NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDERS BOARD:

NDU COUNCIL INTERNAL TENDERS BOARD

TENDER DOCUMENTS

OPEN NATIONAL INVITATION TO TENDER N°. 20.../ONIT /NC/NCITB/NDU-FEICOM/2024 OF ..03../..06../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

Lot	Subject	Locality	PROJECT AMOUNT	Bid Bond FCFA	Tender Fee FCFA
1	The fencing and external works of the town hall	NDU	80,000,000 FCFA	1,600,000 FCFA	100,000 FCFA

FUNDING: *FEICOM/NDU COUNCIL 2024 BUDGET*

IMPUTATION: N°.__ /CCF/FEICOM/DG/CAJ/DCCC/2024

INVITATION AND REQUIREMENTS TO TENDER

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NORTH-WEST REGION

DONGA-MANTUNG DIVISION

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REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

OPEN NATIONAL INVITATION TO TENDER N°. 20.../ONIT /NC/NCITB/NDU-FEICOM/2024 OF 03/04/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

DOCUMENT N°1

TENDER NOTICE

TENDER NOTICE

1. Subject of the invitation to tender:

Within the framework of the Funding Agreement **No._____/CCF/FEICOM/DG/CAJ/DCCC/2024 between** FEICOM and NDU Council for the execution of the Public Investment Budget of the 2024 financiaL year, the Contracting Authority, the Mayor of NDU Council, hereby launches an open national invitation to tender through the Emergency procedure for the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region.**

2. Nature of works:

The fence is 290m long and includes 02 gatehouses, 02 gates, lighting while the external works consist of the development of parking lots, the laying of 2044 m^2 of paving, road and other networks.

The works comprise notably:

N°	*Designation*
1	Studies - site installation
2	Earthworks
3	substructure -foundations concrete/masonry works
4	Super structure
5	Roofing works
6	Tillingworks
7	Wood works
8	Metallic works
9	Aluminum works
10	Painting works
11	Electricial installation
12	Plumbing sanitary installation
13	External works

3. Execution deadline:

The maximum deadline provided by the Project Owner / Contracting Authority for the execution of the works forming the subject of this invitation to tender is **four calendar (04) months,** as from the date of notification of the contractor by the control engineer to start work.

4. Lots

The works are in one lot.

5. Estimated cost

The estimated cost after preliminary studies stands at **80,000,000 (Eighty million) FCFA all** taxes inclusive.

6. Participation and origin

Participation is opened under the same conditions to all Cameroonian Companies and business concerns that have proven experience in the field of building construction and civil engineering in general and who are not in aperiod of suspension by the authority in charge of public contracts.

7. Financing

The said works shall be financed jointly as per the convention signed between FEICOM and NDU Council assigned to the Mayor NDU Council as Authorising Officer with the budgets of 2024 assigned to the Mayor in the Funding Agreement **No._____/CCF/FEICOM/DG/CAJ/DCCC/2024.**

8. Bid bond

Each bidder must include in his/her administrative documents, a bid bond that respects the models of thistender file, issued by a first-rate banking establishment approved by the Ministry in charge of finance, of an amount of **1,600,000 (One million Six hundred thousand) FCFA,** valid for thirty (30)

days as from the date of validity of the offers. Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided.

9. Consultation of tender file:

The tender file may be consulted during working hours at the SIGAM office of the NDU council and tel: 677 65 84 94, MINMAP, ARMP BAMENDA AND FEICOM.

10. Acquisition of tender file:

The tender file may be acquired from the NDU Council, SIGAM office, tel: 677 65 84 94, upon presentation of a non-refundable treasury receipt (payable at theTreasury of the NDU Council) of **100,000 (one hundred Thousand) FCFA.** Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

11. Submission of bids:

Each bid drafted in English or French shall be signed by the bidder or by a duly authorized representative and presented in **seven (07) copies** that is the original and six (06) copies marked as such. These shall be submitted in one sealed pack containing three (3) envelopes; (A: Administrative file, B: Technical file, C: Financial file). The sealed pack shall bear no information on the enterprise, and should reach the NDU Council, SIGAM office, not later than 24/04/2024, and should carry the inscription:

OPEN NATIONAL INVITATION TO TENDER N°. 20...../ONIT/NC/NCITB/NDU-FEICOM/2024 OF 03/04/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

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

In case of any ambiguities or differences, only the original shall be considered authentic.

12. Admissibility of bids

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

They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

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

13. Opening of bids:

The opening of the bids in one phase shall be done on 24/04/2024 at 11a.m. prompt in the conference hall of the Ndu council by the competent tender board. Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

14. Evaluation criteria

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

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

The criteria of evaluation shall be as follows:

14.1-Eliminatory criteria

Eliminatory criteria fix the minimum conditions to be fulfilled to be admitted for evaluation according to the essential criteria. The non-respect of these criteria leads to the rejection of the bid made by the bidder.

They refer especially to:

- BIDS submitted after the deadline
- Absence of bid bond
- Absence of an administrative document and not submitted within 48hrs on request
- False declaration or forged document
- Non compliance with major technical specifications (to be listed)
- Non-respect of X essential criteria (X being greater than or equal to 1)
- Absence of quantified unit price)
- Non compliance with the model bid.
- Enterprises suspended from public procurement

14.2. Main Qualification criteria:

Essential criteria are those that are primordial or key in the judgment of the technical and financial capacity of candidates to execute the works forming the subject of the invitation to tender. They must be determined in relation to the nature and content of the works to be executed.

Indicatively, the criteria related to the qualification of candidates will be on:

- Financial situation;
- Experience;
- Personnel;
- Equipment.

15. Award

The jobbing order shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the lowest bid and technical quality, confer article 33 of the public contracts code.

16. Validity of bids

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

17. Complementary information

Complementary technical information may be obtained every day during working hours from the Ndu Council, SIGAM office, tel: 677 65 84 94.

Ndu, the _____

The Mayor Ndu Council

Abdou Kanfon Borna

PROFESSEUR DES LYCEES D'ENSEIGNEMENT GENERALE (PLEG)

Copies:

- ARMP
- FEICOM
- MINMAP
- Chairpersons of TB
- Notice Boards

REPUBLIC OF CAMEROON
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NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

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DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°20..../ AAOO / / CN /CIPMN/2024 DU..03../..06../2024 POUR LES TRAVAUX DE CONSTRUCTION DE LA CLÔTURE ET TRAVAUX DE VRD DE L'HDV DE NDU DANS LA COMMUNE DE NDU, DEPARTEMENT DE DONGA-MANTUNG REGION DU NORD-OUEST.

INVITATION et REQUIREMENTS TO TENDER

FINANCEMENT:

BUDGET 2024 DU FEICOM/COMMUNE DE NDU

DOCUMENT N°.1

AVIS D'APPEL D'OFFRES

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

Dans le cadre de la convention **No.____/CCF/FEICOM/DG/CAJ/DCCC/2024** entre le FEICOM et la Commune de NDU pour l'exécution du Budget d'Investissement Public 2024 , l'Authorite Contractant, le Maire de la Commune de NDU lance un Appel d'Offres National Ouvert pour les travaux de construction de la clôture et travaux de VRD de l'HDV de Ndu dans la Commune de Ndu, Departement de Donga-Mantung Region Du Nord-Ouest.

2. **Consistance des travaux**

La clôture fait 290m de long et comprend 02 guérites, 02 portails, l'éclairage tandis que les travaux de VRD consistent en l'aménagement des parkings, et la pose des paves de 2044 m2.

Les prestations comprennent notamment:

N°	*Designation*
1	Etude - installation du chantier
2	Terrassement
3	Substructure -foundations BA/masonnerie
4	Super structure
5	Travaux de toiture
6	Travaux de carrelage
7	Travaux de bois
8	Travaux métalliques
9	Travaux aluminium
10	Travaux de peinture
11	Installation electriques
12	Installation de Plomberie et sanitaire
13	VRD

3. **Délais d'exécution**

Le délai global d'exécution des travaux est de quartre (04) mois calendaires par lot. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

4. **Allotissement**

Les travaux sont regroupés dans un unique lot.

5. **Coût prévisionnel**

Le coût prévisionnel de l'opération à l'issue des études préalables est de **80,000,000 (Quatre vingt millions) Francs CFA TTC.**

6. **Participation et origine**

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine des bâtiments et du génie civil en général et non-pas exclue par MINMAP.

7. **Financement**

Les travaux, objet du présent appel d'offres sont financés conjointement par les Budgets de FEICOM est la Commune de NDU au titre de l'exercice 2024 assigné au Maire de la commune de NDU, dans la convention No._____/CCF/FEICOM/DG/CAJ/DCCC/2024 .

8. **Cautionnement provisoire**

Les offres devront être accompagnées d'un cautionnement provisoire (garantie bancaire de soumission) établi, selon le modèle indiqué dans le dossier d'Appel d'Offres, par un établissement

bancaire agrée par le Ministère des Finances et d'un montant de ***1,600,000 (Un million six cent mille) FCFA.*** Le cautionnement provisoire sera libéré d'office au plus tard trente (30) jours après l'expiration de la validité des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

9. **Consultation du Dossier d'Appeld'Offres**

Le dossier d'appel d'offres peut être consulté aux heures ouvrables au secretariat du Maire de la Commune de NDU, ***tel :*** 677 65 84 94, ***MINMAP, ARMP, SIGAM et FEICOM.***

10. **Acquisition du Dossier d'Appeld'Offres**

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la Commune de NDU, ***SIGAM,*** tel: 677 65 84 94sur présentation d'une quittance de versement d'une somme non remboursable de **cent mille (100,000)** francs CFA au Trésor Public (Trésorerie de la Commune de NDU). Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

11. **Remise des offres:**

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont l'original et six (06) copies marquées comme tels, devra parvenir au Service des marchés des infrastructures, au plus tard le …../…./2024 et devra porter la mention :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°20/AAOO/ CN /CIPMN/2024 DU.03./.04./2024 POUR LES TRAVAUX DE CONSTRUCTION DE LA CLÔTURE ET TRAVAUX DE VRD DE L'HDV DE NDU DANS LA COMMUNE DE NDU, DEPARTEMENT DE DONGA-MANTUNG REGION DU NORD-OUEST.

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

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

12. **Recevabilité des offres**

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

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

Sous peine de rejet, les autres pièces administrativesrequisesdevrontêtreimpérativementproduites enoriginauxouencopiescertifiéesconformesparle service émetteur ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

13. **Ouverture des plis**

L'ouverture des offres aura lieu en un temps le 24/06/2024 à 11 heures précises dans la salle de conférence de la Commune d'Ndu par la Commission de Passation des marchés Compétente en présence des soumissionnaires.

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

14. **Critères d'évaluation**

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

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

Les critères d'évaluation des offres sont les suivants :

14.1-Critères éliminatoires

Les critères éliminatoires fixent les conditions minimales à remplir pour être admis à l'évaluation suivant les citernes essentielles. Le non-respect de ces critères entraîne le rejet de l'offre du soumissionnaire.

Il s'agit notamment :

- Le offre soumies apres la date limite
- Absence de la caution de soumission,
- Fausse déclaration ou pièce falsifiée,
- Abence de document administratif et non soumise dans les 48heures sur demande
- Non-conformité aux spécifications techniques majeures (à lister),
- Le non-respect de 75% critères essentiels,
- Absence d'un prix unitaire quantifié,
- Non-conformité du modèle de soumission,

14.2 Critères essentiels

L'évaluation sera faite sur la base des critères techniques prédéfinis pour une note globale de 100 points. Ces critères ont été groupés par rubriques ainsi qu'il suit :

- Capacité financière;
- Références de l'entreprise;
- Qualité du personnel postulé;
- Moyenslogistiques/equipment;
- Méthodologie/Organisation des travaux;

15. **Attribution**

La lettre commande sera attribuera au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la **moins-disant et techniquement qualifiée**, conformément à l'article 33 du Code des lettre commandes Publics.

16. **Durée de validité des offres**

Les soumissionnaires restent engagées par leurs offres pendant une période de quatre -vingt - dix (90) jours, à compter de la date limite fixée pour la remise des offres.

17. **Renseignements complémentaires**

Les renseignements complémentaires peuvent être obtenus tous les jours aux heures ouvrables auprès de la Commune de NDU, ***SIGAM,*** tel: 677 65 84 94

Ndu, le

Le Maire Commune de Ndu

Copies :

- ARMP;
- MINMAP
- FEICOM
- Président CPM;
- Affichage.

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NORTH-WEST REGION

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COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. 20...../ONIT/NC/NCITB/NDU-FEICOM/2024 OF 03/05/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

DOCUMENT N°2

GENERAL RULES OF THE INVITATION TO TENDER

Note on the General Rules of the Invitation to Tender

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

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

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

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GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

1.1 The the Mayor of the Ndu Council hereinafter referred to as the Contracting Authority, hereby launches an invitation to tender for the construction of the works described in the Tender File. The name and identification number which formed the subject of the invitation to tender feature in the Special Regulations of the invitation to tender. Hereafter reference is made to it under the term "works".

1.2 The bidder retained or the successful bidder must complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.

1.2 In thisTender File, the terms "Contracting Authority" and Delegated Contracting Authority" are interchangeable and the term "day" means a calendar day.

Article 2: Financing

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

Article 3: Fraud and corruption

3.1 The Contracting Authorityrequires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of thiscontract. By virtue of this principle, the Contracting Authority:

a) Defines, within the context of thisclause, the following expressions in the following manner:

i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any gifts in view of influencing the action of a public official during the award or execution of thiscontract;

ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of thiscontract;

iii) "collusive practices" mean any form of agreement between two or among several bidders (whether the Contracting Authorityis aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;

iv) And "coercive practices" mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Will reject any award proposal if he determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of thiscontract.

Article 4: Candidates allowed to Compete:

(a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder shall be judged to be in a situation of conflict of interest if he:

i) is associated or was associated in the past with an enterprise (or a subsidiary of thisenterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this invitation to tender; or

ii) Presents more than one offer within the context of invitation to tender, except authorised variants according to article 18, where need be; meanwhile, thisdoes not prevent the participation of sub-contractors in more than one offer.

(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 Delegated Contracting Authority, Delegated Contracting Authority or his/her immediate collaborators.

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 thiscontract 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 thiscontract 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 offer, bidders must:

(a)submit a power of attorney making the signatory of the offer bound by the offer; and

(b) Update the information included in their request for pre-qualification which may have changed (or provide thisinformation, in case of open invitation to tender).

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

(i) Access to a credit line or availability of other sources of funding; considering the scope of the services, the production of recent balance sheets and turnovers may be required;
(ii) Orders acquired and Contracts awarded;
(iii) Pending litigations; and
(iv) Availability of indispensable equipment.

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

(a)The offer must include all the information listed in article 6(1) above;
(b) The offer 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 and justified with the production of a joint venture agreement in due form;

(d) The member of the group designated as the representative will represent all the undertakings Vis à Vis the Contracting Authoritywith regard to the execution of the Contract.
(e) In case of joint-contracting, the co-contractors shall share the sums which are paid by the Delegated Contracting Authorityinto a single account; on the other hand, each undertaking is paid in its own account by the Contracting Authority where it is several co-contracting.

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

6.4 National bidders and groups of national bidders requesting to benefit from the margin of preference whose percentage is set at ten percent (10%) must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 32 of the General Regulations of the invitation to tender.

Article 7: Visit of works site

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

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

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

B. Tender File

Article 8: Content of Tender File

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

1. The Tender Notice;
2. The General Regulations of the invitation to tender;
3. The Special Regulations of the invitation to tender;
4. The Special Administrative Conditions;
5. The Special Technical Conditions;
6. The Schedule of Unit Prices
7. The; Bill of Quantities and Estimates
8. The Sub Details of Unit Prices;
9. The Model of Contract
10. The Model Forms

Annex No. 1: Model tender
Annex No. 2: Model Bid Bond
Annex No. 3: Model of Performance Bond (Retention Fund)
Annex No. 4: Declaration Form
Annex No. 5: Model of Start-Off Advance Bond
Annex No. 6: Sub-Unit Price Detail
Annex No.7: Model of Commitment of Availability

Annex No. 8: Model References of The Enterprise
Annex No. 9: Model Equipment List.
Annex No.10: Key Staff
Annex No: 11 Site Visit Report

11. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.

12. The Plans

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

Article 9: Clarifications on the Tender File

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Delegated Contracting Authorityin writing or by electronic mail (fax or e-mail) at the Delegated Contracting Authority's address indicated in the Special Regulations of the invitation to tender. The Delegated Contracting Authorityreplies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of offers.

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

9.2 Between the publication of the tender notice and the opening of bids, any bidder who feels aggrieved in the public Contracts award procedure may lodge a complaint to the Delegated Contracting Authority.

9.3 The complaint must be addressed to the Delegated Contracting Authorityor Delegated Contracting Authoritywith copies to the body in charge of the regulation of public Contracts and the chairperson of the Tenders Board.

It must reach the Delegated Contracting Authorityor Delegated Contracting Authority not later than fourteen (14) days before the opening of bids.

9.4 The Contracting Authorityor Delegated Contracting Authorityhas five (5) days to react. A copy of the reaction shall be forwarded to the body in charge of the regulation of public Contracts.

Article 10: Amendment of the Tender File

10.1The Delegated Contracting Authoritymay at any moment, prior to the deadline for the submission of offers and for any reason, be it at his/her 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 to all bidders who bought the Tender File. The latter must acknowledge receipt of the addenda in writing to the Delegated Contracting Authority.

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

C Preparation of offers

Article 11: Tender costs

The candidate shall bear the costs related to the preparation and presentation of his/her offer and the Delegated Contracting Authority 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 offer

The offer as well as any correspondence and all documents concerning the offer exchanged between the bidder and the Delegated Contracting Authorityshall 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 offer is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

Article 13: Constituent documents of the offer

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

a. **Volume 1: Administrative file**

It includes:
i) all documents attesting that the bidder:
- has subscribed to all declarations provided for by the laws and regulations;
- paid all taxes, duties, contributions, fees or deductions of whatever nature;
- is not winding up or bankrupt;
- is not the subject of an exclusion order or forfeiture provided for by the law in force;

ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

iii) the written confirmation empowering the signatory of the offer to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. **Volume 2: Technical offer**

b.1 Information on qualifications

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

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the contract

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

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

c. **Volume 3: Financial offer**

The Special Conditions specify the elements that will help in justifying the cost of the works, namely:
1. The signed and dated original offer prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price Schedule;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;
5. The projected schedule of payments, where need.

In thisregard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(1) 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 Invitation to Tender, the bidders present offers 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: Offer 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 offers, shall be included in the prices and in the total amount of the offer 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 a price revision.

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

Article 15: Currency of offer and payment

15.1The amount of the offer shall be entirely made in the national currency (CFA franc). The amount of the offer, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in the CFA francs.

Article 16: Validity of offers

16.1 Offers must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Delegated Contracting Authority, in application of article 22 of the Special Regulations. An offer valid for a shorter period shall be rejected by the Delegated Contracting Authorityor Delegated Contracting Authority as not being in conformity.

16.2 Under exceptional circumstances, the Delegated Contracting Authoritymay seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be written 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/her offer without losing his/her bid bond. A bidder who consents to an extension shall not be asked to modify his/her offer nor shall he be authorised to do so.

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

Article 17: Bid bond

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

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

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

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

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

17.6 The bid bond may be seized:

a) If the bidder withdraws his/her offer during the period of validity;

b) If the retained bidder:

i) fails in his/her obligation to register the contract in application of article 37 of the General Regulations;

ii) Fails in his/her obligation to furnish the required final bond in application of article 38 of the General Regulations.

Article 18: Varying proposals of bidders

18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Offers that propose deadlines beyond those specified shall be considered as not being in conformity.

18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Delegated Contracting Authorityas described in the Tender File and furnish in addition all the information which the Delegated 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 Delegated Contracting Authoritywill examine only the technical variants of the bidder whose offer conforming to the basic solution has been evaluated as the lowest bid.

18.3 When according to the Special Regulations the bidders are authorised, to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated according to their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of offers

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 thisstage.

19.3 As much as possible, the bidder is requested to submit any question in writing or by telex in a way as to reach the Delegated Contracting Authorityat least one week before the meeting. The Delegated Contracting Authoritymay not reply to questions received late. In thiscase, 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 Delegated Contracting Authorityby 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 offers shall not be a reason for disqualification.

Article 20: Form and signature of offer

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 offer 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 offer containing alterations or changes must be initialled by the signatory (ies) of the offer.

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

D. SUBMISSION OF OFFERS

Article 21: Sealing and marking of offers

21.1 The bidder shall seal the original and each copy of the offer 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) Shall be addressed to the Delegated Contracting Authorityat the address indicated in the Special Regulations;

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

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

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

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

22.1 The offers must be received by the Delegated Contracting Authorityat the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

22.2 The Delegated Contracting Authoritymay, at his/her discretion, postpone the deadline set for the submission of the offers by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In thiscase, all the rights and obligations of the Delegated Contracting Authorityand bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late offers

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

Article 24: Modification, substitution and withdrawal of offers

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

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

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

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

E. Opening of envelopes and evaluation of offers

Article 25: Opening of envelopes and petitions

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

25.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding offer 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 thiswithdrawal and if thisnotification is read to the hearing of everyone. Then the envelopes marked "Replacement offer" are opened and announced to the hearing of everyone and the new corresponding offer substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the offer 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 offer. The modification of the offer 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 offers 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 and any variant, where necessary, the existence of a guarantee of the offer if it is required and any other details which the Delegated Contracting Authoritydeems useful to be mentioned. Only rebates and variants of offers announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Offers (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 offers, 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 ARMP an initialled copy of the offers presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public Contracts, the Delegated Contracting Authorityor Delegated Contracting Authority.

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/her report the sheet that was handed to him, including any related commentaries or observations.

Article 26: Confidential character of the procedure

26.1 No information relating to the examination, clarification, evaluation and comparison of offers and verification of the qualification of the bidders and the recommendation for the award shall be given neither to bidders nor to any person concerned with the said procedure before the announcement of the award.

26.2 Any attempt by a bidder to influence the Evaluation sub-committee of bids or the Delegated Contracting Authorityin his/her award decision may cause the rejection of his/her offer.

26.3 Notwithstanding the provisions of paragraph 26.2, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Delegated Contracting Authoritywith reasons having to do with his/her offer may do so in writing.

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

27.1 To ease the examination, evaluation and comparison of offers, the chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his/her offer. Thisrequest for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 29 of the General Regulations.

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

Article 28: Determination of Conformity of offers

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

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

28.3 An offer that conforms to the Tender File shall essentially be an offer that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that

i) which substantially limits the scope, quality or realisation of the works;

ii) which substantially limits and is not in conformity with the Tender File, the rights of the Delegated Contracting Authorityor the obligations of the bidder in relation to the contract; or

iii) whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed with the Tender File.

28.4 If an offer is essentially not in conformity it shall be rejected by the competent Tenders Board and shall not eventually be rendered in conformity.

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

Article 29: Qualification of the bidder

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

Article 30: Correction of errors

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

(a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.

(b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.

(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 offer 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 lowest bid refuses the correction thus carried out, his/her offer shall be rejected and the bid bond may be seized.

Article 31: Evaluation of financial offers

32.1 Only offers considered as being in conformity, 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 offers, the Evaluation Sub-committee shall determine for each offer the evaluated amount of the offer 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 the 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.

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER Nº. ...../ONIT/ NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document No: 3

THE SPECIAL REGULATIONS OF THE INVITATION TO TENDER

THE SPECIAL REGULATIONS OF THE INVITATION TO TENDER (SRIT)

Note on the Special Regulations of the Invitation to Tender

The aim of Document No. 3 is to help the Projected Owner or Delegated Project Owner and/or Contracting Authority to furnish specific information corresponding to the clauses of the General Regulations featuring in Document No. 1. This information must be established for each contract.

The Contracting Authority must specify in the Special Regulations the information and conditions specific to its situation, to the contract award process, to applicable rules concerning the amount and currency of the bid and to the criteria that will be used to evaluate the bids. During the preparation of this document, particular attention must be paid to the following aspects:

a) Information which specify and complete the clauses of Document No. 1 must be included;

b) Amendments and/or possible addenda to the clauses of Document No. 1, determined by conditions specific to the tender under consideration must also be included.

This document must be filled by the Contracting Authority before the publication of the tender file. The following provisions which are specific to works forming the subject of the call for tender, complete or specify the provisions of the General Regulations of the invitation to tender.

In case of conflict, the following provisions take precedence over the General Regulations of the invitation to tender. The figures of the first column refer to the corresponding article in the General Regulations of the invitation to tender. The provisions of the General Regulations of the invitation to tender not repeated in the Special Regulations shall remain applicable.

A) INTRODUCTION

ARTICLE 1: Definition of Works:

Within the framework of the Funding Agreement **No.____/CCF/FEICOM/DG/CAJ/DCCC/2024** between FEICOM and NDU COUNCIL, the Mayor of NDU Council hereby launches an open national invitation to tender through the Emergency procedure for **the fencing and external works of the town hall in NDU Council, DONGA-MANTUNG Division of the North West Region**

< OPEN NATIONAL INVITATION TO TENDER N°. …../ONIT/MINDDEVEL/BC/BCITB/NDU-FEICOM/2024 OF… …/……/2024

ARTICLE 2: Execution Deadline

The maximum completion period of the works to the state of provisional reception is eight (08) months from the date of notification of the service order to start work

ARTICLE 3: Source of funding

The works which form the subject of this open national invitation to tender shall be financed by the FEICOM 2024 Budget, allocated to the MAYOR of Ndu Council the authorizing officer.

Article 4: Consistency of the bids

The bid shall include a file for:

Envelope A: Administrative documents

It shall consist of the following documents, stapled and arranged in the following order.

1. **An undertaking** by the bidder (declaration to tender), stamped, dated and signed by the bidder or group representative in conformity with the model attached.
2. **An attestation of non-bankruptcy** not older that 03 months, issued by the court of competent jurisdiction of the place of residence of the bidder.
3. **An attestation of domiciliation**: Bank account in the name of the enterprise issued by a bank or any first-order credit institution approved by thr Minster in charge of finance.
4. **Bid security (bank guarantee)** of **1,600,000 (One million Six hundred thousand) FCFA,** from a bank accredited by MINFI and recognised by COBAC (Bank caution) or insurance companies.
5. **Treasury Receipt** showing the payment of the tender fee of **100,000 (one hundred thousand) FCFA** as stipulated in the tender notice.
6. **An attestation of CNPS**: current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his/her social contributions.
7. **Certificate of non exclusion** attesting that the bidder is not the subject of a temporary or permanent exclusion from Public Contracts, not older that three (03) months issued by ARMP.
8. **An attestation of tax conformity.**
9. **A certified copy of Tax payer's card.**
10. **A certified copy of certificate of incorporation.**
11. **Attestation of site visit** signed by the contractor.
12. **Group agreement** as the case may be.
13. **Power of attoney** as the case may be signed by a notary.
14. **The Special Administrative Conditions (SAC/CCAP),** initialled on each page and signed, dated and stamped on the last page

N.B:

Absence of the following documents shall result to out right rejection

- ✓ Receipt for the purchase of tender file
- ✓ Bid bond

- All bids not containing all the documents listed above or not in conformity with the models shall be simply rejected.

N.B: All documents shall be originals as requested or certified true copies legalised by competent services or that which issued them and must not be more than three (03) months old.

The documents shall be arranged in the order listed above and separated from each other by colour separators. ***Any document with double certification shall not be accepted.***

Envelope B: TECHNICAL FILE

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

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	**Equipment list**	It shall show clearly the means at the disposal of the enterprise to carry out the job (list of equipment and tools)	Attach certified copies of title deeds, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	**Personnel list**	It shall contain: ☞ Works Supervisor: at least a Civil, Engineer with at least 5 years' experience ☞ Foreman: at least a Senior Civil Engineering technician or HND with atleast 3yrs experience in the domain of Construction. ☞ Chief mason ☞ Chief carpenter ☞ Chief electrician ☞ Chief plumber each being a holder of atleast CAP/PROBATOIRE/BAC	Attach for each person a CV signed and dated, as well as a certified copy of certificate. *(all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid national identity card bearing 03 signatures of the bearer)*
B3	**Organisation of works/ methodology**	In conformity with article 7 below, it shall show clearly the organisation of the enterprise *(methodology of execution, work schedule, site installation, supply of materials, etc)*	Date, signature and stamp of bidder at the end of document
B4	**Sub-contracting**	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor. (only 30% of the contract may be sub-contracted)
B5	**Attestation of site visit**	Attestation of visit to the site where the works are to be carried out. A site visit report signed by the contractor or representative. (see attached format)	Dated and signed by the contractor or representative
B6	**References of the enterprise.**	List of similar jobs executed in the last five (05) years by the enterprise and or other civil engineering works realised. (see attached format)	Amount of works, copies of (1st and last pages) and minutes of final reception for all giant works executed before 2024 and minutes of provisional reception for 2024 projects.
B7	**Financial capability**	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC	Date and signature of bank Manager in charge.
B8	**Technical specifications**	Provided in tender file.	Initialled on every page and Signed and stamped on the last page

ENVELOPE C: <u>FINANCIAL OFFER</u>

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	**The tender (Application letter)**	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. A Fiscal stamp of 1500 FCFA.
C2	**Unit Price**	Format to be completed showing	Initials on each page, all pages stamped

	Elaboration	detail breakdown of prices.	and signed on the last page.
C3	**Bill of Quantities and Cost Estimates**	Format to be completed.	Initials on each page, dated, signature on the last page, all pages stamped.
C4	**Price enclosure Slip**	Format to be completed showing the unit prices.	Initials on each page and signature on last page, all pages stamped with enterprise function stamp.

All these documents are to be arranged in the above order and separated with colour separators other than white.

Note: Plans supplied with tender file should not be submitted.

Building materials, materials, supplies equipment and authorised services
The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

Article 5 : Main qualification criteria of bidders
The criteria relating to the qualification of candidates could indicatively be on the following:

- General presentation of the tender files;
- References of the company in similar achievements;
- Quality of the personnel requested;
- Attestation and report of site visit;
- Technical organization of the works,
- Equipments put aside for this project,
- Special Technical Clauses initialed in all the pages and signed, stamped and dated on the last page ;
- Special Administrative Clauses completed and initialed in all the pages and signed, stamped and dated on the last page ;
- Safety measures on the site.
- Pre-financial capability

Any offer that shall not respect (75%) of the above criteria shall simply be eliminated.

5.2 Bidders shall remain bound by their bids for a period of ninety (90) days from date of opening of the bids

ARTICLE 6: OBLIGATIONS AND CONDITIONS TO TENDER

6.1 Any bid that does not respect any of the conditions for tendering shall not be received.

6.2 The bidders shall submit seven (07) copies that is one (01) original and six (06) copies (indicated on them as such) of his/her bids drafted in English or French at the SIGAM office at the Ndu Council against a receipt **on or before the** _____ **at 10:00a.m prompt.** No bid shall be received after thistime and date.

6.3 After submission no bids shall be withdrawn, modified or corrected for any reason. This condition shall apply before and after the submission date.

ARTICLE 7: THE BIDDING DOCUMENTS

7.1 The documents that make up thistender are as follows:

1. The Tender Notice;
2. The General Regulations of the invitation to tender;
3. The Special Regulations of the invitation to tender;
4. The Special Administrative Conditions;
5. The Special Technical Conditions;
6. The Schedule of Unit Prices

7. The; Bill of Quantities and Estimates

8. The Sub Details of Unit Prices;

9. The Model of Contract

10. The Model Forms

Annex No. 1: Model tender
Annex No. 2: Model Bid Bond
Annex No. 3: Model of Performance Bond (Retention Fund)
Annex No. 4: Declaration Form
Annex No. 5: Model of Start-Off Advance Bond
Annex No. 6: Sub-Unit Price Detail
Annex No.7: Model of Commitment of Availability
Annex No. 8: Model References of The Enterprise
Annex No. 9: Model Equipment List.
Annex No.10: Key Staff
Annex No: 11 Site Visit Report

11. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.

12. The Plans

ARTICLE 8: AMENDMENT OF BIDDING DOCUMENTS

8.1 At any time prior to the deadline for submission of bids, the Contracting Authority, may modify the bidding documents for any reasons, whether at its own initiative, at the request of the Tender Board or in response to a clarification requested by a prospective bidder. In all cases, all modification done after the tender board opinion in the drft tender file shall be contained in the final tender file forwarded to the tender board or additional cluases.

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

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

ARTICLE 9: CALCULATION OF PRICES

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

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

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

9.3 The bidder shall express the prices in the PES and BQCE in francs CFA excluding taxes before adding the taxes to the BQCE only.
The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.
The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder.

ARTICLE 10: PRESENTATION OF BIDS

a. Signature of bids – Power of Attorney

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

10.1.B If the bidder is a group of enterprises, each group member or representative must sign the bidding documents such that the result shall be a joint offer.
The group shall choose a common representative who shall receive Service Orders and carry out all transactions in the name of the group.

b. Presentation of bids

The bid shall be presented in seven (07) copies (one (01) original and six (06) copies) marked as such and put inside three (03) sealed envelopes comprising the following: Envelope A Administrative documents, Envelope B Technical offer and Envelope C Financial offer.
All these documents are to be arranged in the above order and separated with colour separators.
Note: Plans supplied with tender file should not be submitted.

c. SUBMISSION OF OFFERS AND OPENING OF BIDS

Envelopes A, B, and C are to be sealed and each envelope shall be marked "ADMINISTRATIVE DOCUMENTS, TECHNICAL OFFER or FINANCIAL OFFER" as the case may be. The three envelopes shall be placed in a fourth envelope, sealed and shall carry the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER N°. …../ONIT /NC/NCITB/NDU-FEICOM/2024 OF …./…./2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION)

All bids shall be deposited at the Service of SIGAM at the NDU Council against a receipt according to the schedule in the tender notice. In the case where the envelope shall not be sealed or without the inscription on it, the administration shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder.

ARTICLE 11: TECHNICAL PROPOSALS

Proposals for different variants can be accepted from the bidder but the bidder has the obligation of costing the variant in the tender file.

ARTICLE 12: BID BOND

The bidder shall furnish a bid bond (provisional caution) of **1,600,000 (One million Six hundred thousand) FCFA,** from a banking institution or insurance of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 13: TENDER

Each bidder shall tender following the conditions laid down in this tender file.

ARTICLE 14: CURRENCY

The unit prices shall be calculated in Francs CFA, and furnish in figures and words without taxes, while the total amount shall be calculated without taxes and then with taxes according to the BQCE. The currency that shall be used for payment shall be the FCFA.

ARTICLE 15: PAYMENT MODALITIES

The contractor shall be paid upon presentation of monthly instalments "Décomptes" established from attachments signed by Project Manager and visa by the Contracting Authority showing the work progress, presented by the Contract Engineer and countersigned by the Contract Manager and the Contractor.

ARTICLE 16: IMPORTATION OF MATERIALS

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

ARTICLE 17: VERIFICATION OF BIDS

13.1 The administration has a period of one (01) month to examine the bids and make its choice. It shall eventually rectify, as indicated in article 5, the bidding amount without any objection from the bidder.

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

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

13.3.1 Where there exist a difference between the amount in figures and the amount in letters, the amount in letters shall be taken as correct;

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

13.3.3 The sub-committee for the evaluation of bids, whose president shall be designated according to provisions of the code, shall be constituted during the bid opening session

ARTICLE 18: VALIDITY OF BIDS

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

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

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

17.1 OPENING OF ENVELOPES (A) (B) and (C) (Two steps) – step1: opening of A,B and C – step2: Evaluation by sub committee.

- **OPENING/EXAMINATION OF ENVELOPE (A):**
  (Administrative documents) shall be opened in public and the conformity of the documents shall be verified. The administrative documents must be complete, valid and authentic. The bid bond must conform to the format submitted.

ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	**An undertaking** by the bidder (declaration to tender), stamped, dated and signed by the bidder or group representative in conformity with the model attached.
A.2	**An attestation of non-bankruptcy** not older that 03 months, issued by the court of competent jurisdiction of the place of residence of the bidder.
A.3	**An attestation of domiciliation:** Bank account in the name of the enterprise issued by a bank or any first-order credit institution approved by thr Minster in charge of finance.
A.4	**Bid security (bank guarantee)** of **1,600,000 (One million Six hundred thousand) FCFA,** from a bank accredited by MINFI and recognised by COBAC (Bank caution) or insurance companies.
A.5	**Treasury Receipt** showing the payment of the tender fee of **100,000 (one hundred thousand) FCFA** as stipulated in the tender notice.
A.6	**An attestation of CNPS:** current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his/her social contributions.

A.7	**Certificate of non exclusion** attesting that the bidder is not the subject of a temporary or permanent exclusion from Public Contracts, not older that three (03) months issued by ARMP.
A.8	**An attestation of tax conformity.**
A.9	**A certified copy of Tax payer's card.**
A.10	**A certified copy of certificate of incorporation.**
A.11	**Attestation of site visit** signed by the contractor.
A.12	**Group agreement** as the case may be.
A13	**Power of attoney** as the case may be signed by a notary.
A14	**The Special Administrative Conditions (SAC/CCAP),** initialled on each page and signed, dated and stamped on the last page

- **OPENING/EXAMINATION OF ENVELOPE (B)**
  (Technical Offer) shall be opened in public to determine conformity ith the regularations.
- **OPENING/EXAMINATION OF ENVELOPE (C)**
  (Financial Offer) shall be opened in public to control the conformity and the financial offer(amount)

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

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

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

17.2 EVALUATION OF TECHNICAL OFFER

NDU COUNCIL INTERNAL TENDERS BOARD

EVALUATION GRID

TECHNICAL ANALYSIS SUB COMMISION

THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

1	**PRESIDENT:**			
2	**SECRETARY:**			
3	**(MEMBER):**			
TENDER No: .....OF				
CONTRACTORS:				
A)				
B)				
C)				
Eliminatory Criteria (See evaluation of administrative files)				
Designation		**BIDDERS**		
		A	**B**	**C**
	a. General presentation of bids	**EVALUATION (Yes or No)**		
a1	Presence of all documents			
a2	Properly bind			
a3	Separators in colour apart from white			
a4	Order prescribed respected			
	TOTAL a	/4	/4	/4

	b. The company references	EVALUATION (Yes or No)		
	References of the company in civil construction or similar works for the past Five years			
b1	Atleast 02 Certified copy of similar contracts			
b2	Atleast 02 Certified copy of similar contracts			
b3	Atleast 02 PVs of provision reception			
	TOTAL b	/3	/3	/3
	c. Equipment	**EVALUATION (Yes or No)**		
c1	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) (Hired or owned)			
c2	Proof of ownership or hire of a truck of atleast 20 tonnes capacity			
C3	Proof of ownership or hire of a compactor in good condition			
C4	Prof of ownership of a electrical kit			
C5	Prof of ownership of a carpentry kit			
C6	Prof of ownership of a masonery kit			
	TOTA 2	/6	/6	/6
	d. Personnel of the Enterprise	**EVALUATION (Yes or No)**		
	Works Engineer: Civil Engineer or Bachelor in Civil Engineering with atleast 5yrs of experience			
d1	Certified copy of valid national identity card			
d2	Diploma of work Engineer certified			
d3	CV signed and dated by works Engineer			
D4	Attestation of availability dully signed by bearer and dated			
	Site foreman: Senior Civil Engineering technician or HND with atleast 3yrs experience			
D5	Certified copy of valid national identity card			
D6	Certified copy of certificate of Foreman			
D7	CV signed and dated by site foreman			
D8	Attestation of availability dully signed by bearer and dated			
	Chief mason: BAC F4, atleast 5yrs of experience			
D09	Certified copy of diploma			
d10	Cv signed and dated			
	Chief carpenter: Atleast CAP in wood work/joinery atleast three years			
d11	Certified copy of diploma			
D12	Cv signed and dated			
	Chief electrician: BAC in electricity/house lighting atleast 3years			
D13	Certified copy of diploma			
D14	Cv signed and dated			

	TOTAL d	/14	/14	/14
	e) Technical Proposals	**EVALUATION (Yes or No)**		
e1	Attestation of site visit			
e2	Site visit report with pictures duely signed by presenter			
e3	Detailed technical note and proposals			
	TOTAL e	/3	/3	/3
	f) The methodology of intervention and execution of work	**EVALUATION (Yes or No)**		
f1	Site organisation in teams or options			
f2	Description of the socio - environment measures for site protection			
f3	Dispositions prevued for the securisation of personnel and and other ussers			
f4	Use of local manpower			
f5	CCTP dully initialled and dated on each page and signed on the last page			
	TOTAL f	/5	/5	/5
	g. Planning of execution of works	**EVALUATION (Yes or No)**		
g1	Coherent planning with respect to tasks			
g2	Manpower deployment plan			
g3	Material deployment plan			
g4	Organisational chart of the enterprise			
	TOTAL g	/4	/4	/4

	I. Pre-financing	**EVALUATION (Yes or No)**		
h1	Attestation of credibility shall be at least 25% of the bid price			
	TOTAL	/1	/1	/1
	GRAND TOTAL	/40	/40	/40
NB: The minimal technical acceptable mark is 75% of the technical mark, i.e. All bids having less than 75/100 of the technical marks shall be eliminated.				
Resolution:				

IV	FINANCIAL ANALYSIS	EVALUATION		
		A	B	C
1	Unit Price Schedule			
2	Bill of Quantities and Cost Estimate			

3	Sub Detail of prices			
4	Bidder's Financial Offer			
NB) The non-existence or Laxity noticed at the study of prices and Arithmetic errors shall be corrected by the Technical Sub Committee with respect to the invitation to Tender				
FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)				

17.2: Evaluation of Financial Offer:

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

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

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

According to article 33(1) (a) of the Public Contract Code, the contract shall be awarded to the meritorious and lowest bidder, careful study must be carried out on the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his/her final contract amount.

ARTICLE 20: PROCEDURE OF AWARD OF CONTRACT

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

18.1 The winner shall be notified through his/her official address or public media. He shall in five (05) days fulfil the formalities related to the awards, especially to submit seven (07) copies of the proposed contract that he/she has completed and signed, to the office of the Delegated Contracting Authority for final signature.

18.2 In the case where the enterprise does not fulfil these conditions, his/her choice shall simply be annulled without further notice and the next contender shall be called in for replacement.

Once the Delegated Contracting Authorityhas signed the contract, the contractor shall be notified with immediate effect. He has three (03) days to contact the Authorising Officer for the beginning of execution of works following notification of the Service Order to start work by the Project Manager. Failure to respect the date line shall call for withdrawal and eventual cancellation of contract.

18.3 The present contract can be cancelled outright in the cases provided for by Decree 2018-366 of 20 June 2018 in the Public Contracts Code.

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. …../ONIT/MINDDEVEL/NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document N° 4

SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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THE SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

Chapter I: General

Article 1: Subject of contract

The subject of this contract shall be for the fencing and external works of the Town Hall in NDU Council, Donga-Mantung Division of the North West Region.

Article 2: Contract award procedure.

This contract shall be awarded by, OPEN NATIONAL INVITATION TO TENDER NO. …../ONIT/NC/NCITB/NDU-FEICOM/2024 OF …/…./2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

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

3.1 *General definitions (cf. Code)*

- The Contracting Authority shall be: The Mayor of NDU COUNCIL He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to the Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Project Owner is the Mayor of NDU COUNCIL He represents the beneficiary administration of the works.
- The authority in charge of the effective execution of the works: the Ministry in charge of Public Contracts.
- The Attributions of Contract Manager are devolved on the Secretary General of NDU Council who on the basis of the works' attachment, signs and liquidates the payments.
- The Contract Engineer shall be The Divisional Delegate of Public Works DONGA-MANTUNG hereinafter referred to as the Engineer.
- The Project Manager shall be the CDO Ndu Council.

3.2 *Security*

This contract may be used a security subject to any form of transfer of the debt.
In this case:

- The authority in charge of ordering payment shall be: The Mayor of NDU Council.
- The authority in charge of the clearance of expenditures shall be the General Manager of FEICOM
- The body or official in charge of payment shall be Accountant of FEICOM
- The official competent to furnish information within the context of execution of this contract shall be the Mayor of NDU Council.

Article 4: Language, applicable law and regulation

1.1 The language to be used shall be *English or French.*

1.2 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) here under;
3) The Special Administrative Conditions (SAC);
4) The Special Technical Conditions (STC);
5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
6) Plans, calculation notes, trial documents, geotechnical documents
7) The General Administrative Conditions applicable on MINTP contracts;
8) The General Technical Condition(s) applicable on the services forming the subject of the contract

Article6: General instruments in force

This contract shall be governed by the following general instruments Framework Law No. 96/12 of 5 August 1996 on the management of the environment;

1. The Mining Code ;
2. Instruments governing the various professional bodies;
3. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency modified by decree n° 2012/076 of 8/03/2022
4. 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;
5. Decree 2018-366 of 20 June 2018 to institute the Public Contracts Code;
6. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
7. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
8. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
9. Circular N° 00000026/C/MINFI of 29 December 2023 on the instructions relating to the execution of the finance laws, monitoring and control of the execution of the budget of the state, and other public entities for the 2024 financial year;
10. Unified Technical Documents (DTU) for building works;
11. Applicable standards ;
12. Other instruments specific to the domain concerned with the contract.

Article 7: Communication (Articles 6and 10 supplemented)

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

a) In the case where the contractor is the addressee: Sir/Madam.....
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [*to the specified*] council, chief town of the province in which the work was done;

b) In the case where the Project Owner is the addressee:
Sir/Madam_____ [*to be specified*] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.

c) In the case where the Contracting Authority is:

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

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

Article 8: Administrative Orders (Article 8 of GAC)

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

8.1 The 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, 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 Manager, 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 Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

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

8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of Major Impediment shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.

8.6 Administrative Orders prescribing works necessary to remedy defects which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Project Owner upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer, with copies to the Contracting Authority.

8.7 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

8.8 Concerning 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 The contracthas *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 [*to be specified*].

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 **Seven (7) 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 Project Owner upon request by the contractor.

11.3 Guarantee of start-off advance

11.3.1 Request for the start-off advance

At the express request of the contractor, a start-off advance not exceeding 20% of the contract ATI may be granted. This advance shall be 100% guaranteed by a first-rank banking institution based in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.

11.3.2 Refund of the start-off advance

The start-off advance shall be refunded by deducting 30% of the amount of each payment on account right from the first account of the contract. It must be entirely refunded by the time the amount

of work reaches 80% of the value of the contract. Whatever the case, refund must be over one month to the end of the duration of the contract.

11.3.3 Release of bond

As the start-off advance is refunded, the delegated Contracting Authority shall release the corresponding bid bond if the contractor requests it.

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)

14.1 Prices shall be firm and non revisable.

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

14.2 Price updating modalities (where applicable)

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

The prices of this contract shall be firm and non-reviewable

[Comply with Circular No. 003/CAB/PM of 31 January 2011]

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

The prices of this contract shall be firm and non-reviewable

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

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

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

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

- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;

- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;

- Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by 10% for loss, stocking and handling;

- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the contractor's unforeseen.

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

This contract is at unit price and lump sum

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

19.1 **NOT APPLICABLE**

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 *shall* grant a start-off advance of 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

No later than the fifth (5th) of the month following the month of the services, the contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and

establishing the total amount of the sums to which he may lay claim as a result of the execution of the contract since the start of the contract.

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

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

- [100-2.2 %)] paid directly into the account of the contractor;
- 2.2 % paid to the public treasury as AIR 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.
The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

The contractor shall be paid on accounts drawn up by applying the prices of the unit price list to works actually carried out.

- Record of works carried out:

At the end of every month, the contractor and the Project Manager shall draw a joint statement summarizing and setting the quantities achieved and recorded for each heading of the Price list during the month and which may give right to payment.

- Monthlyaccount

Not later than thefifth (5th) of the month following the month when the work was carried out, the contractor shall furnish to the Project Manager seven (07) copies of the provisional monthly accounts.

- End of work account

After completion of works and within fifteen (15) days following the date of acceptance, the contractor shall, from the joint records, draw the draft final account of works actually carried out which shall sum up the amounts that he can claim as payment for the works executed.

The draft final account shall be submitted by the contractor for verification and approval by the Project Manager.

Once approved by the Project Manager, the draft final account shall become the final account. It shall serve for making out the final payment to settle the contract drawn up under the same conditions as those defined below relating to drawing of monthly accounts.

- General and final account

At the end of the period of guarantee relating to the structures which gives rise to final acceptance of works, the Project Manager shall draw up the general and final account which shall be countersigned by the contractor and the Contracting Authority. This account whose model shall be provided by the Contracting Authority at his convenience shall comprise:

- the final account;
- the final payment;
- the summary of monthly accounts.

Signing of the general and final account without reserve by the contractor shall definitely bind the parties and put an end to the contract, except for issues concerning default interests.

- **Payment of works :**

Payment shall be done by the General Manager of FEICOM after receiving accounts drawn up by the Contract Engineer and signed by the Mayor bearing the visa of the Service of Follow up of Projects and investments of FEICOM upon presentation of an account drawn up by the contracting partners in two (02) copies including the stamped original copy.

Each request for payment shall include the following documents:

A. Common documents

1. The Mayor's payment request addressed to the General Manager of FEICOM,
2. The Funding agreement between the General Manager of FEICOM and the Municipality within the framework of the project for which payment is requested;
3. FEICOM's Notice of Approval to the Company's contract;
4. The original contract (s), the jobbing order or the purchase recorded for the start off advance or the first bill and the photocopy of the contract for the following ones,
5. The original copy of the registered receipt for the start off advance or the first bill and photocopies for the others;
6. The Tax Notice,
7. The report of work executed, for partial provisional acceptance, general provisional acceptance or final acceptance of works signed by at least two-thirds (2/3) of the members of they commission including the President,
8. The bill (start off advance or partial or final or holdback) stamped and signed by all the stakeholders (the contractor, the project manager, the contract Engineer and Manager, and liquidated on the back by the Project Owner),
9. The validated attestation of **non-indebtedness**,
10. The valid original copy of the attestation of Bank Account (not more than three months),
11. The original copy of the certificate of non-exclusion from Public Contracts (only fur purchase);
12. A photocopy of the company's civil liability insurance including the photocopy of all site risk insurance (only for works of contractors) - **Except holdback**,
13. A photocopy of the final bond - **Except holdback,**
14. The delivery note signed by the contractor and the vote holder, or delivery note or the attestation of service signed by the Manger or the vote holder, or the attachments signed by the appointed members in accordance with the contractual provisions,
15. A photocopy of the warranty certificate of at least six months for the equipment requiring maintenance,

B. Documents specific to request for the start-off advance payment;

1 The original copy of the start-off advance deposit or **Guarantee of start-off advance**

2 Notice of approval of the plan of works Execution,

3 The plan of Works Execution.

C. Documents specific to request for payment of bill No 1;

1 The Service order to start works,

2 The project Managers Activity report.

D. Documents specific to request for partial payments;

1 The detailed works Execution or services rendered stamped and signed by the contractor, the Project Manager or the contract Engineer;

2 The Minutes of works executed.

E. Documents specific to request for final bill payment requests;

1 The final detailed works Execution or services rendered stamped and signed by the contractor, the Project Manager or the contract Engineer;

2 The As-Built plans of the infrastructures (for works contractors) and the final inspection report (the Project Managers),

3 The original copy of the general provisional acceptance or technical acceptance of works report.

F. Documents specific to the payment requests of holdback;

1 The original copy of the final acceptance of works report.

2 The original copy of the certificate of release of retention signed by the Project Owner,

- **Default interests**

Default interests shall be paid by statement of the amounts owed.

- **Currency**

The currency of the tender and payment shall be the CFA Franc.

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

Documents specific to request for the start-off advance payment;

a. The original copy of the start-off advance deposit,

b. Notice of approval of the plan of works Execution,

c. The plan of Works Execution.

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 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:

d. One two thousandth (1/2000th) of the initial contractamount all taxes inclusive per calendarday of delayfrom the first to the 30thdaybeyond the contractual time-limit;

e. One thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendardaybeyond the 30thday.

23.2 The cumulatedamounts of penalties for delayshallbelimited 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 contractorshallbe liable for the followingspecial penalties for the non observation of the provisions of the contract, especially:

- Representative of the Co-contractor: 10,000F/d of delay beyond fifteen (15) days from the date of notification of the start-up Service Order;
- Home of the Co-contractor: 10,000F/d late beyond fifteen (15) days from the date of notification of the start-up Service Order;
- List of personnel and equipment: 20,000F/d late beyond fifteen (15) days from the date of notification of the start-up Service Order;
- Insurance: 20,000F/d of delay beyond fifteen (15) days from the notification of the start-up Service Order.
- Final deposit: 20,000F/d of delay beyond twenty (20) days from the notification of the Start-up Service Order;

- Execution schedule: 50,000F/d late beyond thirty (30) days from notification of the start-up Service Order.

NB: If the the lateness is caused by the contractor.

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

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-contractors, where need be.
2. Indicate the method of payment of sub-contractors, where need be.

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

25.1 After completion of the works and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the contractor may be entitled as a result of the execution of the whole contract. The draft shall be forwarded to the Project Manager, after the date of provisional acceptance for examination.

25.2 The Project Manager has a deadline of two weeks to notify the corrected and approved draft to the Project Manager.

25.3 The contractor has a maximum of one month to return the signed final detailed account.

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

26.1 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 after a period of one month 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 a maximum of one month to return the *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;
  i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  ii) Council dues and taxes ;
  iii) Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices mean VAT included.

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

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

Chapter III: Execution of works

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

The project shall consist in the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region.**

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: *eight (08)* months.

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

Article 32: 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 Manager in four (04) copies at the beginning of each week.

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 Project Manager.*

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 or Rural liabilities (article 45 of GAC)

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

- *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 *(to be specified).***

a) Within a minimum deadline of *thirty (30) days* from the date of notification of the Administrative Order to commence execution, the contractor shall submit in*six (6)* copies for the approval of Contract

*Manager after the endorsement of the Project Manager and theContract Enginee]*the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.
This programme shall be exclusively presented according to the furnished models.
Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of reception with:

- 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 and Contract Engineer then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Contract Manager or Project Manager 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 Manager. After approval of the execution schedule by the Contract Manager, 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.

Prior to the start of the work, the execution of works programme shall have received the notice of Approval of FEICOM solicited by the company, care of the Contracting Authority. The Notice of Approval or rejection of execution programme, shall be carried out within time limits not exceeding twenty (20) calendar days with effect from the date of submission to FEICOM of the Execution programme approved by the service Head and the Contract Engineer.
b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.

c) The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.

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 30 days prior to the date provided for the commencement of execution of the corresponding part of the structure.

b) The [*Contract Manager or Project Manager*] has a deadline of *[fifteen (15) days]* to examine and make known his observations. The contractor then has a deadline of [*eight 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 one month 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 15 days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

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

The part of the works to be sub-contracted shall be 30 % of the initial amount of the contract and its additional clauses.

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 Manager has a deadline of 07 days to approve the contractor's personnel and laboratory as soon as the request is made.

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

40.1 The Site logbook must be systematically jointly signed by the Project Manager or Engineer, where need be and the contractor's representative each day.

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

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

The use of explosives shall only be accepted with authorisation from the Ministry concerned.

Chapter IV: Acceptance

Article 42: Provisional acceptance (article 67 of the GAC)

Prior to the provisional acceptance, the contractor shall request in writing from the Project Manager, the organization of a technical visit required before acceptance.

This visit shall include, among others, the following operations:

- Controlling the quality and quantity of the structures constructed;
- Carrying out trials provided for by the Special technical conditions;
- Recording the possible non-execution of works provided for under the contract;
- Recording the folding up of the installations and cleaning of the project site;
- Recording the completion of works;
- Recording the quantities of works actually executed.

These operations shall give rise to a report drawn up on the spot, signed by the Project Manager and countersigned by the contractor.

Following this pre-acceptance visit, the Project Manager may indicate the reserves to be lifted and the corresponding works to be carried out before the date of provisional acceptance which he shall fix in agreement with the contractor..

42.1 Tests included in the operations prior to acceptance shall include the geotechnical studies of the soil for the foundation of the building

42.2 Possible ascertainment of the folding up of the site installations and the restitution of the site as was [*insert and modify if applicable*];

42.3 The Acceptance Commission shall comprise the following members indicatively:

- The Mayor of NDU COUNCIL. (Project Owner). Chairman
- The General Manager of FEICOM or his representative; Member;
- The Service Head for Follow up of Projects and Investments of FEICOM NORTH-WEST Agency, member
- The Contract Manger observer
- The DIVISIONAL Delegate of MINMAP; Reporter
- The DD/MINTP/DONGA-MANTUNG DIVISION (Contract Engineer) Member
- The Project Manager member
- The Contractor or his representative Member
- The stores accountant

The contractor shall be convened to the acceptance by mail at least *10 days* prior to the acceptance. He is bound to attend (or be represented).

He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission.

After the visit of the site, the Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the works if there is need.

The visit for provisional acceptance shall be the subject of minutes of provisional acceptance signed on the spot by all the members of the Commission.

The minutes of the provisional acceptance report shall specify or set the date of completion of the works.

42.4 There is no provision for partial acceptance.

42.5 The guarantee period commences from the date of provisional acceptance of the said project.

Article 43: Documents to be furnished after execution (article 68 of the GAC)

43.1 At the completion of the works and within 30 days after the provisional reception, the contractor shall provide all working documents including proof of origin of material used and the network plan with all associated geographical coordinates.

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

Article 44: Guarantee period (article 70 of the GAC)

The guarantee period shall be one (1) year to run from the date of the provisional acceptance of the works.

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

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

45.2 The Project Manager shall be member of the commission.

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

Chapter V: Sundry provisions

Article 46: Termination of the contract (article 182 of the GAC)
The contract may be terminated as provided for in Decree No. 2018/366 of 20/06/2018, instituting the Public Contracts Code.

- *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 47: Case of Major Impediment (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;*
- *War in the area of execution of the job;*
- *Flood: decennial flood frequency.*

Article 48: 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 49: Production and dissemination of this contract

[Seven (07)] copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 50 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.

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. ...../ONIT/MINDDEVEL/NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document No. 5

THE SPECIAL TECHNICAL CONDITIONS

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.

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SECTION 0: GENERAL CONDITIONS

0.0 INFORMATION

0.0.1 Aims: Objectives

The Mayor of NDU Municipal Council in DONGA-MANTUNG Division, North West Region, hereinafter referred to as the Contracting Authority, intends to construct a building to serve as market 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 market 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 fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region**
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.

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 DIN AI (594 x 841mm) or DIN A0 (841 x 1189 mm).

(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 Contactor 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/m³
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/m³
Fine aggregate	=	400 litres
Coarse aggregate	=	800 litres

c) ***Class C – Concrete: for blinding***

Cement	=	150 kg/m³
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 joined 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 pain butt-jointed swan 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.

Type of formwork	*Minimum period before striking*
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 ± 5mm
- Section of concrete members ± 3mm

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.

2.5 Stone Work

2.5.1 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.

2.5.2 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%.

2.5.3 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.

2.5.4 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.

2.5.5 Stones with round faces shall not be used.

Placing of stones

2.5.6 3Dressing and shaping of stone shall be done before being used in masonry. Quality of dressing and shaping shall be as approved by the Engineer.

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

2.5.8 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 spells, carefully selected to fit in the spaces shall be wedged to avoid thick beds or joints of mortar.

2.5.9 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.

2.5.10 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.

2.5.11 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.

2.5.12 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.

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

2.5.14 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.

2.5.15 Jambs shall be made from dressed corner stones.

2.5.16 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.

2.5.17 Vertical joints shall be staggered.

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

2.5.19 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.

2.6 Paving Blocks; (Pavement with paved blocks of type 28cm thick for parking area)

2.6.1 The work includes production, supply, placing and maintenance of all forms. The shape and dimension is in accordance with the specifications and technical requirements of the contract and in accordance with the instructions of the Engineer. The Contractor shall comply with the following:

- Not to use broken or distorted blocks in any way, a paved concrete block consist of: cement, aggregate 6/10, sand water and thickness not less than 10 mm.
- Not to fill the gaps between and around the paved concrete block with cement mortar. It is only at the edge of the support beam i.e between pave block and the beam that cement mortar type 450kg/m3 will be used. It is only at the boundary of paved area while cut pieces will be installed.
- Interlock pave blocks should be transported in palettes and using a crane mechanism or fork lift to upload and download pavée packages.
- Laying of paving blocks will be carried out manually.
- Soiled or non-homogenous paved block must be replaced by clean and unharmed ones.
- Manufacturer, type, dimensions, must be approved prior to supply of the paved blocks to the site.
- Average compression strength of the paving blocks must not between 49N/mm2 and 40N/mm2 for any specimen of the sample. Sample of paving blocks must be tested by an approved lab according to the international standards. Each sample contains at least 2 specimens per 100 blocks.
- Average abrasion resistance of paving blocks should not be more than 3.5mm but not less than 4mm for any specimen at 440 revolutions of carborundum stone.
- Water absorption of the paving blocks should not be more than 2% after 10 minutes and not more than 5% after 24 hours.
- Tolerance in dimensions should not exceed 2 mm in all directions.
- The price of the paving blocks work should include the following according to the technical specification and instructed by the Engineer:

I) Supply and spread of dry, clean and coarse sand layer with thickness 5 cm below the blocks. Sand must be graded by mechanical or manual long straight stick taking into consideration the required slopes.

II) Supply and install of pavee according to the required size. Finish level of pavement must be even and straightness must be maintained along the area boundary. Paved blocks should be compacted mechanically using a plate compactor with area 0.35 - 0.50 m 2, power 16-24 kN and frequency 75-100 Hz taking necessary precautions to avoid any damage to the blocks during the process of compaction. In case of unconstrained edges, compaction should be carried out at a distance not less than one 1 m from edge.

III) The gaps between the paving blocks should not exceed 3 mm.

IV) When testing the surface using a straight stick length of 3 m should not excess ± 5mm.

V) Evenness of two adjoining blocks should not exceed 2 mm.

VI) The implementation of the edge beams is set first and then closing the spaces with paving blocks.

VII) Finish level should not exceed the design level by ± 5 mm.

VIII) Concrete edge beam B250 (Size 35 × 15cm) should be constructed at the beginnings and ends of the paving blocks (unless otherwise noted in drawings and bill of quantities),

including the necessary excavation and cutting the existing asphalt using a special cutter, as well as the shuttering and reinforcement works.

2.6.2 Description of Works to Be Done

This octivity comprises 10mm thick concrete bricks being laid in a herringbone or other approved pattern to lines, levels and dimensions as shown on the Engineering Drawings and as directed by the Supervising Engineer and within confining edge-kerbs on each side of the pavement. They are compacted into place, with sand brushed in at the joints.

a) Materials

The following paragraphs define target specifications for natural materials and products that should be used in the construction of this pavement layer. Under no circumstances may the Contractor use non-specification materials without his prior approval of the Supervising Engineer.

b) Concrete bricks

Concrete bricks to be used composed of concrete with a minimum 224 days cube strength of 25MPa. Aggregate size is 6-10mm. Bricks should be cured for 224 days. The bricks shall be regular and uniform in shape and texture with sharp square edges and parallel faces. They shall be free from flaws, and blemishes. Dimensional Tolerance on brick dimensions is to be +/- 30%.

c) KerbS

Kerbs should cast-in-place using reinforced concrete with a minimum cube strength of 27MPa. Alternative kerb edging may be specified on the drawings.

d) Joint fill material

Material for joint in-filling shall be clean sharp sand free from clay coating, organic debris and other deleterious materials. It shall have a Fines Modulus not less than 0.24 and a Sand Equivalent Value of greater than 70.

e) Construction methods

Prior to laying the brick paving, all drainage works necessary to keep the parking lot formation and pavement layers free of standing water should be completed.

The Contractor shall establish sufficient setting out pegs and string lines to ensure that the final shape of the brick layer confirms with the Drawings, which shall be checked with a camber board, or straight edge, spirit level and tape.

Delivered bricks shall be stacked on or adjacent to the prepared formation in such a manner as to allow for continuity of operations, avoid damage to the bricks and to cause least inconvenience and danger to traffic.

The bricks shall be laid in a herringbone or other approved pattern over a bedding layer (Specification RRST 209) within prepared kerbs, as detailed on the engineering drawings and as required by the Supervising Engineer's Representative. Joints between bricks shall not exceed 10mm.

Filling sand shall be spread over the placed bricks, and brushed into the joints. The laid paving will then be compacted with a vibrating plate compactor to properly bed the bricks and key the joint sand securely between the bricks. Joints shall be refilled as necessary to achieve full joints and satisfactory interlock between the bricks.

All extraneous matter, or defective bricks shall be removed and made good with new material to the full thickness of the layer.

f) Construction Equipment

60kg vibrating plate compactor

g) Laboratory & Site Testing

i- General

The Supervising Engineer shall exercise control over quality of the materials incorporated and works performed through quality control tests carried out to the

frequencies indicated here in under. The frequencies are the minimum. The Supervising Engineer shall have the authority to have these tests conducted at more frequent intervals, where quality of a materials or work is in doubt. The cost of these tests will be incurred by the contractor.

ii- **Laboratory Testing**

iii- S

Types of test	Frequency of test
Compressive strength of concrete bricks	One set of 3 per material source (more frequently if material character changes)
Particles size distribution of joint sand and aggregates	One test per material source (more frequently if material character changes) and one test per km of road
Sand Equivalence test on joint sand	As above

ting

TYPES OF TEST	FREQUENCY TEST
Dimensional tolerance of bricks	Sample of 10 from each 1kmsss

Visual inspections will be made to check compliance with the drawing and specifications.

A pavement layer quality and specification compliance inspection will be undertaken on all completed sections of the brick layer by the Supervising Engineer's Representative prior to acceptance of the works.

SECTION 3: ROOF SUPPORT STRUCTURE AND ROOF COVERING

3.1 General description

The works described here involve the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region.**

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:***

a) All materials and assemblies should be protected from the weather, and suitable measures should be taken to protect the surfaces during hoisting, etc.

b) *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.

c) *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.

d) *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 mm^2 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: ALUMINIUM, WOOD AND METAL JOINERY

The Contractor is required to submit beforehand to the Project Manager, a sample of each type of joinery for approval before mass production and installation of joinery (verification of dimensions, verification of the thickness of the steel sheets and the tubular framework, number and arrangement of hinges, number and arrangement of sealing brackets, brand and origin of locks, protection against corrosion). The Contractor is required to communicate to the Project Manager the address of the workshop where these joinery is manufactured for monitoring. The presentation of the sample for acceptance by the Project Manager will take place at least fifteen (15) days before the installation of the joinery.

All exterior joinery must be perfectly watertight and airtight even in heavy rain and strong winds. All metal joinery will be executed from current profiles. The elements will be laid with the greatest accuracy both in plumb level and wedging (tolerance 20 mm). The metal frames are provided to equip the doors. They will be made from metal profiles of thicknesses and profiles in accordance with the layout provisions and according to the width of the bays provided by the plan view. The frames will be pre-treated with a minimum of lead and equipped with the following accessories: the reinforcement for hinges will be provided in number of 3 (bottom, central and top) for each shutter. anchoring brackets per upright and an additional bracket on the cross member for doors over one meter wide;

The Contractor must pay particular attention to the following adjustments before fixing:

✓ checking the squareness of the frames;

✓ Checking the clearances between the frame and the shutter with a maximum tolerance of 5 mm;

✓ control of articulation and rotation joints with a maximum tolerance of 5 mm

✓ Shutter adjustment, all the constraints of installation, fixing and handling are included; as well as the supply of locking wedges for the shutters according to the detail of the execution plan ;

✓ The doors provided for in this chapter must be made in accordance with the execution and detail plans attached to the tender document.

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✓ control of articulation and rotation joints with a maximum tolerance of 5 mm

✓ Shutter adjustment, all the constraints of installation, fixing and handling are included; as well as the supply of locking wedges for the shutters according to the detail of the execution plan ;

✓ The doors provided for in this chapter must be made in accordance with the execution and detail plans attached to the tender document.

6.1 ALUMINUM JOINERY

6.1.1 PRESCRIPTIVE TECHNIQUES - REFERENCE DOCUMENTS

For technical provisions not mentioned in this Book of Special Technical Clauses, reference will be made to the documents defined below.

The work will be carried out according to the rules of the art and must meet at least the regulatory and functional technical requirements and prescriptions included in the official texts existing on the date of signature of the contract by the Co-contractor, in particular:

Unified Technical Documents (D.T.U.)

- N°.35.1: Joined facade panels
- No. 37.1: Metal joinery
- No.39.1: Glazing work
- N°.39.4: Works of mirrors and glazing in thick glass
- N°.39.5: Requirements for the use of glazing
- Nos. 36.1 and 37.2: Applicable to classifications and choices of joinery
- DTU Rules T.H.: Rules and calculations of the thermal characteristics of the walls of construction and the basic losses of the buildings.
- DTU NV 65/67: Rules defining the effects of wind on constructions

The French Standards of A.F.N.O.R. :

- NF. P 01.001 to 01.101: Coordination dimensions of structures and construction elements
- NC. P 20.102 to 20.401: Window test criteria
- NC. P 20.501: Window test methods
- NC. P 24.101: Terminology of windows
- NC. P 24.301: Technical specifications of metal windows and French doors

- NC. P 24.351: Protection against corrosion of metal windows and French windows.
- NC. P 25.101: Definition and classification of exterior closures
- NF. P 50.710: Aluminum and aluminum alloys Extruded sections of any section Tolerances on dimensions and recommended dimensions
- NC. P 85.102: Elastomeric sealant used for waterproof caulking, vocabulary and classification
- NC. P 85.301: Profiled seals usable in light facades. Materials based on rubber or elastomer analogues.
- NC. P 91.450: Anodizing of aluminum and its alloys. Properties, characteristics.
- NF. B 32.002: Drawn glass, general
- NC. B 32.005: Safety glass
- NC. P 01.012 and 01.013: Fall protection glazing
- NF EN 12155: Curtain facades: Determination of watertightness – Laboratory tests under static pressure
- NF EN 12154: Curtain facades: Determination of watertightness – Performance requirements and classification
- NF EN 12153: Curtain facades: Air permeability – Test method
- NF EN 12179: Curtain facades: Resistance to wind pressure – Test method
- NF EN 12207: Windows and Doors: Air permeability – Classification
- NF EN 1026: Windows and doors: Air permeability - Test method
- NF EN 1027: Windows and doors: Water permeability – Test method
- NF EN 12208: Windows and Doors: Water permeability – Classification
- NF EN 1191: Windows and doors: Repeated opening and closing – Test method
- NF EN 12210: Wind resistance – Classification
- NF EN 12211: Wind resistance: Test
- NF EN ISO 13786: Thermal performance of windows – doors and shutters – Calculation of the thermal transmission coefficient
- NF EN 1192: Doors: Classification of mechanical strength requirements
- NF EN 1121: Doors: Behavior between two different climates – Test method
- NF EN 12219: Doors: Climatic influences Requirement and classification Behavior between two different climates – Test method
- NF EN 948: Swinging or pivoting doors – Determination of resistance to static torsion

6.2 WOOD JOINERY

6.2.1 GENERALITY ON THE DESIGN

The works to be carried out by the Co-contractor under this lot are essentially the following

- Supply and installation of solid wooden doors,
- Supply and installation of technical shaft doors.

According to the definitions of the French standard NF B 53510, only wood obtained with first choice pieces, cabinetmaking quality, such as KOTIBE, SIPO, IROKO, will be accepted for joinery to be varnished. All the wood used will be of first quality, healthy, perfectly dry, the degree of humidity in accordance with the requirements of the local climate, without vicious knots, showing no significant alteration, such as spalls, frost cracks, internal cracks or curls, etc. .. and guaranteed against all possible illnesses.

The wood may also not show traces of insects, the cracks will only concern the surface of the pieces and will be few in number. These woods, with the exception of softwoods whose use is expressly specified in the description, will be chosen according to their dimensional stability, their mechanical qualities, the possibilities of supply.

The Co-contractor will be responsible for any diseases that may occur on its works after their implementation (mold, fungi, etc.)

He will also be responsible for any twists, splits, splits, etc. due to the use of imperfectly seasoned wood.

The attention of the Co-contractor is drawn to the need for unity of appearance of certain visible wooden composite elements such as solid doors. The Co-contractor must endeavor to harmonize the different woods used. He will take all measures to ensure that the veneers on doors and panels are of the same origin, even if the manufacturers of the finished materials are different. The panels will be chosen and harmonized for color and grain. The Project Manager reserves the right to choose the cut timber with The Co-contractor.

The location of the works mentioned above can be found in the plans and in the description of the works part 3 of the CCTP)

6.2.2 Reference documents

The works of this lot must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

6.2.2.1 Standards and DTU

- Technical documents applicable to wood carpentry work
- Approved French standards (NF) in particular the standards:
- NFP 23-101 Terminology
- NFP 23-300 Dimensions of leaves in interior doors
- NFP 23-302 Flat interior wooden doors - General characteristics
- NFP 23-303 Interior flat wooden communication doors - specifications
- the standards of the Ministry of National Education
- The REEF published by the Scientific and Technical Building Center (CSTB) and in particular the requirements of the Cahiers des clauses techniques des documents Unifiés techniques (DTU) No. 36-1 Wood joinery
- As well as the special clauses attached to the DTUs
- Safety rules published by the Ministry of Labor
- The Construction and Housing Code, book 1, general provisions, title 2 Safety and
- Protection of buildings, chapter 3, protection against the risk of fire and panic in establishments open to the public, articles L 123-1 to L 123-2, articles R 123-1 to R 123-55 (orders of 23 March 1965 and June 25, 1980 and following)

- The order of January 31, 1986 relating to fire protection in residential buildings.
- The Specific Administrative Clauses (CCAP)
- This Book of Specific Technical Clauses (CCTP)

The Co-contractor will be responsible for the supply of all materials and equipment necessary for their implementation as well as all transport and miscellaneous handling. It will also be due, all ancillary work necessary for the perfect performance and finish of the works.

6.2.2.2Special requirements
Will be included in the market prices, all the elements not included in this CCTP necessary for the perfect realization of the works described. The tracing of the partitions on the ground will be carried out by the Co-contractor. The drilling of works will also be at his expense.

6.2.2.3Choice of materials
The equipment, products and materials listed in this CCTP have been chosen with reference either to their technical characteristics, their appearance or their qualities. The Co-contractor who plans to install similar products must clearly specify this in its estimate and must provide technical advice and samples at the same time to justify their equivalence. Any product not covered by a technical opinion or not covered by insurance cannot be retained.

6.2.2.4Temporary protection
The Co-contractor, being solely responsible for its works until acceptance of the works, must provide protection for the duration of the work and careful cleaning at the end of the work, as well as checking the appearance, the good performance of the assemblies, the correct operation of moving parts (ease of operation, smooth and silent operation, lubrication, etc.).

As soon as they are installed, the bottom frames, over a minimum height of 1m, must be protected. As a result, any carpentry that has been damaged or broken by any worker, regardless of their employer, will be refused.

6.2.2.5Independence of sets
The devices for fixing and maintaining the assemblies (sockets, legs, brackets, etc.) due to this batch will be studied to ensure the perfect holding of the works.

6.2.3 GENERAL REQUIREMENTS

6.2.3.1Hardware and fittings
The hardware and fittings will be of first quality (NFO label required) of a robust type taking into account the weight and dimensions of the leaves and will be protected against corrosion either by nature (stainless steel) or by treatment at the expense of the Co-contractor, and will be chosen by the Project Manager on presentation of samples.

All hardware parts such as anchors, brackets, furring strips, etc., will be galvanized.

All the locks used must have the NFQ quality label. A combination table with 4 levels of locks concerning all the openings will be drawn up by the Project Manager and given to the Co-contractor and presented to the Client for approval. The Co-contractor must provide for the compliance of its locks with this table. A set of four keys will be provided per lock;

The Co-contractor will be responsible for the keys throughout the duration of the work.

6.2.3.2Model element
The Co-contractor must provide in its offer at the request of the Project Manager, the presentation before the start of execution, of a witness element (door block) as a model of the most common type and equipped with its glazing and these accessories. .

It will be shown in its final location or on an independent medium. The implementation of the works can only be started after agreement of the project manager and the Control Office.

6.2.3.3Special doorsets

The Co-contractor must provide the CSTB test reports corresponding to the services requested in the CCTP for all door units for which fire protection (CF), flame protection (PF) degrees or sound or heat insulation levels are prescribed, or anti-theft.

6.2.3.4Melamine panels

The Co-contractor must request the colors of the different panels or frames of the works to be produced and present samples before any implementation. All framework frames seen and panel fields seen will be treated identically, except for special requirements.

6.2.3.5Frames or frames

The dormant or door frames are made of hardwood according to standard NF B 53510, such as KOTIBE, SIPO, IROKO. The interior joinery sets of composition of the door blocks will be deemed complete, except for specific specifications with:

- Sleeping frame or door frame in hard exotic wood,
- Flat frame moldings 50 mm wide in trapezoidal shape or metal door frame depending on the case
- 40 mm thick iso flat door. Compliant with nfp 23 300 - 302 - 303 - 304 - 306 standards of the CTB label
- 2-sided facing in isogyl fiber panel - factory pre-painted
- Colors chosen by the Project Manager for all doors unless otherwise specified.
- Hardware including:
- Galvanized seals
- Nqf hinges
- Mortise lock for hospital type cylinder
- Hospital-type cane-nose mortise lock
- Mortise lock with hospital type locking
- Double radial profile cylinder si (cowhide)
- Door trim set stainless steel series 83 ref. Zg 83 with long plates for door handles locks and condemnation according to needs of brand bezault or equivalent
- All the profiled cylinders that will equip the door locks will be of international standard size.

6.2.3.6Wood treatment

All the wood defined in this CCTP will be treated at the expense of the Co-contractor, or soaked, after cutting but before assembly, with an insecticide, fungicide, CTBF brand and quality product compatible with the NFP 23.305 and DTU 36.1 standard.

Before they leave the factory, the wood must be protected against moisture absorption. All carpentry must have arrived on the site with protection. The nature and date of application of this protection must be indicated on each structure in accordance with standard NFP 23.305.

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 Installation of Wall Tiles

Either of the two methods described below (buttering or floating) may be used at Contractor's discretion for wall tiles.

a) *Buttering method for wall tiles*

Place on back of each tile one or more daubs of adhesive of such quantity that the adhesive, when compressed will cover 50% of the back of each tile, approximately 2mm thick.

b) *Floating method for wall tiles*

Spread adhesive using a saw tooth trowel having notches approximately 4mm deep and 13mm apart, covering surface evenly with a thin layer of adhesive and leaving no bare spots. Coverage shall not be more than 1 square meter per litre of adhesive.

Press each tile firmly into wet adhesive within five minutes after adhesive is spread, using slight twisting motion. Do not slide into place as adhesive will build up on tile edge and squeeze through joint, making satisfactory grouting difficult. Maintain horizontal and vertical joints plumb true and even and of specified 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 Rutty, 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 read 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 read 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 imbiling to a dry density corresponding to 95% of the OPM should be higher or equal to 50 in fill-in an 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 then 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 imbiding 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 market 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 surafce 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 Gravelling 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	✓ 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	✓ 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	✓ 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.	After placing of kerbstones	Measuring tape and line level

	✓ 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.		
Spread gravel	✓ Check thickness of gravel laid on the surface ✓ Randomly count the number of passes carried out for compaction.	After placing stone surface	Measuring tape
Construction shoulders and filter drain	✓ 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	✓ 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 certaine 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 works 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 liase 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.

TECHICAL 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
3	Geotechnician	HND Civil, Hydraulic or Rural Engineering	At least five years' experience in similar works
4	Surveyor	HND or OND in Surveys	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
6	Heavy dutyequipmentoperators	Certificates of works	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 wworks

TRANSPORTATION	SITE HEAVY EQUIPMENT	SITE TOOLS	TOOLS FOR OPERATIVES
At least a 7ton tipper	Concrete mixer	Dig axes	Trowel
(01) 4x4wd vehicle	Concreteneedlevibrator	Spades	Measuring tape
20 T Truck	Wheel barrows	Shovels	Protective clothing and shoes
	compactor	Cutlass, bucket,	
		Measuringtoolsetc	

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

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DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. ...../ONIT /NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

DOCUMENT No. 6

SCHEDULE OF UNIT PRICES

General remarks
Schedule of prices and detailed estimates

1. The Schedule of prices must be taken into account by the bidder jointly with the General Regulations of the invitation to tender, the General and Special Administrative Conditions and the Technical Specifications and the plans.

2. The quantities specified in the Bill of Quantities and Estimates are estimated quantities and provisional. They shall be a common base for the evaluation of offers and the award of the contract. The base of regulations shall be the real quantities of ordered and executed works such as measured by the contractor and verified by the Project Manager and evaluated at the rate and price specified in figures in the Schedule of prices presented by the contractor in his/her offer.

3. Except otherwise stated in the contract, the prices offered by the contractor in the Schedule of prices in figures included in his/her offer must include all the construction installations, labour, supervision, building materials, mounting, maintenance, insurance, overheads and profits, taxes, duties and dues as well as coverage for general risks, commitments and other obligations implicitly specified in contract.

4. A price must be indicated for each item in the bill of quantities and estimates in figures, whether the quantities are specified or not. The cost of items for which the contractor did not indicate a price shall be considered as being covered in the bill of quantities and estimates in figures.

5. The complete cost in accordance with the provisions of the contract should be included in the items specified in the Schedule of prices and the Bill of Quantities and Estimates in figures. Where an item is not specified, the corresponding cost shall be considered as having been distributed among the other prices mentioned.

6. The general indications and the description of works and building materials are not necessarily repeated or summarized in the Schedule of prices and the Bill of Quantities and Estimates included in the Tender File. The references, explicit or implicit, to the appropriate sections of the file must be considered before giving a figure to the prices for each item of the Schedule of prices and bill of quantities and estimates in figures submitted in the offer.

7. During the evaluation of offers, possible arithmetical errors noticed in the Schedule of prices and the Bill of Quantities and Estimates will be corrected according to the provisions of article 28 of the General Regulations of the invitation to tender.

8. The method used to establish executed services in view of the regulations must be in accordance with the norms and directives mentioned in the Special Technical Conditions of the invitation to tender.

UNIT PRICE SLIP (UPS) FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

No	DESIGNATION	UNIT	RATE	
			In figures	In Words
1.0	**PRELIMINARY WORKS**			
1.1	General site installation and site clearance (Also TO INCLUDE the following items, site stores, office, sign board, security, first aid, hygiene,cleaning etc.).	Ff		
1.2	Constitution site of offices and stores, etc in wood, to include connection of water and electricity	Ff		
1.3	General earth movement as required (site clearance etc..)	m2		
	SUB-TOTAL 1.0			
2.0	**FOUNDATION TRENCHES EARTHWORKS OF THE FENCE**			
2.1	Excavation of Foundation footings	m^3		
2.2	Excavation of Foundation trenches for strip footings	m^3		
2.3	Backfilling of foundation trenches	m^3		
	SUB TOTAL: 2.0			
3.0	**SUBSTRUCTURE -FOUNDATIONS CONCRETE/MASONRY WORKS**			
3.1	Casting of a 5cm blinding concrete dosed at 150kg/m^3 for strip foundation and column footings	m^3		
3.2	Fabrication and placing of reinforced concrete for foundation footing dosed at 350kg/m^3	m^3		
3.3	Fabrication and placing of reinforced concrete for ground beams dosed at 350kg/m^3	m^3		
3.4	Fabrication and placing of reinforced concrete for foundation columns dosed at 350kg/m^3	m^3		
3.5	Fabrication and laying of 20cm solid block work for foundation walls, as on plans	m^2		
3.6	Mesh reinforced water proof solid floor of 10cm thick of the coventry box at the entrace dosed at 300kg/m^3 with HA6 spaced at 20cm.	m2		
3.7	Construction of a decorative wall in stone masonry of 50cm at the bottom of the external walls of Type I of the pereferal fence of 20cm thickness	m3		
	SUB TOTAL 3: 00			
4.0	**CONCRETE AND MASONARY WORKS FOR SUPERSTRUCTURE OF THE FENCE**			
4.1	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m^3 for the wall of type 1 fence	m^3		

4.2	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m132 for the walls of type 2 fence	m3		
4.3	Reinforced concrete for structural beams of the blind walls of the fence Type 1 dosed at 350kg/m3	m^3		
4.4	Reinforced concrete for structural beams of the walls of the periferal fence Type 2 walls dosed at 350kg/m3	m^3		
4.5	Construction of roof-terrace slab with hollow blocks (16+4) above exposed areas main entrance entry box ; including waterproofing additive for topping concrete of type "SIKA HYDROFUGE" or equivalent	m2		
4.6	Reinforced concrete for structural concrete cap above the masonry walls of the type 1 and 2 fence dosed at 350kg/m^3	m^2		
4.7	15x20x40 hollow sand Crete block laid in a stretcher bond for walls of the fence type 2 with mortar mixed at 350kg/m^3	m^2		
4.8	15x20x40 hollow sand Crete block laid in a stretcher bond for walls of the fence type 1 with mortar mixed at 350kg/m132	m^2		
4.9	Plastering of both internal and external walls of the wall of the fence dosed at 350kg/m^3	m^3		
	SUB TOTAL 4.0			
5.0	**METALLIC WORKS**			
5.1	Supply and fixing of Main entrance metallic door per detail of the design to be approved by the project owner (3,0 x 3,0) complete with frame and lockset etc	U		
5.2	Supply and fixing of metal window protectors as per details, are for security room at the entrance	m^2		
5.3	Provide and install external metal doors (0.90 x 2,1) complete with frame and lockset at entrance and at the security block	U		
5.4	Provide and install metal-grill works of the fence Type 2 per the design to be approved by the project owner	m^2		
	SUB TOTAL: 5.0			
6.0	**ALUMINUM WORKS**			
6.1	Anodized PVC windows frame complete with 6mm glass as shown on plans and details; to include all hinges, locking system etc of dimension 120 x 120cm	U		
	SUB TOTAL :6.0			
7.0	**PAINTING WORKS**			
7.1	Apply two coat pantex 1300 finish on one coat priming to both internal and external surfaces	m^2		

7.2	Apply two coats pantex 800 finish on two coats priming to walls and deck surfaces of the security building	m^2		
7.3	Apply two coats enamel paint finish on one coat priming to metallic surfaces	m^2		
	SUB TOTAL : 7.0			
8.0	**ELECTRICIAL INSTALLATION**			
8.1	Supply and install proper earthling of the entire structure, as required and specified	FF		
8.2	Provisional sum for all the conduit flexible pipes(11,13,20etc..) for the passing of electric cables	FF		
8.3	Supply and fixing of security lamps including accessories, etc as on plan	U		
8.4	Supply and fit 2P+T 16A power sockets including accessories, as on plans	U		
8.5	Supply and fit one way switches in security building and for the security lamps complete with accessories ,etc LEGRAND	U		
	SUB TOTAL : 8.0			
9.0	**EXTERNAL WORKS AND LANDSCAPING**			
9.1	Excavation of top soil	m2		
9.2	Filling and compaction with material from borrowed pit. well graded	m3		
9.3	Bordeaux type T2 for pavement limits and parking and green zones	ml		
9.4	Concrete blocks pavement including sand layer (for pedestrians)	m2		
9.5	Reinforced concrete slabs on concrete gutters 50 x 50 along the major road of thickness 8cm	ml		
9.6	Open drainage Reinforced concrete gutter dosed at 350kg/m^3 for gutters of 40cmx 40cm (thickness 15cm) around buildingsVulvathene drainage (rectangular concrete channels 40X50X40) including all constraints	ml		
9.7	Construction of the retaining wall along the road national no 11 of thickness 40cm	m3		
	SUB TOTAL :9.0			
10.0	**GREENERY /ENVIRONMENTAL ASPECTS**			
10.1	Supply and plant grass complete with black soil and all added works	m2		
10.2	Planting of shrubs	U		
	SUB TOTAL :10.0			
11.0	**OTHER LANDSCAPE FEATURES**			
11.1	Construction of Flag mast	LS		
	SUB TOTAL :11.0			

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TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. …../ONIT/MINDDEVEL/NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document No. 7:

THE BILL OF QUANTITIES AND ESTIMATES

THE BILL OF QUANTITIES AND ESTIMATES FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

	DESIGNATION	UNIT	QTY	U.P (FCFA)	Total Price (FCFA)
1.0	**PRELIMINARY WORKS**				
1.1	General site installation and site clearance (Also TO INCLUDE the following items, site stores, office, sign board, security, first aid, hygiene,cleaning etc.).	Ff	1.00		
1.2	Constitution site of offices and stores, etc in wood, to include connection of water and electricity	Ff	1.00		
1.3	General earth movement as required (site clearance etc..)	m2	200.00		
	SUB-TOTAL 1.0				
2.0	**FOUNDATION TRENCHES EARTHWORKS OF THE FENCE**				
2.1	Excavation of Foundation footings	m^3	144.93		
2.2	Excavation of Foundation trenches for strip footings	m^3	77.29		
2.3	Backfilling of foundation trenches	m^3	57.97		
	SUB TOTAL: 2.0				
3.0	**SUBSTRUCTURE -FOUNDATIONS CONCRETE/MASONRY WORKS**				
3.1	Casting of a 5cm blinding concrete dosed at 150kg/m^3 for strip foundation and column footings	m^3	7.25		
3.2	Fabrication and placing of reinforced concrete for foundation footing dosed at 350kg/m^3	m^3	4.83		
3.3	Fabrication and placing of reinforced concrete for ground beams dosed at 350kg/m^3	m^3	11.59		
3.4	Fabrication and placing of reinforced concrete for foundation columns dosed at 350kg/m^3	m^3	3.09		
3.5	Fabrication and laying of 20cm solid block work for foundation walls, as on plans	m^2	231.89		
3.6	Mesh reinforced water proof solid floor of 10cm thick of the coventry box at the entrace dosed at 300kg/m^3 with HA6 spaced at 20cm.	m2	12.00		
3.7	Construction of a decorative wall in stone masonry of 50cm at the bottom of the external walls of Type I of the pereferal fence of 20cm thickness	m3	5.65		
	SUB TOTAL 3: 00				
4.0	**CONCRETE AND MASONARY WORKS FOR SUPERSTRUCTURE OF THE FENCE**				

4.1	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m³ for the wall of type 1 fence	m³	3.77		
4.2	Fabrication and place of Reinforced concrete for columns and pillars dosed at 350kg/m132 for the walls of type 2 fence	m3	9.17		
4.3	Reinforced concrete for structural beams of the blind walls of the fence Type 1 dosed at 350kg/m3	m³	2.65		
4.4	Reinforced concrete for structural beams of the walls of the periferal fence Type 2 walls dosed at 350kg/m3	m³	5.16		
4.5	Construction of roof-terrace slab with hollow blocks (16+4) above exposed areas main entrance entry box ; including waterproofing additive for topping concrete of type "SIKA HYDROFUGE" or equivalent	m2	12.00		
4.6	Reinforced concrete for structural concrete cap above the masonry walls of the type 1 and 2 fence dosed at 350kg/m³	m²	8.70		
4.7	15x20x40 hollow sand Crete block laid in a stretcher bond for walls of the fence type 2 with mortar mixed at 350kg/m³	m²	218.62		
4.8	15x20x40 hollow sand Crete block laid in a stretcher bond for walls of the fence type 1 with mortar mixed at 350kg/m132	m²	353.88		
4.9	Plastering of both internal and external walls of the wall of the fence dosed at 350kg/m³	m³	1226.00		
	SUB TOTAL 4.0				
5.0	**METALLIC WORKS**				
5.1	Supply and fixing of Main entrance metallic door per detail of the design to be approved by the project owner (3,0 x 3,0) complete with frame and lockset etc	U	1.00		
5.2	Supply and fixing of metal window protectors as per details, are for security room at the entrance	m²	1.44		
5.3	Provide and install external metal doors (0.90 x 2,1) complete with frame and lockset at entrance and at the security block	U	3.00		
5.4	Provide and install metal-grill works of the fence Type 2 per the design to be approved by the project owner	m²	114.89		
	SUB TOTAL: 5.0				
6.0	**ALUMINUM WORKS**				

6.1	Anodized PVC windows frame complete with 6mm glass as shown on plans and details; to include all hinges, locking system etc of dimension 120 x 120cm	U	1.00		
	SUB TOTAL :6.0				
7.0	**PAINTING WORKS**				
7.1	Apply two coat pantex 1300 finish on one coat priming to both internal and external surfaces	m^2	1226.00		
7.2	Apply two coats pantex 800 finish on two coats priming to walls and deck surfaces of the security building	m^2	45.00		
7.3	Apply two coats enamel paint finish on one coat priming to metallic surfaces	m^2	21.78		
	SUB TOTAL : 7.0				
8.0	**ELECTRICIAL INSTALLATION**				
8.1	Supply and install proper earthling of the entire structure, as required and specified	FF	1.00		
8.2	Provisional sum for all the conduit flexible pipes(11,13,20etc..) for the passing of electric cables	FF	1.00		
8.3	Supply and fixing of security lamps including accessories, etc as on plan	U	20.00		
8.4	Supply and fit 2P+T 16A power sockets including accessories, as on plans	U	6.00		
8.5	Supply and fit one way switches in security building and for the security lamps complete with accessories ,etc LEGRAND	U	2.00		
	SUB TOTAL : 8.0				
9.0	**EXTERNAL WORKS AND LANDSCAPING**				
9.1	Excavation of top soil	m2	1,000.00		
9.2	Filling and compaction with material from borrowed pit. well graded	m3	306.60		
9.3	Bordeaux type T2 for pavement limits and parking and green zones	ml	75.00		
9.4	Concrete blocks pavement including sand layer (for pedestrians)	m2	2,044.00		
9.5	Reinforced concrete slabs on concrete gutters 50 x 50 along the major road of thickness 8cm	ml	120.00		
9.6	Open drainage Reinforced concrete gutter dosed at 350kg/m^3 for gutters of 40cmx 40cm (thickness 15cm) around buildingsVulvathene drainage (rectangular concrete channels 40X50X40) including all constraints	ml	120.00		

9.7	Construction of the retaining wall along the road national no 11 of thickness 40cm	m3	40.00		
	SUB TOTAL :9.0				
10.0	**GREENERY /ENVIRONMENTAL ASPECTS**				
10.1	Supply and plant grass complete with black soil and all added works	m2	50.00		
10.2	Planting of shrubs	U	15.00		
	SUB TOTAL :10.0				
11.0	**OTHER LANDSCAPE FEATURES**				
11.1	Construction of Flag mast	LS	1.00		
	SUB TOTAL :11.0				
	TOTAL ET				
	VAT (19,25%)				
	IR (2.2 or 5.5%)				
	TOTAL AMOUNT (A.T.I.)				

This estimates have been prepared at the sum of .....FCFA TTC

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REGION DU NORD-OUEST

ARRONDISSEMENT DE BAMENDA III

COMMUNE DE BAMENDA III

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. ...../ONIT /NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

DOCUMENT NO 8

THE SUB-DETAIL OF UNIT PRICES

Designation of Works :						
N° price	Daily output		Total Quantity			Duration (days)
	/ day					
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount	
	Site engineer					
	Site foreman					
	Team chiefs					
	Administrative staff					
	Driver					
	Specialised Technicians					
	Labourers					
	Total A					
OR MACHINES EQUIPMENT						
	Type	Quantity	Daily rate	Days paid	Amount	
	Pickup for follow-up					
	Small equipment					
	Total B					
DIVERSES MATERIALS						
	Type	Quantity	Unit Price	Consumption	Amount	
	*					
	Total C					
D	TOTAL DRY PRICE A+B+C					
E	General site expenses		X%	D x X%		
F	General head office expenses		Y%	D x Y%		
G	TOTALCOST PRICE			D + E + F		
H	Risks + benefits		Z%	G x Z%		
P	TOTAL COST PRICE WITHOUT TAXES			G + H		
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE		

REPUBLIC OF CAMEROON
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Paix – Travail – Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. ...../ONIT /NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

FUNDING:

FEICOM /NDU COUNCIL 2024 BUDGET

Document No. 09:

MODEL OF CONTRACT

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

DONGA-MANTUNG DIVISION

NDU COUNCIL

NDU COUNCIL INTERNAL TENDERS' BOARD

REPUBLIQUE DU CAMEROUN
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DEPARTEMENT DE DONGA-MANTUNG

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

Contract N° …../ONIT/NC/NCITB/NDU-FEICOM/2024 OF …./../2024
AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER NO. …../ONIT /NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

HOLDER: ……
BP …… TEL. ……
N°R.C. ……
N° TAXPAYER. ……
Account N°. …… at ……
Agency of ……

SUBJECT: **THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL,**
PLACE: NDU TOWN

DURATION: **FOUR (04) MONTHS**

AMOUNT: …… **FCFA TTC**

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

FINANCING: **FEICOM /NDU COUNCIL 2024 BUDGET**

SUBSCRIBED on……
SIGNED on……
NOTIFIED on……
REGISTERED on……

BETWEEN:

The **REPUBLIC OF CAMEROON,** represented by the**Mayor of NDU Council,** hereinafter referred to as the, **"ADMINISTRATION"** on the one hand,

AND

_____ whose head office is situated at _____BP____, Tel: _____ represented by it's Director General hereinafter referred to as the **"CONTRACTOR"** on the other hand.

IT IS HEREBY AGREED ON AND ORDERED AS FOLLOWS:

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimate

WITH The enterprise ..... B.P .....

FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

EXECUTION DEADLINE: ..... (.....) months

AMOUNT OF CONTRACT IN FCFA:

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

READ AND APPROVED BY THE ENTREPRENEUR **NDU**, the.....	**THE MAYOR OF NDU COUNCIL** **NDU**, the.....
Registration	

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH-WEST REGION

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ARRONDISSEMENT DE NDU

COMMUNE DE NDU

COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO. ...../ONIT/ NC/NCITB/NDU-FEICOM/2024 OF .../.../2024 THROUGH THE EMERGENCY PROCEDURE FOR THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM /NDU COUNCIL 2024 BUDGET

Document No. 10:

MODEL FORMS

Annex No. 1: Model tender

I the undersigned Mr. .....
Taxpayer n° .....
Acting on the name and on behalf of ETS..... P.O. BOX .....

After having taken knowledge, of all relative files of the present contract document for the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region, DONGA-MANTUNG Division of the North West Region.**

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

Amount in figures FCFA TTC: .....

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

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

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

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

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

Signature (s

Annex No. 2: Model Bid Bond

Bank .....

Reference of guarantee: No. .....

To the Mayor of NDU Council

Republic of Cameroon

Invitation to Tender No. .....

BID BOND FOR THE EXECUTION OF THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

The Contractor (5) .....hereby submits on ..... to the **Mayor of NDU Council** a bid relating to the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region.**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the **Mayor of NDU Council** acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs ..... (6).

By this guarantee, we the undersigned,(7).....with our registered office in ....., are committed towards the **Mayor of NDU Council** (Contracting Authority), through the bidder for the sum of CFA Francs .....(*in figures*).....

.....*(in full)*.

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the **Mayor of NDU Council,** the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the **Mayor of NDU Council.** This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the enterprise shall be the successful bidder, after presentation of the performance bond which shall be kept by the Council Internal Tenders Board.

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

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

Mr (Messrs).....

Signature(s) & stamps .....

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

Annex No. 3: Model of Performance Bond (Retention Fund)

Bank:
Reference of bank guarantee:
N°.....

To the Mayor of NDU Council (Contracting Authority)

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF WORKS OF THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

We, Bank..... have been informed that between the **Mayor of NDU Council** acting as the Contracting Authority and..... acting as entrepreneur, a contract has been concluded for the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region, DONGA-MANTUNG Division of the North West Region** covering the guarantees, engagement and other liabilities being incumbent upon the entrepreneur because of the contract of an amount equal to.....

We, Bank.....engage ourselves irrevocably and without profit of discussions by thispresent, to pay in favour of the Cameroonian administration at the first written request of the **Mayor of NDU Council** and within eight (08) weeks maximum period, up to the amount of thispresent guarantee, the sum of .....

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

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

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

The original of thispresent guarantee will be preserved in the services of the **Mayor of NDU Council.**

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

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

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

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

Signature (s)

Annex No. 4: Declaration Form

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N°. :.....
For the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region, DONGA-MANTUNG Division of the North West Region.**

I (We) the undersigned (8) .....
Acting in the capacity of (9) .....in the name and on behalf of (10)..... at .....RC N°. .....by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town) ....., telephone N° ....., after having studied all the documents of the tender file relating to the Invitation to Tender N° ....., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works for **the fencing and external works of the town hall in NDU Council, DONGA-MANTUNG Division of the North West Region, DONGA-MANTUNG Division of the North West Region** in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within ..... (.....)monthsas from the date of notification of award of the contract.
I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.
Done at ..... , on .....

General Manager

Signature(s).....

Biddder(s).....
For companies, indicate:

The company (company or trade name, form, nationality and registered office)
« represented by the undersigned ..... » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, ... »
(For each person: name, first name, company name, nationality, location of the registered office)
« Constituted in a group of companies for the execution of this contract, jointly commit ourselves ..... »
(8) Name, first name, profession, residence
(9) Position in the enterprise
(10) Company name

Annex No. 5: Model of Start-Off Advance Bond

Bank .....

Reference of guarantee No.....
To the Mayor of NDU Council DONGA-MANTUNG Division
Republic of Cameroon
Invitation to Tender N°. .....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE FENCING AND EXTERNAL WORKS OF THE TOWN HALL IN NDU COUNCIL, DONGA-MANTUNG DIVISION OF THE NORTH WEST REGION.

We..... (Bank) have been informed that a contract shall be signed between the **Mayor of NDU Council** ,acting in the capacity of Contracting Authority, and..... ....., acting as contractor for the fencing and external works of the town hall **in NDU Council, DONGA-MANTUNG Division of the North West Region.**

In compliance with the provisions of Article ..... of Contract N° ....., the contractor shall be bound to present to the **Mayor of NDU Council** , Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the enterprise and amounting to CFA Francs ....
We, ...(bank) do hereby commit ourselves, irrevocably and without arguing to pay to **Mayor of NDU Council,** at the written request the **Mayor of NDU Council** and within three (03) weeks the amount of this guarantee, that is to say. ..... , all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.
The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the **Mayor of NDU Council .**
The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Council Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.
The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

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

Mr (Messrs).....
Signature(s) & stamps of the bank

Annex No. 6: Sub-Unit Price Detail

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Total A				
OR					
MACHINES EQUIPMENT	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
DIVERSES MATERIALS	Type	Quantity	Unit Price	Consumption	Amount
	•				
	Total C				
	A				
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	D x X%	
F	General head office expenses		Y%	D x Y%	
G	TOTALCOST PRICE			D + E + F	
H	Risks + benefits		Z%	G x Z%	
P	TOTAL COST PRICE WITHOUT TAXES			G + H	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	

Annex No.7: Model of Commitment of Availability

To Whom It May Concern:

Subject:COMMITMENT OF AVAILBILITY.

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

Done at _____ the _____

Sign; _____

Annex No. 8: Model References of The Enterprise

The most representative services and similar to those described in the Special technical conditions above over the last three years

N°	Year	Contract	Purpose	Funding	Amount (ATI) (CFAF)	Acceptance date
1						
2						

NB : for each contract named in the above board, please joint :

- Photocopy of first and last pages of the contract,
- Photocopy of provisional (or final) acceptance report.

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

Mr (Messrs).....

Signature(s).....

Annex No. 9: Model Equipment List.

DESIGNATION	NUMBER	AGE-STATE	ORIGIN	STATUS

Annex No.10: Key Staff

	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF OF THE ENTERPRISE				
SUPPORT STAFF				

Annex No: 11 Site Visit Report *[not more than five (05) pages]*

I) INTRODUCTION

TENDER N° (*withprojecttitle*) .....
NAME OF ENTERPRISE .....
DATE: ..... TIME: .....
II) COMMENTARY:
II-1) Nature of the project site .....

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

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

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

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

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

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

SIGNATURES:

Visa of project owner or Representative	Contractor's Engineer

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COMMISSION INTERNE DE PASSATION DES MARCHES DE LA COMMUNE DE NDU

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FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document No.11:

LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES APPROVED BY THE MINISTRY IN CHARGE OF FINANCE AUTHORISED TO ISSUE BONDS

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

A- BANKS

1- Afriland First Bank (First Bank);

2- Banque Atlantique du Cameroun (BACM);

3- Banque Internationale du Cameroun pour l'epargne et le Credit (BICEC)

4- City Bank Cameroon (City group);

5- Commercial Bank Cameroom (CBC)

6- Ecobank Cameroon (EcoBank);

7- National Financial Credit (NFC-BANK);

8- Societe Commerciale de Banques-Cameroun (CA SCB) ;

9- SocieteGenerale des Banques au Cameroun (SGBC) ;

10-Standard Chartered Bank Cameroon (SCBC)

11-Union Bank of Cameroon PLC (UBC)

12-United Bank for Africa (UBA).

13-Banque Gabonaise pour le Financement International (BGFI BANK)

B- INSURANCE COMPANIES

II- Insurance companies

1 Activa Assurances,;
2 Area Assurance SA;
3 Atlantic Assurances SA,
4 Prudencia-Beneficial life insurances SA,
5 Chanas assurances SA,
6 CPA SA,
7 Nsia Assurances SA,
8 Pro Assur SA, BP.5 963, Douala;
9 SAAR SA,
10 Saham Assurances SA,
11 Zenith Insurance SA,

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INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/NDU COUNCIL 2024 BUDGET

Document No. 12:

FILE OF PLANS