

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND

LOCAL DEVELOPMENT

NORTH WEST REGION

MOMO DIVISION

NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE

REGION DU NORD OUEST

DEPARTEMENT DE LA MOMO

COMMUNE DE NJIKWA

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## NJIKWA COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

**PART 04  
SPECIAL ADMINISTRATIVE CLAUSES (C.C.A.P)**

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## CHAPTER I: GENERALITIES

### ARTICLE 1: Subject of the Jobbing order

The jobbing order has as subject the construction of the Faah and nkun gravity water schemes, in Njikwa Municipality, Momo Division, North West Region.

### ARTICLE 2: Procedure of the award of the jobbing order

The present jobbing order is awarded after an Open National Invitation to tender in emergency procedure, following procedures laid down for the award of public contracts in Cameroon.

### ARTICLE 3: Definitions and attributions (CCAG article 2).

#### 1- General definitions

- The Contracting Authority is **the Mayor of Njikwa Council**. He is responsible for the conservation of the originals of the jobbing order and the transmission of copies to ARMP through the focal point designated to that effect.
- The Project owner is **the Mayor of Njikwa Council** responsible for the general administrative, financial and technical assistance at the definition, preparation, execution and acceptance stages of the services forming the subject of the jobbing order.
- The contract engineer is **the DDMINEE Momo** and is responsible for the follow-up of the execution of the contract.
- The Contract manager is **the Divisional Chief of Service of Water and Sanitation** and is responsible to ensure the defense of the interest at the definition, preparation, execution and acceptance stages of the services forming the subject of the jobbing order
- The project manager is **the Council Development Officer of Njikwa Council** and is responsible to ensure the defense of the interest at the definition, preparation, execution and acceptance stages of the services forming the subject of the jobbing order.
- The beneficiary is **the company**.

#### 2- Security

In view of the application of the law on collateral prescribed in the Decree n ° 2018/366 of 20 June 2018, the following are designated:

- The authority in charge of ordering payment shall be the **Mayor of Njikwa Council**
- The body or official in charge of payment shall be the Municipal Treasurer of Njikwa Council;
- The authority in charge of the clearance of expenditures shall be the Divisional Controller of Financial –Momo;
- The official competent to furnish information within the context of execution of this contract shall be the Project owner Mayor Njikwa Council, the contract engineer and the project manager.

### ARTICLE 4: Language, law, and regulation

4.1. The language used during the submission is either English or French,

4.2. The laws and regulations are the laws and regulations in force in Cameroon;

4.3. The Contractor undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

If in Cameroon, these laws, regulations, administrative and fiscal obligations in force are changed after the signature of the contract, the eventual costs will be borne by the contracting parties.

### ARTICLE 5: Constituent Parts of the Contract (CCAG article 4).

The constituent parts of this contract are in order of priority:

- The letter of undertaking;



- The letter of submission corrected eventually;
- The special administrative Clauses (CCAP);
- The special Technical Clauses (CCTP);
- The unit price schedule;
- The bill of estimates and quantities;
- The unit price break down;
- The duly approved work plans;
- The Planning of the work (the work schedule).
- The bids of the contractor;
- The tender file;

#### **ARTICLE 6: General applicable texts**

- This contract is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- Decree No. 2008/377 of 12/11/2008 fixing the attributions of Heads of Administrative Units, its organization and the functioning of their services;
- The Decree N° 2018/366 of 20 June 2018 to institute the Public Contracts Code;
- Decree n° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Arrête N°0205/A/MINMAP of 03 July 2018 relating to the creation of Divisional Tenders' Boards;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency (ARMP);
- Circular N°001/CAB/PR of 19 june 2012 on the award, the control of execution of public contracts;
- Circular N° 01/CL/MINFI/MINDDEVEL of 4<sup>TH</sup> JANUARY 2024 relating to the execution, monitoring and control of the execution of the budgets of regional and local authorities for the 2024 financial year;
- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Order N° 00002/MINEPDED of 8th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).
- Other texts specific to contracting fields.

#### **ARTICLE 7: Communication (CCAG article 2 and 10).**



7.1. All communications within the framework of this contract shall be written and notifications sent to the following address:

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

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

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

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

c) In the case where the Contracting Authority is:

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

7.2. The contractor shall address all written notifications or correspondences to the Project Manger with a copy to the Contract Manager and the contract Engineer.

#### **ARTICLE 8: Service Order (CCAG article 8).**

8.1. The different service orders will be established and notified. The administrative service order to start work will be signed by the Contracting Authority and notified to the contractor by the project owner with copies to the Contracting Authority, the Contract Manager, and the Contract Engineer.

8.2. On the proposal of the project owner, service orders having an incidence on the subject, the amount ou delay in the execution of the contract will be signed by the Contracting Authority and notified by the project owner to the contractor with copies to the contract manager and the contract engineer.

8.3. Technical service orders on technical issues concerning the execution of the contract will be signed by the contract manager and notified to the contractor by the contract engineer with copies to the Contracting Authority.

8.4. Service orders on warning notices will be signed by the project owner and notified by his services to the contractor with copies to the Contracting Authority and the Contract Engineer.

8.5. Service orders on suspension and restart of works because of unforeseen circumstances will be signed by the Contracting Authority and notified by his services to the contractor with copies to the Contract Manager and the Contract Engineer.

8.6. Service orders concerning remedial actions during the guarantee period will be signed by the Contract Manager on the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

8.7. The contractor has fifteen (15) days to issue reservations on any service order received. The fact of issuing reservations does not prevent the contractor to execute the service orders received.

8.8. The Contracting Authority has the right to notify service orders signed by him that are to be notified by the project owner in case this is done within 30days.

#### **ARTICLE 9: Contractor's Equipment and Personnel (CCAG article 15).**

9.1. **Personnel:** In his bid the contractor engaged to mobilize human and material resources necessary for the proper execution of the works in conformity with the standards and norms in force in Cameroon, and according to the stipulations of the CCAP/CCTP. All these personnel should be effectively present on site up to the end of works. The contract was awarded on the basis of an elaborated list of equipment and personnel requested by the contracting authority

Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of the contract engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the contract engineer.

In case of any modification, the contractor shall replace any personnel with one having the same qualification, experience and competence or with appropriate performant equipment.



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

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

c) In the case where the Contracting Authority is:

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

7.2. The contractor shall address all written notifications or correspondences to the Project Manger with a copy to the Contract Manager and the contract Engineer.

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Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of the contract engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the contract engineer.

In case of any modification, the contractor shall replace any personnel with one having the same qualification, experience and competence or with appropriate performant equipment.



**9.2. Replacement of a senior staff:** The contractor's representative and the site foreman shall be approved by the contract manager. Their workers can be replaced or excluded from the site without a prior accord by the contract manager.

Any partial and total changes on the technical bid, shall take place only after a written approval by the contract manager. In case of any changes, the contractor shall replace any personnel with one having the same qualification, experience and competence. The list of personnel to be replaced will be transmitted to the project manager for approval.

The contract manager has the right to order for the replacement of any worker or labourer for reasons of misconduct, insubordination and incapacity. The contractor is responsible for all crimes and disorders committed by his workers. Any replacement of any senior staff shall have a lumpsum fine of Two hundred thousand (200 000) FCFA per person except for unforeseen circumstances. Any such replacement shall not interrupt the execution of the contract. The charges shall be born by the contractor. In case of any accident or illness, the contractor shall replace the worker in question without delay.

**9.3.** Any one-sided decision to effect changes of personnel of the technical bid before and during the execution of the contract constitute a justified reason for the cancellation or termination of the contract.

## CHAPTER II: FINANCIAL PROVISIONS

### ARTICLE 10: Guarantees (CCAG articles 29 and 41).

#### 10.1. The performance bond:

Within twenty (20) days from the date of notification of the contract, the contractor shall produce a performance bond of three percent (3%) of the amount of the contract TTC, to guarantee the complete and proper execution of the contract. Beyond this time-limit, the Contracting Authority has the right to terminate or cancel the contract to the detriment of the contractor.

The contractor may replace the performance bond with a bank guarantee of corresponding or same amount, from financial or banking institution approved by the Minister in charge of finance which must be furnished prior to each payment on account. The bond or the security will be released simultaneously with each monthly payment, proportionately to the amount of work done.

The performance bond or the bank guarantee shall be released within thirty (30) days after the provisional acceptance of works by a waiver issued by the Contracting Authority after a written application from the contractor.

#### 10.2. The retention guarantee:

A 10%, taxes inclusive, retention guarantee on the amount of the work actually carried out or executed shall be retained. It is obtained through successive deductions on all the installment payment. It will be restituted at the final reception.

The retention guarantee shall be released within thirty (30) days after the final acceptance of works by a waiver issued by the Contracting Authority after a written application from the contractor.

If, for any reason, the contractor refuses to comply with the service orders on corrections of imperfections or defects after the provisional acceptance and in the extra time allocated after the period of twelve (12) months, the amount of the holdback the Project Owner, the Contract Engineer and the Delegated Contracting Authority shall have the right to have the repairs carried out by their own workers or another contractor and to collect the money at the expense of the contractor through deductions on all sums due the latter by virtue of the contract.

#### 10.3. The start of advance guarantee:

A startup advance that is at most equal to twenty percent (20%) of the amount of the contract all taxes inclusive (ATI) may be granted to the contractor on express request and without justification on his part. This advance must be guaranteed at one hundred percent (100%) by a first-class Bank approved by the Ministry in charge of finance. This advance may be released after the notification of the Service order to start the work.

It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract. The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.

Following the rate of reimbursement of the advance, the Contracting authority will authorize the payment of the corresponding part of the contractor upon written request.

### ARTICLE 11: The Amount of the Contract (CCAG articles 18 and 19).

The amount of this contract, from the detailed quantitative cost estimates here attached stands at the sum of \_\_\_\_\_ (\_\_\_\_\_) FCFA, i.e.

- Amount (EVAT): \_\_\_\_\_ (\_\_\_\_\_) francs CFA;
- Amount VAT : \_\_\_\_\_ (\_\_\_\_\_) francs CFA;
- Amount net to be paid: \_\_\_\_\_ (\_\_\_\_\_) francs CFA;

The amount of the contract is calculated using conditions stipulated in article 19 of the General Administrative Clauses (CCAG),

### ARTICLE 12: Payment Modalities



The contractor may obtain periodic payments on account. These periodic payments may be spread out during the term of the contract in several periodic installments. The contractor shall be bound to submit to the project owner, before the sixth day of each month, a detailed account, accompanied by a justificatory calculations and job cost sheet establishing the total amount spent at the end of the period under consideration, sums he may be entitled approved by the contract engineer and the contracting authority. The bills must correspond to the amount of work done, obtained from the amount of work actually executed under the conditions of the contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.

The payment of an account to the contractor shall be determined from the corresponding provisional detailed account established simultaneously, from which is deducted the amount of the balance due. Payments on account are not considered to be the final payment. The contractor is debited with such payments until the final settlement of the contract.

Works executed by the contractor and entered into the job cost sheet give entitlement to payment on account.

At the end of the work, a final account of the work is established.

### **ARTICLE 13: Mode of Payment**

The payment of an account to the contractor shall be effected in accordance with the conditions specified in this contract and made base on justifying documentation required to credit of account:

1. Open: \_\_\_\_\_ agency;
2. Account number: \_\_\_\_\_

### **ARTICLE 14: Price variation**

The prices are definite (fixed) and not to be changed. The contractor before submitting his bids or signing his contract must have had perfect knowledge about the local conditions under which he has to execute the contract.

### **ARTICLE 15: Price revision**

The prices are not to be revised. Hence there is no price revision formula.

### **ARTICLE 16: Work using local direct labour (CCAG article 22)**

Not required or necessary.

### **ARTICLE 17: Valorisation of works executed (CCAG article 23)**

This contract is lump sum. The contract shall be paid on the basis of approved plans by the contracting parties. Possible differences noticed, for each type of structure or each element of the structure, between the quantities effectively executed and the quantities in the cost estimates shall not lead to the modification of the said price. This applies to errors that the cost estimates may include.

### **ARTICLE 18: Valorisation of supplies (CCAG article 24)**

If need be, each payment on account shall include a part corresponding to building materials bought for the execution of the works and are on site. The amount for these materials is obtained by taking into account the prices from the sub-details. Materials having been the subject of payment on account cannot be taken away from the site without a written authorization of the project owner or the contract engineer.

### **ARTICLE 19: Advances (CCAG article 28)**

The contractor may, upon simple request addressed to the project owner and without any justification, and after providing the guarantees required in the Public Contracts Code, obtain a so-called "start-off" advance or advance "for purchase of building materials".

This advance whose amount shall not exceed twenty percent (20%), all taxes inclusive, of the initial contract price shall be guaranteed at one hundred percent (100%) by a banking establishment governed by Cameroon law or a first-rate financial institution authorized according to the instruments in force.



It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract.

The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.

#### **ARTICLE 20: Payment of works executed (CCAG articles 26, 27 and 30)**

Works assessment: Before the 30<sup>th</sup> of each month, the contractor and the control engineer shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

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

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

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

- [100-2.2 and/or – (5.5 or 15%)] paid directly into the account of the contractor;
- 2.5% or 5.5% paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

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

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

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

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

#### **ARTICLE 21: Interests on overdue payments (CCAG article 31)**

Where the delay in payment fixed in the special administrative clauses is attributed to the Contracting Authority or accounting officer, the contract holder shall be fully entitled to interest on overdue payments calculated from the day following the expiry of the said deadline up to the day of issue of the payment voucher by the accounting officer.

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree N°. 2018/366 of 20 June 2018 to institute the Public Contracts Code.

#### **ARTICLE 22: Penalties (CCAG article 32)**

##### **A. Penalties for lateness.**

In case of overrun of the contractual deadlines set in the contract, the contractor shall be liable to penalties after a formal prior notice.

In the event of force majeure, the contractor must file a comprehensive request for an extension of time. The Contracting authority after consideration of the relevance of the request shall notify a new time frame. After this new time frame, the penalties for delay will be applied entirely without further notification. Except by waivers provided for in the contract, the amount of penalties for time-limit overrun shall be set as follows:

- a. One two thousandth (1/2000<sup>th</sup>) of the amount ATI of the contract per calendar day overrun from the first to the thirtieth (30) day beyond the contractual time-limit provided for in the contract;



- (b). One thousandth (1/1000<sup>th</sup>) of the amount ATI of the contract, per calendar day overrun beyond the thirtieth day;
- (c). The cumulative amount of penalties is limited to ten per cent (10%) of the amount ATI of the contract under pain of termination.

**B. Specific penalties.**

23.1 Apart from penalties of overrun of the contractual deadlines, the contractor is liable to the following special penalties for the non-respect of the provisions of the contract notably:

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

**ARTICLE 23: Final detailed account (CCAG article 34)**

23.1 After completion of the works, and within fifteen (15) days after the provisional acceptance, the contractor shall draw up the draft final detailed account from the joint sheets to which he may be entitled as a result of the integral execution of the contract.

23.2 The Contract Engineer has twenty (20) days to notify the corrected final detailed account.

23.3 The Contractor must within ten (10) days following the date of this notification, send back the final detailed account with his signature, with or without reservations, or make known the reasons for which he refuses to sign it.

**ARTICLE 24: Final detailed General Payment (CCAG article 35)**

24.1 Within a deadline of one (01) month after the final acceptance, the Contract Engineer shall draw up the detailed final payment.

At the end of the guarantee period leading to the final acceptance, the Contract Engineer shall draw up the detailed final payment sign by the contractor and the Contracting authority, which includes:

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

The amount of the general payment is equal to the result of this last summary.

24.2 The general detailed account signed by the Contracting Authority must be notified to the contractor by an administrative service order. The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.

24.3 If the final detailed account is signed without reservations, this acceptance definitely binds the two (02) parties, except in the case of interests on overdue payments; if there are any. The detailed account thus becomes the final general detailed account of the contract.

24.4 If the contractor does not return the general payment within the deadline referred to above, this general detailed account shall be considered as having been accepted by him and thus become final.

The detailed account shall become final once it is signed without reservations by the contractor, except in the case provided for the preceding paragraph. The acceptance of a claim from the contractor shall be regularized by a rider to the general detailed account.

**ARTICLE 25: Tax and customs regulations (CCAG article 36)**

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

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
  - o Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  - o Council dues and taxes;
  - o Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices means VAT included.

**ARTICLE 26: Stamp duty and registration (CCAG article 37)**

Seven (07) original copies of the contract shall be stamped and registered by the contractor in the competent taxation unit within in accordance with the applicable regulations.



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

All taxes inclusive prices means VAT included.

**ARTICLE 26: Stamp duty and registration (CCAG article 37)**

Seven (07) original copies of the contract shall be stamped and registered by the contractor in the competent taxation unit within in accordance with the applicable regulations.

### **CHAPTER III: EXECUTION OF WORKS**

#### **ARTICLE 27: Work consistency**

The works include the following:

- Site installations
- Preparatory works
- Construction of storage tanks and two valve chambers
- Supply and laying piping network with all its blombering accessories
- Putting in place environmental mitigation measures
- Putting in place project sustainability measures

#### **ARTICLE 28: The obligations of the Project owner**

28.1 The Project Owner shall be bound to furnish the contractor with information necessary for the execution of his contract and to guarantee, at the cost of the contractor, access to sites of projects.

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

#### **ARTICLE 29: Execution Time Frame (CCAG article 38)**

29.1 The execution time frame for the execution of this contract shall be four (04) months. This shall include the completion of the works provided incumbent on the contractor, the folding up of installations and restoring the sites and lands.

29.2 The execution time frame for the execution of this contract shall run from the date of notification of the administrative service order to start execution. It shall end upon provisional acceptance of the works.

#### **ARTICLE 30: Roles and responsibilities of the contractor (CCAG article 40)**

The contractor shall have as mission to ensure the proper execution of the works that he has been selected to carry out. For that reason the works shall be executed under the supervision of the contract engineer and in accordance to the applicable rules and standards. Hence the works shall be executed according to the notified drawings, technical specifications and service orders from the competent authorities.

The contractor shall submit for the prior approval of the contract engineer, the local organization of the work, the work planning schedule, all structural calculations, trials and soil tests, list of skilled and unskilled workers.

The contractor shall be responsible for the implantation of the structures in relation to the original reference landmarks, lines and levels furnished by the project owner.

The contractor is responsible for the entire site, including interventions of certified subcontractors. He shall therefore:

- Put in place all the necessary conditions to enable his suppliers and sub-contractors, who are working with him to intervene in a timely manner and in accordance with the schedule of execution and under his leadership, and
- Ensure the proper execution of the service orders from competent authorities.

The contractor shall constantly keep a general and updated detailed schedule of the progress of the works and make available four (4) copies to the contract engineer at the beginning of each month.

To this end, the contractor shall take all measures and provide all necessary means, determine, choose and purchase all materials, equipment and supplies and hire any specialized staff if necessary.

#### **ARTICLE 31: Provision of documents and site (CCAG article 42)**

Within twenty (20) days after the notification of the contract, a reproducible copy of plans featuring in the tender file of the contract will be made available to the contractor by the project owner as well as the work site and its access

The contractor shall preserve in good state the site put at his disposal during the execution of the contract. He shall hand it back, at the request of the project owner in their initial state after the execution of the contract, with due consideration of its normal wear and tear.

#### **ARTICLE 32: Insurance of structures and civil liability (CCAG article 45)**

The following insurance policies are necessary for the execution of this contract within fifteen (15) days after the notification of the contract, and before the commencement of work guaranteeing against any loss or damage occurring on the structures and third parties up till the provisional acceptance:

**Civil liability insurance and all construction risk.**



The Contractor shall justify that he holds an insurance policy of civil liability for damage caused to third parties of all kinds:

- (a) By its current salarized personnels.
- (b) By the equipment in use.
- (c) As a result of the work.

#### **Comprehensive insurance coverage**

The working site must be covered for all the works by a construction site comprehensive insurance coverage issued by a company approved by the competent authority. The cost of this insurance is the responsibility of the contractor.

No settlement except the startup advance will be made without presentation of a certificate from an insurance company proving that the contractor has fully addressed the premiums or contributions for the work for this contract.

The contractor has a period of 15 (fifteen) days from the date of notification of the Service order to start the work to present a certificate of insurance proving the premiums or contributions for the work for this contract was fully settled. After that the contract may be terminated.

#### **ARTICLE 33: Documents to be submitted by the contractor (CCAG article 49)**

Within a maximum period of fifteen (15) days from the date of notification of the service order to start work, the contractor shall submit to the contract engineer, the programme of execution, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan in six (6) copies. A duly signed copy of the execution programme must be deposited at Divisional Delegation of Water Resources and Energy for Momo latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution.

This working document shall include the following:

- General site installation;
- Company localization plan;
- Execution plans, drawings, calculations, detailed studies, quality control plan and work planning,
- Exhaustive list of personnel with their certified true copies of their diplomas
- Bill of estimate and quantities;
- Detailed list of materials and equipment available on the site;
- Detailed execution planning updated forecasts on the work progress in view of comparing the actual progress to the forecasts;
- The annexes files if the contractor deems it necessary.

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

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

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

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

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

- The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.
- The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.
- The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.



## **ARTICLE 34: Organisation and security of the construction sites (CCAG article 50)**

### **34.1 The sign boards:**

The contractor will be responsible to ensure day and night signaling of working site close to the main road in accordance with instructions given by the control engineer. Two (2) signs board are required per construction site and should be in conformity with the regulatory provisions such as:

- The title of the project;
- The Project Owner;
- The Contracting Authority;
- The Contract Engineer;
- The Project manager
- The Contractor;
- The funding;
- The execution time-frame;
- The date of notification of the Service order to start work.

The signboard shall have the dimensions of 2, 00 x 3, 00 m.

### **34.2 The site installation plan:**

The site installation plan shall be done considering the following:

- Particular access roads;
- Vegetation to be protected;
- Temporal fence of the site;

### **34.2 The fencing of the construction site:**

The construction site shall have a fence of 2m high.

### **34.3 The building site installation:**

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

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

### **34.4 The site logbook:**

A site log book shall be kept by the contractor at the construction site before site installation.

It is a unique non contradictory document. Its pages are numbered and sign. No page should be removed. Strikeout or rescinded parts are reported in the margin for validation.

The following informations are recorded in it:

- Atmospheric conditions;
- The daily executed tasks, personnel and equipment used;
- The progress of the work;
- The requirements imposed;
- The detailed work quantities;
- The work carried out by subcontractors;
- The receptions of building materials;
- The incidents, accidents or events on the construction site;
- Nonconformities;
- The official visits;
- The administrative operations;

The site logbook shall be counter signed by the contract engineer and the person in charge of technical or administrative work at each site visit and systematically sign the minutes of site meetings.

Any refusal of presentation or any attempt of total or partial destruction or falsification of this log book may give rise to administrative sanctions.

### **34.5 The site meetings:**

- Site meetings shall hold regularly at the behest of the Project Owner. The presence of the contractor or his representative in these meetings is obligatory or mandatory.
- Periodic meetings shall hold in the presence of the Contracting Authority, the Contract Engineer and the Project Owner or their representatives.

- Minutes of these meetings shall be entered in the site logbook. The contractor or his representative shall at the beginning of the meeting present the level of physical execution of the work and the difficulties faced.

#### **34.6 Sub-contracting:**

The ceiling of the percentage of the works to be sub-contracted shall be set at thirty (30) % of the total amount of the contract.

#### **34.6 Site laboratory:**

The contractor shall have his own laboratory on the site to enable him carry out all tests and studies on building materials defined in the Special Technical Clauses. The personnel and the equipment must be approved by the Contract Engineer.

#### **34.7 Security Measures:**

The contractor shall provide and maintain at his expense all lighting, protection, closing and guarding devices that will be necessary for the proper execution of the work or that will be required by the engineer. The contractor shall be responsible for all the consequences directly or indirectly of deficiency of signaling during the work.

The Contracting authority reserves the right, at the request of the engineer, without prior notice and at the expense of the contractor, to take all necessary measures engaging the responsibility of the contractor.

#### **34.8 Putting in place environmental mitigation measures:**

In accordance with provisions in *Law N° 96/12 of 5<sup>th</sup> August 1996 relating to Environmental Management and Decree N° 2013/01711/PM of 14 February 2013 laying down the modalities of the realization of studies of the social and environmental impact assessment and Decree N° 2013/0171/PM of 14 February 2013 laying down the modalities of the realization of studies of the social and environmental impact assessment as well as Arrêté n°0002/MINEPDED of February 09, 2016 outlining the model format for the terms of reference and the content of the environmental impact notice, in complement of the decree n°2013/0171/PM of February 14, 2013 that fixes the modes of realization of the environmental impact assessment and therefore those relative to the realization of the Environmental impact Notices;*

The establishment must take all necessary measures to ensure the carrying out of Environmental Impact assessment in cooperation with the divisional authority in charge of environment and subsequently be issued an Attestation of Environmental Conformity (AEC).

This must be done before the start of work.

The contractor shall be responsible for the:

- *Backfilling of pipeline*
- *Physico-chemical and bacteriological analysis of the water sample from a gov't authorised laboratory after construction*
- *Cleaning and disinfection of the pipeline*
- *Catchment Protection with poles, barb wires and planting of water friendly trees*
- *Labellisation*
- *Environmental impact studies*

#### **34.9 Putting in place project sustainability measures:**

The contractor shall be responsible for the:

- ***Training of project management committee;*** *this will include the cost of training of the managing committee to cater for the network when the project is handed to the community.*
- ***Purchase of complete tool box:*** *This price will include the cost supplying a complete tool box to the management committee.*



## CHAPTER IV: ACCEPTANCE OF WORKS

### ARTICLE 35: Provisional acceptance (CCAG article 67)

Before the provisional acceptance, the contractor shall apply to the Project Owner with copies to the Contracting Authority and the Contract Engineer for a pre-technical acceptance. This pre-technical acceptance shall notably involve a proper evaluation of the works executed as per stipulation of the contract. The minutes of this evaluation is drawn on the spot by the contract engineer and signed by the contractor or his representative.

The provisional acceptance commission shall be composed of the following members:

- The project owner or his representative..... President,
- The contracting authority or his representative .....Member,
- The contract engineer.....Secretary,
- The project manager.....Member
- The Contract manager.....Member
- The stores accountant .....Member
- The representative of DDMINMAP or his representative ..... Observer.
- The representative of DDMINDDEVEL or his representative ..... Observer.
- The contractor or his representative..... Observer.

**The contractor is convened at the reception as observer.** He is required to attend or to be represented.

The Commission after site visit, reviews the minutes of the pre-technical acceptance and proceed to the provisional acceptance.

The provisional acceptance site visit will be concluded with minutes of provisional acceptance signed on the field by all members of the Commission. Minutes of provisional acceptance shall precise or specify the date of completion of the work from which the guarantee period shall run.

### ARTICLE 36: Documents to be submitted after execution i.e plan de recollement. (CCAG article 68)

During the execution of the works the contractor shall update all the modifications on the contractual plans. At the end of the works he shall then reproduce the modified, updated and validated drawings and submit them to the contract engineer, the contracting authority and the project owner.

The non-submission shall attract a penalty of 20% from the retention guarantee.

### ARTICLE 37: The guarantee period (CCAG article 70)

The guarantee period is twelve (12) months from the date of the provisional acceptance.

### ARTICLE 38: Final acceptance (CCAG article 72)

Final acceptance shall take place fifteen (15) days from the date of the expiry of the guarantee period.

The final acceptance commission shall be the same as that of provisional acceptance and shall meet in the presence of the contractor.

The final acceptance procedure shall be the same as that of provisional acceptance and under the same conditions. Before pronouncing the final acceptance, the commission shall verify by all means put at their disposal that all the contractual provisions were fully respected by the contractor during the guarantee period.

The minutes of the final acceptance shall be drawn on the spot and signed by all the members.

## **CHAPTER V: MISCELLANEOUS PROVISIONS**

### **ARTICLE 39: Termination of the contract (CCAG article 74)**

The contract may be terminated as provided for in Article 180 of the Decree 2018/366 of 20/06/2018 of the Public Contracts code and equally under conditions stipulated in articles 74, 75 and 76 of the CCAG, notably:

- Delay for more than fifteen (15) calendar days in the execution of a Service order or unjustified stoppage of work for more than seven (7) calendar days;
- Delay in the execution of work resulting to penalties above 10% of the amount of the contract;
- Default of the contractor;
- Refusal to repeat poorly executed works;
- Persistent non respect of payments on account.

### **ARTICLE 40: Case of force majeure (CCAG article 75)**

40.1 No party to the contract shall be considered as having contravened his contractual obligations if he is prevented from doing so by a force majeure.

40.2 No claims shall be made against the contractor if he fails or delays in the execution of his contract due to cases of force majeure such as:

- Rains : 200 millimetres in 24 hours ;
- Winds : 40 metres per second ;
- Floods: frequent floods.

### **ARTICLE 41: Disagreements and disputes (CCAG article 75)**

Disagreements and disputes during the execution of the contract shall be the subject of an attempt of amicable settlement, where need be, through mediation, in accordance with the provisions of the SAC and subject to the provisions of the Public Contracts Code.

Where the disagreements and disputes cannot be settled amicably, the matter shall be brought before the competent Cameroon jurisdiction, subject to the provisions of the SAC.

### **ARTICLE 42: Production and dissemination of this present contract.**

Ten (10) copies of this present contract shall be produced and multiplied at the expense of the contractor.

### **ARTICLE 43 and last: Entry into Force of the Contract**

This contract shall be valid only upon its signature by the Contracting Authority after obtaining the budgetary visa of the finance controller. It shall enter into force as soon as it is notified to the contractor by the Contracting Authority.



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MOMO DIVISION  
NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE NJIKWA

E-Mail: [njikwacouncil1995@gmail.com](mailto:njikwacouncil1995@gmail.com)

## NJIKWA COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE**  
**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024**  
**FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER**  
**SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST**  
**REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

### PART 05 SPECIAL TECHNICAL CONDITION (C.C.T.P)

## **A-INTRODUCTION**

This specification aims to define the mode of execution of work to be done following the norms and approved standards, according to the documents of the Contract.

The choice of technological options for achieving the proposed work has the sole concern to ensure a better functionality of facilities in compliance with safety rules for the protection of property and persons.

It has been established as a guide to clarify and supplement the guidance of the estimate and drawings notwithstanding the terms of the Contract.

## **B-MODE OF EXECUTION OF WORK**

### **SPECIAL TECHNICAL CONDITIONS (STC)**

#### **CHAPTER I – GENERAL INFORMATION**

##### **Article 1 : EQUIVALENCY OF STANDARDS AND CODES**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal of higher quality than the standards and codes specified will be accepted subject to the Project Manager's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Project Manager at least 28 days prior to the date when the Contractor proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

In case of conflicts of terms or issues in these technical specifications with the GCC and / or Contract Data the terms or issues in the GCC and / or Contract Data shall prevail.

##### **Article 2: LOCATIONS OF WORKS AND VOLUME OF WORK**

Works will involve the:

- Mobilization and Site installation: harmonization of studies, production of execution plan
- Reinforcement of catchment area: spring intake, sedimentation tank and filtration unit
- Construction of 50m<sup>3</sup> half buried storage tank
- Rehabilitation of the piping network on a distance of 4 500 linear meter.

The location is Eyumojock Subdivision of Manyu Division of the South West Region. The various works to be executed are detailed in the bill of quantities and the execution drawings conform to the typical drawings for model plans in the consultation dossier.

##### **Article 3: GENERAL INSTRUCTIONS**

It should be taken into consideration that these specifications complete the plans and the plans complete the specifications. The Supervisor shall give modifications to plans provided or technical specifications in writing. For this purpose, a numbered page book shall be on site in which the instructions are written. Both the contractor and the Supervisor shall initial the book pages. Therefore, the site contractor must execute the works in conjunction with the document. The contractor shall take note of any omissions or discrepancies that may exist in the document and call the attention of the Supervisor who is at his disposal for necessary information and inquires. Any works carried out in negation of these instructions or provisions shall be demolished at the expense of the contractor.

#### **CHAPTER II – ORIGIN, QUALITY AND PREPARATION OF MATERIALS**

##### **Article 4 : QUALITIES AND SUPPLY OF MATERIALS**

The contractor shall be responsible for the supply of sand, stones and gravel. He shall also be responsible for the excavation and backfilling of the pipeline under the supervision of the engineer. In making his bids the contractor shall visit the sites at his own expense. He shall make any reservations concerning materials in his bid. He shall be required to include transport cost of these materials to the various locations of the structures in the community.

##### **Article 5: SAND**

The nature and origin of sand remains subject to the Supervisor's approval. It shall be obtained from rivers or through crushing. The sand component should be more that 80% and the very fine constituents eliminated by



settling should be less than 4%. The sand should be of high quality and must be free from dirt, clay or any organic matter and if deemed necessary, it should be washed before being used.

#### Article 6: GRAVEL

They shall be obtained from deposits or quarries chosen by the Contractor, and approved by the Supervisor. They should be clean (constituents eliminated through settling should be less than 2%) and their grading suited to their use. If deemed necessary, it shall be washed before being used.

#### Article 7: STONES

They shall be obtained from a quarry or deposit approved by the Supervisor and none should be smaller than 20cm. basalt stones commonly called black stone are recommended for the project or stones of other quality duly tested and approved by the supervising engineer.

#### Article 8: CEMENT

They should be of CPA 325 class and be obtained from an approved factory.

#### Article 9: CONCRETE WORKS

Concrete Works shall be of 4 kinds:-

- Lean concrete for foundation works where indicated shall be of PC 150kg/m<sup>3</sup> and 10cm thick.
- Mass concrete for foundations shall be PC 250kg/m<sup>3</sup> and thickness as shown on the plans
- Reinforced concrete for floor and roof slabs, covers foundations shall PC 350kg/m<sup>3</sup> and thickness as shown on the plans
- Mass concrete for catchment works: All concrete in catchment construction shall be PC400KG/M<sup>3</sup>

#### Article 10: PIPES AND FITTINGS

Generally pipes used in water supply must meet any of the standards mentioned below or their equivalence: the American Water Works Association (AWWA) or the American National Standards Institute (ANSI) or the American Society for Testing and Materials (ASTM) standards N°.D 1785 and D 2241 or ISO standards N°527 and 845.

**Table A: NFT 54 – 016 Physical Characteristics of Pipes**

External Diameter			Thickness		Service Pressure	Test Pressure 1h at 20°C MPa	Tensile test 10h at 60°C MPa
0	Tolerance	Average	Nominal	Max.			
25	0.5	0.3	1.9 2.8	2.3 3.3	1.6 2.5	6.5 10.3	13.7
32	0.5	0.3	2.4 3.6	2.9 4.2	1.6 2.5	6.5 10.3	13.7
40	0.5	0.3	3 4.5	3.5 5.2	1.6 2.5	6.5 10.3	13.7
50	0.5	0.3	3.7 5.6	4.3 6.4	1.6 2.5	6.5 10.3	13.7
63	0.8	0.3	3 4.7 7.1	3.5 5.4 8.1	10 6.3 4	4 6.5 10.3	13.7
75	0.9	0.3	3.6 5.5	4.2 6.3	10 6.3	4.1 6.5	13.7
90	1.1	0.3	4.3 6.6	5 7.5	10 6.3	4.1 6.5	13.7
110	1.4	0.4	3.2 5.3 8.1	3.8 6.1 9.2	16.7 10 6.3	0.6 1 1.6	13.7
125	1.5	0.4	3.7 6 9.2	4.3 6.8 10.4	16.7 10 6.3	0.6 1 1.6	13.7
140	1.7	0.5	3.7 6.1 9.3	4.3 7 10.5	0.6 1 1.6	2.57 3.75 5.86	13.7
160	2	0.5	3.8 6.2 9.5	4.4 7.1 10.7	0.6 1 1.6	1.95 3.3 5.2	13.7

#### Tolerances

Ovalization :  $\pm$  1 mm

settling should be less than 4%. The sand should be of high quality and must be free from dirt, clay or any organic matter and if deemed necessary, it should be washed before being used.

#### Article 6: GRAVEL

They shall be obtained from deposits or quarries chosen by the Contractor, and approved by the Supervisor. They should be clean (constituents eliminated through settling should be less than 2%) and their grading suited to their use. If deemed necessary, it shall be washed before being used.

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40	0.5	0.3	3 4.5	3.5 5.2	1.6 2.5	6.5 10.3	13.7
50	0.5	0.3	3.7 5.6	4.3 6.4	1.6 2.5	6.5 10.3	13.7
63	0.8	0.3	3 4.7 7.1	3.5 5.4 8.1	10 6.3 4	4 6.5 10.3	13.7
75	0.9	0.3	3.6 5.5	4.2 6.3	10 6.3	4.1 6.5	13.7
90	1.1	0.3	4.3 6.6	5 7.5	10 6.3	4.1 6.5	13.7
110	1.4	0.4	3.2 5.3 8.1	3.8 6.1 9.2	16.7 10 6.3	0.6 1 1.6	13.7
125	1.5	0.4	3.7 6 9.2	4.3 6.8 10.4	16.7 10 6.3	0.6 1 1.6	13.7
140	1.7	0.5	3.7 6.1 9.3	4.3 7 10.5	0.6 1 1.6	2.57 3.75 5.86	13.7
160	2	0.5	3.8 6.2 9.5	4.4 7.1 10.7	0.6 1 1.6	1.95 3.3 5.2	13.7

#### Tolerances

Ovalization :  $\pm 1$  mm



Length of pipe :  $\pm 1\%$  -----  $\pm 6\text{cm}$

Socket length :  $\pm 0.6\text{ mm}$

### 10.1 Control tests for pipes

#### a) Length

the tolerance for pipe lengths shall be  $\pm 1\%$  ( $\pm 6\text{cm}$ ) for every 100 pipes, if the number of pipes not respecting this tolerance is less than 3 i.e 3%, then the whole lot is considered okay, otherwise the supervisor could request that as many pipes be tested in the lot as possible.

#### a) External diameter

The tolerance shall be  $\pm 0.3\text{mm}$  for pipes of external diameters between 25mm and 50mm, and  $\pm 0.4\text{mm}$  for pipes above 63mm diameters. Before reception, the supervisor shall verify the external diameters of 15 pipes for every 300 pipes. If 6 or more pipes do not meet the tolerance prescribed above, he reserves the rejected.

#### b) Thickness

Thickness verification should adhere to the specifications presented on table B.

**Table B: Thickness verification**

N° of pipes in the lot	N° of pipes randomly selected for erification	N° of bad pipes X	
		Lot accepted if X max =	Lot rejected if X min =
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 supervisor shall carry out thickness verification in accordance with table B.

#### d) Socket length

The socket length has to 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.

#### e) Shrinkage cracks

Shrinkage crack tests should be carried out according to agree methods by the supervisor on a 15 – 30cm long sample. No shrinkage cracks should occur if the pipe is at  $90^\circ$  to its horizontal axis. If this occurs for 15 samples representing a lot of 100 pipes, the lot shall be rejected.

#### f) Internal pressure

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

#### g) Impact

This test is carried out on three samples, one from each extremity and the third from the centre, all three, one meter long. Perpendicular masses are dropped from a height of one meter onto the samples as in table C.

**Table C: 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 are accepted if the percentage of broken pipes in the tested samples does not exceed 20%

The contractor is requested to furnish the supervisor with all information (name, address, phone etc) on the factory being used to procure pipes for his project.

When the pipes are checked and tested the contractor shall present to the supervisor a quality certificate from the manufacturer ascertaining that the pipes meet the required standards as described in the sections above. The contractor shall arrange for free access to the factory for the supervisor to enable him request as required for all factory tests described in the sections above to be carried out by the manufacturer.

The performance guarantee of works shall cover all defects in pipes, handling and workmanship.

### 10.2 Fittings specifications

Contractors are required to strictly respect standards and specifications.



All fittings for these constructions must resist a pressure of above 16 Bars

All fittings have to be approved by the supervisor before being used. All fittings not conforming to those standards and specifications shall be rejected. The performance guarantee of works shall cover all defects on fittings, their handling and workmanship.

### **CHAPTER III – METHOD OF EXECUTION**

#### **Article 11: GENERAL INFORMATION**

##### **11.1 Safety Measures**

The Contractor shall be required to place at the entrance to the works site and in its vicinity, signboards indicating that works is underway and he shall be responsible for any accident that occurs on the works site and / or suffered by a third party, his staff and employees and officials of the Administration as a result of their presence on the works site. Organisation of work and security on the works site shall be the responsibility of the Contractor.

##### **11.2 Traffic**

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his works site throughout the period of work up till provisional acceptance. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility and at the expense of the Contractor and in case of any breach of contract by the latter, the Supervisor may bring in a third party to correct any faults. All related expenses shall be borne by the Contractor. Where interference with traffic is inevitable, the opinion of local administrative authorities shall be required for any obstruction for a given period.

#### **Article 12: STONE MASONRY**

All stone masonry works must comply to the following standards DTU N° 20 – 12; NFP 13:304 and 14:301 The stone masonry required for the construction of structures should be aesthetical and according to structure type ( shape, size of stones, joints etc...) in accordance with Engineering rules. Binding mortar shall contain 300 (three hundred) kg of cement per m<sup>3</sup> of sand with the biggest sand grain being 4mm. The visible sides of the stone masonry must be regular. The minimal sizes of the sides must not be less than 15 (fifteen) cm. M 450 mortar shall be used for the finishing of the external joints.

#### **Article 13: MORTARS AND CONCRETE**

##### **13.1 Mortar**

All mortar and plastering must meet the DTU standard N° 26 – 1. M450 mortar shall be a mixture of 450 (four hundred and fifty) kilogrammes of cement per cubic metre of dry sand.

If the M450 mortar is more than 20 (twenty) millimeters thick, micro-concrete mixed with 400 (four hundred) kilogrammes of cement whose composition shall first of all be submitted for the Supervisor's approval shall be used.

##### **13.2 Concrete**

Reinforced concrete in elevation shall contain 350kilogrammes of cement per cubic metre and shall be vibrated during laying. The reinforcement rods must meet the BAEL standards of 1991 or the AFNOR 35 – 001 standards. C350 concrete for reinforced concrete structures should have a minimal compressive strength of 270 bars in 28 days. Depending on the volume of concrete to be made, the Supervisor may carry out quality control tests at his expense or, if he deems it necessary, ask an approved laboratory to collect samples and carry out compression tests to check the quality of the concrete.

If the required minimum strength is not attained, the Contractor shall bear the cost of tests and the Supervisor shall decide on the measure to take in respect of the structure concerned. The volume of average and big size aggregates in the C150 concrete should double that of the volume of sand.

#### **Article 14 : POINTING AND PLASTERING**

##### **14.1 Pointing**

The joints of all external walls of stone masonry, which are visible, shall be pointed carefully such that the works have an aesthetic look. M625 mortar shall be used for pointing, with a cement paste (1:0) finish.

##### **14.2 Plastering**

Plastering of surfaces in contact with water shall comprise pointing of the mortar joints followed by 1cm thick of spatter dash 1:2 M625. The wall is then finished with cement paste. Plastering of surfaces not in contact with water as chambers for air valves, valves and washouts shall be 1 coat of plaster 1cm thick and a mix of 1:3 (M400)

#### **Article 15: PLUMBING WORKS**

##### **Description**

This item shall consist of the provision and installation of all pipes including the installation of plumbing accessories like coupling, tees, reducers, etc..to entirely complete this item as per these specifications and plans.

##### **Construction methods**

The soil in the bottom of the trench shall be lightly scarified before placing the pipe or other elements.

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



Laying of the pipes, assembling of pipes and all other works, directly related to the 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 manufacture's prescriptions.

#### **Method of measurement**

The quantity of PVC or PE shall be measured per linear meter of installed pipe. Measurements shall be made for each class of pipe and each diameter of pipe separately.

#### **Basis of payment**

Payments shall be made at the contract's unit price. This unit price shall be full compensation for the provision, transportation, installation and testing of all piping material including the installation of all accessories like coupling, tees, reducers, etc. etc

### **Article 16: EXCAVATIONS OF TRENCHES**

The trench for pipes up to 110mm shall be excavated to a depth of at least 80cm deep and 40cm wide or other such depths and widths as directed by the supervisor and shown on the plan.

The trench for pipes above 110mm shall be excavated to a depth of at least 100cm deep and 40cm wide or other such depths and widths as directed by the supervisor and shown on the plan.

### **Article 17: NOMENCLATURE OF WORK**

#### **17.1 Setting out of works**

The contractor shall be responsible for the setting out of all pertinent lines, works, grades and levels as required for the proper and accurate positioning of the structures on the site.

#### **17.2 Earth Works**

##### **17.2.1 Description**

This item shall consist of all excavation and backfill works in accordance with these specifications and in conformity with the lines shown on the plans or as indicated by the supervisor.

##### **17.2.2 Construction methods**

#### **Excavation**

Excavation works for the piping system shall be performed by the contractor. The bottom of the trench shall be free of any stones or other materials which could incur damage to the pipes. *Excavations for intakes, reservoir tanks, wash – out chambers, valve boxes, break – pressure tanks and public tap – stand shall be performed by the contractor.*

#### **Backfill**

Backfill of the pipeline shall be performed by the contractor. No backfill operations shall be allowed before the approval from the supervisor has been granted.

The compaction requirement for backfill shall be at least 90% of the dry modified optimum proctor density.

#### **Maintenance of excavations.**

The contractor shall carry the risk of collapse of excavated faces whether or not he takes any precautions, the nature of the precautions shall be entirely at his own discretion.

No water shall be allowed to accumulate in any portion of the excavations.

The excavations shall be protected against flooding, and any water entering them.

## FICHE D'INVENTAIRE DE POINTS

### D'EAU Identification de l'enquêteur :

Nom		Date de collecte	
Prénom			
Contact			

Code de l'ouvrage :

Si AEP codé

### FINANCEMENT DU PROJET

Intitulé du projet :

Bailleur de fonds :

Année de réalisation :

Entreprise de réalisation :

Entreprise de réhab. :

Année de réhabilitation

### LOCALISATION GEOGRAPHIQUE

Région :

Département :

Arrondissement :

Commune :

Localité :

Quartier :

Lieu Dit :

### COORDONNEES

Code Waypoint :

Coordonnées X: 



 (km)

Coordonnées Y: 



 (km)

Longitude :

Latitude :

SITE :

Préciser le nom et/ou le lieu.....

5 : Point d'escale axe lourd

6 : Ménage



## CARACTERISTIQUES DU POINT D'EAU

TYPE DE POINT D'EAU :

- 0 : Autre
- 1 : Puits
- 2 : Forages
- 3 : Château AEP
- 4 : Borne fontaine
- 5 : Source aménagée

Autre à préciser .....

NATURE DU POINT

NATURE DU POINT D'EAU :

Autre à préciser .....

0 : Autre

- 1 : Puits moderne
- 2 : Puits équipé de PMH
- 3 : Forage équipé de PMH
- 4 : AEPG
- 5 : AEPP
- 6 : AEP Mixte
- 7 : Source
- 8 : Source aménagée

ETAT DE L'OUVRAGE :

- 1 : Fonctionnel
- 2 : Partiellement fonctionnel
- 3 : Non fonctionnel

Observations : .....

NATURE DE LA PANNE

- 1 : pas de carburant pour la pompe
- 2 : pompe abimée
- 3 : robinet cassé
- 4 : tuyaux cassés
- 5 : pas de pièces de rechange disponible
- 6 : autres à préciser : .....

## EQUIPEMENT

AEP :

- 0 : Autre
- 1 : Groupe électrogène
- 2 (solaire) : Pompe immergée ou de surface
- 3 (éolienne) : Pompe immergée ou de surface
- 4 : Autre à préciser
- 4 : .....

PMH

marque pompe :

- 0 : Autre
- 1 : Vergnet
- 2 : Indian mark II ou III
- 3 : Rope
- 4 : autres à préciser.....

## GESTION DE L'OUVRAGE HYDRAULIQUE /DU POINT D'EAU

### MODE DE FINANCEMENT :

☐

- 0 : Autre
- 1 : Comité de point d'eau
- 2 : Gestion privatisée
- 3 : Commune en régie
- 4 : Néant

### FINANCEMENT :

☐

- 0 : Autre
- : Eau payante
- 1 (forfait/famille)
- 2 : Volumétrie
- 3 : Eau non payante

Autre à préciser : .....

Autre à préciser : .....

### ENTRETIEN

:

☐

- 0 : Autre
- 1 : Artisan réparateur
- 2 : Réparateur villageois
- 3 : Opérateur privées
- 4 : Administration
- : Autre à préciser
- 5 : .....

### NOMBRE D'UTILISATEURS DU POINT

- 0\_200
- 201\_350
- 351\_500
- 501\_700
- Au-delà 701
- Imprécis



## GESTION DE L'OUVRAGE HYDRAULIQUE /DU POINT D'EAU

### MODE DE FINANCEMENT :

☐

0 : Autre  
1 : Comité de point d'eau  
2 : Gestion privatisée  
3 : Commune en régie  
4 : Néant

### FINANCEMENT :

☐

0 : Autre  
1 : Eau payante  
1 (forfait/famille)  
2 : Volumétrique  
3 : Eau non payante

Autre à préciser :.....

Autre à préciser :.....

### ENTRETIEN

☐

0 : Autre  
1 : Artisan réparateur  
2 : Réparateur villageois  
3 : Opérateur privées  
4 : Administration  
5 : Autre à préciser  
5 :.....

### NOMBRE D'UTILISATEURS DU POINT

0\_200  
201\_350  
351\_500  
501\_700  
Au-delà 701  
Imprécis

## UTILISATION PRINCIPALE DE L'OUVRAGE

Domestique

Animaux

Irrigation

Institutionnel (école, hôpital etc)

Industriel

Autres à préciser : .....

L'eau est en quantité suffisante ?

☐ oui ☐ non

Observations : .....  
.....

## QUALITE DE L'EAU

Paramètres physico-chimiques

Ph

Acide

Basique

## CONDUCTIBILITE

Paramètres organoleptiques

Couleur

Clair

Trouble

Goût

Acceptable

Mauvais

Salé

Autres : .....

Odeur

Acceptable

Mauvaise

## Paramètres indicateurs de pollution

- Ammonium
- Azote de kjeldahl
- Azote total
- Nitrates

## Paramètres toxiques

Arsenic

Nickel

Cyanures

Plomb

Chrome



## ENVIRONNEMENT

A moins de 35 m :

présence d'un assainissement non collectif : ☐ oui ☐ non

A moins de 50 m :

. présence de réseau de drainage : ☐ oui ☐ non

. d'habitation : ☐ oui ☐ non

. d'élevage : ☐ oui ☐ non

si oui, Nature de l'élevage : .....

. plan d'épandage : ☐ oui ☐ non

. activité industrielle, déchetterie, etc ...

A moins de 500 m :

présence de cours d'eau à proximité ☐ oui ☐ non

si oui, indiquer son nom : .....

présence de zone humide ou de marais ☐ oui ☐ non

si oui, indiquer le lieu-dit et la commune:.....

Dans un rayon de 3 km :

présence d'un captage d'alimentation en eau oui non ☐ ☐

si oui, indiquer son nom : .....

Enregistrement/Déclaration des prélèvements :

disposer vous d'un carnet de gestion des prélèvements oui non ☐ ☐

les prélèvements font-ils l'objet d'une déclaration annuelle à :

O au service de l'eau de la commune oui non ☐ ☐

O un autre organisme oui non ☐ ☐

Y'a-t-il des réfugiés à proximité de l'ouvrage ? ☐ oui ☐ non

Aménagement	Pompe immergées/de surface
	Puisage à la corde
	Robinet
Exhaure .....	Groupe électrogène
	Solaire

Socle ..... ?

Beton arme  
Beton non armé

Margelle..... ?

Beton arme  
Beton non armé

cuvelage..... ?

Beton arme  
Beton non armé  
Enrochement

Prise  
d'eau..... ?

Adduction..... ?

Pièce de  
rechange.....

?                      oui   non

Nom et signature du prestataire	Nom et signature du bénéficiaire	Nom et signature de l'ingénieur du marché
A..... le .....	A..... le .....	A..... le .....



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MOMO DIVISION  
NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE NJIKWA

E-Mail: [njkwacouncil1995@gmail.com](mailto:njkwacouncil1995@gmail.com)

## NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET – 2024

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

### PART 06 UNIT PRICE LIST

# UNIT PRICE LIST FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER SCHEMES

Nº	WORK DESCRIPTION	UNIT	U.P IN FIGURES	UNIT PRICE IN LETTER
100	<b>PREPARATORY WORKS</b>			
101	Site installation (Installation of project signboard, acquisition of worksite office, store and lodging places for personnel, general site cleaning and implantation, demolition of temporary structures).	LS		
102	Preparation of working documents (before and after construction)	LS		
	<b>FAAH QUARTER</b>			
200	<b>CONSTRUCTION WORKS</b>			
201	Construction of a new spring catchment intake with a reinforced concrete with a 1m <sup>3</sup> collection chamber	LS		
601	Construction of a 10m <sup>3</sup> reinforced concrete storage tank with internal control room equipped with a metallic door, float valve 2½", plumbing accessories (float valve 2½", PVC valves dia. 63mm and 36mm, PVC and GI elbows, adaptor, tees, strainer 3" etc.) as well as purchase and installation of a 2.5m height metallic ladder for access in and out of the storage tank	U		
203	Construction of a low point chambers in reinforced concrete (50x50x50cm) equipped with locking device and installation of washout valve	U		
204	Construction of a control valve chambers in reinforced concrete (50x50x50cm) equipped with locking device	U		
205	Supply and installation of plumbing accessories	LS		
300	<b>CONSTRUCTION OF PIPING NETWORK</b>			
301	Pipeline excavation and backfilling	LM		
302	Supply and laying of PE100 pipes Ø63 NP10	LM		
303	Supply and laying of PE100 pipes Ø50 NP10	LM		
304	Supply and laying of PE100 pipes Ø40 NP10	LM		
305	Supply and laying of PE100 pipes Ø32 NP10	LM		
306	Supply and laying of PE100 pipes Ø25 NP12.5	LM		
307	Construction of single standpipe with soak-away pit and valve chambers	U		
308	Production and implantation of pipeline indicators in reinforced concrete every 50m	U		
309	Supply and installation of plumbing accessories	LS		
	<b>NKUN QUARTER</b>			
400	<b>REHABILITATION WORKS</b>			
401	Reconstruction of the existing spring catchment intake	LS		
402	Rehabilitation of existing standpipe including soak-away pit and valve chambers	U		
403	Supply and installation of plumbing accessories (Tee90=5, Tee75=3, Elbow90=6, Elbow75=4 and all other accessories needed)	LS		
500	<b>CONSTRUCTION WORKS</b>			
501	Construction of a 30m <sup>3</sup> reinforced concrete storage tank with internal control room equipped with a metallic door, float valve 2½", plumbing accessories (float valve 2½", PVC valves dia. 63mm and 36mm, PVC and GI elbows, adaptor, tees, strainer 3" etc.) as well as purchase and installation of a 2.5m height metallic ladder for access in and out of the storage tank	U		
502	Construction of an interruption valve chambers with reinforced concrete (50x50x50cm) equipped with locking device	U		
503	Construction of a control valve chambers in reinforced concrete (50x50x50cm) equipped with locking device	U		
504	Supply and installation of plumbing accessories	LS		
600	<b>CONSTRUCTION OF PIPING NETWORK</b>			
601	Pipeline excavation and backfilling	LM		
602	Supply and laying of PE100 pipes Ø90 NP10 for new extension	LM		
603	Supply and laying of PE100 pipes Ø75 NP10 for new extension	LM		



Nº	WORK DESCRIPTION	UNIT	U.P IN FIGURES	UNIT PRICE IN LETTER
604	Supply and laying of PVC pipes Ø75 NP10 for renovation	LM		
605	Supply and laying of PVC pipes Ø50 NP10 for renovation	LM		
606	Supply and laying of PVC pipes Ø40 NP10 for renovation	LM		
607	Production and implantation of pipeline indicators in reinforced concrete every 50m	U		
608	Supply and installation of plumbing accessories	LS		
<b>700</b>	<b>ENVIRONMENTAL MITIGATION MEASURES</b>			
701	Water quality tests after construction. These include Physico-Chemical and Bacteriological analyses of the sampled water for Nkun and Faah	U		
702	Cleaning and Disinfection of Pipeline in Faah and Nkun	LS		
703	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire and reinforced concrete pillars; - the planting of water friendly trees in it (Pinus African, Mysopsis or Wenge);- the erection of a metallic sign board prohibiting human activities in the area	U		
<b>800</b>	<b>PROJECT SUSTAINABILITY</b>			
801	Training and revamping of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session		
802	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO). Equipment to be officially handed to the Chairman of the WMC by the Divisional Delegate of MINEE during the Provisional Reception	U		

REPUBLIC OF CAMEROON  
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E-Mail: [njikwacouncil1995@gmail.com](mailto:njikwacouncil1995@gmail.com)

## NJIKWA COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE**  
**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024**  
**FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER**  
**SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST**  
**REGION.**

PROJECT OWNER: THE NAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL  
YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

## PART 07 DETAILED BILL OF QUANTITIES



# BILL OF QUANTITY AND COST ESTIMATES FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER SCHEMES

Nº	WORK DESCRIPTION	UNIT	QTY	U.P (FCFA)	T.P (FCFA)
<b>100</b>	<b>PREPARATORY WORKS</b>				
101	Site installation (Installation of project signboard, acquisition of worksite office, store and lodging places for personnel, general site cleaning and implantation, demolition of temporary structures).	LS	1		
102	Preparation of working documents (before and after construction)	LS	1		
<b>Sub-Total 100</b>					
	<b>FAAH QUARTER</b>				
<b>200</b>	<b>CONSTRUCTION WORKS</b>				
201	Construction of a new spring catchment intake with a reinforced concrete with a 1m <sup>3</sup> collection chamber	LS	1		
601	Construction of a 10m <sup>3</sup> reinforced concrete storage tank with internal control room equipped with a metallic door, float valve 2½", plumbing accessories (float valve 2½", PVC valves dia. 63mm and 36mm, PVC and GI elbows, adaptor, tees, strainer 3" etc.) as well as purchase and installation of a 2.5m height metallic ladder for access in and out of the storage tank	U	1		
203	Construction of a low point chambers in reinforced concrete (50x50x50cm) equipped with locking device and installation of washout valve	U	1		
204	Construction of a control valve chambers in reinforced concrete (50x50x50cm) equipped with locking device	U	2		
205	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 200</b>					
<b>300</b>	<b>CONSTRUCTION OF PIPING NETWORK</b>				
301	Pipeline excavation and backfilling	LM	1,869		
302	Supply and laying of PE100 pipes Ø63 NP10	LM	252		
303	Supply and laying of PE100 pipes Ø50 NP10	LM	200		
304	Supply and laying of PE100 pipes Ø40 NP10	LM	270		
305	Supply and laying of PE100 pipes Ø32 NP10	LM	500		
306	Supply and laying of PE100 pipes Ø25 NP12.5	LM	647		
307	Construction of single standpipe with soak-away pit and valve chambers	U	6		
308	Production and implantation of pipeline indicators in reinforced concrete every 50m	U	30		
309	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 300</b>					
	<b>NKUN QUARTER</b>				
<b>400</b>	<b>REHABILITATION WORKS</b>				
401	Reconstruction of the existing spring catchment intake	LS	1		
402	Rehabilitation of existing standpipe including soak-away pit and valve chambers	U	12		
403	Supply and installation of plumbing accessories (Tee90=5, Tee75=3, Elbow90=6, Elbow75=4 and all other accessories needed)	LS	1		
<b>SUB TOTAL 400</b>					
<b>500</b>	<b>CONSTRUCTION WORKS</b>				
501	Construction of a 30m <sup>3</sup> reinforced concrete storage tank with internal control room equipped with a metallic door, float valve 2½", plumbing accessories (float valve 2½", PVC valves dia. 63mm and 36mm, PVC and GI elbows, adaptor, tees, strainer 3" etc.) as well as purchase and installation of a 2.5m height metallic ladder for access in and out of the storage tank	U	1		
502	Construction of an interruption valve chambers with reinforced concrete (50x50x50cm) equipped with locking device	U	1		
503	Construction of a control valve chambers in reinforced concrete (50x50x50cm) equipped with locking device	U	1		
504	Supply and installation of plumbing accessories	LS	1		



<b>SUB TOTAL 500</b>					
<b>600</b>	<b>CONSTRUCTION OF PIPING NETWORK</b>				
601	Pipeline excavation and backfilling	LM	962		
602	Supply and laying of PE100 pipes Ø90 NP10 for new extension	LM	175		
603	Supply and laying of PE100 pipes Ø75 NP10 for new extension	LM	420		
604	Supply and laying of PVC pipes Ø75 NP10 for renovation	LM	60		
605	Supply and laying of PVC pipes Ø50 NP10 for renovation	LM	200		
606	Supply and laying of PVC pipes Ø40 NP10 for renovation	LM	107		
607	Production and implantation of pipeline indicators in reinforced concrete every 50m	U	8		
608	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 600</b>					
<b>700</b>	<b>ENVIRONMENTAL MITIGATION MEASURES</b>				
701	Water quality tests after construction. These include Physico-Chemical and Bacteriological analyses of the sampled water for Nkun and Faah	U	2		
702	Cleaning and Disinfection of Pipeline in Faah and Nkun	LS	1		
703	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire and reinforced concrete pillars; - the planting of water friendly trees in it (Pinus African, Mysopsis or Wenge);- the erection of a metallic sign board prohibiting human activities in the area	U	2		
<b>SUB TOTAL 700</b>					
<b>800</b>	<b>PROJECT SUSTAINABILITY</b>				
801	Training and revamping of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session	2		
802	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO). Equipment to be officially handed to the Chairman of the WMC by the Divisional Delegate of MINEE during the Provisional Reception	U	2		
<b>SUB TOTAL 800</b>					
<b>TOTAL EXCLUDING TAXES</b>					
<b>VAT (19.25%)</b>					
<b>AIR (2.2%)</b>					
<b>TOTAL INCLUDING TAXES</b>					
<b>NET TO BE PAID</b>					

The present cost estimates is closed at the sum all taxes inclusive of .....CFAfrs



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MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MOMO DIVISION  
NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE NJIKWA

E-Mail: [njkwacouncil1995@gmail.com](mailto:njkwacouncil1995@gmail.com)

## NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL  
YEAR

AUTHORIZATION N°: ++++++

IMPUTATION: \_\_\_\_\_

### PART 08

### UNIT PRICE BREAKDOWN

<i>Lot :</i>					
SUB-DETAIL OF PRICE N°:					101
DESCRIPTION OF ACTIVITY ON					
Prix N°:	Daily output		Total Quantity:	Unit:	Duration of activity (Days):
	CATEGORY	NUMBER	Daily Salary	Paid Man-day	Amount
A - PERSONNEL					
	<i>TOTAL A</i>				
	TYPE	NOMBER	Daily rate	Days billed	Amount
B - EQUIPMENT					
<i>TOTAL B</i>					
	TYPE	UNIT	Unit price	Consumption	Amount
C - MATÉRIALS					
<i>TOTAL C</i>					
<i>D</i>	<i>TOTAL DIRECT COST</i>		<i>A+B+C</i>		
<i>E</i>	<i>GENERAL SITE RISK</i>		10%	<i>D x 10%</i>	
<i>F</i>	<i>GENERAL HEAD OFFICE EXPENSES</i>		5%	<i>D x 5%</i>	
<i>G</i>	<i>COST PRICE</i>		<i>(D+E+F)</i>		
<i>H</i>	<i>RISK + PROFIT</i>		10%	<i>G x 10%</i>	
<i>I</i>	<i>BID PRICE EXCLUDING TAXES</i>		<i>(G+H)</i>		
<i>J</i>	<i>UNIT PRICE EXCLUDING TAXES</i>		<i>(I/Qty)</i>		



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IMPUTATION: \_\_\_\_\_

## PART 09 ANNEXES

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALIZATION AND  
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***MITIGATION OF RISKS CLAUSES ON THE ENVIRONMENT***



## DEFINITION

These standard clauses constitute the Environmental Regulations relating to the construction works contracts and which will have to be inserted in the tender documents of the enterprise within the framework of the PNDP2.

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

These measurements include:

- *A reduction in the raising of dust particles at the work site in order to protect the health of the beneficiary population and site workers, by regular watering of the site, or the adoption of an appropriate calendar;*
- *A Reduction in sound (noise) effects due to the movements of the equipment and machines within the construction site;*
- *Non obstruction of the existing rivers by works, or the deposit of waste in the river channel;*
- *Putting in place a management plan for oils, fuel, lubricants and other dangerous products. This plan will have to include the recuperation of the above-mentioned products and their transfer to specialized companies for treatment;*
- *Automatic stop of works in the event of discovering of an archaeological or historical artefact, then report immediately to the services of the Ministry of Culture;*
- *Prohibition to transport or drive out game, hunting and non timber forest products by the personnel of the building site;*
- *Put at the disposal of the working site adequate equipment for potable water and domestic use water;*
- *Priority recruitment for local labour, as well as the use of local materials;*
- *Putting of warning Signs (sign boards) at building site during and after work; putting speed limits warning signs as well in order to protect the safety and health of the resident population and of site workers;*
- *The wearing of appropriate equipment & attire (e.g work clothes) by site workers.*
- *Restoring (putting back to its original nature) gradually installations at building site at the end of works;*
- *Organizing information and sensitizing campaigns for site workers and the beneficiary populations, on medical risks, risks of accidents, and on the impacts of poaching.*

According to the various phases of work, under the control of contracting authority-Mayor (Council development officer) assisted by the local representatives of the MINEP and the PNDP, the provisions here-in will have to be considered or implemented by the contractor.

### Article II. Starting of works and sensitization of stakeholders

Before the effective start of works, the company or enterprise must prepare an environmental action plan specifying the whole of environmental measures to be implemented, as well as rules of procedures mentioning in a specific way the safety requirements and in particular the wearing of appropriate equipment (work clothes) and speed limit warning signs. Furthermore, these internal rules and regulations will have to prescribe the prohibition of alcohol consumption during working hours, to transport or hunt game, to abusively use wood for fuel, as well as the sensitization of the personnel on the dangers of the STI/SIDA, the respect of the customs and habits of the populations of the area. These rules must be pasted within the company.

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

### Article III. Setting up a building site

#### a) Localization

The importance of setting up a site is determined by the volume and the nature of work to be realized, the number of workmen or labourers, the number and the type of machines. The plan of setting up a building site will have to take into account management and protection measures.

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

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

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



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

**b) Equipment**

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

**c) Management of solid waste and liquids**

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

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

**Article IV. Recruitment of the site workers, health and safety**

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

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

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

**Article V. Opening up and exploitation of quarries and borrowed zones**

**a) Opening up and exploitation:**

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

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

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

The contractor will have to ask the authorizations envisaged by the texts and for payments in force and will take responsibility for all his related expenses, including the expenses for an eventual compensation of the owner or proprietor.

The contractor will have to present a programme (Plan) for exploitation of the quarry according to the volume to be extracted for works and the reserves.

If the exploitation of the quarry requires noise (*sound, blast*), the residents should consult the exploitation schedules, and the generated noise will not have to exceed 90 decibels at the level of the residents.

The spot for quarry deposits will have to be selected so as not to obstruct the run-off water and will have to be protected from erosion. The contractor will have to obtain controller's approval for the quarry deposits spot.

**b) Bringing back the site to initial or original state (Restoration of the site) & withdrawal from the site**

At the end of works, the site will have to be brought back to its initial or original state. In this regard, installations necessary hereafter will have to be carried out:

- The adjusting of opening materials, then the levelling of the site and in particular levelling of the top soils in order to facilitate the infiltration of water, re-planting of grass and trees as the case may be,
- Restoration of the former natural flows,
- Removal of the dilapidated aspect of the site,
- Fitting up (either through re-filling) of pits in order to avoid the erosion of the degraded soil,



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

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If the exploitation of the quarry requires noise (*sound, blast*), the residents should consult the exploitation schedules, and the generated noise will not have to exceed 90 decibels at the level of the residents.

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- The adjusting of opening materials, then the levelling of the site and in particular levelling of the top soils in order to facilitate the infiltration of water, re-planting of grass and trees as the case may be,
- Restoration of the former natural flows,
- Removal of the dilapidated aspect of the site,
- Fitting up (either through re-filling) of pits in order to avoid the erosion of the degraded soil,



- Restoration of the pit and recuperation of surface waters and conservation of the slope, if the quarry or the borrowed zone can be used for other uses - livestock, playgrounds for the inhabitants, etc.

As regards the working site, the contractor will complete all necessary work to restore the site (bringing the site to its original state). The contractor will have to take away all his material & machines. He is not supposed to abandon any equipment nor materials on the site, or at the surroundings, without prior notice of the controller. This restoration of the site relates to all its deviations and contours (e.g. foot paths etc) set up during the works.

It is desirable that the sites should be restored in a progressive way.

#### **Article VI. Clearing of undergrowth and pruning**

Clearing of undergrowth and pruning of the immediate surroundings of the work in order to improve on the sunning conditions of the earth roads and also to improve on the visibility.

As regards pruning, all the branches overhanging the platform will be cut vertically passing by the clearing limit. All the trees will be cut down overhanging the immediate surroundings and threatening to fall on the work or to impede circulation after a tornado.

The question on clearing of the undergrowth consists of cutting at ground level without uprooting the vegetation.

All trees and shrubs at the entrance and exit of the works (bridges, etc.) will be uprooted so as to facilitate the running of water and to facilitate the regular inspections of the works.

**Lastly**, it is requested from the contractor to identify as from the starting of works, the buyers (middlemen) of the aforementioned waste among the residents (fodder for the cattle, for construction, fuel wood, etc). It is prohibited in the areas of the Extreme North and North to burn on the spot wastes vegetation that have been cut.

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

#### **Article VII. Management of water Resources**

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

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

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

#### **Article III. Compensation for the damages caused to third parties**

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



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SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

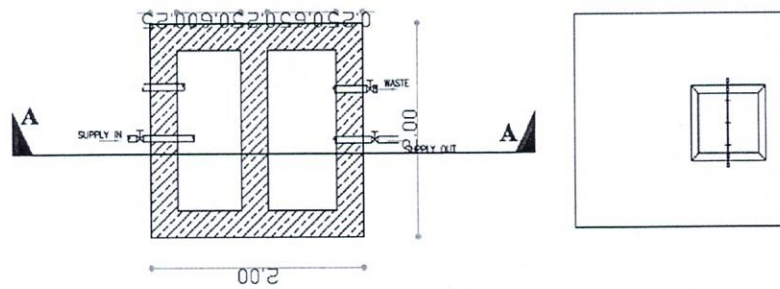
FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL  
YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

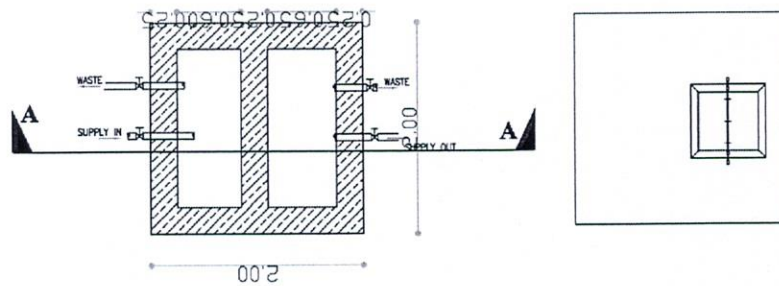
**TECHNICAL DRAWINGS**

# CATCHMENT



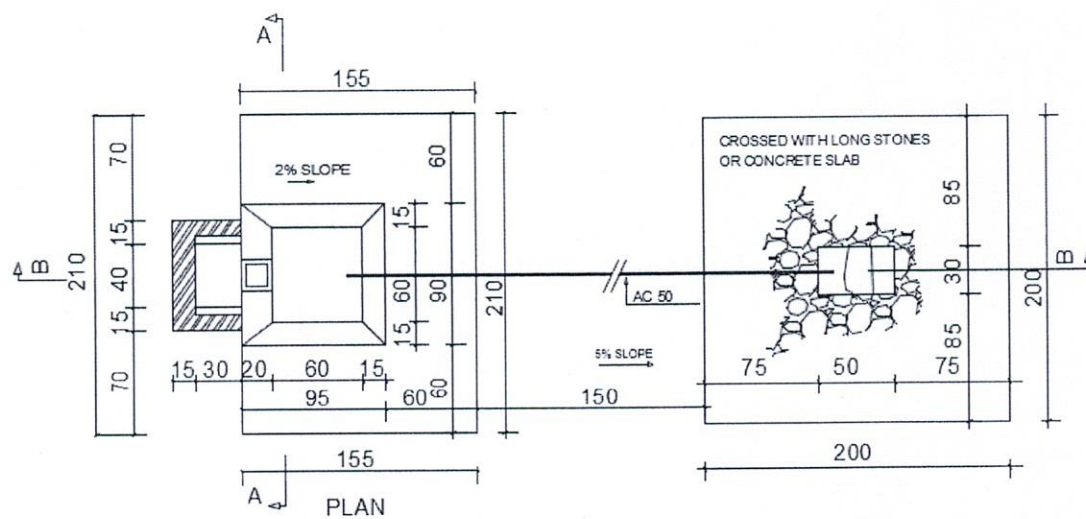
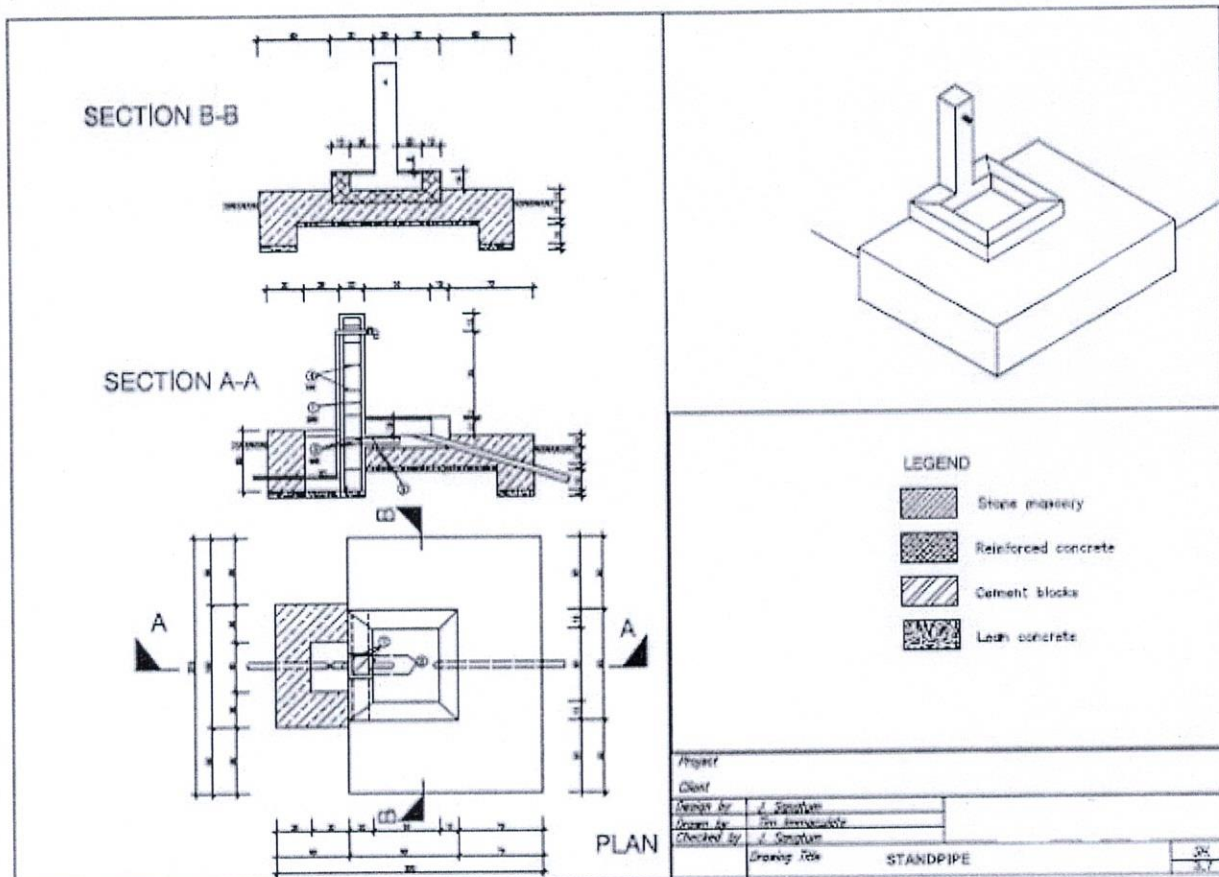
## PLAN

# CATCHMENT



## PLAN





**Dimensions for stand tap**

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FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL  
YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

***MODEL OF UNDERTAKING***



# COMPANY LETTER HEAD

## Undertaking by the Bidder

I the undersigned (name and first name of the signatory)  
\_\_\_\_\_ acting as \_\_\_\_\_ (quality of the signatory with respect to the  
company), of Nationality \_\_\_\_\_, and residence in \_\_\_\_\_.

After having read and taken note of all the parts of the Open National  
Invitation to Tender in emergency procedure

**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES, NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION. SINGLE LOT.**

I submit and commit myself to carry out the aforementioned Contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, in particular the quantitative and qualitative confirmation of work, the respect of the deadlines, the guarantees and the insurance.

I commit myself moreover to ensure the registration and paying the forwarding costs of the contractual parts.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialed copy of the aforesaid document to my offer.

I declare moreover that I remain committed by the present tender during a one hundred and twenty (120) days deadline as from the date of opening of the bids.

Done in.....on the .....

The CONTRACTOR (Signature and seal)

REPUBLIC OF CAMEROON  
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AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

***MODEL BID BOND***



## BID BOND

Reference of the guarantee: N° \_\_\_\_\_

Invitation to tender N° \_\_\_\_\_

We understand that \_\_\_\_\_ (hereinafter called "the bidder"), has submitted his bid on \_\_\_\_\_ for the construction of the faah and nkun gravity water schemes, njikwa municipality

We, \_\_\_\_\_ (Bank) of \_\_\_\_\_ (country), with our head quarter in \_\_\_\_\_ hereby declare to guarantee payment to the contracting authority of the sum of \_\_\_\_\_ (in letters and in figures), that the Bank is committed to pay completely to the contracting authority, bidding itself, its successors and assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period specified by himself in his tender, or
2. If the bidder, having been notified of the award of the contract by the contracting authority during the period of bid validity:
  - Fails or refuses to sign the contract even though required to do so:
  - Fails or refuses to furnish the final bond for the contract as provided for by the contract.

We undertake to pay the contracting authority an amount up to the maximum of the sum referred to above upon receipt of his written demand, without the contracting authority having to substantiate his demand, provided that in its demand the contracting authority shall note that the amount claimed by him is due, because on or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation, be submitted to Cameroon law.

Signature and stamp of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_

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## NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET - 2024 FINANCIAL  
YEAR

AUTHORIZATION N°: \_\_\_\_\_

IMPUTATION: \_\_\_\_\_

***MODEL PERFORMANCE GUARANTEE***



# LETTER HEAD

## PERFORMANCE GUARANTEE

CONTRACT No. **08/ONIT/NCITB/NC/2024**

We understand that \_\_\_\_\_ (hereinafter called "the contractor"), has engage pursuant to contract N° **08/ONIT/NCITB/NC/2024 awarded** after an open national invitation to tender in emergency procedure

**N°. 08/ONIT/NCITB/NC/2024 of 11/04/2024 for the construction of the Faah And Nkun gravity water schemes, Njikwa municipality.**

And that you stipulated in the aforementioned contract that the Contractor will give you a banking guarantee emanating from a bank installed in Cameroun and approved by the Minister in charge of Finances, of the amount stipulated hereafter, like guarantee of the good execution of his obligations, in accordance with the contract,

And that we agree to give a guarantee to the Contractor,

As of the time, we affirm by the present ones that we go guaranteeing and persons in charge in your connection, in the name of the Contractor, for a maximum amount of (*amounts of the guarantee in figures and letters*),

And that we commit ourselves paying you, as of reception of your first written request informing us that the Contractor does not conform to the stipulations of the contract, and without quarrel or discussion, all the amount, within the limits of (*amounts of the guarantee, stipulated above*), without you having to prove or give the reasons or the reason of your request of the amount indicated above.

The present guarantee is valid until the provisional acceptance of work object of the contract.

Signature and seals of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_

# LETTER HEAD

## PERFORMANCE GUARANTEE

CONTRACT No. **08/ONIT/NCITB/NC/2024**

We understand that \_\_\_\_\_ (hereinafter called "the contractor"), has engage pursuant to contract N° **08/ONIT/NCITB/NC/2024 awarded** after an open national invitation to tender in emergency procedure

**N°. 08/ONIT/NCITB/NC/2024 of 11/04/2024 for the construction of the Faah And Nkun gravity water schemes, Njikwa municipality.**

And that you stipulated in the aforementioned contract that the Contractor will give you a banking guarantee emanating from a bank installed in Cameroun and approved by the Minister in charge of Finances, of the amount stipulated hereafter, like guarantee of the good execution of his obligations, in accordance with the contract,

And that we agree to give a guarantee to the Contractor,

As of the time, we affirm by the present ones that we go guaranteeing and persons in charge in your connection, in the name of the Contractor, for a maximum amount of (*amounts of the guarantee in figures and letters*),

And that we commit ourselves paying you, as of reception of your first written request informing us that the Contractor does not conform to the stipulations of the contract, and without quarrel or discussion, all the amount, within the limits of (*amounts of the guarantee, stipulated above*), without you having to prove or give the reasons or the reason of your request of the amount indicated above.

The present guarantee is valid until the provisional acceptance of work object of the contract.

Signature and seals of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
NORTH WEST REGION  
MOMO DIVISION  
NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPPEMENT LOCALE  
REGION DU NORD OUEST  
DEPARTEMENT DE LA MOMO  
COMMUNE DE NJIKWA

E-Mail: [njkwacouncil1995@gmail.com](mailto:njkwacouncil1995@gmail.com)

## NJIKWA COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET – 2024

AUTHORIZATION N°: ++++++

IMPUTATION: \_\_\_\_\_

***MODEL GUARANTEE FOR ADVANCE PAYMENT***

## Guarantee Advance Payment

Bank \_\_\_\_\_

Reference of the guarantee: N° \_\_\_\_\_

Contract N° \_\_\_\_\_

To the (Delegated Contracting Authority),

Company \_\_\_\_\_

We, Bank \_\_\_\_\_ were informed that the The Lord Mayor of Njikwa Council acting as the Delegated Contracting Authority and ..... acting as a Contractor, have concluded a contract

### **FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER, NJIKWA MUNICIPALITY.**

In conformity with the provisions of article 29 of Contract N° \_\_\_\_\_, the Contractor is obliged to submit to the contracting authority, a bank caution to guarantee the advance payment granted to the company for an amounts equal to \_\_\_\_\_ francs CFA.

We, Bank \_\_\_\_\_ we engage irrevocably and without benefit of discussion, by the present one, to pay in favor of the contracting authority, at his first written request and within 4 (four) week maximum, the amount of this guarantee, that is to say \_\_\_\_\_ due by the Contractor to the delegated contracting authority owing to the fact that the Contractor could not fulfill one or more of his obligations envisaged with the contract.

The request for partial or total mobilization of this guarantee will be the subject of a justifying letter recommended with acknowledgement of delivery with a copy to the Contractor starting clearly and the completely the reasons of its request.

The present bank guarantee will come into effect on the date of the payment of the advance to start work.

The original of this guarantee will be preserved by the contracting authority.

This guarantee will be released when the amount of the advance is completely reimbursed.

After this date, the guarantee will become null and void and will have to be returned to us without any express request of our share.

The law as well as the jurisdiction applicable to the guarantee is those of Cameroun.

Signature and seals of the Guarantors

Date \_\_\_\_\_

Address \_\_\_\_\_



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**OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE  
N°. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET – 2024

AUTHORIZATION N°: ++++++++

IMPUTATION: \_\_\_\_\_

***TENDER SPECIMEN FORM***

# COMPANY LETTER HEAD

## TENDER SPECIMEN FORM

I undersigned \_\_\_\_\_ acting as \_\_\_\_\_, of Nationality CAMEROONIAN, and residence in \_\_\_\_\_.

After having read and taken note of all the parts of the Open National Invitation to Tender in emergency procedure No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024

**FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER SCHEMES, NJIKWA MUNICIPALITY. SINGLE LOT.**

. In the case where our offer would be accepted, I subject myself and engaged to:

- Carry out the aforementioned contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, at the prices indicated in the schedule of Unit Prices, quantitative estimate, for the total amounts of the bid in francs CFA :

- In Letter and figure (including all taxes): \_\_\_\_\_
- In Letter and figure (VAT 19, 25%): \_\_\_\_\_
- In Letter and figure (HT): \_\_\_\_\_

To pay the forwarding costs of the contractual parts;

- Begin work in seven (7) days maximum and to carry out the contract in four (04) months as from the date of notification of service order to start work.

The contracting authority shall pay the sums due for this contract by crediting account n° \_\_\_\_\_ opened in \_\_\_\_\_ branch.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialled copy of the aforesaid document to my offer.

I declare moreover that I remained committed by the present tender during a one hundred and twenty (120) days deadline as from the date of opening of the bids.

Done in.....on the .....

The CONTRACTOR (Signature and seal)



REPUBLIC OF CAMEROON  
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NORTH WEST REGION  
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No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET – 2024

AUTHORIZATION N°: ++++++

IMPUTATION: \_\_\_\_\_

### ***MODEL OF PLANNING OF WORK EXECUTION***

#### PLANNING OF WORK EXECUTION

**OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE:**

**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024**

N°	DESCRIPTION	Duration	FIRST MONTH				SECOND MONTH					THIRD MONTH				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
Lot 100	PRELIMINARY WORKS															
101																
102																
Lot 200	SURFACE DRESSING/ EARTH WORKS															
201																
202																
203																



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SCHEMES IN NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST  
REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINEE PUBLIC INVESTMENT BUDGET – 2024

AUTHORIZATION N°: ++++++

IMPUTATION: \_\_\_\_\_

***OTHER DOCUMENTS***

## **EVALUATION SHEET**



# GRADING SCHEME – TECHNICAL FILE

ENTERPRISE: \_\_\_\_\_

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
<b>A</b>	<b>WORKS DIRECTOR</b>			
1	Certified true copy of National Identity Card if not no notation of N°A			
2	Certified true copy of diploma, professional experience, C V dated and signed and Attestation of availability dated and signed			
<b>B</b>	<b>SITE FOREMAN</b>			
1	Certified true copy of diploma, professional experience, C V dated and signed and Attestation of availability dated and signed			
<b>C</b>	<b>TEAM LEADER: Builder</b>			
2	Certified copy of diploma			
3	C V dated and signed			
<b>D</b>	<b>TEAM LEADER: Plumber</b>			
2	Certified copy of diploma			
3	C V dated and signed			
	<b>TOTAL</b>		<b>/04 YES</b>	

## I - PERSONNEL

*NB: one item lacking or irregular means NO to the point in question.*

## II - REFERENCES

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
<b>A</b>	<b>02 References in the road or water works or rural engineering with justification (amount all taxes inclusive).</b>			
1	First project			
	<b>TOTAL</b>		<b>/ 01YES</b>	

## III -EQUIPMENT

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Proof of ownership or rental of a vehicle (Pick up 4 x 4 & truck) in good operating condition			
2	Proof of ownership of a manual compactor in good operating condition, and of building hand tools in good operating condition.			
	<b>TOTAL</b>		<b>/ 02 YES</b>	

*NB: one item lacking or irregular means NO to the point in question.*

## IV – METHODOLOGY OF INTERVENTION AND WORK EXECUTION

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
<b>A-</b>	<b>ACKNOWLEDGEMENT OF SITE AND PRESENTATION OF THE COMPANY</b>			
	Attestation of site visit and site visit report			
	Organizational chart of the enterprise			
	Organizational chart of the building construction site			
<b>B-</b>	<b>ACKNOWLEDGEMENT OF TECHNICAL SPECIFICATIONS AND PLANNING OF WORKS AND EXECUTION DATE LINE</b>			
	A copy of CCTP (Special Technical Specification).duly initialed on each page, signed by the enterprise and dated on the last page.			
	Planning of work execution			
	CCAP duly initialed on each page, signed and dated on last page			
<b>C-</b>	<b>BUILDING CONSTRUCTION MATERIAL TESTS &amp; METHODOLOGY OF EXECUTION OF WORKS</b>			
	Description of tests on mortar, blind concrete and reinforced concrete			

	Proper description of the methodology of execution of works <sup>1</sup>			
	Description of health /safety /socio-economic and environmental measures at the building site			
	<b>TOTAL</b>		<b>/ 3YES</b>	

*NB: one item lacking or irregular means NO to the point in question.*

#### V- SELF FINANCING CAPACITY

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract.) The available amount must be at least equal to 25% of the projected amount of the project.			
	<b>TOTAL</b>		<b>/ 0 1YES</b>	

#### VI- GENERAL PRESENTATION OF THE BIDS

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Presence, clearness of all documents, presentation of document in the order given in this tender and properly bound, Table of contents, pages numbered and separators in a colour apart from white, quality of document.			
	<b>TOTAL</b>		<b>/ 1 YES</b>	
<b>TOTAL : GENERAL GLOBAL TECHNICAL NOTE</b>				<b>/14 YES</b>

<sup>1</sup> It must be accepted only if it takes into consideration all the aspect of the work to carry out and the relationship between them for a better analyzing and understanding of the project (according to the estimates).



	Proper description of the methodology of execution of works <sup>1</sup>			
	Description of health /safety /socio-economic and environmental measures at the building site			
	<b>TOTAL</b>		<b>/ 3YES</b>	

*NB: one item lacking or irregular means NO to the point in question.*

#### V- SELF FINANCING CAPACITY

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract.) The available amount must be at least equal to 25% of the projected amount of the project.			
	<b>TOTAL</b>		<b>/ 0 1YES</b>	

#### VI- GENERAL PRESENTATION OF THE BIDS

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Presence, clearness of all documents, presentation of document in the order given in this tender and properly bound, Table of contents, pages numbered and separators in a colour apart from white, quality of document.			
	<b>TOTAL</b>		<b>/ 1 YES</b>	
<b>TOTAL : GENERAL GLOBAL TECHNICAL NOTE</b>				<b>/14 YES</b>

<sup>1</sup> It must be accepted only if it takes into consideration all the aspect of the work to carry out and the relationship between them for a better analyzing and understanding of the project (according to the estimates).

## VERIFICATION OF THE ADMINISTRATIVE DOCUMENTS

	ENTREPRISE :	YES	NO
01	Undertaking by bidder stamped, signed and dated in conformity with the model attached		
02	Attestation of non-bankruptcy dating less than 3 months, issued by the Competent jurisdiction		
03	Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.		
04	Bank guarantee (of the same bank) on the list of banking institutions of first order approved by the Ministry in charge of finance, for an amount in francs CFA of <b>895,000 FCFA</b> .		
05	Treasury Receipt of purchase of the tender file, as stipulated in the notice of call for tender.		
06	Attestation of C.N.P.S, valid and for the tender concern		
07	A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP		
08	An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most 3 months.		
09	An attestation of non-indebtedness signed by the Director or the head of the tax centre.		
10	A Certified copy of taxpayer card valid, dated at most 3 months		
11	Attestation of site (visit with at least three (03) pictures)		
12	Plan and attestation of localization signed by the taxation authorities.		
13	CCAP completed and initialed on all the pages		
	<b>General observation</b>		



## MODEL ATTESTATION SITE VISIT

# COMPANY LETTER HEAD

## ATTESTATION OF SITE VISIT

I undersigned \_\_\_\_\_ acting as \_\_\_\_\_,  
of Nationality CAMEROONIAN, and residence in \_\_\_\_\_, bearer of NIC  
N° \_\_\_\_\_,

After having read and taken note of all the parts of the Open National Invitation to Tender in emergency  
procedure

**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024**

**FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY  
WATER SCHEMES, NJIKWA MUNICIPALITY. SINGLE LOT.**

I visited, inspected and gathered all relevant information concerning the project site, declare to have appreciated and under my responsibility, the project site configuration, the various difficulties related to the execution of the works.

I undertake and engage to execute the works on the site indicated/inspected without any claims as concern the site configuration in conformity to contractual clauses and construction norms/techniques and further technical instructions that shall be given for the quality physical execution of the works of which I present my offer.

IN TESTIMONY WHEREOF, this present site visit attestation is established by the enterprise to serve wherever and whenever necessary.

Date

Signature

## PERSONNEL FORM

POST	Number	NAMES SURNAMES	AGE	FORMATION	DATE OF RECRUITEMENT	EXPERIENCE IN THE BUILDING SECTOR (AT LEAST 5 YEARS)	OBSERVATIONS
Works Director							
Site foreman							
Team leaders							



## EQUIPMENT

N°	Designation	Marque	Capacity	Age	Present state	Proprietor	Localisation
1							
2							
3							
4							
5							
6							
7							
8							
9							

Annexe photocopies d'immatriculation

## REFERENCES

(Join copies of PV of reception)

N°	INFORMATION ON	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE	CONTRACT DATE
1	Contracting Authority					
2	Subject of the project					
3	Localisation of the project					
4	SERVICES					
5	Amount of the contract					
6	Execution dead line					
7	Date of provisionary reception					
8	Date of final reception					
9	Certificat de bonne fin (Annexe N°)					
10	Number of technical staff					
11	Number of workers					
12	Equipment used					

### References of the enterprise/Annual turnover

Enterprise :

Siège social :

N° statistique :

Registre de commerce :

	Building	hydraulics	roads	Divers	TOTAL
TURN OVER 2021	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
principal works					
TURN OVER 2022	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
Principal Works					
TURN OVER 2023	MioCFA	MioCFA	MioCFA	MioCFA	MioCFA
principal works					



REPUBLIC OF CAMEROON  
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CONTRACT No. 08/ONIT/NCITB/NC/2024  
AWARDED AFTER AN OPEN National INVITATION TO TENDER in emergency  
procedure

No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024  
FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES, NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

CONTRACTOR: .....

BP.....

Tel. ....

Fax. ....

TAX PAYER'S N°.....

BANK ACCOUNT N°.....

:  
**SUBJECT:** FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER  
SCHEMES, NJIKWA MUNICIPALITY.

**PLACE OF EXECUTION:** KONDA AND OSHIE, NJIKWA MUNICIPALITY

**EXECUTION DEADLINE:** FOUR (04) MONTHS

**AMOUNT:**

AMOUNT FCFA	TOTAL AMOUNT
ALL TAXES INCLUSIVE	
HTVA	
VAT (19, 25%)	
A.I.R (2,2% OR 5.5%)	
NET TO BE PAID	

**FUNDING:** MINEE PUBLIC INVESTMENT BUDGET – 2024

SUBSCRIBED ON : .....

SIGNED ON : .....

NOTIFIED ON : .....

REGISTERED ON : .....

**BETWEEN:**

The Government of the Republic of Cameroon, represented by the The Lord Mayor of Njikwa Council,  
hereinafter referred to as the “The Delegated Contracting Authority”

**ON THE ONE PART**

**AND :**

**CONTRACTOR:** .....

**BP**.....

**Tel.** .....

**Fax.** .....

**TAX PAYER'S N°**.....

**BANK ACCOUNT N°**.....:

Represented by ..... so Hereinafter referred to as the "Contractor"

**ON THE OTHER PART**

**IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:**



**CONTRACT No. 08/ONIT/NCITB/NC/2024**  
**AWARDED AFTER AN OPEN National INVITATION TO TENDER in emergency**  
**procedure**

**No. 08/ONIT/NCITB/NC/2024 OF 11/04/2024**  
**FOR THE CONSTRUCTION OF THE FAAH AND NKUN GRAVITY WATER**  
**SCHEMES, NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.**  
**SINGLE LOT**

**CONTRACTOR:** .....

**EXECUTION DEADLINE:** FOUR (04) MONTHS

**AMOUNT:**

MONTANT FCFA	MONTANT TOTAL
TTC	
HTVA	
TVA (19,25%)	
A.I.R ( 2,2% OR 5.5%)	
Net à Mandater	

**Read and approved by the contractor**

Njikwa, the \_\_\_\_\_

**Signed by the Mayor of Njikwa Council,**  
**Delegated Contracting Authority**

Njikwa, the \_\_\_\_\_

**REGISTRATION**

**LISTE DES ETABLISSEMENTS BANCAIRES ET ORGANISMES FINANCIERS DEFINITIF AUTORISES A  
EMETTRE DES CAUTIONS DANS LE CADRE DES LETTRE COMMANDES PUBLICS.**

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

List of insurance companies approved and authorized to issue bonds

N° List of insurance companies

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

N.B: la liste ci-dessus est également disponible sur le site web :[www.arnp.cm](http://www.arnp.cm)