibrated, the whole assembly together with sub-circuit projections being enclosed in the same metallic cabinet. All equipment installed in the distribution box must be well marked and identified.

Exit valves would be judiciously located in the pipe network to allow for purging of the network of water or air when need be. A stop valve shall be installed on the supplying line of each sanitary fitting.

Connections between main supply PVC pipe and sanitary fitting shall be realised with copper pipes.

5.3 General Conditions for Installations Works.

Before starting any operation, the contractor shall submit his working drawings to the Employer for approval. He shall indicate in advance where his pipe work would pass through beams, columns, walls, etc ...

The contractor shall ensure that the installations do not produce noise when turned on. The installations should be capable of functioning free of vibrations, and where vibrations cannot be avoided, enough precautions should be taken to reduce the noise to the barest minimum.

The Employer shall, if he deems it necessary, verify the quality of material to be used or equipment to be installed. This verification, however, shall not relieve the Contractor of his responsibility over the works until after the expiration of the guarantee period.

Tests shall be carried out on the installations prior to reception of the works. These tests shall aim at appraising, *inter alia*:

- Ease and efficiency in manipulation of taps, valves, etc.
- Supply flow rates for each equipment
- Efficacy of evacuation mechanisms
- Evacuation flow rate of each fitting
- Efficacy of trappings.
- Noise level in operation

Provisional reception of the installations shall be done only if the test results are satisfactory.

Final reception shall be done one year after provisional reception, and the Contractor shall be required to make good at his own expense all defects observed during the guarantee period before final reception is done.

5.4 As-Built Plans.

At the end of the works, the Contractor shall produce and submit to the Employer, detailed as-built plans showing the executed works. Such details would include precise locations of pipes and their joints, stop valves, etc.

SECTION 6: JOINERY WORKS

6.1 Composition of Works

The works described in this section shall include all wood/metal/aluminium joinery and iron-mongery works as follows:

- The supply and fitting of all security locking and handling devices for doors and windows as described in this section.
- The supply and installation of all metal and/or aluminium profiles for metal joinery works.
- Supply and fitting of timber frames, door shutters, glazing and finishes in accordance with the plans.
- Suspended ceiling in plywood including insulation and all finishes
- All other accessory works necessary for the completion of metal, or timber joinery works.

6.2 Materials

6.2.1 Iron-Mongery:

A sample of each and every piece of hardware required shall be submitted for approval as to quality and design. These samples must conform to the requirements hereinafter specified and to the approved samples of the various manufacturers in the office of the Employer. After the samples have been approved, they will be forwarded by the Employer or his representative at the building, who will permit them to be installed in the places for which they are intended and will make a record to the location of each sample. The rest of the hardware furnished for the building shall correspond in all particulars to the approved samples and any articles that fail to do so will be rejected.

6.5 Windows

All windows to be fitted on the building shall be high quality louvered frames in galvanised steel screwed to wooden frames. The dimensions shall be as specified on drawings.

6.6 Wood Joinery Works

6.6.1 Scope

The work under this heading includes generally all interior wood finish, such as doors and frames, transoms, base, skirting board, picture-moulding, cupboards, cases, cabinets, lockers, shelving, fittings for special rooms, etc., and all exterior wood finish as required by the drawings and specification.

6.6.2 Carpenter and Joiner.

Timber:

As much as possible and feasible, all the material specified under this section, shall be the product of one mill. All timber shall be of very good quality and shall be free from sap, shakes, large loose or dead knots, wavy edges, borers, termites and other serious defects; it shall be properly seasoned and holding up to the full scantling after sawing.

For carpentry work timber shall be Mahogany or any other locally obtainable hardwood with similar properties as may be proposed by the Contractor for approval by the Supervising Engineer. The hardwood timber and shall comply with B.S 940 or equivalent.

For joinery work the timber shall be Mahogany, African Walnut, Bete, Makoré, iroko, or other approved timber and shall comply with B.S. 1186.

Wrot Face.

All exposed faces of timber are to be wrot unless specifically shown otherwise on the drawings and 3mm will be allowed from the specified size for each wrot face.

The Contractor shall also submit for approval the sample of the wood to be used for the interior wood finish and a sample of the wood to be used for the face veneer of the doors.

6.6.3 Preparation. -

The preparation of timber is to commence simultaneously with the beginning of the work generally, and should proceed continuously until all the woodwork is to be cut out and framed together as soon as possible after the detailed drawings are received, but not glued or wedged up until ready for fixing.

The joinery work is to be cut out and skeleton framed and stacked outside immediately the Contractor is given possession of the site and has produced and obtained approval for detailed drawings. It is to be carefully stored and protected from the weather but is not to be wedged up until required for fixing in the building. Any portion that wraps or develops shakes or other defects are to be replaced with a new one before being wedged up.

6.6.4 Fixing

6.12 Material for Interior Finish: -

All interior wood finish shall be made up of thoroughly seasoned, kiln dried woods of the kinds specified.

6.12.1 First quality, clear, plain saw Iroko, Mahogany, Bete, Makoré, etc. flat grain shall be used for all interior wood finish throughout, except as otherwise specified hereinafter or shown on drawings. All this material shall be clear on all exposed faces and edges, free from checks, cracks, or other blemishes that would mark the appearance of the finished wood.

6.12.2 In assembling interior wood work, arrange pieces so that variations in grain pattern are kept to a minimum at all areas. The Contractor shall submit two samples for the use of the painters in making colour samples. He shall also submit three sets or more samples of Iroko, Mahogany and any other hardwood available in Cameroon for approval before starting on any of the millwork. Dimensions of samples shall be 15cm x 13cm and shall be sand-papered smooth.

First quality red or white Iroko or Mahogany shall be used for all interior window frames, trims, and for all wood finish.

5.13.3 All finished wood work except that which is specified to be stained and varnished shall be primed on both sides and all edges with white lead and linseed oil before leaving the shop.

The Contractor shall assume full responsibility that all the finished woodwork is completely primed, stained, filled and shellacked as required before applying finishing coats of paint or varnish.

Stain and filler may be applied in one operation, provided that the material to be used is factory mixed and is approved by the Employer before application.

6.13 Plywood:

Where ever plywood construction or veneer panels are required by drawings or specifications, it shall conform with the following requirements: -

Graphic Indication for plywood: Where plies are required by drawings, disregard the measured thickness of the individual plies unless dimensions in figures are given thereon.

6.13.1. Thickness:

All dimensions for thickness, either of plies or overall used in connection with plywood refers to the thickness before sanding.

Wherever 4mm, 5mm, 6mm or above veneers are required submit visual proof or proof in affidavit form that the material used was the specified thickness before sanding.

6.13.2 Materials

All plywood shall be cabinet grade. Face veneers shall be material specified. The face veneer in all cases shall run the long dimension of the panel and shall be at right angles to the cross-band veneer.

Face veneer shall be same material on both sides. Cross-banding shall be same material on the both sides. Cross-band material shall not be fir.

The material for cross shall be solid and without void. It may consist of strip construction glued together, or be of laminated construction.

6.13.3 Appearance

All plywood shall be G2S (good 2 sides) except tops and backs of fixed cabinets, and suspended ceilings. These tops and backs shall be G1S (good 1 side).

Flush veneered doors shall have stiles, rails and panels of built-up cores of narrow strips of northern white pine or ponderosa pine, with grain reversed in alternate strips, stiles and rails mortised and tenoned and blind wedged. Panels shall be tongued and grooved into stiles and rails and glued together under machine pressure.

The doors shall have hardwood edge strips of same material as face veneer, and not less than 2cm thick. The entire core of doors shall be covered with a 4mm thick flat-sawn finish veneer before sanding, glued under pressure of not less than 500 kg and must have properly sanded finished surfaces and finishing by hand with 00 sandpaper. When delivered at the building the doors shall be at once fitted to the openings and the top and bottom edges sealed with a heavy coating of approved paint. The Employer reserves the right to take apart one or more doors for the purpose of examining materials and method of construction.

If the doors selected at random are found after examination to be not in compliance with the specification, then the Employer may take apart other doors.

- 6.16.1** Jambs shall be solidly blocked out especially where hardware is to be applied, blocking behind door butts shall be set so as to receive the butt screws.

Interior flush wood doors may be assembled with highly water-resistant glue and 2cm hardwood spiral dowel, five inches long, or with mortise and tenons with blind wedges.

Provide opening in wood doors, where required, for the glass light specified in the door schedule.

6.17 Window Trim

Wood windows shall be trimmed with stools, aprons, casings, mouldings, etc., in accordance with details, unless otherwise indicated.

SECTION 7: FLOOR & WALL FINISHES

7.1 Scope:

The work under this heading includes all floors and wall tiles as indicated on drawings or specified. All rooms to be tiled will have a 10cm skirting in the same material as floor finish except where P.V.C. tiles are specified. The Contractor shall submit two samples of each type and pattern of floor and wall tiles for approval.

7.2 Vitreous Tiles:

Unless otherwise specified in amendments, tiled floors may be paved with vitreous ceramic tile or mosaic type consisting of a combination of 2.0 cm or 5cm units in patterns and of colours (not more than two) to be selected by the Employer. Tiles shall be laid on a bed of stiff type mortar and shall be tamped down to the proper level. Joints shall be grouted with neat Portland cement. The surface of the tiles shall be cleaned of cement.

7.3 Glazed Tile:

Where tile wainscoting is indicated on drawings, it shall be to heights indicated on the drawings. Wainscots shall be made up of 10cm tiles.

7.4 General:

All tile work shall be cleaned upon completion of the tile laying operation, care being taken of all adjoining material and all work shall be left in a satisfactory condition.

The surfaces to receive the tile shall be well wetted, and the tile well soaked with clean water before application, no more tiles shall be removed from the soaking tubs to drain board than can be applied within the hour.

7.7 Grouting & Finishing

Where possible, tile should not be grouted sooner than 24 hours after setting, to permit complete evaporation of solvents in the adhesive.

- Clean all joints of dusts, dirt, and excessive adhesive. Adhesive may be removed with a sharp knife or solvent. When grouting wall tiles, thoroughly soak all joints with clean water. This is important, as grout will not cure properly unless thoroughly soaked.
- The grout shall be mixed with clean water to a consistency of thick cream. Completely fill all joints and allow the grout to set for a few minutes. Remove the surplus grout and finish flush and true. As soon as the grout has reached its initial set, thoroughly wash wall with a sponge and clean water. Polish with clean, dry cloth.

SECTION 8: PAINTING AND DECORATION.

8.1 Scope

The work under this Section shall include the furnishing of all labour to complete all interior and exterior painting as hereinafter specified.

The Contractor shall be required to finish all interior and exterior painting in accordance with the various colours selected by the client for the various rooms, corridors and all other locations throughout the building in accordance with a colour Schedule which will be issued to the Contractor after the award of the contract.

8.2 Materials:-

Painting materials used in connection with the work of this section shall be equal to the respective painting materials specified in the specification and drawings.

The Employer reserves the right to take samples from the containers delivered to the premises and to have chemical and physical tests made on them by a testing laboratory approved by the Employer Unless otherwise specified such tests will be made in accordance with the "Standard Methods of Tests" as specified in the specification concerning the particular materials.

8.3 Workmanship

All paint, etc., shall be applied in a proper manner by skilled Workmen. All materials or work to receive painter's finish shall be properly prepared to receive the finish. The surfaces shall be dry, free from foreign matter, dirt, cement, grease, oil, loose paint, scale, scratches, finger marks, pencil marks, etc. The various surfaces shall be sandpapered or rubbed before and between coats as required to produce a satisfactory surface. No paints, etc., shall be applied until the preceding coating is thoroughly dry.

- All knots, sap and pitch streaks in woodwork to be painted shall be coated with white shellac before the first coat is applied.
- All holes, crevices or other defects in plaster or other work shall be painted up smooth.
- After the priming or shellac coat, and before the first coat of varnish or paint has been applied, all nail holes, etc., shall be stopped with Ruddy, coloured to match the colour of the wood or the stain, as the case may be. All putty shall be brought flush with the surface and sand papered smooth, leaving no surplus putty.
- Paint shall be evenly spread and well brushed out. Varnish and enamel shall be evenly and smoothly flowed on, and care shall be taken to apply paint varnish and enamel in a suitable temperature, never when less than 60 degree F°. Application of paint by spraying will not be permitted.
- All painting shall be done so that there shall be no drops, runs or sagging of materials. Drop cloths shall be used to prevent drops of paint, kalsomine, oil, varnish, etc., from defacing the painted walls, woodwork floors, stairs, fixtures, etc., and all paint spots shall be removed from glass and other finished surfaces.

No painting is required on finished plastering that is permanently concealed back of fixed cabinets, etc.

8.6 Paints

All materials shall be delivered on the premises in the original sealed containers with the seals unbroken and with the name and trade brand of the manufacturer on each container. The manufacturer shall also place on each container a label on which he recommends the thinner to be used with the particular paint if thinner is necessary.

All paints, varnishes and painting materials shall be factory mixed and shall in all instances conform to these specifications.

Where paints or painting materials are specified by formula the label on the container shall also bear the formula of the composition of the contents of the containers. All material must be approved before it is used. Varnishes shall be in containers of not over 10 litres capacity.

SECTION 9: EXTERNAL WORKS AND LANDSCAPING.

9.1 Lateritic gravel recharging

These Materials have to respond to the following specification:

- The CBR after 4 days of imbibing to a dry density corresponding to 95% of the OPM should be higher or equal to 50 in fill-in and 60 in the basic layer
- The indice of the plasticity should be lower than 14%.
- The OPM density should be higher or equal to 2.00
- The grains of the materials should have diameter less than 60mm for (fill-in) and 50mm (basic layer) and more to that the sizes should be continuous. The materials to be used for fill-in and the basic layer will come from:
- Cuts, quarries and laterite pits for fill-in
- Quarries or laterite pits for the basic layer.

9.2 Quarries or laterite pits

In a situation where the contractor is obliged to depend on a laterite pit for materials because of the lack of re-utilizable cuts for fill-in or for the basic layer, using quarries will only commence after a written authorization from the project owner. This authorization may be withdrawn at any time if the project owner thinks that the materials are not of a good quality. The contractor cannot by this ask for any claims.

It should be precise that if the quarry and laterite pits does not have sufficient or good quarry materials to a point such that the project manager refuses the contractor shall look for different quarries.

The materials from this new quarry will be approved by the project manager: in case of non acceptance, the contractor shall look for other quarries or laterite pits responding to the fixed prescription and the quantity needed. The contractor shall support all exploitation expenses of the quarries and laterite pits notably:

- Opening and maintaining access roads
- Felling, clearing, removal of vegetable soils or undesirables surface materials and to deposit them far from these zones.
- To re-arrange the area after exploitation of the quarry.

The draining of this laterite pits should be done in an efficient way.

are placed a tight pattern. Cutting (or dressing) stones in this way means the final surface will be smoother than the stone using only its natural shape.

In both options the stones are laid on a prepared road sub base with a blinding layer of sand cushion about 5 cm between the stones and the road sub-base layers. The sand cushion accommodates irregularities in the stones allowing the stones to be assembled with a smooth and level riding surface. The sand cushion layer also acts as a drainage layer for any water entering between the stones and therefore requires regular outlets. The stone surface is then covered by a layer of fine gravel filling gaps between the stones and providing a smoother riding surface for traffic. The stone surface option can also be used as road base course layer for bituminous surfacing.

10.1.1 Materials

Material for constructing the stone surface consists of coarse sand, stone and gravel. The minimum required characteristic of the material are described below: Stones The stone to be used for the pavement must be clean, hard, durable, solid and free from soft material or loose pieces. Cracked and hollow stones must not be used. Stones should be cubic or rectangular in shape. The stone should not be able to be cracked under the impact of compaction equipment. Round shape stone or river stones are not recommended for this purpose. The size of the stones may vary depending on the functions of the stones or as otherwise specified in the drawings. Recommended size and shape of the stones to use for the stone surface are:

Stone for surface should be 15 cm x 25 cm, with the smallest acceptable size 10 cm x 15 cm. Stones should be cubic or rectangular shaped. Stone from a quarry should be dressed or shaped to the required shape when delivered to site. Stones for edge kerbs should ideally be 20 cm x 30 cm with the smallest acceptable size 15 cm x 25 cm. The kerbstones should be cubic or rectangular shaped. Kerbstones from a quarry should be dressed to shape when delivered. The kerb stone is crucial for holding the other stones in place.

Sand Sand for the stone surface is used to accommodate any irregularities in the shape of the stones allowing the stones to be assembled with a smooth and level riding surface. The sand is also used as a drainage medium for any water entering between the stones. The sand should be coarse sand either from river or mountain sand and must be clean, free of leaves, grass, compost, clay lumps, or dust etc. Drainage outlets from the stone bedding must be provided at regular 5 to 10 m intervals. Gravel Gravel is used to fill gaps between stones to restrain the stones' movement when under traffic load. The gravel also acts to provide a smooth running surface in the final layer. The gravel is laid over the stone surface and will fill the gaps. The gravel for this purpose can be mountain gravel or river gravel and should be well graded. The maximum size of the gravel however should not be greater than 50 mm and must be clean, free of leaves, grass, compost, clay lumps etc.

10.2 Construction methods

10.2.1 Work Method Step 1.

Setting Out Set out the road cross section by setting center line peg and pegs at edge of the carriageway. The cross section should be set for every 5 m interval. Mark the finished level of the stone surface at the center line and transfer with the design cross-fall to edge pegs. The cross-fall from the center line to the edge pegs should be 4-5%.

Excavate foundation for Kerbstones. The foundation should be excavated along all surface edges. The width of the foundation should be 25-30 cm and depth should be 15-20 cm. Bed level of the foundation of both edges should be checked using a line level to ensure they are at the same level. Position Kerbstones in the excavated foundation in vertical position by keeping top level of the stone as set in the peg. The kerbstones should then be placed as tightly as possible. Back fill the kerbstones with gravel and provide compaction by hand rammer. Repeat the same process of placing kerbstones along the other edge of the yard.

10.2.2 Work Method Step 2;

The construction of a cobblestone pavement includes the selection and testing of materials, preparation and placement of stone. Quality control and tests for these works include checking the suitability of the materials. Some of these tests can be carried out in the field but certain tests should be carried out in a laboratory as required by the contract.

Description/ Work Activity	Test/Check Method	When	Tools
Material Stone Surface			
Gravel and sand	Check the quality of the gravel and sands meets the specified requirements.	. Written Certification before delivery on site	NA
Stone for surface kerbstone	<ul style="list-style-type: none"> ✓ Check the Hardness, shape, strength, durability of the stone and kerbstones against the specified requirements. ✓ The quality control of stone used should be the same as for stone masonry work ✓ Randomly carry out visual checks on the size and shape of stone be used. 	Written Certification before delivery on site Measuring tape and Steel hand-pick	Measuring tape and Steel hand-pick
Construction of Stone Surface			
Placing kerbstone	<ul style="list-style-type: none"> ✓ Check pegs and string line are used at edges of the carriage way at 5 m intervals ✓ Check width and depth of the foundation for placing kerbstone according to the drawings ✓ Check the kerbstones are placed vertically and as close to each other as is possible. 	During the carrying out of the kerbstone activity	Measuring tape
Placing stone surface	<ul style="list-style-type: none"> ✓ Visually check sub base layer is compacted, cleaned and levelled ✓ Check thickness of sand bedding and uniformity of spread ✓ Check the stones are shaped (slightly dressed) for cubic or rectangular shape. size should be between 12 cm - 20 cm: ✓ Check stones are placed as close to each other as possible. ✓ Check gaps are filled by smaller stones ✓ Check top levels are on an even plane ✓ Check all the gaps between the stones are fully filled with gravel or sand. 	After placing of kerbstones	Measuring tape and line level
Spread gravel	<ul style="list-style-type: none"> ✓ Check thickness of gravel laid on the surface ✓ Randomly count the number of passes 	After placing stone surface	Measuring tape

10.4.3 Safety Gear and Equipment

All workers and operators must be instructed on all potential dangers or hazards of all work activities and be aware of what precautions must be taken to avoid any accidents on site. All workers and operators shall be provided with appropriate safety gear in sufficient numbers. All workers must be instructed how and when to use safety gear and all safety gear shall be replaced when unusable or lost: The Contractor shall provide the following safety gear: Safety jackets in bright "fluro" colours for all supervisors and workers working on a road that has frequent traffic. Closed shoes and gloves for all workers for general road works. Note that cotton gloves need to be replaced regularly and are generally inadequate for quarrying and rock placement work. Gum boots and good quality gloves when mixing and carrying concrete. Dust masks and eye protection when working with rock and dusty aggregate fines. Note that dust masks must be replaced regularly and dusty sites should be regularly watered. A working chemical fire-extinguisher shall be mounted on the site office exterior wall for easy access in an emergency.

SECTION 11: ENVIRONMENTAL PROTECTION AND WASTE DISPOSAL

11.1 Scope

This section covers the Environmental Protection and Waste Disposal to be exercised by the Contractor in all work on the Contract. The obligations herein do not prejudice any other clauses in this Specification.

11.2 General

The Contractor shall comply with the Statutory Regulations in force in Cameroon regarding environmental protection and waste disposal and shall liaise with the responsible national and local authorities. The Contractor shall for those of his activities which have, or are likely to have, an impact on the environment, keep records relating to: - The amount of waste and by-products generated by the activity - The economic value of the activity - The observable effects of the environment - How far, in the opinion of the Contractor, the provisions of the Statute has been complied with. The Contractor shall afford the officials of the relevant authorities free access to inspect the project site, plant, workshops and the like to check whether the provisions in the Statute are being complied with.

11.3 Landscape preservation

11.3.1 General

The Contractor shall exercise care to preserve the natural landscape and shall conduct his construction operations so as to prevent any unnecessary destruction, scarring, or defacing of the natural surroundings in the vicinity of the work. Except where clearing is required for permanent works, approved construction roads, or excavation operations, all trees, native shrubbery, and vegetation shall be preserved and shall be protected from damage by the Contractor's construction operations and equipment. The edges of clearings and cuts through trees, shrubbery, and vegetation shall be irregularly shaped to soften the undesirable visual impact of straight lines. Movement of labour and equipment within the right-of-way and over routes provided for access to the work shall be performed in a manner to prevent damage to grazing land, crops, or property. All unnecessary destruction, scarring, damage, or defacing of the landscape resulting from the Contractor's operations shall be repaired, replanted, reseeded or otherwise corrected as directed by the Engineer, and at the Contractor's expense.

11.3.2 Construction facilities

The Contractor's workshops, office, and yard area shall be located and arranged in a manner to preserve trees and vegetation to the maximum practicable extent. On abandonment, all temporary buildings, including concrete footings and slabs, and all construction materials and debris shall be removed from the site. The area shall be regraded, as required, so that all surfaces drain naturally, blend with the natural terrain, and are left in

The Contractor shall exercise special care to direct all stationary floodlights to shine downward at an angle less than horizontal. These floodlights shall also be shielded so as not to be a nuisance to surrounding areas. No lighting shall include a residence in its direct beam. The Contractor shall be responsible for correcting lighting problems when they occur as directed by the Engineer.

11.8 Preservation of historical and archeological data

The Contractor agrees that should he or any of his employees in the performance of this contract discover evidence of possible scientific, historical, prehistorical, or archaeological data he will notify the Engineer immediately giving the location and nature of the findings. Written confirmation shall be forwarded within 2 days. The Contractor shall exercise care so as not to damage artifacts or fossils uncovered during excavation operations and shall provide such cooperation and assistance as may be necessary to preserve the findings for removal or other disposition by the Employer. Where appropriate by reason of a discovery, the Engineer may order delays in the time of performance, or changes in the work, or both. If such delays, or changes, or both, are ordered, the time of performance and contract price shall be adjusted in accordance with the applicable clauses in the Conditions of this Contract. The Contractor agrees to insert this Clause in all subcontracts which involve the performance of work on the terrain of the site.

11.9 Cleanup and disposal of waste materials

11.9.1 Cleanup

The Contractor shall, at all times, keep the construction area, including storage areas used, free from accumulations of waste materials or rubbish. All waste water and sewage from office, residential and mobile camps shall be piped to soak pits or other disposal areas constructed in accordance with local government regulations, and where and when such regulations require it the Contractor shall obtain a permit or other appropriate documentation approving the disposal methods being used. All used fuels, oils, other plant or vehicle fluids, and old tyres and tubes shall be collected to a central disposal point, on a regular basis and disposed of as specified below. All household, office, workshop and other solid waste shall be collected to a central disposal area, on a daily basis and disposed of in a manner approved by the Engineer. Servicing of plant, equipment and vehicles shall whenever possible be carried out at a workshop area. Prior to completion of the work, the Contractor shall remove from the vicinity of the work all plant facilities, buildings, rubbish, unused materials, concrete forms, and other like material, belonging to him or used under his direction during construction. All work areas shall be graded and left in a neat manner conforming to the natural appearance of the landscape as provided elsewhere in the Specifications. Any residue deposited on the ground from washing out transit mix trucks or any similar concrete operations shall be buried or cleaned up in a manner acceptable to the Engineer. In the event of the Contractor's failure to perform the above work, the work may be performed by the Employer, at the expense of the Contractor, and his surety or sureties shall be liable therefor.

11.9.2 Disposal of waste material

11.9.2.1 General

Waste materials including, but not restricted to, refuse, garbage, sanitary wastes, industrial wastes, and oil and other petroleum products, shall be disposed of by the Contractor. Disposal of combustible materials shall be by burying, where burial of such materials is approved by the Engineer; by burning, where burning of approved materials is permitted; or by removal from the construction area. Disposal of noncombustible materials shall be by burying, where burial of such materials is approved by the Engineer, or by removal from the construction area. Waste materials removed from the construction area shall be dumped at an approved dump.

11.9.2.2 Disposal of material by burying

7	Masons, carpenters, ironbenders	Certificates of works	At least five to ten years' experience in similar works
8	General Labor		

V.2 Rate of involvement of local labor

In order to ensure the spill over of the project in the community, it is expected that all the artisan staff and general labour shall be recruited locally during the realisation of the microproject.

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EQUIPMENT AND TOOLS NEEDED TO REALIZE THE PROJECT

The following state the type of equipment needs for the wworks

TRANSPORTATION	SITE EQUIPMENT	HEAVY	SITE TOOLS	TOOLS FOR OPERATIVES
At least a 7ton tipper	Concrete mixer		Dig axes	Trowel
(01) 4x4wd vehicle	Concreteneedlevibrator		Spades	Measuring tape
20 T Truck	Wheel barrows		Shovels	Protective clothing and shoes
	compactor		Cutlass, bucket,	
			Measuringtoolsetc	

General remarks

Schedule of prices and detailed estimates

1. The Schedule of prices must be taken into account by the bidder jointly with the General Regulations of the invitation to tender, the General and Special Administrative Conditions and the Technical Specifications and the plans.
2. The quantities specified in the Bill of Quantities and Estimates are estimated quantities and provisional. They shall be a common base for the evaluation of offers and the award of the contract. The base of regulations shall be the real quantities of ordered and executed works such as measured by the contractor and verified by the Project Manager and evaluated at the rate and price specified in figures in the Schedule of prices presented by the contractor in his/her offer.
3. Except otherwise stated in the contract, the prices offered by the contractor in the Schedule of prices in figures included in his/her offer must include all the construction installations, labour, supervision, building materials, mounting, maintenance, insurance, overheads and profits, taxes, duties and dues as well as coverage for general risks, commitments and other obligations implicitly specified in contract.
4. A price must be indicated for each item in the bill of quantities and estimates in figures, whether the quantities are specified or not. The cost of items for which the contractor did not indicate a price shall be considered as being covered in the bill of quantities and estimates in figures.
5. The complete cost in accordance with the provisions of the contract should be included in the items specified in the Schedule of prices and the Bill of Quantities and Estimates in figures. Where an item is not specified, the corresponding cost shall be considered as having been distributed among the other prices mentioned.
6. The general indications and the description of works and building materials are not necessarily repeated or summarized in the Schedule of prices and the Bill of Quantities and Estimates included in the Tender File. The references, explicit or implicit, to the appropriate sections of the file must be considered before giving a figure to the prices for each item of the Schedule of prices and bill of quantities and estimates in figures submitted in the offer.
7. During the evaluation of offers, possible arithmetical errors noticed in the Schedule of prices and the Bill of Quantities and Estimates will be corrected according to the provisions of article 28 of the General Regulations of the invitation to tender.
8. The method used to establish executed services in view of the regulations must be in accordance with the norms and directives mentioned in the Special Technical Conditions of the invitation to tender.

311	Sand/Cement screed on floor/Verandas The Price per square metre: fcfa	m2		
	SUB TOTAL LOT 300			
LOT 400:	GROUND FLOOR SUPER STRUCTURE/STONE MASONRY			
401	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
402	Reinforced concrete for structural beams dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
403	Reinforced concrete for lintels, window sills etc dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
404	Reinforced concrete for staircase dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
405	15x20x40 hollow sand Crete block laid in a stretcher bond for Ground floor with mortar mixed at 350kg/m ³ The Price per square metre: fcfa	m2		
406	Plastering of both internal, external walls, gabble walls and the parapet of the building dosed at 350kg/m ³ The Price per square metre: fcfa	m2		
407	Plastering of the deck of the building dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
408	Retaining wall in stone masonry The price per cubic meter:fc fa	m3		
409	Floor slab of 15cm hollow block work and 5cm thick compression top reinforced concrete at 350kg/m ³ (15+5), reinforced diameter 6mm rods spaced at 30cmx20cm including the suspended beams. The Price per square metre: fcfa	m2		
	SUB TOTAL LOT 400			
LOT 500:	FIRST FLOOR SUPER STRUCTURE			
501	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
502	Reinforced concrete for structural beams dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
503	Reinforced concrete for lintels, window sills etc dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
504	Reinforced concrete for staircase dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
505	Reinforced concrete for the parapet wall dosed at 350kg/m ³ The price per cubic meter:fc fa	m3		
506	15x20x40 hollow sand Crete block laid in a stretcher bond for Ground floor with mortar mixed at 350kg/m ³ The Price per square metre: fcfa	m2		
507	Plastering of both internal, external walls, gabble walls and the parapet of the building dosed at 350kg/m ³ The Price per square metre: fcfa	m2		
508	Sand/Cement screed on floor/Verandas The Price per square metre: fcfa	m2		
	SUB TOTAL LOT 500			
LOT 600:	CARPENTARY AND JOINERY WORKS			
601	Rafters of hard tropical wood section: 5x15cm with tie beams 5cmx10cm including one coat of preservative The price per cubic	m3		

	surfaces The Price per square metre: fcfa			
903	Apply two coat pantex 1300 finish on one coat priming to external wall surfaces The Price per square metre: fcfa	m2		
904	Apply two coats pantex 800 finish on two coats priming to internal walls The Price per square metre: fcfa	m2		
905	Skirting with oil paint 15cm height both in and out The Price per square metre: fcfa	m2		
	SUB TOTAL LOT 900			
LOT 1000:	Drainage and pavement			
1001	Drainage gutters (60x40cm) from discharge pipes to gutter The Price per linear meter: fcfa	ml		
1002	Reinforced concrete slabs 1.2m x 0.2m x 1.0m on existing gutters bordering road The price per cubic meter:fc fa	m3		
1003	Pavement with cobblestones in front of sheds for car park The Price per square metre: fcfa	m2		
	SUB TOTAL lot 1000			
LOT 1100:	Environmental measures/water supply			
1101	Planting of trees The unit Price:fcfa	u		
1102	Provision of litter bins The unit Price:fcfa	u		
1103	Incarceration pit The unit Price:fcfa	u		
1104	Supply of water to the market including one stand taps The lump sum price: fcfa	ls		
	SUB TOTAL lot 1100			
B	THE CONSTRUTION OF A TOILET WITH 04 WC TOILETS AND A BATH			
	100 PREPARATORY WORKS			
101	Cleaning and grubbing of site The lump sum price: fcfa	ls		
103	Setting out The lump sum price: fcfa	ls		
	SUB TOTAL 100			
	lot 200 - PRELIMINARY WORKS			
201	Levelling of the platform The Price per square metre: fcfa	m2		
202	Excavation of pit and foundation trench The price per cubic meter:fc fa	m3		
203	Backfilling and compaction The price per cubic meter:fc fa	m ³		
	SUB TOTAL 200			
	LOT 300 FOUNDATION			
301	Lean concrete of 5cn thick dosed at 150kg/m3 The price per cubic meter:fc fa	m3		
302	Foundation wall in masonry block works of 20x20x40cm filled with concrete PC150 The Price per square metre: fcfa	m2		
303	Concrete floor for WC toilets 8cm thick The price per cubic meter:fc fa	m3		
304	RC works for footing, columns, ground The price per cubic meter:fc fa beams dose at 350kg/m3	m3		
305	Mesh reinforced water proof solid floor of 08cm thick dosed at 250kg/m ³ with HA6 spaced at 20cm. The Price per square metre: fcfa	m2		
	SUB TOTAL 300			
	LOT 400 - BLOCK WALL ELEVATION			

	making good, etc The lump sum price: fcfa			
803	Supply and fix standard WC complete, including accessories, etc The unit Price:fcfa	U		
804	Supply and fix wash hand basins complete, including accessories The unit Price:fcfa	U		
805	Supply and fix sanitary mirrors complete, including accessories, etc The unit Price:fcfa	U		
806	Supply and fix toilet roll holder complete, including accessories, etc The unit Price:fcfa	U		
807	Supply and fix soap dish stand complete, including accessories, etc The unit Price:fcfa	U		
808	Ditto (mosaic tiles) for toilet floors. The Price per square metre: fcfa	m2		
809	Glazed ceramic toilet wall tiles height 1.00 m from floor to walls as specified and on plans The Price per square metre: fcfa	m2		
810	Provisional sum for construction of septic tank, soak away, and inspection chambers etc The unit Price:fcfa	U		
811	Provisional sum for construction of a soak away, etc The unit Price:fcfa	U		
812	Supply and fix shower complete, including floor drain accessories, etc The unit Price:fcfa	U		
	SUB TOTAL 800			
	TOTAL B TOILET SECTION			
A	TOTAL AMOUNT EXCLUSIVE OF V.A.T (SECTION A + B)			
B	VAT :	19.25% OF A		
C	AIR :	2.2% OF A		
D	TOTAL AMOUNT EXCLUSIVE OF V.A.T	A+B		

BILL OF QUANTITIES AND ESTIMATE FOR THE CONSTRUCTION OF NJINIKOM MODERN MARKET

A	BILL OF QUANTITIES AND ESTIMATE FOR MARKET SHEDS AND PARKING LOTS				
NO	DESCRIPTION	UNIT	QTY	U.P	TOTAL PRICE
Lot 100	SITE INSTALLATION				
101	General site installation + Temporary site fencing	LS	1.00		
102	Construction site information board		1.00		
103	Setting out of foundation	LS	1.00		
104	Complementary studies, preparation of execution documents and various approvals	LS	1.00		
105	Displacement of overhead high-tension network	LS	1.00		
	SUB TOTAL LOT 100				
LOT : 200	Preliminary works				
201	site clearance and Levelling of the platform	m2	780.00		
202	excavation for sheds/parking space	m3	3,200.00		
	SUB TOTAL LOT 200		-		
LOT: 300	FOUNDATION		-		
301	Excavation of foundation footings	m3	84.48		
302	Excavation of Foundation trenches	m3	496.60		
303	Backfilling and compacting	m3	386.63		
304	Casting of a 5cm blinding concrete dosed at 150kg/m ³ for strip foundation and column footings	m3	5.69		
305	Fabrication and laying of 20cm solid block work for foundation walls, as on plans	m3	455.24		
306	Fabrication and placing of reinforced concrete for foundation footings dosed at 350kg/m ³	m3	8.25		
307	Fabrication and placing of reinforced concrete for foundation columns dosed at 350kg/m ³	m3	22.76		
308	Fabrication and placing of reinforced concrete for ground beams dosed at 350kg/m ³	m3	4.22		
309	Fabrication and placing of reinforced concrete works for handicap crossings to R+1 dosed at 350kg/m ³	m3	4.4		
310	Mesh reinforced water proof solid floor of 08cm thick dosed at 250kg/m ³ with HA6 spaced at 20cm.	m2	567.41		
311	Sand/Cement screed on floor/Verandas	m2	567.41		
	SUB TOTAL LOT 300				
LOT 400:	GROUND FLOOR SUPER STRUCTURE/STONE MASONRY				

LOT 700:	METALLIC WORKS				
701	Supply and fixing of metal doors of 200 x 210 including all suggestions and accessories	U	72.00		
702	Supply and fixing of metal handrail for stairs and balcony as per details, etc.	ml	133.15		
703	Angle bar at the noising of the varanda	ml	151.65		
	SUB TOTAL LOT 700				
LOT 800:	ELECTRICITY				
801	Provisional sum for all the conduit flexible pipes(11,13,20etc..) for the passing of electric cables	ls	1.00		
802	Provisional sum for all cabling, (HO7V 3x1.5mm ² , cable of section 4x25mm ²) including chasing in, making good, conduction, etc	ls	1.00		
803	Provisional sum for all cabling, (3x2.5mm ² supply cable of section 4x25mm ²) including chasing in, making good, conduction, etc	ls	1.00		
804	Supply and fixing 1x18W 60 fluorescent lamps including all suggestions	U	148.00		
805	Supply and fit 2P+T 16A power sockets including accessories, as on plans	U	72.00		
806	Supply and fit one-way switches in all bath/toilet doors, and living room complete with accessories, etc LEGRAND	U	76.00		
807	Boxes for switches and plugs	U	16.00		
808	supply and fit circuit breakers 16A	U	72.00		
809	Connection to the existing network AES SONEI	LS	1.00		
810	Supply and install proper earthing of the entire structure, as required and specified	ls	1.00		
	SUB TOTAL LOT 800				
LOT 900:	PAINTING				
901	Apply two coats pantex 800 finish on two coats priming to ceiling surfaces	M2	550.80		
902	Apply two coats pantex 800 finish on two coats priming to deck surfaces	m2	453.60		
903	Apply two coat pantex 1300 finish on one coat priming to external wall surfaces	M2	1,851.15		
904	Apply two coats pantex 800 finish on two coats priming to internal walls	M2	2,646.00		
905	Skirting with oil paint 15cm height both in and out	m2	157.34		
	SUB TOTAL LOT 900				
LOT 1000:	Drainage and pavement				
1001	Drainage gutters (60x40cm) from discharge pipes to gutter	ML	178.00		
1002	Reinforced concrete slabs 1.2m x 0.2m x 1.0m on existing gutters bording road	m3	4.80		
1003	Pavement with cobblestones in front of sheds for car park	m2	340.00		

601	Anodized PVC windows frame complete with 6mm glass as shown on plans and details; to include all hinges, locking system etc. - 120 x 120cm	m2	2.88		
602	Anodized PVC windows frame complete with 6mm glass as shown on plans and details; to include all hinges, locking system etc. - 70 x 70cm	m2	2.45		
603	Supply and fix metallic window protector with complete. 1.20x1.2 corridor and 0.7x0.7 for toilets :D2	m2	5.33		
604	Supply and fix Solid core hard wood flush and padded doors with complete. 0.80x2.1: D3	u	7.00		
	SUB TOTAL 600				
	LOT 700 - PAINTING				
701	Apply two coats pantex to external and internal surfaces	m2	150.20		
702	Apply two coats pantex 800 finish on two coats priming to ceiling surfaces	m2	32.43		
703	Apply two coats vanish finish on one coat priming to wood surfaces	m2	23.52		
704	skirting with oil paint 11 cm height both in and out	m2	10.95		
	SUB TOTAL 700				
	LOT 800 PLUMBING				
801	Connection of water from the existing pipe line	Ls	1.00		
802	Provisional and sum for all piping works in PVC, including chasing in, making good, etc	Ls	1.00		
803	Supply and fix standard WC complete, including accessories, etc	U	4.00		
804	Supply and fix wash hand basins complete, including accessories	U	2.00		
805	Supply and fix sanitary mirrors complete, including accessories, etc	U	4.00		
806	Supply and fix toilet roll holder complete, including accessories, etc	U	4.00		
807	Supply and fix soap dish stand complete, including accessories, etc	U	1.00		
808	Ditto (mosaic tiles) for toilet floors.	m2	28.00		
809	Glazed ceramic toilet wall tiles height 1.00 m from floor to walls as specified and on plans	m2	28.20		
810	Provisional sum for construction of septic tank, soak away, and inspection chambers etc	U	1.00		
811	Provisional sum for construction of a soak away, etc	U	1.00		
812	Supply and fix shower complete, including floor drain accessories, etc	U	1.00		
	SUB TOTAL 800				
	TOTAL B TOILET SECTION				
A	TOTAL AMOUNT EXCLUSIVE OF V.A.T (SECTION A + B)				
B	VAT :	19.25% OF A			
C	AIR :	2.2% OF A			
D	TOTAL AMOUNT EXCLUSIVE OF V.A.T	A+B			
F	NET PAYMENT	A-C			

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Total A				
OR MACHINES EQUIPMENT					
	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
DIVERSES MATERIALS					
	Type	Quantity	Unit Price	Consumption	Amount
	*				
	Total C				
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	$D \times X\%$	
F	General head office expenses		Y%	$D \times Y\%$	
G	TOTALCOST PRICE			$D + E + F$	
H	Risks + benefits		Z%	$G \times Z\%$	
P	TOTAL COST PRICE WITHOUT TAXES			$G + H$	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	

REPUBLIC OF CAMEROON

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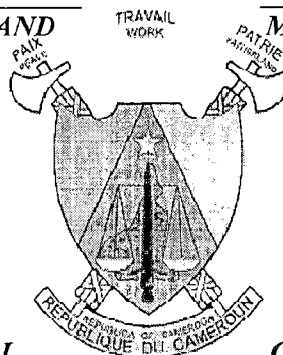
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT

NORTH-WEST REGION

NJINIKOM SUB DIVISION

NJINIKOM COUNCIL

NJINIKOM COUNCIL INTERNAL
TENDERS' BOARD



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET
DU DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

ARRONDISSEMENT DE NJINIKOM

COMMUNE DE NJINIKOM

COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE DE
NJINIKOM

Contract N°/ONIT/NJINIKOM COUNCIL/NITB/2021 OF03/2021
AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF .../.../2021 THROUGH THE
EMERGENCY PROCEDURE FOR THE CONSTRUCTION OF MODERN MARKET AT NJINIKOM IN
NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST REGION

HOLDER:
BP TEL.
N°R.C.
N° TAXPAYER.
Account N° at
Agency of

SUBJECT: THE CONSTRUCTION OF NJINIKOM MODERN MARKET
PLACE: NJINIKOM Town

DURATION: EIGHT (08) MONTHS

AMOUNT: FCFA TTC

IAT	
EVAT	
VAT (19.25%)	
AIR (2.2 %)	
Net to be paid	

FINANCING: FEICOM /NJINIKOM COUNCIL 2021 BUDGET

VOTE OF CHARGE N°

SUBSCRIBED on.....
SIGNED on.....
NOTIFIED on.....
REGISTERED on.....

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimate

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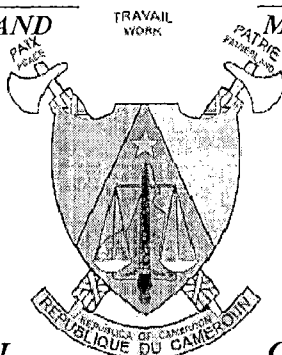
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REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET
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NJINIKOM

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF
.../.../2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
CONSTRUCTION OF MODERN MARKET AT NJINIKOM IN
NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST
REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM /NJINIKOM COUNCIL 2021 BUDGET

Document No. 10:

MODEL FORMS

Annex No. 2: Model Bid Bond

Bank

Reference of guarantee: No.

To the Mayor of NJINIKOM Council

Republic of Cameroon

Invitation to Tender No.

BID BOND FOR THE EXECUTION OF THE CONSTRUCTION OF NJINIKOM MODERN MARKET IN NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST REGION.

The Contractor (5)hereby submits on to the **Mayor of NJINIKOM Council** a bid relating to the **construction of NJINIKOM Modern Market in Njinikom Council, Boyo Division of The North West Region.**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the **Mayor of NJINIKOM Council** acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs (6).

By this guarantee, we the undersigned,(7).....with our registered office in, are committed towards the **Mayor of NJINIKOM Council** (Contracting Authority), through the bidder for the sum of CFA Francs(in figures).....

.....(in full).

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the **Mayor of NJINIKOM Council**, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the **Mayor of NJINIKOM Council**. This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the enterprise shall be the successful bidder, after presentation of the performance bond which shall be kept by the Council Internal Tenders Board.

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

Done at, on

Mr (Messrs).....

Signature(s) & stamps

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

Annex No. 4: Declaration Form

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N°:

For the **construction of NJINIKOM Modern Market**

I (We) the undersigned (8)
Acting in the capacity of (9)in the name and on behalf of
(10)..... atRC N°.
.....by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town)
....., telephone N°, after having studied all the documents of the
tender file relating to the Invitation to Tender N°, and after having
assessed in my (our) point of view and under my (our) responsibility the nature and difficulties
entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to
carry out works for the **construction of NJINIKOM Modern Market in Njinikom Council, Boyo
Division of The North West Region** in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract
within (.....)monthsas from the date of notification of award of the
contract.

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

Done at , on

General Manager

Signature(s).....

Biddder(s).....

For companies, indicate:

The company (company or trade name, form, nationality and registered office)
« represented by the undersigned » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, »
(For each person: name, first name, company name, nationality, location of the registered office)
« Constituted in a group of companies for the execution of this contract, jointly commit ourselves
..... »

(8) Name, first name, profession, residence

(9) Position in the enterprise

(10) Company name

Annex No. 6: Sub-Unit Price Detail

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Total A				
OR MACHINES EQUIPMENT	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
DIVERSES MATERIALS	Type	Quantity	Unit Price	Consumption	Amount
	*				
	Total C				
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	D x X%	
F	General head office expenses		Y%	D x Y%	
G	TOTALCOST PRICE			D + E + F	
H	Risks + benefits		Z%	G x Z%	
P	TOTAL COST PRICE WITHOUT TAXES			G + H	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	

Annex No. 8: Model References of The Enterprise

The most representative services and similar to those described in the Special technical conditions above over the last three years

N°	Year	Contract	Purpose	Funding	Amount (CFAF)	(ATI)	Acceptance date
1							
2							

NB : for each contract named in the above board, please joint :

- Photocopy of first and last pages of the contract,
- Photocopy of provisional (or final) acceptance report.

Done on, at

Mr (Messrs).....

Signature(s).....

Annex No.10: Key Staff

	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF OF THE ENTERPRISE				
SUPPORT STAFF				

REPUBLIC OF CAMEROON

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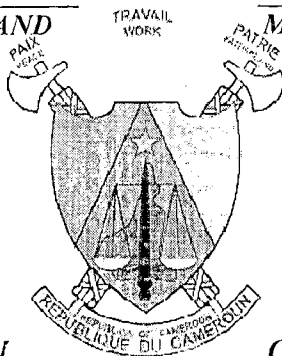
**MINISTRY OF DECENTRALIZATION AND
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RÉPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

**MINISTÈRE DE LA DÉCENTRALISATION ET
DU DÉVELOPPEMENT LOCAL**

RÉGION DU NORD-OUEST

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TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF
.../.../2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
CONSTRUCTION OF MODERN MARKET AT NJINIKOM IN
NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST
REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NJINIKOM COUNCIL 2021 BUDGET

Document No.11:

**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES
APPROVED BY THE MINISTRY IN CHARGE OF FINANCE
AUTHORISED TO ISSUE BONDS**

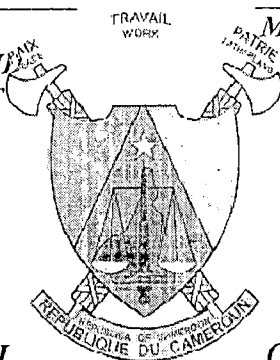
- **REPUBLIC OF CAMEROON**
- *Peace – Work – Fatherland*

- **MINISTRY OF
DECENTRALIZATION AND
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REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

**MINISTERE DE LA DECENTRALISATION ET
DU DEVELOPPEMENT LOCAL**

REGION DU NORD-OUEST

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TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
13/ONIT/MINDDEVEL/NC/NCITB/NJIN-FEICOM/2021 OF
.../.../2021 THROUGH THE EMERGENCY PROCEDURE FOR THE
CONSTRUCTION OF MODERN MARKET AT NJINIKOM IN
NJINIKOM COUNCIL, BOYO DIVISION OF THE NORTH WEST
REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NJINIKOM COUNCIL 2021 BUDGET

Document No. 12:

FILE OF PLANS

