

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET DU
DEVELOPEMENT LOCAL

DELEGATION REGIONALE DU NORD OUEST

DEPARTEMENT DE BUI

COMMUNE DE JAKIRI



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGIONAL DELEGATION

BUI DIVISION

JAKIRI COUNCIL

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

OPEN NATIONAL INVITATION TO TENDER

TENDER FILE

**TENDER FILE N° 05/ONIT/MINBASE/JC/JCITB/2024 of 6 MAI 2024 FOR THE
CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY
SCHOOLS IN JAKIRI IN JAKIRI SUB DIVISION, BUI DIVISION, NORTH
WEST REGION.**

PROJECT OWNER: THE LORD MAYOR OF JAKIRI COUNCIL.

FINANCING: PIB MINBASE - 2024

BUDGET HEAD:

FINANCIAL YEAR 2024

TABLE OF CONTENTS

Document No. 1: Tender notice

Document No. 2: General Regulations of the invitation to tender

Document No. 3: Special Regulations of the invitation to tender

Document No. 4: Special Administrative Conditions

Document No. 5: Special Technical Conditions

Document No. 6: Schedule of unit prices

Document No. 7: Bill of quantities and estimates

Document No. 8: The sub-detail of prices

Document No. 9: Model contract

Document No. 10: Model documents to be used by bidders

Document No. 11: Justifications of preliminary studies

Document No. 12: List of banking establishments and financial bodies authorised to issue bonds for public contracts

Document No. 1
Tender Notice

REPUBLIQUE DU CAMEROUN
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REPUBLIC OF CAMEROON
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MINISTRY OF DECENTRALIZATION AND LOCAL
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NORTH WEST REGIONAL DELEGATION

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TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER FILE N° 05/ONIT/MINBASE/JC/JCITB/2024 of _____ FOR THE
CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI SUB DIVISION, BUI DIVISION,
NORTH WEST REGION.

Financing: PIB MINBASE Budget - 2024

1. Subject of the Invitation to Tender:

Within the framework of 2024 Public Investment Budget, the Mayor of Jakiri Council, Contracting Authority hereby launches an Open National Invitation to tender For the Construction of Modern Latrines in some Nursery schools in Jakiri Council area, Jakiri Sub Division, Bui Division, North West Region.

2. Nature of work:

Work to be done consists of

- ✓ Site Installation
- ✓ Setting out of the structures
- ✓ Earth works (excavation and back filling)
- ✓ Lean concreting
- ✓ Construction of the foundation walls
- ✓ Chaining of the foundation
- ✓ Elevation works
- ✓ Roofing of the structures
- ✓ Finishing of the structures
- ✓ Technical receptions
- ✓ Provisional reception

3. Execution deadline

The deadline provided by the Delegated Contracting Authority for the execution of the works forming the subject of this Invitation to tender is Three (03) months

4. Lots: The works is in one lot and consist of the Construction of Modern Latrines in some Nursery schools in Jakiri Council area, Jakiri Sub Division, Bui Division, North West Region.

5. Estimated cost

The estimated cost after preliminary studies is 20,000,000FCFA (Twenty Million Francs CFA)

6. Participation and origin

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

7. Financing

Works which form the subject of this Invitation to tender shall be financed by the 2024 Public Investment Budget (PIB) of MINBASE.

8. Bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first-rate bank or insurance company establishment and insurance company approved by the Ministry in charge of Finance and whose list is found in document No. 12 of the Tender File, of an amount of **400,000 CFA (Four Hundred Thousand Francs CFA)** and valid for thirty (30) days beyond the date of validity of bids

9. Consultation of Tender File:

The file may be consulted during working hours at the Jakiri council Office, Service of Award of Public Contracts Telephone **N°237 650-612-472**, as soon as this notice is published.

10. Acquisition of tender file:

The file may be obtained from Jakiri council, Service of Award of Public Contracts Telephone **N0237 650-612-472** as soon as this notice is published against payment of the sum of **34,000 CFA francs (Thirty four Thousand Francs CFA)**, payable only in the jakiri municipal Treasury, representing the cost of purchasing the tender file.

11. Submission of bids:

Each offer drafted in English or French in 07 (seven) copies including 05 (one) original and 06 (six) copies marked as such, should reach Jakiri council Service of Public Contracts not later than 12/11/2019 at **10:00 AM** local time and should carry the inscription:

<<For the Construction of Modern Latrines in some Nursery schools in Jakiri Council area, Jakiri Sub Division, Bui Division, North West Region.>>

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

12. Admissibility of bids

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

They must obligatorily be not older than three (3) months preceding the date of submission of bids.

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

13. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 12/11/2019 at **11:00 AM** local time, in the Jakiri Council conference hall. Only bidders may attend or be represented by duly mandated persons of their choice.

14. Evaluation criteria

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

A. Eliminatory criteria

1. - Absence of a document in the administrative file;
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond;
5. -Incomplete financial file;
6. -Omission of a unit price in the financial bid;
7. -score less than 22/27 of essential criteria

B. Essential criteria

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;

- 8- Attestation and report of site visit;
- 9- Special Technical Clauses initialed in all the pages;
- 10- Special Administrative Clauses completed and initialed in all the pages.

15. Award

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum of **22/27** of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **22/27** of the essential criteria.

16. Validity of bids

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

17. Complementary information

Complementary technical information may be obtained during working hours from Jakiri Council, Service of Award of Public Contracts Telephone **NO 650-612-472**

Done at Jakiri on 16/5/2024



The Mayor Jakiri council

Copies:

- MINMAP
- ARMP
- Contracting Entity or Delegated Contracting Entity concerned
- Chairpersons of TB
- Notice Boards

Man. Mingo Buba Kibo

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTRE DE LA DECENTRALISATION ET DU
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DEPARTEMENT DE BUI

COMMUNE DE JAKIRI

AVIS D'OFFRE



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
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NORTH WEST REGIONAL DELEGATION

BUI DIVISION

JAKIRI COUNCIL

**APPEL D'OFFRES NATIONAL OUVERT DOSSIER N° 05/ONIT/MINBASE/JC/JCITB/2024 du 6 MAI 2024 POUR LA
CONSTRUCTION DE LATRINES MODERNES DANS CERTAINES ÉCOLES MATERNELLES DE
L'ARRONDISSEMENT DE JAKIRI, DEPARTMENT DU BUI, RÉGION DU NORD-OUEST.**

Financement: PIB MINBASE Budget – 2024

1. Objet de l'appel d'offres :

Dans le cadre du budget d'investissement public 2024, le maire du conseil de Jakiri, maître d'ouvrage délégué, lance par la présente un appel d'offres national ouvert pour la construction de latrines modernes dans certaines écoles maternelles de la zone du conseil de Jakiri, sous-division de Jakiri, division de Bui, Nord-Ouest. Région.

2. Nature du travail:

Les travaux à réaliser consistent à

- ✓ Installation du site
- ✓ Implantation des structures
- ✓ Travaux de terrassement (excavation et remblayage)
- ✓ Bétonnage maigre
- ✓ Construction des murs de fondation
- ✓ Chaînage de la fondation
- ✓ Travaux d'élévation
- ✓ Toiture des structures
- ✓ Finition des structures
- ✓ Réceptions techniques
- ✓ Réception provisoire

3. Délai d'exécution

Le délai prévu par le Maître d'Ouvrage Délégué pour l'exécution des travaux faisant l'objet du présent Appel d'offres est de Trois (03) mois.

4. Lots : les travaux sont regroupés en un seul lot et consistent en la construction de latrines modernes dans certaines écoles maternelles de la zone du conseil de Jakiri, sous-division de Jakiri, division de Bui, région du Nord-Ouest.

5. Coût estimé

Le coût estimé après études préliminaires est de 20 000 000 FCFA (Vingt Millions de Francs CFA)

6. Participation et origine

La participation au présent Appel d'Offres est ouverte aux entreprises camerounaises qui respectent la législation camerounaise.

7. Financement

Les travaux faisant l'objet du présent Appel d'offres seront financés par le Budget d'Investissement Public (BIP) 2024 du MINBAS.

8. Cautionnement de soumission

Chaque soumissionnaire devra joindre dans ses pièces administratives, une caution de soumission émise par un établissement bancaire ou Compagnie d'assurance de premier par le Ministère chargé des Finances et dont la liste figure dans le document n°12 du Dossier d'Appel d'Offres, d'un montant de 400 000 CFA (Quatre Cent Mille Francs CFA) et valable trente (30) jours au-delà de la date de validité des offres

9. Consultation du dossier d'appel d'offres :

Le dossier peut être consulté pendant les heures ouvrables au Bureau de la Mairie de Jakiri, Service de Passation des Marchés Publics Téléphone N0237 650-612-472, dès la publication du présent avis.

10. Acquisition du dossier d'appel d'offres :

Le dossier peut être obtenu auprès de la Mairie de Jakiri, Service de Passation des Marchés Publics Téléphone N0237 650-612-472 dès la publication du présent avis contre paiement de la somme de 34 000 francs CFA (trentz quart mille francs CFA), payable uniquement au Jakiri. Trésorerie municipale, représentant le coût d'achat du dossier d'appel d'offres.

11. Remise des offres :

Chaque offre rédigée en anglais ou en français en 07 (sept) exemplaires dont 05 (un) original et 06 (six) copies marquées comme telles, devra parvenir à la Mairie de Jakiri Service des Marchés Publics au plus tard le _____ à 10h00 heure locale et doit porter l'inscription :

<<Pour la construction de latrines modernes dans certaines écoles maternelles de la zone du conseil de Jakiri, sous-division de Jakiri, division de Bui, région du Nord-Ouest.>>

« À ouvrir uniquement lors de la séance d'ouverture des plis »

12. Recevabilité des offres

Sous peine de refus, seuls les originaux ou copies conformes certifiés conformes par le service émetteur ou les autorités administratives (préfet, préfets) doivent impérativement être produits conformément au Règlement Particulier de l'appel d'offres.

Ils doivent obligatoirement dater de moins de trois (3) mois précédant la date de dépôt des offres.

Toute offre non conforme aux prescriptions du dossier d'appel d'offres sera déclarée irrecevable. Il s'agit notamment de l'absence de caution de soumission émise par une banque ou une compagnie d'assurance de premier ordre agréée par le Ministre chargé des Finances.

13. Ouverture des offres :

Les offres seront ouvertes en une seule phase. L'ouverture des dossiers administratifs, des offres Techniques et Financières aura lieu le 12/11/14 à 11h00 AM, heure locale, dans la salle de conférence du Conseil Jakiri. Seuls les soumissionnaires pourront assister ou se faire représenter par des personnes de leur choix, dûment mandatées.

14. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

1. - Absence d'une pièce dans le dossier administratif ;
2. - Délai de livraison supérieur à celui prescrit ;
3. - Fausse déclaration ou documents falsifiés ;
4. - Absence ou insuffisance de la caution de soumission ;
5. - Dossier financier incomplet ;
6. - Omission d'un prix unitaire dans l'offre financière ;
7. - score inférieur à 22/27 des critères essentiels

B. Critères essentiels

- 1- Présentation générale des dossiers d'appel d'offres ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans des réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Mesures de sécurité sur le chantier ;
- 7- Logistique ;

- 8- Attestation et rapport de visite des lieux ;
- 9- Clauses Techniques Particulières paraphées dans toutes les pages ;
- 10- Clauses administratives particulières complétées et paraphées dans toutes les pages.

15. Récompense

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable de 22/27 des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre avec le montant le plus bas, conformément aux prescriptions du Dossier d'Appel d'Offres et ayant satisfait à 100% des critères éliminatoires et au moins 22/27 des critères essentiels.

16. Validité des offres

Les soumissionnaires resteront engagés par leurs offres pendant soixante (60) jours à compter de la date limite fixée pour le dépôt des offres.

17. Informations complémentaires

Des informations techniques complémentaires peuvent être obtenues pendant les heures ouvrables auprès du Conseil de Jakiri, Service d'attribution des marchés publics, téléphone NO 650-612-472.



Fait à Jakiri, le 16 MAI 2024

Le Maire,
(Autorité Contractant)

Hon. Wingo Buba Kibo

Copies :

- MINMAP
- ARMP;
- Maître d'Ouvrage ou Maître d'Ouvrage délégué concerné ;
- Présidents CPM;
- Affichage.

Table of contents

A. General

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

B. Tender File

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

C. Preparation of Bids

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

D. Submission of bids

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

E. Opening and evaluation of bids

Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	

F. Award of the contract

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

GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

- 1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches an invitation to tender for the execution of the works described in the Tender File and briefly described in the Special Regulations.
- 1.2 The bidder retained or the preferred bidder must complete the works within the time-limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.
- 1.2 In this Tender File, the term "day" means a calendar day.

Article 2: Financing

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

Article 3: Fraud and corruption

3.1 The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of public contracts. By virtue of this principle:

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

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

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

Article 4: Candidates allowed to compete

- 4.1 If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.
- 4.2 Generally, the invitation to tender is addressed to all entrepreneurs, subject to the following provisions:
 - (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.

- (b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
 - i) is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or
 - ii) Presents more than one bid within the context of invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.
 - iii) The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.
- (c) The bidder must not have been excluded from bidding for public contracts.
- (d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

Article 5: Building materials, materials, supplies, equipment and authorised services

- 5.1 Building materials, the contractor's materials, supplies, equipment and services forming the subject of this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of the contract shall be limited to the said building materials, materials, supplies, equipment and services.
- 5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

Article 6: Qualification of bidder

6.1 As an integral part of their bid, bidders must:

- (a) submit a power of attorney making the signatory of the bid bound by the bid in a situation where it is owned by a group of persons; and
- (b) Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

Where necessary, bidders should provide information relating to the following points:

- (i) The production of certified balance sheets and recent turnovers;
 - (ii) Access to a line of credit or availability of other financial resources;
 - (iii) Orders acquired and contracts awarded;
 - (iv) Pending litigations;
 - (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- (b) The bid and the contract must be signed in a way that is binding on all members of the group;
- (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- (d) The member of the group designated as the representative will represent all the undertakings vis a vis the Project Owner and Contracting Authority with regard to the execution of the Contract;

- (e) In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-contracting.

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

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

Article 7: Visit of works site

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

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

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

B. Tender File

Article 8: Content of Tender File

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

Document No. 1. The tender notice;

Document No. 2. The General Regulations of the invitation to tender;

Document No. 3. The Special Regulations of the invitation to tender;

Document No. 4. The Special Administrative Conditions;

Document No. 5. The Special Technical Conditions;

Document No. 6. The schedule of unit prices;

Document No. 7. The bill of quantities and estimates;

Document No. 8. The sub details of unit prices;

Document No. 9. Model documents of the contract:

a. The execution schedule;

b. Model of forms presenting the equipment, personnel and references;

c. Model bidding letter;

d. Model bid bond;

e. Model final bond;

f. Model of bond of start-off advance;

g. Model of guarantee in replacement of the retention fund;

h. Model contract;

Document No. 10. Models to be used by bidders;

a. Model contract;

Document No. 11. Justifications of preliminary studies; to be filed by the Project Owner or Delegated Project Owner;

Document No. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for public contracts to be inserted by the Contracting Authority.

8.2 The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare a bid in compliance with all aspects of the said file.

Article 9: Clarifications on the Tender File and complaints

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (fax or e-mail) at the Contracting Authority's address indicated in the Special Regulations of

the invitation to tender and send a copy to the Project Owner. The Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of bids.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

9.2 Between the publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to the Minister in charge of Public Contracts.

9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

9.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to MINMAP and the body in charge of the regulation of public contracts.

Article 10: Amendment of the Tender File

10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

10.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the invitation to tender.

C Preparation of bids

Article 11: Tender costs

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

Article 12: Language of bid

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

Article 13: Constituent documents of the bid

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

a. Volume 1: Administrative file

It includes:

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

b. Volume 2: Technical bid

B.1 Information on qualifications

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

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the contract

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

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

b.4 Commentaries (optional)

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

c. Volume 3: Financial bid

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

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

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

- 13.2 If in accordance with the provisions of the Special Regulations of the invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates offered in case of award of more than one lot.

Article 14: Bid price

- 14.1 Except otherwise stated in the Tender File, the amount of the contract shall cover all the works described in article 1.1 of the General Regulations of the invitation to tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder

- 14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.

- 14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.

- 14.4 If a price revision/updating clause is provided for in the contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any contract of duration less than one (1) year shall not be subject to price revision.

- 14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

Article 15: Currency of bid and payment

15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the invitation to tender.

15.2 Option A: The amount of the bid shall be entirely made in the national currency.

The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

- a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.
- b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the contract so that the retained bidder does not bear any change in the exchange rate.

15.3 Option B: The amount of the bid shall be directly made in the national and foreign currency at the rates fixed in the Special Regulations.

The bidder shall draw the unit prices of the price schedule and the prices of the bill of quantities and estimates in the following manner:

- (a) The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";
- (a) The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

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

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

Article 16: Validity of bids

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

16.2 Under exceptional circumstances, the Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bids or shall he be authorised to do so.

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

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

Article 17: Bid bond

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

Article 18: Varying proposals of bidders

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

Article 19: Preparatory meeting to the establishment of bids

- 19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.
- 19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- 19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

- 19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.
- 19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

Article 20: Form and signature of bid

- 20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated **"ORIGINAL"**. In addition, the bidder shall submit the number required in the General Regulations, bearing **"COPY"**. In case of discrepancy, the original shall be considered as authentic.
- 20.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.
- 20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialled by the signatory (ie) of the bid.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

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

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

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

Article 23: Late bids

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

Article 24: Modification, substitution and withdrawal of bids

24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed

by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".

24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

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

E. Opening of envelopes and evaluation of bids

Article 25: Opening of envelopes and petitions

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

25.2 Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [in case of opening of financial bids] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of public contract an initialled copy of the bids presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copy to the body in charge of the regulation of public contracts, the head of structure to which is attached the Tenders Board concerned.

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

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

Article 26: Confidential nature of the procedure

26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of public contracts.

26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Contracting Authority in its award decision may lead to the rejection of his bid.

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

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

27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

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

Article 28: Determination of compliance of bids

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

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

28.3A bid that complies with the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservations that:

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.

28.5 The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

Article 29: Qualification of the bidder

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

Article 30: Correction of errors

30.1 The Evaluation sub-committee shall verify bids considered essentially in compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

- (a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.
- (c) Where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

30.2 The amount featuring in the bid shall be corrected by the Evaluation sub-committee, in accordance with the error correction procedure above and with confirmation by the bidder, the said amount shall be deemed to commit him.

30.3 If the bidder who presented the bid evaluated as the lowest fuses the correction thus carried out, his bid shall be rejected and the bid bond may be seized.

Article 31: Conversion into a single currency

31.1 To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.

31.2 The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

Article 32: Evaluation and comparison of financial bids

32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

32.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:

- a) By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b) By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c) By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;

- d) By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
 - e) By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
 - f) If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.
 - g) If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.
- 32.3 The estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the contract shall not be considered during the evaluation of bids.
- 32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 33: Preference granted national bidders

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

Article 34: Award

- 34.1 The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates
- 34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest bid shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.
- 34.3 Any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

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

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

Article 36: Notification of award of the contract

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

Article 37: Publication of results of award and petitions

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

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

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

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

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

Article 38: Signing of the contract

38.1 After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.

38.2 The Contracting Authority has a deadline of seven (7) days to sign the contract from the date of reception of the draft contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

38.3 The contract must be notified to the successful bidder within five (5) days of its date of signature.

Article 39: Final Bond

39.1 Within twenty (20) days of the notification by the Contracting Authority, the contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.

39.2 The bond whose rate varies between 2 and 5 percent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

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

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

DOCUMENT No. 3: SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

Special regulations of the invitation to tender

References of the General regulations	General
1.1	For The Construction of Modern Latrines in some Nursery schools in Jakiri Council area, Jakiri Sub Division, Bui Division, North West Region. Name and address of the Contracting Authority: The Mayor of Jakiri Council. Reference of Invitation to Tender: N° 05/ONIT/MINBASE/JC/JCITB/2024 of _____
1.2	Execution deadline: Ninety (90) days
2.1	Source of financing Works which form the subject of this Invitation to Tender shall be financed by the 2024 Public Investment Budget of the MINBASE , budget head No. _____
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials, supplies and equipment: The materials will generally be from natural sources in Cameroon.

6.1 Evaluation criteria

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

C. Eliminatory criteria

1. Absence or non-conformity of a document in the administrative file;
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. -Incomplete financial file;
7. -Omission of a unit price in the financial bid;
8. -scoreless than **22/27** of essential criteria.

D. Essential criteria

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

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 80% of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **22/27** of the essential criteria.

ARTICLE 6: Language of the bids:

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

PRESENTATION OF THE TENDER

The bids prepared in English or French and in seven (07) copies with one (05) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

- A) Administrative Documents
- B) Technical Documents
- C) Financial Documents
- 5.1 External envelope.

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

<< OPEN NATIONAL INVITATION TO TENDER FILE N° 05/ONIT/MINBAS/JC/JCITB/2024 of _____ 2024 FOR THE CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI COUNCIL AREA, JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION. >>

"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"

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

5.2 Internal envelopes

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

The first internal envelope shall be labeled.

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

ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of tender file issued by Jakiri council treasury, 34,000frs.
A.6	A bid bond of 400,000CFA (Four Hundred Thousand Francs CFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions or insurance company.
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.
A.9	A valid Certificate of imposition certified by the chief of center for taxation
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

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

B.1	General presentation of the tender files		
B.1.1	-Document spirally bound or clouted		
B.1.1	-Table of content page		
B.1.2	-Colour sheets separation		
B.1.2	- Presentation of documents in the order given in this tender		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
B.2.1	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2023 projects) Minimum acceptable: 02 Contracts realized in the domain of public works over the past 05 years		
	1st Reference		
	2 nd reference		
B.3	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF		
B.3.1	05 works supervisor (at Least a Rural or Civil Engineer or equivalent certificate)		

	Qualification of the works supervisor: (Rural or Civil Engineer): (BAC+3) Professional experience of the project engineer ≥ 03 years (signed CV)		
	➤ A certified copy of the diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the diploma ➤ CV signed by the candidate.		
B.3.2	05 Site foreman(Higher technician in Rural or Civil Engineering)		
	Qualification of the Site foreman: (Higher Technician certificate in Rural or Civil Engineering) (BAC + 2 or equivalent certificate) Professional experience of the Site foreman ≥ 03 years (signed CV) A certified copy of diploma		
	➤ A certified copy of the diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the diploma ➤ CV signed by the candidate.		
B.3.3	Other personnel		
	List of support staff		
B.4	TECHNICAL PROPOSALS		
B.4.2	Organigram of the project.		
B.4.3	Logical sequence for the execution of the task		
B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender file		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Proof of ownership or rental of a pick-up or other vans		
B.5.2	Proof of ownership or rental of a dump truck		
B.5.3	Proof of ownership or rental of a concrete vibrator		
B.5.4	Proof of ownership or rental of a Hand compactor		
B.5.5	Masonry Kit : head pans, rubber buckets, spades, shovels, dig axes, hammers)		
B.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. % To be verified		
B.7	Attestation of site visit signed by the company		
B.8	Comprehensive report of site visit signed by the company administrator and justified by photos		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

ENVELOPE C- FINANCIAL FILE

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

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.

- The various parts of the same file must be separated with colour guides from as well in the original as in the copies, so as to facilitate its examination

Supply price

ARTICLE 8: Currency of payment

This National Invitation to tender is awarded on total and contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to tender.

The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

The unit Schedule price expressed out in figures and letters and in seven (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

The establishment of the prices will be done on the basis of economic condition into force in Republic of Cameroon at the handover date of the offers.

ARTICLE 9: Transport and delivery

The materials for work must be protected during transportation through packaging whether by air, railway or road according as the case may be. The conditions of storage must be of tropical type.

ARTICLE 10: Guarantee and retention guarantee

10.1 Provisional guarantee

The amount of the provisional guarantee or guarantee of tender is fixed at **400,000 FCFA (four hundred thousand francs FCFA)**.

The time of validity of this guarantee is sixty (60) days as from the date of depositing of the offers.

10.2 Final Bond

The final Bond is fixed at two percent (2%) of the initial amount of the services envisaged in the country.

It could be replaced by a guarantee personal and interdependent of a banking house approved by the Ministry of Finances following COBAC conditions.

It will have to be made up in the twenty (20) days following the notification of the signature of the contract in a bank approved by the Minister in charge of Finances.

10.3 Guarantee Retention

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the contract. The corresponding sum will be paid or the released guarantee, with the final reception of work.

ARTICLE 11: Period of validity of the offers

The bidder will remain committed to his offer for sixty (60) days as from the handover date of the offers.

If at the end of this period, the contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

ARTICLE 12: A number of copies of the offer which must be filled and sent

The tender, as all the parts accompanying it will have to be given in seven (07) copies, including one (05) original and six (06) copies. The bidder will present his dossier inside a sealed outer jacket being marked:

**<<OPEN NATIONAL INVITATION TO TENDER FILEN° 05/ONIT/MINBASE/JC/JCITB/2024 of _____ FOR THE
CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI
IN JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION>>**

TO BE OPENED ONLY DURING THE OPENING SESSION»

ARTICLE 13: Date and latest time of deposit of offers

The offers will have to arrive under closed fold and seal latest **16/02/2024** at 10:AM, by deposit against receipt to the following address: Beyond this time no offer will be received nor accepted.

ARTICLE 14: Opening of the tenders

The opening of the bids will be carried out in the Jakiri Council conference room on _____ as from 11:00 AM, by the Jakiri Council Internal Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

AWARD OF THE CONTRACT

ARTICLE 15: Award of the contract

The Tenders Board will propose to the Contracting Authority to award the contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 22/27 of the essential criteria** taken into account.

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

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

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

ARTICLE 16: COMMENCEMENT OF WORK:

Before the commencement of works the contractor must be installed on the site by the following:

- ❖ The Authorizing officer.....(President)
- ❖ The Sub Delegate MINTP Jakiri (engineer).....(Secretary)
- ❖ The project manager (The Inspector of Basic Education(Member)
- ❖ The Divisional Delegate of MINEPAT.....(Member)
- ❖ MINMAP BUI.....(Observer)
- ❖ MINEPDED BUI.....(Member)
- ❖ The CDO Jakiri Council(Member)
- ❖ The Contractor or his representative(Member)

**DOCUMENT No. 5: SPECIAL ADMINISTRATIVE CONDITIONS
(SAC)**

Table of contents

Chapter I: General

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

Chapter II: Financial conditions

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

Chapter III: Execution of the works

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

Chapter IV: Acceptance

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

Chapter V: Miscellaneous provisions

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

Chapter I: General

Article 1: Subject of contract

The subject of this Contract shall be the Construction of Modern Latrines in some Nursery schools in Jakiri Council area, Jakiri Sub Division, Bul Division, North West Region.

Article 2: Contract award procedure

This contract shall be awarded by TENDER N° _05/ONITMINBASE/JC/JCITB/2024 of _____

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

3.1 General definitions (cf. Code)

- The Contracting Authority shall be the **Mayor Jakiri Council**
He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Contract Engineer shall be the **Sub Delegate MINTP Jakiri** hereinafter referred to as the Engineer and shall Visa the "Attachment"
- The Project owner the **Mayor of Jakiri council**. He represents the beneficiary administration of the works.
He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- The Project Manager shall be: the **IBE**
He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- The contractor shall be *[to be specified]*.

3.2 Security

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

In this case:

- The authority in charge of ordering payment shall be the **lord mayor JAKIRI Council**.
- The authority in charge of the clearance of expenditures shall be the **Divisional financial controller**.
- The body or official in charge of payment shall be the **Municipal Treasury JAKIRI**.
- The official competent to furnish information within the context of execution of this contract shall be the **DIVISIONAL DELEGATE, MINMAP**

3.3 Duties of the Control Mission, Project Manager

Article 4: Language, applicable law and regulation

1.2 The language to be used shall be *[English and/or French]*.

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

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

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

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

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);

- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents *[insert and indicate, where need be, names and references]*;
- 7) The General Administrative Conditions applicable on public works contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the contract *[insert and indicate, where need be, names and references]*.

Article 6: General instruments in force

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

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2005/048 of 23 February 2005 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code
7. Decree no. 2018/366 of 20 June 2018
8. Decree No. 2052/074 of 8 March 2052 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2053/271 of 5 August 2053;
9. Decree No. 2052/075 of 8 March 2052 to organise the Ministry in charge of Public Contracts;
10. Circular No. 005/CAB/PR of 19 June 2052 relating to the award and control of execution of Public Contracts;
11. Letter No. 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
12. Circular [00000001/CL/MINFI/MINDEVEL OF 4 JAN 2024] relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
13. Unified Technical Documents (DTU) for building works;
14. Applicable standards;
15. Other instruments specific to the domain concerned with the contract.

Article 7: Communication (Articles 6 and 10 supplemented)

- 1.1 All communications within the framework of this contract shall be written and notifications sent to the following address:
 - a) In the case where the contractor is the addressee: Sir/Madam.....
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the *[to the specified]* council, chief town of the region in which the work was done;
 - b) In the case where the Project Owner is the addressee:
Sir/Madam..... *[to be specified]* with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
 - c) In the case where the Contracting Authority is:
Sir/Madam *[to be specified]* with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable
- 1.2 The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager.

Article 8: Administrative Orders (Article 8 of GAC)

- 8.1 The Administrative Order to start execution of works shall be signed by the **Contracting Authority** and notified to the contractor by the **Project Owner** with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the **Project Owner** and based on the minutes of a site meeting jointly signed by **MINMAP, Project Owner and Project Engineer**, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by **Contracting Authority** and notified by the **Project Owner** to the Contractor with a copy to the **Contracting Authority**, the **Contract Engineer**, the **Project Manager** and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by the **Project owner based on the report of a joint site visit done by MINMAP, Project Owner and project Engineer** and notified to the contractor by the **Contract Engineer** or Project Manager (where applicable) with a copy to the **Contracting Authority**.
- 8.4 Administrative Orders serving as warnings shall be signed by the **Project Owner** and notified to the contractor by the **Contract Engineer** with a copy to the **Contracting Authority** and **Project Manager**. The **contracting authority** will proceed with the warning if the project owners fails in his responsibility within a time limit of (ten) 10 Days
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the **Contracting Authority** and notified by **his services** to the contractor with a copy to the **Project Owner, Contract Engineer and Project Manager**.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the **Project owner** upon the proposal of the **Contract Engineer** and notified to the contractor by the **Contract Engineer**.
- 8.7 The contractor has a time-limit of **fifteen (15) days** to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the **Project Owner**, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the **Project Manager**. Beyond this deadline, the **Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification**.

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

- 9.1 *[Specify if the contract has one or several phases]*

At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the contractor. This attestation shall condition the start of the following conditional phase.

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

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.

- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties [to be specified where need be].

Chapter II: Financial conditions

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

11.1 Final bond

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

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

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

11.2 Performance bond

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

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

11.3 Guarantee of start-off advance

20% maximum of the amount of the contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee

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

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

- Amount exclusive of VAT: _____ () CFA F
- Amount of VAT: _____ () CFA F.
- Amount of TSR and/or _____ CFA F
- Net to be paid= EVAT-TSR and/or AIR

Article 13: Place and method of payment

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

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

Article 14: Price variation (Article 20 of GAC)

15.1 Prices shall be firm.

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

15.2 Price updating modalities (not applicable)

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

(Not applicable)

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

(Not applicable)

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

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

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

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;

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

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

This contract is at [unit price, all-in price or unit and all-in price].

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

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

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

Article 20: Advances (article 28 of the GAC)

20.1 The Contracting Authority may grant a start-off advance equal to 20% of the amount of the contract.

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

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

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

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

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

21.1 Establishment of works executed

Before the 30th of each month, the contractor and the Project Manager shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

21.2 Monthly detailed account

Not later than the fifth (5th) of the month following the month of the services, the contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the contract since the start of the contract.

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

- [100-(2.2% or 5.5%) and/or - (7.5 or 15%)] paid directly into the account of the contractor;
- (2.2% or 5.5%) paid to the public treasury as AIR due by the contractor.
- 5% paid into the public treasury as TSR due by the contractor.

The Project Manager has a time-limit of seven (7) days to forward to the Contract 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.

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

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

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

A. Penalties for delay

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

- a) One two thousandth ($1/2000^{\text{th}}$) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- b) One thousandth ($1/1000^{\text{th}}$) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

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

B. Specific penalties [amount to be indicated]

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

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

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

Not applicable

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

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of Provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed Account of works executed to the contract Engineer. This final detailed account of works executed Summarises the total sums to which the contractor may be entitled as a result of the execution of the whole Jobbing Order.

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

25.2 The contractor as up to thirty (30) days to return the signed final detailed account.

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

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

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

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

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

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

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

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

- 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 28: Stamp duty and registration of contracts (article 37 of GAC)

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

Chapter III: Execution of works

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

The works shall include especially: (position or volume of works)

(To be specified *cf.* Special Technical Conditions)

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

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

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

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

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

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

Article 32: Role and responsibilities of the contractor (article 40 of the CAG)

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

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

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

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

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

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

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

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

35.1 Programme of works, Quality Assurance Plan and others

a) Within a minimum deadline of **[seven (07) days]** from the date of notification of the Administrative Order to commence execution, the contractor shall submit in **[six (6)]** copies for the approval of **[Project owner after the endorsement of the Contract Engineer]** the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable. **A duly signed copy of the execution must be deposited at Jakiri Council latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution.**

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

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

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

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

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

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

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

35.2 Execution draft

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

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

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

- 36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work.
- 36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: [To be specified in accordance with article 50(2) of the GAC].
- 36.3 Indicate the special measures demanded of the contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

Article 37: Implantation of structures

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

Article 38: Sub-contracting (article 54 of the GAC)

There shall be no sub-contracting

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

- 39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.
- 39.2 The Contract Engineer has a deadline of three days to approve the contractor's personnel and laboratory as soon as the request is made.

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

- 40.1 The Site logbook must be systematically jointly signed by MINMAP and Engineer, where need be and the contractor's representative each day.
- 40.2 It is a joint document in a single copy. Its pages must be numbered and initialled. No page should be removed. The erased or cancelled parts must be mentioned on the margin for validation.

40.3 Absence of site log book that is duly signed shall be sanctioned with a penalty of 3000 (three thousand) F CF/per day.

NB the Site logbook must be such that two carbon copies of each page are left behind.

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

Explosives shall not be used during the execution of this job

Chapter IV: Acceptance

Article 42: PROVISIONAL ACCEPTANCE

42.1 PRE- ACCEPTANCE OPERATIONS

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

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

➤ Findings on the quantity of works that have been effectively realized
 These operations shall be subject to a site report drawn up on the field, signed by the following:
 -Control Engineer,
 -Contractor.

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

42.2 Acceptance

The acceptance commission shall comprise:

- | | |
|---|-------------|
| 1- The Authorizing Officer | (Chairman) |
| 2-The Contractor or his Representative..... | (Member) |
| 3-The Sub Delegate MINTP Jakiri (Engineer)..... | (Secretary) |
| 4-The CDO Jakiri Council | (member) |
| 5-The project manager..... | (Member) |
| 6-The stores accountant..... | (member) |
| 7-MINMAP..... | (Observer) |
| 8-MINEPDED..... | (Member) |
| 9-MINBASE..... | (Member) |

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

Article 43: GUARANTEE PERIOD.

The guarantee period is one (05) year from the date of the provisional reception for the section of new civil Engineering works.

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

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

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

Chapter V: Sundry provisions

Article 45: Termination of the contract (article 74 of the GAC)

The contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of more than seven (7) calendar days;
- Delay in work resulting in penalties of more than 10 % of the amount of the works;
- Refusal to repeat poorly executed works;
- Default by the contractor;
- Persistent non-payment for services.

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

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

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

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

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

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

Article 48: Production and dissemination of this contract

Seven copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 49 and last: Entry into force of the contract

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

**Document No. 6:
Special Technical Conditions (STC)**

THE SPECIAL TECHNICAL CONDITIONS (STC)

GENERALITIES

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

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

TABLE OF CONTENTS

Page No.

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

SECTION 0: GENERAL CONDITIONS

0.0 INFORMATION

0.0.1 Aims: Objectives

The Mayor of JAKIRI Municipal Council in BUI Division, North West Region, hereinafter referred to as the Contracting Authority, intends to construct a building to serve as modern latrines for his municipality. The aim of the present specification is thus to describe the materials and equipments to be supplied as well as the works to be carried out in connection with the realisation of the project.

This descriptive notes and technical specifications are drawn up for the purpose of execution of modern latrines stalls. This handbook is for those to execute, supervise and the client, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favourable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility.

This section is intended to be complementary to, or supplementary to all what is not contrary to the provisions of the general terms of Contract. All information relating to the works shall be obtained at the Office of the Employer. No verbal answer will be given to any enquiries with regard to the meaning of drawings and specifications nor will any verbal instructions be given before the award of the contract. No verbal statement regarding the contract by any person previous to the award of the contract will be authoritative. Any explanation desired by Bidders must be requested in writing. If a reply is made, it will be communicated to all who have indicated their intention to tender for the works.

0.0.2 Errors

Should any errors, omissions, inconsistencies or obscurity in wording appear or occur in the drawings or in the specifications, or should there be any discrepancies between drawings and specifications, the Bidder shall, before submitting his bid, apply to the Employer, in writing, for an interpretation and determination of the intent of the drawings and specifications. Any interpretation made by the Employer before the submission of bids shall be a part of the tender Document.

0.1 Space Program

According to the Employer's brief to us, the total useful built floor space required is as follows

The project consist in the construction of a modern latrines comprising of three (03) scattling holes each, a toilet block with three (03) compartments of 172 by 155cm.

These above built spaces, we have proposed is distributed in the accompanying drawings,

These above built spaces, we have proposed is distributed in the accompanying drawings,

0.2 Scope of Studies

The Architectural and Engineering design studies for the building have been done to final working drawing stage to give a complete understanding of the nature and complexity of the building in terms of the materials to be used for its construction, including all finishes, as well as the functional and operational relationship of the spaces to be created.

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

0.3 Examination of Site

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

0.4 Guarantees

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

0.5 Materials, Workmanship, Tools, etc....

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

0.6 Contractor's Site Engineer

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

0.7 Contractor's Scope of responsibility

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

0.8 Scaffold, Ladders and Temporary Stairs & Shed

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

0.9 Removal of Rubbish.

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

1.10 Method of Construction and Work Plan

The Contractor shall submit to the Engineer not later than 28 days from the date of award of the Contract a general description of his proposed arrangements and methods for the execution of the Works, including temporary offices, buildings, access roads, deviations, Contractor's Equipment and its intended production output, working shift arrangements, strengths of work force of skilled and unskilled labour, supervision arrangements, power supply arrangements, supply of materials, stone crushing, aggregate production and storage, cement handling, concrete mixing and handling, methods of excavation, dealing with water, testing methods and facilities.

During the execution of the Works, the Contractor shall also submit to the Engineer full and detailed particulars of any proposed amendments to the arrangements and methods submitted in accordance with the foregoing.

The Engineer's normal working hours shall be defined as 7.30 am to 5.30 pm on weekdays with Saturdays and Sundays set aside for rest. If the Contractor wishes to execute Permanent Works outside these hours, or, public holidays he shall obtain the written permission of the Administration as required, and the Engineer at least one full working day in advance to enable the Engineer to make provision for supervision of such work.

0.11 Other Contractors

The Contractor is advised that other Contractors employed by the Employer and employees of the Employer may be working in connection with the Project on and around the Site.

Pursuant to the Conditions of Contract the Contractor shall not interfere in any way with any works, or property belonging to the Employer or a third party, irrespective of whether the position of such works is indicated to the Contractor by the engineer or not. The Contractor shall respect any works executed by others and articles supplied or installed by others and shall be held responsible for any loss or damage thereto if caused by him, his employees or his Subcontractors.

0.12 Displacement of Existing Networks

The Contractor shall request the services concerned to reroute any services network (water, electricity, telephone, ...) crossing the project site. The Contractor shall also take all necessary measures to channel off any natural water flowing through the project site.

0.13 Construction Photographs and Videos

The Contractor shall be responsible for the production of Construction Photographs and Videos as provided herein.

Photographs and Videos of the entire Site, or pertinent features thereof, shall be taken before the commencement of Works and promptly submitted to the Engineer. The same views shall be re-photographed upon completion of all the construction activities and a complete edited video shall be submitted with the Contractor's application for final payment. Additional photographs and videos shall be made each month throughout the progress of the Works at such times as requested by the Engineer, and submitted with the Contractor's application for progress payment.

SECTION 1: SITE INSTALLATION, COMPLEMENTARY STUDIES AND PREPARATORY WORKS

1.1 General Site Installation

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

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

1.2 Site Identification Board

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

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

1.3 Other Signboards

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

1.4 Hoarding

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

1.5 Surveillance and Guarding

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

1.6 Site Clearing and Maintenance of Access Roads

During the execution of the works the Contractor shall keep the site reasonably free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required.

Access roads leading to the site within the project area shall be kept accessible at all times. The portions of the roads to be maintained shall be those directly linked with the execution of the Building, from the exit point of their intersection with the principal road of the project.

1.7 Site Office and Meeting Room

The Contractor shall provide site office for his own use, for his site laboratory, and for site meetings.

1.8 Temporary Service Connections

The Contractor shall make all necessary arrangements to ensure connection of the site to water, electricity, telephone and other sundry services networks required in connection with the execution of the works.

The Contractor shall provide a clean, sufficient and continuous supply of fresh water, both for construction of the Works and for all offices, laboratories and workshops. He shall undertake all arrangements including pipelines and meters for connecting to local water mains and the provision of pumps, storage tanks or water conveyance where necessary, payment for all fees and water charges and the satisfactory removal of all such arrangements and provisions on completion of the Works.

1.9 Health, Safety, and Accidents

The Contractor shall ensure, in so far as is considered by the Engineer to be reasonably practicable and to the Engineer's satisfaction, the health, safety and welfare at work of his employees including those of his Subcontractors and of all other persons on the Site. His responsibilities shall include:

- a) The provision and maintenance of the Contractor's equipment and the adoption of methods of work that are safe and without risk to health,

- b) The execution of suitable arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, transport and disposal of articles and substances,
- c) The provision of protective sectioning and equipment, with such personnel and equipment and such information, instruction, training and supervision as are necessary to ensure the health and safety at work of all persons employed on the Works all in accordance with the laws of Cameroon,
- d) The provision and maintenance of suitably equipped and staffed first aid stations throughout the extent of the Works to the satisfaction of the Engineer. The Contractor shall allow in his prices and be responsible for the cost of all such site welfare arrangements and requirements,
- e) Designation as Safety Officer of one of his senior staff who shall have specific knowledge of safety regulations, and experience of safety precautions on similar works and who shall advise on all matters affecting the safety of workmen and on measures to be taken to promote such safety,
- f) The provision and maintenance of access to all places on the Site in a condition that is safe and without risk of injury,
- g) The provision of adequate waterborne sanitation, refuse collection and disposal, complying with the Laws of Cameroon and all local Bye-laws and to the satisfaction of the engineer, for all houses, offices, workshops and laboratories erected on the Site,
- h) The provision of an adequate number of suitable latrines and other sanitary arrangements at sites where work is in progress to the satisfaction of the health Authorities and the Engineers.

1.10 DRAWINGS AND DOCUMENTS

1.10.1 Standard Size of Drawings and Documents

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

1.10.2 Exhibited Drawings

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

1.10.3 Working Drawings

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

1.10.4 Documents to be supplied by Contractor

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

The time limit for approval of working drawings and issuance of other clearances is 15 days. The Contractor shall therefore take all necessary pre-emptive measures when submitting documents for approval to avoid any eventual delays on the overall time schedule of the works.

1.10.5 As-built Documents

The Contractor shall establish as-built drawings and plans as the work progresses. These drawings and plans shall incorporate all the changes and modifications that have been made and approved by the Engineer in the course of the project.

All the Drawings and plans shall be done on AutoCAD. The Contractor shall hand over all the as-built drawings and plans to the Employer in the number of hard copies agreed by the Engineer and an electronic copy of the AutoCAD files.

SECTION 2: EARTHWORKS, CONCRETE AND MASONRY WORKS.

2.0 Composition of Works

Concrete and block works shall comprise:

- Setting out of structures to be constructed;
- Excavation of foundation pits and channels.
- Construction of foundation bases, foundation columns, and ground beams.
- Construction of columns, beams, lintels and binding courses in reinforced concrete.
- Construction of hollow block floor slabs.
- Construction of all other concrete and masonry works as may be necessary for the complete execution of the project.

2.1 Setting Out

The Contractor shall satisfy himself as to the accuracy in line, level and dimension of any basic survey information provided by the Employer. He shall set out the works from all the Employer's established benchmarks as indicated to him by the Supervising Engineer and shall be responsible for all measurements in connection with the setting out. The Contractor shall furnish, install and maintain all markers.

Before commencing construction work, the Supervising Engineer and the Contractor shall jointly check all survey stations and benchmarks to be used, to ensure that all survey stations and benchmarks are in their original positions.

In agreement with the Supervising Engineer, the Contractor shall establish reference points to define the building at fixed locations and temporal benchmarks. These reference points and temporal benchmarks shall be maintained by the Contractor until the taking-over of the works. The Contractor shall provide the Engineer with a schedule of the levels and the location of all such benchmarks and shall ensure that such information provided to the Engineer is at all times kept up to date.

The Contractor shall not remove, damage, alter or destroy any benchmarks or survey stations. Any additional setting out required as a result of erroneous survey work on the part of the Contractor and any abortive works executed arising there from shall be rectified at the expense of the Contractor.

2.2 Earthworks for Foundation

2.2.1 General

The Contractor shall set out all pertinent lines, grades and levels as shown on the drawings and/or as otherwise required for the proper and accurate definition of the works of excavation and fills, and shall be responsible for maintaining the accuracy of lines and grade stakes during construction. All discrepancies in levels or setting out will be entirely the responsibility of the Contractor and he shall be liable to make good such discrepancies to the complete satisfaction of the Employer.

2.2.2 Excavation

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

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

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

2.3. Materials

Sand and coarse aggregate

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

Sand and aggregate shall meet the following grading requirements:

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

Sand for mortar shall meet the following grading requirements:

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

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

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

The maximum nominal size of stones for reinforced concrete shall be 2.5 cm and for mass concrete 4 cm.

The sources of aggregates shall be approved by the Employer and approval for change of the source of supply of an aggregate shall only be granted if it can be shown that the new material is sufficiently similar in all respects to the one previously approved to produce concrete of the required finish, colour, and strength.

The grading, once approved, shall be adhered to throughout the works and may not be varied without the approval of the Employer.

2.3.1 Storage of aggregate

The aggregate shall be stored on site separated in its various types and grading, on a hard, dry, clean surface.

2.3.2 Water.

The water to be used for making concrete and cement mortar shall be clean fresh water, free from all impurities.

2.3.3 Cement.

Cement, both grey and white or non-staining unless otherwise specified, shall be true Portland of standard brand and manufacture. Grey Portland cement shall be used throughout, except where white or non-staining Portland cement is specified.

All cement packages must be properly stacked off the ground, completely covered and protected from the weather and dampness. Only one brand of cement will be permitted to be used for each phase of the work. Cement, which has become caked, partially set, or otherwise deteriorated, or any material, which has become damaged or contaminated, shall be rejected.

2.3.5 Proportion of Concrete Aggregates

Concrete mixes shall be of the class shown on the drawings and described in the Bill of Quantities or Engineer's Specifications or details. The proportions of dry aggregates and cement in different classes of concrete are as follows:

- a) **Class A – Concrete: for foundations, columns, beams and all other reinforced concrete structural elements.**

Cement	=	350 kg/m ³
Fine aggregate	=	400 litres
Coarse aggregate	=	800 litres
- b) **Class B – Concrete: for all grade slabs and all non-reinforced concrete elements.**

Cement	=	300 kg/m ³
Fine aggregate	=	400 litres
Coarse aggregate	=	800 litres
- c) **Class C – Concrete: for blinding**

Cement	=	150 kg/m ³
Fine aggregate	=	450 litres

Coarse aggregate = 900 litres

The proportions given above are for guidance only, and the actual proportions shall be determined according to the types of aggregates available on site.

2.3.7 Mixing of Concrete.

A machine mixer of the revolving drum type shall be used for all concrete except that where only a small amount is required, the mixing may be done by hand in a manner approved by the Employer. Competent and experienced foremen shall be in direct charge of the mixing and placing of all concrete. All ingredients shall be thoroughly mixed until they are uniformly distributed throughout the mass, with the amount of water added to produce the concrete of proper consistency.

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

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

2.3.8 Placing of Concrete.

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

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

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

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

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

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

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

In joining fresh concrete to concrete that has already set, the concrete already in place shall have its surface cut over thoroughly with a suitable tool to remove all loose and foreign materials. The surface shall then be washed and scrubbed with wire broom and thoroughly drenched. It shall remain moist when the new concrete is placed. Immediately prior to the placing of the new concrete, the old surface of concrete already in place shall be thoroughly coated with cement slurry.

2.3.9 Curing of Concrete.

Concrete, after it is placed and until the expiration of the curing period herein provided for, shall not be allowed to dry out. Water curing shall be accomplished by keeping the surface of the concrete continuously wet by covering with water, or with an approved water saturated covering, or by spraying. All water used for curing shall be fresh water. Curing by other method shall be subject to the approval of the Employer. Curing shall be on for at least seven (7) days.

2.3.10 Protection.

All exposed fresh concrete surfaces shall be protected to prevent damage. Sufficient covering shall be provided and kept on hand for this purpose. All concrete shall be adequately protected from injurious action of the sun in a manner satisfactory to the Employer.

2.3.11 Embedded Items.

Before pouring any concrete, care should be taken to determine that all embedded items indicated on the drawings or otherwise specified are firmly secured and fastened in place.

2.3.14 Approval before concreting

Whenever so required by the Employer, concrete shall not be placed in any part of the works until the preparations (reinforcement, formwork, embedded items, etc.) have been inspected and approved by the Employer and his authorisation to concrete that specific part has been obtained.

2.3.15 Steel Reinforcement

Steel for normal reinforced concrete shall be deformed bars EF 40.

2.3.16 Bending and Fixing of Steel Reinforcement

Steel reinforcement shall be bent cold accurately to the shapes and dimensions shown on the drawings.

Reinforcement shall be fixed rigidly and accurately in the forms in accordance with the details shown on the drawings so that the specified amount of cover to the bars is everywhere maintained. For concrete members in contact with wet earth or moisture, minimum cover is 3cm. Minimum cover for beams and columns above ground level 2.5cm and for slab above same is 1.5cm.

Approved spacers and chairs may be used. Reinforcement temporarily left projecting from the concrete at construction or other joints, shall not be bent out of position during the period in which concreting is suspended, except with the approval of the Employer.

The steel shall be free from oil, grease, dirt, paint and rust. Bars, generally shall be of the required lengths; welding of main bars will not be permitted.

2.3.17 Form work

Timber forms shall be constructed of sound, well seasoned timber of such quality and strength as will ensure rigidity throughout the placing, ramming, vibration and setting of the concrete without visible deflection. They shall be so constructed that they can be removed without shock or vibration to the concrete. All joints shall be tongued and grooved, unless otherwise required, and shall be made sufficiently tight to prevent any leakage of grout. All form work shall be inspected and approved by the Employer before concrete is placed within it.

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

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

2.3.18 Preparation of Forms before Concreting

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

2.3.19 Formwork for Vibrated Concrete

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

2.3.20 Removal of Forms

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

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

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

2.3.21 Tolerances

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

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

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

2.4 Block Work & Plastering

2.4.1 Scope of Works

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

2.4.2 Sandcrete Blocks

All sandcrete blocks are to be made in a proportion of one part cement and seven parts sand, Vibratory type, and in case of the blocks made in an approved machine, the mixture shall be 1 part cement and six parts sand, well

rammed and consolidated in mould, and to be made into blocks within half an hour of the water being added to the mix.

2.4.3 Mortar

Mortar for block-laying is to be composed of one part cement and 3 parts sand. Mortar is to be used within two hours mixture and mortar which has commenced to set must not be used.

2.4.4 Wall to D.P.C. Level

All external and internal walls below damp proof course level to be built in 20cm thick solid blocks 40cm long by 20cm deep.

2.4.5 External and Internal Walls Above D.P.C. Level

All external and internal walls above D.P.C. to be built in 20cm, 15cm or 10cm thick hollow blocks as indicated on drawings

2.4.6 Rendering

Render all block work and concrete surfaces (lintels, columns, beams, soffit of reinforced concrete floors etc..) internally and externally, in sand and cement mortar plastering to a finished thickness of 1.5cm minimum. Rendering to be mixed by volume as follows:

One part cement, three parts approved sand

Render interiors of all gullies, manholes and septic tanks where applicable.

1.5 Stone Work

1.5.1 Stone to be used in masonry shall be trap, granite, quartzite, gneiss, laterite or any other type of good stone as specified in the BOQ or as approved by the Engineer. For all practical purposes good trap, granite, quartzite or gneiss shall be used unless specified otherwise in the BOQ.

1.5.2 All stones shall be free from defects like cavities, cracks, sand holes, flaws, injurious veins, patches of loose or soft materials, etc. The percentage of water absorption shall generally not exceed 5%.

1.5.3 The strength of building stones should be adequate to carry the loads imposed. The minimum crushing strength of approved stones shall be 200 kg/sqcm unless specified otherwise.

1.5.4 Stones used shall be small enough to be lifted and placed by hand. Length of the stones shall not exceed three times their height, and the breadth of the base shall not be greater than three-fourths of the thickness of wall or less than 150 mm. The height of stones for rubble masonry may be upto 300 mm.

1.5.5 Stones with round faces shall not be used.

Placing of stones

1.5.6 Dressing and shaping of stone shall be done before being used in masonry. Quality of dressing and shaping shall be as approved by the Engineer.

1.5.7 All necessary chases for joggles, dowels and cramps should be formed in stone beforehand.

1.5.8 Sufficiently wetted, cleaned stone shall be laid to lines, levels, curves and shapes as shown in the plans. Stones shall be laid on their broadest face in mortar and settled carefully in place with a wooden mallet. Clean chips and spalls, carefully selected to fit in the spaces shall be wedged to avoid thick beds or joints of mortar.

1.5.9 All connecting walls shall be raised together. In case one part is required to be left behind, raking back at an angle of 45 degrees or less shall be done.

1.5.10 It is imperative to adjust levels right at the start to achieve correct levels of window sill, roof, etc. But as this is quite difficult to achieve, it shall be part of the stone masonry work to provide cement concrete sill of mix in a ratio of 1:4:8 (1 cement, 4 sand and 8 20 mm graded aggregate) of 100 to 150 mm thickness in consultation with the Engineer.

1.5.11 Maximum thickness of joint shall be 20 mm for random rubble and 10 mm for course. Stones shall be set and laid by wooden hammer (mallet) and voids, if any, packed and consolidated by stone chips. Chips used shall not be more than 15% by volume of masonry.

1.5.12 Stones of full width of wall thickness shall be provided at every 600 mm centre to centre in each layer and staggered. For walls thicker than 600 mm two through stones overlapping each other at a minimum of 150 mm shall be placed.

1.5.13 The work shall be in perfect plumb or battered as specified.

1.5.14 Corner stones shall be well-dressed and chiseled. These shall be laid header and stretcher alternate. They shall not be smaller than 0.025 cu m and 300 mm in length. Further it must be noted that 25% of the above shall not be shorter than 500 mm in length.

1.5.15 Jambs shall be made from dressed corner stones.

1.5.16 Work of the day shall be raked to a depth of 20 mm while the mortar is green and cleaned with a coired string brush or wire brush. Stone surfaces shall be free of mortar or cement coats.

1.5.17 Vertical joints shall be staggered.

1.5.18 At angular junctions, stones at each alternate course shall be wellbonded into the respective courses of the adjacent wall.

- 1.5.19 Masonry construction with very thin faces, tied up with occasional through stones or filled up with dry packing or small-size aggregates shall be strictly prohibited.

SECTION 3: ROOF SUPPORT STRUCTURE AND ROOF COVERING

3.1 General description

The works described here involve the construction of roof trusses and purlins in hardwood, for the roof of some toilets in Jakiri Council area.

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

3.2 Nature of wood.

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

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

3.3 Preservation

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

3.4 Painting

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

Steel components other than bolts, connectors and washers should in all cases be painted before dispatch to the site. All surfaces should be thoroughly cleaned to remove all loose scale and rust before being painted with one coat of genuine red lead paint.

3.5 Workmanship

3.5.1 Moisture Content.

In order to minimise the effects of shrinkage or warping, the moisture content of the timber at the time of fabrication should be within 3% of the moisture content likely to be attained by the timber in service.

3.5.2 Machining of Timber

a) General

All timber should be sawn, planed, drilled or otherwise machined to the correct shape and size in accordance with the detailed drawings and specifications. Dimensions and spacing should not be scaled from drawings. Pieces damaged by splitting or bruising would be rejected if the dimensions allowed for similar defects in grading are exceeded.

b) Surfaces:

The quality of the surface, as finished, should be appropriate to the position and use of the timber. Surfaces at any joint in an assembly should be such that the parts may be brought into contact over the whole area of the joint before connectors are inserted or any pressure or restraints from the fastening is applied. These surfaces should have a good sawn or planed finish. Bearing surfaces of cuttings should be smooth.

c) End Sealing

Where splitting is likely to have a deleterious effect, end sealing is recommended.

3.5.3 Jointing

a) General

Details of the joints at nodes of the trusses are as shown on the drawings. Joints at nodes of the trusses are to be realised in nails.

The Contractor is advised to order wood from the saw mill with lengths that would minimise the need for joints.

b) Nailed Joints

When specified or where necessary to avoid splitting, nails should be driven into pre-bored holes of diameter not greater than four-fifths of the diameter of the nails. Care should be taken to avoid placing nails in any end split.

c) Bolted Joints.

Bolt holes should be drilled to diameters as close as possible to the nominal diameter of the bolt and in no case more than 1/16 larger than the bolt diameter. Care should be taken to avoid placing a bolt in any end split. A minimum of one complete thread should protrude from the nut.

A washer should be fitted under the head of each bolt and under each nut. The minimum sizes of washers are given in the table below:

Diameter of bolt (mm)	Minimum thickness of washer (mm)	Minimum sides of square or diameter of washer
10	3.5	50 mm
15	5.0	60 mm

3.6 Assembly of Units.

3.6.1 General

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

3.6.2 Site Assembly

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

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

3.7 Transport of Assemblies from Factory.

3.7.1 General

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

3.7.2 Protection:

- All materials and assemblies should be protected from the weather, and suitable measures should be taken to protect the surfaces during hoisting, etc.
- Handling:
The over-stressing of members during handling should be avoided. Where lifting points or methods of lifting are not indicated on the design, guidance should be sought from the Supervising Engineer.
- Storage:
Timber components should not be exposed to high humidity and all materials and assemblies should be protected against exposure to the weather, wetting, damage, decay and insect attack.
- Placing
All trusses assembled either on site or in factory can be placed, with the use of a crane. Placing can also be achieved by assembling the members in-situ. It can also be done by assembling the truss in 2 or more partial trusses, erecting these partial trusses with the help of a crane and scaffolding and coupling the partial trusses in-situ.

3.8 Erection.

3.8.1 Lifting Points:

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

3.8.2 Bolts:

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

3.8.3 Anchorage:

The Contractor shall discuss and agree with the Supervising Engineer on details of anchorage of trusses using metal brackets, plates, bolts, etc, as well as design details of such anchorage members. Purlins shall be anchored on the trusses with the help of wooden wedges.

3.9 Purlins:

Purlins shall be in well-seasoned timber of dimensions 5 x 10 cm fixed to the trusses with the help of angular wooden wedges which also serve to keep the purlins on edge at right angles to the rafters. The purlins must, prior to use, be treated with wood preservative as described above.

3.10 Roof Covering:

The roof covering shall be of 5/10 aluzinc (Tole bac) sheets of maximum possible length laid to fall as shown on the roof plan.

SECTION 4: ELECTRICITY

4.1 Preamble

4.1.1 The Works.

This section specifies the requirements to be met in the execution of the various operations involved in the installation of electrical energy and equipment to the building. The Contractor shall be required to execute the works in strict compliance with the drawings and diagrams provided. However, if necessary, he may propose any modifications that he may deem fit and obtain the approval of the Supervising Engineer prior to implementing such modifications. Where the Contractor proposes a modification, he shall be required to undertake a detailed study and produce all necessary electrical circuit diagrams and other relevant electrical drawings, and obtain approval thereof from the Employer prior to execution of the works.

4.1.2 Definition of works.

The contractor shall be expected to realise all the works and deliver the installations to the Employer in working order and according to existing regulations and standards.

4.1.3 Composition of works

The works shall generally comprise:

- Low voltage wiring of the building (i.e. installation of various circuits as required - lighting, sockets, etc.)
- Installation of various control and protection units as necessary
- Low voltage horizontal distribution boards.
- Normal lighting of all spaces in accordance with electrical layout plan and standard lighting requirements
- Earthing of the building and installations.

4.2 Documents to be supplied by the Contractor.

- Various circuit diagrams and other detailed electrical drawings
- Plans showing passages and reservation in civil works for electrical works.
- As built drawings showing location of all electrical circuits, panel boards, circuit breakers, equipment, etc.

4.3 Technical Prescription – Conditions for Execution of the works.

4.3.1 Presentation of Materials

The Contractor shall present for approval samples of the materials, equipment and appliances he intends to install. Installation can only be started when the Employer has given his approval.

4.3.2 Functioning Voltage.

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

4.3.3 Current Breaking Capacity, Short Circuit Current Resistance.

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

4.4 Workmanship.

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

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

4.5 Test and Receptions.

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

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

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

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

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

- Insulation tests.

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

4.6 **Equipment (Material, Appliances and Fittings).**

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

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

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

Tapping from the terminals of one appliance to supply others is strictly forbidden. Each appliance shall be supplied from a junction box by means of male/female supreme connectors. Where power connectors are used, it shall be necessary to use insulating separators between them. Each connector must be marked with a number corresponding to the plan in the distribution box.

Luminaries shall be preferably selected from those manufactured by MAZDA, LEGRAND or PHILIPS, unless otherwise requested by the Employer.

The earth circuit shall consist of a ringed naked multi-strand copper wire of 29 mm² section at the base of the foundation, and care shall be taken not to bury it inside concrete.

SECTION 5: PLUMBING

5.1.1 **Definition of Works**

The works involved in this section shall begin from the water supply meter, or main stop valve to the installation of pipe work, the supply and installation of all sanitary fittings and appliances and to all the pipe work for the evacuation of wastes and sewage water to the septic tank. Plumbing works shall also include the construction of the septic tank.

5.1.2 **Presentation of Samples.**

The Contractor shall present samples of required appliances and sanitary fittings for approval before placing any order for purchase and prior to installation.

5.2 **Technical Requirements concerning the Supply of Fittings, Equipment and Materials and the Execution of the Works.**

5.2.1 **General Requirements Concerning Pipe work.**

Before installation, all pipes must be cleaned to remove any foreign body – grease needed for shaping, stopper, pipe particles resulting from cutting of pipes.

Joints shall not be allowed in sections of pipes buried in walls, floors or other concrete member.

Pipe sections for supply and evacuation of waste water, storm water, and sewerage shall be established on the basis of nominal outflow per fitting.

Pipe work for water supply pipes would be of PVC of diameters as defined on plans. Pipes for evacuation of waste water and sewage would generally be of PVC and their placing and fixing shall be as recommended by the manufacturer. Minimum slope for evacuation pipes shall be 4%.

Pipes evacuating waste from sanitary fittings shall have the following minimum diameters:

Water closet	100 mm
Wash hand basin	40 mm
Showers	50 mm
Floor drains	50 mm.

5.2.2 **General Prescription for the Installation of Sanitary Fittings**

Sanitary fittings must be installed on level surfaces. Metallic pieces used for fixing and fitting in place must be protected against oxidation and corrosion.

Screws and nuts must be made of inoxydable material. The heads of screws and nuts must be separated from ceramics by washers of rubber or any other material.

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

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

5.3 **General Conditions for Installations Works.**

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

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

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

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

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

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

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

5.4 As-Built Plans.

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

SECTION 6: JOINERY WORKS

6.1 Composition of Works

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

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

6.2 Materials

6.2.1 Iron-Mongery

Surfaces of all castings shall be true, smooth and free from burrs, and all portions of lock mechanism, etc., which come in contact with or bear upon other parts shall be dressed to a true, smooth surface.

All door closers (exterior and interior) shall be guaranteed for a period of one (01) year.

6.2.3 Latch Bolts: -

Latch bolts shall be constructed so that they can in no way work loose, and if washer is rivet head must be full and machine set. All latch and lock bolts not otherwise specified shall be cast bronze.

6.2.4 Screws:

All hardware shall be secured with suitable screws and bolts of same material and finish. Screws for strike and face plates, hinges, sash fasts, transom hardware, windows pole plate, half-mortise brass locks, overhead door holders, and all door check and brackets for same shall be flat-headed counter sunk screws. Screws for all other exposed hardware oval headed. All shall be countersunk, unless distinctly specified otherwise. Screws for butts for exterior aluminium doors shall be stainless steel.

Hardware for metal frames, doors and windows, shall be secured with suitable tap-screws, mill screws and bolts.

All wood screws for securing door butts shall be long enough to secure butts through jamb and into wood stud behind jamb and blocking.

6.2.5 Hubs: -

Even Hubs for knob spindles shall be of cast bronze, finishing flush on each side of case.

6.2.6 Cylinders:-

Cylinders of locks shall be of proper length to fit the doors or drawers for which they are intended. Cylinders for all locks shall be cast bronze using a common standard diameter cast bronze rotating plug. The key way shall be a paracentric type of single section with seven pins or multiple (four or more) section with six pins multiple capable of being master keyed and grand master keyed as specified in the amendments without duplications or interchanges.

6.2.7 Strikes

Strikes for latches shall project sufficiently to properly protect trim. Slots in strike plates shall not be more than 5mm longer than bolts, and less than 6mm will be allowed between slots for latch and bolt.

6.3 Keys

Upon completion of the building and after all locks have been secured in their proper positions, all keys belonging thereto, shall be fitted to and made to work freely in their respective locks, in the presence of an Inspector representing the Employer. Thereupon the required number of keys for each lock, properly marked, shall be delivered to the Employer, who shall give a receipt therefor.

The top face of each key shall be stamped with a letter and number starting with A1 to Z1 and continuing the series of letters and numbers for the maximum of keys furnished. Each series of keys shall be tagged.

6.3.1 Key Schedule

A schedule of the keys shall be furnished in quadruple giving the letter and number of each key and the number or names of the rooms, cases, lockers, etc., for which the keys are intended.

6.4 Samples For Approval

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

6.5 Windows

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

6.6 Wood Joinery Works

6.6.1 Scope

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

6.6.2 Carpenter and Joiner.

Timber:

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

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

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

Wrot Face

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

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

6.6.3 Preparation. -

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

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

6.6.4 Fixing

The fixing and framing of timber generally hereafter described includes the provision of all necessary glue, nails, screws and other fixing elements to adequately secure the timber in an approved method and as may be directed.

6.6.5 Dimensions

All dimensions are to be taken from the drawings and scheduled data and verified on the buildings, and not from the Bill of Quantities (here provided).

6.6.6 Framing.

Joiner's work is to be executed in the best possible manner properly screwed, tenoned, shouldered, wedged, pinned and glued with all exposed faces wrot and sand-papered as required.

All glued joints are to be cross-tongued and all edges, where not moulded, are to be slightly rounded.

All machine-made work is to be finished off by hand where required and wrought in the best manner for painting, where applicable.

6.7 Wood Preservative

All structural timber, door and window frames are to be brushed with a wood preservative complying with B.S. 1282 type B. Timbers shall be treated after cutting and before assembly and any timber which is cut after treatment shall have the cut surfaces treated with two brushed coats of the preservative. The preservative used shall be that which will allow satisfactory painting after drying out.

6.8 Insulated Ceilings: -

6.8.1 Ceiling Boarding

Ceiling boarding to be of 5mm plywood.

6.8.2 Skirting

Where shown on the drawings or quantities provide and fix 3cm x 10cm mahogany chamfered skirting glued to walls and mitred at junctions. Provide all necessary fixings and grounds.

6.9 Flush Doors: -

All doors shall be as described in the particular specification or as indicated on drawings and door schedules.

6.10 Door Frames: -

Unless otherwise specified in the detail drawings, provide 18cm x 5cm rebated frames to all doors and fix to walls with four mild steel holdfasts screwed to back of frame and built into joints of hollow block work with concrete mortar.

Fix feet of all door frames with 1cm x 15cm mild steel rod doveled into frame and floor.

All door frames are to be fixed with faces flushed with the finished plastered surface of the walls.

Doors are supplied complete with frames, security locks, architraves, and all finishes.

6.11 Shelving:

Provide 2.5cm shelving to cupboards etc., as shown on the drawing fixed on 5cm x 2.5cm framed galleons brackets. All shelving shall be fitted 2.5cm clear of wall face, as shown in detail drawings.

6.12 Material for Interior Finish: -

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

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

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

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

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

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

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

6.13 Plywood:

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

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

6.13.1 Thickness:

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

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

6.13.2 Materials

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

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

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

6.13.3 Appearance

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

All exposed plywood shall be finished as follows (for doors) and as per details: -

- Face veneer: 6mm, cross-band: 4mm core to be solid with rails framed into stiles.
- Edge strips on sides, top and bottom of doors. (Strips are not required around openings of glass or glass or louvers)
- Thickness 4cm unless otherwise specified.
- Strips are to be glued in a manner to prevent loosening and may be installed before or after the door is assembled.

6.14 Workmanship

All work shall be done in strict accordance with the details for the various portions of the work. All adjoining pieces of hardwood for any work specified in this section shall be carefully selected to match the colour and grain as closely as possible. Interior finish shall be smooth, high-speed machine work, free from planing machine marks, sand-papered smooth, ready to receive paint or varnish. Wood work shall be countersunk. Kerfing on faces of trim or moulding will not be permitted. Stiles and rails shall be properly housed in to framework and all parts properly nailed and glued together. All trim except window trim shall be mitred with mitres doweled or clamped with approved clamps. For joining of window trim see details.

6.14.1 In addition to machine sanding all interior wood work shall be properly sanded by hand with sandpaper to give them a smooth surface for finishing.

6.15 Exterior Entrance Doors

It is intended that all external doors, excepting toilet doors, should be made from deep bronze aluminium profiles and/or clad in glass pane. However, should it be acceptable to use wooden doors as alternative, the doors shall be made out of hardwood found in Cameroon. Northern white pine, Mahogany, Iroko etc. are all of select grade. Mounting when indicated, shall be white Iroko.

Rails, stiles and panels shall be solid. The doors shall be primed with one coat of pure white lead linseed oil paint before delivery. The Employer reserves the right to take apart one or more doors for the purpose of examining the materials and method of construction.

6.15.1 Panels of exterior entrance doors shall be of the floating type, constructed on built-up cross of narrow strips of thickness required by the details, of mahogany or Hardwood Timber with grain reserved in alternate strips, glued together under machine pressure. Veneers must be glued under pressure of not less than 1000 kg.

6.15.2 All glue used in the construction of these exterior doors shall be of the phenolic resin type capable of resisting any tests demanded by the Employer.

6.15.3 Panels shall be secured in place with panel mouldings of same material specified for stiles and rails and set in white lead. All surfaces of door shall be properly sanded and primed with one coat of pure white lead and linseed oil paint before delivery. When delivered at the building the doors shall be at once fitted to the openings and all edges sealed with a heavy coat of approved paint.

6.16 Interior Doors, Trim, etc:

Furnish and set all wood doors, transoms, jambs, bars, trim, plinths, partitions, etc., as indicated on details and scale drawings.

All materials shall be of the respective kinds specified under Material for Interior Finish. Stiles and rails shall be blind-tenoned, wedged and glued together. Doors 3cm or less in thickness shall be 5 ply for core plywood. All other doors, unless otherwise specified, shall be flush veneered doors.

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

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

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

- 6.16.1** Jambs shall be solidly blocked out especially where hardware is to be applied, blocking behind door butts shall be set so as to receive the butt screws.
Interior flush wood doors may be assembled with highly water-resistant glue and 2cm hardwood spiral dowel, five inches long, or with mortise and tenons with blind wedges.
Provide opening in wood doors, where required, for the glass light specified in the door schedule.

6.17 Window Trim

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

SECTION 7: FLOOR & WALL FINISHES

7.1 Scope:

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

7.2 Vitreous Tiles:

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

7.3 Glazed Tile:

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

7.4 General:

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

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

- All wall tiles shall be laid up with vertical joints (not over 2mm thick), continuous and unbroken in perfect alignment.
- The tile shall be buttered or floated to suit conditions.
- All joints shall be filled solidly with white cement.
- Tiles shall be set, with Type B mortar, to the required levels and planes with true lines and angles.
- Cut edges of tile shall be carefully ground and jointed. Do all cutting and drilling required for setting and as may be required by other contractors in a neat manner without marring the surface.

7.5 Option for Setting Glazed Tile:

The Contractor has the option of using the thin bed (Miracle Adhesive) setting method as hereinafter specified in lieu of the customary method of setting glazed tile in cement. If the Contractor chooses to use this option, he shall install a smooth white finishing plaster coat immediately behind all glazed tiles.

If the Contractor chooses to exercise the option of the thin bed setting method for tile, he shall make all required adjustments in room sizes, door and window trims, etc. that may be necessary to suit conditions. This option of the thin bed setting method applies only to glazed tiles.

7.5.1 Adhesive

The adhesive shall have been used for setting tiles successfully for at least five years within the National territory under similar conditions. The adhesive shall have a rubber and resin base, and it shall not contain any asphalt or vegetable oils. The adhesive shall be supplied in containers bearing labels with instructions for application, methods of cleaning tools and work, and warning of any conditions where its use is not recommended.

7.5.2 Prepared Grout

Miracle tile grout of proper type, or approved equal, shall be used and installed in accordance with the manufacture's directions.

7.5.3 Surfaces to Receive Tiles

All surfaces to receive tiles shall be firm, smooth, clean level, plumb and square. Inspect all surfaces prepared by others before starting tile work and report all unsatisfactory conditions. Starting tile work shall be considered an acceptance of work of others.

7.6

width.

7.7 Grouting & Finishing

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

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

SECTION 8: PAINTING AND DECORATION.

8.1 Scope

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

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

8.2 Materials:-

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

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

8.3 Workmanship

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

- All knots, sap and pitch streaks in woodwork to be painted shall be coated with white shellac before the first coat is applied.
- All holes, crevices or other defects in plaster or other work shall be painted up smooth.
- After the priming or shellac coat, and before the first coat of varnish or paint has been applied, all nail holes, etc., shall be stopped with Ruffy, coloured to match the colour of the wood or the stain, as the case may be. All putty shall be brought flush with the surface and sand papered smooth, leaving no surplus putty.
- Paint shall be evenly spread and well brushed out. Varnish and enamel shall be evenly and smoothly flowed on, and care shall be taken to apply paint varnish and enamel in a suitable temperature, never when less than 60 degree F°. Application of paint by spraying will not be permitted.
- All painting shall be done so that there shall be no drops, runs or sagging of materials. Drop cloths shall be used to prevent drops of paint, kalsomine, oil, varnish, etc., from defacing the painted walls, woodwork floors, stairs, fixtures, etc., and all paint spots shall be removed from glass and other finished surfaces.
- Each coat of oil, graining, varnish or enamel shall be inspected and approved before another coat is put on. Each coat of paint shall be of a shade sufficiently different from the succeeding coat to facilitate easy identification of the different coats. The final coat shall be of the approved colour.
- Where a priming coat or other painting is called for under other sections of the specifications it shall be considered as one of the coats of paint specified in this section.
- The colours for all of the work will be selected by the Employer.
- Samples of colour and finish shall be prepared under natural lighting conditions and in the places to which the various finishes are to be applied. Triplicate samples if finish on wood specified to be stained and varnished shall be prepared and furnished for approval; additional samples shall be furnished when required.

No work shall be done prior to the approval of such samples and the finished work of each kind shall be of uniform character throughout and equal in all respects to the approved samples. Unsatisfactory finishes shall be removed and the work refinished as directed.

8.4 Exterior Woodwork & Metalwork

8.4.1 Sash and doors including frames shall be painted two coats of the specified oil paint (see quantities) in addition to the shop coat. Exposed surfaces of steel lintels shall be painted with the windows.

All other exterior woodwork not otherwise specified, shall be primed with a heavy coat of lead and oil paint on all sides and edges before erection, and painted with two coats of the specified finish paint.

A third coat of paint shall be applied to all windowsills at completion of job, when directed.

8.4.2 Exterior Metal Work

Touch up all damaged surfaces of exterior metal (except on-ferrous metals) work with red lead. All steel lintels in exterior walls (not connected by hangers, bolts or otherwise to the structural steel work) shall be painted a field coat of red oxide before erection.

In addition to the shop coat for miscellaneous and ornamental iron work all exposed exterior miscellaneous ornamental iron work shall be given two coats of the specified finish paints. This shall also apply to all exterior lintels furnished under structural steel.

Galvanised iron railings and wirework shall be given one coat of approved galvanised iron primer and one coat of lead, zinc and titanium paint or aluminium as will be directed.

All exterior steel and hollow metal windows and frames after being erected and before glazing shall receive one coat of the specified finish paint (see quantities) and a second coat of same paint after putty has dried and set, not sooner than three weeks after glazing.

8.5 Interior Woodwork

All woodwork (except wood flooring), in addition to the staining and filling, lacquering or shellacking, specified to be done under other sections of work shall be finished with one coat of flat or spare varnish as will be directed.

8.5.1 Plaster, Concrete and Masonry

All plaster, concrete or masonry wall and ceiling surfaces throughout the building (except the walls and ceilings of the pipe and duct spaces) shall be painted as hereinafter specified.

The plastered walls and ceilings, including ceiling surfaces shall be given a priming or first coat, and then finished with a final coat of interior or gloss paint as selected, except laboratories, changing rooms and the like where the final or finishing coat shall be of enamel and composed of equal parts of enamel and flat finishing coat.

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

8.6 Paints

All materials shall be delivered on the premises in the original sealed containers with the seals unbroken and with the name and trade brand of the manufacturer on each container. The manufacturer shall also place on each container a label on which he recommends the thinner to be used with the particular paint if thinner is necessary. All paints, varnishes and painting materials shall be factory mixed and shall in all instances conform to these specifications.

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

SECTION 9: EXTERNAL WORKS AND LANDSCAPING.

9.1 Lateritic gravel recharging

These Materials have to respond to the following specification:

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

9.2 Quarries or laterite pits

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

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

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

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

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

All measures should be taken so that water should drain normally out of the laterite pits

9.2.1 Bad quality soil

Considered as soils of bad nature are soils with the following conditions;

- Plasticity Index of more than 20
- CBR after 4 days of imbibing has a dry density corresponding to 95% of the OPM less than 30.

9.2.2 PURGING LOOSE SOIL

In areas where the soil shall be deemed loose as per (under Article 6 of this CCTP), the Contractor shall undertake the removal of this soil. The soil shall be removed from the site under the same conditions as the products of the scarification.

9.2.3 Bottom of the form

The Bottom of the form is defined as that part of the structure on which the paved stone pavement is placed. The surface of the existing surface. The thickness of the Bottom of the form is considered as equal to 20cm. the materials which constitute this Bottom should correspond to the characteristics below except derogations accorded by the project manager.

- Containing organic materials: of less than 2%
- Grains: diameter of constituents less than 100mm
- Plasticity Index: less than 20
- CBR of more than 25 for a dry density corresponding to 90% of the OPM
- Linear swelling: tolerance of 2% maximum.

In a case where the earth at the point shall not have these characteristics, the contractor shall realize a layer of the form responding to these norms. Remuneration of the preparation of the bottom of the form is not specified inclusive in other unit prices.

9.3 Backfill materials adjacent to structures

Backfill materials adjacent to structures and ducts must meet the following specifications:

- No OPM density should be greater or equal to 200
- No elements greater than 50mm;
- The CBR after 4 days of imbibing to a dry density corresponding to 95% of OPM should be greater or equal to 40
- IP below 30;

In addition, they must be free of plant debris. Their size shall constant.

SECTION 10: COBBLESTONE PAVEMENT

10.1 Scope

These specifications cover the construction of cobblestone pavements. The stone surface option is used for rural road construction where there is ready availability of rock material and is suitable for medium to high traffic densities or where sections of the road have steep longitudinal gradients. Stone surfacing may also provide appropriate surface treatments for road sections through rural villages and communities as well as modern latrines places. The stone surface can be produced using the natural shape of the stone and placing it by hand in its tightest possible positions by minimizing the size of the joints. The joint will then be filled by smaller stone and fine material. The stone surface can also be produced by cutting stone into cubic or rectangular shapes in order to ensure that they are placed a tight pattern. Cutting (or dressing) stones in this way means the final surface will be smoother than the stone using only its natural shape.

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

10.1.1 Materials

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

Stone for surface should be 15 cm x 25 cm, with the smallest acceptable size 10 cm x 15 cm. Stones should be cubic or rectangular shaped. Stone from a quarry should be dressed or shaped to the required shape when delivered to site. Stones for edge kerbs should ideally be 20 cm x 30 cm with the smallest acceptable size 15 cm x 25 cm. The kerbstones

should be cubic or rectangular shaped. Kerbstones from a quarry should be dressed to shape when delivered. The kerb stone is crucial for holding the other stones in place.

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

10.2 Construction methods

10.2.1 Work Method Step 1.

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

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

10.2.2 Work Method Step 2;

Blinding Course Prepare the road sub-base by shaping the sub-base to level and ensuring 4-5% camber. Compact the prepared sub-base then place and spread the blinding course layer of coarse sand of 5 cm thickness.

10.2.3 Work Method Step 3;

Placing of Stones Ensure the string line is tightened at the marked levels and connected from edge pegs to centre line pegs. Place the stones on the spread sand as close together as possible. Where some stones are slightly wedge-shape it is necessary to place the wider end down onto the sand layer. The stones should be placed starting from the outside edge and then working towards the centre line of the road. Ensure the top level of the stones is at the level set by the string line. Where-ever the top level of the stone is higher than the set string line; such stones should be hammered down into the sand to level. After the large stones are placed it is important to use small stones to tighten the larger stones by inserting the small stones into gaps between the large stones. The laying of the stone surface requires skilled labour to achieve good workmanship.

10.2.4 Work Method Step 4;

Surface Graveling and Compaction to avoid movement of the stone, a thin layer of sand is spread over the stone surface and washed into the voids by water.

In order to make the stone surface water-tight and to provide a smoother surface for vehicles, the stone paving should then be covered by a thin layer (5 cm) of selected gravel. The selected gravel should contain mixture sand and coarse aggregate of grading not larger than 50 mm with a small portion of clay. The selected gravel is spread on the stone surface. Some portions of the gravel will then be filled the stones gaps to further strengthen the stability of the stones and other gravel will remain on the surface. After spreading the selected gravel, final compaction will be carried out, by 2-3 passes using a 3-5 tonnes roller. Vibration during the compaction should not be used. The compaction will level the height of the stones providing smoother surface on the carriage way. The compaction should be carried out from road edge towards the centre-line of the road.

10.2.5 Work Method Step 5;

Constructing Road Shoulders Road shoulders shall be filled by using mountain gravel or laterite. Before filling, the existing shoulder should be watered. The shoulders are filled and shaped to the same level as the kerbstones. The filled material is spread to form a slope of 7-8% away from the road. Compaction is then carried out by vibrating pedestrian roller or plate compactor/vibrating tamper.

10.2.6 Work Method Step 6;

Constructing Filter Drains Filter drains are constructed to drain water from the stone surface beds. The filter drains are provided at interval 5 - 10 m for both side of road shoulder. The filter drains should be constructed at

the time of filling road shoulders by excavating the drain across the road shoulders in rectangular shapes of 20-30 cm wide with the invert (bottom level) of the drain the same as bottom level of the kerbstone and sloping slightly away from the road. The excavated rectangular box is then filled with broken stone and surfacing should be the same material as that of the road shoulders. Compaction can then be commenced at the time of compacting for road shoulders.

10.2.7 Work Method Step 7; Slope Protection The road shoulders and slopes should be protected from erosion by planting grass and turfing. The roots of the grass can help to retain the soil and stabilise the slopes and shoulders by preventing the surface soil from being washed away. Where necessary bio-engineering work methods shall be engaged as required

10.3 Quality Control for Construction of Stone Surface

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

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

	<ul style="list-style-type: none"> ✓ Randomly count the number of passes carried out for compaction. 		
Construction shoulders and filter drain	<ul style="list-style-type: none"> ✓ Check material for filter drain is in accordance with the Specification ✓ Check the dimension and locations of the filter drains ✓ Check quality of material used for shoulder is as per Specification ✓ Check level of the shoulder is the same as the top level of kerbstones and slopes toward the side drain ✓ Check the degree of compaction of the shoulder by randomly counting the number of passes during compaction. 	During construction of shoulders	Measuring tape, DCP
Final check for finishing work	<ul style="list-style-type: none"> ✓ Visual check on overall appearance : ✓ Check all remaining material has been cleared from site ✓ Check that all holes or side borrow are filled and levelled ✓ Check slope protection works are completed and the surface slopes are stabilized. 	After completion of the work	File report

10.4 Occupational Safety and Health (OSH) in the Construction of Rigid Pavement Roads and surfaces.

This section addresses the essential provision of general safety and health measures for all workers on construction and quarrying sites for the construction of rigid pavement of stone and concrete.

10.4.1 Safety Measures Carry out a safety briefing for all workers before works begin.

Make sure work is organized so that each worker has enough space to carry out his or her task without endangering other workers. Make sure that all workers are aware of the need for protective clothing including footwear, eye-protection and gloves for certain construction and quarrying activities. Place warning signs or cones at each end of the work area. The warning signs should be placed 50-100 m away from the working areas. The worksite shall either be clear and safe or have warning lights on at night and protection around the site works. All equipment operators must be trained in the use of their equipment (trucks, rollers, concrete mixers, quarrying and construction hand-tools). Equipment must be maintained in good condition and workers must be aware of that safety covers should be used over moving parts on machinery. Other than authorised workers, No persons, especially children, are allowed to enter in the work area. The contractor shall not allow the use of alcohol or drugs on the work site or in the site camp.

The Contractor shall maintain a diary recording the details of any worker accidents on site and shall report these to the supervising engineer on the day of any accident.

10.4.2 Drinking Water

Clean drinking water must be available within 50 metres of all work sites and at least 2 litres should be available per worker per day. Consideration should also be given to flexible working hours to avoid working in the hottest time of the day.

10.4.3 Safety Gear and Equipment

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

SECTION 11: ENVIRONMENTAL PROTECTION AND WASTE DISPOSAL

11.1 Scope

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

11.2 General

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

11.3 Landscape preservation

11.3.1 General

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

11.3.2 Construction facilities

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

11.3.3 Quarries, borrow pits and storage areas etc.

Problems with erosion in the borrow pit must be avoided, if necessary by the construction of temporary banks, but preferably by the choice of pits. When they are no longer required, all quarry sites, borrow pits and areas used for the disposal or storage of surplus materials and asphalt plants shall be reinstated by landscaping including the replacement and spreading of topsoil as directed by and to the satisfaction of the Engineer.

Erosion mitigating measures shall be given priority to ensure proper drainage, being of the great importance around human habitation, where permanent water holes might be a health risk. It must be noted that the Taking-Over Certificate will not be issued, before a proper reshaping and replanting of borrow pits has been carried out to the satisfaction of the Engineer.

11.4 Temporary soil erosion control

These Works shall consist of temporary control measures as shown on the Drawings or required by the Engineer during the process of the Works, to control soil erosion and water pollution, by use of berms, dykes, silt fences, brush barriers, dams, sediment basins, filter mats, netting, gravel, mulches, grasses, slope drains, and other erosion control devices or methods. Appropriate control measures will be required to avoid emission of high concentration of sediments into wetlands, swampy areas and other particular sensitive areas. The temporary erosion control provisions shall be coordinated with permanent erosion control features to assure economical, effective and continuous erosion control throughout the period of the Works.

11.4.1 Construction

A schedule of proposed temporary (and permanent) soil erosion control Works shall be developed by the Contractor at the commencement of the Contract, in consultation with the Engineer and to his satisfaction. The Contractor shall carry out (and maintain) temporary erosion control to prevent soil erosion that will adversely affect construction operations, damage adjacent properties, or cause contamination of adjacent streams or other watercourses, lakes, ponds, swamps or other areas of water impoundment. The Contractor shall incorporate all

permanent erosion control features as shown on the Drawings into the Works at the earliest practicable time as outlined in his schedule, to minimise the need for temporary erosion control measures.

11.5 Abatement of air pollution

The Contractor shall comply with applicable Cameroonian laws and regulations concerning the prevention and control of air pollution. Notwithstanding the above in conduct of construction activities and operation of equipment, the Contractor shall utilise such practicable methods and devices as are reasonably available to control, prevent, and otherwise minimise atmospheric emissions or discharges of air contaminants.

11.6 Noise abatement

The Contractor shall comply with applicable Tanzanian laws, orders, and regulations concerning the prevention, control, and abatement of excessive noise. Workers shall be sufficiently supplied with ear protection as required in the opinion of the Engineer and instructed in using them. Blasting, the use of jackhammers, pile driving, rock crushing, or other operations producing high-intensity impact noise may be performed at night only upon approval of the Engineer.

11.7 Light abatement

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

11.8 Preservation of historical and archeological data

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

11.9 Cleanup and disposal of waste materials

11.9.1 Cleanup

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

11.9.2 Disposal of waste material

11.9.2.1 General

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

the construction area. Waste materials removed from the construction area shall be dumped at an approved dump.

11.9.2.2 Disposal of material by burying

Only materials approved by the Engineer may be buried. Burial shall be in pits the location, size and depth of which shall be approved by the Engineer. The pits shall be covered by at least 0.6 metre of earth material prior to abandonment.

11.9.2.3 Disposal of material by burning

All materials to be burned shall be piled in designated burning areas in such a manner as will cause the least fire hazards. Burning shall be thorough and complete and all charred pieces remaining after burning, except for scattered small pieces, shall be removed from the construction area and disposed of as otherwise provided in this SUBLAUSE. The Contractor shall, at all times, take special precautions to prevent fire from spreading beyond the piles being burned and shall be liable for any damage caused by his burning operations. The Contractor shall have available, at all times, suitable equipment and supplies for use in preventing and suppressing fires and shall be subject to all laws and regulations locally applicable for pre-suppression, suppression, and prevention of fires.

11.9.2.4 Disposal of material by removal

Material to be disposed of by removal from the construction area shall be removed from the area prior to the completion of the work under these specifications. All materials removed shall become the property of the Contractor. Materials to be disposed of by dumping shall be hauled to an approved dump. It shall be the responsibility of the Contractor to make any necessary arrangements with private parties and with local officials pertinent to locations and regulations of such dumping. Any fees for charges required to be paid for dumping of materials shall be paid by the Contractor and shall be included in the prices bid in the Bill of Quantities for other items of work.

TECHNICAL PERSONNEL OF THE PROJECT

V.1 Description of the profile of the personnel

Shown below is the quality of administrative staff needed for the proper execution of the

No	Post	Qualification	Years of Experience
1	Works Director	Engr. in Civil, or Rural Engineering	At least ten years' experience in similar works
2	Foreman	HND Civil, Hydraulic or Rural Engineering	At least five years' experience in similar works
5	Team Heads (earth works, culverts & bridges)	HND or OND Civil, Hydraulic or Rural Engineering	At least five years' experience in similar works
7	Masons, carpenters, ironbenders	Certificates of works	At least five to ten years' experience in similar works
8	General Labor		

V.2 Rate of involvement of local labor

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

V.2 Rate of involvement of local labour

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

EQUIPMENT AND TOOLS NEEDED TO REALIZE THE PROJECT

The following state the type of equipment needs for the vworks

TRANSPORTATION	SITE HEAVY EQUIPMENT	SITE TOOLS	TOOLS FOR OPERATIVES
At least a 7ton tipper	Concrete mixer	Dig axes	Trowel

LOT 1	CONSTRUCTION OF VIP TOILET WITH 03 SQUATTING HOLES AT			
LOCATI ON:	GNS RANN, GNS MANTUM, GNS TARON, GNS NTOH NKAR AND GNS SOP JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION			
UNIT PRICE SCHEDULE				
LOCATIO N:	DESCRIPTION	UNIT	UNIT PRICE IN FIGURE	UNIT PRICE IN WORDS
	Preparatory works			
101	Cleaning and grubbing of site	LS		
102	Setting out	ls		
	SUB TOTAL LOT 100			
LOT : 200	Preliminary works			
201	Levelling of the platform	m2		
202	Excavation of pit and foundation trench	m3		
203	Backfilling and compacting	m3		
	SUB TOTAL LOT 200			
LOT: 300	FOUNDATION			
303	5cm Lean concrete PC150 for footings strip foundation	m3		
305	Foundation walls in Masonry block works 20x20x40cm filled with concrete PC150	m2		
306	Reinforced concrete works for footings, columns, ground beams and cover slabs dozed at 350kg/m3	m3		
	SUB TOTAL LOT 300			
LOT 400:	BLOCK WORK IN ELEVATION			
401	Block work of 15x20x40	m2		
402	Plastering of walls	m2		
403	Reinforced concrete works for columns, lintels, topplate and beams dozed at 350kg/m3	m3		
404	Cement screed	m2		
	SUB TOTAL LOT 400			
LOT 500:	CARPENTRY AND JOINERY WORKS			
501	rafter 5 x 15cm for roof	m3		
502	Purlins 5x7cm for the roof	m3		
503	4 mm plywood ceiling including noggings	m2		
504	Aluminium sheets for fascia board	m		
505	roofing sheets (Tole bac 6m) 6/10 including accessories	M2		
506	Cover ridging including nails	m		
507	Corner ridging including nails	m		
	SUB TOTAL LOT 500			
LOT 600:	WOODEN AND METALLIC WORKS			
601	wooden Doors of 70 x 210 COMPLETE	U		
603	Ventilation including grillage	m		
	SUB TOTAL LOT 600			
LOT 700	Plumbing			
701	Vetillation pipes 4m including accessories	u		
	SUB TOTAL LOT 700			
LOT 800:	PAINTING			
801	Painting of the ceiling	M2		
802	Painting of External walls (pantex 1300)	M2		
803	painting Internal walls (Pantex 800)	M2		

(01) 4x4wd vehicle	Concrete needle vibrator	Spades	Measuring tape
20 T Truck	Wheel barrows	Shovels	Protective clothing and shoes
	Compactor	Cutlass, bucket,	
		Measuring toolsetc	

4.12 Subcontractors

20 T Truck

Document No. 7:
Schedule of unit prices

804	Painting of doors both in and out	M2		
805	Skirting with oil paint 15cm height both in and out	m2		
SUB TOTAL LOT 800				
LOT 900:	Drainage and pavement			
901	mass concrete pavement on the varenda surrounding the building dozed at 300kg/m3	M2		
SUB TOTAL lot 900				
Lot 1000	Environmental mitigation measures			
902	Drainage gutters (40x20cm)	ML		
Subtotal				
TOTAL WITHOUT TAXES				
VAT (19.25%)			19.25%	
IT (AIR) - 5.5%			5.50%	
TOTAL INCLUDING TAXES				
NET AMOUNT TO BE PAID				

**DOCUMENT NO. 8:
BILL OF QUANTITIES AND ESTIMATES**

LOT 1	CONSTRUCTION OF VIP TOILET WITH 03 SQUATTING HOLES AT									
LOCATION :	GNS RANN, GNS MANTUM, GNS TARON, GNS NTOH NKAR AND GNS SOP JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION									
BILL OF QUANTITIES AND BUDGET ESTIMATE										
NO	DESCRIPTION	UNIT	QTY RANN	QTY MANTUM	QTY TARON	QTY NTOH NKAR	QTY SOP	TOTAL QTYS	U.P	TOTAL
Lot 100	Preparatory works									
101	Cleaning and grubbing of site	LS	1.00	1.00	1.00	1.00	1.00	5.00		
102	Setting out	Ls	1.00	1.00	1.00	1.00	1.00	5.00		
	SUB TOTAL LOT 100									
LOT : 200	Preliminary works									
201	Levelling of the platform	m2	52.23	52.23	52.23	52.23	52.23	261.15		
202	Excavation of pit and foundation trench	m3	23.50	23.50	23.50	23.50	23.50	117.50		
203	Backfilling and compacting	m3	16.45	16.45	16.45	16.45	16.45	82.25		
	SUB TOTAL LOT 200									
LOT : 300	FOUNDATION									
303	5cm Lean concrete PC150 for footings strip foundation	m3	0.50	0.50	0.50	0.50	0.50	2.50		
305	Foundation walls in Masonry block works 20x20x40cm filled with concrete PC150	m2	30.20	30.20	30.20	30.20	30.20	151.00		
306	Reinforced concrete works for footings, columns, ground beams and cover slabs dozed at 350kg/m3	m3	4.50	4.50	4.50	4.50	4.50	22.50		
	SUB TOTAL LOT 300									
LOT 400:	BLOCK WORK IN ELEVATION									
401	Block work of 15x20x40	m2	40.00	40.00	40.00	40.00	40.00	200.00		
402	Plastering of walls	m2	80.00	80.00	80.00	80.00	80.00	400.00		
403	Reinforced concrete works for columns, lintels, topplate and beams dozed at 350kg/m3	m3	1.10	1.10	1.10	1.10	1.10	5.50		
404	Cement screed	m2	13.00	13.00	13.00	13.00	13.00	65.00		
	SUB TOTAL LOT 400									
LOT 500:	CARPENTRY AND JOINERY WORKS									
501	rafter 5 x 15cm for roof	m3	0.70	0.70	0.70	0.70	0.70	3.50		
502	Purlins 5x7cm for the roof	m3								

			0.25	0.25	0.25	0.25	0.25	1.25		
503	4 mm plywood ceiling including noggings	m2	20.00	20.00	20.00	20.00	20.00	100.00		
504	Aluminium sheets for fascia board	M	5.00	5.00	5.00	5.00	5.00	25.00		
505	roofing sheets (Tole bac 6m) 6/10 including accessories	M2	22.00	22.00	22.00	22.00	22.00	110.00		
506	Cover ridging including nails	M	-	-	-	-	-			
507	Corner ridging including nails	M	12.00	12.00	12.00	12.00	12.00	60.00		
	SUB TOTAL LOT 500									
LOT 600:	WOODEN AND METALLIC WORKS									
601	wooden Doors of 70 x 210 COMPLETE	U	3.00	3.00	3.00	3.00	3.00	15.00		
603	Ventilation including grillage	M	10.00	10.00	10.00	10.00	10.00	50.00		
	SUB TOTAL LOT 600									
LOT 700:	Plumbing									
701	Vetilation pipes 4m including accessories	U	4.00	4.00	4.00	4.00	4.00	20.00		
	SUB TOTAL LOT 700									
LOT 800:	PAINTING									
801	Painting of the ceiling	M2	18.60	18.60	18.60	18.60	18.60	93.00		
802	Painting of External walls (pantex 1300)	M2	40.00	40.00	40.00	40.00	40.00	200.00		
803	painting Internal walls (Pantex 800)	M2	40.00	40.00	40.00	40.00	40.00	200.00		
804	Painting of doors both in and out	M2	11.00	11.00	11.00	11.00	11.00	55.00		
805	Skirting with oil paint 15cm height both in and out	m2	5.00	5.00	5.00	5.00	5.00	25.00		
	SUB TOTAL LOT 800									
LOT 900:	Drainage and pavement									
901	mass concrete pavement on the varenda surrounding the building dozed at 300kg/m3	M2	11.00	11.00	11.00	11.00	11.00	55.00		
	SUB TOTAL lot 900									
Lot 1000	Environmental mitigation measures									
902	Drainage gutters (40x20cm)	ML	13.00	13.00	13.00	13.00	13.00	65.00		
	Subtotal									
	TOTAL WITHOUT TAXES									
	VAT (19.25%)	%							19.25%	
	IT (AIR) - 5.5%	%							5.50%	
	TOTAL INCLUDING TAXES									
	NET AMOUNT TO BE PAID									

**DOCUMENT NO. 9:
SCHEDULE OF SUB-DETAIL OF PRICES**

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

**DOCUMENT NO. 10:
MODEL CONTRACT**

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

 MINISTRE DE LA DECENTRALISATION ET DU
 DEVELOPEMENT LOCAL

 DELEGATION REGIONALE DU NORD OUEST

 DEPARTEMENT DE BUI

 COMMUNE DE JAKIRI



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

 MINISTRY OF DECENTRALIZATION AND LOCAL
 DEVELOPMENT

 NORTH WEST REGIONAL DELEGATION

 BUI DIVISION

 JAKIRI COUNCIL

JOBING ORDER No...../ONIT/JC/JCITB/2024 of 2024

OPEN NATIONAL INVITATION TO TENDER FILEN° 05/ONIT/MINBASE/JC/JCITB/2024 of 22/01/2024 FOR THE
 CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI COUNCIL AREA, JAKIRI SUB
 DIVISION, BUI DIVISION, NORTH WEST REGION.

Project Owner *[Indicate name and full address]*

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

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

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

SUBJECT : Execution of _____ works;
 Lot No. _____; Network _____

PLACE : Region _____

EXECUTION DEADLINE : _____ (_____) months

AMOUNT IN CFA F:

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

FINANCING : *[indicate the source of financing]*

BUDGET HEAD : *[to be completed]*

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

Between:

The Government of the Republic of Cameroon, represented by _____ hereinafter referred to the "Contracting Authority"

On the one hand,

And

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

Represented by M _____, its General Manager, hereinafter referred to as the "Contractor"

On the other hand,

Agree on the following:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page _____ and last of Jobbing Order No. _____ C or JO/CA/TB/0000
Awarded after invitation to tender [specify references of invitation to tender]

With _____,

For the execution of _____ works

EXECUTION DEADLINE _____ (_____) months

Amount of contract in CFA F:

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

Read and accepted by the contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

**DOCUMENT NO. 11:
FORMS AND MODELS TO BE USED BY BIDDERS**

Table of models

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

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

Model No. 5: Model retention fund

Annex No. 6: Evaluation grid

Annex No. 7: Attestation of site visit

Annex No 8: Site Visit Report

Annex No. 1: Model tender

I, the undersigned _____ [indicate the name and capacity of signatory]

Representing the _____ company or enterprise or group with head office at _____ registered in the trade register of _____ under the number No _____

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

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

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

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

Done at on

Signature of

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

ANNEX No. 2: MODEL BID BOND

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

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

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

The conditions of this commitment are as follows:

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

Or

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

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

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

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

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

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

Annex No. 3: Model final bond

Bank:

Reference of the bond: No. _____

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

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

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

Whereas we have agreed to issue the Contractor this guarantee,

We, _____ *[name and address of bank]*
represented by _____ *[name of signatories]*,

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

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

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

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

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

Bank: reference, address _____

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

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

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

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

Bank: _____
Reference of the bond: No. _____

Addressed to [indicate the Project Owner]
[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas _____ [name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the works of [indicate the subject of the works]

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

Whereas we have agreed to provide the Contractor with this guarantee,
We _____ [name and address of the bank],
Represented by _____ [names of signatories] and hereinafter referred to as "the bank",

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

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

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

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

Any request for payment made by the Project Owner by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.
This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

ANNEX 6: EVALUATION GRID

TENDER FILE N° 05/ONIT/MINBASE/JC/JCITB/2024 of _____ FOR THE CONSTRUCTION OF MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI COUNCIL AREA, JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION.

ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by Jakiri Council treasury, 34,000frs.		
A.6	A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions and Insurance company.		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A.9	A valid Certificate of imposition certified by the chief of tax centre		
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		

EVALUATION GRID OF TECHNICAL BID

N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
B)	ESSENTIAL CRITERIA		
B.1	General presentation of the tender files		
B.1.1	-Document spirally bound -Table of content page		
B.1.2	-Colour sheets separation - Presentation of documents in the order given in this tender		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS		
B.2.1	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2022 projects) Minimum acceptable: 02 Contracts realized in the domain of public works over the past 05 years		
	1st Reference		
	2nd reference		
B.3	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF		
B.3.1	05 works supervisor (at Least Engineer or equivalent certificate)		
	Qualification of the works supervisor: (Rural or Civil Engineer): (BAC+3) Professional experience of the project engineer ≥ 03 years (signed CV)		
	➤ A certified copy of the diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the diploma ➤ CV signed by the candidate.		
B.3.2	05 Site foreman(Higher Technician in Rural or Civil Engineering)		
	Qualification of the Site foreman: (Higher Technician certificate in Rural or Civil Engineering) (BAC + 2 or equivalent certificate) Professional experience of the Site foreman ≥ 03 years (signed CV) A certified copy of diploma		

	➤ A certified copy of the diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the diploma ➤ CV signed by the candidate,		
B.3.4	Other personnel		
	List of support staff		
B.4	TECHNICAL PROPOSALS		
B.4.2	Organigram of the project (Specify names of the personnel handling the various functions)		
B.4.3	Logical sequence for the execution of the task		
B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender file		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Proof of ownership or rental of a pick-up or other vans		
B.5.2	Proof of ownership or rental of a dump truck		
B.5.3	Proof of ownership or rental of a concrete vibrator		
B.5.4	Proof of ownership or rental of a Hand compactor		
B.5.5	Masonry Kit : head pans, rubber buckets, spades, shovels, dig axes, hammers)		
B.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. % To be verified		
B.7	Attestation of site visit signed by the company		
B.8	Comprehensive report of site visit signed by the company administrator and justified by photos		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 80% of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **22/27** of the essential criteria.

A. Eliminatory criteria

- 1- Absence or non-conformity of an element in the administrative file;
- 2- Deadline for delivery higher than prescribed;
- 3- False declaration or falsified documents;
- 4- Absence or insufficient bid bond;
- 5- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- 6- Incomplete financial file.
- 7- Omission of a unit price in the financial bid.
- 8- Non respect of 22/27 of essential criteria.

B. Essential criteria

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Logistics;
- 7- Attestation and report of site visit;

- 8- Special Technical Clauses initialed in all the pages;
- 9- Special Administrative Clauses completed and initialed in all the pages.

11. Main qualification criteria

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (**yes**) or negative (**no**) with an acceptable minimum from at least **22/27** of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **22/27** of the essential criteria.

ANNEX 7: MODELE ATTESTATION OF SITE VISIT

I the undersigned Mr./Mrs./Miss [Surname and Name of Director of company] The
Director of [Name of company] confirm that
Mr./Mrs./Miss (Surname and Name)
Engineer of the Company: (Name of Enterprise),

has actually visited the site which is going to receive the structure relative to tender OPEN NATIONAL
INVITATION TO TENDER FILEN° 05/ONIT/MINBAS/JC/JCITB/2024 of 2024 FOR THE CONSTRUCTION OF
MODERN LATRINES IN SOME NURSERY SCHOOLS IN JAKIRI COUNCIL AREA, JAKIRI SUB DIVISION, BUI
DIVISION, NORTH WEST REGIONON.....

The interested person declares:

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

In Testimony Whereof, this present ATTESTATION OF SITE VISIT is established and issued to serve the purpose it deserves.

Date
The Director

Date

Signature and Names

Signature and Names of the Engineer

ANNEX 8: SITE VISIT REPORT

Name of Project.....

Name of Enterprise

1. CONTEXTE OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the school, Sign post of the school, Photos of the Engineer of the enterprise in front of the school building etc.)

Date.....

Name of Enterprise:

Stamp and signature of enterprise

**DOCUMENT NO. 12:
PRELIMINARY STUDIES**

[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 18 April 2008 relating to the respect of rules governing the award, execution and control of public contracts]

Note on preliminary studies

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

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

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

Annex No. 7: Justification of preliminary studies

1. Attach the preliminary studies.
2. Indicate
 - 2.1. The date studies were carried out;
 - 2.2. The name of the public or private Project Manager
 - 2.3. References of the contract, if Private Manager carried it out;
- 2.4. If maintenance works
 - 1.4.1 Description of the studies;
 - 1.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
- 1.5 Rehabilitation or new works
 - 1.5.1 Are quantities in the quotations the same as those of the studies?
 - 1.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
 - 1.5.3 Attach the said studies.

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

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

Document No. 13:

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

I- BANKS

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

II- Insurance compagnies

- 1- Chanas Insurance;
- 2- Activa Insurance ;
- 3- Zenithe insurance SA BP Douala and other approved insurance companies.

PLANS

