

## NORTH WEST DEVELOPMENT AUTHORITY

MISSION DE DEVELOPPEMENT DE LA REGION DU NORD OUEST

24 SEPT 2024

P.O. Box, 442, Bamenda

Bamenda, the.....

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N° 958 /MIDENO/B/... MITB/13/84

NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)  
MIDENO INTERNAL TENDERS BOARD (MITB)

REQUEST FOR QUOTATION N° 958 /RC/MIDENO/MITB/13/84/2024 OF 24 SEPT 2024 FOR  
THE REHABILITATION OF BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD  
WAREHOUSE STRUCTURE THROUGH EMERGENCY PROCEDURE

FUNDING: ONCC (NATIONAL COCOA AND COFFEE BOARD)

BUDGETARY HEAD: 231200

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Bamenda, the.....

N°.....MIDENO/B/.....

**TENDER NOTICE**

**REQUESTION FOR QUOTATION N°...../RC/MIDENO/MITB/13/84/2024** OF..... THE

**REHABILITATION OF BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD**

**WAREHOUSE STRUCTURE THROUGH EMERGENCY PROCEDURE**

**FUNDING: ONCC (NATIONAL COCOA AND COFFEE BOARD)**

**BUDGETARY HEAD: 231200**

**Article 1: SUBJECT OF THE INVITATION TO TENDER**

Within the frame work of the royalties from the National Cocoa and Coffee Board (ONCC), the Director General of the North West Development Authority (MIDENO) is looking for competent and reliable service provider to rehabilitated the bamenda central area cooperative union (BCACU) ltd warehouse structure

**Article 2: Work Specification:** The works include the following:

- Demolishing of the existing roof
- Construction of roof frame with treated hard wood (eucalyptus)
- Mounting of aluminum material sheets as covering materials where required
- Mount ceiling structure in some area of the building
- Repair of floor at various deteriorated zones
- Repair of masonry deteriorated zones

**Article 3: Participation and Rules:** Participation in this invitation to tender is open to registered qualified contractors of the Republic of Cameroon with financial ability, technical and professional expertise in the same or similar works.

**Article 4: Execution deadline:** The maximum execution deadline provided for by the Project Owner for the execution of the works subject of this tender shall be **Six (06) months**, including the rain



The bids produced in three (03) volumes shall be enclosed in three sealed envelopes and put in one (1) bigger envelope

- Envelope A containing the administrative documents ( Volume 1)
- Envelope B containing the technical proposal ( Volume 2)
- Envelope C containing the financial offer ( Volume 3)

The offers or the bids submitted after the stipulated deadline shall not be received.

#### **Article 12: Admissibility of bids**

To avoid the risk of being rejected, only originals or certified true copies should be signed by the competent authorities, i.e. the issuing service and/or official or administrative authorities (Senior Divisional Officers, Divisional Officers, Bank Officials, and Taxation Officials etc.). The administrative documents required, including the bid bond, must imperatively be produced in accordance with the Special Conditions of the invitation to tender. They must obligatorily not be older than three (3) months or must not be produced after the submission of the bids.

Any complete bid not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance.

**Article 13: Opening of bids:** The opening of the bids (Administrative documents, Technical and financial proposals) in one phase shall be done on ..... 15 OCT 2024 ..... at 11:00am local time by the Internal Tenders Board of MIDENO in the MIDENO Conference Room at the Project management Office.

Only bidders may attend or be duly represented by a person of their choice with a written authorisation and who has full knowledge of the file.

**Article 14: Evaluation Criteria:** The bids shall be evaluated as follows:

#### **Eliminatory Criteria**

- Bids submitted late
- False declaration or falsified documents.
- Absence or insufficient Bid Bond of the specified amount
- Under exclusion sanctions from the Authority in Charge of the Regulation of Public Contracts
- Incomplete, non-existent or non compliant documents in the technical file
- Incomplete, non-existent or non compliant documents in the financial offer
- Direct or indirect association with the conception, preparation of technical specifications and other

- Proof of financial capacity of at least 24,000,000 fcfa

Yes/No

N/B: Only bids that score at least 75% of the essential criteria shall have their financial offer evaluated

Article 15: Award: The bidder evaluated with a score of 75% and above of the essential criteria and presents the lowest financial proposal shall be awarded the contract.

Article 16: Period of Validity of Bids: Bidders will remain committed to their bids for Sixty (60) days from the deadline set for the submission of bids.

Article 17: Complementary Information:: Complementary information can be obtained during working hours from 8 am to 4 pm at *the Secretariat of the Director General, MIDENO, P.O. Box 442,*

*Bamenda: Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com):Tel: 237 233 361 378*

FOR: NORTH WEST DEVELOPMENT AUTHORITY



*Clotus Anye Matoyah*  
ECONOMIST ( PLEG Hors Echelle)

CC

- ARMP (for publication and archiving)
- MINMAP (For information)
- Chairperson of MITB (for information)
- MIDENO Notice Board (for information)



**Article 4 : Délai D'exécution :** Le délai maximum d'exécution prévu par le Maître d'Ouvrage pour l'exécution des travaux objet du présent appel d'offres est de Six (06) mois, saison des pluies et autres événements naturels compris, à compter de la date de notification de l'ordre de service de démarrage des travaux.

**Article 5 : Financement :** Les travaux objet du présent appel d'offres seront financés par les Redevances de l'ONCC

**Article 6 : Attribution :** Les travaux de cet appel d'offres ne sont pas soumis à attribution car le soumissionnaire retenu devra réhabiliter la structure de l'entrepôt de l'Union coopérative de la zone centrale de Bamenda (BCACU)

**Article 7 : Coût Prévisionnel :** Le coût prévisionnel des travaux de réhabilitation est de Trente Millions (32 000 000) fcfa TTC

**Article 8 : Cautionnement Provisoire (Cautionnement De Soumission) :** Chaque soumissionnaire doit inclure dans ses Pièces Administratives, une caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances figurant sur la liste de la pièce 12 du Dossier d'Appel d'Offres d'un montant de SIX CENT QUARANTE MILLE (640 000) FCFA et valable trente (30) jours au-delà de la validité des offres.

**Article 9 : Consultation du dossier d'appel d'offres :** Le dossier d'appel d'offres peut être consulté aux heures ouvrables de 8 heures à 16 heures au Secrétariat du Directeur Général, Siège de la MIDENO, Rue Ayaba, BP 442, Bamenda ; Email : midenobda@yahoo.com ; Tél : 237 23336161 dès publication du présent avis.

**Article 10 : Acquisition du dossier d'appel d'offres :** Le dossier d'appel d'offres peut être obtenu aux heures ouvrables de 8 heures à 16 heures au Secrétariat du Directeur Général, Siège de la MIDENO, Rue Ayaba, BP 442, Bamenda ; Email : midenobda@yahoo.com ; Tél : 237 233331661 dès la publication du présent avis contre paiement d'une somme non remboursable de CINQUANTE ET UN MILLE QUATRE CENT CINQUANTE (51.450) fcfa et payable au compte n° 06845 97568660001-28 ouvert au nom de « COMPTE SPECIAL SAC ARMP » dans toute Agence de la BICEC au Cameroun

**Article 11 : Dépôt du dossier d'appel d'offres :** Chaque offre rédigée en anglais ou en français en (exemplaires) composé d'un (1) original et de six (6) copies marquées comme telles, doit parvenir au siège de MIDENO Bureau situé à Ayaba Street, P.O. Box 442, Bamenda) au plus tard le..... rapide et doit porter l'inscription :

**"DEMANDE DE QUOTATION N° ...../RC/MIDENO/MITB/13/84/2024 DE..... L  
RÉHABILITATION DE LA STRUCTURE D'ENTREPÔT DE BAMENDA CENTRAL AREA COOPERATIVE  
UNION (BCACU) LTD PAR PROCEDURE D'URGENCE"**

**“ A ouvrir uniquement lors de la séance d'ouverture des plis “**



- Table des matières Oui/Non
- Numérotation des pages Oui/Non
- Séparateurs de couleurs Oui/Non
- Documents d'appel d'offres paraphés sur chaque page par un représentant dûment mandaté Oui/Non

## **B.2 Présentation de l'entreprise**

### **Marques**

- Organigramme de la société/entreprise Oui/Non
- Expérience d'au moins deux (2) ans dans des travaux de même nature/de nature similaire Oui/Non
- Table des références des travaux antérieurs de même nature/de nature similaire Oui/Non

## **B.3 Personnel**

### **Marques**

- Tableau du personnel Oui/Non
- Directeur des travaux : Ingénieur mécanique avec au moins 5 ans d'expérience professionnelle  
Oui/Non
- Chef de chantier ou contremaître : Technicien en génie civil avec au moins cinq (5) ans d'expérience  
Oui/Non
- Présentation des certificats/diplômes pertinents du personnel Oui/Non
- Présentation des CV signés du Personnel Oui/Non
- Copies certifiées conformes de la carte nationale d'identité du directeur des travaux et du chef de chantier
- Personnel de soutien (maçons, peintres, charpentiers, etc.) Oui/Non

## **B.4 : Méthodologie/Organisation technique des travaux**

### **Marques**

- Preuve de visite du site Oui/Non
- Rapport technique complet du site Oui/Non
- Organigramme d'exécution du projet Oui/Non
- Séquence logique des travaux, Méthodologie, Organisation, Résultats et reporting des travaux  
Oui/Non
- Conditions techniques particulières (CCTP) dûment paraphées sur chaque page, signées et datées sur la  
dernière page  
Oui/Non
- Mesures d'atténuation environnementales et de sécurité Oui/Non

## **B.5 : Capacité financière**

### **Marques**

- Justificatif de capacité financière d'au moins 24 000 000 FCFA Oui/Non

**N/B : Seules les offres obtenant au moins 75 % des critères essentiels verront leur offre financière évaluée**

**Article 15 : Attribution** : Le soumissionnaire évalué avec une note de 75% et plus des critères essentiels présentant la proposition financière la plus basse se verra attribuer le marché.



## **PART 02: GENERAL REGULATIONS OF THE CALL FOR TENDERS (RGAO)**

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## GENERAL REGULATIONS OF THE INVITATION TO TENDER

### A) GENERAL

#### Article 1: Scope of bid

1.1 The Project Owner here referred to as the "North West Development Authority (MIDENO)", launches an Open National Invitation to tender in view of obtaining the supplies and ancillary services briefly described in the Special Regulations of the Open National Invitation to tender and specified in the *Supplies Descriptive* as well as in the schedule of Quantities.

The name, identification number and number of lots which form the subject of the Open National Invitation to tender feature in the Special Regulations of the Open National Invitation to tender. Hereafter reference is made to it under the theme "supplies"

1.2 The bidder retained or the successful bidder must furnish the supplies within the time-limit indicated in the Special Regulations of the invitation to tender and which runs from the date of notification of the Administrative Order to start the delivery of the supplies.

1.3 In this Tender file the terms "Project Owner" and "North West Development Authority" and "MIDENO" are interchangeable, while the term "Day" or "Month" refers to a Calendar day or month.

#### Article 2: Financing

2.1 The source of financing for the supplies forming the subject of this invitation to tender shall be specified in the Special Regulations of the invitation to tender

#### Article 3: Fraud and Corruption

3.1 MIDENO requires of bidders and its contractors the strict respect of rules of professional ethics during the award and execution of public Contracts. By virtue of this principle, MIDENO:

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

i) *shall be guilty of «Corrupt practice» whoever bids, gives requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;*

ii) *is involved in « fraudulent manoeuvres» whoever deforms or distorts facts in order to influence the award or execution of a contract;*

iii) Collusive Practices: mean any form of agreement between two or among several bidders (whether MIDENO is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding with those which will result from the forces of competition; and



## **Article 5: Supplies and ancillary services meeting the criteria of origin**

**5.1** All the supplies and ancillary services forming the subject of this contract must come from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender.

**5.2** Within the meaning of this clause, the term « **Supplies** » shall refer to products, raw material, machines, equipment and industrial installations; and the term “ancillary services” shall notably refer to services such as insurance, installation and initial training.

**5.3.** The term ‘Originate’ shall qualify the country where the supplies are extracted, cultivated, produced, manufactured or transformed or the country where a manufacturing, transformation or assembly of components process results in the obtention of a commercial article whose basic characteristics are substantially different from those of its components.

## **Article 6: Qualification of Bidders**

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

- a) Submit a Power of Attorney, making the signatory of the bid bound by the bid; and
- b) Furnish all the information (complete or updated information included in the request for pre-qualification which may have changed in the case where the candidates had to pre-qualify requested from bidders in the Special Regulations, in order to establish their ability to execute the contract.

Information relating to the following points shall be requested, if need be:

- i) The production of certified balance sheets or turnover
- ii) Access to a credit line or availability of other sources of funding
- iii) Orders acquired and contracts awarded and executed
- iv) Pending litigations
- v) Availability of indispensable equipment

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

- a) The bid must include all the information listed in article 6(1) above. The Special Regulation must specify the information to be furnished by the group and the information to be furnished by each member of the group.
- b) The bid and the contract must be signed in a way that it is binding on all members of the group.



o) Model contract

p) Form relating to preliminary studies

q) List of banking establishments and financial bodies approved by the Ministry in charge of finance authorized to issue bonds.

**7.2** The Bidder must examine all the rules, forms, conditions and specifications contained in the tender file. It is up to him to furnish all the information requested and prepare an bid in conformity with all aspects of the said file. Any deficiency may lead to a rejection of his file.

### **Article 8: Clarification and complaints on the Tender File**

**8.1** Any bidder who wants to obtain clarifications on the Tender File may request them from MIDENO in writing or by electronic mail (telephone and E-mail) at MIDENO's address, which is: **North West Development Authority (MIDENO), Ayaba Street, opposite Mansfield Plaza Hotel, P. O. BOX 442, BAMENDA: Tel: 237 33 36 16 61, : Email:midenobda@yahoo.com.**

MIDENO shall reply in writing to any request for clarification received at least fourteen (14) days for national invitations to tender and twenty one (21) days for international invitations prior to the deadline for the submission of the bids. A copy of MIDENO's response indicating the question posed but not mentioning the author is addressed to all bidders who bought the Tender File.

**8.2** Between the publication of the tender notice including the prequalification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public contracts award procedure may lodge a complaint to MIDENO.

**8.3** The complaint must be addressed to MIDENO with copies to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

It must reach MIDENO not later than fourteen (14) days before the opening of the bids.

**8.4** MIDENO has five (5) days to react. A copy of the reaction shall be forwarded to the body in charge of the regulation of public contracts.

### **Article 9: Modification of the Tender File**

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

**9.2** Any published addendum shall be an integral part of the Tender File, in accordance with **Article 7.1** of the **General Regulations of the invitation to tender** and must be communicated in writing or made known



## **b) Volume 2: Technical Bid**

### **b.1 information on qualifications**

The Special Regulations of the invitation to tender specifies the documents to be furnished by the bidders attesting to the qualification to bid in accordance with **Articles 6(1) of the General Regulations**.

### **b.2 Methodology of Technical Proposal**

The Special Regulations specify the constituent elements of the technical proposals of bidders notably:

- A detailed description of the technical characteristics, performance, makes, models and references of the materials proposed including technical prospectuses in accordance with **Article 17 of the General Regulations**;
- The calendar, schedule and delivery deadline.

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

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

- The Special Administrative Conditions (SAC);
- Technical specifications

## **c) Volume3: Financial Bid**

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

- The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate.
- The duly filled schedule of Unit Prices
- The duly filled detailed estimates;
- The sub-details of prices and/or breakdown of all-in prices

To this effect, bidders should use the model documents and forms provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations of the invitation to tender concerning the other possible forms of bid bonds.

**12.2** If in accordance with the provisions of the Special Regulations of invitation to tender, the bidders present bids for several lots of the same invitation to tender, they could indicate rebates to be granted in case of award of more than one lot

#### **Article 16: Documents attesting to the admissibility of supplies**

**16.1** In application of the provisions of *Article 5 of the General Regulations*, the bidder will furnish as a full part of his bid, documents attesting that all the supplies and services which he proposes to furnish in execution of the contract meet the criteria of origin.

**16.2** These documents will consist of a declaration of country of origin of the supplies and services proposed in the schedule of prices, declaration to be confirmed by a certificate of origin at the time of shipment.

#### **Article 17: Documents attesting to the conformity of supplies**

**17.1** To establish the conformity of supplies and ancillary services of the Tender File, the bidder shall, within the scope of his bid, provide written proofs that the supplies conform to the technical specifications and standards mentioned in the supplies specifications.

**17.2** These proofs may take the form of prospectus, drawings or data and include a detail description of the main technical and performance characteristics of the supplies and ancillary services, demonstrating that they essentially correspond to the specifications and, where need be, a list of differences and reservations in relation to the provisions of the supplies Specifications.

**17.3** The bidder shall also provide a list giving all the details, including the available sources of supply and the current prices of spare parts, special tools, etc necessary for the proper and continuous functioning of the supplies from the start of their use by MIDENO and during the period specified in the Special Regulations

**17.4** The standards which apply to the execution methods, manufacturing processes, equipment and materials as well as references to trademarks or catalogue numbers specified by MIDENO in the quantities, schedules, delivery calendar and technical specifications are mentioned only for information and in no way have a restrictive character.

The bidder may substitute them with other quality standards, trademarks and/ or other catalogue numbers provided that he establishes to the satisfaction of MIDENO that the standards, makes and numbers thus substituted are substantially equivalent or superior to the specifications of the schedule of prices and technical specifications.

#### **Article 18: Documents attesting to the bidder's qualification**

Documents attesting that the bidder is qualified to execute the contract if his bid is accepted shall establish to the satisfaction of MIDENO that:



b) If the bidder retained:

Defaults in his obligation to sign the contract in application of Article 39 of the General Regulations; or

Defaults in his obligation to furnish the final bond in application of **Article 40 of the General Regulations of the invitation to tender.**

**Article 20: Validity of bids**

**20.1** Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids set by MIDENO in application of **Article 23 of the General Regulations.**

An bid valid for a shorter period shall be rejected by MIDENO as not being in conformity.

**20.2** Under exceptional circumstances, MIDENO may request the consent of the bidder for the prolongation of the validity time-limit. The request and the responses that will be given shall be in writing (or by telecopy). The validity of the bid bond provided for in article 19 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor be authorized to do so.

**20.3** Where the contract does not include a price revision clause and that the period of validity of bids is extended for more than sixty (60) days, the amount payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that MIDENO shall address to the bidders. MIDENO's request shall include a form of price revision. The updating period shall run from the date of notification of the contract or the Administrative Order for the start of the execution of services by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

**Article 21: Form and signature of the bid**

**21.1** The bidder shall prepare an original of the constituent documents described in **Article 12 of the General Regulations** in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing "**COPY**". In case of discrepancy, the original shall be considered as authentic.

**21.2** The original and copies of the bid must be typed or written in indelible ink (Photocopies shall be accepted in case of copies) and must be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6 (1a) or 6 (2a) of the General Regulations, and



replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**"

**25.2** The notification of modification, replacement or withdrawal should be prepared, sealed, marked and forwarded in accordance with the provisions of **Article 22 of the General Regulations**. The withdrawal may equally be notified by telephone but should in this case be confirmed by a duly signed written notification and whose date, post mark being authentic, shall not be posterior to the time limit set for the submission of bids.

**25.3** Bids being requested to be withdrawn in application of **Article 25(1)** shall be returned unopened.

**25.4** No bid may be withdrawn in the interval between the deadline set for the submission of bids and the expiry of the validity period of the bids set in the model bid. The withdrawal of an bid by a bidder during the interval may lead to the confiscation of the bid bond in accordance with the provisions of article 19(6) of the General Regulations.

### **E) Opening of envelopes and Evaluation of bids**

#### **Article 26: Opening and Evaluation of envelopes, bids and petitions**

**26.1** The competent Tenders Board proceeds to open the envelopes in the presence of the representatives of bidders who wish to attend and who have a perfect mastery of the file: at the date, time and address specified in the Special Regulations. Representatives of bidders present shall sign a register attesting to their presence.

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

**26.3** All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price bided including any rebates [in case of opening of financial



formulated in writing but no change on the amount or content of the bid is sought, bided or authorized, 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 32 of the General Regulations.

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

### **Article 29: Conformity of bids**

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

**29.2:** The Evaluation Subcommittee shall determine if the bid is essentially in conformity with the conditions fixed in the tender file based on the contents without recourse to external elements of proof

**29.3:** An bid that conforms to the tender file shall essentially be an bid that respects all the terms, conditions and specifications of the tender file without substantial divergence or reservations. A substantial divergence or reservations is that

a. Which substantially limits the scope, quality or performance of the supplies and ancillary services specified in the contract.

b. Which substantially limits and is not in conformity with the Tender File, the rights of the Project Owner or the obligations of the bidder in relation to the contract; or

c. whose acceptance would be prejudicial to other bidders who presented bids that essentially conform with the Tender File.

**29.4.** If a bid is essentially not in conformity it shall be rejected by the Competent Tenders Board and shall not essentially be rendered in conformity.

**29.5-** The Project Owner reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variance and other factors which are beyond the requirements of the tender file shall not be considered during the evaluation of bids.

### **Article 30: Evaluation of Technical Bid**

**30.1:** The evaluation subcommittee shall examine the bid to confirm that all the conditions fixed in the special regulations and special administrative conditions were accepted by the bidder without substantial difference or reservation.

**30.2:** The Subcommittee shall evaluate the technical aspects of the bid presented in accordance with

**Article 17 of the General Regulations** in order to ensure that all the stipulations of the schedule of prices



- a. the tender price, indicated according to the provisions of clause 13 of the General Regulations;
- b. adjustments made on the price to correct the arithmetical errors in application of paragraph 32 of the General Regulations;
- c. Adjustments made on the price as a result of rebates bided in application of paragraph 13(4) of the General Conditions:

**33.3.** To evaluate the tender price, the Evaluation sub-committee may equally consider factors other than the tender price indicated, in application of article 13 of the General Conditions, including characteristics, performance of the supplies and ancillary services and purchase conditions.

The factors retained and specified in the Special Regulations, where need be, shall be expressed in monetary terms in a way as to facilitate the comparison of bids.

#### **Article 34: Comparison of bids**

The Evaluation sub-committee shall compare all the bids that substantially conform to determine the bid valued as the lowest, in application of article 33(4) of the General Regulations.

#### **F. Award of the Contract**

##### **Article 35: Award of the contract**

**35.1.** The Contacting Authority shall award the contract to the bidder whose bid 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 bid was evaluated as the lowest by including, where necessary, proposed rebates.

**35.2.** If the invitation to tender has several lots, the lowest bid shall be determined by evaluating this contract in relation with the other lots to be awarded concurrently, by taking into consideration the rebates bided by the bidders in case of award of more than one lot, as well as their financial burden at the time of award.

##### **Article 36: The right by the Project Owner to declare an invitation to tender unsuccessful or cancel procedure**

The Project Owner reserves the right to cancel a procedure of invitation to tender (after the authorization of the **Authority in charge of Public contracts** where the bids have been opened) or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

##### **Article 37: Right to modify quantities during the award of the contract**

During the award of the contract the Project Owner reserves the right to increase or decrease by not more than fifteen per cent (15%), the quantity of the supplies and services initially specified in the Quantity



the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

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

**41.4.** Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract.

Bidding documents initialed on each page by duly mandated representative Yes/No

## **B.2 Presentation of firm**

### **Marks**

Organnigramme of firm/Enterprise Yes/No

Experience of at least two (2) works of same/similar nature Yes/No

Table of References of past works of same/similar nature Yes/No

## **B.3 Personnel**

### **Marks**

Table of personnel Yes/No

Works Director: Civil Engineer with at least 5 years working experience Yes/No

Works supervisor or Foreman: Senior Civil Engineering Technician with at least five (5) year experience

Yes/No

Presence of Certificates/Diplomas of personnel Yes/No

Presence of signed CVs of Personnel Yes/No

## **B.4: Methodology/Technical Organization of Works**

### **Marks**

Proof of site visit

Yes/No

Comprehensive Technical Report of Site Yes/No

Organigramme of project execution Yes/No

Logical presentation of planning, Methodology,/Organization, outputs & reporting of works

Yes/No

Special Technical condition (CCTP) duly initialed on each page, signed, signed & dated on last page

Yes/No



8. A valid location plan, signed, stamped and dated by the bidder not more than 3 months old
9. Original CNPS clearance certificate relating to the assignment not more than 3 months old
10. Original receipt of payment for bidding document.
11. Original Certificate of non-exclusion from Public contracts by ARMP not more than 3 months old
12. The bid bond of an amount of **SIX HUNDRED AND FORTY (640,000) fcfa**
13. Proof/attestation of site visit
14. The group agreement, where necessary
15. The power of attorney, where necessary

In case of group bidding, each member of the group must present a complete administrative file while items **12**, **13** and **14** being presented only by the representative of the group.

### **Volume 2: Technical Proposal**

- Full presentation of the Enterprise
- Presentation of personnel, qualification, experience and CVs and certified copies of NIC of works Director and site foreman
- Specific Experience of firm with proofs in same or similar works for the last 2 years
- Logical presentation of organigramme, planning, Methodology, Technical Organization, outputs, environmental & security mitigation measures and reporting for Works execution
- Comprehensive Technical Report of work Site
- Presentation and proof of availability of equipment for works
- Copy of Special Technical condition (CCTP ) duly initialed on each page, signed & dated on last page

	<p>Bamenda: <b>Email:</b><a href="mailto:mideonbda@yahoo.com">mideonbda@yahoo.com</a>; <b>Tel:</b> +237 233 36 13 78</p> <p><b>Reference No of the invitation to tender:</b>N° ...../RC/ MIDENO/MITB/13/84/2024 of .....</p> <p><b>FOR: THE REHABILITATION OF BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD WAREHOUSE STRUCTURE</b></p>
22.1	<b>Date and time-limit for submission of bids:</b> Bids must be submitted latest ..... at 10:00 am prompt
25.1	<b>Venue, date and time of opening of bids:</b> Bids shall be opened in the MIDENO conference Hall located in the MIDENO Project Management Office along Ayaba Street, opposite Mansfield plaza Hotel on the ..... <b>AT 11:00 AM PROMPT LOCAL TIME</b>
	<b>EVALUATION AND COMPARISM OF BIDS</b>
31.2	<p><b>Currency retained for conversion into single currency:</b> Franc CFA</p> <p><b>Source of Exchange Rate:</b> BEAC</p>
32.2 (e)	<p><b>Criteria for the evaluation of deadline for execution:</b> NA as deadline for execution is fixed at Six (6) months and applicable to all bidders</p>
32.2 (g)	<b>Method for the evaluation of variant bids:</b> NA as variant bids are not allowed
33.1	<b>Preferential margin for national firms:</b> NA
	<b>AWARD OF THE CONTRACT</b>
34.1 and 34.2	<p>the contract shall be awarded to the bidder whose bid 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 bid was evaluated as the lowest by including, where necessary, proposed rebates/discounts.</p>
	<b>FINAL BOND</b>
39.1 & 39.2	<p>A final bond of <b>5%</b> of the total amount of the contract all taxes inclusive shall be furnished by the successful bidder within <b>20 days</b> of the notification of the contract and presented in the form indicated in the Tender document</p>



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- The body or official in charge of payment shall be "The Agent Comptable" of MIDENO
- The official competent to furnish information within the context of the execution of this contract shall be Project Owner

### 3.3. The functions of the Contract Manager, Contract Engineer and Project Manager

**3.3.1:** Functions of the **Contract Manager** shall constitute the general administrative, financial and technical assistance at the definition, preparation, execution and acceptance stages of the services forming subject of the contract. He shall be responsible for the general management of the execution of the services/works, decides on all the technical and financial provisions and represents the CA in the organs competent to settle disputes

**3.3.2** The functions of the **Contract Engineer** shall constitute the follow-up of the execution of the contract and shall be responsible for the technical and financial follow-up and assessment of the works, and give instructions having no financial incidence. He shall report to the **Contract Manager**.

**3.3.3** The functions of the **Project Manager: NA**

**3.3.4:** The means put at the disposal of the **Contract Engineer** shall include: Pick up vehicle

### Article 4: Applicable language, law and regulations

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

**4.2.** The Enterprise shall be bound to respect the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract.

If the regulations, laws and administrative and fiscal measures in force at the date of signature of the 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 (CCAG Article 4)

The constituent contractual documents of this contract are in order of priority

1. The Bid Letter or engagement act
2. The bid of the Enterprise and its annexes which are not contrary to the dispositions of the **Special Administrative Clauses (CCAP)** or **Special Technical Conditions (CCTP)** mentioned below
3. The Special Administrative Clauses (CCAP)
4. The Special Technical Conditions (CCTP)
5. The elements used for the determination of the price of the contract by order of merit including the



the agricultural sector;

16. Standard norms;

17. Other instruments specific to the domain concerned in the contract.

#### **Article 7: Communication (CCAGArticles6et10 supplemented)**

**7.1** All communications in the name of this present contract shall be by written mails, Emails and notifications submitted against acknowledgement of receipts at the appropriate addresses indicated by the parties done through the following addresses:

**a.** In the case where the **Enterprise/Contractor** is the **addressee/recipient**:

**Mme/Mr.....**within a time-limit of not more than **fifteen (15) days** fixed in **Article 6(1) of the CCAG** to make known to the **Project Owner** his/her domicile, correspondences shall be validly addressed to the **Director General, North West Development Authority (MIDENO), P.O. BOX 442 BAMENDA**: Email: **Midenobda@Yahoo.Com**

**b.** In the case where the **Project Owner** is the **addressee/recipient**:

**The Director General, North West Development Authority (MIDENO), P.O. Box 442, Bamenda** copying the **Contract Engineer** and the **Contract Manager** within the same deadline where necessary

**7.2** The **Enterprise/Contractor** shall address all written notifications or correspondences to the **Project Owner** copying the **Contract Manager** and **Contract engineer**

#### **Article 8: Administrative Orders (CCAGArticle8)**

The different service orders shall be established and notified as follows:

**8.1 Service Order to start works** shall be signed by the **Project Owner** and notified to the **Enterprise/Contractor** by the **Contract Manager** with a copy to the **Contract Engineer**

**8.2 Service orders** having an incidence on the subject, amount or deadline of execution of the contract shall be signed by the **Project Owner** and notified by the **Contract Manager** with a copy to the **Contract Engineer**.

The **prior visa** of the **Special Financial Controller of MIDENO** shall eventually be required before the signature of those Service Orders having a financial incidence on the contract amount.

**8.3 Service Orders of a technical nature** linked to the normal functioning of the work site shall be signed by the **Project Owner** and notified by the **Contract Manager** with a copy to the **Contract Engineer**.

**8.4 Service Orders relating to formal demands/notices** shall be signed by the **Project Owner** and notified to the Contractor by the **Contract Manager** with copy to the **Project Owner** and the **Contract Engineer**

10.3 Any unilateral modification made to the proposed personnel found in the technical offer, before and during the works shall constitute a motive for termination of the contract as specified in **Article 45** below or the application of **penalties in Article 23** below.

10.4 The **Enterprise/contractor** shall use the appropriate material proposed in the **project of execution** for the proper execution of the works according to the **rules/standards of the works**

10.5 All modifications brought in shall be notified to the **Project Owner**



#### **Article 14: Price variation (CCAGArticle20)**

**14.1. The price shall be fixed**

- a. Payments on account to the Enterprise as advances shall not be revisable**
- b. Revision of prices shall not be allowed**

#### **14.2. Modalities of price updating**

The Contract price shall not be subject to updating

#### **Article 15: Price Revision formula (CCAGArticle21)**

The Unit Price Schedule is not revisable

#### **Article 16: Price updating formula (CCAGArticle21)**

The Unit price schedule shall not be updated

#### **Article 17: Direct Labour works/Works under State Supervision (CCAGArticle22 completed)**

**17.1**The percentage of direct labour works/Works under State Supervision is **0% of the amount of the contract and addendums where necessary: NA**

**17.2.** Types of works & expenses to be executed through direct labour works under State Supervision:NA

#### **Article 18: Evaluation of works (CCAGArticle23)**

**18.1**This contract shall include **All-in prices and Unit Prices.**

The prices shall be considered to cover all the costs resulting from the execution of the works and the contractor's obligations including the overheads, taxes and dues, technical and economic risks & hazards, financial costs and profit

Any possible differences noticed for each type of structure or each element of the structure between the quantities really executed and the quantities eventually indicated in the detail break-down of the detailed estimates, shall not lead to a modification of the said price. This applies equally to errors that the breakdown may include

The determination of the amount due for works carried out is obtained by multiplying the corresponding Unit prices by the quantities of the works executed and entered on the job cost sheet or by the number of elements of structures executed

#### **Article 19: Evaluation of supplies (CCAGArticle24 completed)**

**19.1** The amount for the supplies shall be obtained by applying to the quantities to be taken into account the prices of the Unit price schedule inserted in the contract relating to building materials, products & components of the construction to be done.



The Project Owner shall pronounce the deferment of penalties for contractual time-limit overrun only after favourable opinion of the structure in charge of the regulation of public contracts

A copy of the decision waiving the penalties accompanied by the favorable opinion referred to above shall be transmitted to the Organ in charge of regulation of public contracts for information purposes

**23.2** The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial contract amount inclusive of all taxes and other eventual addendums if need be.

#### **B. Specific Penalties (Amounts should be precised if applicable)**

**23.3** Independently of penalties due to delays in contractual time-limits, the contractor can be liable to particular penalties following the non-observation of the dispositions of the contract, notably:

- Late submission of final bond
- Late submission of insurance policies
- Late submission of the project of execution in as much as the lateness is due to the Enterprise
- Refusal to fold-up and restore worksite after the provisional reception
- Non-submission of project documents required after provisional reception

The cumulated amount of penalties independent of delays in the respect of contractual time-limits cannot exceed 10% of the initial contract amount inclusive of all taxes and other eventual addendums if need be.

#### **Article 24: Payments in case of Co-contractors/Joint Venture (CCAGArticle33)**

##### **24.1 Payments in case of Joint-Venture**

Where the Special administrative clauses provide for direct payment of **Co-Contractors/Joint Venture** the detailed accounts shall be broken down according to the parts to be paid separately.

The representative shall be the only one empowered to present **draft detailed accounts** and accept the **final detailed account**. Only claims forwarded by him shall be admissible.

Payments to **co-contractors/joint Ventures** who are to be paid directly shall be done into separate accounts of each of them, subject to the representative or contractor giving his approval of the sums to be paid in this manner.

##### **24.2 Payments in case of sub-contracting**

Where the Special administrative clauses provide for direct payment of **Sub-contractors**, the detailed accounts shall be broken down according to the parts to be paid separately.

The representative shall be the only one empowered to present **draft detailed accounts** and accept the **final detailed account**. Only claims forwarded by him shall be admissible.



- A recapitulation of monthly **down payments on account** and the balances

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

The **Detailed General Payment** signed by the **Project Owner** must be notified to the **Enterprise/contractor** by **Administrative Order**

**26.2**The **Enterprise/contractor** has a maximum of **one (1) month** from the date of notification from the date of notification to return the **Final Detailed General Payment** signed or unsigned without or with reservations respectively. Where applicable the reasons for the refusal to sign the **Final Detailed General Payment** has to be made known

If the contractor does not return the **Final Detailed General Payment** within the deadline referred to above, this **Final Detailed General Payment** shall be considered as having been accepted by him and thus become final

The signing of the **Final Detailed General Payment** by the **enterprise/contractor without reservation** definitively **binds** the two parties and puts an end to the contract except in the case of interests or overdue payments, if there are any

#### **Article 27: Tax and customs Regime (CCAGArticle36)**

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

- Taxes and dues relating to Industrial and commercial profits, including the Advance Income tax (AIT)/AIR which is a deduction on company taxes:
- Registration dues calculated in accordance with the stipulations Tax Code:
- Dues and taxes attached to the execution of services provided for in the contract:
- Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer taxes):
- Duties and communal taxes
- Duties and taxes related to the samples of material and water

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

Price all taxes inclusive means VAT inclusive.

#### **Article 28: Stamp duty and registration of contracts (CCAGArticle37)**

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



The following insurance policies shall be obtained under the contract by the **Enterprise/ contractor** or **sub-contractors** where need be and justified to the **Project Owner** upon request within a deadline of **fifteen (15) days** from the date of notification to start work:

- Insurance for civil liability for the Contractor/Head of the Enterprise;
- Comprehensive insurance of the site, guaranteeing against any loss or damage occurring on the structures and third parties upon expiry of the guarantee deadline
- Insurance covering the guarantee period of one (1) year

These insurances must be subscribed in approved insurance companies operating in Cameroon

#### **Article 35: Documents to be furnished by the Enterprise (CCAGArticle49 competed)**

##### **35.1 Execution programme, plans and quality assurance**

Within a deadline of **thirty (30) days maximum** from the date of notification of the service order to start works, the **Enterprise/contractor** shall submit **six (6) copies** to the **Project Owner** for the approval of the **Contract Manager** after the opinion of the **Contract Engineer** the **programme for the execution of the works, calendar for supplies, Quality assurance plan** and the **Environmental Management Plan** where necessary

**a.** The **work programme** shall be presented exclusively according to the model furnished in the Tender Document and must indicate the tasks to be accomplished in each section of the works, personnel to accomplish the tasks, duration to accomplish the task, and the Critical tasks which are determinant on the execution time-limit and also stressing on the means, equipment/material to be taken into account during the execution

Two (2) copies of the **work programme and plans** shall be returned to the **Enterprise/contractor** by the **Contract Manager** within a **deadline of fifteen (15) days from its reception** with the following:

- Either with an approval statement **“GOOD FOR EXECUTION”**
- Or with a reject statement accompanied with the reasons for its rejection

The **Enterprise/contractor** has **eight (8) days maximum** to present a new **work programme and plans**. The **Contract Manager** has a **deadline of five (5) days** to give his approval or make other remarks.

The deadline for approval of the programme of work and plans does not have a bearing **on the deadline of execution**.

The approval given by the **Project Owner** shall not in any way stop the responsibility of the **Enterprise/Contractor**. Within time, the works executed before the approval of the **programme of work and plans** shall not be either considered or paid, except they are expressly ordered. The updated and



previewed to start the realization of the said part/section of the structure in question.

b. The **Project Owner** in collaboration with the **Contract Manager** and **Contract Engineer** has a deadline of **fifteen (15) days** to examine and make known his observations. The **Enterprise/contractor** has a deadline of **eight (8) days** to present a new file integrating the said observations

**35.3** In case of non-observation of the deadlines for the approval of the above mentioned file by the administration these shall be considered approved

**Article 36: Organization and Safety of work site (CCAGArticle50)**

**36.1** A Sign Post with the following information: Name of project, funding source, Project Owner, Contractors Name, Supervisor/Control Engineer, duration of the contract (Start & finish date) has to be put in place within a maximum deadline of **one (1) month** after the notification of the service order to start works.

**36.2** The Services to be informed in case of interruption of circulation along the deviation itinerary shall include: **NA**

**36.3**Particular measures required from the **Enterprise/contractor** apart from those previewed in the CCAG for the respect of hygiene and security for circulation around or within the site shall include **those indicated in the Special Technical Clauses of the Tender document**

**Article 37: Implantation of StructuresCCAGArticle52)**

The **Contract Manager** shall notify within a deadline of **Seven (7) days** following the date of notification of the service order for the start of works, the points and basic levels of the project

**Article 38: Sub-Contracting (CCAG Article 54): NA**

**Article 39: Laboratory of the work site and testing (CCAGArticle55): NA**

**Article 40: Site Logbook (CCAGArticle56completed)**

**40.1** The site logbook shall be jointly signed by the **Contract Manager**) and/or the **Contract Engineer** and the representative of the **Enterprise/contractor** systematically on a daily basis

**40.2**The Site Logbook is a unique **Contradictory document**. Its pages shall be numbered and visaed. No page is to be removed. The parts taken out or cancelled out have to be signed on the margin for validation.

**Article 41: Utilization of explosives (CCAGArticle60): NA**



## **7. The contractor/Representative**

The enterprise shall be convoked to the reception by mail at least **ten (10) days** before the date of the reception. He is expected to assist or be represented.

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

The Commission, after visiting the work site shall examine the minutes of operations prior to the reception and shall proceed to the provisional reception of the works if need be.

The visit of the provisional reception shall be subject to minutes of the provisional reception signed on site by all the members of the commission.

The minutes of the provisional reception shall precise or fix the date of completion of the works

### **42.4: Partial Reception: NA**

### **42.5. Guarantee Period:**

The guarantee period for the rehabilitation works/services shall be **six (6) months** from the date of provisional reception of the works.

### **Article 43: documents to be furnished after provisional reception (CCAGArticle68)**

**43.1.** The following documents shall be furnished by the Contractor to the **Project Owner** within a deadline of **thirty (30) days** after the provisional reception and reporting of the works

- Reviews of the functioning and maintenance of the structures
- Drawings and other documents in conformity with the final execution of the structures in three (3) copies, one in soft copy

**43.2.** The non-submission of the documents required above after provisional reception of the works/services **shall lead to the freezing of the last down payment and 10% retention fund.**

### **Article 44: Guarantee Deadline (CCAGArticle70)**

The duration of the guarantee is **one (1) year** from the date of provisional reception of the works

### **Article 45: Final Reception (CCAGArticle72)**

**45.1.** The final reception shall be carried out within a maximum deadline of **fifteen (15) days** following the expiry of the guarantee deadline

**45.2.** The commission for final reception shall be composed of those mentioned above for the provisional reception

**45.3.** The procedure for the final reception shall be same as that of the provisional reception



## PART N ° 05 SPECIAL TECHNICAL CONDITIONS (CCTP)

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT  
MINISTERE DE L'AGRICULTURE ET DU DEVELOPPEMENT RURAL

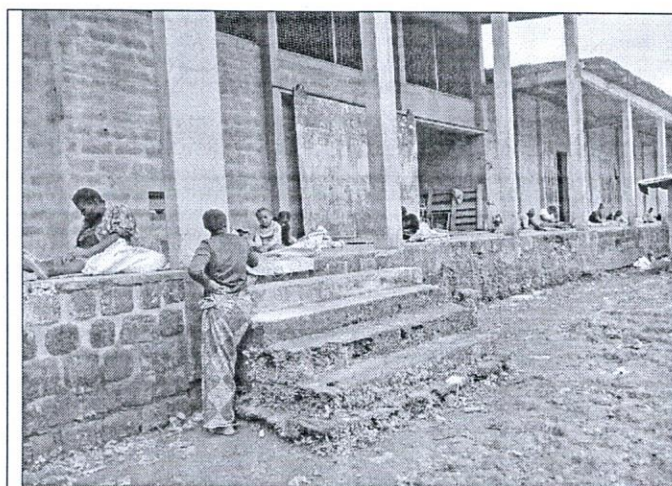
REPUBLIC OF CAMEROON  
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Bamenda, Le .....

### REHABILITATION OF BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD WAREHOUSE STRUCTURE



Technical studies and Bill of Quantities established in collaboration with the  
Technical Service of NWCA



## **1 INTRODUCTION**

### **1.1 Background of the BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD**

#### **1.1.1 Creation and Legal Status**

Bamenda Central Area Cooperative Union Limited is located in the Regional headquarters of the North West Region, precisely Nkwen in Bamenda III sub-division. This Union was founded in 1950 when a group of farmers from Alamatu in Mankon and Nkwen market came together, for the common goal of selling their coffee to John Holt and the UA Companies who both operated in Bamenda at the time. Its registration certificate was renewed on the 14th of February 1994 by the Registrar of Cooperatives and Common Initiative Groups Bamenda. The cooperative is legally recognized with Registration Number 17/089/CMR/38/204/UCO/092/0921 OF 27/04/2017.

Currently, Bamenda Central Area Cooperative Union (BCACU) Limited is made up of three (3) cooperative produce marketing societies (CPMS) namely Tubah CPMS, Bafut CPMS and Mankon CPMS; with a total membership of 1077.

#### **1.1.2 Affiliation**

BCACU Ltd is one of the thirteen Area Cooperative Unions of the North West Region that make up the North West Cooperative Association (NWCA) Ltd following the reorganization that was done in collaboration with MIDENO in the early 2000s. The latter is currently the highest exporter of Arabica coffee in the country. The on-going socio-political crisis in the region has greatly hampered the business of the Association and its affiliated Unions given that it is a farmer-based association and thus deals with the grassroots, who have been hardest hit by the crisis.

### **1.2 Purpose and justification of the project:**

#### **1.2.1 BCACU Ltd Infrastructure**

Upon creation, BCACU Ltd acquired land behind the present Bamenda Main Market and a large stone building was erected at this site which served as both offices and stores. With time, the population and business activities around this area increased tremendously and the Union was forced to move to the present site at Mile two-Nkwen; with a lone dilapidated wooden building handed to the Union by the defunct NPMB as a grant which then served as offices and stores.

This wooden building remained the only structure of the Union until 1999 when an office building was erected at the present site. In the year 2000, the wooden building was modernized by re-doing the walls with cement blocks. Unfortunately the roof could not be replaced due to a lack of funds. Interestingly, the same roof which was mounted over the wooden building by the now defunct NPMB is what is still

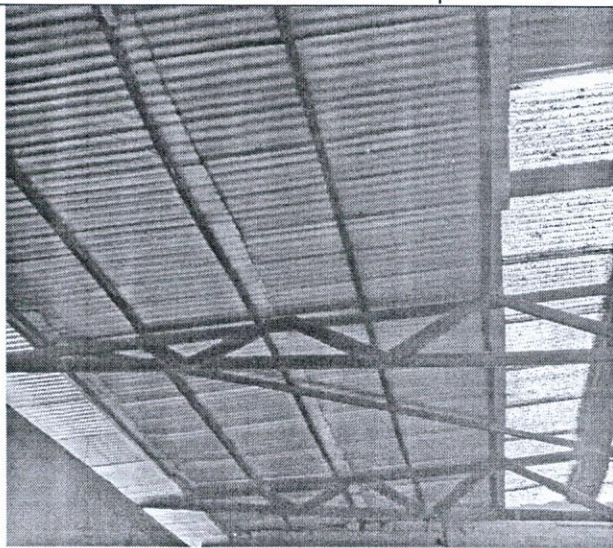


**2.2 Impact:** The current roof condition significantly impacts the warehouse operations and safety

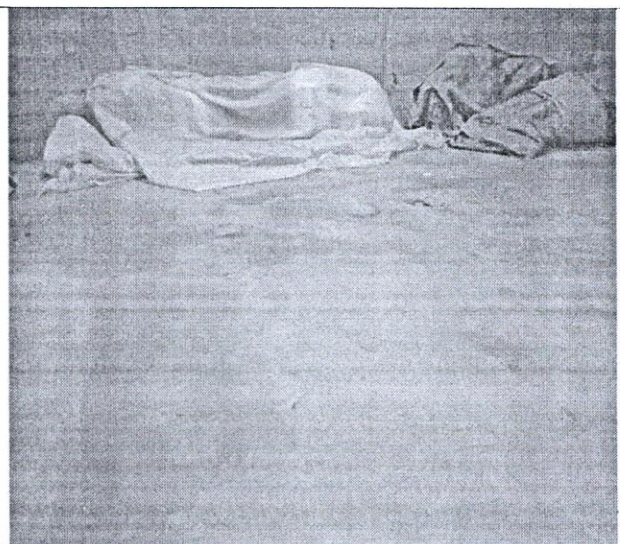
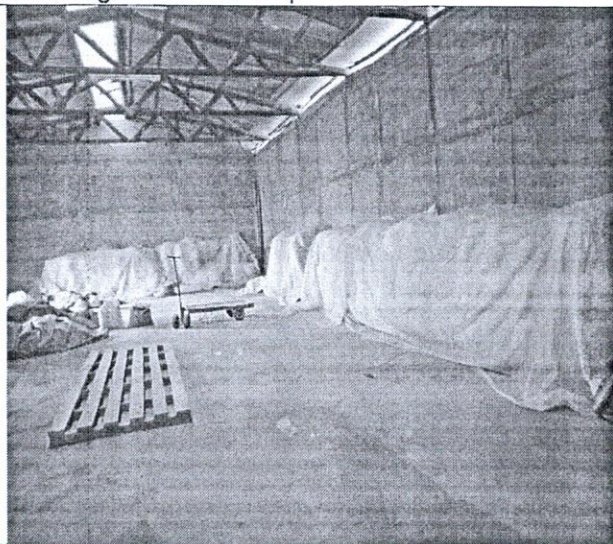
Persistent leaks during rainstorms have forced activities to temporarily close sections of the warehouse for repairs, causing downtime and disrupting workflow. These leaks not only damage stored goods but also create safety hazards with slippery floors and potential electrical risks with equipment and local connections. Additionally, the compromised insulation affects our ability to maintain consistent temperatures, impacting the quality of our inventory storage. Addressing these issues through roof replacement is essential not only to safeguard our operations but also to ensure the safety and well-being of employees.

### 2.3 Images of current roof state

2. Below are Photos of the poor state of the warehouse are here-attached.



Existing roof in a dilapidated state



Protection of products with plastic papers in the warehouse



### **3.2 Cost Considerations:**

When evaluating the cost-effectiveness of roof replacement versus repairs for our warehouse, it's important to consider both short-term expenses and long-term financial implications. While the initial cost of roof replacement may be higher than conducting repairs, it offers significant advantages in terms of durability and long-term savings. A new roof comes with improved energy/weather efficiency features. Moreover, the comprehensive warranty and minimal maintenance requirements associated with a new roof mitigate the risk of unexpected repair costs in the future. In contrast, while repairs may seem more affordable upfront, they often do not address underlying structural issues or energy efficiency concerns, potentially leading to higher operational costs over time. Therefore, investing in roof replacement not only ensures the structural integrity of our warehouse but also offers a cost-effective solution in the long run.

## **4. Proposed works Technical Details**

### **4.1 Scope of Work:**

The scope of work project cover the renovation by replacing the *Bamenda Central Area Cooperative Union Limited* warehouse building roof. The building is of rectangular shape measuring 84m in length by 13m in width.

This a comprehensive approach to enhance both performance and durability. We will be using Aluminum corrugated sheets for its proven durability and weather resistance. The project will begin with the removal of the existing roof materials, followed by thorough inspection and repairs of the existing masonry and concrete structural elements if need be. Installation will proceed with a focus on meticulous mounting of the roof structure and ensure the structural integrity of the roof. Safety measures will be strictly enforced throughout the installation process to protect workers and maintain operational continuity. We anticipate the project to span approximately three months with key milestones including material delivery, installation completion, and final inspections to ensure compliance with all safety and quality standards.

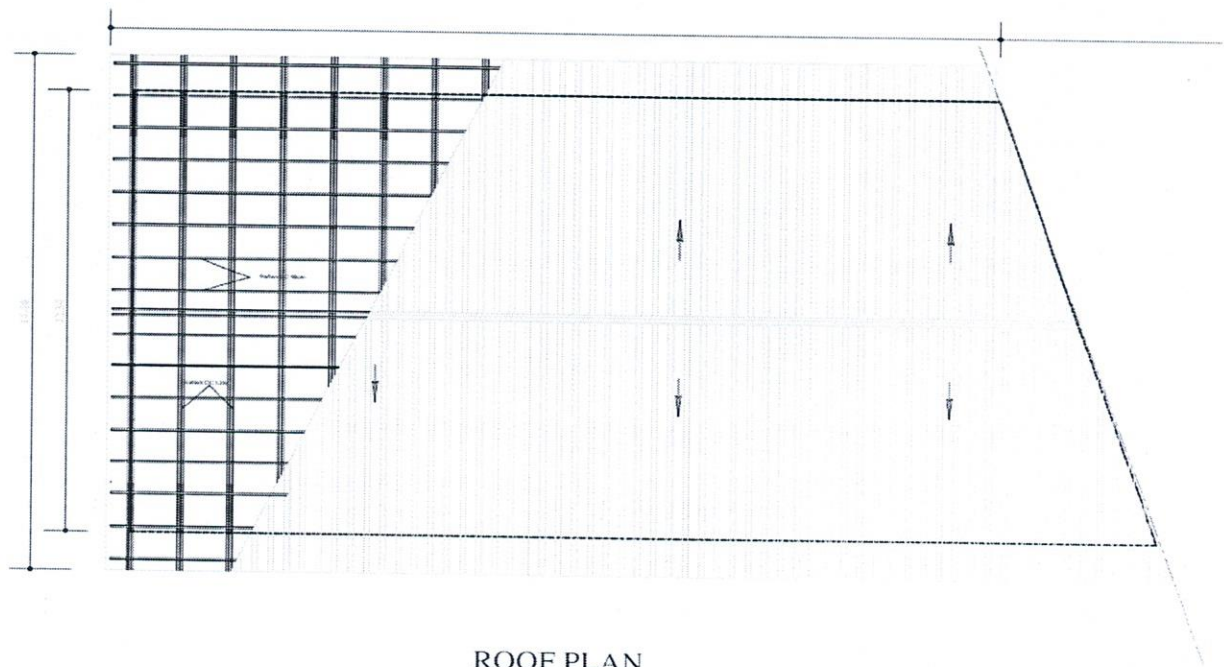
### **4.2 Logistics:**

To minimize disruption to our warehouse operations during the roof replacement project, a comprehensive logistics management plan has to be put in place. The project will be carefully scheduled and coordinated to occur during off-peak periods whenever possible, reducing the impact on daily activities. Designated work zones will be established to concentrate construction activities,

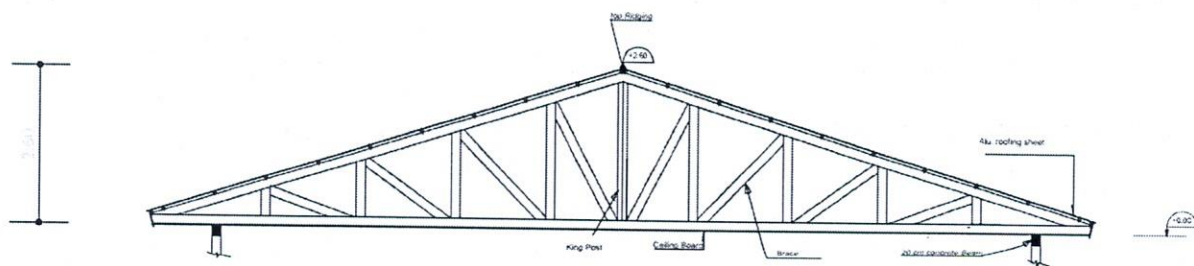


installed should meet standard and quality require to carry safely the operational activities of the warehouse. All the electrical should be the client's choice in collaboration with the architect.

#### 4.4 Architectural plan.



ROOF PLAN



RAFTER LONGITUDINAL VIEW

### 5. Budget and Timeline

#### 5.1 Budget:

Below is a presentation of detailed budget breakdown that gives assess to the financial feasibility of the roof replacement project and understand how resources will be allocated to achieve the desired outcomes.

#### 5.2 Timeline:

- *Project schedule of activities*

to optimize efficiency, safety, and long-term cost savings, positioning the warehouse for sustained success in the competitive coffee industry."



## PART 7: DETAIL BILL OF QUANTITIES AND ESTIMATES

PROJECT: RENOVATION OF THE **BAMENDA AREA COOPERATIVE UNION LIMITED** WAREHOUSE ROOF  
 SUBJECT: BILL OF QUANTITIES AND ESTIMATE.

BILL OF QUANTITIES FOR THE RENOVATION OF THE NWCA TEA WAREHOUSE ROOF					
NO	DESCRIPTION	U	Q'TY	U.P	AMOUNT
<b>A</b>	<b>SITE PREPARATION</b>				
A1	Demolition and clearing of existing roof structure	ls	1		
A2	Preparation of material and site installation	ls	1		
A3	Preparation of material and staking out	ls	1		
	<b>SUB TOTAL SITE PREPARATION.</b>				
<b>B</b>	<b>ROOF WORKS</b>				
B1	Provide preparation and mounting of scaffolding with striking and clearing out of site	ls	1		
B2	Provide, prepare and mount treated hard wood (eucalyptus) roof trusses including all accessories	M3	24		
B3	Purchase and mount alluminium roofing sheets (5/10) including all accesories (tol bac)	M2	1545		
B4	Purchase and mount alluminium facial board sheets (5/10) on woodern board frame including all accesories (coated sheet)	ml	208		
	<b>SUB TOTAL ROOF WORKS</b>				
<b>D</b>	<b>FLOOR AND SPOT TREATMENT WITH CEMENT CONCRETING AND MASONRY WORK</b>				
	<del>Provide, prepare and lay porous stone hardcore on all degraded</del>				
D1	<del>spots</del> Provide, prepare and lay overside mass concrete on ground floor	M2	100		
D2	spots and steps requiring treatment	M2	100		
	<b>SUB TOTAL FLOOR AND SPOT TREATMENT WITH CEMENT CONCRETING AND MASONRY</b>				
<b>E</b>	<b>OTHER WORKS</b>				
	<b>SUMMARY</b>				
<b>A</b>	<b>SITE PREPARATION</b>				
<b>B</b>	<b>ROOF WORKS</b>				
<b>D</b>	<b>FLOOR AND SPOT TREATMENT WITH CEMENT CONCRETING AND MASONRY WORK</b>				
	<b>GRAND TOTAL.</b>				
	<b>VAT (19.25%)</b>				
	<b>TOTAL AIR (2.2% or 5.5%)</b>				
	<b>TOTAL TAXE INCLUSIVE (ATI)</b>				
	<b>NET PAYMENT</b>				

**PART 9: MODEL OF CONTRACT**

**MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT**

**REPUBLIC OF CAMEROUN**

**MINISTERE DE L'AGRICULTURE ET DU DEVELOPPEMENT RURAL**

**Peace – Work – Fatherland**

## **North West Development Authority**

**MISSION DE DEVELOPPEMENT DE LA REGION DU NORD OUEST**

**JOBING ORDER NO...../RC/MITB/MIDENO/13/84/2024 OF..... following the launching  
of Request for Quotations N°...../RC/MITB/13/84/2024 OF.....FOR THE REHABILITATION  
OF THE BAMENDA CENTRAL AREA COOPERATIVE UNION (BCACU) LTD WAREHOUSE  
STRUCTURE**

**HOLDER OF CONTRACT:***[indicate the holder and his full address]*

P.O. Box .....at.....Tel.....Fax.....

Business Registry Taxpayer's No.....A issued at.....

**SUBJECT OF CONTRACT** : *[indicate the full subject of the supply]*

**PLACE OF DELIVERY:** *[indicate]*

**AMOUNT IN CFA F**

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

**DELIVERY DEADLINE:** *[In days, weeks, months or years]*

**FINANCING:***[Indicate the source of financing]*

**BUDGET HEAD:***[to be completed}}*

**SUBSCRIBED ON:**

**SIGNED ON:**

**NOTIFIED ON:**

**REGISTERED ON:**

**Between:**



**TABLE OF MODELS**

- Annex 1: Model Bid letter
- Annex 2: Model of bid security
- Annex 3: Model Final Bond
- Annex 4: Model of bank guarantee for start-of Advance payment
- Annex 5: Model for Retention fund guarantee
- Annex 6: Model for work planning
- Annex 7: Model for presentation of References of bidders
- Annex 8: Model for presentation of equipment of Bidder
- Annex 9: Model for presentation of personnel
- Annex 10: Model of Attestation of Site Visit

## ANNEX 2: MODEL OF BID SECURITY

Addressed to *[indicate the Project Owner and his address]* "Project Owner"

Whereas the Enterprise.....hereinafter referred to as the "bidder" has submitted his bid on the.....for..... *[recall the subject of the invitation to tender]*, hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to..... *[indicate the amount]* CFA francs.

We.....*[name and address of the bank]*, represented by.....*[names of signatories]*, hereinafter referred to as "the bank" hereby declare to guarantee payment to the Project Owner the maximum sum of.....*[indicate the amount]* CFA francs, that *the* bank pledge; to pay in full to the Project Owner, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retrieves his bid during the validity period specified in the tender document; or

If the bidder having been notified of the award of the contract by the Project Owner during the validity period:

- Fails or refuses to sign the contract, when required to do so;
- Fails or refuses to furnish the caution for the contract (final bond) as provided for by the contract

We commit ourselves to pay to the Project Owner an amount up to the maximum of *the* sum referred to above upon reception of the his first written request, without the Project Owner having to justify his request, given, however, that in his request the Project Owner shall note that he is due the amount he is claiming because one or the other or both of the above conditions has (have) been fulfilled and he shall specify which condition(s) took effect.

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

This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences

Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_

[Bank's signature]



#### ANNEX 4: MODEL OF BANK GUARANTEE FOR ADVANCE PAYMENTS

**Bank.....**

We the undersigned.....(Bank and Address) declare by this guarantee on behalf of.....(Enterprise) to the benefit of the Project Owner.....(address of the Project Owner) the beneficiary

The payment without notice from the reception of the first written request of the beneficiary declaring that.....(Enterprise) has not respected his obligations relating to the reimbursement of the Start-off Advance according to the conditions of contract No..... of..... relating to the works.....(Indicate the subject, references of the Call for tender), the total sum corresponding to the advance of.....(20% max) the amount all taxes inclusive of Contract No....., payable from the notification of the corresponding Service Order, of.....(francs CFA.

This guarantee shall enter in force and shall take effect of the respective parts of the virements of this advance into the account of the .....(Enterprise) opened in .....Bank in Account No.....

The guarantee shall remain in force up to the disbursement of the advance in conformity to the procedure fixed in the Special administrative Clauses (CCAP).However the amount of the cautionshallbe proportionately reduced for reimbursement of the advance as reimbursement is ongoing.

The law and jurisdiction applicable to this guarantee are those of the Republic of Cameroon

**Singed and authenticated for the bank at.....on the.....**

**[Signature and stamp of the bank]**

## ANNEX 6: MODEL OF PLANNING FRAMEWORK

### Annex 6.1: CALENDAR OF WORKS & PERSONNEL WORK PLAN

Works to be carried out	Personnel engaged	[Month from start of mission]						Total No of Months/Weeks	Unit cost	Total cost
		1st	2nd	3rd	4th	5th	6th			

Name and signature of Empowered Representative & Stamp of Enterprise



### Attached documents:

- Certified true copy of the highest diploma and possibly an attestation from the professional corporation

### Professional Experience:

*(In about two pages, draw up a list of employment exercised by the employee since the end of his studies in reverse chronological order, starting with the current position. For each position; indicate the dates, name of employer title of position occupied and place of work. **For the last ten years**, specify in addition the type of activity performed and where need be the names of clients likely to furnish references).*

### ANNEX 8: MODEL FOR PRESENTATION OF EQUIPMENT OF BIDDER

N°	Name of Equipment	Type/Mark	Capacity	State of Equipment	Ownership	Localisation
1						
2						
3						
4						
5						
Etc.						

Annex photocopies of Immatriculation

**DOCUMENT NO. 10: LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES**  
**AUTHORISED TO ISSUE BANK CAUTION IN PUBLIC CONTRACTS**

**1 LIST OF BANKS**

1. Société Générale Cameroun (SGC)
2. Banque Internationale du Cameroun pour l'épargne et le Credit (BICEC)
3. Société Commerciale de Banques-Cameroun (CA-SCB)
4. Standard Chartered Bank Cameroon (SCBC)
5. Afriland First Bank (AFB)
6. Banque Atlantique du Cameroun (BAC)
7. Ecobank Cameroon (EBC)
9. Citibank N.A. Cameroon
10. Commercial Bank of Cameroon (CBC)
11. Union Bank of Cameroon (UBC)
12. National Financial Credit Bank (NFC Bank)
13. United Bank of Africa (UBA)
14. BANQUES GABONNAISE POUR LE FINANCEMENT INTERNATIONAL (BGFI Bank)
15. LA REGIONALE BANK
16. CREDIT COMMUNAUTAIRE D'AFRIQUE (CCA BANK)
17. BANGE BANK CAMEROON (BANGE CMR)
18. ACCES BANK CAMEROON (ABC)

**II. LIST OF INSURANCE COMPANIES**

19. CHANAS Insurance Company
20. ACTIVA Insurance Company
21. Zenith Insurance
22. Compagnie Professionnelle d'Assurance du Cameroun (CPA)
23. AREA ASSURANCES
24. ATLANTIC ASSURANCE SA
25. PRUDENTIAL BENEFICIAL GENERAL INSURANCES
26. CPA SA
27. NSIA ASSURANCES
28. PRO ASSUR SA
29. ROYAL ONYX INSURANCE
30. SAAR SA
31. SAHAM ASSURANCES CAMEROON