

REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

MINISTERE DE LA DECENTRALISATION ET
DEVELOPPEMENT LOCALE

REGION DU NORD OUEST

DEPARTEMENT DE BUI

COMMUNE DE KUMBO



REPUBLIC OF CAMEROON
PEACE- WORK-FAHERLAND

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

BUI DIVISION

KUMBO COUNCIL

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TENDERS BOARD:

KUMBO COUNCIL INTERNAL TENDERS BOARD

TENDER DOCUMENTS

**OPEN NATIONAL INVITATION TO TENDER NO.
N°:008/ONIT/KC/KCITB/KUMBO COUNCIL/FEICOM 2024 OF 30TH
AUGUST 2024 FOR THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN
KUMBO COUNCIL, BUI DIVISION OF THE NORTH WEST REGION
THROUGH EMERGENCY PROCEDURE**

Lot	Subject	Locality	PROJECT AMOUNT	Bid Bond FCFA	Tender Fee FCFA
1	The construction of a municipal hotel	KUMBO	273,780,690 FCFA	5,475,614 FCFA	160 000 FCFA

FUNDING: FEICOM/KUMBO COUNCIL 2024 BUDGET

IMPUTATION: No. _____/CCF/FEICOM/DG/CAJ/DCCC/2024

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THROUGH EMERGENCY PROCEDURE**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/KUMBO COUNCIL 2024 BUDGET

DOCUMENT N°1

TENDER NOTICE

The tender notice in English and French furnishes information which the potential candidates may need to present any bid. Besides the essential information contained in the Tender File, it must indicate any important criteria used for the qualification of candidates.

The information contained therein must be in accordance with that of the rest of the Tender File and in particular with that featuring in the Special Regulations of the Invitation to Tender.

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 Kumbo Council for the execution of the Public Investment Budget of the 2024 financial year, the Contracting Authority, the Mayor of Kumbo Council, hereby launches an open national invitation to tender through the Emergency procedure for the the construction of a Municipal Hotel, in Kumbo Council, Bui Division of the North West Region.

2. Nature of works:

The proposed project is a standard plan designed by the organisation's architects, a single storey-building (type R+1) of 562 m², with a total surface area of 1,053 m². the ground floor comprises a large reception hall with a waiting area and an adjoining bar area, 02 management offices, 07 rooms with a minimum surface area of 13 m², 01 room adapted for people with reduced mobility and a restaurant comprising a 121 m², dining area with a kitchen area. The first floor comprises 08 rooms with a minimum surface area of 13 m², 02 suites, 01 conference room of 70 m² with a technical and translation room

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	Electrical 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 eight calendar (08) months, as from the date of notification of the contractor by the control engineer to start work.

4. Lots

The works are divided into one lot.

5. Estimated cost

The estimated cost after preliminary studies stands at **273,780,690 (Two hundred and seventy-three million seven hundred and eighty thousand six hundred and ninty) 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 KUMBO Council assigned to the Mayor Kumbo 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, (see list in document No. 12 of this tender file), of an amount of **5,475,614 (Five million four hundred and seventy thousand five six hundred and fourteen) 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)

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 Kumbo Council, Contracts Award Service or contact Tel: +237 67000 3577

KUMBO, the **02 SEPT 2024**

LORD MAYOR, KUMBO COUNCIL

Copies:

- ARMP
- Chairpersons of TB
- MINMAP B UI
- Notice Boards



Mborong Venadius Bongkigang (PhD)
The Lord Mayor

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 Kumbo pour l'exécution du Budget d'Investissement Public 2024, l'Autorité Contractant, le Maire de la Commune de Kumbo lance un Appel d'Offres national ouvert pour les travaux de Auberge Municipal et un forage solaire avec un réservoir en béton armé de 7.5 m³ et 06 bornes fontaines à SABONGARI dans la Commune de KUMBO, Département du BUI, Région du Nord-Ouest.

2. Consistance des travaux

Le projet proposé est un plan type conçu par les architectes de l'association, un bâtiment de plain-pied (type R+1) de 562 m², pour une surface totale de 1 053 m². Le rez-de-chaussée comprend un grand hall de réception avec un espace d'attente et un espace bar attenant, 02 bureaux de direction, 07 chambres d'une superficie minimale de 13 m², 01 salle adaptée aux personnes à mobilité réduite et un restaurant comprenant une salle à manger de 121 m². Coin avec un coin cuisine. Le premier étage comprend 08 chambres d'une superficie minimum de 13 m², 02 suites, 01 salle de conférence de 70 m² avec un local technique et de traduction

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 électriques
12	Installation de Plomberie et sanitaire
13	VRD

3. Délais d'exécution

Le délai global d'exécution des travaux est de huit (08) 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 **273 780 690 (Deux cent soixante-treize millions sept cent quatre-vingt-dix mille six cent quatre-vingt-dix) 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 Kumbo au titre de l'exercice 2024 assigné au Maire de la commune de Kumbo, 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 agréé par le Ministère des Finances et d'un montant de **5 475 614 (Cinq millions quatre cent soixante-dix mille cinq cent quatorze) CFAF.** Le cautionnement provisoire sera libéré d'office au plus tard trente

- ◆ Non-conformité aux spécifications techniques majeures (à lister),
- ◆ Le non-respect de X critères essentiels (X supérieur ou égal à 1),
- ◆ 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 attribuer 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 lettres 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 Kumbo, **Service de Passation des Marchés Publics**, Tel : 67000 3577

10 2 SEPT 2024
KUMBO, le _____

LE MAIRE COMMUNE DE KUMBO

Copies:

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



Table of contents

A. General

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

B. Tender File

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

C. Preparation of Tenders

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

D. Submission of bids

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

E. Opening of bids and evaluation of offers

Article 25: Opening of bids	
Article 26: Confidential nature of the procedure	
Article 27: Clarifications on the offer and contact with Delegated Contracting Authority	
Article 28: Determination of their conformity	
Article 29: Qualification of the bidder	
Article 30: Correction of errors	
Article 31: Evaluation of financial offers	
Article 32: National preference	

F. Award of the contract

Article 33: Award	
Article 34: Right of the Delegated Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure	
Article 35: Cancellation of invitation to tender or declared unsuccessful	
Article 36: Notification of the award of the contract	
Article 37: Signature of the contract	
Article 38: Final bond	

(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 this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of this contract shall be limited to the said building materials, materials, supplies, equipment and services.

5.2: Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

Article 6: Qualification of bidder

6.1 As an integral part of their 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 this information, 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 Authority with 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 Authority into 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.

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 Authority or Delegated Contracting Authority with 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 Authority or Delegated Contracting Authority not later than fourteen (14) days before the opening of bids.

9.4 The Contracting Authority or Delegated Contracting Authority has 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

10.1 The Delegated Contracting Authority may 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 Authority may 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 Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the 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;

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

15.1 The 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 Authority or Delegated Contracting Authority as not being in conformity.

16.2 Under exceptional circumstances, the Delegated Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be 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 Authority addressed 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 Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

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

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

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

17.6 The bid bond may be seized:

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 Authority at 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 Authority to return the sealed offer if it is late in accordance with article 23 of the General Regulations and to meet the provisions of article 24 of the General Regulations.

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

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

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

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

Article 23: Late offers

Any offer received by the 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 Authority 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".

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 Authority in 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 Authority with 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. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 29 of the General Regulations.

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

Article 28: Determination of Conformity of offers

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

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

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits and is not in conformity with the Tender File, the rights of the Delegated Contracting Authority or the obligations of the bidder in relation to the contract; or
- iii) whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed with the Tender File.

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

- g) If need be, in accordance with the provisions of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated according to their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Delegated Contracting Authority in the Special Regulations.

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

The Delegated Contracting Authority reserves the right to accept or reject any modification, difference or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of offers.

32.4 If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Delegated Contracting Authority, the Evaluation sub-committee may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory to it, the Delegated Contracting Authority may reject the offer.

Article 32: Preference granted national bidders

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

F. Award of the contract

Article 33: Award

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

34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest offer shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot, as well as their financial situation at the time of award.

Article 34: The right by the Delegated Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure

The Delegated or Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Delegated Contracting Authority where the offers have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 35: Notification of the award of the contract

Before the expiry of the validity of the offers set in the Special Regulations, the Delegated Contracting Authority shall notify the successful bidder by telecopy confirmed by registered mail or by any other means that his/her offer was retained. This letter will indicate the amount the Delegated Contracting Authority will pay the contractor to execute the works and the execution time-limit.

Article 36: Publication of results of award and petitions

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

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



TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO.
N°:008/ONIT/KC/KCITB/KUMBO COUNCIL 2024 OF 30TH AUGUST 2024
FOR THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO
COUNCIL, BUI DIVISION OF THE NORTH WEST REGION
THROUGH EMERGENCY PROCEDURE

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/KUMBO COUNCIL 2024 BUDGET

Document No: 3

**THE SPECIAL REGULATIONS OF THE INVITATION TO
TENDER**

A) INTRODUCTION

ARTICLE 1: Definition of Works:

Within the framework of the Funding Agreement No. _____/CCF/FEICOM/DG/CAJ/DCCC/2024 between FEICOM and kumbo council, the Mayor of Kumbo Council hereby launches an Open National Invitation to Tender through the Emergency procedure for the construction of a Municipal Hotel, in Kumbo Council, Bui Division of the North West Region.

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 Kumbo Council as 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 than 03 months, issued by the chamber of commerce or 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 the Minister in charge of finance.
4. **Bid security (bank guarantee)** of **5,475,614 (Five million four hundred and seventy thousand five six hundred and fourteen) FCFA**, from a bank accredited by MINEFI and recognised by COBAC (Bank caution).
5. **Treasury Receipt** showing the payment of the tender fee 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 than three (03) months issued by ARMP.
8. **An attestation of tax conformity** certifying that the bidder owes no taxes signed by the director or the head of tax center.
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 project beneficiary/user.
12. **Group agreement** as the case may be.
13. **Power of attorney** 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
15. **Plan and attestation of localization**, signed by the taxation authorities.

N.B:

Absence of the following documents shall result to outright 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
----	----------	---------------------	----------------

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 (80%) 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 with one (01) original and six (06) copies (indicated on them as such) of his/her bids drafted in English or French at the Service for infrastructural Contracts at the Kumbo Council against a receipt **on or before the 24/09/2024 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. Thiscondition 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

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 11: BID BOND

The bidder shall furnish a bid bond (provisional caution) of **5,475,614 (Five million four hundred and seventy thousand five hundred and fourteen) FCFA**, from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 11: TENDER

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

ARTICLE 12: 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 13: PAYMENT MODALITIES

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

ARTICLE 14: 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 15: 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 5.3, 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 by the Delegated Contracting Authority, shall be constituted during the bid opening session

ARTICLE 16: VALIDITY OF BIDS

The bidder shall be bound by his/her bid for a period of ninety (90) days from the day of submission of bids. If at the end of this period the 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 17: 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.

17.2 EVALUATION OF TECHNICAL OFFER
KUMBO COUNCIL INTERNAL TENDERS BOARD
TECHNICAL ANALYSIS SUB COMMISSION

THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO COUNCIL, BUI DIVISION OF THE NORTH WEST REGION.

1	PRESIDENT:		
2	SECRETARY:		
3	FINANCE CONTROL (MEMBER):		
4	REP PROJECT OWNER:		
TENDER NO. N°:008/ONIT/KC/KCITB/KUMBO COUNCIL/FEICOM 2024 OF 30TH AUGUST 2024			
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
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 01 Certified copy of similar contracts above 180 million (1 st and last page) and PV of provisional reception for projects executed within the last five yrs (pluri annual projects accepted)		
b2	Atleast 01 Certified copy of similar contracts below 180 million and more than 100 million (1 st and last page) and PV of provisional reception within the last five yrs (pluri annual contracts accepted)		
b3	Atleast 01 Certified copy of similar contracts below 100 million and more than 50 million (1 st and last page) and PV of provisional reception.		
TOTAL b		/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 front head loader or simmilar equipment		
c4	Proof of ownership or hire of a bulldozer of good condition		
c5	Proof of ownership or hire of a theodolite		
c6	Proof of ownership or hire of an optical level equipment		
c7	Proof of ownership or hire of a compactor in good condition		
c8	Prof of ownership of a survey kit		
c9	Prof of ownership of a carpentry kit		

d27	Certified copy of diploma			
d28	Cv signed and dated			
d29	Attestation of availability duly signed by bearer and dated			
	TOTAL d	/29	/29	/29
	e) Technical Proposals	EVALUATION (Yes or No)		
e1	Attestation of site visit			
e2	Site visit report with pictures duly 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 duly 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 55% of the bid price			
	TOTAL	/1	/1	/1
	GRAND TOTAL	/59	/59	/59

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

REPUBLIQUE DU CAMEROUN
PAIX- TRAVAIL- PATRIE

MINISTERE DE LA DECENTRALISATION ET
DEVELOPPEMENT LOCALE

REGION DU NORD OUEST

DEPARTEMENT DE BUI

COMMUNE DE KUMBO



REPUBLIC OF CAMEROON
PEACE- WORK-FAHERLAND

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

BUI DIVISION

KUMBO COUNCIL

B.P. 3 KUMBO/Tel: 33 48 10 11

E mail:kuc_tobin@yahoo.com

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P.O. BOX 3 KUMBO/Tel: 3348 10 11

E-mail:kuc_tobin@yahoo.com

Web site:www.kumbocouncil.org

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER NO.
N°:008/ONIT/KC/KCITB/KUMBO COUNCIL 2024 OF 30TH AUGUST
2024 FOR THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO
COUNCIL, BUI DIVISION OF THE NORTH WEST REGION THROUGH
EMERGENCY PROCEDURE**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/KUMBO COUNCIL 2024 BUDGET

Document N° 4

SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

THE SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

Chapter I: General

Article 1: Subject of contract

The subject of the contract must be in consonance with article 1 of the GAC relating to the scope of application.

The Subject of this Contract shall be for the construction of A Municipal Hotel, in Kumbo Council, Bui Division of the North West Region.

Article 2: Contract award procedure.

This contract shall be awarded by, OPEN NATIONAL INVITATION TO TENDER NO. N°:008/ONIT/KC/KCITB/KUMBO COUNCIL 2024 OF 30TH AUGUST 2024 FOR THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO COUNCIL, BUI DIVISION OF THE NORTH WEST REGION THROUGH EMERGENCY PROCEDURE

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

3.1 General definitions (cf. Code)

- The Contracting Authority shall be: The Mayor of Kumbo 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 kumbo 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 Council Development Officer of Kumbo 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 Bui hereinafter referred to as the Engineer.
- The Project Manager shall be a firm to be selected (Through an Open National Invitation to Tender).

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 Kumbo 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 Kumbo Council.
- The Attributions of the Project Manager is to the CONSULTANT in charge of control and supervision of the works, who examines, verifies, testifies and approves the quality and quantity of all works executed. In consequence, he is qualified to prescribe all the dispositions that he judges necessary and confirms all the works well done. He works in collaboration with the Contract Manager.

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.

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 contract Manager with a copy to the Contracting Authority, the 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 contract has 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)

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.

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 the 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 for 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 Manager or the vote holder, or the attachments signed by the appointed members in accordance with the contractual provisions,

B. Specific penalties [amount to be indicated]

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

- Late submission of final bond (100 000 F cfa);
- Late submission of insurances (200 000 F cfa);
- Late submission of the draft execution schedule if the lateness is caused by the contractor (200 000 F cfa).
- Late submission of the As-Built drawing plans if the lateness is caused by the contractor (200 000 F cfa);
- The changing of work personnel's without informing the Contract Engineer (100 000 F cfa per work personnel).

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.

- 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.

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.

THE SPECIAL TECHNICAL CONDITIONS (STC)

GENERALITIES

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

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

TABLE OF CONTENTS

Page No.

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

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,

1.1 General Site Installation

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

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

1.2 Site Identification Board

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

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

1.3 Other Signboards

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

1.4 Hoarding

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

1.5 Surveillance and Guarding

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

1.6 Site Clearing and Maintenance of Access Roads

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

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

1.7 Site Office and Meeting Room

The 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.

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:

<u>Sieve Number</u>	<u>Total % by weight retained</u>
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

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.

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

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:

<i>Diameter of bolt (mm)</i>	<i>Minimum thickness of washer (mm)</i>	<i>Minimum sides of square or diameter of washer</i>
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:*

6.3.1 Key Schedule

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

6.4 Samples For Approval

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

6.5 Windows

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

6.6 Wood Joinery Works

6.6.1 Scope

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

6.6.2 Carpenter and Joiner.

Timber:

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

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

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

Wrot Face.

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

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

6.6.3 Preparation. -

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

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

6.6.4 Fixing

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

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

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

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

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

6.13 Plywood:

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

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

6.13.1. Thickness:

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

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

6.13.2 Materials

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

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

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

6.13.3 Appearance

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

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

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

6.14 Workmanship

All work shall be done in strict accordance with the details for the various portions of the work. All adjoining pieces of hardwood for any work specified in this section shall be carefully selected to match the colour and grain as closely as possible. Interior finish shall be smooth, high-speed machine work, free from planing machine marks, sand-papered smooth, ready to receive paint or varnish. Wood work shall be countersunk. Kerfing on faces of trim or moulding will not be

Provide opening in wood doors, where required, for the glass light specified in the door schedule.

6.17 Window Trim

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

SECTION 7: FLOOR & WALL FINISHES

7.1 Scope:

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

7.2 Vitreous Tiles:

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

7.3 Glazed Tile:

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

7.4 General:

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

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

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

7.5 Option for Setting Glazed Tile:

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

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

7.5.1 Adhesive

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

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

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

8.4 Exterior Woodwork & Metalwork

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

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

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

8.4.2 Exterior Metal Work

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

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

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

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

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

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

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

9.2.1 Bad quality soil

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

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

9.2.2 PURGING LOOSE SOIL

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

9.2.3 Bottom of the form

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

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

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

9.3 Backfill materials adjacent to structures

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

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

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

SECTION 10: COBBLESTONE PAVEMENT

10.1 Scope

These specifications cover the construction of cobblestone pavements. The stone surface option is used for rural road construction where there is ready availability of rock material and is suitable for medium to high traffic densities or where sections of the road have steep longitudinal gradients. Stone surfacing may also provide appropriate surface treatments for road sections through rural villages and communities as

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	✓ Check the Hardness, shape, strength, durability of the stone and kerbstones	Written Certification before delivery on	Measuring tape and

	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.		

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

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

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

Make sure work is organized so that each worker has enough space to carry out his or her task without endangering other workers. Make sure that all workers are aware of the need for protective clothing including footwear, eye-protection and gloves for certain construction and quarrying activities. Place warning signs or cones at each end of the work area. The warning signs should be placed 50-100 m away from the working areas. The worksite shall either be clear and safe or have warning lights on at night and protection around the site works. All equipment operators must be trained in the use of their equipment (trucks, rollers, concrete mixers, quarrying and construction hand-tools). Equipment must be maintained in good condition and workers must be aware of that safety covers should be used over moving parts on machinery. Other than authorised workers, No persons, especially children, are allowed to enter in the work area. The contractor shall not allow the use of alcohol or drugs on the 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 liaise with the responsible national and local authorities. The Contractor shall for those of his activities which have, or are likely to have, an impact on the environment, keep records relating to: - The amount of waste and by-products generated by the activity - The economic value of the activity - The observable effects of the environment - How far, in the opinion of the

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

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 EQUIPMENT	HEAVY 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	

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.

403	15x20x40 hollow sand screen block laid in a stretcher bond for ground floor with mortar mixed at 350kg/m3	M3		
404	Plastering plastering for soffits of suspended floor of 2cm thick, at 350kg/m3 according to the description of the work	M2		
	FIRST FLOOR			
405	15x20x40 hollow sand screen block laid in a stretcher bond for ground floor with mortar mixed at 350kg/m3	M2		
406	2cm sand cement plastering internal & external, slabs and beams with 1,5cm with mortar dosage at 300kg/m3	812		
	TOTAL LOT 400			
	LOT 500 SEALING AND INSULATION			
501	Waterproofing under tiles and waterproofing (upper floor sanitary facilities)	M2		
502	2 cm thick polystyrene for expansion joint	M2		
503	Multi-layer waterproofing on flat roof (Terrasse)	M2		
504	Waterproofing different areas on gutters	M2		
505	Polyurethane waterproofing stubs for horizontal or vertical rainwater downpipes	U		
506	Slope shape on inaccessible flat roof	M2		
507	EP PVC downpipes of 125y/c fixings, connections to protective gutters	ml		
508	Galvanized iron leaf guard (Crapaudine en fer galvanisée) in the rain water outlets	U		
	TOTAL LOT 500			
	LOT 600 FRAMEWORK AND ROOFING AND FALSE CEILING			
601	Rafters of hard tropical wood section: 5cmx 15cm with tie beams 5cmx10cm including one coat of preservative	M3		
602	Purlins of hard tropical wood section: 6cmx8cm including one coat of preservative	M3		
603	Supply and installation of roof in self-supporting pre-lacquered aluminium trays, thickness 7/10é, type MP 42.333/3 S, from the company METAL PROFIL or similar, including all assembly and installation accessories (ridge sheets, valley sheets, flashing edge sheets, etc.)	M2		
604	Supply and roof ridge sheets including all installation requirements	ml		
605	Supply and installation of aluminium edge board and edge drain including all installation requirements	ml		
606	Ceilings in 4mm plywood including installation requirements	M2		
607	Staff false ceiling in STAFF including all installation requirements (Meeting room)	M2		
	TOTAL LOT 600			
	LOT 700 FLOORING AND HARD COATINGS			
701	F and P Porcelain stoneware floor tiles (60x60) for entrance hall and meeting room	M2		
702	F and P Porcelain stoneware floor tiles for bedroom, hallway, office. Stores and loggins (30x30)	M2		
703	F and P Non-slip porcelain stoneware floor tiles for toilets 20x20	M2		

920	Power cable 3X6mm l 1000(100m)	Rlx		
921	TV cable (100m)	Rlx		
922	TV connection accessory	Ff		
923	160/60 recessed junction box	U		
924	Recessed box (Boitier rend en castrer)	U		
925	10A connection strip	U		
926	25A connection strip	U		
927	COISON clamp pack (Paquet collier COISON)	U		
928	Corrugated insulating sheath (100m)	Rlx		
929	25mm2 bare copper cable	U		
930	S+F earth rod and connection accessory	U		
931	Earth cut-off strip (Barrette de coupure terre)	U		
932	Plexoetanche connection box	U		
	TOTAL LOT 900			
	LOT 1000 METAL JOINERY			
1001	Wrought iron metal anti-theft devices for bedroom windows	U		
1002	Wrought iron metal anti-theft devices for toilet windows and stairs	U		
1003	Wrought iron metal stair railings or handrails	M2		
	TOTAL LOT 1000			
	LOT 1100 WOOD, METAL, ALUMINUM JOINERY AND GLASSWORK.			
1101	S + F solid hardwood door 90/220 y/c all installation conditions	U		
1102	S + F solid hardwood door 70/220 y/c all installation conditions	U		
1103	S + F solid hardwood door dc 160/220 y/c all installation conditions	U		
1104	S + F aluminum window wth sliding glass 120x330 y/c all installation conditions	U		
1105	S + F aluminum window with fixed glass 120x 160 y/c all installation conditions	U		
1106	S + F aluminum windows with fixed glass 75x6() y/c all installation conditions	U		
1107	S + F aluminum window with fixed glass 120x100 y/c all installation conditions	U		
1108	S + F aluminum windows with fixed glass 120x80y/c all installation conditions	U		
	TOTAL LOT 1100			
	LOT 1200 PAINTING			
1201	Supply and application of paint on interior walls (pantex 800) and exterior walls (pantex 1300) including all implementation suggestions	M2		
1202	Supply and application of interior paint on ceiling and soffits of suspended floor (pantex 800)	M2		
	TOTAL LOT 1200			
	LOT 1300 EXTERNAL WORLS (VRD)			
1301	Vulvathénc evacuation (rectangular concrete gutters 40x30x40) including all taxes	ml		
1302	Peripheral paving around the building	M2		

**BILL OF QUANTITIES AND ESTIMATE FOR THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN
KUMBO COUNCIL, BUI DIVISION OF THE NORTH WEST REGION.**

No		U	QTY	UP	TP
	LOT 100 SITE INSTALLATION AND PRELIMINARY WORKS				
101	Bringing of equipment and folding up of the site	Ft	1		
102	Studies (execution project; geotechnical study)	Ff	1		
103	Contruction of site hut and site information board	Ff	1		
104	Site Installation	Ff	1		
	TOTAL LOT 100				
	LOT 200 EARTHWORKS				
201	General earthworks and leveling of the platform	M3	1500		
202	Excavations of trenches for isolated footings	M3	162,7		
203	Excavations of trenches for foundation walls	M3	91,85		
204	Compacted backfill at the foundations and under the slab with well garded soil from borrowed pit	M3	138,69		
	TOTAL LOT 200				
	LOT 300 CONCRETE AND REINFORCED CONCRETE WORKS				
	FOUNDATION				
301	Lean concrete dose at 150kg/m ³	M3	10,0		
302	RC dosed at 350kg/m ³ for isolated footings	M3	35,37		
303	RC dose at 350kg/m ³ for continuous footings	M3	1,00		
304	RC for starting posts and concrete walls doses at 350kg/m ³	M3	7,94		
305	RCdose at 350kg/m ³ for stair mass and disabled access ramp	M3	4,10		
306	Reinforced concrete for grade beams dosed at 350kg/m ³	M3	25		
307	RC for concrete flooring dozed at 350kg/m ³ (thickness = 12cm) for main building including polyane film (300micron). sand bed (5cm) polystyrene and all implementation suggestions	M3	69,84		
	GROUND FLOOR				
308	RC for pillars and concrete walls dose at 350kg/m ³ Y	M3	12,69		
309	RC for posts and lintels dose at 350kg/m ³ J	M3	38,56		
310	Floor slab of 15cm hollow block work and 5cm thick compression top reinforced concrete at 350kg/m ³ (15+5), reinforced diameter 6mm rods spaced at 30cmx20cm including the suspended beams.	M3	534		
311	Re for stair case and disabled access ramp dose at 350kg/m ³	M3	7,76		
	FIRST FLOOR				
312	RC for pillars and concrete walls dosed at 350kg/m ³	M3	10,33		
313	RC for the chaining beam and lintels dose at 350kg/m ³	M3	26,12		
314	Water-repellent RC for parapet walls, gutters, mechanical sealing waterproofing and non-accessible terrace dose at 350 kg/m ³ /including all implementation constraints	M3	31,35		
	TOTAL LOT 300				
	LOT 400 MASONRY WORKS				
	FOUNDATION				
401	20cm solid block work for foundation walls, as on plans	M3	167		
402	Waterproof coating (water proof plastering) on foundation wall made of 20cm- concrete chocked blocks (both sides)	M3	334		
	GROUND FLOOR				

	LOT 800 PLUMBING				
801	Provisional sum for the construction of a 12m/1.4m septic tank	fi	1		
802	Provisional sum for the construction of a 3mx2m.x3m soak away pit	rf	1		
803	50x50x60 manhole	U	18		
804	60x60x60 rainwater manhole	U	14		
805	Main cold water supply piping en PPR PN 10	ff	1		
806	S+F Water hammer arrester (F+P Anti bélier)	U	7		
807	Cold water distribution piping in PER	ff	1		
808	Cold water network accessories (elbows, tees, nipples, valves etc.)	ff	1		
809	S+F Complete low flush toilet	Ens	26		
810	S+F Complete pedestal washbasin (F+P Lavabo piédestal complet)	Ens	26		
811	S+F 70x70 built-in shower tray with shower column and tap	Ens	18		
812	S+F Complete base urinal	Ens	PM		
813	S+F Paper dispenser	U	26		
814	S+F Toilet brush holder	U	26		
815	S+FTowel holder	U	15		
816	S+F Mirror	U	26		
817	S+F Soap dish	U	15		
818	Drainage network piping	ff	1		
819	Drainage network accessories (elbows, tees, nipples (mamelons), drains, vanes) etc	fl	1		
	TOTAL LOT 800				
	LOT 900 ELECTRICITY				
901	A low-gate capacitor insulated gate bipolar transistor (TGBT) power device including all implementation suggestions	U	1		
902	S+F single-switch lighting	U	75		
903	S+F double-switch lightng	U	20		
904	S+Fpush button	U	35		
905	S+F 2P + T socket	U	120		
906	S+F 2P + T waterproof prise for corridor	U	35		
907	S+F 20x20cm LED panel	U	23		
908	Supply and fix 2x36W 120 grill-cased fluorescent lamps including accessories, etc	U	40		
909	S+F recessed LED spotlights for entrance hall and conference room	U	70		
910	S+F waterproof hublot bulb for toilet	U	32		
911	S+F hublot bulb for stairs. VIP and verandas	U	20		
912	S+F IX60 sanitary wall light + switch + PC 2P + T (F+P applique sanitaire IX60 + inter +PC 2P+T)	U	35		
913	F+P 200w LED spotlights for outdoors	U	PM		
914	16A modular remote switch (Tele rupteur modulaire 16A)	U	5		
915	Electrical directory and connection accessories	U	2		
916	1.5CV air conditioner	u	pm		
917	1.5mm cable. 1107V.U 1000 (100m)	Rlx	50		
918	Cable 2.5mm.1107V 1J 1000 (100m)	Rlx	70		
919	Power cable 5X25mm U 1000 (100m)	ml	60		
920	Power cable 3X6mm l 1000(100m)	Rlx	2		
921	TV cable (100m)	Rlx	10		
922	TV connection accessory	Ens	4		
923	160/60 recessed junction box	U	20		

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TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO.
N°:008/ONIT/KC/KCITB/KUMBO COUNCIL 2024 OF 30TH AUGUST 2024 FOR
THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO COUNCIL, BUI
DIVISION OF THE NORTH WEST REGION THROUGH EMERGENCY PROCEDURE

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM/KUMBO COUNCIL 2024 BUDGET

DOCUMENT NO 8

THE SUB-DETAIL OF UNIT PRICES

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Document No. 09:

MODEL OF CONTRACT

BETWEEN:

The **REPUBLIC OF CAMEROON**, represented by the **Mayor of KUMBO 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

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FEICOM /KUMBO COUNCIL 2024 BUDGET

Document No. 10:

MODEL FORMS

Annex No. 2: Model Bid Bond

Bank

Reference of guarantee: No.

To the Mayor of KUMBO Council

Republic of Cameroon

Invitation to Tender No.

BID BOND FOR THE EXECUTION OF THE THE CONSTRUCTION OF A MUNICIPAL HOTEL, IN KUMBO COUNCIL, BUI DIVISION OF THE NORTH WEST REGION..

The Contractor (5)hereby submits on to the Mayor of KUMBO Council a bid relating to the construction of A MUNICIPAL HOTEL, in KUMBO Council, BUI 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 KUMBO 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 KUMBO 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 KUMBO 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 KUMBO 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).....

(5) Bidder

Signature(s) & stamps

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

(7) Bank

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:..... Invitation to tender N°. :.....
For the the construction of A MUNICIPAL HOTEL, in KUMBO Council, BUI 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 the construction of A
MUNICIPAL HOTEL, in KUMBO Council, BUI 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
..... (.....) months as 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).....

Bidder(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. 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
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	

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Document No.11:

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

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Document No. 12:

FILE OF PLANS