

REPUBLIC OF CAMEROON  
Peace - Work - Fatherland



REPUBLIQUE DU CAMEROUN  
Paix - Travail - Patrie

MINISTRY OF DECENTRALISATION & LOCAL DEVELOPMENT  
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BAMENDA CITY COUNCIL  
\*\*\*\*\*

DEPARTMENT OF TECHNICAL SERVICES

## OPEN NATIONAL INVITATION TO TENDER

### PROJECT OWNER:

THE CITY MAYOR OF BAMENDA CITY COUNCIL

### DELEGATED CONTRACTING AUTHORITY:

THE CITY MAYOR OF BAMENDA CITY COUNCIL

### TENDER BOARD

BAMENDA CITY COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER N°-  
001/ONIT/BCCITB/2024 OF 13/02/2024 FOR THE CONSTRUCTION  
OF FIVE BOREHOLES EQUIPPED WITH SOLAR PUMPS AND 10M  
ELEVATED PLASTIC STORAGE TANKS IN SOME LOCALITIES IN  
BAMENDA (PHASE 1, TWO BOREHOLES)  
"UNDER EMERGENCY PROCEDURE"

## TENDER FILE

FUNDING: BIP MINDDEVEL BUDGET 2024

FEBRUARY 2024

# Document n° 1: Invitation to Tender (IT)



**OPEN NATIONAL INVITATION TO TENDER N°001/ONIT/BCCITB/2024 OF 13/02/2024 FOR THE CONSTRUCTION OF FIVE BOREHOLES EQUIPPED WITH SOLAR PUMPS AND 10M ELEVATED PLASTIC STORAGE TANKS IN SOME LOCALITIES IN BAMENDA (PHASE 1, TWO BOREHOLES) "UNDER EMERGENCY"**

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

**12. Admissibility of bids**

For fear of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

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

**13. Opening of bids:**

The opening of the bids in one phase shall be done on the **15/03/2024, at 11.00 am** prompt in the Conference Hall of the Bamenda City Council by the Internal Tenders Board. Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

**14. Evaluation criteria**

The evaluation of bids shall be carried out in three stages:

- 1<sup>st</sup> Stage: verification of the conformity of each administrative document;
- 2<sup>nd</sup> Stage: Evaluation technical bids;
- 3<sup>rd</sup> Stage: Analyses of Financial bids.

The criteria of evaluation shall be as follows:

**14.1-Eliminatory criteria**

- Absence of bid bond or its equivalent;
- Deadline of execution more than the prescribed;
- False declaration or falsified documents;
- Non-compliance with bid model;
- Omission of a quantified task on the bill of quantities and cost estimates
- Technical mark of less than 80%;

**14.2. Main Qualification criteria:** The criteria relating to the qualification of candidates could indicatively be on the following:

- Financial situation
- Experience
- Personnel
- Equipment.
- Methodology/organization of the site

**15. Award**

The contract shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of technical quality and lowest bid, confer article 99 of the public contracts code.

**16. Validity of bids**

The bidders shall remain committed to their offers during a period of (ninety) 90 days from the deadline set for the submission of bids.

**17. Complementary information**

Complementary information may be obtained during working hours from Bamenda City Council Tenders Board at Mulang.

Bamenda, the

17 3 FEB 2024

**The City Mayor  
Bamenda City Council  
(Contracting Authority)**



**ACHOBONG TAMBENG PAUL**

**Copies:**

- PCRB (for publication and archiving),
- Chairman TB (for information),
- Notice Board,
- Contract Service/Archives.
- MINMAP



remboursable de cinquante sept mille cent (57,100) Francs payable à la trésorerie de Communauté Urbaine de Bamenda sous la ligne budgétaire 712 101

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

Chaque offre rédigée en français ou en anglais en cinq (05) exemplaires dont l'original et quatre (04) copies marqués comme tels, devra parvenir au Direction des Services Techniques, Communauté Urbaine de Bamenda, Tel : 677 144 131/675 102 929, le **15/03/2024 à 10 heures** au plus tard et devra porter la mention:

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°001/AAONO/CIPMCUB/2024 du 13/02/2024 pour la construction de cinq forages équipés de pompes solaires et de réservoirs de stockage en plastique surélevés de 10m dans certaines localités de Bamenda (phase 1, deux forages) « Procédure d'urgence »**

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

#### **12. Recevabilité des offres**

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

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

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative, 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.

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

L'ouverture des offres aura lieu en un temps le **15/03/2024 à 11 heures** précises dans la salle de Conférence de la Communauté Urbaine de Bamenda par la commission Interne de Passation des Marchés en présence des soumissionnaires

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

#### **14. Critères d'évaluation**

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

- 1<sup>ère</sup> étape : Vérification de la conformité du dossier administratif de chaque soumissionnaire ;
- 2<sup>ème</sup> étape : Evaluation des offres techniques ;
- 3<sup>ème</sup> étape : Analyse des offres financières.

Les critères d'évaluation des offres sont les suivants :

##### **14.1-Critères éliminatoires**

- Absence de caution de soumission ou son équivalent;
- Délai d'exécution supérieur à celui prescrit;
- Fausses déclarations ou pièces falsifiées ;
- Non-conformité du modèle de soumission;



# Document n° 2: General Regulations of the Invitation to Tender (GRIT)

## **Note on the General Regulations of the Invitation to Tender**

The aim of document No. 2 is to provide bidders with the information they may need to prepare their bids in conformity with the conditions laid down by the rules and regulations in force.

It also gives information regarding the submission of bids, the opening of bids, and the evaluation of bids and the award of the contract.

This document contains standard articles that are not to be modified.

## **A. General Provisions**

### **Article 1: Scope of the tender**

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

### **Article 2: Financing**

The source of financing of the works forming the subject of 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 this contract. By virtue of this principle, the Contracting Authority:

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

### **Article 4: Candidates allowed to Compete:**

- (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.
- A bidder shall be judged to be in a situation of conflict of interest if he:
- i) is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this invitation to tender; or
  - ii) Presents more than one offer within the context of invitation to tender, except authorised variants according to article 18, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one offer.



prove that they satisfy the eligibility criteria set in article 32 of the General Regulations of the invitation to tender.

#### **Article 7: Visit of works site**

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

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

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

### **B. Tender File**

#### **Article 8: Content of Tender File**

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

- a. The tender notice;
- b. The General Regulations of the invitation to tender;
- c. The Special Regulations of the invitation to tender;
- d. The Special Administrative Conditions;
- e. The Special Technical Conditions;
- f. The price schedule;
- g. The bill of quantities and estimates;
- h. The sub details of prices;
- i. The execution schedule;
- j. Charts and other elements of the technical file;
- k. Model of forms presenting the equipment, personnel and references;
- l. Model tender letter;
- m. Model bid bond;
- n. Model final bond;
- o. Model of bond of start-off advance;
- p. Model of bank guarantee in replacement of the retention fund;
- q. Model contract;
- r. Form relating to preliminary studies;
- s. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.

8.2 The bidder must examine all the rules, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare an offer in conformity with all aspects of the said file. Any inadequacy may lead to a rejection of his/her offer.



a precise translation into either English or French of the passages concerning the offer is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

### **Article 13: Constituent documents of the offer**

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

#### **a. Volume 1: Administrative file**

It includes:

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

#### **a. Volume 2: Technical offer**

##### **b.1 Information on qualifications**

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

##### **b.2 Methodology**

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

##### **b.3 Proof of acceptance of conditions of the contract**

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

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

#### **b. Volume 3: Financial offer**

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

1. The signed and dated original offer 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.



specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

#### **Article 17: Bid bond**

- 17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his/her offer.
- 17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of offers or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.
- 17.3 Any offer without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the offer and mention each member of the associated grouping.
- 17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.
- 17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.
- 17.6 The bid bond may be seized:
- a) if the bidder withdraws his/her offer during the period of validity;
  - b) if the retained bidder:
- i) fails in his/her obligation to register the contract in application of article 37 of the General Regulations;
  - ii) fails in his/her obligation to furnish the required final bond in application of article 38 of the General Regulations.

#### **Article 18: Varying proposals of bidders**

- 18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Offers that propose deadlines beyond those specified shall be considered as not being in conformity.
- 18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose offer conforming with the basic solution has been evaluated as the lowest bid.
- 18.3 When according to the Special Regulations the bidders are authorised, to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated according to their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.



b) Shall bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription **"TO BE OPENED ONLY ON THE DAY AND AT THE TIME FIXED FOR THE OPENING OF BIDS"** as specified in the Special Regulations.

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

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

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

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

#### **Article 23: Late offers**

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

#### **Article 24: Modification, substitution and withdrawal of offers**

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

24.2 The notification of modification or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. The 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 offers.

24.3 Offers being requested to be withdrawn in application of article 24(1) shall be returned unopened.

24.4 No offer may be withdrawn during the interval between the submission of offers and the expiry of the validity of offers specified by the model tender. The withdrawal of an offer by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

### **E. Opening of envelopes and evaluation of offers**

#### **Article 25: Opening of envelopes and petitions**

25.1 The competent Tenders Board shall open the envelopes in a single phase and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.



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

- 27.1 To ease the examination, evaluation and comparison of offers, the chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his/her offer. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 29 of the General Regulations.
- 27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their offers, between the opening of envelopes and the award of the contract.

## **Article 28: Determination of Conformity of offers**

- 28.1 The Evaluation sub-committee shall carry out a detailed examination of offers to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the offers are in proper order.
- 28.2 The Evaluation sub-committee shall determine if the offer is essentially in conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.
- 28.3 An offer that conforms to the Tender File shall essentially be an offer that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that
- i) which substantially limits the scope, quality or realisation of the works;
  - ii) which substantially limits and is not in conformity with the Tender File, the rights of the Contracting Authority or the obligations of the bidder in relation to the contract; or
  - iii) whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed with the Tender File.
- 28.4 If an offer is essentially not in conformity it shall be rejected by the competent Tenders Board and shall not eventually be rendered in conformity.
- 28.5 The 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 offers.

## **Article 29: Qualification of the bidder**

The Evaluation sub-committee shall ensure that the successful bidder because having an offer substantially in conformity with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

## **Article 30: Correction of errors**

- 30.1 The Evaluation sub-committee shall verify offers considered essentially in conformity with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:
- (a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
  - (b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.



quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory to it, the Contracting Authority may reject the offer.

### **Article 33: Preference granted national bidders**

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

## **F. Award of the contract**

### **Article 34: Award**

- 34.1 The Contracting Authority shall award the contract to the bidder whose offer was judged essentially in conformity with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose offer was evaluated as the lowest realistic by including, where necessary, proposed rebates
- 34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest offer shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot, as well as their financial situation at the time of award.

### **Article 35: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure**

The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Contracting Authority where the offers 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 the award of the contract**

Before the expiry of the validity of the offers set in the Special Regulations, the Contracting Authority shall notify the successful bidder by telecopy confirmed by registered mail or by any other means that his/her offer was retained. This letter will indicate the amount the Contracting Authority 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 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 offers.
- 37.2 The Contracting Authority is bound to communicate the reasons for the rejection of offers of the bidders concerned who so request.
- 37.3 After publication of the award results, offers 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 Contracting Authority and the chairperson of the Tenders Board. It must take place within a maximum deadline of five (5) working days after the publication of the results.

### **Article 38: Signing of the contract**

- 38.1 After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board and the competent Specialised Contracts Control Board, where need be for approval.



## Document n° 3: Special Regulations of the Invitation to Tender (SRIT)

The following provisions are specific to the works forming the subject of this invitation to tender, supplement or if necessary modify the provisions of the general regulations of the invitation to tender. In case of difference, the following provisions will prevail over the clauses of the General Regulations.

## Envelope B: TECHNICAL FILE

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

| No | DOCUMENT                           | OPERATION REQUESTED  | AUTHENTICATION   |
|----|------------------------------------|--|--|
| B1 | Equipment list                     | It shall show clearly the means at the disposal of the enterprise to carry out the job (list of equipment and tools)   | Attach certified copies of title deeds, receipts, etc. These equipments and tools must be present at the site before and during each phase   |
| B2 | Personnel list                     | <p>It shall contain:</p> <ul style="list-style-type: none"> <li>☞ Works Supervisor: at least a Senior Civil Engineering technician or HND with at least 5 years' experience in the domain of Construction,</li> <li>☞ Foreman: at least a holder of BAC F4 or equivalent with at least 5 years' experience in the domain of Construction.</li> <li>☞ Chief mason</li> <li>☞ Chief carpenter</li> <li>☞ Chief electrician</li> <li>☞ Chief plumber</li> </ul> <p>each being a holder of at least CAP/PROBATOIRE/BAC and with a working experience of at list three (03) years</p> | <p>Attach for each person a CV signed and dated, as well as a certified copy of certificate.</p> <p>(all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid national identity card bearing 03 signatures of the owner)</p> |
| B3 | Organisation of works/ methodology | In conformity with article 7 below, it shall show clearly the organisation of the enterprise ( methodology of execution, work schedule, site installation, supply of materials, etc)   | Date, signature and stamp of bidder at the end of document   |
| B4 | Sub-contracting                    | Information on the sub-contractor (equipment, personnel, references, etc)  | Date and signature of sub-contractor.(only 30% of the contract may be sub-contracted)  |
| B5 | Attestation of site visit          | <p>Attestation of visit to the site where the works are to be carried out.</p> <p>A site visit report signed by the Authorising Officer.( see attached format)</p>   | Dated and signed by the Authorising Officer and or bidder.   |
| B6 | References of the enterprise.      | List of similar jobs executed in the last five (05) years by the enterprise and or other civil engineering works realised. (see attached format)   | Amount of works, copies of (1 <sup>st</sup> and last pages) and minutes of final reception or provisional reception.   |
| B7 | Financial capability               | Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC  | Date and signature of bank Manager in charge.  |
| B8 | Technical specifications           | Provided in tender file.   | Initialed on every page and Signed and stamped on the last page  |



condition shall apply before and after the submission date.

## **ARTICLE 7: THE BIDDING DOCUMENTS**

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

Document N<sup>o</sup>: 1: Invitation to Tender.

Document N<sup>o</sup>: 2: The General Tender Regulations

Document N<sup>o</sup>: 3: The Special Tender Regulations

Document N<sup>o</sup>: 4: The Special Administrative Conditions (SAC/CCAG)

Document N<sup>o</sup>: 5: Specifications Technical Conditions (STC/CCTP)

Document N<sup>o</sup>: 6: Form for Bill of Quantities and Cost Estimates (BQCE)

Document N<sup>o</sup>: 7: Form for Unit Prices (PES)

Document N<sup>o</sup>: 8: Model Forms

- General information Form
- Submission Form
- Bank Guarantee Forms (Bid bond, Guarantee retentions)
- Form for Price Elaboration (Detail Pricing) (PE)

Document N<sup>o</sup>: 9: Execution plans.

## **ARTICLE 8: AMENDMENT OF BIDDING DOCUMENTS**

8.1 At any time prior to the deadline for submission of bids, the Bamenda City Council Internal Tenders Board, may modify the bidding documents for any reasons, whether at its own initiative, at the request of the Contracting Authority or in response to a clarification requested by a prospective bidder.

8.2 All prospective bidders that have received the bidding documents will be notified of all amendments in writing or be contacted by telephone to do so and all such modifications will be considered as an integral part of their bidding documents.

8.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bamenda City Council Internal Tenders Board at its discretion, may extend the deadline for the submission of bids if there were any such amendments.

## **ARTICLE 9: CALCULATION OF PRICES**

9.1 The amount shall be calculated on the bases of variable prices.

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

9.2 The price enclosure slip must be completed. Any price lacking on this form shall be considered as follows:

- The corresponding price on the bill of quantities and costs estimates;
- The highest corresponding price furnished by the bidder technically qualified, if it exists in the same lot,
- The average of all the prices of bidders in the same lot if the bidder is the only qualified one.

9.3 The bidder shall express the prices in the PES and BQCE in francs CFA excluding taxes before adding the taxes to the BQCE only.

The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder.

## **ARTICLE 10: PRESENTATION OF BIDS**

### **a. Signature of bids – Power of Attorney**

10.1.A All the signatures and initials needed for the tender and indicated in this article must be those of the bidder himself or his/her representative duly mandated.



## **ARTICLE 16: IMPORTATION OF MATERIALS**

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

## **ARTICLE 17: VERIFICATION OF BIDS**

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

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

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

15.3.A Where there exists a difference between the amount in figures and the amount in letters, the amount in letters shall be taken as correct;

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

15.3.C The sub-committee for the evaluation of bids, whose president shall be designated by the Tender board. the Delegated Contracting Authority shall designate his representative in the sub-committee.

## **ARTICLE 18: VALIDITY OF BIDS**

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

## **ARTICLE 19: OPENING/EVALUATION OF BIDS AND CHOICE OF CONTRACTOR:**

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



|     |   |                               |     |     |
|-----|---|-------------------------------|-----|-----|
|     | <b>Works Engineer: Senior Civil Engineering technician or HND with at least 5yrs experience</b> |                               |     |     |
| d1  | Certified copy of valid national identity card  |                               |     |     |
| d2  | Diploma of work Engineer certified  |                               |     |     |
| d3  | CV signed and dated by works Engineer   |                               |     |     |
| d4  | Member of the order of civil engineers  |                               |     |     |
| d5  | Attestation of availability dully signed by concerned and dated                                 |                               |     |     |
|     | <b>Site foreman: Holder of BAC F4 with at least 5yrs experience</b>                             |                               |     |     |
| d6  | Certified copy of valid national identity card  |                               |     |     |
| d7  | Certified copy of certificate of Foreman  |                               |     |     |
| d8  | CV signed and dated by site foreman   |                               |     |     |
| d9  | Attestation of availability dully signed by concerned and dated                                 |                               |     |     |
|     | <b>Chief mason: CAP F4, at least 5yrs of experience</b>   |                               |     |     |
| d10 | Certified copy of valid national identity card  |                               |     |     |
| d11 | Certified copy of diploma   |                               |     |     |
| d12 | Cv signed and dated   |                               |     |     |
| d13 | Attestation of availability dully signed by bearer and dated                                    |                               |     |     |
|     | <b>Chief carpenter: At least CAP in wood work/joinery at least three years</b>                  |                               |     |     |
| d14 | Certified copy of valid national identity card  |                               |     |     |
| d15 | Certified copy of diploma   |                               |     |     |
| D16 | Cv signed and dated   |                               |     |     |
| D17 | Attestation of availability dully signed by bearer and dated                                    |                               |     |     |
|     | <b>Chief electrician: CAP in electricity/ Industrial wiring at least 5years</b>                 |                               |     |     |
| D18 | Certified copy of valid national identity card  |                               |     |     |
| D19 | Certified copy of diploma   |                               |     |     |
| d20 | Cv signed and dated   |                               |     |     |
| d21 | Attestation of availability dully signed by bearer and dated                                    |                               |     |     |
|     | <b>Chief Plumber; At least CAP in plumbing/sanitation at least three years</b>                  |                               |     |     |
| d22 | Certified copy of valid national identity card  |                               |     |     |
| d23 | Certified copy of diploma   |                               |     |     |
| d24 | Cv signed and dated   |                               |     |     |
| d25 | Attestation of availability dully signed by bearer and dated                                    |                               |     |     |
|     | <b>TOTAL d</b>  | /25                           | /25 | /25 |
|     | <b>e) Technical Proposals</b>   | <b>EVALUATION (Yes or No)</b> |     |     |
| e1  | Attestation of site visit   |                               |     |     |



## FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)

### 1) OPENING OF ENVELOPES (A) (B) and (C) (FIRST STAGE)

- **OPENING/EXAMINATION OF ENVELOPE (A):**  
(Administrative documents) shall be opened in public and the conformity of the documents shall be verified. The administrative documents must be complete, valid and authentic. The bid bond must conform to the format submitted. Only bids with documents that meet these requirements shall have their other envelopes evaluated.
- **OPENING/EXAMINATION OF ENVELOPE (B)**  
(Technical Offer) shall be opened in public to determine whether the file is complete with the authenticity of documents checked and whether the documents are legalised by the competent services concerned and placed in the recommended order.
- **OPENING/EXAMINATION OF ENVELOPE (C)**  
(Financial Offer) shall be opened in public but evaluated only for bids that have sailed through the first two steps.

Bid amounts shall be read out in public as inscribed in the financial offer of the bidder.

**NB:** Copies of the financial offer shall alongside the Administrative and Technical offers, be handed to a Sub-Technical committee for verification and evaluation of the Technical and Financial Offers.

The bidder shall do everything to facilitate the job of the Sub-Technical committee for Analysis by using Coloured separators, Title pages and summaries where necessary and presentation of documents according to the order given in the tender file.

#### 17.1 EVALUATION OF TECHNICAL OFFER

##### 17.2: Evaluation of Financial Offer:

Careful study shall be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his/her final contract amount. The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder. Any laxity noticed at the study of prices shall lead to the disqualification of the bid.

##### 17.3: CHOICE OF CONTRACTOR (CRITERIA OF AWARDING CONTRACT):

According to article 99 (a) of the Public Contract Code, the contract shall be awarded to the meritorious and lowest bidder, careful study must be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his/her final contract amount.

#### ARTICLE 18: PROCEDURE OF AWARD OF CONTRACT

The results from this tender shall be prepared, awarded and executed according to the rules and procedures defined by the legislation in force for Public Contracts.

- 18.1 The winner shall be notified through his/her official address or public media. He shall in five (05) days fulfil the formalities related to the awards, especially to submit seven (07) copies of



## Document n°4: Special Administrative Conditions (SAC)



## Article 1: Subject of contract

The subject of the contract must be in consonance with article 1 of the GAC relating to the scope of application. The subject of this contract shall be the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes)

## Article 2: Contract award procedure:

This contract shall be awarded through Open National Invitation to Tender N° 001/ONIT/BCCITB/2024 of 13/02/2024.

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

### 3.1 General definitions (cf. Code)

- The Contracting Authority shall be: **The City Mayor** of the Bamenda City Council.
- He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to the Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Project Owner is **The City Mayor** of the Bamenda City Council. He represents the beneficiary administration of the works.
- The Attributions of Contract Manager are devolved on the **Director of Technical Services** of Bamenda City Council who on the basis of the works' attachment, signs and liquidates the payments.
- The Contract Engineer shall be the **Divisional Delegate of Water and Energy Resources - Mezam** hereinafter referred to as the Engineer.
- The Contractor is the holder of the contract for the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes).

### 3.2 Security

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

In this case:

- The authority in charge of ordering payment shall be: **The City Mayor** of the Bamenda City Council.
- The authority in charge of liquidation: **The Director of Technical Services BCC;**
- The body or official in charge of payment shall be **BCC Municipal Revenue Collector;**
- The official competent to furnish information within the context of execution of this contract shall be the **City Mayor** of the Bamenda City Council. (his competent services)

## Article 4: Language, applicable law and regulation

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

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

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

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

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

- 1) The tender or commitment letter;



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

- 7.2. The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager.

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

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

- 8.1 The Service Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, Contract Engineer, and the Paying Body.
- 8.2 Upon proposal by the Project Owner, services Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Contract Manager to the Contractor with a copy to the Contracting Authority, the Contract Engineer, 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 Service Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.
- 8.4 Service Orders serving as warnings shall be signed by the Project Owner and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.
- 8.5 Serviced Orders for suspension or resumption of work as a result of the weather or any other case of Major Impediment shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.
- 8.6 Service Orders prescribing works necessary to remedy defects which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer, with copies to the Contracting Authority.
- 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 Service Orders signed by the Contracting Authority and notified by the Contract Manager, 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 Contract Manager, take over from him and carry out the said notification.**

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

- 9.1 The contract has a single phases



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

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

- a. For payments in CFA francs (amount in figures and letters exclusive of taxes) by credit to account No. \_\_\_\_\_ opened in the name of the contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (amount in figures and letters exclusive of taxes) by credit to account No. \_\_\_\_\_ opened in the name of the contractor in \_\_\_\_\_ bank.

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

14.1 Prices shall be firm and not subject to any revision.

14.2 Price updating modalities is not necessary

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

Not necessary

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

The prices on the unit price schedule are updatable by application of the following formula: [insert, where need be, the formula and define the parameters and indices].

Where need be, the indices are those defined for the price revision formulae.

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

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

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

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

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

This contract is at unit price all-in price and lump sum price.



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 Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

#### **Payment of works:**

Payment shall be done by the Municipal Treasurer after receiving accounts drawn up by the Contract Engineer and signed by the **City Mayor** within a maximum deadline of 21 calendar days maximum 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. 2018/366 of 20<sup>th</sup> June 2018 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 ( $1/2000^{\text{th}}$ ) 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 ( $1/1000^{\text{th}}$ ) 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 to the following special penalties of **100 000 FCFA** for the non-observation of the provisions of the contract, especially:

- Late submission of final bond;
- Late submission of insurances;
- Late submission of construction drawings
- Late submission of tests (soil tests, compression-concrete tests, compaction tests; density tests etc)
- 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 After completion of the works and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the contractor may be entitled as a result of the execution of the whole contract.



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Any modification must be done in writing, with sufficient justification. For this purpose, a numbered page book (the project log book) shall be kept on site in which the Contract Engineer shall write his approved instructions. Both the Contractor, or his representative, and the Contract Engineer shall initial every page of the project logbook

It is therefore obligatory for the Contractor to execute the works in conformity with:

- The Bills of Quantities and Estimates,
- The Special Administrative Clauses
- The Special Technical Clauses stated herein,
- Any other special rules and regulations that may be applicable to his job,
- The work schedule,
- The detailed technical drawings,

Subject to any approved modifications indicated in the project log book by the Contract Engineer, the Contractor shall take note of any omission or discrepancies that may exist in the three documents mentioned in the preceding paragraph, which omission or discrepancies could fundamentally affect the technical or aesthetic quality of the works executed to his detriment, and call the attention of the Contract Engineer who shall remain at his disposal of the Contractor for necessary information and inquiries through the duration of the project.

In this regard, the Contractor shall not absolve himself of the responsibility for poor quality work by citing imprecision, omissions or discrepancies in the technical specifications or modifications thereof indicated in the project log book by the Contract Engineer.

Any works effected without regard for the foregoing instructions or provisions shall be demolished at the expense of the Contractor

### **Article 3 - Work plan**

The Contractor shall execute the work within a deadline of two (02) months as from the date of notification of the service order to start work.

### **Article 4 - Site selection and choice of Drilling Technique**

#### **4.1- Site Selection :**

The site for the borehole shall be chosen after hydrogeologic and geophysical studies. These studies will start with the interpretation of aerial photos of the area aimed at locating fractures and structural traps to retent aquifers. Geophysical prospecting will then be carried out on these anomalies so as to confirm the hydrogeologic results and obtain precisions on the aquifers. This geophysical surveys will be done using the Electric Method, precisely Resistivity Profiling and Resistivity Depth Sounding.

Studies carried out on previous boreholes done in similar geological formations show that with the respect of minimum precautions during site selection, a success rate of 80% (minimum yield of 0,7m<sup>3</sup>/h after designing the borehole) is expected.

The selected site will therefore depend on the results obtained after these surveys ; but the ideal site will be that which will be easily accessible to the beneficiary. A site selection report shall be presented indicating the methods used in choosing the site and also outlined in a sketched plan of location.

#### **4.2- Choice of Drilling Technique:**

The hydrogeologic nature of the area is such that drilling will be done in unconsolidated and hard formations and consequently requiring the use of a well equipped drilling rig (recomended one is a motorise drilling rig capable of drilling up to 250m) in order to face any eventuality.

The borehole facilitates the extraction of water from deep aquifers in fractured hardrocks, thereby making it possible to prevent pollution from superficial waters. Precautions are therefore taken to isolate superficial formations so as to avoid the vertical downward propagation of superficial pollution.



The serial number, the age and the origin of the drill ought to be specified in the bid. Anyway, the proposed equipment should be in a good state.

### **5.3.3. Description and specifications of the drilling rig.**

The drilling rig that is needed for this project will be composed of:

#### **The Drill**

A conventional rotary apparatus using compressed air and water or mud, and specially adapted to using the tool and bit in loose formations and the down-the-hole hammer in hardrocks. Drilling through the loose formations and to avoid frequent collapse of these formations especially when the hardrock is to be drilled, the use of temporal casing is very obligatory. This temporal casing can be of steel or PVC nature and facilitates drilling in both the loose and hardrock formations without any difficulty.

The drilling rig should have a capacity of attaining an average depth of 110meters with a borehole diameter of:

- 12¼" (175-195mm) for rotary drilling with compressed air using tools and bits with water or mud,
- 6¼" (165mm) for rotary destructive drilling with compressed air by using the down-the-hole hammer.

#### **Other Equipment.**

##### **The Air Compressor :**

This should be a high pressure compressor of air, of at least 5 m<sup>3</sup>/mn at 7 bars.

Sufficient **Steel pipes**, attaining an average depth of 110m.

Pumping tests should be done using an **immersed electric pump** of diameter less than 110mm, and capable of supplying yields of 10 m<sup>3</sup>/h at a depth of 30meters and of 6 m<sup>3</sup>/h at a depth of 80meters.

An **Electric sounder** for the measurements of the water levels in the borehole should be available.

Each drilling team should have a rapid means of communication.

### **5.3.4 The Conformity Visit.**

A conformity visit of all the equipments and materials shall be done at the beginning of the work execution in order to verify:

- their conformity with those avec proposed in the Contractor's bid,
- the relationship between the capacities of these equipments and materials, the prescriptions in the Technical Specifications Journal and the execution deadline.

The pronouncement of this visit shall be expressed in a Report which shall not in any way set free the Contractor from his engagements.

## **5.4. Description of the Borehole.**

### **5.4.1 The Method of execution of the Borehole.**

The choice of the methods and materials to be used as well as the exact diameters of the borehole would be at the initiative of the Contractor and under his sole responsibility.

The following specifications have been tentatively presented. Anyway, it is specified that:

- except by special derogation, drilling with the down-the-hole hammer in the hard bedrock shall never be done without the use of the temporal PVC or steel casing, at the levels of the loose or unconsolidated weathered formations,
- the drilling through the loose nonconsolidated sections of the weathered rocks may require the use of water or muddy water or mud. The substances used should have a composition that would not seal the productive layers and should be biodegradable.

### **5.4.2 Sampling.**

During drilling, the samples of the cuttings shall be taken at every change of faciès (rock type) or every meter. The samples shall be placed in small labelled (depth of sample) plastic bags and kept in the worksite at the disposal of the Contract Engineer, who shall decide on their outcome.

### **5.4.3 Characteristics of the Borehole.**

The principal characteristics of the borehole are summarized as follows:

#### **Borehole in the hard bedrock:**



- 1cm for the water level,
- 5cm for the measurements of depth.

## **5.7. Pumping [Aquifer] Tests-Superstructures-Disinfection of the Borehole and Water Analyses.**

### **5.7.1 Pumping [Aquifer] Test.**

These tests shall be executed using an immersed pump, of a minimal capacity of 10 m<sup>3</sup>/h at a depth of 30m or 6 m<sup>3</sup>/h at 80meters. The pumping test (type CIEH) shall be done for a time lapse of 4 hours (3 phases of an increasing yield). The processes shall comprise : Restoration, Pumping and Recharge. The recharge after pumping shall be done for an hour. The measurements of the water levels shall be effectuated using an electric sounder, while the measurements of the yield shall be done using 200litres drums. All the measurements shall be recorded in forms recommended by the Ministry incharge of Water.

### **5.7.2 Superstructures**

The Contractor shall have to construct the following superstructures:

- A reinforced concrete corping of dimensions 1,5m x 1,5m and of height (20cm) which is compatible with the manual pump, and situated above the reinforced concrete slab,
- A reinforced concrete slab of minimum size 3m x 3m surrounding the reinforced concrete corping, raised above the soil surface of minimum height 15cm and and slightly inclined with a gentle slope of about 2% towards the evacuation outlet.
- A ditch surrounding the slightly inclined reinforced concrete slab to drain water from the latter to the outlet, through the buried PVC pipes of minimum length 8m, into the soakaway pit. The soakaway pit shall have a dimension of 1m x 1m x 1m and filled with stones ; and shall be covered by a concrete slab of thickness 10cm.
- A protective layer against erosion of width 1meter all round the half wall and composed of lateritic gravel of thickness 10cm, shall be put all round the half wall.

A model plan shall be available. The superstructures would, however, be constructed on the basis of detailed plans that are convenient for the type of manual pump which shall be accepted by the Contract Engineer. The bidder ought to enclose these detailed plans in his bid.

The concrete ought to have a composition of 350kg of cement per m<sup>3</sup> and after 28 days have a resistance of 28 kN/cm<sup>2</sup>, it shall be reinforced with welded iron rods forming a grid of 150mm (diameter of the rods being 5mm). Provision must be made for clean aggregate, gravel and sand, as well as non corrosive water.

The set-up shall be completed by the construction of:

- A half-wall surrounding the ditch of dimension : l=3m, w=3m and h=1,2m; which shall be painted with oil paint or covered with tiles. It shall have an entrance which shall be equipped with a metallic gate of height 1,2m and width 1m. This gate shall be painted with a different color from that on the half-wall.
- The drainage system: a plughole or drain (with a grid capable of retaining solid particles) that leads to a concrete sewer manhole (0,5mx0,5mx0,5m) where resistant solid matter settles; and water flows into a buried PVC pipe of Ø for a distance of at least 8m and then empties itself into a soakaway pit of dimension 1m x 1m x 1m (completely filled with stones). This soakaway pit shall have a concrete slab as cover of thickness 10cm.

The identification number of the borehole and the date of execution shall be carefully engraved on a non oxidizing metallic plate permanently pasted on the concrete of the pump support; and on this plate shall also be indicated the origin of the funding.

### **5.7.3 Water Analyses.**

Before the borehole design, the Contractor shall carry out the following measurements: pH, conductivity, temperature.

At the end of Development, the Contractor shall proceed to the disinfection of the borehole by the injection of Calcium hypochlorite (or its equivalent) into it.



- Control the effectiveness of the activities concerning the training and sensitization of the Water Management Committee.

## **5.9. Origin and quality of materials**

### **5.9.1 General dispositions.**

The Contractor shall present to the Delegation incharge of Water Resources for approval the materials he intends using, indicating their nature and their origin. All the materials found faulty shall be evacuated by the Contractor at his own expenses. The Contractor shall be responsible for the regular supply of materials for the smooth running of the project.

Notwithstanding the approval of the quality and origin of the materials by the Delegation incharge of Water Resources, the Contractor remains solely responsible for the quality of the materials used for the project. It is left for him to carry out at his own expenses all the necessary tests and analyses to be sure of the materials used.

It is left for him to make all the necessary moves to obtain autorisations or permissions, and carry out payments if necessary to enable him exploit quarries or other substances, and the site for the installation of the project.

### **5.9.2 Characteristics of the casing and screen.**

The casing and screen shall be of strong PVC (types for boreholes). The diameters shall be 110/125 mm. The origin and quality of these tubes ought to be approved before being used.

These tubes should be smooth, with solid round or square centralized fittings that can enable the tubes attain a depth of 100meters.

The tubes should have the garanti of being resistant to all the stress manipulations during their installation and during pumping. The PVC shall be composed of matter that cannot dissolve in water and modify its quality.

The slot openings of the screen shall be done mechanically in the manufacturer's factory. The slot openings shall have a diameter of less than 1mm. The percentage of openings shall not be less than 2% of the total surface area of the PVC tube.

### **5.9.3 Cement**

The cement to be used shall of the type PORTLAND artificiel CPA 325. It should be obtained in bags of 50kg. Any bag with hardened fragments shall be rejected. The recuperation of cement dust that has fallen on the ground shall be prohibited.

### **5.9.4 Gravel**

The gravel introduced into the annular space of the borehole shall be clean gravel composed of smooth quartz and of grain-size 1-3mm.

## **5.10. Technical File.**

A technical file of the borehole shall be prepared by the Contractor. This technical file shall contain:

- the location of the borehole on the plan of the village,
- the technico-geological cross-section of the borehole,
- the results of the Development and cleaning test,
- the interpretation graphs of the Pumping tests indicating the depth of pump installation.

## **Article 6 : Guarantee of works**

The Contractor shall take an engagement to execute the borehole with the materials he proposes and to respect all the technical norms in force.

In case of an accident leading to the abandonment of the borehole, le Contractor may be compeled to another borehole near the previous site, except the geologic conditions are abnormally unfavorable.

The Contractor shall not be entitled to any remuneration for the abandoned borehole.

The obligations of the Contractor during the guarantee period consist of changing, or repairing the worn out parts or those that have been damaged due an error by the manufacturer.



- the linear meter of the aspiration pipe (with the rod) with and without water,
- the pump cylinder.

For more frequent interventions, he shall specify the nature of intervention and its frequency.

### **8.7 Accessories**

The Contractor should show the pump caretaker the key or keys required to help mount, dismount and replace parts that have broken down.

### **8.8 Spare parts**

The spare parts ought to be, as from the beginning of the project, be available in the different sales points. A kit of spare parts shall be made available and handed to the Village Water Management Committee.

### **8.9 Technical and pedagogic brochures**

The Contractor ought to make available technical and pedagogic brochures on the mounting, the good functioning, the maintenance and the repairs of the pump.

These brochures shall simultaneously contain three levels of information.

a) A level that exclusively illustrates the following themes:

- How to pump correctly (illustrations with photos or drawings).
- How to detect an abnormality in the functioning of the pump.
- How to carry out minor repair works.

b) A level that gives complete informations on the assembling of the pump for use and for maintenance. All the possible types of breakdowns that can occur should be mentioned as well as the means to remedy the situation.

c) A complete documentary level about all the aspects of the pump: manufacture, constituent parts, materials used, assembling, current maintenance, important repair works, list of the spare parts and their approximate lifespan, etc.

These brochures shall be delivered with the pump, a copy shall be kept with the Supplier's representative.

Besides, the Contractor should prepare a maintenance form for the pump (as well as extra copies), which shall be kept in the village, and in which all repairs and maintenance works shall be recorded.

### **8.10 Putting in place of the maintenance system**

The Contractor shall take care of the training of two (02) to three (03) pump repairers to carry out minor maintenance and repair works on the installed pump. The training of these pump repairers shall be a condition for the provisional reception of the borehole.

### **Article 9: Transport, Delivery and installation of pump**

The Contractor shall equally take care of the transportation and installation of the pump on the site.

### **Article 10: Provisional Reception**

The materials to be used ought to undergo a qualitative provisional reception, which shall be based on the administrative and technical documents justifying the quality of the materials used are in conformity with the technical objectives.

This reception shall be later followed by a technical reception which shall take place in the worksite after the installation of the pump and after observing it functioning.

The decision taken during this reception does not liberate the Contractor from his engagements with respect to the deadline as well as the technical specifications.

Any change of material that was proposed in the bid (type, characteristics, origin, etc.) before or after the conformity visit and during the execution of the project, is forbidden except authorized in writing by the Contracting Authority, following the application forwarded by the Contractor.

If the works are not in conformity with the specifications, the Contracting Authority can reject them and ask for their replacement or necessary modifications, without any extra charge for this.



- ii) Re-enforced concrete for floor and roof slabs and slab covers for storage tanks, valve chambers and interruption chambers; it shall be a mixture of 350kg of cement per m<sup>3</sup> of sand and shall be of appropriate thickness.
- iii) Mass concrete for catchment's works; it shall be a mixture of 400kg of cement per m<sup>3</sup> of sand.

## **CHAPTER VI: METHOD OF EXECUTION**

### **Article 18: General Information**

#### **18.1 Security at the Work Site**

The Contractor shall place at the entrance to work site signboards in bold letters indicating that work is underway and prohibiting the public and unauthorized persons from entering the work site. He shall be responsible for any accident that may occur on the work site or may be suffered by a third party, his staff and employees or officials of the Administration as a result of their presence on the work site. Organization of work and security on the work site shall therefore be the sole responsibility of the Contractor. Furthermore, the Contractor shall be bound by the labour legislation in Cameroon vis-a vis his workers and the Administration. Moreover, his insurance policy shall cover any damages he could cause to any one during the execution of the job.

#### **18.2 Traffic**

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his work site throughout the period of work, right up till provisional reception. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility of the Contractor. In case of any breach of contract in this matter, the Supervising Engineer may bring in a third party to correct any shortcomings that may be impeding the traffic flow, and related expenses shall be borne by the Contractor.

Where interference of the traffic flow for a given period is inevitable, the Supervising Engineer shall be informed of the situation at least 7 days in advance, so that he can seek the opinion of local Administrative authorities and get everything arranged beforehand.

In case a deviation has to be used, the contractor shall submit to the Supervising Engineer for approval after consultation with local administrative authorities, the deviation route and his plan for maintaining the deviation throughout the duration of the works that have necessitated the deviation.

### **Article 19: Stone Masonry**

Stone masonry shall be aesthetical and in accordance with structure type and civil engineering rules. Binding mortar shall be a mixture of 400kg of cement per m<sup>3</sup> of sand, no grain of which shall have a dimension exceeding 4mm.

Mortar containing a mixture of 450kg of cement per m<sup>3</sup> of sand shall be used for the finishing of the external joints of non-visible walls of stone masonry

Mortar consisting of a mixture of 500kg of cement per m<sup>3</sup> of sand, to which shall be added a quantity of SIKAS<sup>®</sup> 1 recommended by the manufacturer and approved by the Supervising Engineer, shall be used for waterproofing the interior surfaces of water-retaining structures (storage tanks, interruption chambers, sedimentation basin, filters, etc).

### **Article 20: Pointing and Plastering**

#### **20.1 Pointing**

The joints of all external walls of stone masonry that are visible shall be carefully pointed to give them an aesthetic look. Mortar containing 600kg of cement per m<sup>3</sup> of sand shall be used for pointing with a cement paste (1:0) finish



### iii) Thickness

Thickness verification should adhere to the specifications presented in table II below.

**Table II: Thickness Verification**

| No. of pipes in the lot | No. of pipes randomly selected for verification | No of bad pipes X       |                       |
|-------------------------|---|-------------------------|-----------------------|
|                         |   | Lot accepted if X max = | Lot rejected if Xmin= |
| 100-199                 | 10  | 2                       | 3                     |
| 200-299                 | 15  | 3                       | 4                     |
| 300-499                 | 20  | 3                       | 4                     |
| 500-899                 | 25  | 5                       | 6                     |
| 899-1300                | 30  | 6                       | 7                     |
| 1300-3200               | 40  | 8                       | 9                     |

The Supervising Engineer shall carry out thickness verification in accordance with table II above

### iv) Socket length

The socket length shall be verified according to agreed norms. The value obtained should have the theoretical value of the diameter of the tube plus 1.3mm. The tolerance shall be 0.6mm.

### v) Shrinkage cracks

Shrinkage cracks tests should be carried out according to agreed methods by the Supervising Engineer on a 15-30cm long sample. No shrinkage cracks should occur if the pipe is at 90° to its horizontal axis. If this occurs for 15 samples representing a lot of 100 pipes, the lot shall be rejected.

### vi) Internal Pressure

Pipe samples shall be subjected to 1.5 times the service pressure for duration of one hour. If one out of every five samples ruptures, another set of five shall be selected for retest. If the second set respects the specified relation with the service pressure, the set shall be considered satisfactory. Otherwise, either necessary adjustments shall be carried out to meet the required specifications, or the lot shall be rejected.

### vii) Impact

This test shall be carried out on three samples, one from each extremity and the third, from the center, all three, one meter long. Perpendicular masses shall be dropped from a height of one meter onto the samples as shown in table III.

**Table III: Impact Test Schedule**

| Pipe diameter | Mass (kg) |
|---------------|-----------|
| 25            | 1         |
| 32            | 1         |
| 40            | 1         |
| 50            | 3.5       |
| 63            | 5         |
| 75            | 7.5       |
| 90            | 7.5       |

The pipes shall be accepted if, and only if, the percentage of broken pipes in the tested samples does not exceed 40%

### viii) Labels

The Contractor shall ensure that all pipes for this project are labeled <H>. The Supervising Engineer shall reject any pipe not labeled as such

The Contractor shall furnish the Supervising Engineer with information (name, address, phone, etc) on the factory being used to procure pipes for any project.

The Contractor shall present to the Supervising Engineer a guarantee certificate from the factory of origin ascertaining that the pipes meet the required standards as described in the forgoing sections.



**Article 22: Piping****22.1 Description**

This item shall consist of the supply and lying of all pipes, including the installation of accessories like couplings, tees, reducers, etc. etc. to entirely complete this item as per these specifications and plans provided.

**22.2 Care/Laying of Pipes**

The soil in the bottom of the trench shall be lightly scarified before laying the pipes or other hydraulic elements.

During transport, storage, and assembling of piping element care shall be taken to avoid soil and other contamination from entering the system.

Lying of pipes, assembling of pipes and all other works directly related to piping works, shall only be executed during dry weather conditions.

Pipe elements and connecting accessories shall be assembled in such a way that no tension can occur in the separate elements.

Only skilled plumbers shall be employed on any plumbing work.

Pipe joints, reducers, tees, etc shall be connected in conformity with the manufacturer's prescriptions

**22.3 Method of Determining Quantity of G.I and PVC Piping Laid**

The quantity of PVC and G.I piping laid shall be measured per linear meter of laid pipe. Measurements shall be made for each class of pipe and each diameter of pipe separately.

**22.4 Pipeline Indicators**

Concrete indicators shall be implanted along the pipeline at an interval of 50m so as to locate the passage of the one meter (1m) buried pipes.

**CHAPTER VII: CONSTRUCTION METHODS****Article 23: Setting out of Works**

The Contractor shall be responsible for the setting out of all pertinent lines, works, grades, reference points and levels that may be required for the proper and accurate positioning of all the structures on the work site. The works so set out shall be received by the Supervising Engineer before construction work actually begins

**Article 24: Excavation of Trenches**

Pipe trenches shall be excavated to a depth of at least 60cm and at most 100cm and width of 40cm. The bottom of each trench shall be free of any stones or other materials which could damage the pipes.

**Article 25: Backfill**

The Contractor shall be responsible for all backfill operations. However, such operations shall only be carried out after the dimensions of the trenches have been approved by the Supervising Engineer. After the pipes have been laid in the trenches by qualified plumbers, and the successful hydraulic tests conducted, they shall be carefully covered with soil and rammed in, in soil layers of 20cm thick. The backfilling of pipes crossing motor able roads shall be done in conformity with laid down norms. The compaction requirement for backfill shall be at least 90% of the dry modified optimum proctor density.

The following state the type of equipment need for the works

| TRANSPORTATION         | SITE HEAVY EQUIPMENT   | SITE TOOLS          | TOOLS FOR OPERATIVES          |
|------------------------|------------------------|---------------------|-------------------------------|
| At least a 7ton tipper | Concretemixer          | Plairs&screwdriver  | Trowel                        |
| (01) 4x4wd vehicle     | Concreteneedlevibrator | Spades              | Measuring tape                |
|                        | Wheel barrows          | Shovels             | Protective clothing and shoes |
|                        |                        | Cutlasses, buckets, |                               |
|                        |                        | Measuringtoolsetc   |                               |



**General remarks**  
**Schedule of prices and detailed estimates**

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



|     |   |  |
|-----|---|--|
| 303 | <b>The supply and putting in place of a gravel pack:</b> This price remunerates under the general conditions previewed in the contract in LINEAR METRE the Supply and putting in place of a gravel pack of a quartzeous nature and calibrated: (1 - 2mm) or (2 - 4mm).  |  |
|     | The LINEAR METRE at ..... FCFA  |  |
| 304 | <b>Putting in place of the borehole cap, sand, back-filling and cementing:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Putting in place of the borehole cap, sand, back-filling and cementing.  |  |
|     | The LUMP SUM at ..... FCFA  |  |
| 305 | <b>Cleaning and Development of the borehole by the air-lift method:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the cleaning and development of the borehole by the air-lift method.  |  |
|     | The LUMP SUM at ..... FCFA  |  |
| 306 | <b>Pumping and Recharge test [Aquifer test]:</b> This price remunerates under the general conditions previewed in the contract in UNITS the pumping and recharge test [Aquifer test].   |  |
|     | The UNIT at ..... FCFA  |  |
| 307 | <b>Sampling and physico-chemical analysis of water:</b> This price remunerates under the general conditions previewed in the contract in UNITS the sampling and physico-chemical Analysis of water from the borehole.   |  |
|     | The UNIT at ..... FCFA  |  |
| 308 | <b>Disinfection of the borehole:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Putting in place of the borehole cap, sand, back-filling and cementing.  |  |
|     | The LUMP SUM at ..... FCFA  |  |
| 400 | <b>SUPERSTRUCTURE: SOLAR PUMP INSTALLATION AND PIPING NETWORK</b>   |  |
| 401 | <b>Purchase and installation of a submersible hybrid solar pump:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the purchase and installation of a submersible hybrid solar pump (model: Q:4.2m <sup>3</sup> /h, 1500w TMH100-150m with controller). Electrical cables and protective diameter PVC pipe 32mm NP10 for automatic control system with floaters, control board and other accessories inclusive. |  |
|     | The LUMP SUM at ..... FCFA  |  |
| 402 | <b>The supply and fitting of PVC Ø 32mm/40mm NP16:</b> This price remunerates under the general conditions previewed in the contract in LINEAR METRE the supply and fitting of PVC Ø 32mm/40mm NP16 (from borehole to 12m elevated storage tank 10m <sup>3</sup> (pumping network).   |  |
|     | The LINEAR METRE at ..... FCFA  |  |
| 403 | <b>Construction of three (03) taps:</b> This price remunerates under the general conditions previewed in the contract in LUMPSUM the construction of four (04) taps.  |  |



|     |  |  |
|-----|--|--|
| 502 | <b>Purchase and installation of solar panel (350/320W/36V) monocrystalline:</b> This price remunerates under the general conditions previewed in the contract in UNIT the Purchase and installation of solar panel (350/320W/36V) monocrystalline<br><br>The UNIT at ..... FCFA  |  |
| 503 | <b>purchase and installation of PV cable(panels to controller) 4mm2:</b> This price remunerates under the general conditions previewed in the contract in LINEAR METRE the purchase and installation of PV cable(panels to controller) 4mm2.<br><br>The LINEAR METRE at ..... FCFA   |  |
| 504 | <b>purchase and installation of pump cable 4x2.5m2:</b> This price remunerates under the general conditions previewed in the contract in LINEAR METRE the purchase and installation of pump cable 4x2.5m2.<br><br>The LINEAR METRE at ..... FCFA   |  |
| 505 | <b>purchase and supply of MC4 connector:</b> This price remunerates under the general conditions previewed in the contract in UNIT the purchase and supply of MC4 connector<br><br>The UNIT at ..... FCFA  |  |
| 506 | <b>supply and installation of electrical control box:</b> This price remunerates under the general conditions previewed in the contract in UNIT the supply and installation of electrical control box<br><br>The UNIT at ..... FCFA  |  |
| 507 | <b>construction of a metal rooftop wrack + metallic door with all suggestion for panel and accessories protection:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the construction of a metal rooftop wrack + metallic door with all suggestion for panel and accessories protection.<br><br>The LUMP SUM at ..... FCFA   |  |
| 508 | <b>Control room with metallic door ( 2mx2mx2m):</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Control room with metallic door ( 2mx2mx2m).<br><br>The LUMP SUM at ..... FCFA   |  |
| 600 | <b>ELEVATED TANK AND PIPING NETWORK ( 10m<sup>3</sup>)</b>   |  |
| 601 | <b>Construction of 2x2x12m height vertical pillars (25X25cm) chained at every 2m with cross beams (25x25cm) and the top slap 15cm in reinforced concrete PC 350kg concrete tower:</b> This price remunerates under the general conditions previewed in the contract in LUMPSUM the Construction of 2x2x12m height vertical pillars (25X25cm) chained at every 2m with cross beams (25x25cm) and the top slap 15cm in reinforced concrete PC 350kg concrete tower.<br><br>The LUMPSUM at ..... FCFA |  |
| 602 | <b>Purchase and installation of 10m<sup>3</sup> polyethylene vertical water storage tank with drainage and overflow provisions inclusive:</b> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Purchase and installation of 10m <sup>3</sup> polyethylene vertical  |  |



## Document n°7: Bill of Quantities and Estimates



|                      |  |    |     |  |  |
|----------------------|--|----|-----|--|--|
| 403                  | Construction of water point with three stand taps, Tilling, piping with all suggestions  | LS | 2   |  |  |
| 404                  | Construction of a hook to install the pump and slap concrete for head of borehole  | U  | 1   |  |  |
| 405                  | Supply and installation of cable with sectional area $\geq 14\text{mm}^2$  | lm | 150 |  |  |
| 406                  | Purchase and installation of charge controller with automatic operation of 48A/12V or equivalence  | u  | 1   |  |  |
| 407                  | Supply and installation of metal framework for solar system stand  | No | 2   |  |  |
| 408                  | Purchase and Installation of Earth switch  | No | 1   |  |  |
| 409                  | Supply and Installation of Surge Arrester, AC 30 A/Legrand   | No | 1   |  |  |
| 410                  | Supply and installation of automatic control system with a flotter and all necessary accessories for the pumping system  | U  | 1   |  |  |
| <b>SUB TOTAL IV</b>  |  |    |     |  |  |
| 500                  | <b>V: INSTALLATION OF SOLAR PANEL</b>  |    |     |  |  |
| 501                  | Construction and installation of roof steel bracket mounted  | U  | 2   |  |  |
| 502                  | Purchase and installation of solar panel (350/320W/36V) monocristalline  | w  | 6   |  |  |
| 503                  | purchase and installation of PV cable(panels to controller) 4mm2   | LS | 160 |  |  |
| 504                  | purchase and installation of pump cable 4x2.5m2  | m  | 200 |  |  |
| 505                  | purchase and supply of MC4 connector   | ls | 1   |  |  |
| 506                  | supply and installation of electrical control box  | u  | 1   |  |  |
| 507                  | construction of a metal rooftop wrack + metallic door with all suggestion for panel and accessories protection   | ls | 2   |  |  |
| 508                  | Control room with metallic door ( 2mx2mx2m)  | LS | 1   |  |  |
| <b>SUB TOTAL 500</b> |  |    |     |  |  |
| 600                  | <b>ELEVATED TANK AND PIPING NETWORK ( 10m<sup>3</sup>)</b>   |    |     |  |  |
| 601                  | Construction of 2x2x12m height vertical pillars (25X25cm) chained at every 2m with cross beams (25x25cm) and the top slap 15cm in reinforced concrete PC 350kg concrete tower with embedded protected metallic ladder and a roof made up of racks for the installation of solar modules with all other necessary works . | ls | 1   |  |  |



## Document n°8: Sub Unit Price Details



## Document n°9: Model of Contract



BETWEEN:

**THE BAMENDA CITY COUNCIL**, represented by the City Mayor of Bamenda City Council, herein referred to as the **“Contracting Authority”**.

ON ONE HAND,

AND

**THE ENTERPRISE:**

P.O Box:

Tel:  
RC N°  
Registration N°

Represented by its General Director, \_\_\_\_\_, herein referred to as  
**“The Contractor”**

ON THE OTHER HAND,

IT HAS BEEN AGREED AND CONCLUDED AS FOLLOWS:



Awarded through open national invitation to tender N°002/ONIT/BCCITB/2024 of 13/02/2024 for the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes).

DURATION: ..... Months

**AMOUNT OF CONTRACT IN FCFA:**

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

**THE CITY MAYOR OF THE BAMENDA  
CITY COUNCIL**

BAMENDA, the.....



### Annex No. 1: Model tender

I the undersigned Mr. ....

Taxpayer n° .....

Acting on the name and on behalf of ETS..... P.O. BOX .....

After having taken knowledge, of all relative files of the present contract document for the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes)

1 -. Submit and commit to execute the works in accordance with the invitation to tender file according to the prices that I have fixed after having appreciated to my point of view and under my responsibility, the nature and the benefit, which make up the sum of ..... Francs cfa all taxes included.

Amount in figures FCFA TTC: .....

2 - Commit to undertake from the receipt of the service order to begin works given out by the Contracting Authority, the setting up of the personnel for the works and the material as foreseen in the terms of the contract file.

3 - Declare that this tender remains valid within ninety (90) days counting from the limit date of the submission of the bid.

4 - Commit to respect the duration of three (03) months foreseen by the planning of execution of the works that I myself have established.

5 - Affirm by right at the risk of termination that I have not fallen as well as the enterprise for which I act, under the influence of legal interdictions decreed in the Republic of Cameroon.

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

Signature (s)

ANNEX No. 3: MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank:

Reference of bank guarantee:

N° .....

To the City Mayor of the Bamenda City Council (Contracting Authority)

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF WORKS OF THE construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes).

We, Bank..... have been informed that between the **City Mayor of the Bamenda City Council** acting as the Contracting Authority, and..... acting as entrepreneur, a contract has been concluded for the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes). covering the guarantees, engagement and other liabilities being incumbent upon the entrepreneur because of the contract of an amount equal to..... We, Bank..... engage ourselves irrevocably and without profit of discussions by this present, to pay in favour of the Cameroonian administration at the first written request of the **City Mayor of the Bamenda City Council** and within eight (08) weeks maximum period, up to the amount of this present guarantee, the sum of .....

All that could be due the **City Mayor of the Bamenda City Council** by the entrepreneur because the entrepreneur would not fulfil one or several of his/her engagement as stipulated in his/her bid.

A mobilisation request of this present guarantee will be object of a justifying recommended letter with accused receipt and copy to the entrepreneur clearly formulating completely the reasons of this request.

This present banking guarantee will enter in force at the date of notification of the contract to the entrepreneur.

The original of this present guarantee will be preserved in the services of the **City Mayor of the Bamenda City Council**.

This guarantee will be released within sixty (60) days counting from the date of the provisional reception of works.

After this date, the guarantee will be without object and should be returned to us without express demand of our part.

The law as well as the jurisdiction applicable to this guarantee are those of the Republic of Cameroon.

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

Signature (s)



## ANNEX No. 5: MODEL OF START-OFF ADVANCE BOND

Bank .....

Reference of guarantee No.....

**To the City Mayor of the Bamenda City Council Mezam Division**

**Republic of Cameroon**

Invitation to Tender N°. ....

### BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE CONSTRUCTION WORKS

We..... (Bank) have been informed that a contract has been signed between the **City Mayor of the Bamenda City Council**, acting in the capacity of Contracting Authority, and....., acting as contractor for the construction of five boreholes equipped with solar pumps and 10m elevated plastic storage tanks in some localities in Bamenda (phase 1, two boreholes).

In compliance with the provisions of Article ..... of Contract N° ....., the contractor shall be bound to present to the **City Mayor of the Bamenda City Council**, Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the enterprise and amounting to CFA Francs .....

We, ..... (bank) do hereby commit ourselves, irrevocably and without arguing to pay to **City Mayor of the Bamenda City Council**, at the written request from the **City Mayor of the Bamenda City Council** and within three (03) weeks the amount of this guarantee, that is to say, ....., all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the **City Mayor of the Bamenda City Council**.

The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Council Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

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

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

Mr (Messrs).....

Signature(s) & stamps of the bank

**ANNEX No.7: MODEL OF COMMITMENT OF AVAILABILITY**

**To Whom It May Concern:**

**Subject: COMMITMENT OF AVAILABILITY.**

I the undersigned, (specify Name, qualification -diploma or certificate) and holder of National Identity Card N° \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ Tel: \_\_\_\_\_ is committed and will be available to work as (specify post occupied) with (name of enterprise)if Open National Invitation to Tenders No. 001/ ..... for ..... (indicate the name of project) ..... is awarded to ETS .....

Done at \_\_\_\_\_ the \_\_\_\_\_

Sign; \_\_\_\_\_



**ANNEX No. 9: MODEL EQUIPMENT LIST.**

| DESIGNATION | NUMBER | AGE-STATE | ORIGIN | STATUS |
|-------------|--------|-----------|--------|--------|
|             |        |           |        |        |
|             |        |           |        |        |
|             |        |           |        |        |
|             |        |           |        |        |

**ANNEX N° 11: SITE VISIT REPORT** [not more than five (05) pages]

**I) INTRODUCTION**

TENDER N° (with project title) .....  
NAME OF ENTERPRISE .....  
DATE: ..... TIME: .....

**II) COMMENTARY:**

II-1) Nature of the project site .....

II-2) Accessibility to the project site: .....

II-3) Vegetation (trees, shrubs etc) .....

II-4) Topography of the site .....

**III) AVAILABILITY OF SERVICES** (water, electricity, etc)

**IV) AVAILABILITY OF CONSTRUCTIONAL MATERIAL** (stones, sand, gravel, wood etc)

V) DIFFICULTIES: .....  
.....  
.....

V) CONCLUSION .....  
.....  
.....

**SIGNATURES :**

|   |                       |
|---|-----------------------|
| Visa of project owner or Representative | Contractor's Engineer |
|---|-----------------------|



## **BANKS**

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

## **II- Insurance companies**

14. Chanas Insurance ;
15. Activa Insurance ;
16. Zinethe Insurance.

NB: the list above is not exhaustive.