

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALIZATION AND LOCAL  
DEVELOPMENT

NORTH-WEST REGION

NDOP SUB DIVISION

NDOP COUNCIL

NDOP COUNCIL INTERNAL TENDERS' BOARD



REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

MINISTRE DE LA DECENTRALISATION ET DU  
DEVELOPPEMENT LOCAL

REGION DU NORD-OUEST

ARRONDISSEMENT DE NDOP

COMMUNE DE NDOP

COMMISSION INTERNE DE PASSATION DES  
MARCHES DE LA COMMUNE DE NDOP

### TENDERS BOARD:

NDOP COUNCIL INTERNAL TENDERS BOARD

### TENDER DOCUMENTS

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF  
.../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE  
CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

Lot	Subject	Locality	PROJECT AMOUNT	Bid Bond FCFA	Tender Fee FCFA
1	The construction of a malnutrition unit at the NDOP District Hospital,	NDOP	45,000,000 FCFA	900,000 FCFA	50 000 FCFA

FUNDING: FEICOM COUNCIL 2024 BUDGET

**REPUBLIC OF CAMEROON**

*Peace – Work – Fatherland*

**MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT**

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**NDOP COUNCIL INTERNAL TENDERS'  
BOARD**



**REPUBLIQUE DU CAMEROUN**

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**MINISTERE DE LA DECENTRALISATION ET  
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**COMMUNE DE NDOP**

**COMMISSION INTERNE DE PASSATION  
DES MARCHES DE LA COMMUNE DE  
NDOP**

**OPEN NATIONAL INVITATION TO TENDER  
NO. 14./ ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024  
OF 13./09/2024 THROUGH THE EMERGENCY PROCEDURE FOR  
THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP  
COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 2024 BUDGET**

**DOCUMENT N°1**

**TENDER NOTICE**



REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT

NORTH-WEST REGION

NDOP SUB DIVISION

NDOP COUNCIL

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NDOP

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER  
NO. 14./ ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024  
OF 13./09/2024 THROUGH THE EMERGENCY PROCEDURE FOR  
THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP  
COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION**

INVITATION AND REQUIREMENTS TO TENDER

FUNDING:

FEICOM 2024 BUDGET

DOCUMENT N°-1

**TENDER NOTICE**



days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided.

**9. Consultation of tender file:**

The tender file may be consulted during working hours at the Mayor's Secretariat of the NDOP council and tel: **677 622 501**,

**10. Acquisition of tender file:**

The tender file may be acquired from the NDOP Council, Mayor's Secretariat, tel: **677 622 501**, upon presentation of a non-refundable treasury receipt (payable at the Treasury of the NDOP Council) of **50 000 (Fifty Thousand) FCFA**. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

**11. Submission of bids:**

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

**OPEN NATIONAL INVITATION TO TENDER**  
**NO. 14./ ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF**  
**13./09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE**  
**CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY**  
**BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS**  
**AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,**  
**NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

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

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

**12. Admissibility of bids**

In order not to be rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

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

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

**13. Opening of bids:**

The opening of the bids in one phase shall be done on 10/10/2024 at 11p.m. prompt in the conference hall of the NDOP council by the competent tender board. Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

**14. Evaluation criteria**

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

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

The criteria of evaluation shall be as follows:

**14.1-Eliminatory criteria**



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MINISTERE DE LA DECENTRALISATION ET  
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COMMISSION INTERNE DE PASSATION  
DES MARCHES DE LA COMMUNE DE  
NDOP

**AVIS D'APPEL D'OFFRES**

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT**  
**N°14 AAOO / MINDDEVEL/ CN /CIPMN/2024 DU 13/09/2024**  
**POUR LES TRAVAUX DE LA PAR LA PROCEDURE D'URGENCE**  
**POUR LA CONSTRUCTION D'UNE UNITE DE MALNUTRITION,**  
**LE RENFORCEMENT DES CAPACITES ET**  
**L'APPROVISIONNEMENT EN MEDICAMENTS**  
**PHARMACEUTIQUES A L'HOPITAL DE DISTRICT DE NDOP,**  
**DANS LA COMMUNE DE NDOP, DEPARTEMENT DE**  
**NGOKETUNJIA, REGION DU NORD-OUEST**

**INVITATION ET PREREQUIS DE SOUMISSION**

**FINANCEMENT:**

**BUDGET 2024 DU FEICOM**

**DOCUMENT N°1**

**AVIS D'APPEL D'OFFRES**



des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

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

Le dossier d'appel d'offres peut être consulté aux heures ouvrables au secrétariat du Maire de la Commune de NDOP, tel : 677 622 501.

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

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la Commune de NDOP, **Service des Marchés Public**, tel: 677 622 501 sur présentation d'une quittance de versement d'une somme non remboursable de **Cinquant mille (50 000)** francs CFA au Trésor Public (Trésorerie de la Commune de NDOP). Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

**11. Remise des offres:**

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

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT**  
**N° 14/AAOO / MINDDEVEL/ CN /CIPMN/2024 DU 13/09/2024**  
**POUR LES TRAVAUX DE LA PAR LA PROCEDURE D'URGENCE**  
**POUR LA CONSTRUCTION D'UNE UNITE DE MALNUTRITION, LE**  
**RENFORCEMENT DES CAPACITES ET L'APPROVISIONNEMENT EN**  
**MEDICAMENTS PHARMACEUTIQUES A L'HOPITAL DE DISTRICT DE**  
**NDOP, DANS LA COMMUNE DE NDOP, DEPARTEMENT DE**  
**NGOKETUNJIA, REGION DU NORD-OUEST**

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

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

**12. Recevabilité des offres**

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

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

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

**13. Ouverture des plis**

L'ouverture des offres aura lieu en un temps le 10/10/2024 à 11 heures précises dans la salle de conférence de la Commune de NDOP par la Commission de Passation des marchés Compétente en présence des soumissionnaires.

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

**14. Critères d'évaluation**



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 **NDOP, Service des Marchés Public**, tel: **677 622 501**.

NDOP, le **13 SEPT 2024**

**Le Maire  
Commune de NDOP**

Copies :

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



*Dr Nich Daniel Belengka*  
MD (PhD) Surgery / Orthopaedic  
THE MAYOR / LE MAIRE  
Phone: 677 62 25 01

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

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

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

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



## **GENERAL RULES OF THE INVITATION TO TENDER**

### **A. General**

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

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

#### **Article 2: Financing**

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

#### **Article 3: Fraud and corruption**

- 3.1 The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of this contract. By virtue of this principle, the Contracting Authority:
- a) Defines, within the context of this clause, the following expressions in the following manner:
    - i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any gifts in view of influencing the action of a public official during the award or execution of this contract;
    - ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of this contract;
    - iii) "collusive practices" mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;
    - iv) And "coercive practices" mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.
  - b) Will reject any award proposal if he determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

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

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

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

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

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

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

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

#### **B. Tender File**

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

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

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

**Annex No. 1: Model tender**

**Annex No. 2: Model Bid Bond**

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

Annex No. 4: Declaration Form

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

Annex No. 6: Sub-Unit Price Detail

Annex No.7: Model of Commitment of Availability

Annex No. 8: Model References of The Enterprise

Annex No. 9: Model Equipment List.

Annex No.10: Key Staff



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

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

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

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

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

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

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

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

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

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

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

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

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:
- a) If the bidder withdraws his/her offer during the period of validity;
  - b) If the retained bidder:
- i) fails in his/her obligation to register the contract in application of article 37 of the General Regulations;
  - ii) Fails in his/her obligation to furnish the required final bond in application of article 38 of the General Regulations.

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

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

#### **Article 19: Preparatory meeting to the establishment of offers**

- 19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.



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 prior to the end of the time-limit prescribed for the submission of the offers. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement offer must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENT OFFER" or "MODIFICATION".
- 24.2 The notification of modification or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. The withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of offers.
- 24.3 Offers being requested to be withdrawn in application of article 24(1) shall be returned unopened.
- 24.4 No offer may be withdrawn during the interval between the submission of offers and the expiry of the validity of offers specified by the model tender. The withdrawal of an offer by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

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

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

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



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

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

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

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

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

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



- 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.
- 37.3 After publication of the award results, offers that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.
- 37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public Contracts, the Delegated Contracting Authority or Delegated

**REPUBLIC OF CAMEROON**

*Peace – Work – Fatherland*

**MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT**

**NORTH-WEST REGION**

**NDOP SUB DIVISION**

**NDOP COUNCIL**

**NDOP COUNCIL INTERNAL TENDERS'  
BOARD**



**REPUBLIQUE DU CAMEROUN**

*Paix – Travail – Patrie*

**MINISTERE DE LA DECENTRALISATION ET  
DU DEVELOPPEMENT LOCAL**

**REGION DU NORD-OUEST**

**ARRONDISSEMENT DE NDOP**

**COMMUNE DE NDOP**

**COMMISSION INTERNE DE PASSATION  
DES MARCHES DE LA COMMUNE DE  
NDOP**

**TENDER FILE**

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024  
OF .../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR  
THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP  
COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 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 ..... between FEICOM and NDOP COUNCIL, the Mayor of NDOP Council hereby launches an open national invitation to tender through the Emergency procedure for the the construction of a malnutrition unit, capacity building services and supply of pharmaceutical drugs at the Ndop District Hospital, in Ndop Council, Ngoketunjia Division of the North West Region by the < OPEN NATIONAL INVITATION TO TENDER NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF .../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION>

### ARTICLE 2: Execution Deadline

The maximum completion period of the works to the state of provisional reception is 150 days 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.

### Article 4: Consistency of the bids

The bid shall include a file for:

#### Envelope A: Administrative documents

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

1. **An undertaking** by the bidder (declaration to tender), stamped, dated and signed by the bidder or group representative in conformity with the model attached.
2. **An attestation of non-bankruptcy** not older that 03 months, issued by the 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 **900,000 (nine hundred thousand) FCFA**, from a bank accredited by MINEFI and recognised by COBAC (Bank caution).
5. **Treasury Receipt** showing the payment of the tender fee of **40 000 (Forty Thousand) FCFA** as stipulated in the tender notice.
6. **An attestation of CNPS:** current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his/her social contributions.
7. **Certificate of non exclusion** attesting that the bidder is not the subject of a temporary or permanent exclusion from Public Contracts, not older that three (03) months issued by ARMP.
8. **A certificate of tax assessment** certifying that the bidder owes no taxes signed by the director or the head of tax center.
9. **A certified copy of current Business Licence** (2024 Patente) turnover up to the amount of the contract TTC.
10. **A certified copy of Tax payer's card.**
11. **A certified copy of certificate of incorporation.**
12. **Attestation of site visit** signed by the project beneficiary/user.
13. **Group agreement** as the case may be.
14. **Power of attorney** as the case may be signed by a notary.
15. **The Special Administrative Conditions (SAC/CCAP)**, initialled on each page and signed, dated and stamped on the last page
16. **Plan and attestation of localization**, signed by the taxation authorities.

#### N.B:

Absence of the following documents shall result to out right rejection

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



## ENVELOPE C: FINANCIAL OFFER

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	<b>The tender (Application letter)</b>	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. A Fiscal stamp of 1500 FCFA.
C2	<b>Unit Price Elaboration</b>	Format to be completed showing detail breakdown of prices.	Initials on each page, all pages stamped.
C3	<b>Bill of Quantities and Cost Estimates</b>	Format to be completed.	Initials on each page, dated, signature on the last page, all pages stamped.
C4	<b>Price enclosure Slip</b>	Format to be completed showing the unit prices.	Initials on each page and signature on last page, all pages stamped with enterprise function stamp.

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

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

### **Building materials, materials, supplies equipment and authorised services**

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

### **Article 5 : Main qualification criteria of bidders**

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

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

Any offer that shall not respect (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 NDOP Council against a receipt **on or before the \_\_\_\_\_ at 10:00a.m prompt.** No bid shall be received after this time and date.
- 6.3 After submission no bids shall be withdrawn, modified or corrected for any reason. This condition shall apply before and after the submission date.

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

7.1 The documents that make up this tender 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;



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

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

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

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

### **b. Presentation of bids**

The bid shall be presented in seven (07) copies (one (01) original and six (06) copies) marked as such and put inside three (03) sealed envelopes comprising the following:

All these documents are to be arranged in the above order and separated with colour separators.  
**Note:** Plans supplied with tender file should not be submitted.

### **c. SUBMISSION OF OFFERS AND OPENING OF BIDS**

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

**(OPEN NATIONAL INVITATION TO TENDER NO. ..../ ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF .../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION)**

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

## **ARTICLE 11: TECHNICAL PROPOSALS**

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

## **ARTICLE 12: BID BOND**

The bidder shall furnish a bid bond (provisional caution) of **900,000 (nine hundred thousand) FCFA**, from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

## **ARTICLE 13: TENDER**

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

## **ARTICLE 14: CURRENCY**

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

## **ARTICLE 15: PAYMENT MODALITIES**

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

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

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

A.9	Business License (photocopy certified by the chief of center of Taxes, not more than three months).
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	A certified copy of certificate of incorporation.
A.12	An Attestation of site visit signed by the contractor
A13	Group agreement as the case may be.
A14	Power of attorney authorizing signatory to engage the enterprise in the Tender
115	The Special Administrative Conditions (SAC/CCAP), initialled on each page and signed, dated and stamped on the last page
A16	Attestation and plan of localization of the enterprise

- **OPENING/EXAMINATION OF ENVELOPE (B)**  
(**Technical Offer**) shall be opened in public to determine whether the file is complete with the authenticity of documents checked and whether the documents are legalised by the competent services concerned and placed in the recommended order.
- **OPENING/EXAMINATION OF ENVELOPE (C)**  
(**Financial Offer**) shall be opened in public but evaluated only for bids that have sailed through the first two steps.

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

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

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



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			
c10	Prof of ownership of a masonry kit			
	<b>TOTA 2</b>	<b>/10</b>	<b>/10</b>	<b>/10</b>
	<b>d. Personnel of the Enterprise</b>	<b>EVALUATION (Yes or No)</b>		
	<b>Works Engineer: Civil Engineer or Bachelor in Civil Engineering with at least 05 yrs of experience and member of the National order</b>			
d1	Certified copy of valid national identity card			
d2	Diploma of work Engineer certified			
d3	CV signed and dated by works Engineer			
d4	Member of the order of civil engineers			
d5	Attestation of availability dully signed by bearer and dated			
	<b>Site foreman: Senior Civil Engineering technician or HND with at least 03 yrs experience</b>			
d6	Certified copy of valid national identity card			
d7	Certified copy of certificate of Foreman			
d8	CV signed and dated by site foreman			
d9	Attestation of availability dully signed by bearer and dated			
	<b>Chief mason: BAC F4, at least 3 yrs of experience</b>			
d10	Certified copy of valid national identity card			
d11	Certified copy of diploma			
d12	Cv signed and dated			
d13	Attestation of availability dully signed by bearer and dated			
	<b>Chief surveyor; Atleast Probatoir in survey with atleast 3 years experience</b>			
d14	Certified copy of valid national identity card			
d15	Certified copy of diploma			
d16	Cv signed and dated			
d17	Attestation of availability dully signed by bearer and dated			
	<b>Chief carpenter: Atleast CAP in wood work/joinery atleast three years</b>			
d18	Certified copy of valid national identity card			
d19	Certified copy of diploma			
d20	Cv signed and dated			
d21	Attestation of availability dully signed by bearer and dated			
	<b>Chief electrician: BAC in electricity/house lighting atleast 3 years</b>			
d22	Certified copy of valid national identity card			

IV	FINANCIAL ANALYSIS	EVALUATION		
		A	B	C
1	Unit Price Schedule			
2	Bill of Quantities and Cost Estimate			
3	Sub Detail of prices			
4	Bidder's Financial Offer			
NB) The non-existence or laxity noticed at the study of prices and Arithmetic errors shall be corrected by the Technical Sub Committee with respect to the invitation to Tender				
FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)				

### 19.3: Evaluation of Financial Offer:

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

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

### 19.4: CHOICE OF CONTRACTOR (CRITERIA OF AWARDED CONTRACT):

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

### ARTICLE 20: PROCEDURE OF AWARD OF CONTRACT

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

- 20.1 The winner shall be notified through his/her official address or public media. He shall in five (05) days fulfil the formalities related to the awards, especially to submit seven (07) copies of the proposed contract that he/she has completed and signed, to the office of the Delegated Contracting Authority for final signature.
- 20.2 In the case where the enterprise does not fulfil these conditions, his/her choice shall simply be annulled without further notice and the next contender shall be called in for replacement. Once the Delegated Contracting Authority has signed the contract, the contractor shall be notified with immediate effect. He has three (03) days to contact the Authorising Officer for the beginning of execution of works following notification of the Service Order to start work by the Project Manager. Failure to respect the deadline shall call for withdrawal and eventual cancellation of contract.



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#### **Article 4: Language, applicable law and regulation**

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

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

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

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

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

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) here under;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents
- 7) The General Administrative Conditions applicable on MINEE contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the contract

#### **Article 6: General instruments in force**

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

1. The Mining Code ;
2. Instruments governing the various professional bodies;
3. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
4. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
5. Decree 2018-366 of 20 June 2018 to institute the Public Contracts Code;
6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
7. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular N° 00000242/C/MINFI of 30 December 2021 on the instructions relating to the execution of the finance laws, monitoring and control of the execution of the budget of the state, and other public entities for the 2024 financial year;
11. Unified Technical Documents (DTU) for building works;
12. Applicable standards ;
13. Other instruments specific to the domain concerned with the contract.

#### **Article 7: Communication (Articles 6 and 10 supplemented)**



- 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)**

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **Seven (7) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties *[to be specified where need be]*.

**Chapter II: Financial conditions**

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

**11.1 Final bond**

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

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

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

**11.2 Performance bond**

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

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

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

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

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

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

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

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

This contract is at unit price and lump sum

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

##### **19.1 NOT APPLICABLE**

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

#### **Article 20: Advances (article 28 of the GAC)**

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

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

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

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

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

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

##### **21.1 Establishment of works executed**

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

##### **21.2 Monthly detailed account**

No later than the fifth (5<sup>th</sup>) of the month following the month of the services, the contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed



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,
15. A photocopy of the warranty certificate of at least six months for the equipment requiring maintenance,

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

- 1 The original copy of the start-off advance deposit or **Guarantee of start-off advance**
- 2 Notice of approval of the plan of works Execution,
- 3 The plan of Works Execution.

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

- 1 The Service order to start works,
- 2 The project Managers Activity report.

**D. Documents specific to request for partial payments;**

- 1 The detailed works Execution or services rendered stamped and signed by the contractor, the Project Manager or the contract Engineer;
- 2 The Minutes of works executed.

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

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

NB: If the lateness is caused by the contractor.

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

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

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

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

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

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

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

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

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

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

26.2 The contractor has a maximum of one month to return the *the signed final detailed account*

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

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

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

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

All taxes inclusive prices mean VAT included.



of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

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

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

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

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

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

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

Prior to the start of the work, the execution of works programme shall have received the notice of Approval of FEICOM solicited by the company, care of the Contracting Authority. The Notice of Approval or rejection of execution programme, shall be carried out within time limits not exceeding twenty (20) calendar days with effect from the date of submission to FEICOM of the Execution programme approved by the service Head and the Contract Engineer.

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

### **35.2 Execution draft**

- a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [Contract Manager or Project Manager] at most 30 days prior to the date provided for the commencement of execution of the corresponding part of the structure.
- b) The [Contract Manager or Project Manager] has a deadline of [fifteen (15) days] to examine and make known his observations. The contractor then has a deadline of [eight days] to present a new file including the said observations.

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

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



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

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

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

42.3 The Acceptance Commission shall comprise the following members indicatively:

-	The Mayor of NDOP COUNCIL. (Project Owner).	Chairman
-	The General Manager of FEICOM or his representative;	Member;
-	The Service Head for Follow up of Projects and Investments of FEICOM NORTH-WEST Agency,	
-	The Contract Manger	member
-	The DIVISIONAL Delegate of MINMAP;	observer
-	The DD/MINTP/NGOKETUNJIA DIVISION (Contract Engineer)	member
-	The Project Manager	Reporter
-	The DD Delegate MINAGRI NGOKETUNJIA	Member
-	The Chief Medical Officer, Ndop District Hospital	Member
-	The Contractor or his representative	member

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

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

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

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

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

42.4 There is no provision for partial acceptance.

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

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

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

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

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

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

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



**REPUBLIC OF CAMEROON**  
*Peace – Work – Fatherland*

**MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT**

**NORTH-WEST REGION**

**NDOP SUB DIVISION**

**NDOP COUNCIL**

**NDOP COUNCIL INTERNAL TENDERS'  
BOARD**



**REPUBLIQUE DU CAMEROUN**  
*Paix – Travail – Patrie*

**MINISTERE DE LA DECENTRALISATION ET  
DU DEVELOPPEMENT LOCAL**

**REGION DU NORD-OUEST**

**ARRONDISSEMENT DE NDOP**

**COMMUNE DE NDOP**

**COMMISSION INTERNE DE PASSATION  
DES MARCHES DE LA COMMUNE DE  
NDOP**

**TENDER FILE**

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF  
.../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE  
CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 2024 BUDGET**

Document No. 5

**THE SPECIAL TECHNICAL CONDITIONS**



## **SECTION 0: GENERAL CONDITIONS**

### **0.0 INFORMATION**

#### **0.0.1 Aims: Objectives**

The Mayor of NDOP Municipal Council in NGOKETUNJIA Division, North West Region, hereinafter referred to as the Contracting Authority, intends to construct a malnutrition unit at the NDOP District Hospital, supply of some drugs and training of some personnel, in NDOP Council, NGOKETUNJIA Division of the North West Region. The aim of the present specification is thus to describe the materials and equipments to be supplied as well as the works to be carried out in connection with the realisation of the project.

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

This section is intended to be complementary to, or supplementary to all what is not contrary to the provisions of the general terms of Contract. All information relating to the works shall be obtained at the Office of the Employer.

No verbal answer will be given to any enquiries with regard to the meaning of drawings and specifications nor will any verbal instructions be given before the award of the contract. No verbal statement regarding the contract by any person previous to the award of the contract will be authoritative. Any explanation desired by Bidders must be requested in writing. If a reply is made, it will be communicated to all who have indicated their intention to tender for the works.

#### **0.0.2 Errors**

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

#### **0.1 Space Program**

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

The project consist in THE construction of a malnutrition unit at the NDOP District Hospital, In Ndop Council, NGOKETUNJIA Division of the North West Region. These above built spaces, we have proposed is distributed in the accompanying drawings,

#### **0.2 Scope of Studies.**

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

The Contractor(s) selected for the works shall be expected to engage the necessary expertise to produce all workshop or production and detailed installation drawings to the satisfaction of the Employer prior to execution. The Contractor(s) shall be deemed to have verified and ascertained the recommendations contained in the drawings and specification, and to be in a position to carry



force of skilled and unskilled labour, supervision arrangements, power supply arrangements, supply of materials, stone crushing, aggregate production and storage, cement handling, concrete mixing and handling, methods of excavation, dealing with water, testing methods and facilities.

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

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

**0.11 Other Contractors**

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

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

**0.12 Displacement of Existing Networks**

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

**0.13 Construction Photographs and Videos**

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

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

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

**1.7 Site Office and Meeting Room**

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

**1.8 Temporary Service Connections**

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

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

The water shall be clear of suspended solids and free from any matter in quantities considered by the Engineer to be deleterious to the work. Water supplied to all the offices, laboratories and houses shall be wholesome and potable to the satisfaction of the public health authorities in the area of the Site.

**1.9 Health, Safety, and Accidents**

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

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



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

## **SECTION 2: EARTHWORKS, CONCRETE AND MASONRY WORKS.**

### **2.0 Composition of Works**

Concrete and block works shall comprise:

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

### **2.1 Setting Out**

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

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

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

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

### **2.2 Earthworks for Foundation**

#### **2.2.1 General**

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

#### **2.2.2 Excavation**

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

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 (42.5). Grey Portland cement shall be used throughout, except where white or non-staining Portland cement is specified.

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

#### **2.3.5 Proportion of Concrete Aggregates**

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

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

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

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

Cement	=	150 kg/m <sup>3</sup>
Fine aggregate	=	450 litres
Coarse aggregate	=	900 litres

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

#### **2.3.7 Mixing of Concrete.**

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

The mixing equipment shall be capable of combining the aggregates, cement and water within the specified time limit into a thoroughly mixed and uniform mass, and of discharging the mixture without segregation. A mixture which has been out of use for more than 20 minutes shall be



concrete continuously wet by covering with water, or with an approved water saturated covering, or by spraying. All water used for curing shall be fresh water. Curing by other method shall be subject to the approval of the Employer. Curing shall be on for at least seven (7) days.

#### **2.3.10 Protection.**

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

#### **2.3.11 Embedded Items.**

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

#### **2.3.14 Approval before concreting**

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

#### **2.3.15 Steel Reinforcement**

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

#### **2.3.16 Bending and Fixing of Steel Reinforcement**

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

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

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

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

#### **2.3.17 Form work**

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

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

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

#### **2.3.18 Preparation of Forms before Concreting.**

Before the concrete is deposited, the forms shall be thoroughly cleared and freed from saw-dust, shavings, dust, mud or other debris by flushing with water. The inside surfaces of the form shall



*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.
- 2.5.13 The work shall be in perfect plumb or battered as specified.
- 2.5.14 Corner stones shall be well-dressed and chiseled. These shall be laid header and stretcher alternate. They shall not be smaller than 0.025 cu m and 300 mm in length. Further it must be noted that 25% of the above shall not be shorter than 500 mm in length.
- 2.5.15 Jambs shall be made from dressed corner stones.
- 2.5.16 Work of the day shall be raked to a depth of 20 mm while the mortar is green and cleaned with a coired string brush or wire brush. Stone surfaces shall be free of mortar or cement coats.
- 2.5.17 Vertical joints shall be staggered.
- 2.5.18 At angular junctions, stones at each alternate course shall be wellbonded into the respective courses of the adjacent wall.
- 2.5.19 Masonry construction with very thin faces, tied up with occasional through stones or filled up with dry packing or small-size aggregates shall be strictly prohibited.



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

**b) Concrete bricks**

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

**c) Kerbs**

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

**d) Joint fill material**

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

**e) Construction methods**

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

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

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

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

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

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

**f) Construction Equipment**

60kg vibrating plate compactor

**g) Laboratory & Site Testing**

**i- General**

The Supervising Engineer shall exercise control over quality of the materials incorporated and works performed through quality control tests carried out to the frequencies indicated here in under. The frequencies are the minimum. The Supervising Engineer shall have the authority to have these tests conducted at more frequent intervals, where quality of a materials or work is in doubt. The cost of these tests will be incurred by the contractor.

**ii- Laboratory Testing**

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



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:**

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



#### **4.1.3 Composition of works**

The works shall generally comprise:

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

#### **4.2 Documents to be supplied by the Contractor.**

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

#### **4.3 Technical Prescription – Conditions for Execution of the works.**

##### **4.3.1 Presentation of Materials.**

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

##### **4.3.2 Functioning Voltage.**

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

##### **4.3.3 Current Breaking Capacity, Short Circuit Current Resistance.**

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

#### **4.4 Workmanship.**

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

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

#### **4.5 Test and Receptions.**

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

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

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

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

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

Showers	50 mm
Floor drains	50 mm.

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

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

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

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

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

### 5.3 **General Conditions for Installations Works.**

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

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

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

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

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

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

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

### 5.4 **As-Built Plans.**

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

## SECTION 6: ALUMINIUM, WOOD AND METAL JOINERY

The Contractor is required to submit beforehand to the Project Manager, a sample of each type of joinery for approval before mass production and installation of joinery (verification of dimensions, verification of the thickness of the steel sheets and the tubular framework, number and arrangement of hinges, number and arrangement of sealing brackets, brand and origin of locks, protection against corrosion). The Contractor is required to communicate to the Project Manager



## **6.1 ALUMINUM JOINERY**

### **6.1.1 PRESCRIPTIVE TECHNIQUES - REFERENCE DOCUMENTS**

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

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

Unified Technical Documents (D.T.U.)

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

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

- NF. P 01.001 to 01.101: Coordination dimensions of structures and construction elements
- NC. P 20.102 to 20.401: Window test criteria
- NC. P 20.501: Window test methods
- NC. P 24.101: Terminology of windows
- NC. P 24.301: Technical specifications of metal windows and French doors
- NC. P 24.351: Protection against corrosion of metal windows and French windows.
- NC. P 25.101: Definition and classification of exterior closures
- NF. P 50.710: Aluminum and aluminum alloys Extruded sections of any section Tolerances on dimensions and recommended dimensions
- NC. P 85.102: Elastomeric sealant used for waterproof caulking, vocabulary and classification
- NC. P 85.301: Profiled seals usable in light facades. Materials based on rubber or elastomer analogues.
- NC. P 91.450: Anodizing of aluminum and its alloys. Properties, characteristics.
- NF. B 32.002: Drawn glass, general
- NC. B 32.005: Safety glass
- NC. P 01.012 and 01.013: Fall protection glazing
- NF EN 12155: Curtain facades: Determination of watertightness – Laboratory tests under static pressure

chosen and harmonized for color and grain. The Project Manager reserves the right to choose the cut timber with The Co-contractor.

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

#### **6.2.2 Reference documents**

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

##### **6.2.2.1 Standards and DTU**

- Technical documents applicable to wood carpentry work
- Approved French standards (NF) in particular the standards:
  - NFP 23-101 Terminology
  - NFP 23-300 Dimensions of leaves in interior doors
  - NFP 23-302 Flat interior wooden doors - General characteristics
  - NFP 23-303 Interior flat wooden communication doors - specifications
- the standards of the Ministry of National Education
- The REEF published by the Scientific and Technical Building Center (CSTB) and in particular the requirements of the Cahiers des clauses techniques des documents Unifiés techniques (DTU) No. 36-1 Wood joinery
- As well as the special clauses attached to the DTUs
- Safety rules published by the Ministry of Labor
- The Construction and Housing Code, book 1, general provisions, title 2 Safety and
  - Protection of buildings, chapter 3, protection against the risk of fire and panic in establishments open to the public, articles L 123-1 to L 123-2, articles R 123-1 to R 123-55 (orders of 23 March 1965 and June 25, 1980 and following)
- The order of January 31, 1986 relating to fire protection in residential buildings.
- The Specific Administrative Clauses (CCAP)
- This Book of Specific Technical Clauses (CCTP)

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

##### **6.2.2.2 Special requirements**

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

##### **6.2.2.3 Choice of materials**

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



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

#### **6.2.3.6 Wood treatment**

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

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

### **SECTION 7: FLOOR & WALL FINISHES**

#### **7.1 Scope:**

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

#### **7.2 Vitreous Tiles:**

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

#### **7.3 Glazed Tile:**

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

#### **7.4 General:**

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

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

### 7.7 Grouting & Finishing

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

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

## SECTION 8: PAINTING AND DECORATION.

### 8.1 Scope

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

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

### 8.2 Materials:-

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

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

### 8.3 Workmanship

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

- All knots, sap and pitch streaks in woodwork to be painted shall be coated with white shellac before the first coat is applied.
- All holes, crevices or other defects in plaster or other work shall be painted up smooth.
- After the priming or shellac coat, and before the first coat of varnish or paint has been applied, all nail holes, etc., shall be stopped with 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



## 8.6 Paints

All materials shall be delivered on the premises in the original sealed containers with the seals unbroken and with the name and trade brand of the manufacturer on each container. The manufacturer shall also place on each container a label on which he recommends the thinner to be used with the particular paint if thinner is necessary.

All paints, varnishes and painting materials shall be factory mixed and shall in all instances conform to these specifications.

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

## SECTION 9: EXTERNAL WORKS AND LANDSCAPING.

### 9.1 Lateritic gravel recharging

These Materials have to respond to the following specification:

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

### 9.2 Quarries or laterite pits

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

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

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

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

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

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

#### 9.2.1 Bad quality soil

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

- Plasticity Index of more than 20



between the stones and providing a smoother riding surface for traffic. The stone surface option can also be used as road base course layer for bituminous surfacing.

#### **10.1.1 Materials**

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

Stone for surface should be 15 cm x 25 cm, with the smallest acceptable size 10 cm x 15 cm. Stones should be cubic or rectangular shaped. Stone from a quarry should be dressed or shaped to the required shape when delivered to site. Stones for edge kerbs should ideally be 20 cm x 30 cm with the smallest acceptable size 15 cm x 25 cm. The kerbstones should be cubic or rectangular shaped. Kerbstones from a quarry should be dressed to shape when delivered. The kerb stone is crucial for holding the other stones in place.

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

### **10.2 Construction methods**

#### **10.2.1 Work Method Step 1.**

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

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

#### **10.2.2 Work Method Step 2;**

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

#### **10.2.3 Work Method Step 3;**

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



	<ul style="list-style-type: none"> <li>✓ The quality control of stone used should be the same as for stone masonry work</li> <li>✓ Randomly carry out visual checks on the size and shape of stone be used.</li> </ul>		
<b>Construction of Stone Surface</b>			
Placing kerbstone	<ul style="list-style-type: none"> <li>✓ Check pegs and string line are used at edges of the carriage way at 5 m intervals</li> <li>✓ Check width and depth of the foundation for placing kerbstone according to the drawings</li> <li>✓ Check the kerbstones are placed vertically and as close to each other as is possible.</li> </ul>	During the carrying out of the kerbstone activity	Measuring tape
Placing stone surface	<ul style="list-style-type: none"> <li>✓ Visually check sub base layer is compacted, cleaned and levelled</li> <li>✓ Check thickness of sand bedding and uniformity of spread</li> <li>✓ Check the stones are shaped (slightly dressed) for cubic or rectangular shape. size should be between 12 cm - 20 cm:</li> <li>✓ Check stones are placed as close to each other as possible.</li> <li>✓ Check gaps are filled by smaller stones</li> <li>✓ Check top levels are on an even plane</li> <li>✓ Check all the gaps between the stones are fully filled with gravel or sand.</li> </ul>	After placing of kerbstones	Measuring tape and line level
Spread gravel	<ul style="list-style-type: none"> <li>✓ Check thickness of gravel laid on the surface</li> <li>✓ Randomly count the number of passes carried out for compaction.</li> </ul>	After placing stone surface	Measuring tape
Construction shoulders and filter drain	<ul style="list-style-type: none"> <li>✓ Check material for filter drain is in accordance with the Specification</li> <li>✓ Check the dimension and locations of the filter drains</li> <li>✓ Check quality of material used for shoulder is as per Specification</li> <li>✓ Check level of the shoulder is the same as the top level of kerbstones and slopes toward the side drain</li> </ul>	During construction of shoulders	Measuring tape, DCP

## **SECTION 11: ENVIRONMENTAL PROTECTION AND WASTE DISPOSAL**

### **11.1 Scope**

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

### **11.2 General**

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

### **11.3 Landscape preservation**

#### **11.3.1 General**

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

#### **11.3.2 Construction facilities**

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

#### **11.3.3 Quarries, borrow pits and storage areas etc.**

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

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

### **11.4 Temporary soil erosion control**

These Works shall consist of temporary control measures as shown on the Drawings or required by the Engineer during the process of the Works, to control soil erosion and water pollution, by use of berms, dykes, silt fences, brush barriers, dams, sediment basins, filter mats, netting, gravel, mulches, grasses, slope drains, and other erosion control devices or methods. Appropriate control measures will be required to



## PROCUREMENT AND SUPPLY OF DRUGS

Procurement and supply of drugs in 1 location, i.e. Ndop District Hospital and prepositioning to villages.  
-2.1: To improve the health condition and resilience in the population through reduced mortality and morbidity rates related to malnutrition, especially in children 0-5 years, pregnant and lactating women, vulnerable persons and IDPs.

Sr.No.	STRENGTH	DRUG NAME	UNIT (PHARMACE UTICAL FORM)
1701	153 mg	Amodiaquine+ Artesunate children dose	tab
1702	50mg	Artesunate	Pcks (blister packs)),
1703	1mg/mL	Atropine	vial
1704	250 mg	Amoxicillin	tab
1705	1mg/ml1	Adrenaline	amp,
1706	400mg	Albendazole	tab
1707	500 mg	Ampicillin	vials
1708	500mg	Azithromycin	tab
1709	2.4Mu	Benzathin penicillin	vial
1710	600mg (1MU)	Benzyl penicillin	vials,
1711	480 mg	Cotrimoxazole	tab
1712	120 mg	Cotrimoxazole junior	tab
1713	30mg	Codeine	tab
1714	500mg	Cloxacillin	vial
1715	250mg	Cloxacillin	capsule
1716	4mg	Chlorpheniramine	tabs
1717	250mg	Chloraphenicol	capsule
1718	1g powder for inj	Chloraphenicol	vial
1719	125mg/5mLs	Chloraphenicol	ml- susp
1720	500mg	Ciprofloxacin	tabs
1721	100mg	Doxycycline	caps
1722	5mg/mL, 2 ml	Diazepam	Amp
1723	50mg	Diclofenac sodium	tabs,
1724	500mg	Erythromycin	tabs
1725	40mg/ml,2 mL	Gentamycin	amp
1726	500mg	Griseofulvin	tabs
1727	500.000IU tab	Nystatin oral	tabs
1728	300mg	Quinine tabs	tabs
1729	24g	Clotrimazole creame	1% creame
1730	4mg	Salbutamol tabs	tabs,
1731	10 ml	water for injection	vial
1732	200mg	Zinc oxide ointment	ointment
1733	1.5/15%	Chlorhexidine/cetrimide	Litre
1734	25mg/ml, 2ml	Promethazine	Amp



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

#### **11.9.2 Disposal of waste material**

##### **11.9.2.1 General**

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

##### **11.9.2.2 Disposal of material by burying**

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

##### **11.9.2.3 Disposal of material by burning**

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

##### **11.9.2.4 Disposal of material by removal**

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

#### **TECHICAL PERSONNEL OF THE PROJECT**

##### **V.1 Description of the profile of the personnel**

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



**REPUBLIC OF CAMEROON**

*Peace – Work – Fatherland*

**MINISTRY OF DECENTRALIZATION AND  
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**NDOP COUNCIL INTERNAL TENDERS'  
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**COMMUNE DE BAFUT**

**COMMISSION INTERNE DE PASSATION  
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BAFUT**

**TENDER FILE**

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF  
.../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR THE  
CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS  
AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 2024 BUDGET**

**DOCUMENT No. 6**

**SCHEDULE OF UNIT PRICES**

**UNIT PRICE SLIP (UPS) FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

<b>UNIT PRICE SLIP (UPS) FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION</b>				
<b>S/N°</b>	<b>DESCRIPTION</b>	<b>Unit</b>	<b>In figures</b>	<b>In words</b>
<b>100</b>	<b>STUDIES - SITE INSTALLATION</b>			
101	Site installation (fencing, fabrication areas and transportation of equipments etc)	Ff		
102	Constitution site of offices and stores, etc in wood, to include connection of water and electricity	m <sup>2</sup>		
103	General earth movement as required (site clearance etc.. )	m <sup>3</sup>		
104	Topographic implantation of the structure and pecking	U		
	<b>SUB TOTAL 100 ; STUDIES - SITE INSTALLATION</b>			
<b>200</b>	<b>FOUNDATION TRENCHES EARTHWORKS</b>			
201	Foundation trenches for column footings	m <sup>3</sup>		
202	Foundation trenches for strip footings	m <sup>3</sup>		
203	Backfilling of foundation trenches	m <sup>3</sup>		
204	Polyane film to top of sand filling	m <sup>2</sup>		
	<b>SUB TOTAL 200: FOUNDATION TRENCHES EARTHWORKS</b>			
<b>300</b>	<b>SUBSTRUCTURE -FOUNDATIONS CONCRETE/MASONRY WORKS</b>			
301	Casting of a 5cm blinding concrete dosed at 150kg/m <sup>3</sup> for strip foundation and column footings	m <sup>3</sup>		
302	Fabrication and placing of reinforced concrete for foundation footing dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>		
303	Fabrication and placing of reinforced concrete for ground beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>		
304	Fabrication and placing of reinforced concrete for foundation columns dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>		
305	Fabrication and laying of 20cm solid block work for foundation walls, as on plans	m <sup>2</sup>		
	<b>SUB TOTAL 300: SUBSTRUCTURE -FOUNDATIONS CONCRETE/MASONRY WORKS</b>			
<b>400</b>	<b>GROUND FLOOR SUPER STRUCTURE</b>			
401	Mesh reinforced water proof solid floor of 10cm thick dosed at 300kg/m <sup>3</sup> with HA6 spaced at 20cm.	m <sup>3</sup>		
402	Reinforced concrete for columns and pillars dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>		
403	Reinforced concrete for structural beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>		



<b>1000</b>	<b>METALLIC WORKS</b>			
1001	Supply and fix metal window protectors as per details, etc.	m <sup>2</sup>		
	<b>SUB TOTAL: 1000 METALLIC WORK</b>			
<b>1100</b>	<b>ALUMINUM WORKS</b>			
	Anodized PVC windows frame complete with 6mm glass as shown on plans and details; to include all hinges, locking system etc.			
1101	- 150 x 120cm	U		
1102	- 100 x 120cm	U		
1103	- 60 x 70cm	U		
	<b>SUB TOTAL 1100 ALUMINIUM WORKS</b>			
<b>1200</b>	<b>PAINTING WORKS</b>			
1201	Apply two coat pantex 1300 finish on one coat priming to external wall surfaces	m <sup>2</sup>		
1202	Apply two coats pantex 800 finish on one coat priming to internal walls surfaces + decking slab	m <sup>2</sup>		
1203	Apply two coats pantex 800 finish on one coat priming to ceiling surfaces	m <sup>2</sup>		
1204	Apply two coats enamel paint finish on one coat priming to metallic surfaces	m <sup>2</sup>		
1205	Apply two coats vanish finish on one coat priming to wood surfaces	m <sup>2</sup>		
	<b>SUB TOTAL : 1200 PAINTING WORKS</b>			
<b>1300</b>	<b>ELECTRICITY</b>			
1301	Supply and install proper earthing of the entire structure, as required and specified	FF		
1302	Provisional sum for all wiring works, connecting to ENEC mains, including conducting, cuttings in, making good connections etc.	FF		
1303	Provisional sum for all cabling, (HO7V 3x1.5mm <sup>2</sup> , HO7V 3x2.5mm <sup>2</sup> supply cable RO2V U1000 of section 4x25mm <sup>2</sup> ) including chasing in, making good, conduction, etc	FF		
1304	Supply and fixing of 2x36W 60 grill-cased fluorescent lamps in all circulation and staircase including accessories ,etc	U		
1305	Supply and fix 50W Hublot lamps in toilets and store including accessories, etc	U		
1306	Supply and fit 2P+T 16A power sockets 3 per office, including accessories, as on plans	U		
1307	Supply and fit one way switches in all offices with single doors, complete with accessories , etc	U		
1308	Supply and fit two way switches in all circulation, hall, reception, and offices with more than one door complete with accessories , etc	U		

1603	Preparation of guidelines and training materials on how to implement integrated surveys in agriculture to maximize data availability		FF		
1604	Organization of webinars and workshops to train focal points on the use of tools to report on conserved plant and animal genetic resources		FF		
1605	Development of a module in the Food Price Monitoring and Analysis Tool which will allow the council to calculate the indicator automatically		FF		
1606	Training and establishment of 20 nutrition gardens throughout the Municipality,		U		
	<b>SUB TOTAL : 1600 CAPACITY BUILDING SERVICES</b>				
1700	<b>SECTION: 1600 SUPPLY OF PHARMACEUTICAL DRUGS</b>				
<b>Sr.No</b>	<b>STRENGTH</b>	<b>DRUG NAME</b>	<b>UNIT (pharm aceutic al form)</b>		
1701	153 mg	Amodiaquine+ Artesunate children dose	tab		
1702	50mg	Artesunate (blister packs)),	Pcks		
1703	1mg/mL	Atropine	vial		
1704	250 mg	Amoxicillin	tab		
1705	1mg/ml1	Adrenaline	amp,		
1706	400mg	Albendazole	tab		
1707	500 mg	Ampicillin	vials		
1708	500mg	Azithromycin	tab		
1709	2.4Mu	Benzathin penicillin	vial		
1710	600mg (1MU)	Benzyl penicillin	vials,		
1711	480 mg	Cotrimoxazole	tab		
1712	120 mg	Cotrimoxazole junior	tab		
1713	30mg	Codeine	tab		
1714	500mg	Cloxacillin	vial		
1715	250mg	Cloxacillin	capsule		
1716	4mg	Chlorpheniramine	tabs		
1717	250mg	Chloraphenicol	capsule		
1718	1g powder for inj	Chloraphenicol	vial		
1719	125mg/5mLs	Chloraphenicol	ml- susp		
1720	500mg	Ciprofloxacin	tabs		
1721	100mg	Doxycycline	caps		
1722	5mg/mL, 2 ml	Diazepam	Amp		
1723	50mg	Diclofenac sodium	tabs,		
1724	500mg	Erythromycin	tabs		



**REPUBLIC OF CAMEROON**

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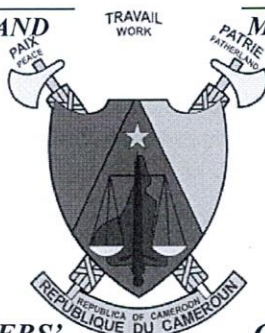
**MINISTRY OF DECENTRALIZATION AND  
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**TENDER FILE**

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024  
OF .../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR  
THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP  
COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 2024 BUDGET**

**Document No. 7:**

**THE BILL OF QUANTITIES AND ESTIMATES**

401	Mesh reinforced water proof solid floor of 10cm thick dosed at 300kg/m <sup>3</sup> with HA6 spaced at 20cm.	m <sup>3</sup>	8.21		
402	Reinforced concrete for columns and pillars dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	4.50		
403	Reinforced concrete for structural beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	3.09		
404	Reinforced concrete for lintels, window sills etc dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	0.98		
405	Reinforced concrete for staircases and Ramps dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	8.00		
	<b>TOTAL : 3.00 CONCRETE WORKS FOR SUPERSTRUCTURE</b>				
<b>500</b>	<b>BLOCKWORK</b>				
501	15x20x40 hollow sandcrete block laid in a stretcher bond for <b>ground floor</b> with mortar mixed at 350kg/m <sup>3</sup>	m <sup>2</sup>	235.80		
	<b>SUB TOTAL: 500 BLOCKWORK</b>				
<b>600</b>	<b>PLASTERING, SCREED, ETC</b>				
601	15cm sand cement plastering <b>Ground floor</b> internal walls and beams with mortar dosage at 300kg/m <sup>3</sup>	m <sup>2</sup>	320.40		
602	15cm sand cement plastering for external walls and beams with mortar dosage at 350kg/m <sup>3</sup>	m <sup>2</sup>	151.20		
603	cement screed on the floor	m <sup>2</sup>	102.60		
	<b>SUB TOTAL :6.00 PLASTERING SCREED ETC</b>				
<b>700</b>	<b>ROOFING WORKS</b>				
701	Rafters of hard tropical wood section: 5x15cm with tie beams 5cmx10cm including one coat of preservative	m <sup>3</sup>	5.00		
702	Purlins of hard tropical wood section: 8x8cm including one coat of preservative	m <sup>3</sup>	3.00		
703	5/10e gauge alum roofing sheets, including accessories,etc	m <sup>2</sup>	123.12		
704	0.5cm sapeli plywood for ceiling, including noggins, etc	m <sup>2</sup>	102.60		
705	Supply and fix Ø100 PVC pipes for disposal of rain water	ml	60.00		
	<b>SUB TOTAL: 700 ROOFING WORKS</b>				
<b>800</b>	<b>TILLING</b>				
801	Provide and place quality ceramic tiles of 30x30 in all the other offices and spaces and the multipurpose hall including Ceramic skirting of 10cm of first grade, as required and on plans	m <sup>2</sup>	102.60		



1303	Provisional sum for all cabling, (HO7V 3x1.5mm <sup>2</sup> , HO7V 3x2.5mm <sup>2</sup> supply cable RO2V U1000 of section 4x25mm <sup>2</sup> ) including chasing in, making good, conduction, etc	FF	1.00		
1304	Supply and fixing of 2x36W 60 grill-cased fluorescent lamps in all circulation and staircase including accessories ,etc	U	22.00		
1305	Supply and fix 50W Hublot lamps in toilets and store including accessories, etc	U	8.00		
1306	Supply and fit 2P+T 16A power sockets 3 per office, including accessories, as on plans	U	22.00		
1307	Supply and fit one way switches in all offices with single doors, complete with accessories , etc	U	6.00		
1308	Supply and fit two way switches in all circulation, hall, reception, and offices with more than one door complete with accessories , etc	U	18.00		
1309	Supply and fix "bloc autonomes" including accessories, etc	U			
1314	Supply and fit circuit-breaker, including accessories etc	U	4.00		
	<b>SUB TOTAL; 1300 ELECTRICITY</b>				
<b>1400</b>	<b>PLUMBING SANITARY INSTALLATION</b>				
1401	Provisional sum for connection for existing potable water supply network, including excavation , protection etc	FF	1.00		
1402	Provisional and sum for all piping works in PVC, including chasing in, making good, etc	FF	1.00		
1403	Supply and fix standard WC complete, including accessories, etc	U	5.00		
1404	Supply and fix wash hand basins complete, including accessories	U	3.00		
1405	Supply and fix sanitary mirrors complete, including accessories, etc	U	3.00		
1406	Supply and fix toilet roll holder complete, including accessories, etc	U	5.00		
1407	Supply and fix soap dish stand complete, including accessories, etc	U	3.00		
1408	Provisional sum for all disposal piping, including floor drain, etc	FF	1.00		
1409	Provisional sum for construction of septic tank, soak away, etc	U	1.00		

1707	500 mg	Ampicillin	vials	1000.00		
1708	500mg	Azithromycin	tab	1000.00		
1709	2.4Mu	Benzathin penicillin	vial	50.00		
1710	600mg (1MU)	Benzyl penicillin	vials,	1000.00		
1711	480 mg	Cotrimoxazole	tab	500.00		
1712	120 mg	Cotrimoxazole junior	tab	500.00		
1713	30mg	Codeine	tab	1000.00		
1714	500mg	Cloxacillin	vial	50.00		
1715	250mg	Cloxacillin	capsule	100.00		
1716	4mg	Chlorpheniramine	tabs	1000.00		
1717	250mg	Chloraphenicol	capsule	1000.00		
1718	1g powder for inj	Chloraphenicol	vial	50.00		
1719	125mg/5mLs	Chloraphenicol	ml- susp	100.00		
1720	500mg	Ciprofloxacin	tabs	100.00		
1721	100mg	Doxycycline	caps	1000.00		
1722	5mg/mL, 2 ml	Diazepam	Amp	100.00		
1723	50mg	Diclofenac sodium	tabs,	1000.00		
1724	500mg	Erythromycin	tabs	1000.00		
1725	40mg/ml,2 mL	Gentamycin	amp	100.00		
1726	500mg	Griseofulvin	tabs	100.00		
1727	500.000IU tab	Nystatin oral	tabs	100.00		
1728	300mg	Quinine tabs	tabs	1000.00		
1729	24g	Clotrimazole creame	1% creame	1.00		
1730	4mg	Salbutamol tabs	tabs,	700.00		
1731	10 ml	water for injection	vial	100.00		
1732	200mg	Zinc oxide ointment	ointment	10.00		
1733	1.5/15%	Chlorhexidine/cetrimide	Litre	10.00		
1734	25mg/ml, 2ml	Promethazine	Amp	100.00		
1735	25mg	Promethazine	tabs,	800.00		
1736	10iu/MI100	oxytocin	Amps,	10.00		
1737	200mcg	Ergometrine	Amp,	10.00		
1738	25mg/ml (10 ml Am)	Aminophylline	Amp,	10.00		
1739	5mg	prednisolone	tabs	800.00		
1740	30mg	Phenobarbitone	tabs,	1000.00		
1741	200mg	Ferrous Sulphate	tabs,	800.00		
1742	0.25 mg	Folic acid	tabs,	1000.00		
1743	100mg	Hydrocortisone Injection	vials,	48.00		
1744	200mg	Ibuprofen	tabs,	500.00		
1745	2% Injection in 20 ml	Lignocaine 2% Injection	vials	20.00		
1746	100 mg	Mebendazole	tabs,	500.00		
1747	200 mg	Metronidazole	tabs,	1000.00		
1748	500mg	Paracetamol adult	tabs	1000.00		
1749	600mg	Praziquantel	tabs	1000.00		
1750	4 MU vials	Procaine benzyl penicillin	vials	100.00		



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DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,  
NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

**INVITATION AND REQUIREMENTS TO TENDER**

**FUNDING:**

**FEICOM 2024 BUDGET**

**DOCUMENT NO 8**

**THE SUB-DETAIL OF UNIT PRICES**

**REPUBLIC OF CAMEROON**

*Peace – Work – Fatherland*

**MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT**

**NORTH-WEST REGION**

**NDOP SUB DIVISION**

**NDOP COUNCIL**

**NDOP COUNCIL INTERNAL TENDERS'  
BOARD**



**REPUBLIQUE DU CAMEROUN**

*Paix – Travail – Patrie*

**MINISTERE DE LA DECENTRALISATION ET  
DU DEVELOPPEMENT LOCAL**

**REGION DU NORD-OUEST**

**ARRONDISSEMENT DE NDOP**

**COMMUNE DE NDOP**

**COMMISSION INTERNE DE PASSATION  
DES MARCHES DE LA COMMUNE DE  
NDOP**

**TENDER FILE**

**OPEN NATIONAL INVITATION TO TENDER  
NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024  
OF .../09/2024 THROUGH THE EMERGENCY PROCEDURE FOR  
THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY  
BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL  
DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP  
COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST  
REGION**

**FUNDING:**

**FEICOM 2024 BUDGET**

Document No. 09:

**MODEL OF CONTRACT**



BETWEEN:

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

AND

\_\_\_\_\_ whose head office is situated at \_\_\_\_\_ BP\_\_\_\_, Tel: \_\_\_\_\_ represented by its Director General hereinafter referred to as the "**CONTRACTOR**" on the other hand.

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

Page....and last of the **Contract N° ...../ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF**  
**...../.. /2024**

**AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER**  
**NO. .... / ONIT/MINDDEVEL/NC/NCITB/NDOP-FEICOM/2024 OF .../09/2024 THROUGH THE**  
**EMERGENCY PROCEDURE FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY**  
**BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT**  
**HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION**

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

**FOR THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY**  
**OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL,**  
**NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.**

**EXECUTION DEADLINE: 150 DAYS**

**AMOUNT OF CONTRACT IN FCFA:**

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

<p><b>READ AND APPROVED BY THE</b>  <b>ENTREPRENEUR</b></p>	<p><b>THE MAYOR OF NDOP COUNCIL</b></p>
<p>NDOP, the.....</p>	<p>NDOP the.....</p>
<p><b>Registration</b></p>	



## Annex No. 1: Model tender

I the undersigned Mr. ....

Taxpayer n° .....

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

After having taken knowledge, of all relative files of the present contract document for the construction of a malnutrition unit, capacity building services and supply of pharmaceutical drugs at the Ndop District Hospital, in Ndop Council, Ngoketunjia Division of the North West Region.

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

Amount in figures FCFA TTC: .....

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

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

4 - Commit to respect the delays of 150 days foreseen by the planning of execution of the works that I myself have established.

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

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

Signature (s)

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

Bank:

Reference of bank guarantee:

N° .....

**To the Mayor of NDOP Council (Contracting Authority)**

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF WORKS OF THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION

We, Bank..... have been informed that between the **Mayor of NDOP Council** acting as the Contracting Authority , and..... acting as entrepreneur, a contract has been concluded for the construction of a malnutrition unit, capacity building services and supply of pharmaceutical drugs at the Ndop District Hospital, in Ndop Council, Ngoketunjia Division of the North West Region covering the guarantees, engagement and other liabilities being incumbent upon the entrepreneur because of the contract of an amount equal to.....

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

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

A mobilisation request of thispresent guarantee will be object of a justifying recommended letter with accused receipt and copy to the entrepreneur clearly formulating completely the reasons of thisrequest. Thispresent banking guarantee will enter in force at the date of notification of the contract to the entrepreneur.

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

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

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

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

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

Signature (s)



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

Bank .....

Reference of guarantee No.....

**To the Mayor of NDOP Council NGOKETUNJIA Division**

**Republic of Cameroon**

Invitation to Tender N°. ....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE CONSTRUCTION OF A MALNUTRITION UNIT, CAPACITY BUILDING SERVICES AND SUPPLY OF PHARMACEUTICAL DRUGS AT THE NDOP DISTRICT HOSPITAL, IN NDOP COUNCIL, NGOKETUNJIA DIVISION OF THE NORTH WEST REGION.

We..... (Bank) have been informed that a contract shall be signed between the **Mayor of NDOP Council**, acting in the capacity of Contracting Authority, and....., acting as contractor for the construction of a malnutrition unit, capacity building services and supply of pharmaceutical drugs at the Ndop District Hospital, in Ndop Council, Ngoketunjia Division of the North West Region.

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

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

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

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

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

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

Mr (Messrs).....

Signature(s) & stamps of the bank

**Annex No.7: Model of Commitment of Availability**

**To Whom It May Concern:**

**Subject: COMMITMENT OF AVAILABILITY.**

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

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

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



**Annex No. 9: Model Equipment List.**

DESIGNATION	NUMBER	AGE-STATE	ORIGIN	STATUS

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

**A- BANKS**

- 1- Afriland First Bank (First Bank);
- 2- Banque Atlantique du Cameroun (BACM);
- 3- Banque Internationale du Cameroun pour l'epargne et le Credit (BICEC)
- 4- City Bank Cameroon (City group);
- 5- Commercial Bank Cameroun (CBC)
- 6- Ecobank Cameroon (EcoBank);
- 7- National Financial Credit (NFC-BANK);
- 8- Societe Commerciale de Banques-Cameroun (CA SCB) ;
- 9- Societe Generale des Banques au Cameroun (SGBC) ;
- 10-Standard Chartered Bank Cameroon (SCBC)
- 11-Union Bank of Cameroon PLC (UBC)
- 12-United Bank for Africa (UBA).
- 13-Banque Gabonaise pour le Financement International (BGFI BANK)

**B- INSURANCE COMPANIES**

- ANY APPROVED INSURANCE COMPANY IN THE REPUBLIC OF CAMEROON