

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTRE DE LA DECENTRALISATION  
ET DE DEVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE BAMENDA III

B.P 5012 Bamenda

Tel : (237) 677 665 180



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA III COUNCIL

P.O. Box 5012 Bamenda

Tel : (237) 677 665 180

## BAMENDA III COUNCIL INTERNAL TENDERS BOARD

\*\*\*\*\*

# REQUEST FOR QUOTATION

\*\*\*\*\*

REQUEST FOR QUOTATION N° 001/RQ/BIIC/BIICITB/2022 of 03/02/2022  
FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND  
THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING  
SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION

PROJECT OWNER: THE LORD MAYOR OF BAMENDA III SUB-DIVISION.

FINANCING: MINEDUB PUBLIC INVESTMENT BUDGET (PIB) –2022

BUDGET HEAD N°:.....

FINANCIAL YEAR 2022

# CONTENT

<b>DOCUMENT N° 0 - NOTICE FOR CONSULTATION .....</b>	<b>03</b>
<b>DOCUMENT N° I - LETTER OF INVITATION TO TENDER .....</b>	<b>09</b>
<b>DOCUMENT N° II - REGULATIONS FOR THE CONSULTATION .....</b>	<b>11</b>
2.1 - The documents for consultation .....	12
2.2 - Preparation of the bids .....	12
2.3 - Deposit of bids .....	13
2.4 - Opening and evaluation of bids .....	13
2.5 - Award of the Jobbing Order .....	15
<b>DOCUMENT N° III – MODEL APPENDICES .....</b>	<b>17</b>
3.1 – Letter of submission .....	18
3.2 – Framework of unit prices .....	19
3.3 – Bill of estimates, entry and quantities.....	21
3.4 – Bid Comparison table.....	24
<b>DOCUMENT N° IV - DRAFT JOBBING ORDER .....</b>	<b>25</b>
<b>PART I: SPECIAL ADMINISTRATIVE CONDITIONS .....</b>	<b>28</b>
CHAPTER I: GENERALITIES .....	29
CHAPTER II: FINANCIAL DISPOSITIONS.....	32
CHAPTER III: EXECUTION OF THE JOBBING ORDER.....	36
CHAPTER IV : ACCEPTANCE.....	38
CHAPTER V : MISCELLANEOUS .....	39
<b>PART II: SPECIAL TECHNICAL CONDITIONS .....</b>	<b>40</b>
<b>ANNEX .....</b>	<b>47</b>



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA DECENTRALISATION  
ET DE DEVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE BAMENDA III

B.P 5012 Bamenda

Tel : (237) 677 665 180



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA III COUNCIL

P.O. Box 5012 Bamenda

Tel : (237) 677 665 180

## NOTICE FOR CONSULTATION

**Subject matter:** REQUEST FOR QUOTATION N° 001/RQ/BIIC/BIICITB/2022 of 03/02/2022  
FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE  
CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL  
NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION

**Financing:** MINEDUB, Public Investment Budget of 2022

**1. Subject of the Invitation to Tender:**

Within the framework of 2022 Public Investment Budget, the Lord Mayor of Bamenda 3 Council, Contracting Authority hereby launches, a Request for Quotation for the rehabilitation of two (02) blocks of five (05) classrooms and a fence wall of 80m at government practicing school Nibung in Bamenda III Sub-Division in Mezam Division.

**2. Nature of work:**

The Works to be done consists of:

**I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS PRELIMINARY WORKS**

- ↓ MASONRY AND CONCRETE WORKS
- ↓ CARPENTRY AND ROOFING WORKS
- ↓ METALLIC AND ALUMINUM WORKS
- ↓ PAINTING
- ↓ ELECTRICAL WORKS
- ↓ TILING WORKS
- ↓ DRAINAGE WORKS

**II- CONSTRUCTION OF A FENCE 80M**

- ↓ PRELIMINARY WORKS
- ↓ EARTHWORKS
- ↓ FOUNDATION
- ↓ MASONRY WORKS

**3. Execution deadline**

The maximum deadline provided by the Contracting Authority for the execution of the works forming the subject of this Consultation is **90 Days**

**4. Lot**

The lot is as follows:

**REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION**

**5. Estimated cost**

The estimated cost after preliminary studies is **41.000.000FCFA (Forty-one million CFA)**

**6. Participation and origin**

Participation to this Invitation to Tender is opened to Cameroonian enterprises that are in compliance with the Cameroon laws.

**7. Financing**

Works which form the subject of this Consultation shall be financed by the 2022 Public Investment Budget of the MINEDUB, budget head No .....

**8. Bid bond**

Each bidder must include in the administrative file, a bid bond (caution) issued by a first-rate banking establishment approved by the Ministry in charge of Finance and whose list is found in document No. 12 of the Tender File, of an amount of **820,000 FCFA (Eight hundred and twenty thousand francs) CFA** and valid for thirty (30) days beyond the date of validity of bids

**9. Consultation of Tender File:**

The file may be consulted during working hours at the Bamenda III Council, as soon as this notice is published.

**10. Acquisition of Tender File:**

The file may be obtained from the Bamenda III Council upon presentation of a non-refundable treasury receipt of **82,000 CFA francs (Eighty-two thousand francs CFA)** bearing the name of the company.

**11. Submission of bids:**

Each offer drafted in English or French in 06 (Six) copies including 01 (one) original and 05 (five) copies marked as such, should reach the Bamenda III Council not later than **24/02/2022 at 10:00 AM** local time and should carry the inscription:

**<<REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 of 03/02/2022 FOR THE  
REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE  
CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL  
NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION  
"To be opened only during the bid-opening session"**

**12. Admissibility of bids**

Under penalty of being rejected, only originals or true certified copies, certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the Consultation. They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the Notice of consultation.

Any bid not in compliance with the prescriptions of the Tender File shall be penalised or rejected. This refers especially to the absence of a bid bond (caution) issued by a first-rate bank approved by the Minister in charge of Finance, as well as absence of any administrative document.

**13. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative file, the Technical and Financial files will take place on the **24/02/2022 at 11:00 AM** local time, in the conference hall of the Bamenda III Council, by the Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice.

**14. Evaluation criteria**

The bids shall be evaluated according to the main criteria as follows:



**A. Penalised and/or Eliminary criteria**

1. -Deadline for delivery higher than prescribed;
2. -False declaration or falsified documents;
3. insufficient bid bond; not corrected after 48hrs of opening time
4. -A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
5. -Incomplete financial file;
6. Omission of a unit price in the financial bid;
7. -Change of quantity or unit;
8. -Non respect of (75%) of essential criteria;

**B. Essential criteria**

- 1- General presentation of the Tender Files;
- 2- References of the company in similar achievements;
- 3- Quality of the personnel;
- 4- Technical organization of the works;
- 5- Safety measures on the site;
- 6- Logistics;
- 7- Attestation and report of site visit signed by the Contractor;
- 8- Special Technical Clauses initialed in all the pages and signed at the last page;
- 9- Special Administrative Clauses completed and initialed in all the pages and signed at the last page

**15. Award**

This evaluation will be done in a binary way (yes) or (no) with an acceptable minimum of 75% of the essential criteria taken into account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the penalised/eliminary criteria and at least 75% of the essential criteria.

**16. Validity of bids**

Bidders will remain committed to their offers for sixty (60) days from the deadline set for the submission of tenders.

**17. Complementary information**

Complementary technical information may be obtained during working hours from the Bamenda III Council.

Done at Bamenda 3 on the, 03 FEB- 2022

Copies:

- MINMAP
- ARMP
- Chairperson of TB
- The project owner
- Notice Boards



**ONGU Cletus TANWE**

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA DECENTRALISATION  
ET DE DEVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE BAMENDA III

B.P 5012 Bamenda

Tel : (237) 677 665 180



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA III COUNCIL

P.O. Box 5012 Bamenda

Tel : (237) 677 665 180

AVIS DE CONSULTATION POUR UNE DEMANDE

**Objet : CONSULTATION No 001/RQ/BIIC/BIICITB/2022 DU 03/02/2022 POUR LES TRAVAUX DE REHABILITATION DE DEUX BLOCS DE CINQ (05) SALE DE CLASSES ET LA CONSTRUCTION D'UN MUR DE CLOTURE DE 80M A L'ECOLE PUBLIQUE D'APPLICATION DE NIBUNG D'ARRONDISSEMENT DE BAMENDA 3 DANS LE DEPARTEMENT DE LA MEZAM., REGION DU NORD-OUEST**

**Financement : Budget d'Investissement Public de MINEDUB(BIP) - exercice 2022**

**1. Objet de l'Appel d'Offre**

Dans le cadre de l'exercice budgétaire 2022, le Maire de la Commune de Bamenda III, Autorité Contractante lance pour le compte des Maîtres d'Ouvrage s, une demande de quotions pour les TRAVAUX DE REHABILITATION DE DEUX BLOCS DE CINQ (05) SALE DE CLASSES ET LA CONSTRUCTION D'UN MUR DE CLOTURE DE 80M A L'ECOLE PUBLIQUE D'APPLICATION DE NIBUNG D'ARRONDISSEMENT DE BAMENDA 3 DANS LE DEPARTEMENT DE LA MEZAM., REGION DU NORD-OUEST.

**2. Consistance des travaux**

Les travaux comprennent notamment :

**I-TRAVAUX DE REHABILITATION DE DEUX BLOCS DE CINQ (05) SALE DE CLASSES**

- ✚ TRAVAUX PRELIMINAIRES
- ✚ TRAVAUX DE MAÇONNERIE ET DE BÉTON
- ✚ TRAVAUX DE MENUISERIE ET COUVERTURE
- ✚ TRAVAUX METALLIQUES ET ALUMINIUM
- ✚ LA PEINTURE
- ✚ TRAVAUX ELECTRIQUES
- ✚ TRAVAUX DE CARRELAGE
- ✚ TRAVAUX DE VRD

**II- CONSTRUCTION D'UN MUR DE CLOTURE DE 80M**

- ✚ TRAVAUX PRELIMINAIRES
- ✚ TERRASSEMENT
- ✚ FONDATION
- ✚ TRAVAUX DE MAÇONNERIE

**3. Délais d'exécution**

Le délai maximum prévu par le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **Quatre-vingt-dix (90) jours**.

**4. Allotissement**

Le travail est ci-après défini :

Réhabilitation de l'école publique de Nibung dans l'Arrondissement de BAMENDA 3 dans le Département de la Mezam., Région du Nord-Ouest

**5. Coût prévisionnel**

Le coût prévisionnel de l'opération à l'issue des études préalables est de quarante un million **(41.000.000) FCFA**

**6. Participation et origine**



La participation à cette consultation est ouverte aux entreprises de droit camerounais.

#### **7. Financement**

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics du Cameroun de l'exercice 2022 sur la ligne d'imputation budgétaire no

#### **8. Cautionnement provisoire**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant de **Huit cent vingt mille (820.000 FCFA)** et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

#### **9. Consultation du Dossier d'Appel d'Offres**

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Commune de Bamenda III, dès publication du présent avis.

#### **10. Acquisition du Dossier d'Appel d'Offres**

Le dossier peut être obtenu aux heures ouvrables à la Commune de Bamenda III, dès publication du présent avis, contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de **F CFA 82 000 (Quatre deux mille Francs CFA)** pour tant le nom de l'entreprise.

#### **11. Remise des offres**

Chaque offre rédigée en Français ou en Anglais en six (06) exemplaires, dont un (01) original et cinq (05) copies marquées comme telles, devra parvenir contre récépissé à la Commune de Bamenda III au plus tard le **24/02/2022 à 10 h 00**, heure locale et devra porter la mention suivante :

**« CONSULTATION No 001/RQ /BIIC/BIICITB/2021 DU 03/02/2022 POUR LES TRAVAUX DE REHABILITATION DE DEUX BLOCS DE CINQ (05) SALE DE CLASSES ET LA CONSTRUCTION D'UN MUR DE CLOTURE DE 80M A L'ECOLE PUBLIQUE D'APPLICATION DE NIBUNG D'ARRONDISSEMENT DE BAMENDA 3 DANS LE DEPARTEMENT DE LA MEZAM., REGION DU NORD-OUEST »**

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

#### **12. Recevabilité des offres**

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable, notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

#### **13. Ouverture des plis**

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le **24/02/2022 à 11h00**, heure locale, dans la salle de conférence de la Commune de Bamenda III, par la Commission Interne de Passation de Marchés de la Commune siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

#### **14. Critères d'évaluation**

Les offres seront évaluées selon les principaux critères suivants :

##### **A - Critères Pénale/éliminatoires**

Il s'agit notamment :

- 1- Délai d'exécution supérieur à celui prescrit (supérieur à 04 mois) ;
- 2- Fausses déclarations ou pièces falsifiées;

- 3- Insuffisance de la caution provisoire de soumission non complète après 48h de d'ouverture des plis
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 5- Offres financière incomplète,
- 6- Omission du prix unitaire dans l'offre financière
- 7- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 8- Le non-respect de (75%) des critères essentiels ;

#### B - Critères essentiels

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

- 1- Présentation générale de l'offre ;
- 2- Références de l'entreprise dans les réalisations similaires ;
- 3- Qualité du personnel ;
- 4- Organisation technique des travaux ;
- 5- Sécurité au chantier ;
- 6- Moyens logistiques ;
- 7- Attestation et rapport de visite du site signé par l'entrepreneur ;
- 8- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
- 9- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### 15. Attribution

Cette évaluation se fera de manière purement positive (**oui**) ou négative (**non**) avec un minimum acceptable d'au moins **75%** de l'ensemble des critères **pénale/essentiels** pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'**essentiel** aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à **100%** des critères éliminatoires et au moins **75%** des critères essentiels.

#### 16. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la Commune de Bamenda III.

Fait à Bamenda 3<sup>e</sup>  
le 03 FEB 2022

Le Maire,

Copie :

- MINMAP
- ARMP ;
- Maître d'Ouvrage
- Présidents PM ;
- Affichage.



*[Handwritten signature in blue ink]*

**PONGU Cletus TANWE**



**DOCUMENT N° I**  
**LETTER OF INVITATION TO BE SUBMITTED**

**Subject matter: REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 of 03/02/2022 FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION**

Dear Sir, madam

Within the framework of 2022 Investment Budget, the Lord Mayor of Bamenda 3, Contracting Authority on behalf of the project owners, hereby launches, a Request for Quotation for the REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supplies to be carried out which I am requesting you to cost them and return to me on the **24/02/2022 at 10 AM** in sealed envelopes addressed to the Contracting Authority bearing on:

**"REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 of 03/02/2022 FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"**

The bids will be submitted on the **24/02/2022 at 10:00 AM** at the Bamenda III Council and opened the same day at 11 AM in the conference hall of the Bamenda III Council.

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

This works shall be carried out within a deadline of 60 (Sixty) days taking effect from the date of Notification of this Jobbing Order.

Accept Sir, Madam, my best wishes.



**DOCUMENT No. II**  
**RULES OF THE CONSULTATION**

## **2.1 - CONSULTATION FILE**

### **ARTICLE 1 : Contents of the consultation file**

**1.1** The consultation file shall describe the quotations which are subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Orders.

**1.2** The consultation file shall comprise the following documents:

**1.2.1** The letter of invitation to tender,

**2.2.1** Technical specifications,

**3.2.1** The bill of entry and quantities,

**4.2.1** The model tender,

**5.2.1** The draft Jobbing Order,

**6.2.1** The model bid comparison table.

**1.3** The bidder shall study the instructions, models, conditions and specifications contained in the consultation file.

## **2.2- BIDPREPARATION**

### **ARTICLE 2 : Language**

The bid as well as any correspondence comprising the bid shall be written in English or French.

### **ARTICLE 3: Documents comprising the bid**

The bid presented by enterprises shall comprise the following documents duly filled:

#### **ENVELOPE A- ADMINISTRATIVE FILE**

<b>DOCUMENT N°</b>	<b>DESCRIPTION</b>
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance not more than three months.
A.5	Purchase receipt of Tender File issued by Bamenda III municipal treasury
A.6	A bid bond of <b>820.000 FCFA</b> (Eight hundred and twenty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.
A.9	Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.
A.10	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.11	plan and attestation of site location of the enterprise
A.12	Power of attorney if necessary
A.13	Group agreement if need be

### **ARTICLE 4: The Bid**

**4.1** The bidder shall specify in the bid the nature of prices

- a. Exclusive value added taxes (EVAT) and
- b. All taxes and customs duties inclusive (ATI).

**4.3:** The bidder shall fill and sign the draft Jobbing Order.



**ARTICLE 5: Bid Currencies**

Prices shall be written in CFA francs.

**ARTICLE 6: Bid Validity Period**

Bids shall be valid for the period of 60 days.

**2.3 DEPOSIT OF BID****ARTICLE 7: Submission of Bids**

The bids will be submitted on or before the **24/02/2022 at 10 AM** at the Bamenda III Council and opened on the above mentioned date at **11 AM** in the conference hall of the Bamenda III Council.

**ARTICLE 8: Stamping and marking of bids**

Bidders shall enclose the original and copies of their bids in an envelope:

- (a) Addressed to the Lord Mayor of Bamenda III Council at the address indicated in the letter of consultation and bearing on:

**REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 OF 03/02/2022 FOR THE  
REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE  
CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL  
NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"**

**Any envelope bearing distinctive marks shall be rejected**

**ARTICLE 9: Latest date and time of submission of bids**

Bids shall be received at the Bamenda III Council not later than the **24/02/2022 at 10:00 AM** local time as indicated in the letter of consultation.

**2.4 OPENING AND EVALUATION OF BIDS****ARTICLE 10: Opening**

**10.1** The Bamenda III Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the bidder wishing to attend the bid-opening session to hold on the day for the opening of bids and within one hour following the latest time for submission of bids.

**10.2** The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

**ARTICLE 11: Evaluation of the Bids****ENVELOPE B- TECHNICAL and FINANCIAL FILE****TECHNICAL DOCUMENTS**

B.1	General presentation of the Tender Files		
	-Document spirally bound		
	-Table of content page		
	-Color sheets separation		
	- Presentation of documents in the order given in this tender		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
B.2.1	List of references of the enterprise in similar jobs justified by signed Contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2021 projects) Minimum acceptable: <b>02</b> Contracts realized in the domain of building Rehabilitation or construction of new building over the past 05 years		
	1 <sup>st</sup> Reference		
	2 <sup>nd</sup> reference		

<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF FOR EACH LOT</b>		
<b>B.3.1</b>	<b>01 works supervisor (at least HND or equivalent certificate) in civil or rural Engineering</b>		
	Qualification of the works supervisor: (Senior Technician certificate in Civil Engineering (BAC +2))		
	Professional experience of the works supervisor $\geq$ 03 years (signed CV)		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ An attestation of availability signed by the candidate		
	➤ CV signed by the candidate,		
<b>B.3.2</b>	<b>01 Site foreman(Civil Engineering Technician)</b>		
	Qualification of the Site foreman: (Technician certificate in Civil Engineering (BAC F4 or equivalent certificate))		
	Professional experience of the Site foreman $\geq$ 03 years (signed CV)		
	➤ A certified copy of the technical diploma		
	➤ Certified copy of ID card		
	➤ An attestation of availability signed by the candidate		
	➤ CV signed by the candidate,		
<b>B.3.3</b>	<b>Other personnel</b>		
	➤ 01 Onebuilders with 3 years professional experience in building, rehabilitation or similar works. ( CVs signed by the candidate), Qualification (CAP in building construction)		
	➤ 01 One Carpenters with 3 years professional experience on carpentry or similar works. ( CVs signed by the candidate) Qualification (CAP in carpentry and joinery)		
	➤ 01 One Electrician with 3 years professional experience on Electricity or similar works. (CV signed by the candidate) Qualification (CAP in electricity)		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
<b>B.4.1</b>	Organigram of the project (Specify names of the personnel handling the various functions)		
<b>B.4.2</b>	Logical sequence for the execution of the task		
<b>B.4.3</b>	Quality control method		
<b>B.4.4</b>	Environmental protection measures		
<b>B.4.5</b>	Security and safety at the site		
<b>B.4.6</b>	Duration of execution in respect with the Tender File		
<b>B.5</b>	<b>LOGISTICS (Equipment put aside for this project)</b>		
<b>B.5.1</b>	Prove of ownership or rental of a camion		
<b>B.5.2</b>	Prove of ownership or rental of a pick-up or other vans		
<b>B.5.3</b>	Masonry Kit : Wheelbarrows, masonry clamps, masonry hammer 300g, shovel, dig axe, building level, masonry bucket , trowels, Tiling hammer, tiles cutter etc.		
<b>B.5.4</b>	Carpentry Kit : carpentry cramps, saws, harmers, etc.		
<b>B.5.5</b>	Electrical Kit : pliers, screw drivers, cutters, multi meters, testers, saws, harmers, etc.		
<b>B.5.6</b>	Painting Kit : brushes, rollers, buckets, harmers, etc.		
<b>B.6</b>	<b>FINANCIAL CAPACITY</b>		
<b>B.6.1</b>	An attestation of financial capacity (solvency) of the enterprise issued by		



	a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 15.000.000FCFA (Fifteen million francs CFA)		
<b>B.7</b>	<b>Attestation of site visit</b> signed by the Contractor		
<b>B.8</b>	Comprehensive report of site visit signed by the company administrator and justified by photos		
<b>B.9</b>	Special Technical Clauses initialed in all the pages		
<b>B.10</b>	Special Administrative Clauses completed and initialed in all the pages and last page signed		

#### **FINANCIAL DOCUMENTS**

<b>No.</b>	<b>DESIGNATION.</b>
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (TWOT) and with taxes (TWT)
C4	Sub details of unit prices

The absence or the non-conformity of one of the elements in documents "A" of the evaluation grill above will be at the disadvantage of the offer

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum from at least **75%** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the Panelized/eliminary criteria and at least **75%** of the essential criteria.

#### **ARTICLE 12: Verification of compliance and comparison of bids**

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

### **2.5- AWARD OF THE JOBBING ORDER**

#### **ARTICLE 13: Award of the Jobbing Order**

The Tenders Board shall propose the award of the Jobbing Order to the Contracting authority, the bidder whose bid is deemed compliant with the provisions of the Consultation File, and is the feasible lowest.

#### **ARTICLE 14: Announcement of award of the Jobbing Order**

The Contracting authority (Lord Mayor of Bamenda III Council) shall conclude from the Tender Board's proposal on the award and publish the result of the Jobbing Order in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) The name of the beneficiary,
- b) The object of the consultation,
- c) The amount of the jobbing order and of each lot
- d) The execution/delivery deadline.

#### **ARTICLE 15: Signing of the Jobbing Order**

Within 7 (seven) days following the award, the Jobbing Order shall be signed by the Contracting Authority and notified to the bidder by the project owner who shall be responsible for its registration according to the procedure in force.

**ARTICLE 16: Corruption and fraudulent practices**

The Chairpersons and Member of the Tenders Board as well as bidders should at all times comply with the strict rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a Jobbing Order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same bidder under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a Jobbing Order in a manner prejudicial to the Project Owner, indulges in "fraudulent practices".  
"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.



**DOCUMENT No. III**  
**MODEL APPENDICES**

### 3.1 LETTER OF SUBMISSION

Date .....

**REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 OF 03/02/2022 FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"**

To: The Chairperson of the Tenders Board

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge its receipt, we, the undersigned, hereby tender for the rehabilitation.....

..... in accordance with the request for Consultation and for the sum of .....CFAF (in words) exclusive of Value Added Tax and all Taxes Inclusive.....CFAF (in figures), exclusive of Value Added Tax and all Taxes Inclusive

If our bid is approved, we undertake to carry out the jobbing order in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of the Jobbing Order, this bid completed by your written acceptance and the notification of award of the Jobbing Order, shall serve as a Jobbing Order binding us mutually.

On .....

Signature .....

Name and capacity of signatory

On behalf of the Candidate.



**BAMENDA III COUNCIL INTERNAL TENDERS BOARD**

**REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2022 OF 03/02/2022 FOR THE  
REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE  
CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL  
NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"**

**3.2 FRAMEWORK OF UNIT PRICES**

**FRAMEWORK OF UNIT PRICES FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05)  
CLASSROOMS AND CONSTRUCTION OF THE FENCE 80M IN GPS NIBUNG IN BAMENDA III  
SUBDIVISION, MEZAM DIVISION, NORTH WEST REGION**

**I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS**

<b>NO</b>	<b>DESIGNATION</b>	<b>QTY</b>	<b>UP in figures</b>	<b>U.P in words</b>
<b>100</b>	<b>PRELIMINARY WORKS</b>			
<b>101</b>	<b>Installation and unfolding of the work site</b>	<b>1</b>		
<b>102</b>	<b>Execution program and works completion program and supervision</b>	<b>1</b>		
<b>103</b>	<b>Demolition of roofs</b>	<b>1</b>		
<b>104</b>	<b>Scraping of the existing floor finished in preparation for sand cement screed on the entire floor</b>	<b>430</b>		
<b>105</b>	<b>Scraping of dilapidated plaster on all the walls of the block of three classrooms and some portions of the block of two (02) classrooms</b>	<b>600</b>		
<b>106</b>	<b>Demolition of dilapidated portions of walls</b>	<b>80</b>		
<b>107</b>	<b>Demolition of existing beams</b>	<b>1</b>		
<b>200</b>	<b>MASONRY AND CONCRETE WORKS</b>			
<b>201</b>	<b>Blocks of 15x20x40 for wall elevation</b>	<b>53</b>		
<b>201</b>	<b>Plastering with cement mortar of the scrapped off of dilapidated portions of plaster walls of the blocks of classrooms</b>	<b>600</b>		
<b>202</b>	<b>Reinforced concrete for the reinforcement of the block of three (03) classrooms with pillars and tie beam on portions without beams and on portions with beams demolished</b>	<b>5.22</b>		
<b>300</b>	<b>CARPENTRY AND ROOFING WORKS</b>			
<b>301</b>	<b>Truss of 5x15cm (complete in hard wood) treated with Xylamon</b>	<b>7.5</b>		
<b>302</b>	<b>Purlins of (5x8)cm treated with Xylamon</b>	<b>2.5</b>		
<b>303</b>	<b>Plywood Ceiling (4mm) including noggings</b>	<b>320</b>		
<b>304</b>	<b>Plain metal sheets (ToleLisse ) 0.3mm for the eaves due to leakages externally including all suggestion</b>	<b>150</b>		
<b>305</b>	<b>Aluminum roofing sheets (tole bac 5/10mm)</b>	<b>460.00</b>		
<b>306</b>	<b>Supply and installation of lining in hard wood planed and sized for the fascia board</b>	<b>150</b>		

307	Fascia board sheet (tole bac 3.5/10mm of 30cm height) including all necessary accessories	150		
307	Aluminum sheet for ridge cap	90		
400	<b>METALLIC AND ALUMINIUM WORKS</b>			
401	Supply and installation of Iron door of 150x210 treated with antirust including lock accessories for the block of three (3) classrooms	3		
402	Supply and installation of Iron door of 100x220 treated with antirust including lock accessories for the block of three (3) classrooms	4		
403	Windows protectors in square tubes (25x25x1.5mm) of 2.00x1.20 for the block of three (03) classrooms and window protectors in square tubes (25x25x1.5mm) for the block of two (02) classrooms replacing the demolished clutters including all necessary accessories	56.2		
404	Placing of Aluminum glazed window on the block of three (03) and block of two (02) classrooms including all necessary accessories	56.2		
500	<b>PAINTING</b>			
501	Preparation of surface to be painted (repairs of cracked portions, rough portions on all the walls and dilapidated portions of the staff due to lickages)	826.0		
502	Two coats of pantex 800 on ceiling	320		
503	Two coats of pantex 800 on internal walls of the building	486.0		
504	Two coats of pantex 1300 on external walls of the building	340.0		
505	Two coats of oil paint for metallic works and skirting	110		
600	<b>ELECTRICAL WORKS</b>			
601	General revision of the electrical network including piping, wiring in VGV cables (2.5 and 1.5mm) placing sockets, switches and lamps)	1		
700	<b>TILING WORKS</b>			
701	Placing of tiles ceramic tiles of 30x30 on the entire floor including skirting, chopping of the existing smooth floor, placing of screed and all other necessary accessories	430		
800	<b>DRAINAGE WORKS</b>			
801	Concreting of gutters 40x40 the base with mass concrete dosed at 300kg/m3 with a thickness of 10cm on mass concrete base with thickness 8cm	120		



802	Concreting of the surroundings with mass concrete dosed at 300kg/m <sup>3</sup> with a thickness of 8cm	5.184		

## II- CONSTRUCTION OF THE FENCE 80ML

NO	DESIGNATION	QTY	UP in figures	UP in words
100	PRELIMINARY WORKS			
101	Setting out of the fence wall	1		

200	EARTHWORKS			
201	Digging of foundation trenches and footings	24		
202	Backfilling and compaction	14.4		
300	FOUNDATION			
301	Lean concrete dosed at 150kg/m <sup>3</sup> with a thickness of 5cm	2		
302	Foundation walls in Masonry block 20x20x40cm filled with concrete dosed at 150kg/m <sup>3</sup>	48		
303	Reinforced concrete dosed at 350kg/m <sup>3</sup> for footings, dwarf columns, ground beam and access ramp for disabilities	5.36		
400	ERECTION OF WALLS			
401	Masonry wall with blocks of 15 x 20x 40cm for the deserted section and the new section for the offices	200		
402	Reinforced concrete, dosage 350kg/m <sup>3</sup> for copping and columns	2.97 5		

**BAMENDA III COUNCIL INTERNAL TENDERS BOARD**  
**REQUEST FOR QUOTATION No 001 / RQ /BIIC/BIICITB/2022 OF 03/02/2022FOR THE**  
**REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE**  
**CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL**  
**NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"**

**3.3 BILL OF ESTIMATES, ENTRY AND QUANTITIES**

(filled by the Candidate)

<b>BILL OF QUANTITIES AND COST ESTIMATE FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND CONSTRUCTION OF A FENCE WALL 80M IN GPS NIBUNG IN BAMENDA III SUBDIVISION, MEZAM DIVISION, NORTH WEST REGION</b>					
<b>I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS</b>					
<b>NO</b>	<b>DESIGNATION</b>	<b>U</b>	<b>QTY</b>	<b>U.P</b>	<b>AMOUNT</b>
<b>100</b>	<b>PRELIMINARY WORKS</b>				
101	Installation and unfolding of the work site	ls	1		
102	Execution program and works completion program and supervision	ls	1		
103	Demolition of roofs	ls	1		
104	Scraping of the existing floor finished in preparation for sand cement screed on the entire floor	m <sup>2</sup>	430		
105	Scraping of dilapidated plaster on all the walls of the block of three classrooms and some portions of the block of two (02) classrooms	m <sup>2</sup>	600		
106	Demolition of dilapidated portions of walls	m <sup>2</sup>	80		
107	Demolition of existing beams	ls	1		
	<b>Sub Total Lot 100</b>				
<b>200</b>	<b>MASONRY AND CONCRETE WORKS</b>				
201	Blocks of 15x20x40 for wall elevation	m <sup>2</sup>	53		
201	Plastering with cement mortar of the scrapped off of dilapidated portions of plaster walls of the blocks of classrooms	m <sup>2</sup>	600		
202	Reinforced concrete for the reinforcement of the block of three (03) classrooms with pillars and tie beam on portions without beams and on portions with beams demolished	m <sup>3</sup>	5.22		
	<b>Sub Total Lot 200</b>				
<b>300</b>	<b>Carpentry and Roofing works</b>				
301	Truss of 5x15cm (complete in hard wood) treated with Xylamon	m <sup>3</sup>	7.5		
302	Purlins of (5x8)cm treated with Xylamon	m <sup>3</sup>	2.5		
303	Plywood Ceiling (4mm) including noggins	m <sup>2</sup>	320		
304	Plain metal sheets (ToleLisse ) 0.3mm for the eaves due to leakages externally including all suggestion	m3	150		
305	Aluminum roofing sheets (tole bac 5/10mm)	m <sup>2</sup>	460.00		
306	Supply and installation of lining in hard wood planed and sized for the fascia board	ml	150		



307	Fascia board sheet (tole bac 3.5/10mm of 30cm height) including all necessary accessories	ml	150		
307	Aluminum sheet for ridge cap	ml	90		
	<b>Sub Total Lot 300</b>				
<b>400</b>	<b>METALLIC AND ALUMINUM WORKS</b>				
401	Supply and installation of Iron door of 150x210 treated with antirust including lock accessories for the block of three (3) classrooms	U	3		
402	Supply and installation of Iron door of 100x220 treated with antirust including lock accessories for the block of three (3) classrooms	U	4		
403	Windows protectors in square tubes (25x25x1.5mm) of 2.00x1.20 for the block of three (03) classrooms and window protectors in square tubes (25x25x1.5mm) for the block of two (02) classrooms replacing the demolished clutters including all necessary accessories	m <sup>2</sup>	56.2		
404	Placing of Aluminum glazed window on the block of three (03) and block of two (02) classrooms including all necessary accessories	m <sup>2</sup>	56.2		
	<b>Sub Total Lot 400</b>				
<b>500</b>	<b>PAINTING</b>				
501	Preparation of surface to be painted (repairs of cracked portions, rough portions on all the walls and dilapidated portions of the staff due to leakages)	m <sup>2</sup>	826.0		
502	Two coats of pantex 800 on ceiling	m <sup>2</sup>	320		
503	Two coats of pantex 800 on internal walls of the building	m <sup>2</sup>	486.0		
504	Two coats of pantex 1300 on external walls of the building	m <sup>2</sup>	340.0		
505	Two coats of oil paint for metallic works and skirting	m <sup>2</sup>	110		
	<b>Sub Total Lot 500</b>				
<b>600</b>	<b>ELECTRICAL WORKS</b>				
601	General revision of the electrical network including piping, wiring in VGV cables (2.5 nd 1.5mm) placing sockets, switches and lamps)	ls	1		
	<b>Sub Total Lot 600</b>				
<b>700</b>	<b>TILING WORKS</b>				
701	Placing of tiles ceramic tiles of 30x30 on the entire floor including skirting, chopping of the existing smooth floor, placing of screed and all other necessary accessories	m <sup>2</sup>	430		
	<b>Sub Total Lot 700</b>				
<b>800</b>	<b>DRAINAGE WORKS</b>				

801	Concreting of gutters 40x40 the base with mass concrete dosed at 300kg/m3 with a thickness of 10cm on mass concrete base with thickness 8cm	ml	120		
802	Concreting of the surroundings with mass concrete dosed at 300kg/m3 with a thickness of 8cm	m <sup>3</sup>	5.184		
	<b>Sub Total Lot 800</b>				
<b>SUMMARY</b>					
100	PRELIMINARY WORKS				
200	MASONRY AND CONCRETE WORKS				
300	Carpentry and Roofing works				
400	METALLIC AND ALUMINIUM WORKS				
500	PAINTING				
600	ELECTRICAL WORKS				
700	TILING WORKS				
800	DRAINAGE WORKS				
	<b>TOTAL WITHOUT TAXES</b>				
	<b>VAT(19.25%)</b>				
	<b>AIR (2.2/5.5%)</b>				
	<b>TOTAL TTC</b>				
	<b>NET PAYMENT</b>				

<b>II- CONSTRUCTION OF THE FENCE 80M</b>					
<b>NO</b>	<b>DESIGNATION</b>	<b>U</b>	<b>QTY</b>	<b>UP</b>	<b>AMOUNT</b>
100	PRELIMINARY WORKS				
101	Setting out of the fence wall	ls	1		
	<b>SUB TOTAL 100</b>				

200	<b>EARTHWORKS</b>				
201	Digging of foundation trenches and footings	m <sup>3</sup>	24		
202	Backfilling and compaction	m <sup>3</sup>	14.4		
	<b>SUB TOTAL 200</b>				
300	<b>FOUNDATION</b>				
301	Lean concrete dosed at 150kg/m3 with a thickness of 5cm	m <sup>3</sup>	2		
302	Foundation walls in Masonry block 20x20x40cm filled with concrete dosed at 150kg/m3	m <sup>2</sup>	48		
303	Reinforced concrete dosed at 350kg/m3 for footings, dwarf columns, ground beam and access ramp for disabilities	m <sup>3</sup>	5.36		
	<b>SUB TOTAL 300</b>				
400	<b>ERECTION OF WALLS</b>				
401	Masonry wall with blocks of 15 x 20x 40cm for the deserted section and the new section for the offices	m <sup>2</sup>	200		
402	Reinforced concrete, dosage 350kg/m3 for copping and columns	m <sup>3</sup>	2.975		
	<b>SUB TOTAL 400</b>				



<b><u>SUMMARY</u></b>		
100	PRELIMINARY WORKS	
200	EARTHWORKS	
300	FOUNDATION	
400	ERECTION OF WALLS	
	TOTAL WITHOUT TAXES	
	VAT(19.25%)	
	AIR (2.2/5.5%)	
	TOTAL TTC	
	NET PAYMENT	

<b><u>PROJECT COST SUMMARY</u></b>		
I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS		
II- CONSTRUCTION OF THE FENCE 80M		
	TOTAL WITHOUT TAXES	
	VAT(19.25%)	
	AIR (2.2/5.5%)	
	TOTAL TTC	
	NET PAYMENT	

## BAMENDA III COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION NO 001/RQ /BIIC/BIICITB/2021 OF 03/02/2022 FOR THE  
REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE  
CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL  
NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION"

### 3.4 BID COMPARISON TABLE

No.	Names of Bidders	Address	Bid compliance		work		Total Price TWT	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								

#### Members of the Tenders Board

Name

Duty

Signature



**DOCUMENT N°. IV**  
**DRAFT JOBBING ORDER**

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTRE DE LA DECENTRALISATION  
ET DE DEVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE BAMENDA III

B.P 5012 Bamenda

Tel : (237) 677 665 180



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MEZAM DIVISION

BAMENDA III COUNCIL

P.O. Box 5012 Bamenda

Tel : (237) 677 665 180

## JOBGING ORDER

JOBGING ORDER N° \_\_\_\_\_/JO/BIIC/BIICITB/2022

AWARDED AFTER BAMENDA III COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION N° 001 / RQ /BIIC/BIICITB/2021 OF 03/02/2022 FOR THE  
REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A  
FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-  
DIVISION IN MEZAM DIVISION

Project Owner [Indicate name and full address]

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

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

Business Registry No. \_\_\_\_\_ at

Taxpayer's No. \_\_\_\_\_

**SUBJECT:** Execution of \_\_\_\_\_ works;

Lot No. \_\_\_\_\_; Network \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**EXECUTION DEADLINE :** \_\_\_\_\_ ( \_\_\_\_\_ ) months

**AMOUNT IN CFA F:**

IAT	
EVAT	
VAT	
AIR (Income tax)	
Net to be paid	

**FINANCING** : [indicate the source of financing]

**BUDGET HEAD** : [to be completed]

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

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

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

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



**BETWEEN:**

The Government of the Republic of Cameroon, represented by **The Mayor of Bamenda III Council**, hereinafter referred to the "**Contracting Authority**"

**On the one hand,**

**AND**

\_\_\_\_\_  
P.O. Box \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ (enterprise)  
Business Registry No. \_\_\_\_\_  
Taxpayer's No. \_\_\_\_\_

Represented by \_\_\_\_\_, its General  
Manager, hereinafter referred to as the "Contractor"

**On the other hand,**

Agree on the following:

## PART I: SPECIAL ADMINISTRATIVE CONDITIONS

### TABLE OF CONTENTS

#### **Chapter I: Generalities**

- 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 ..... 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 ..... - Evaluation of works (article 23 supplemented)
- Article 19 - Evaluation of supplies (article 24 of GAC) supplemented)
- Article 20 - Advances (article 28 of GAC)
- Article 21 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)
- Article 22 - Interests on overdue payments (article 31 of GAC supplemented)
- Article 23 - Penalties for delay (article 32 of GAC supplemented)
- Article 24 - Payment in case of a group of enterprises (article 33 of GAC)
- Article 25 - Final detailed account (article 35 of GAC)
- Article 26 - General detailed account (article 35 of GAC)
- Article 27 - Tax and customs schedule (article 36 of GAC)
- Article 28 - Stamp duty and registration (article 37 of GAC)

#### **Chapter III: Execution of the works**

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

#### **Chapter IV: Acceptance**

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

#### **Chapter V: Miscellaneous provisions**

- Article 45 - Termination of the Contract (article 74 of GAC)
- Article 46 - Force majeure (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



## CHAPTER I: GENERALITIES

### Article 1: Subject of Contract

The subject of this Contract shall be the rehabilitation of **FOR THE REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION.**

### Article 2: Contract award procedure

This Contract shall be awarded by **REQUEST FOR QUOTATION No 001/RQ/BIIC/BIICITB/2021 OF 03/02/2022**

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions (cf. Code)

- i). **The Contracting Authority shall be the Mayor of Bamenda III**  
-He awards the Contract, ensures the preservation of originals of the said Contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- ii). **The Contract Engineer shall be the Divisional Chief of Service for State Property for Mezam, hereinafter referred to as the state Engineer.**  
-He follow up and control the proper execution of the contract in conformity with the technical specifications and bill of estimate. Approve executed jobs and prepare reports concerning the execution of the project.
- iii). **The Project Owner is The Mayor of BAMENDAIII Council.**  
-He represents the beneficiary administration of the project.  
-He ensures respect of the administrative, technical and financial conditions and Contractual deadlines.  
-He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- iv). **The Project Manager shall be the \_\_\_\_\_**
- v). **The Contractor shall be [to be specified].**

#### 3.2 Security

This Contract may be used as security subject to any form of transfer of the debt.

In this case:

- i). The authority in charge of ordering payment shall be **The Mayor of Bamenda III Council**
- ii). The authority in charge of the clearance of expenditures shall be *the controller of finance for Bamenda City Council.*
- iii). The body or official in charge of payment shall be *the Bamenda III Municipal treasury.*
- iv). The official competent to furnish information within the context of execution of this Contract shall be *the Divisional chief of state property for Mezam.*

#### 3.3 Duties of the Control Mission, Project Manager

##### 3.3.1 Missions [to be completed, where need be]

##### 3.3.2 Means put at the disposal of the Control Mission [to be completed where need be].

### Article 4: Language, applicable law and regulation

#### 1.1 The language to be used shall be [English and/or French].

#### 1.2 The Contractor shall be bound to observe the laws, 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) hereunder;
- 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 *[insert and indicate, where need be, names and references]*.
- 7) The General Administrative Conditions applicable on Public Works 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 *[insert and indicate, where need be, names and references]*.

#### **Article 6: General instruments in force**

This Contract shall be governed by the following general instruments *[to be adapted according to the case]*:

1. Framework Law No. 96/12 of 5<sup>th</sup> August 1996 on the Management of the Environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/.....8 of 23<sup>rd</sup> February 2001 Relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16<sup>th</sup> April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
6. Decree No. 20...../275 of 24<sup>th</sup> September 20..... to institute the Public Contracts Code;
7. Decree No. 2012/074 of 8<sup>th</sup> March 2012 relating to the Creation, Organisation and Functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
8. Decree No. .... of 20<sup>th</sup> June 2018 to organise the Ministry in charge of Public Contracts;
9. Circular No. 001/CAB/PR of 19<sup>th</sup> June 2012 relating to the Award and Control of Execution of Public Contracts;
10. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of Environmental Impact of Road Maintenance;
11. Circular *[to be indicated as applicable]* relating to the Execution, and Control of Execution of the Budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
12. Unified Technical Documents (DTU) for building works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the Contract.

#### **Article 7: Communication (Articles 6 and 10 supplemented)**

- 1.1 All communications within the framework of this Contract shall be written and notifications sent to the following address:

a) In the case where the Contractor is the addressee: Sir/Madam.....



Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the Region in which the work was done;

b) In the case where the Project Owner is the addressee:

Sir/Madam\_\_\_\_\_ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.

c) In the case where the Contracting Authority is:

Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

1.2 The Contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Engineer.

#### **Article 8:Administrative Orders (Article 8 of GAC)**

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

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

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

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

8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Contractor by the project Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.

8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be proposed by the contract engineer, signed by the Contracting Authority and notified by the Project Manager to the Contractor with a copy to the Project Owner, Contract Engineer and Project Manager.

8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Project Manager upon proposal by the Contract Engineer and notified to the Contractor by the Contract Engineer.

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** [specify if the contract has one or 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. [NOT applicable]

- 9.2** The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

**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 Engineer. 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 **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Engineer. 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 DISPOSITIONS**

**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 Engineer 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.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the **Contracting Authority** upon request by the Contractor.

**11.3 Guarantee of start-off advance**

[Specify, if need be, the rates (20% maximum of the amount of the Contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee]

**Article 12: Amount of the Contract (Articles ..... and 19 of GAC supplemented)**

The amount of this Contract as indicated by the attached [detail or estimates] is **41,000,000** (in figures) **Forty-One Million** (in letters) CFA francs Inclusive of All Taxes; that is:



- v). Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
- vi). Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.
- vii). Amount of TSR and/or \_\_\_\_\_ CFA F
- viii). Net to be paid= EVAT-TSR and/or AIR

**Article 13: Place and method of payment**

The Project Owner shall release the sums due in the following manner:

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in \_\_\_\_\_ bank. [NOT applicable]

**Article 14: Price variation (Article 20 of GAC)**

- a. Prices shall be firm.
  - i). Payments on account made to the Contractor as advances shall not be revisable.
  - ii). Revision shall be "frozen" upon expiry of the Contractual time-limit, except in the case of price reductions.
- b. Price updating modalities (not applicable)

**Article 15: Price revision formulae (article 21 of GAC)**

(not applicable)

**Article 16: Price updating formulae (article 21 of the GAC) (not applicable)**

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

17.1 The percentage of works under State supervision shall be [*must not exceed 2 %*] of the amount of the Contract and its additional clauses, where applicable.

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

- ix). 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;
- x). The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;
- xi). The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- xii). Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by ten percent for loss, stocking and handling;
- xiii). 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, all-in price or unit and all-in price*]

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

19.1 *[Indicate, where applicable, the modalities for payment of supplies].*

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 may grant a start-off advance equal to 20 % of the amount of the Contract.

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

20.3 The total amount of the advance must be reimbursed not later than when the value in 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.

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

**Article 21: Payment for works (articles 26, 27 and 30 of the GAC supplemented)**

**21.1 Establishment of works executed**

*Before the 30<sup>th</sup> of each month, the Contractor and the Contract Engineer shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.*

**21.2 Monthly detailed account**

*No later than the fifth (5<sup>th</sup>) of the month following the month of the services, the Contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the Contract since the start of the Contract.*

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

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

- xiv). [100-1.1 and/or – (7.5 or 15%)] paid directly into the account of the Contractor;*
- xv). 2.2 or 5.5 % paid to the public treasury as AIR due by the Contractor.*
- xvi). 7.5% or 15% paid into the public treasury as TSR due by the Contractor.*

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

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

*The Contracting Authority has a deadline of fourteen (14) days maximum to sign the detailed accounts.*

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



### 21.3 Detailed account of start-off account (if applicable).

#### **Article 22: Interest on overdue payments (Article 31 of the GAC)**

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 20...../275 of 24<sup>th</sup> September 20..... to institute the Public Contracts Code.

#### **Article 23: Penalties (Article 32 of the GAC supplemented)**

##### **A. Penalties for delay**

23.1 The amount set for penalties for delays shall be set as follows:

- a) One two thousandth (1/2000<sup>th</sup>) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- b) One thousandth (1/1000<sup>th</sup>) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

23.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Contract inclusive of all taxes.

##### **B. Specific penalties [amount to be indicated]**

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:

- xvii). Late submission of final bond;
- xviii). Late submission of insurances;
- xix). Late submission of the draft execution schedule if 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 *[Indicate the time-limit available to the Contractor to forward the draft to the Project Manager, after the date of provisional acceptance of the works (maximum 1 month)].*

After completion of the works and within a maximum time-limit of fourteen (14) 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.

25.2 *The Contract Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project Manager.*

25.3 *The Contractor has up to thirty (30) days to return the signed final detailed account.*

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

26.1 The Contract Engineer or the Project Manager has up to thirty (30) days to establish the general detailed account and forward to the Contractor after final acceptance.

At the end of the guarantee period which results in the final acceptance of the works, the Contract Engineer draws up the general and final detailed accounts of the Contract which he had signed jointly with the Contractor and the Contracting Authority. This detailed account includes:

- xx). the final detailed account,
- xxi). the balance

**xxii).** the summary of monthly payments on account.

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

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

**Article 27: Tax and customs regulations (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:

**xxiii).** Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;

**xxiv).** Registration dues in accordance with the Tax Code;

**xxv).** Dues and taxes attached to the execution of services provided for in the Contract;

- Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
- Council dues and taxes;
- Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices mean VAT included.

**Article 28: Stamp duty and registration of Contracts (article 37 of GAC)**

Seven (7) original copies of the Contract shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

### **CHAPTER III: EXECUTION OF THE JOBBING ORDER**

**Article 29: Nature of the works (article 46 of GAC)**

The works shall include especially: (position or volume of works)  
(To be specified cf. *Special Technical Conditions*)

**Article 30: Roles and responsibilities of the Project Owner (GAC supplemented)**

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

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

**Article 31: Execution time-limit of the Contract (article 38 of the GAC)**

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

**31.2** This time-limit shall run from the date of notification of the Administrative Order to commence execution of the works [or that fixed in this Administrative Order- to be specified].

**Article 32: Roles and responsibilities of the Contractor (article 40 of the CAG)**

The detailed and general plan of progress of the works shall be communicated to the Project Manager in **five (05) copies** at the beginning of each.



### **Article 33: Provision of documents and site (article 42 of the GAC)**

A reproducible copy of the plans featuring in the Tender File shall be submitted by the Contract Engineer

The Project Owner shall make available the site and access ways to the Contractor at the appropriate time as the works progress.

### **Article 34: Insurance of structures and civil liabilities (article 45 of GAC)**

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):

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

### **Article 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)**

[Specify the deadlines for the transmission of documents as well as those of approval by persons to be designated]

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

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

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

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

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

The Contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the Contractual programme upon receiving the approval of the Contract Engineer. After approval of the execution schedule by the Contract Engineer, the latter shall transmit it within five (5) days to the 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.

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 Engineer 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**

- a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [Contract Engineer] at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.
- b) The [Contract Engineer] has a deadline of [*five (05) days*] to examine and make known his observations. The Contractor then has a deadline of (04) *four days* to present a new file including the said observations.

35.3 In case of the non-observance of the approval deadlines of the above documents by the Administration, these documents shall be deemed to have been approved.

### **Article 36: Organisation and safety of sites (article 50 of the GAC)**

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work.

36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: [*To be specified in accordance with article 50(2) of the GAC*].

36.3 Indicate the special measures demanded of the Contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

### **Article 37: Implantation of structures**

The Project Manager shall notify within [five] days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

### **Article 38: Sub-Contracting (article 54 of the GAC)**

The part of the works to be sub-Contracted shall be [*specify*] % of the initial amount of the Contract and its additional clauses (*the ceiling is 30 %*).

### **Article 39: Site laboratory and trials (article 55 of GAC)**

39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.

39.2 The Contract Engineer has a deadline of three days to approve the Contractor's personnel and laboratory as soon as the request is made.

### **Article 40: Site logbook (article 56 of the GAC supplemented)**

40.1 The Site logbook must be systematically jointly signed by the Contract Engineer, where need be and the Contractor's representative each day.

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

### **Article 41: Use of explosives (article 60 of the GAC)**

[*Specify the possible restrictions or bans*]

## **CHAPTER IV: ACCEPTANCE**

### **Article 42: PROVISIONAL ACCEPTANCE**

#### **42.1 Pre- Acceptance Operations**

Before the acceptance of the works the Contractor shall ask in writing to the Contract Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

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



- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

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

- Contract Engineer,
- Contractor.

During this pre-acceptance, the Contract Engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the reception. The Contract Engineer shall fix the reception date in collaboration with the chairman of the acceptance commission.

#### **42.2 Provisional Acceptance**

The acceptance commission shall comprise:

- 1- The Authorizing Officer (project Owner) or his representative ..... (Chairman)
- 2- The Contract Engineer or his representative.....(Secretary)
- 3- The DD of MINMAP Mezam or his representative..... (Observer)
- 4- The DD MINDDEVEL or her representative ..... (member)
- 5- The CDO Bamenda III..... (Member)
- 6- The Head Teacher ..... (Member)
- 7- The Contractor or his Representative..... (Member)

The commission shall examine the report of the pre-acceptance and shall proceed to the provisional acceptance. A provisional acceptance report (process - verbal) of the works shall be prepared by the Engineer and sign by all the commission members.

#### **Article 43: GUARANTEE PERIOD.**

The guarantee period is **six (06) months** from the date of the provisional acceptance for the section of rehabilitation of buildings and not applicable for equipment.

#### **Article 44: Article 45: Final acceptance (article 72 of the GAC)**

44.1 The Final acceptance shall take place within a maximum deadline of **fifteen (15)days** from the date of expiry of the guarantee period.

44.2 The Project Manager shall not be member of the final acceptance commission.

The procedure for final acceptance shall be the same as for provisional acceptance.

### **CHAPTER V: MISCELLANEOUS PROVISIONS**

#### **Article 45: Termination of the Contract (article 74 of the GAC)**

The Contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24<sup>th</sup> September 2004 of the public contract code and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- 45.1 Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of more than seven (7) calendar days;
- 45.2 Delay in work resulting in penalties of more than 10 % of the amount of the contract;
- 45.3 Refusal to repeat poorly executed works;
- 45.4 Default by the Contractor;
- 45.5 Failure to register the contract within the time limit.

#### **Article 46: Case of force majeure (article 75 of the GAC)**

If the Contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

- 46.1 Rainfall: 200 millimetres in 24 hours;
- 46.2 Wind: 40 metres per second;
- 46.3 Flood: decennial flood frequency.

#### **Article 47: Disagreements and disputes (article 79 of the GAC)**



Disagreements and disputes resulting from the execution of this Contract may be settled amicably.

Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be]*.

#### **Article 48: Production and dissemination of this Contract**

Seven (07) copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Engineer.

#### **Article 49 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.

## **PART II: SPECIAL TECHNICAL CONDITION (CCTP)**

### **GENERALITIES**

These descriptive notes and technical specifications are drawn up for the purpose of **REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION IN MEZAM DIVISION**. This descriptive note is for those to execute, supervise and the client, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Also these descriptive notes are for those to execute, supervise and the contractor, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into the desire finished works.

### **PLANNING AND SITE ORGANIZATION**

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

### **THE REHABILITATION PROCESS AND SUPERVISION**

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

### **CONTENT OF THE WORKS**

The works to be executed will include:

#### **I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS**

100 : PRELIMINARY WORKS

200 : MASONRY AND CONCRETE WORKS

300 : CARPENTRY AND ROOFING WORKS

400 : METALLIC AND ALUMINIUM WORKS

500 : PAINTING

600 : ELECTRICAL WORKS



700 : TILING WORKS

800 : DRAINAGE WORKS

## **II- CONSTRUCTION OF A FENCE 60M**

100 : PRELIMINARY WORKS

200 : EARTHWORKS

300 : FOUNDATION

400 : WALL MASONRY

The contractor in charge of this execution shall carefully study the works to be executed, visit the site and bring up points not understood to the site supervisor for a clarification before making before works are carried out.

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

### **MODE OF EXECUTION OF WORKS**

#### **I- REHABILITATION OF TWO (02) BLOCKS OF FIVE (05) CLASSROOMS**

##### **II.1 PRELIMINARY WORKS**

This include: -

❖ Installation and unfolding of the work site:

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

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

❖ Execution program and works completion program:

- Execution Program consists of the general site installation, building materials stating their origin, mark and sources, personnel of all categories mobilized, equipment, small tools and a general work schedule used for the execution of the above mentioned project

❖ Demolition of roof

- The demolition of the roof shall consist of the careful removal of the roofing sheets, the purlins and the rafters and placing them in a well arranged manner. These materials shall be either auction by the competent authorities which if the ministry in charge of state property.

❖ Scrapping of the existing floor finished in preparation for sand cement screed on the entire floor

❖ Scrapping of dilapidated portions of platers on the walls

##### **II.2 MASONRY AND CONCRETE WORKS**

❖ Plastering with cement mortar

- This shall be realized with cement mortar having a mixed proportion of 400kg/m<sup>3</sup> in an average thickness of 1.5cm. The recommended sand for this purpose is medium/soft sand free from all impurities and salt.

❖ Reinforced concrete for beams

-Reinforced concrete shall be specifically for beams and the mixture shall in the proportion 350kg/m<sup>3</sup>.

**NOTE: Reinforced Rod Tables.**

No	STRUCTURE	SIZES	MAIN REINFORCEMENT	STIRRUP		CONCRET E MIX	TYPE
----	-----------	-------	--------------------	---------	--	---------------	------



		No	$\phi$	Tors $\phi$	Spacing		
1	Beams 15x20	4	8mm	6mm	20cm	350kg/m <sup>3</sup>	Fe-E-40

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.

- **Aggregate** shall consist of crush stones. Tiny layer of grave (dust) shall be removed through blowing or washing.

- **Water:** To be used for mixture mortar, concrete and aggregate washing must be free from impurities and salts.

- **Cement:** To be used mostly for cement mortar, concrete shall satisfy the general conditions laid down by regulation in force. It will type CPJ325 Portland cement from CIMENCAM and shall not show any trace of mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared within four days.

- **Reinforcement:** shall be of mild steel and T- or – Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace rut, non-adhesive to paint or grease. It shall be held firmly in place while the concrete is placed. The concrete cover shall not be less than 25mm in all cases.

- **Shuttering:** hard wood simple and strong, to bear without any noticeable distortion, the load and pressure of concrete, the effect of venation and weight of workers involved in the setting it up.

#### ❖ Smooth screed dosed at 400kg/m<sup>3</sup>, 4cm thick

- After the crapping off of the existing dilapidated floor screed, the floor shall be finished with a cement screed of 4cm thick, dosed at 400kg/m<sup>3</sup>.

### 1.3 CARPENTRY AND ROOFING WORKS

#### ❖ Roof trusses:

The trusses shall be of hard wood well treated and of section 3x15. The braces and the struts shall be double. These rafters shall be well attached to the structure with the aid of the extension rods from the beams/pillars.

#### ❖ Purlins:

They shall be of hard wood of section 5x8 well treated with Xylamon

#### ❖ Ply wood ceiling:

It shall be of ordinary 4mm plywood (Ayou), in section of 60x120 (block format). Provision shall be made for ceiling passage and ventilation. The extreme ends shall be covered with angle battens well moulded and of hard wood.

#### ❖ Fascia board:

The fascia board used will be 25 cm wide and 3 cm thick. It will be hard wood planed on one side and protected with aluminium tole bac 5/10em bands of 30 cm wide.

#### ❖ Roofing sheets:

Sheets for roofing are of aluminium tole bac of 5/10eme thick. The length will be appreciated by the company in accordance with the execution plan of the roof it has produced. Quality proposed: the original production "SOCATRA" or any other recognized equivalent.

Coverage will be in single length fixed on purlins using 80 mm screws nails with accessories. An overhang of 15 cm is made up. The ridge will be raised and covered with an aluminium ridge cap of 50 cm of thickness 5/10th.

#### ❖ Ridge sheet:

The ridge cap shall be covered with an aluminium ridging sheet of 50cm as well as the gable ends and angle ridges.

### 1.4 METALLIC AND ALUMINIUM WORKS

#### 1.4.1. METALLIC WORKS

- Doors-** All metallic doors will be made of iron tubes frames and metal sheets with all accessories fitted on metallic or wooden frames and chocked with rich concrete in the wall.

➤ **Size:** 150x210



- **Frame:** angle bar of 35mm
- **Shutter:** will be square 30mm+ black steel plated 10/10 on double faces + 3 pairs of hinges and a canon vachette lock and iron staple bolts.
- ii. **Window protectors** - They shall be of square tubes of 25x25x2mm framed with angle bar of 25x2mm. It shall be treated with antirust and shall be fixed on the window frames made of hard mood and well moulded following the dimensions.

#### **I.4. ALUMINIUM WORKS**

*All windows frames and external covers shall be of aluminium and in the frames shall be fitted glass of approved quality.*

#### **I.5 PAINTING AND DECORATION**

All the surfaces to be painted shall be cleaned, and prime with ordinary paint (universal 10000). The painting shall be done in two coats according to the following specification:

- Internal walls with pantex 800
- External walls with pantex 1300 vinyl type
- Metallic elements with oil paints(glycerol)
- Wooden works shall be of vanish

#### **I.6 ELECTRICITY**

The electricity installation shall be in conformity with the electrical plan approved of by the Control Engineer. The contractor shall connect the installation to the existing AES SONEL network in the institution. Flexible orange conduits pipes of adequate diameter shall be used, and must be buried inside the walls (blocks).As a general rule cables of section 1.5mm<sup>2</sup> shall be used for the lighting circuit while that of sockets shall be of section 2.5mm<sup>2</sup>. Each of the circuit shall be protected by a 10A and 16A fuse respectively. -Lighting equipment will consist of fluorescent lamps of 1.20m fitted inside and outside on the veranda. Model of lamps shall be Philip or Mazda. Generally, electrical installation will be carried out in conformity with the rules and instructions of norms in force.

#### **I.7 TILING WORKS**

All the floors shall be of tiles and shall be of the following specifications:

It shall be Ceramic tile of 30x30cm of approved quality with good Adhesive;

It shall be placed on sand cement screed dosed at 350kg/m<sup>3</sup>

It shall be placed on the floors and skirting;

Water to be used shall be clean and free of salt

#### **I.8 DRAINAGE WORKS**

- **Gutters:** The gutters shall be realized all-round the building. They shall be executed with concrete dosed at 350kg/m<sup>3</sup>. The section shall be 40cm wide and 40cm deep. The base shall have an average thickness of 8cm and shall be of ordinary mass concrete, dosed at 350kg/m<sup>3</sup>providing a slope of 10% for the flow of water.
- **Concreting of external veranda:** The concreting of external veranda shall be done all round following the already concrete gutters. It shall have an average thickness of 8cm and shall be of ordinary mass concrete, dosed at 350kg/m<sup>3</sup>providing a slope of 10% for the flow of water

### **II- CONSTRUCTION OF A FENCE 80M**

#### **II.1 PREPARATORY WORKS**

**SETTING OUT:** The setting out will be in respect to the technical plans.

The setting out profile boards will be at least 1, 20 m from the outside axes, this to facilitate trenching and other earthworks and good circulation. The commencement of excavation will be accepted by the Project Engineer without checking the conformity of the setting.

The minimal depth of the excavation trenches shall be of 80cm, and depending on the soil bearing capacity. Where there is black cotton soil or soil with low bearing capacity at the bottom of the trench, the contractor shall continue excavation up to a depth as will be approved by the Project Engineer. The excavations will be done manually and no concrete or mortar shall be laid on the bottom of the trench without the acceptance of the trench bottom of excavation by the Project Engineer.



The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

These technical specifications have as objective the definition of the consistence of works to be executed in accordance with the plans and according to technical norms for the construction of classroom buildings.

## II.2- FOUNDATION:

**Blinding concrete:** The base of the foundation trenches shall be stabilized with 5cm of concrete dosed at 150kg/m<sup>3</sup>

### ➤ Separate footing plus foundation walls:

- The separate footing shall be in reinforced concrete of section 60X60 (or as per indication on the plans) dosed at 350kg/m<sup>3</sup>.
- The reinforcement shall be stirrups T6 every 20cm + 4HA8 main rods
- The foundation walls shall be realized with frog filled sandcrete blocks of section 20x20x40 dosed at 200kg/m<sup>3</sup> OR masonry foundation of 25cm thickness

## II.2.MASONRY AND CONCRETE WORKS

**ELEVATION WORKS:** The elevation walls be in agglomerated hollow blocks of 15 x 20 x 40cm with a good crushing resistance. The mixing for block molding should give at most 32 blocks per bag of cement for blocks of 15x20x40 cm. They should be kept dry for at least 21 days before lying on the elevation walls. The reinforced concrete pillars of section 15x15 and 15x30 at 350 kg/m<sup>3</sup> will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion.

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

### ❖ Reinforced concrete for beams

-**Reinforced concrete** shall be specifically for beams and the mixture shall be in the proportion 350kg/m<sup>3</sup>.

#### NOTE: Reinforced Rod Tables.

No	STRUCTURE	SIZES	MAIN REINFORCEMENT	STIRRUP		CONCRETE MIX	TYPE
		No	φ	Torsφ	Spacing		
1	Beams 15x20	4	8mm	6mm	20cm	350kg/m <sup>3</sup>	Fe-E-40

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.

- **Aggregate** shall consist of crush stones. Tiny layer of grave (dust) shall be removed through blowing or washing.

- **Water:** To be used for mixture mortar, concrete and aggregate washing must be free from impurities and salts.

- **Cement:** To be used mostly for cement mortar, concrete shall satisfy the general conditions laid down by regulation in force. It will type CPJ325 Portland cement from CIMENCAM and shall not show any trace of mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared within four days.

- **Reinforcement:** shall be of mild steel and T- or – Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease. It shall be held firmly in place while the concrete is placed. The concrete cover shall not be less than 25mm in all cases.



- **Shuttering:** hard wood simple and strong, to bear without any noticeable distortion, the load and pressure of concrete, the effect of venation and weight of workers involved in the setting it up.

### **Part III: Schedule of Unit Prices (SUP)**

### **Part IV: Details or Estimates**

PAGE ..... AND LAST OF JOBBING ORDER N°  
...../JO/BIII/BIIICITB/2022

AFTER

.....  
WITH THE COMPANY: .....  
FOR THE SUPPLY .....

AMOUNT OF THE JOBBING ORDER: ..... CFAF  
(In ..... words

.....  
CFA francs inclusive of taxes)

EXECUTION TIME:

**Read and accepted by the Contractor**

(place of signature) ..... (date)

**Signature of Contracting Authority**

(place of signature) ..... (date)

**Registration**



# ANNEX

## Forms and models to be used by bidders

## **Table of models**

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Evaluation grid

Annex No. 7: Attestation of site visit

Annex No. 8; Model Declaration of Intention to Tender

Annex No. 9; Model Sub Details of Prizes

Annex No. 10; Model Qualities of Equipment



## Annex No. 1: Model tender

I, the undersigned \_\_\_\_\_ [indicate the name and capacity of signatory]  
Representing the \_\_\_\_\_ company or enterprise or group with head office  
at \_\_\_\_\_ registered in the trade register of \_\_\_\_\_ under the number  
No \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addendum (addenda): the Invitation to Tender [recall the subject of the Invitation to Tender]

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender for lot No. \_\_\_\_\_ at \_\_\_\_\_ [in figures and words] CFA francs exclusive of VAT and at \_\_\_\_\_ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline of .....months.
- I pledge to maintain my bid for [indicate duration of validity, in principle 90days for national invitations to tender 120 days for international invitations to tender] from the deadline of submission of bids.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

The Project Owner shall pay the sums due for this Contract by crediting account No..... opened in.....Bank.....Branch

Prior to the signing of the Contract, this tender accepted by you shall constitute an agreement between us.

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

Signature of.....  
in the capacity of.....duly authorised to sign the bids on behalf  
of.....

## ANNEX No. 2: MODEL BID BOND

Addressed to [indicate the Contracting Authority and his address] "Contracting Authority"

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for [recall the subject of the Invitation to Tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the Contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the Contract, even though required to do so;
- Fails or refuses to furnish the final bond for the Contract (final bond) as provided for by the Contract;

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

[Bank's signature]



### Annex No. 3: Model final bond

Bank:

Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the Contract referred to as "the Contract", to carry out *[indicate the nature of the works]*.

Whereas it is stated in the Contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5%]* of the amount of the corresponding portion of the Contract, as guarantee of the execution of his full obligations in accordance with the terms of the Contract,

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*  
represented by \_\_\_\_\_ *[name of signatories]*,  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Contractual commitments within the meaning of the Contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]* .

We agree that no change or addendum or any other amendment to the Contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force upon signature and notification of the Contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment made by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

*[Signature of the bank]*

## ANNEX No. 4: Model of start-off advance bond

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the Invitation to Tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of Contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]



## ANNEX No. 5: Model of performance bond (Retention fund)

Bank: \_\_\_\_\_

Reference of the bond: No \_\_\_\_\_

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ name and address of Supplier] hereinafter referred to "the Contractor", pledged, in execution of the Contract, to carry out the works of [indicate the subject of the works]

Whereas it is stipulated in the Contract that the retention fund fixed at [percentage below 10 % to be specified] of the amount of the Contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,

We, \_\_\_\_\_ [name and address of the bank],

Represented by \_\_\_\_\_ [names of signatories] and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Project Owner for a maximum amount of \_\_\_\_\_ [in figures and letters] corresponding to [percentage below 10 % to be specified] of the Contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Contractor has not fulfilled his Contractual obligations or is indebted to the Project Owner within the meaning of the Contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to [percentage below 10 % to be specified] of the total amount of the works featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby incline by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at \_\_\_\_\_ on \_\_\_\_\_

[Signature of the bank]

## Annex No. 6: Evaluation grid

### ENVELOPE A- ADMINISTRATIVE BID

DOCUMENT N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance not more than three months.
A.5	Purchase receipt of Tender File issued by Bamenda III Municipal treasury
A.6	A bid bond of <b>820.000 FCFA</b> (Eight hundred and twenty thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.
A.9	Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.
A.10	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.11	plan and attestation of site location of the enterprise
A.12	Power of attorney if necessary
A.13	Group agreement if need be

### ENVELOPE B- TECHNICAL and FINANCIAL BID

#### TECHNICAL DOCUMENTS

<b>B.1</b>	<b>General presentation of the Tender Files</b>
	-Document spirally bound
	-Table of content page
	-Color sheets separation
	- Presentation of documents in the order given in this tender
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>
<b>B.2.1</b>	List of references of the enterprise in similar jobs justified by signed Contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2021 projects) Minimum acceptable: <b>02</b> Contracts realized in the domain of building Rehabilitation or construction of new building over the past 05 years
	1 <sup>st</sup> Reference
	2 <sup>nd</sup> reference
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF FOR EACH LOT</b>
<b>B.3.1</b>	<b>01 works supervisor (at least HND or equivalent certificate) in civil or rural Engineering</b>
	Qualification of the works supervisor: (Senior Technician certificate in Civil Engineering (BAC +2)



	Professional experience of the works supervisor $\geq 03$ years (signed CV) <ul style="list-style-type: none"> <li>➤ A certified copy of the technical diploma</li> <li>➤ Certified copy of ID card</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ An attestation of availability signed by the candidate</li> <li>➤ CV signed by the candidate,</li> </ul>		
<b>B.3.2</b>	<b>01 Site foreman(Civil Engineering Technician)</b>		
	Qualification of the Site foreman: (Technician certificate in Civil Engineering (BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman $\geq 03$ years (signed CV) <ul style="list-style-type: none"> <li>➤ A certified copy of the technical diploma</li> <li>➤ Certified copy of ID card</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ An attestation of availability signed by the candidate</li> <li>➤ CV signed by the candidate,</li> </ul>		
<b>B.3.3</b>	<b>Other personnel</b>		
	<ul style="list-style-type: none"> <li>➤ 01 Onebuilders with 3 years professional experience in building, rehabilitation or similar works. ( CVs signed by the candidate), Qualification (CAP in building construction)</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ 01 One Carpenters with 3 years professional experience on carpentry or similar works. ( CVs signed by the candidate) Qualification (CAP in carpentry and joinery)</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ 01 One Electrician with 3 years professional experience on Electricity or similar works. (CVsigned by the candidate) Qualification (CAP in electricity)</li> </ul>		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
B.4.1	Organigram of the project (Specify names of the personnel handling the various functions)		
B.4.2	Logical sequence for the execution of the task		
B.4.3	Quality control method		
B.4.4	Environmental protection measures		
B.4.5	Security and safety at the site		
B.4.6	Duration of execution in respect with the Tender File		
<b>B.5</b>	<b>LOGISTICS (Equipment put aside for this project)</b>		
B.5.1	Prove of ownership or rental of a camion		
B.5.2	Prove of ownership or rental of a pick-up or other vans		
B.5.3	Masonry Kit : Wheelbarrows, masonry clamps, masonry hammer 300g, shovel, dig axe, building level, masonry bucket , trowels, Tiling hammer, tiles cutter etc.		
B.5.4	Carpentry Kit : carpentry cramps, saws, harmers, etc.		
B.5.5	Electrical Kit : pliers, screw drivers, cutters, multi meters, testers, saws, harmers, etc.		
B.5.6	Painting Kit : brushes, rollers, buckets, harmers, etc.		
<b>B.6</b>	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 15.000.000FCFA (Fifteen million francs CFA)		

<b>B.7</b>	<b>Attestation of site visit</b> signed by the Contractor		
<b>B.8</b>	Comprehensive report of site visit signed by the company administrator and justified by photos		
<b>B.9</b>	Special Technical Clauses initialed in all the pages		
<b>B.10</b>	Special Administrative Clauses completed and initialed in all the pages and last page signed		

#### **FINANCIAL DOCUMENTS**

<b>No.</b>	<b>DESIGNATION.</b>
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (TWOT) and with taxes (TWT)
C4	Sub details of unit prices

The absence or the non-conformity of one of the elements in documents "A" of the evaluation grill above will be at the disadvantage of the offer

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum from at least **75%** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest feasible amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the Panelized/eliminary criteria and at least **75%** of the essential criteria.



## ANNEX 7: MODEL ATTESTATION OF SITE VISIT

I the undersigned Mr./Mrs./Miss..... Engineer of  
the Company:.....(Name of Enterprise),

Confirm that

I have actually visited the site which is going to receive the structure relative to  
**CONSULTATION N° 001/RQ/BIII/BIICITB/2022 of 03/02/2022 FOR THE REHABILITATION OF  
TWO (02) BLOCKS OF FIVE (05) CLASSROOMS AND THE CONSTRUCTION OF A FENCE WALL  
OF 80M AT GOVERNMENT PRACTICING SCHOOL NIBUNG IN BAMENDA III SUB-DIVISION  
IN MEZAM DIVISION.**

I declare:

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

**THE GENERAL MANAGER OF THE ENTERPRISE**\_\_\_\_\_

**SIGN**\_\_\_\_\_

**DATE**\_\_\_\_\_

**(STAMP)**

## ANNEX 8: Model Declaration of Intention to Tender

I the under signed \_\_\_\_\_ (name)  
Nationality \_\_\_\_\_

Function \_\_\_\_\_ (manager or director) of  
the \_\_\_\_\_ (enterprise)

Acknowledged having received the \_\_\_\_\_ (Tender File or Request  
for

Quotation) No \_\_\_\_\_ (reference) of \_\_\_\_\_ (date)

For The \_\_\_\_\_ (subject) And hereby

declare my intention to tender for the aforementioned project.

**DONE IN** \_\_\_\_\_

**BY** \_\_\_\_\_

**ON** \_\_\_\_\_

**SIGN** \_\_\_\_\_



### Annex No. 9; Model Sub Details of Prizes

N° Price	Description of activities	Daily out put	Total Quantity:	Unit	Activities Duration (days)
<b>A - PERSONNEL</b>	<b>Category</b>	<b>number</b>	<b>Daily Salary</b>	<b>Paid Mondays</b>	<b>Amount</b>
			<b>Total A</b>		
<b>B - EQUIPMENT</b>	<b>Type</b>	<b>number</b>	<b>daily rate</b>	<b>Days billed</b>	<b>Amount</b>
			<b>Total B</b>		
<b>C - MATERIALS</b>	<b>Type</b>	<b>unit</b>	<b>Unit price</b>	<b>Quantity</b>	<b>Amount</b>
			<b>Total C</b>		
<b>D</b>	<b>TOTAL Direct cost</b>		<b>A + B + C</b>		
<b>E</b>	General site expenses	10.00%	D x 10%		
<b>F</b>	General head office expenses	5.00%	D x 05%		
<b>G</b>	<b>Cost price</b>		<b>D + E + F</b>		
<b>H</b>	Risk and profit	10.00%	G x 10%		
<b>I</b>	<b>Total cost excluding taxes</b>		<b>G + H</b>		
<b>J</b>	<b>UNIT PRICE WITHOUT TAX</b>		<b>I/QTY</b>		

**List of banking establishments and financial  
bodies authorised to issue bonds for public  
Contracts**



## **I- BANKS**

1. Afriland First Bank
2. BanqueAtlantique
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank
5. Commercial Bank of Cameroon (CBC)
6. Ecobank
7. National Financial Credit Bank
8. Société Camerounaise de Banque au Cameroun
9. Société Générale de Banque au Cameroun
10. Standard CharteredBankCameroon
11. Union Bank of Cameroon
12. United Bank for Africa.

## **II- INSURANCECOMPANIES**

13. ChanasInsurance;
14. Activa Insurance
15. ZenithInsurance S.A BP Douala