

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE SANTA

COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE DE
SANTA



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

MEZAM DIVISION

BAMENDA SANTA

SANTA COUNCIL INTERNAL
TENDERS BOARD

DELEGATED PROJECT OWNER: THE MAYOR OF SANTA COUNCIL

CONTRACTING AUTHORITY: THE MAYOR OF SANTA COUNCIL

SANTA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER N° 005
/ONIT/SC/SCITB/ 2024 OF 12/01/2024 FOR THE PAVEMENT
OF THE SURROUNDING OF SANTA MAIN
MARKET/DRAINAGES IN SANTA SUB DIVISION, MEZAM
DIVISION OF THE NORTH WEST REGION OF CAMEROON BY
EMERGENCY PROCEDURE

FUNDING: MINH DU PIB - 2024

Latest dates to submit the bids	02 /02 /2024, At 10:00a.m
Bids Opening dates	02 /02/2024, At 11:00a.m

JANUARY 2024

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**SANTA COUNCIL INTERNAL
TENDR'S BOARD**

Document N°. 1

TENDER NOTICE

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of an amount of 1 100 000 FCFA (One Million One Hundred Thousand FCFA) and valid for Sixty (60) days beyond the date of validity of bids.

7. Consultation of Tender File:

The file may be consulted during working hours at the SIGAMP office in Santa Council, as soon as this notice is published.

10. Acquisition of Tender File:

The file may be obtained from the SIGAMP office in Santa Council, as soon as this notice is published against payment of the sum of 70 000 CFA francs (seventy thousand Francs CFA), payable at a Public Treasury, representing the cost of purchasing the Tender File.

11. Submission of bids:

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach the Santa Council office, not later than **02/02/2024 at 10:00 AM** local time and should carry the inscription:

<< OPENED NATIONAL INVITATION TO TENDER N° 004/ONIT/SC/SCITB/ 2024 OF 12/01/2024 FOR THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGES IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON BY EMERGENCY PROCEDURE. >>

"To be opened only during the bid-opening session"

12. Admissibility of bids

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender. 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 tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

13. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **02/02/2024 at 11: 00 am** local time, in the conference hall of the regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

14. Evaluation criteria

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

A. Eliminatory criteria

1. Absence or non-conformity of an element in the administrative file;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
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- Financial capacity;
- 3- References of the company in similar achievements;

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MEZAM DIVISION

BAMENDA SANTA

SANTA COUNCIL INTERNAL
TENDR'S BOARD

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°005/AONO/CS/CIPM/2024 DU 12/01/2024 POUR LES TRAVAUX DE LA POSE DES PAVÉES AUX ALLENTOURS DU MARCHÉ CENTRAL DE SANTA DANS L'ARRONDISSEMENT DE SANTA, DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST, EN PROCEDURE D'URGENCE

Financement : BUDGET D'INVESTISSEMENT PUBLIC (BIP) - EXERCICE 2024

1. Objet de l'Appel d'Offre

Dans le cadre de l'exercice budgétaire 2024, le Maire de la commune de Santa, Autorité Contractante lance pour le compte du Maître d'Ouvrage, un Appel d'Offres National Ouvert POUR LES TRAVAUX DE LA POSE DES PAVÉES AUX ALLENTOURS DU MARCHÉ CENTRAL DE SANTA DANS L'ARRONDISSEMENT DE SANTA, DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST, EN PROCEDURE D'URGENCE

2. Consistance des travaux

Les travaux comprennent notamment :

- Travaux préparatoires
- Terrassement
- Pose des pavées
- VRD

3. Délais d'exécution

Le délai maximum prévu par le Maître d'Ouvrage pour la réalisation des travaux objet du présent appel d'offres est de Quatre (04) mois

4. Allotissement

Le travail est ci-après défini :

POSE DES PAVÉES AUX ALLENTOURS DU MARCHÉ CENTRAL DE SANTA DANS L'ARRONDISSEMENT DE SANTA, DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST, EN PROCEDURE D'URGENCE

5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de cinquante-cinq millions (55 000 000FCFA)

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 2024

8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie

- 3- Références de l'entreprise dans les réalisations similaires ;
 - 4- Qualité du personnel ;
 - 5- Organisation technique des travaux ;
 - 6- Sécurité au chantier ;
 - 7- Moyens logistiques ;
 - 8- Attestation et rapport de visite du site ;
 - 9- Cahier des Clauses Techniques Particulières complété et paraphé à chaque page ;
 - 10- 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).

14. 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 essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, 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.

15. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant 90 jours à partir de la date limite fixée pour la remise des offres.

16. Renseignements complémentaires

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

Fait à Santa, le 12/01/2024

LE MAIRE

(Autorité Contractant)

Copie :

- DD MINMAP Mezam
- ARMP;
- Maître d'Ouvrage
- Président CIPM;
- Affichage.



GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

- 1.1 The Contracting Authority, The Mayor of Santa Council hereby launches an OPENED National Invitation to Tender N° /ONIT/SC/SCITB/PIB/2024 OF /..... /2024 FOR THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGES IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON
- 1.2 The bidder retained or the preferred bidder must complete the works within the time- limit indicated in the Special Regulations which runs from the date of notification of the Administrative Order.

- 1.2 In this Tender File, the term "day" means a calendar day.

Article 2: Financing

The source of financing of the works forming the subject of this Invitation to Tender shall be specified in the Special Regulations.

Article 3: Fraud and corruption

3.1 The Contracting Authority requires of bidders and Contractors the strict respect of rules of professional ethics during the award and execution of Public Contracts. By virtue of this principle:

- a) The following definitions shall be admitted:
- i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a Public official during the award or execution of a Contract;
 - ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a Contract;
 - iii) "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;
 - iv) "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a Contract.

- b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this Contract.

3.2 The Minister Delegate at the Presidency in charge of Public Contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him

Article 4: Candidates allowed to compete

4.1 If the Invitation to Tender is opened, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:

- (a) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.

- (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- (d) The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
- (e) In case of joint co-Contracting, the co-Contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-Contracting.

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

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

Article 7: Visit of works site

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

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

7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the Invitation to Tender.

B. Tender File

Article 8: Content of Tender File

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

- Document No. 1. The Tender Notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
 - a. The execution schedule;
 - b. Model of forms presenting the equipment, personnel and references;
 - c. Model bidding letter;
 - d. Model bid bond;
 - e. Model final bond;
 - f. Model of bond of start-off advance;
 - g. Model of guarantee in replacement of the retention fund;
 - h. Model Contract;

- Document No. 10. Models to be used by bidders;
 - a. Model Contract;

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

a. Volume 1: Administrative file

It includes:

- i) all documents attesting that the bidder:
 - has subscribed to all declarations provided for by the laws and regulations in force;
 - paid all taxes, duties, contributions, fees or deductions of whatever nature;
 - is not winding up or bankrupt;
 - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the Invitation to Tender;
- iii) the written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of Invitation to Tender.

b. Volume 2: Technical bid

b.1 Information on qualifications

The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the Invitation to Tender.

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the Contract

The bidder shall submit duly initialled copies of the administrative and technical documents relating to the Contract, namely:

1. The Special Administrative Conditions (SAC);
2. The Special Technical Conditions (STC).

b.4 Commentaries (optional)

A commentary on the technical choices of the project and possible proposals.

c. Volume 3: Financial bid

The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price schedule;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;
5. The projected schedule of payments, where need be.

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(2) of the General Regulations of the Invitation to Tender concerning the other possible forms of guarantees.

15.4 The Delegated Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of Contract may be revised by mutual agreement between the Delegated Contracting Authority and the entrepreneur in a way as take account of any modification in the foreign currency needs within the context of the Contract.

Article 16: Validity of bids

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

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

16.3 Where the Contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Delegated Contracting Authority addressed to bidders.

The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the Contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

Article 17: Bid bond

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

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

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

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

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

17.6 The bid bond may be seized:

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

- i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;

- 20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialled by the signatory(ies) of the bid.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

- 21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "**ORIGINAL**" and "**COPY**", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.
- 21.2 The external and internal envelopes:
- a) should be addressed to the Delegated Contracting Authority at the address indicated in the Special Regulations;
 - b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "**TO BE OPENED ONLY DURING THE BID-OPENING SESSION**" as specified in the Special Regulations.
- 21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Delegated Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.
- 21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Delegated Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

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

- 22.1 The bids must be received by the Delegated Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.
- 22.2 The Delegated Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Delegated Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late bids

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

Article 24: Modification, substitution and withdrawal of bids

- 24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Delegated Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".
- 24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

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

Article 26: Confidential nature of the procedure

- 26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made Public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of Public Contracts.
- 26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Delegated Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the Contract, if a bidder wishes to enter into contact with the Delegated Contracting Authority for reasons having to do with his bid may do so in writing.

Article 27: Clarifications on the bids and contact with the Contracting Authority

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.
- 27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the Contract.

Article 28: Determination of compliance of bids

- 28.1 The Evaluation sub-committee shall carry out a detailed examination of bids to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the bids are in proper order.
- 28.2 The Evaluation sub-committee shall determine if the bid is essentially in compliance with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.
- 28.3 A bid that complies with the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that:
- i) which substantially limits the scope, quality or realisation of the works;
 - ii) which substantially limits, contrary to the Tender File, the rights of the Delegated Contracting Authority or his obligations in relation to the Contract;
 - iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.
- 28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.
- 28.5 The Delegated Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

Article 29: Qualification of the bidder

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria

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

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 33: Preference granted national bidders

National Contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

Article 34: Award

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

34.2 If, according to article 13(2) of the General Regulations, the Invitation to Tender comprises several lots, the lowest bid shall be determined by evaluating this Contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

34.3 Any award of Contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

Article 35: The right by the Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure

The Delegated Contracting Authority reserves the right to cancel a procedure of Invitation to Tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an Invitation to Tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 36: Notification of award of the Contract

Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the preferred bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Project Owner will pay the Contractor to execute the works and the execution time-limit.

Article 37: Publication of results of award and petitions

37.1 The Delegated Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after Publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related Contract to which shall be attached the evaluation report of the bids.

37.2 The Delegated Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

37.3 After Publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of Public Contracts, the Delegated Contracting Authority and the chairperson of the Tenders Board concerned.

It must take place within a maximum deadline of five (5) working days after the Publication of the results.

Document N°. 3
**SPECIAL REGULATIONS OF THE INVITATION TO
TENDER**

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

ARTICLE 6: Language of the bids:

The offer like any correspondence and all documents concerning the tender, exchanged between the renderer and the Project Owner will be written in French or English. The complementary documents and the printed papers form provided by the Bidder can be written in another language in condition of being accompanied by a precise translation in French or English; in which case and for purposes of interpretation of the offer, the translation will be taken.

PRESENTATION OF THE TENDER.

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

- A) Administrative Documents
- B) Technical Documents
- C) Financial Documents

5.1 External envelope.

Each bidder shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.

<< OPENED NATIONAL INVITATION TO N° 05 /ONIT/SC/SCITB/ 2024 OF 12/01 /2024 FOR THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGES IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON BY EMERGENCY PROCEDURE.>>

"TO BE OPENEDED ONLY DURING THE BID-OPENEDING SESSION"

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

NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their "ENVELOPE B, documents relating to 1.references of the company 2. Logistics, 3. Key staff of the company"

8.2 Internal envelopes

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

The first internal envelope shall be labeled;

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

ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DERDMINMAPRIPTION
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 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 or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File issued by Public treasury

	years of experience in similar works)			
D4	Certified copy of national identity card			
D5	Certified copy of the diploma of Work Director			
D6	CV signed and dated by the Works Director			
D7	Attestation of availability			
	SITE FOREMAN (at least Senior Civil or Senior rural Engineering Technician with at least 05 years of experience in similar works)			
D8	Certified copy of certificate of Foreman			
D9	Certified copy of national identity card			
D10	CV signed and dated by the site foreman			
D11	Certificate of availability signed by the owner			
D12	Presentation of originals of Diploma			
	Assistant site foreman (at least a technician in Civil Engineering with at least 03 years of experience)			
D13	Certified copy of certificate of Assistant site Foreman			
D14	Certified copy of national identity card			
D15	CV signed and dated			
D16	Certificates of availability signed by the owner			
E	METHODOLOGY OF INTERVENTION AND EXECUTION OF THE WORKS			
E1	Attestation of site Visit signed by the Contractor			
E2	Site Visit report with at least three pictures of remarkable spots on the site			
E3	Detailed technical note concerning the organisation and the execution of works			
E4	Planning of execution of works			
E5	Respect of the duration of work			
E6	Description of safety measures at the building site			
E7	Description of socio - environmental measures for the protection the site			
E8	Coherence in the execution of works			
E9	Coherence in the organisation of the site			
E10	CCTP dully initialled on each page and signed and dated on the last page			
F	CAPACITY OF SELF-FINANCING			
F1	Attestation of credibility minimum 85% of the bid price in FCFA			

ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped. (see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates Indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

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

The offers will have to arrive under closed fold and seal latest ___/___/2024 at 10:00AM, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

THE SERVICE OF THE DELEGATED CONTRACTING AUTHORITY, THE MAYOR OF SANTA COUNCIL
Beyond this time no offer will be received nor accepted.

ARTICLE 14: Opening of the tenders

The opening of the folds will be carried out in the conference room of the Regional Delegation of Public Contracts for North West on ___/___/2024 as from 11:00 am, by the Regional Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

AWARD OF THE CONTRACT

ARTICLE 15: Award of the Contract

The Tenders Board will propose to the Delegated Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 75% of the essential criteria** taken into account.

The decision carrying attribution of the Contract will be published by way of press release or any other means of Publication of use in the Administration.

If the Contract passed on the basis of technical alternative suggested by the bidder, the Delegated Contracting Authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible.

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The Contracting Authority reserves the right not to take action on an invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

ARTICLE 16: COMMENCEMENT OF WORK:

Before the commencement of work the Contractor must be installed on the site by the following:

- ❖ The Delegated Contracting Authority or his representative, the Mayor of Santa Council;
- ❖ Project Manager,
- ❖ The Contract Engineer, the Divisional delegate MINH DU Mezam;
- ❖ Divisional Delegate MINMAP for Mezam;
- ❖ Divisional Delegate MINPAT

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- 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;
- 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.

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 5th August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23rd February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16th April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
6. Decree No. 2004/275 of 24th September 2004 to institute the Public Contracts Code;
7. Decree No. 2012/074 of 8th 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. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
9. Circular No. 001/CAB/PR of 19th 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)

7.1 All notifications and written communication within the framework of this Jobbing order shall be sent to the following address:

- a) In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Chief of Service and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
- b) In the case where the Delegated contracting authority is the addressee: The Governor for North West Region with copies addressed to the Chief of Service and the Engineer.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Chief of Service.

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 Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Delegated Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.

Chapter II: Financial conditions

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

11.1 Final bond

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

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

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

11.3 Guarantee of start-off advance

The contractor may be granted a start off amount of 20% of the contract amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

Article 12: Amount of the Contract (Articles 18 and 19 of GAC supplemented)

The amount of this Contract as indicated by the attached [detail or estimates] is _____ (in figures) _____ (in letters) CFA francs inclusive of All Taxes; that is:

- Amount exclusive of VAT: _____ CFA F
- Amount of VAT: _____ CFA F.
- Amount of TSR and/or _____ CFA F
- 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 N°. _____ opened in the name of the Contractor in _____ bank.

Article 14: Price variation (Article 20 of GAC)

14.1 Prices shall be firm.

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

14.2 Price updating modalities (not applicable)

Article 15: Price revision formulae (article 21 of GAC) (not applicable)

No later than the fifth (5th) 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:

- [100-1.1 and/or - (7.5 or 15%)] paid directly into the account of the Contractor;
- 2.2 Or 5.5 % paid to the Public treasury as AIR due by the Contractor.
- 7.5% or 15% paid into the Public treasury as TSR due by the Contractor.

The amount of payment on account shall not exceed the value of the technical execution phases carried out. Payment on account may be spread over the duration of the execution of the Jobbing Order according to technical execution phases as defined in the Jobbing order.

Payment on account shall take place within thirty (30) days from the date of transmission to the competent accounting officer, of the documents giving entitlement to payment.

The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5th of the month following the works executed.

The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the Chief of Service.

The Chief of Service has a maximum time-limit of twenty-one (21) days to sign the partial invoice and to produce the documents giving entitlement to payment on account and transmit same to the competent accounting officer.

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. 2004/275 of 24 September 2004 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 (1/2000th) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Contractual time-limit;
- b) One thousandth (1/1000th) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30th 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:

- Late submission of final bond;
- Late submission of insurances;
- 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)

Chapter III: Execution of works

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

The works shall comprise:

FOR THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGE IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON.

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 **One hundred and twenty (120) days**.

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

Article 32: 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 Contract Engineer 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 Contractor shall take out a third party risk insurance concerning persons, property or liabilities from an insurance company governed by the "CIMA" insurance code.

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

35.1 Programme of works, Quality Assurance Plan and pegging map.

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 project owner after the endorsement of the Contract Engineer the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable and the water supply network pegging map at scale 1/2500.

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

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

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

The Contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager 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.

39.2 The Contract Manager 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 Project Manager or Engineer, where need be and the Contractor's representative each day.

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

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

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,
- Project Manager,
- Contractor.

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

42.2 Acceptance

The acceptance commission shall comprise:

- 1- The Delegated Contracting Authority or his representative.....(Chairman)
- 2- The Contract Engineer.....(Secretary)
- 3- Project Manager(Member)
- 4- Divisional Delegate MINMAP.....(Observer)
- 5- Contract Manager(Member)
- 6- The Contractor or his Representative..... (Member)

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

ARTICLE 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION

43.1 The contractor shall furnish within one (1) month after completion of the works three (3) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

43.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

Article 44: GUARANTEE PERIOD.

The guarantee period is one (01) year from the date of the provisional acceptance.

Document N°. 5
SPECIAL TECHNICAL CONDITIONS (STC)

obusively use wood for fuel; as well as the sensitization of the personnel on the dangers of the STI/SIDA, the respect of the customs and habits of the populations of the area. These rules must be pasted within the company.

On the other hand, an information and sensitization campaign of the personnel and residents will have thus to be organized beforehand and their attention will have to be drawn to all these aspects, including the calendar of execution, the employment opportunities. In particular, these stakeholders should be informed on the reasons for the choice of the site for the localization of the micro-project as well as the environmental action plan. This sensitization campaign will have to be re-lunched during the execution of the work.

PROTECTION OF THE ENVIRONMENT: The entrepreneur will propose to the project engineer, before the beginning of works, the place of his yard facilities and will request his authorization of installation. The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provide for the purpose and toward the inside of the platform in order to avoid the out flow of the polluting products toward the site and the neighbourhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundations, support made of concrete or metallic, etc. In order to put back the site in its nearest initial state. No equipment nor material should be abandoned on the site, nor in the vicinity after the execution of all the works.

Left-over materials are to be covered with a lay of earth, and site has to receive and adequate drainage in order to avoid all erosion as the case may be.

SETTING UP OF THE PAVEMENT SITE

The Importance of setting up a site is determined by the volume and the nature of work to be realized, the number of workmen or laborers, the number and the type of machines. The plan of setting up a pavement site will have to consider management and protection measures.

In this regard; the selected site must be at a distance from at least:

- 50m off the;
- 100m off a lake or river;
- 100m off habitation (dwelling)

The site will have to be selected in order to limit clearing, the pulling up of shrubs or bushes and the demolition of the trees. The valuable trees be preserved and protected.

The site must be selected away from sensitive zones particularly the marshy zones, the wetlands, sacred zones and the hillsides. Lastly, the site should envisage an adequate water drainage on the whole of its surface.

Equipment

The office and housing area in the working site for the personnel must be equipped with sanitary facilities (latrine, septic, tanks, absorbing wells, was-hand basins and showers) according to the number if the work force. The water must be adequate with the needs. Adequate drainage must protect the installations.

Management of solid waste and liquids

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

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

Recruitment of the site workers; health and safety

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

II.1. GENERAL REQUIREMENTS

Technical standards

Unless otherwise stipulated in this CCTP, the technical standards for defining the quality of materials and their implementation are the standards in force in the Republic of Cameroon.

Bad weather, suspension of work

The Client may prescribe, by order of service, the suspension of the works due to inclement weather or for any other reason that he deems necessary, without the other party making a claim as a result.

In this case, the contractual period may be extended by the same number of calendar days as between the date of suspension and the date of resumption of work, if this is prescribed in the service order.

II.2 Journal and Workshop meeting.

The construction log will be written and signed each day by the contractor's representative on the construction site and by the supervisor's representative. It will be established jointly according to a defined model and must contain at least the following daily information:

- Atmospheric conditions
- Work performed during the day, personnel and equipment used
- Work progress
- The requirements imposed
- Detailed quantities of work
- Administrative operations relating to the execution and settlement of the contract
- Receptions and approvals
- Incidents, accidents or events that could have a subsequent impact on the maintenance of the works or the progress of the work
- Non-conformities
- Official visits

The construction log will be signed daily by the representative of the company and the project manager.

A weekly meeting, which will be attended by the co-contractor and the project manager, and possibly the Head of Service, will discuss issues related to the execution of the contract, evaluate the progress of the work and specify any element have not received a sufficiently clear definition in the terms of the contract or before the start of work.

The Project Manager may change the periodicity of the meetings without this being greater than 15 days.

The weekly meetings allow the Project Manager to have a precise idea of the evolution of the site and to define the actions to be undertaken to respect the market conditions.

These meetings are the subject of a report, written by the Project Manager and signed by the other party and possibly the Head of Service.

A model daily sheet is attached to this document.

II.3 Work program

Within thirty (30) days from the notification of the approval of the Contract, the Co-contractor will have to submit to the Project Manager, for approval, a detailed program of execution of the work which must take into account all the subjections relating to the execution of the works.

This work program must be accompanied by the following documents, the list of which is not exhaustive:

- a note on the general installation of the site and including a plan of the installations,
- a schedule of suppliers and supplies,
- a detailed statement of the equipment to be used on the work site, including for each machine its characteristics, condition and value,
- a note on the working methods used as well as the quantitative details of staffing,
- the percentage of staff recruited in the work area,

- **Sand for the concrete:** the sand should be free from clay, silt, vases and organic matter. The sand particle size should be 0/4mm or 0/5mm
- **Aggregate (gravel):** it should come from quarry of crush rocks or selected natural deposits whose minimum and maximum dimensions to square mesh sieves are as follows; $d = 5\text{mm}$, $D = 20\text{mm}$. the maximum proportion by weight of aggregate intended for concretes dose at atleast 350kg of cement per m^3 , passing to the scrubbing of a 34 sieve (sieve of 2mm) shall be less than 1.5%.
- **Cement:** the cement will be of Class Artificial Portland C.P.A. class 35 or equivalent or CPJ 35 or CPJ 42.5.
- **Water for mixing:** the water must contain less than 2g/liter of suspended solids and less than 2g/liter of dissolve salts and will be free from organic matter and chlorine. The use of seawater or brackish water is absolutely prohibited.
- **Admixtures:** concrete paving bricks are made from cement, gravel sand and water. Admixtures can be used in the concrete composition to enhance the quality of the concrete with respect to the climatic condition of the production site and the desired color.

DOSAGE OF CONCRETE CONSTITUENTS:

In order to ensure that the concrete is sufficiently compact, it is imperative that the cement dosage be 400kg/ m^3 of concrete put in place.

• Cement	1 bag of 35kg
• Sand	5 buckets of 10 liters
• Gravel	8 buckets of 10 liters
• Water	About 17 liters
• Volume	About 100 liters

III.2 SITE PREPARATION

Begin by marking out the surface to be paved by materializing it with wooden pegs on the ground

III.3 PREPARATION OF THE FOUNDATION

To prepare the ground on which the pavement structure is going to sit, it is necessary to;

- Dig the ground over the entire surface to be paved
- Draw a marker on the wooden peg (reference point), placing the spirit level at the level of the finish ground
- Delimit the thickness of the sub layers
- Provide a slope between 1% and 2% outward to facilitate the flow of water

III.4 SUB-LAYER: The sub-layer will be made up of crushed aggregate compacted to about 10cm. To perfectly levelled the sand on the sub-layer, you must;

- Cut two wooden battens whose thickness corresponds to the height of the layer of sand (sand bed)
- Place this two parallel battens at both ends of the surface to be paved
- Hammer them into the layer of sand (sand bed) until they touch the sub layer of sand and gravel
- Check their horizontality with a spirit level

III.5 ABUTEMENT

Blocking can be achieved by putting in place abutment and/or precast concrete gutters or by the use of a concrete beam cast in place. The laying of abutment is done before the laying of pavement bricks as this delimits directly the area to paved and allows for the paving bricks to be put within so as to block the banks and stabilize the structure. The abutment are laid and joint using a concrete mortar dosed at 350kg/ m^3 .

NOTE: Reinforced Rod Tables.

No	STRUCTURE	SIZES	MAIN REINFORCE-MENT	STIRRUP		CONCRET E MIX	TYPE
		No	ϕ	Tors ϕ	Spacing		
1	Beams 15x20	4	8mm	6mm	20cm	350kg/ m^3	Fe-E-40

Maintenance is done by maintaining the joints properly filled, in making any local repairs and in cleaning the pavement bricks.

V. TESTS TO CHECK THE QUALITY OF BRICKS

1. COMPRESSIVE STRENGTH

This is to determine the compressive strength of bricks. Five sample of bricks are send for laboratory for testing one by one. Under this test, a brick sample is provided on crushing machine and the pressure in enforced unless it ruptures, the ultimate pressure by which the brick is ruptured is noted. The samples of all bricks are examined one by one and the average results is considered as the compressive or crushing strength of brick.

2. HARDEN TEST

Under this test a scratch is created on the surface of brick through a solid object. If that does not make any mark on brick, then the quality of brick is superior.

3. SOUNDNESS TEST

Under this test two bricks are taken by both hands and stricken with each other. If clear metallic sound is produced and the bricks are not broken, then the quality of bricks is superior.

4. STRUCTURE TEST

Under this test, a brick is split and thoroughly inspected if there exist any flows, cracks or holes on that broken face, the quality of the brick is not up to standard

VI PAINTING AND DECORATION

VI.1 GENERAL GUDE LINES FOR PAINTING

Preliminaries: working environment, working gear and protection of surroundings make sure there is plenty of air circulation while painting, good ventilation is important to prevent respiratory problems. Make sure that the area around the propose work area for painting is clear of debris or furniture. Depending on the job to be done, wear goggles, face mask, old clothes or disposable overalls, a cap or hat for ceiling work and suitable gloves. Use masking tape, polythene dustsheets or newspaper to cover woodwork and window panes when painting walls. Place coversheets which do not slip over the floor areas that are likely to be spotted by dripping paint. If the paint in advertently falls on the floor, ensure that drippings are quickly cleaned off while the paint is still fresh.

Preparation of surfaces to be painted

Iron and steel surfaces: Remove all rust using emery cloth, wire wool or wire brush according to extend of rust that is observed. Fill any hole with suitable filler and apply primer soon after.

Plastered wall surfaces: make sure that the wall surface is quiet dry before painting begins. If damp patches are observed; establish the cause/s and rectify the problems first before painting begins. Failure to do so will allow damp patches to recur causing new paint to flake off. A possible common course is linking water pipes embedded in walls.

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:

- Two coats water-based paint (partex 800) on internal walls
- Two coats water resistance paint (partex 1300) on external walls
- Metallic elements with oil paints (coffee brown 1m from floor level internal and external)
- Wooden works shall be of vanish

VII. DRAINAGE WORKS

- **Gutters:** The gutters shall be rehabilitated. They shall be executed with concrete dosed at 350kg/m^3 . The section shall be 30cm wide and 40cm deep. The base shall have an average thickness of 8cm and shall be of ordinary mass concrete, dosed at 350kg/m^3 providing a slope of 10% for the flow of water.

**THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGE IN SANTA SUB
DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON.**

UNIT PRICE SCHEDULE

N° Price	DESIGNATION OF WORKS AND PRIZES IN LETTERS	PRICE IN FIGURES
	SERIE 000: INSTALLATION	
001	<u>Site installation</u> This price remunerates in the PACKAGE (FT) and paid in two installments, the costs of Site installation program The package: _____	
002	<u>Mobilization to and demobilization of equipment from site</u> This price remunerates in the contract in meter square PACKAGE (FT) and paid in two installments of Mobilization to and demobilization of equipment from site at the costs of The package: _____ Francs CFA.	
003	<u>works execution program</u> This price remunerates in the PACKAGE (FT) and paid in one installment of works execution programmed at the costs of The package: _____ Francs CFA.	
	SERIE 100: CLEANING AND EARTH WORKS	
101	<u>Leveling of surface and compaction</u> This price remunerates in the contract in meter square (m ²) and paid in two installments, the costs of Leveling of surface and compaction the package: _____ Francs CFA.	
	SERIE : 200 SURFACE LAYERS (SUB GRADE, BASE COURSES)	
201	<u>Foundation course in laterite (10cm thickness)</u> This price remunerates in the contract in meter square (m ²) and paid in one installment, the costs of Foundation course in laterite (10cm thickness) The package: _____ Francs CFA.	
202	<u>Base course with selected sand</u> This price remunerates in the contract in meter square (m ²) and paid in one installment, Base course with selected sand at the cost of the package: _____ Francs CFA.	
203	<u>Supplying and putting in place of pavements blocks (10-12cm thickness)</u> This price remunerates in the general conditions stipulated in the contract in meters square (m ²) the Supplying and putting in place of pavements blocks (10-12cm thickness) Remunerates all the work as described in the CCTP. The meter square (m ²) at : _____ Francs CFA.	
	SERIE 300 : DRAINAGE STRUCTURES	
301	<u>Construction of masonry retaining wall (10-12cm thickness)</u> This price remunerates in the general conditions stipulated in the contract in meters square (m ²) the Construction of masonry retaining wall (10-12cm thickness). Remunerates all the work as described in the CCTP. The meter square (m ²) at : _____ Francs	

Document N°. 7
BILL OF QUANTITIES AND ESTIMATES

401	Supply of vegetable soil, Planting of grass and trees and maintain for 3 months	ft		1	
	SUB TOTAL 600				
	TOTAL (Without VAT)				
	VAT (19.25%)				
	AIR (2.2%)				
	TOTAL(Inclusive of taxes)				
	NET PAYMENT				

The present estimates is closed at the sum with all taxes inclusive of

SUBDETAILS OF PRICES

Price N°
 Designation of work.....
 Unit
 Quantity
 Daily output
 Duration of execution

DESIGNATION :					
No	Daily out put		Total quantity	Unit	Duration of activity
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
TOTAL A					
EQUIPMENT/MACHINES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL AND MISCELLANEOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST				
E	GENERAL SITE EXPENSES			A+B+C	
F	GENERAL OFFICE EXPENSES			Dx%	
G	NET COST			Dx%	
H	RISK + BENEFITS			D+E+F	
P	TOTAL COST (HT)			Gx%	
V	UNIT COST (HT)			G+H	
				P/Q'TY	

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE LA MEZAM

COMMUNE DE SANTA

COMMISSION INTERNE DE PASSATION
DES MARCHES DE LA COMMUNE DE
SANTA



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

MEZAM DIVISION

BAMENDA SANTA

SANTA COUNCIL INTERNAL
TENDER'S BOARD

JOB ORDER N° _____/JO/ SC/SCITB/PIB/2024 OF ____/____/2024

Awarded after OPENED NATIONAL INVITATION TO TENDER N° ____/ONIT/SC/SCITB/PIB /2024 OF
____/____/2024 THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGE IN
SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON.

HOLDER :

P.O. Box _____, Tel: _____ Fax: _____

Business Registry N° _____ at
Taxpayer's No. _____

SUBJECT: Execution of works THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN
MARKET/DRAINAGE IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION
OF CAMEROON.

PLACE: SANTA MAIN MARKET/DRAINAGE IN SANTA SUB DIVISION, MEZAM DIVISION OF THE
NORTH WEST REGION OF CAMEROON.

EXECUTION DEADLINE: FOUR (04) MONTHS

AMOUNT IN CFAF:

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

FINANCING

: PUBLIC INVESTMENT BUDGET - 2023

BUDGET HEAD

: AUTHORIZATION NUMBER:
IMPUTATION:

SUBSCRIBED ON: _____
SIGNED ON: _____
NOTIFIED ON: _____
REGISTERED ON: _____

EXECUTION DEADLINE : FOUR (04) months
Amount of Contract in CFA F.

IAT	
EVAT	
VAT (19.25)	
AIR (2.2 or 5.5 %)	
Net to be paid	

Read and accepted by the Contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

TABLE OF MODELS

- Annex N° 1: Model of declaration to Tender
- Annex N° 2: Model Bid
- Annex N° 3: Model Bid Bond
- Annex N° 4: Model Final Bond
- Annex N° 5: Model Retention fund (Guarantee Retention)
- Annex N° 6: Schedule framework
- Annex N° 7: Model attestation of site visit
- Annex N° 8: Model site visit report
- Annex N° 9: Model table of reference
- Annex N° 10: Model table of equipment

Annex N° 2: MODEL BID

Bank:

Reference of the Bond N°:

Addressed to the Mayor Bamenda III Council "The Delegated Contracting Authority"

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

Having taken cognizance of all the documents featured or mentioned in the Tender file:
**TENDER N° ____/ONIT/SC/SCITB/PIB/2024 OF ____/____/ THE PAVEMENT OF THE SURROUNDING OF
SANTA MAIN MARKET/DRAINAGE IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH
WEST REGION OF CAMEROON.**

After having personally taking 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 at (in figures and words) FCFA exclusive of VAT and at (in figures and in words) FCFA inclusive of all taxes.
- I pledge to execute the works within a deadline of months.
- I pledge to maintain my offer for a duration of One hundred and twenty (120) days from the deadline of submission of tenders;

The Delegated Contracting Authority shall pay the sums due for this Contract by crediting Account N°:..... opened in Bank Branch.

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

Done at

Signature of

In the capacity of

Duly authorized to sign the tenders on behalf of
.....

Annex N° 4: MODEL FINAL BOND

Bank:

Reference of the Bond N°:

Addressed to the Mayor Santa Council "The Delegated Contracting Authority"

Whereas (Name and address of Contractor) hereinafter referred to "the Contractor",
pledge, in execution of the Contract, to carry out the works **THE PAVEMENT OF THE SURROUNDING
OF SANTA MAIN MARKET/DRAINAGE IN SANTA SUB DIVISION, MEZAM DIVISION OF THE
NORTH WEST REGION OF CAMEROON.**

Whereas it is stipulated in the Contract that the Contractor shall furnish the Delegated Contracting Authority
a final bond of two percent (2%) of the amount of the Contract as security for compliance with the
Contractor's performance obligations in accordance with the Contract.

Whereas we have agreed to provide the Contractor with this guarantee;
We, (name and address of bank),

Represented by (name of signatories)
hereinafter referred to as "the Bank", and we pledge to pay to the Delegated Contracting Authority within
a maximum deadline of eight (8) weeks upon his simple written request declaring that the Contractor has not
fulfilled his contractual obligations, without being able to defer the payment nor raise any contest for
whatever reason, the sum of (in letters and in
words).

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 derogate 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 Provisional Reception of the works.

After this date the caution shall no longer be valid and shall be returned to us without any request on our
part.

Any request for payment formulated by the Delegated Contracting Authority 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 N° 6: SCHEDULE FRAMEWORK

Note on the presentation of schedules

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions must be clearly brought out in the schedules.

The financial schedules resulting from the schedules of works must indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

Annex N° 8: MODEL SITE VISIT REPORT

I) INTRODUCTION

TENDER N°.....

NAME OF THE ENTERPRISE:

DATE:

II) COMMENTARY

1- Nature of the project site:

2- Accessibility to the project site:

3- Vegetation:

4- Topography of the site:

III) AVAILABILITY OF SERVICES

IV) AVAILABILITY OF MATERIALS

V) DIFFICULTIES

VI) CONCLUSION

Signature of the contractors' engineer

Annex N° 10: MODEL TABLE OF EQUIPMENT

LIST OF EQUIPMENT AND MATERIALS AVAILABLE FOR THE
 (project name)

N°	DESIGNATION OF THE EQUIPMENT	DISCRIPTION, MARK	AGE AND STATE	NUMBER AVAILABLE	OWNER OR NOT

DONE ON AT

Mr.

SIGNATURE

Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

Annex N° 7: Justification of preliminary studies

1. Attach the preliminary studies.
2. Indicate
 - 2.1. The date studies were carried out;
 - 2.2. The name of the Public or private Project Manager
 - 2.3. References of the Contract, if Private Manager carried it out;
 - 2.4. If maintenance works
 - 2.4.1 Description of the studies;
 - 2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
- 2.5 pavement works
 - 2.5.1 Are quantities in the quotations the same as those of the studies?
 - 2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
 - 2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.

List of credit establishments approved and authorized to issue bonds
N° List of accredited establishments

N°	List of accredited establishments	Acronym
01	Afriland First Bank (FIRST BANK) B.P. 11 834, Yaoundé	FIRST BANK
02	Banque Atlantique Cameroun (BACM) B.P. 2 933, Douala	BACM
03	Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME) B.P. 12 962, Yaoundé	BC-PME
04	Banque Gabonaise pour le Financement International (BGFIBANK) B.P. 600, Douala	BGFIBANK
05	Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala	BICEC
06	Bank Of Africa Cameroun (BOA Cameroun) B.P. 4 593, Douala	BOA Cameroun
07	Citibank Cameroun (CITIGROUP) B.P. 4 571, Douala	CITIGROUP
08	Commercial Bank-Cameroun (CBC) B.P. 4 004, Douala	CBC
09	Ecobank Cameroun (ECOBANK) B.P. 582, Douala	ECOBANK
10	National Financial Credit-Bank (NFC-Bank) B.P. 6 578, Yaoundé	NFC-Bank
11	Société Commerciale de Banques-Cameroun (SCB-Cameroun) B.P. 300, Douala	SCB-Cameroun
12	Société Générale Cameroun (SGC) B.P. 4 042, Douala	SGC
13	Standard Chartered Bank Cameroon (SCBC) B.P. 1 784, Douala	SCBC
14	Union Bank of Cameroon (UBC) B.P. 15 569, Douala	UBC
15	United Bank for Africa (UBA) B.P. 2 088, Douala	UBA

List of insurance companies approved and authorized to issue bonds
N° List of insurance companies

01	Activa Assurances, B.P. 12 970, Douala
02	Area Assurances S.A, B.P. 1 531, Douala
03	Atlantique Assurances S.A, B.P. 2 933, Douala
04	Beneficial General Insurance S.A, B.P. 2 328, Douala
05	Chanas Assurances S.A, B.P. 109, Douala
06	CPA S.A, B.P. 54, Douala
07	Nsia Assurances S.A, B.P. 2 759, Douala
08	Pro Assur S.A, B.P. 5 963, Douala
09	SAAR S.A, B.P. 1 011, Douala
10	Saham Assurances S.A, B.P. 11 315, Douala
11	Zenith Insurance S.A, B.P. 1 540, Douala

Opened National Invitation to TENDER N° 005/ONIT/SC/SCITB/ 2024 OF 12/01/2024 THE PAVEMENT OF THE SURROUNDING OF SANTA MAIN MARKET/DRAINAGES IN SANTA SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION OF CAMEROON BY EMERGENCY PROCEDURE.

The second Internal Envelope shall be labeled <<ENVELOPE B: TECHNICAL DOCUMENT>> and shall contain the following:

MARKING GRID				
N°	CRITERIA	CONFORMITY		OBSERVATIONS
		YES	NO	
A GENERAL PRESENTATION OF THE BIDS				
A1	Presence of all the documents			
A2	Properly bind or slotted			
A3	Table of content			
A4	Page separators in colour apart from white			
A5	Order prescribed respected			
A6	Clearness of the documents			
A7	Presence of all the documents			
B REFERENCES OF THE COMPANY				
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 2024 projects)				
B1	1 st reference			
B2	2 nd reference			
C PERMANENT OR MOBILISABLE MATERIAL MEANS				
C1	Prove of ownership or rental of a pick-up or other vans			
C2	Prove of ownership or rental of a dump truck			
C3	Prove of ownership or rental of a Concrete mixer			
C4	Prove of ownership or rental of a concrete vibrator			
C5	Prove of ownership or rental of a Hand compactor			
C6	Proof of Small construction tools (owned or hired) and must be exhaustive (carpentry tools, building tools, iron bending tools, Paining tools, Tiling tools etc)			
D QUALIFICATION OF KEY SITE PERSONNEL				
D1	Organizational chart of the company			
D2	Organizational chart of site with comments			
D3	Detailed technical note on the quality of the personnel, their level of education as well as their experience in the domain of construction			
	WORKS DIRECTOR (Civil Engineer with at least 05 years of experience in similar works)			
D4	Certified copy of national identity card			
D5	Certified copy of the diploma of Work Director			
D6	CV signed and dated by the Works Director			
D7	Attestation of availability			
	SITE FOREMAN (at least Senior Civil or Senior rural Engineering Technician with at least 05 years of experience in similar works)			
D8	Certified copy of certificate of Foreman			

B. Essential criteria

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

11. Main qualification criteria

The criteria relating to the qualification of candidates could be indicative on the following:
The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).
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 amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 75% of the essential criteria.