

**DOCUMENT No. 3: SPECIAL REGULATION OF THE  
INVITATION TO TENDER (SRIT)**

## Special regulations of the Invitation to Tender

References of the General regulations	General
1.1	<b>Definition of works:</b> <b>FOR THE CONSTRUCTION OF BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION</b> <b>Name and address of the Delegated Contracting Authority:</b> The SDO forMEZAM. <b>Reference of the Open National Invitation to Tender:</b> N° 06 /ONIT/ E.29/E.F.A.S/MDTB/2024 of 23/12/2024
1.2	Execution deadline Four(04) calendar months
2.1	<b>Source of financing</b> Works which form the subject of this Invitation to Tender is financed by the Public Investment Budget of MINEPAT of 2024 and following
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials and supplies: The materials will generally be from natural sources in Cameroon.

### 6.1 Evaluation criteria

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

#### C. Eliminatory criteria

1. – The absence of bid bond;
2. – Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;
3. - Deadline for delivery higher than prescribed;
4. - False declaration or falsified documents;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. –Incomplete financial file
7. –change of quantity or unit of the Tender file in the financial bid
8. –Non respect of 75% of essential criteria
9. Financial capacity less than 2/3 of the project cost.
10. Bids submitted later than 10am on submission date

#### D. Essential criteria

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

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

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

This evaluation will be done in a purely (yes) or (no) with an acceptable minimum from at least 75% of the essential criteria taken into account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **75%** of the essential criteria

**ARTICLE 6: Language of the bids:**



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

#### ARTICLE 7: PRESENTATION OF THE TENDER.

The bids prepared in English or French and in seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

A) **Administrative Documents**

B) **Technical Documents**

C) **Financial document**

7.1 **External envelope.**

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

<<OPEN NATIONAL INVITATION TO TENDER

N° 06 /OINT/ E.29/EFAS/MDTB/PIB 2024

OF 23/12/2024 FOR THE CONSTRUCTION A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION>>

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

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

7.2 **Internal envelopes**

Three (03) internal envelopes must be sealed in an external envelope. The first internal envelope shall be labeled;

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

#### ADMINISTRATIVE DOCUMENTS.

DOC N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (see model).
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File issued by the public treasury
A.6	A bid bond of <b>453,500 FCFA</b> (four hundred and fifty three thousand five hundred FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time
A.9	A valid Certificate of imposition certified by the chief of center for taxation
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of site location of the enterprise certified by the Company administrator
A.12	Power of attorney if necessary

The absence or the non-conformity of the one of these documents will result to the elimination of the offer either during the opening session of the bids (absence of bid bond) or during the evaluation



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

<b>B.1</b>	<b>General presentation of the Tender Files</b>		
	- Document spirally bound		
	- Neatness and clarity of documents		
	-Page numbering		
	- Table of content page		
	-Colour sheets separation		
	- Presentation of documents in the order given in this tender		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>		
<b>B.2.1</b>	List of references of the enterprise in similar jobs justified by certified Contracts (first and last pages) and certified minutes of acceptance or attestation of clearances of works executed. Minimum acceptable: 03 Contracts realized in the domain of construction over the past 05 years		
<b>B.2.1.1</b>	1 <sup>st</sup> Reference		
	2 <sup>nd</sup> Reference		
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
	<b>01 works supervisor (Senior Technician in Civil Engineer )</b>		
	Qualification of the works supervisor: (Senior Technician certificate in Civil Engineering)		
	Professional experience of the works supervisor $\geq$ 05 years in the field of bridge work		
	- CV signed by the candidate,		
	- A certified copy of the technical diploma		
	- An Attestation of presentation of original of diploma		
	- An attestation of availability signed by the candidate		
	- A certified copy of National Identity Card		
<b>B.3.2</b>	<b>01 Site foreman(Civil Engineering BAC)</b>		
	Qualification of the Site foreman : ( Technical certificate in Building BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman $\geq$ 03 years		
	- CV signed by the candidate,		
	- A certified copy of the technical diploma		
	- An attestation of availability signed by the candidate		
	- An Attestation of presentation of original of diploma		
	- A certified copy of National Identity Card		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
<b>B.4.1</b>	Organigram of the project		
<b>B.4.2</b>	Logical sequence for the execution of the task		
<b>B.4.3</b>	Quality control method		
<b>B.4.4</b>	Environmental protection measures		
<b>B.4.5</b>	Security and safety at the site		
<b>B.4.6</b>	Duration of execution in respect with the Tender File		
<b>B.5</b>	<b>LOGISTICS (Equipment put aside for this project)</b>		
<b>B.5.1</b>	Prove of ownership or rental of a pick-up or other vans		
<b>B.5.2</b>	Prove of ownership or rental of a dump truck		
<b>B.5.3</b>	Prove of owner or rental of a CONCRETE MIXER, EXCAVATOR, CONCRETE VIBRATOR		
<b>B.5.4</b>	Prove of ownership or rental of a Hand compactor		
<b>B.5.5</b>	Masonry Kit: Wheelbarrows, masonry clamps, masonry harmer 300g,		



	shovel dig axe, building level, masonry bucket, trowels, painting brush etc		
	Carpentry Kit: carpentry clamps, saws ,harmers, etc		
<b>B.6</b>	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions.		
<b>B.7</b>	Comprehensive report of site visit signed by the Company Administrator		
<b>B.8</b>	Special Technical Clauses initialed in all the pages and last page signed		
<b>B.9</b>	Special Administrative Clauses completed and initialed in all the pages and last page signed		

#### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
B.7.1	A submission letter, signed, dated and stamped by the bidder
B.7.2	Completed and signed frame work of unit prices.
B.7.3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
B.7.4	Sub details of unit prices

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides form as well in the original as in the copies, so as to facilitate its examination

#### Supply price

##### **ARTICLE 8: Currency of payment**

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

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

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

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

##### **ARTICLE 9:Transport and delivery**

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

##### **ARTICLE 10:Guarantee and retention guarantee**

###### **10.1 Provisional guarantee**

The time of validity of this guarantee is (06) Months as from the date of depositing of the offers.

###### **10.2 Final Bond**

The final Bond is fixed at two percent (2%) of the initial amount of the services envisaged in the country. It could be replaced by a guarantee personal and interdependent of a banking house approved by the Ministry of Finances following COBAC conditions.

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

###### **10.3 GuaranteeRetention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the Contract. The corresponding sum will be paid or released with the final acceptance of work and upon demand by the contractor.



**ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for sixty (60) days as from the handover date of the offers. If at the end of this period, the Contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

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

The tender, as all the parts accompanying it will have to be given in seven (07) copies, including one (01) original and six (06) copies. The bidder will present his file inside a sealed outer jacket being marked:

**<<OPEN NATIONAL INVITATION TO TENDER  
N°06\_/ONIT/ E.29/EFAS/MDTB/2024**

**OF 23/12/2024 FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN  
SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION>>**

**TO BE OPENED ONLY DURING THE OPENING SESSION»**

**ARTICLE 13: Date and latest time of deposit of offers**

The offers will have to arrive under closed fold and seal latest **31/01/2025 at 10: AM**, by mail registered with acknowledgement of delivery or by deposit against a receipt to the following address: SDO for Mezam situated at Up Station Bamenda, beyond this time no offer will be received nor accepted.

**ARTICLE 14: Opening of the tenders**

The opening of the folds will be carried out in the conference room of the MEZAM DIVISIONAL TENDERS BOARD on **31/01/2025 as from 11:00 AM**, by the MEZAM DIVISIONAL TENDERS BOARD sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

**AWARD OF THE CONTRACT**

**ARTICLE 15: Award of the Contract**

The Tenders Board will propose to the Delegated Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 75% of the essential criteria** taken into account.

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

If the Contract passed on the basis of technical alternative suggested by the bidder, the Delegated Contracting Authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible. To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The Delegated Contracting Authority reserves the right not to take action on an Invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

**ARTICLE 16: COMMENCEMENT OF WORK:**

Before the commencement of work the Contractor must be installed on the site by the following commission member:

- ❖ The Contracting Authority (SDO) or his representative ..... Chairman
- ❖ The contract Engineer Divisional Delegate MINTP Mezam ..... Secretary
- ❖ The Divisional Delegate of MINEPAT ..... Member
- ❖ The DD MINMAP or his representative ..... Observer
- ❖ The Stores Accountant at the Divisional Delegation of MINEPAT.....Member
- ❖ The Contractor ..... Member



**DOCUMENT No. 4: SPECIAL ADMINISTRATIVE CONDITIONS  
(SAC)**



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## Chapter I: General

### Article 1: Subject of Contract

The subject of this Jobbing order is **FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION**

### Article 2: Contract award procedure

This Jobbing Order shall be awarded by OPEN NATIONAL INVITATION TO TENDER **N°06/ONIT/E.29/EFAS/MDTB/2024 of 23/12/2024**

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

#### 3.1 General definitions (cf. Code)2

- The Delegated Contracting Authority is the **SDO for Mezam**  
He/she awards the Contract, ensures the preservation of originals of said Contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Project Owner is the **Divisional Delegate of MINEPAT for Mezam**.
- The Contract Engineer is the **Divisional Delegate MINTP for Mezam** hereinafter referred to as the Engineer.
- The Contractor shall be *[to be specified]*.

#### 3.2 Security

This Contract may be use as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment is *the Senior Divisional Officer for Mezam*
- The body or official in charge of payment is *the Public Treasury*
- The official competent to furnish information within the context of execution of this Contract is *the Divisional Delegate MINTP and SDO for MEZAM*

#### 3.3 Duties of the Control Mission, Project Manager

##### 3.3.1 Missions *[to be completed, where need be]*

##### 3.3.2 Means put at the disposal of the Control Mission *[to be completed where need be]*.

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

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

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

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

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

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

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;



- 6) Plans, calculation notes, trial documents, geotechnical documents *[insert and indicate, where need be, names and references]*.
- 7) The General Administrative Conditions applicable on public works Contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the Contract *[insert and indicate, where need be, names and references]*.

**Article 6: General instruments in force**

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

1. Framework Law No. 96/12 of 5<sup>th</sup> August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2002/058 of 23<sup>rd</sup> February 2002 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16<sup>th</sup> April 2003 to lay down the procedure for implementing the tax and customs system applicable to Public Contracts;
6. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code;
7. Decree No. 2022/074 of 8<sup>th</sup> March 2022 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2023/271 of 5 August 2023;
8. Decree No. 2022/075 of 8<sup>th</sup> March 2022 to organise the Ministry in charge of Public Contracts;
9. Circular No. 002/CAB/PR of 19<sup>th</sup> June 2022 relating to the award and control of execution of Public Contracts;
10. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Circular No.00000026/C of 29 December, 2023 relating to the execution of finance law, monitoring and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other public entities for 2024 financial year
12. Unified Technical Documents (DTU) for building works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the Contract.

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

1.1 All communications within the framework of this Contract shall be written and notifications sent to the following address:

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

**Article 8: Administrative Orders (Article 8 of GAC)**

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Delegated Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract



Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Delegated Contracting Authority and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Contractor by the Contract Manager with a copy to the Delegated Contracting Authority, the Contract Engineer and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Delegated Contracting Authority and notified by his services to the Contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the Contractor by the Contract Engineer.
- 8.7 The Contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Delegated 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 Delegated Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

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

- 9.1 *[Specify if the Contract has one or several phases]*  
At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the Contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the Contract as mentioned in article 30 below or the application of penalties *[to be specified where need be]*.

### **Chapter II: Financial conditions**

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

##### **11.1 Final bond**







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

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

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

### **11.2 Performance bond**

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

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

### **11.3 Guarantee of start-off advance**

[Specify, if need be, the rates (20% maximum of the amount of the Contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee]

### **Article 12: Amount of the Contract (Articles 18 and 19 of GAC supplemented)**

The amount of this Contract as indicated by the attached [detail or estimates] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

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

### **Article 13: Place and method of payment**

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

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

### **Article 14: Price variation (Article 20 of GAC)**

14.1 Prices shall be firm.

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

14.2 Price updating modalities (not applicable)

### **Article 15: Price revision formulae (article 21 of GAC)(not applicable)**

### **Article 16: Price updating formulae (article 21 of the GAC)(not applicable)**

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

**21.1 Establishment of works executed**

Before the 30<sup>th</sup> 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 account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the Contract since the start of the Contract.

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

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

- [100-2.2 and/or - (5.5) ] paid directly into the account of the Contractor;
- 2.5% or 5.5 % paid to the public treasury as AIR due by the Contractor.



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

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month.

The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2005/275 of 24 September 2005 to institute the Public Contracts Code.

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

**A. Penalties for delay**

23.1 The amount set for penalties for delays is as follows:

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

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

**B. Specific penalties [amount to be indicated]**

23.3 Independently of penalties for overrun of Contractual time-limit, the Contractor shall be liable for the following special penalties for the non-observation of the provisions of the Contract, especially:

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

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

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 [Indicate the time-limit available to the Contractor to forward the draft to the Project Manager, after the date of provisional acceptance of the works (maximum 1 month)].

After completion of the works and within a maximum time-limit of fourteen (14) days after the date of provisional acceptance, the Contractor shall establish, based on joint reports, the draft final detailed account of works executed 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.

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

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

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

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



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

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

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

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

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

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

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

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

All taxes inclusive prices means VAT included.

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

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

### Chapter III: Execution of works

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

The works shall include especially: (position or volume of works)  
(To be specified cf. *Special Technical Conditions*)

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

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

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

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

31.1 The time-limit for the execution of the works forming the subject of this Contract shall be **one hundred and Twenty (120) days**.

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

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

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

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

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



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

**Article 34: Insurance of structures and civil liabilities (article 30 of GAC)**

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

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

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

[Specify the deadlines for the transmission of documents as well as those of approval by persons to be designated]

**35.1 Programme of works, Quality Assurance Plan and others (to be specified).**

a) Within a minimum deadline of [fifteen (15) days] from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in [six (6)] copies for the approval of [Contract Manager after the endorsement of the Project Engineer] the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable. This programme shall be exclusively presented according to the furnished models.

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

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

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

The approval given by the 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 Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of acceptance.

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 fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.



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

**Article 34: Insurance of structures and civil liabilities (article 30 of GAC)**

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

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

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

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

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

The approval given by the 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 Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of acceptance.

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.

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**35.2 Execution draft**

a) The execution plan documents (calculations and drawings) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [Contract Manager or Project Manager] at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.



- b) The [Contract Manager or Project Manager] has a deadline of [five (05) days] to examine and make known his observations. The Contractor then has a deadline of [05] four days] to present a new file including the said observations.

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

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

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work.

36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: [To be specified in accordance with article 50(2) of the GAC].

36.3 Indicate the special measures demanded of the Contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

**Article 37: Implantation of structures**

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

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

The part of the works to be sub-Contracted shall be [specify] % of the initial amount of the Contract and its additional clauses (the ceiling is 30 %).

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

39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.

39.2 The Contract Manager has a deadline of three days to approve the Contractor's personnel and laboratory as soon as the request is made.

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

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

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

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

[Specify the possible restrictions or bans]

**Chapter IV : ACCEPTANCE**

**Article 42: PROVISIONAL ACCEPTANCE**

**42.1 PRE- ACCEPTANCE OPERATIONS**

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

- Qualitative and quantitative evaluations of the different works that have been executed.
- Findings and statement of the unexecuted task envisaged in the present Jobbing Order.
- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

These operations shall be subject to a site report drawn up on the field, signed by the following.

- **Contract Engineer,**
- **Contractor.**
- **DD MINMAP or his representative**

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



## 42.2 Acceptance

The acceptance commission shall comprise:

- 1- The SDO or his representative .....Chairperson
- 2- Divisional Delegate of MINTP Mezam ..... Secretary
- 3- Divisional Delegate of MINEPAT Mezam.....Member
- 4- The DDMINMAP or his Representative .....Observer
- 5- The Stores Accountant at the Divisional Delegation of MINEPAT.....Member
- 6- The Contractor ..... Member
- 7- Representative of the beneficiary Population.....Member

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

### Article 43: GUARANTEE PERIOD.

The guarantee period is one (01) year from the date of the provisional acceptance for the section of new civil Engineering works.

### Article 44: Article 30: Final acceptance (article 72 of the GAC)

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

44.2 The Project Manager [shall [not] be member of the commission.

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

## Chapter V: Sundry provisions

### Article 45: Termination of the Contract (article 74 of the GAC)

The contract may be terminated ipso jure by the Delegated contracting authority, as provided for in Title V, Chapter I, Section II, Sub-Section I of Decree No. 2018/366 of June 20, 2018 relating to the Public CONTRACT Code and also in the conditions set out in sections 75, 75 and 76 of the TS (Works), including any of the following:

Death of the contractor. In this case, the PROJECT OWNER may, if necessary, authorize the acceptance of the proposals submitted by the rights holders for the continuation of the services;

Bankruptcy of the holder of the contract. In this case, the PROJECT OWNER may accept, if applicable, proposals that may be submitted by the creditors for the continuation of the services;

Judicial liquidation, if the co-contractor of the Administration is not authorized by the court to continue the operation of his business;

In the case of subcontracting, subcontracting or subcommand without prior authorization from the Delegated contracting authority or the Delegated contracting authority;

Failure of the Administration's co-contractor duly noted and notified to the latter by the Delegated contracting authority to the Delegated contracting authority;

Non-compliance with labour legislation or regulations;

Significant variation in prices under the conditions defined by the general administrative clauses, following the modification of the economic conditions or the initial quantities of the contract;

Fraudulent maneuvers and corruption duly noted.

The contract may also be terminated in the following cases:

Delay of more than thirty (30) calendar days in the execution of a service order or unjustified termination of the work of more than seven (07) calendar days;

- Accumulated penalties exceeding 10% of the T.T.C. amount of works; - Refusal of resumption of poorly executed work; - Failure of the contracting partner.

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

46.1 Cases of force majeure shall be recorded in accordance with the provisions of Section 75 of the GCC.

46.2 It is the responsibility of the Delegated contracting authority to assess the nature of force majeure and the evidence provided by the CONTRACTOR

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

Any dispute or dispute arising between the contracting parties shall be the subject of an attempt at a friendly settlement.



In the absence of amicable settlement, any dispute arising from the contract will be brought before the competent Cameroonian jurisdiction, in accordance with the provisions of Article 187 of Decree No. 2018/366 of 20 June 2018 on the PUBLIC CONTRACT CODE

**Article 48: Production and dissemination of this Contract**

08 copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

**Article 49 and last: Entry into force of the Contract**

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



**Document No. 5:**  
**Special Technical Conditions (STC)**



# TECHNICAL SPECIFICATIONS

## **THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE, SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

### TECHNICAL SPECIFICATIONS

#### **1. GENERALITIES**

#### **2. PREPARATORY WORKS**

#### **3. ORIGIN, QUALITY AND PREPARATION OF MATERIALS**

#### **4. MODE OF EXECUTION OF THE VARIOUS TASKS**

- ✓ 001 Site Installation
- ✓ 002 Mobilisation and demobilisation of equipment
- ✓ 002 Geotechnical
- Series 100- Site Preparation**
- ✓ 101 Site Clearance
- ✓ 102 Felling of trees
- ✓ 103 Traffic flow (Diversion of water course/road)
- ✓ 105 Setting out of the Box culvert
- Series 200 –General Earth Works**
- ✓ 201 Excavation of trenches
- ✓ 202 Backfill of excavation
- ✓ 203 Opening complete of the right of way of the access road on both sides of the box and molding of the road to 7m wide
- Series 300-Foundations- Abutment-deck-wingwalls**
- ✓ 301 Hard core
- ✓ 303 Mass concrete dosed at 400kg/m<sup>3</sup> as for base of the footings
- ✓ 304 Lean concrete floor dosed at 150kg/m<sup>3</sup>
- ✓ 305 Reinforced concrete dosed at 400kg/m<sup>3</sup> for the footings and other parts of the culvert
- ✓ 306 Reinforced concrete 20cm thick dosed at 350kg/m<sup>3</sup> for raft
- ✓ 309 Anchor of rods HA25 to a rock
- ✓ 310 Drainage material behind the abutment
- Series 400-Equipment**
- ✓ 401 Mixtguard rails (RC+iron tubes 60)
- ✓ 402 Weepholes
- ✓ 403 Drainage pipes
- ✓ 404 Sign posts



**1 - GENERALITIES:** This present special technical specification concern the CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE, SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION. It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the competent authority and sample models of equipments and furniture provided by the project owner. Through the Project Engineer, the contractor shall furnish the owner of the project and other project team members within the shortest possible time with an execution plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

**SIGN-POSTS:** The contractor shall put in place at his expense sign-posts indicating work in conformity with the plans put at his disposal by the authority that signed the contract.

**Hygiene and safety:** The contractor shall ensure total hygiene and security of the site by constructing a temporal pit latrine and putting up a temporal fence around the project site if that be the case.

The contractor shall be responsible for the protection of the structures before final reception. He shall be equally responsible for all tools and materials present at the work site. He shall seek an insurance policy to cover theft and fire incidence.

The contractor shall take all preventive measures against accidents. The owner of the project reserves the right to intervene in case of any emergency without necessary interfering with the responsibilities of the contractor.

The contractor shall verify all dimensions on the plans. For execution no dimension shall be measured with a scale rule from the plans. The contractor shall check in-situ the possibility of translating the dimensions on plans to the structure before work begins. He shall refer to the Project Engineer in case of any doubt. He shall not on his own modify anything on the structure and shall inform the Project Engineer of any changes that he considers necessary.

All modifications accepted by the contractor shall be accomplished in a specified duration and at his cost without modification of the contract amount. The owner of the project shall have the right to the final choice in case of any modification.

**2 - PREPARATORY WORKS - SETTING OUT:** These works concern the clearing of the site and evacuation of the rubbles to the public discharge, the clearing and leveling of the site where necessary. The setting out will be in respect to the technical plans.

The setting out profile boards will be at least 1, 20 m from the outside axes, this to facilitate trenching and other earthworks and good circulation. The commencement of excavation will be accepted by the Project Engineer without checking the conformity of the setting.

The minimal depth of the excavation trenches shall be of as will be specified by the geotechnical studies to be carried out by the contractor before the commencement of works to precise the soil bearing capacity.

Where there is black cotton soil or soil with low bearing capacity at the bottom of the trench, the contractor shall continue excavation up to a depth as will be approved by the Project Engineer. The excavations will be done manually or mechanically and no concrete or mortar shall be laid on the bottom of the trench without the acceptance of the trench bottom of excavation by the Project Engineer.

The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

These technical specifications have as objective the definition of the consistence of works to be executed in accordance with the plans and according to technical norms for the construction of classroom buildings.

**ORIGIN, QUALITY AND PREPARATION OF MATERIALS:** The fine and coarse aggregates may either be from the river or quarry crushed and must be approved by the Project Engineer before any use on the site. The sand (0/5) shall have very fine elements settlement of less than 4%. The gravels (5/15 and 15/25) shall be clean and well graded with very fine elements settlement of less than 2%. The cement shall be CPA 325 class from CEMENCAM or from an approved factory.



The reinforcement steel for reinforced concrete shall be of type HA FeE400 for the main reinforcement steel rods and round-smooth RL E235 for the stirrup rings. Any fill material for the foundation and the surroundings structures shall have no particle dimension above 50mm and with plasticity index of less than 35. Fill materials shall also be free from organic elements and shall have a good granularity grading. No black vegetable soil shall be accepted for backfilling.

Stones for masonry works shall be of basalt, gneiss or granite type, be esthetical and should be gotten from the quarry or deposits approved by the Project Engineer with dimension sizes of not less than 20cm.

#### 1) CONCRETE:

-**Ordinary concrete:** specifically lean concrete shall be 5cm thick and laid all-round the excavated foundation trenches before the stone/block work is carried out and dosed at 150kg/m<sup>3</sup>.

- **Concrete for the Raft:** shall be 15cm thick laid on the entire floor of the Box culvert between the 02 abutments and dosed at 350kg/m<sup>3</sup> over the entire surface.

NB: The inlet to the Box culvert shall be excavated at a depth of 60cm below the natural soil and concreted along the width of the Box culvert between the wings at 01m to the 02 abutments so as to resist the scouring by water upfront. The raft will receive a longitudinal slope of 2%, slopping towards the outlet of the Box culvert (flow of water).

-**Reinforced concrete:** shall be specifically for the footings, beams seatings and the slab of the Box culvert, kerbs and pillars of the mixt guard rails and their mixture shall be in a proportion of 350kg/m<sup>3</sup>.

NB: All concrete works should be properly cured (i.e. water three times a day for seven days)

#### NOTE: Reinforcement Schedule.

N <sup>o</sup>	STRUCTURE	SIZES	Trans versal RODS  ϕ	Longit udina l RODS  Torsϕ	STIRRUP	CONCRET E DOSAGE	TYPE
		Nos		Spacings			
1	Footing		10mm	8mm	20cm	350kg/m <sup>3</sup>	Fe-E-400
3	Beamseating		10mm	10mm	20cm	400kg/m <sup>3</sup>	Fe-E-400
4	Box culvertslab	4	10mm	10mm	15cm	400kg/m <sup>3</sup>	Fe-E-400
5	Box culvert raft	4	8mm	8mm	20cm	350kg/m <sup>3</sup>	Fe-E-400
	Kerb		8mm	8mm	20cm	350kg/m <sup>3</sup>	Fe-E-400
	Pillars guard rails		8mm	8mm	20cm	350kg/m <sup>3</sup>	Fe-E-400

NB: All rods should preferably be imported

#### Aggregate

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from vary from 0.16 – 5mm. It shall be a mix of river and crushed sand mixed to the proportion as designed.

- **Gravel:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing. It shall a mix of 5/15 and 15/25

#### Water:

- To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.

#### Cement:

To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04) days.

#### Rods:



Shall be mild steel reinforcement, Tor or Steel in accordance with the R/C &3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.

**Shuttering:**

Hard wood, to bear without any noticeable distortion, the load and pressure of concrete, the effect of vibration and weight of workers involved in setting it up.

**MASONRY:**

**Stones-** shall be as specified above

**Wood – Material:**

The wood must be pure and should not have nodes, foreign bodies or fractures due to sawing. This shall be locally sawn eucalyptus.

**MODE OF EXECUTION OF THE VARIOUS TASKS**

**1) TR001.1 - Site installation**

**Description of works**

These works consist of the mobilization of materials and personnel, the realization of geotechnical and technical studies for the project as well as the performance program and final report, the construction of a hut for site meeting, Etc...

**2) TR001.2- Project information sign post**

**Description of works**

This consists of fabricating information boards in wood, the supply to the sites at the extremes of the various roads and eventually at the post of works (Box culvert) so as to furnish the populations with all information concerning the project.

The boards will carry the following information:

<b>North-West Region</b> *****	Republic of Cameroon Peace-Work-Fatherland *****
<b>Project name</b>	THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE, SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION
<b>Delegate Contracting Authority</b>	SDO Mezam
<b>Funding body</b>	MINEPAT PIB 2024/2025/2026
<b>Chief of service</b>	DD MINEPAT
<b>Project Engineer</b>	DD MINTP-Mezam
<b>Duration of the contract</b>	Four (04) months
<b>Contractor</b>	

**3) TM002 - Mobilization and folding up of equipment**

**Description of works**

This task consists of the mobilization of equipment to the site through a loader and at the end of the works the folding up of the equipment by same means and the realization of all the works necessary to re-establish the lieu to their initial state.

**4) 101 - BUSH CLEARING**

**Description of works**

These works consist of removing vegetation and cleaning the edges of the road as well as on its immediate surroundings, felling trees and/ or trimming tree branches obstructing visibility, etc.

**Mode of execution of works**

This consists of clearing all vegetation at a width of two meters form the outer edge of the gutter and scraping and discarding vegetative soil from the road surface. These are labour intensive works carried out by groups of workers recruited from the community and equipped with the necessary tools to carry out the job.

**5) 103 - Setting out of the structure**

**Description of works**



This consists of carrying out activities geared at positioning the Box culvert at the coordinates such that the axis will aligned with that of the access road from the both sides. Also the characteristics of the structure as designed should be respected.

#### **Mode of execution of works**

This consists of using pegs and lines and with the help of a levels position the Box culvert such it should be at right angle relative to the road with the wing walls at 45 degrees relative to the road or front walls of the Box culvert. Equally, the position of the areas to be excavated for the abutment including the working space should be materialized. As such the length and span of the Box culvert as well as the wing walls, the front wall and the abutment as a whole will be positioned. After the excavation these parameters will be verified first before the Box culvert works proper starts

So done, the following data will be verified before the excavation

**NB: These works, and this, at every stage must be received by the Contract Engineer before the next phase can continue**

#### **6) 203.1 - Excavation in ordinary terrain for the abutments and for the deviation of the existing river bed**

##### **Description of works**

This consists of digging to free the space set for the construction of the Box culvert. The various parameters set out will be respected in the excavation. Also the depth of the foundation as per the results of geotechnical studies should be respected i.e. 1.6m from the bed of the river

##### **Mode of execution of works**

This consists of excavating in ordinary terrain for the abutments and for the deviation of the existing river bed and also for the creation of a bed off stream to deviate the existing stream to join the main bed Length=50m, width=1m depth=1m.

**NB: The excavation must be received by the Project Manager before the next phase can continue**

#### **7) 205 – 207 Backfilling of the Box culvert and filling and resurfacing of the accesses to the Box culvert**

##### **Description of works**

This involves realization of the technical bloc and the linking to the existing carriageway (road)

These works shall be executed mechanically and manually with material extracted from a borrow pit approved by the project manager. The soil used for the fill shall present the following characteristics:

• CBR at 95% of OPM after four days of immersion		≥ 40
• Maximum dry density at 95% OPM (T/M <sup>3</sup> )		≥ 1,8
• Plasticity index(IP)		≤ 25
• Percentage of fine grains<0.08mm	F	5≤F≤30
• Module of plasticity	F.IP	<500
• Linear inflation	%	<1
• Maximum diameter of grains	mm	40
• % passing through a sieve of 10mm	<10	35 – 90
• % passing through a sieve of 5mm	<5	20 – 60
• Residue at a sieve of 2mm	>2	10 – 40

The selected material from the borrow pit shall be laid on a trench and plat form previously shaped and compacted at a dry density of at least 90% OPM. The material shall be laid in horizontal layers of 20cm thick and having a water content equal to that of OPM before compaction ( $\pm 2\%$ ).

The fill is compacted methodically up to 95% of the dry density of OPM. The rate of compaction shall be verified in -situ with a membrane densitometer at every 1000m<sup>2</sup>. A sample compaction test shall be carried out to determine of passes necessary to obtain the required compaction rate.

#### **8) 305 – Stone masonry**

##### **Description of works**

This consists of realizing the parts of the Box culvert with well shaped and assembled stones according to the esthetic and type of the structure (form, dimension of stones, joints, Etc...) while respecting the works of arts

The mortar will be dosed at three hundred and fifty (350) kg of cement per m3 of sand.



The visible faces of the stones masonry should be regular. The minimum height of the shaped stones should not be less than fifteen (15) cm.

The finishing of the external joints will be realized with done with mortar M450

#### **Mode of execution of works**

This consists of

#### **Mode of execution of works**

These works shall be done exclusively manually (shaping of stones, humidification, elevation, bonding, pointing)

### **9) 309a, 309b, 309c and 309d - Lean concrete dosed at 150Kg/m<sup>3</sup>, Mass concrete dosed at 350Kg/m<sup>3</sup>, Reinforced concrete dosed at 400Kg/m<sup>3</sup> and Reinforced concrete dosed at 350Kg/m<sup>2</sup> for the Box culvert's raft**

#### **Description of works**

These works consist of the supply and putting in place of concrete 150Kg/m<sup>3</sup> for the lean concrete, at 350Kg/m<sup>3</sup> for the mass concrete and 400Kg/m<sup>3</sup> for the reinforced concrete.

The concretes A.400 for the reinforced concrete must have a minimum compression resistance of 270 bars at 28 days.

This task comprises notably the:

- supply including the transport to the site of materials (cement, sand, gravel etc) and the tools necessary for the precast of the slabs;
- form works with planed planks;
- transport and the putting in place of the stones including all contingencies;
- execution of all contingencies related to traffic flow and to the respect of environmental prescriptions;
- And all other contingencies.

#### **Coffrages - Formwork**

Cette opération consiste à coffrer les différentes surfaces quand cela est nécessaire avant bétonnage. Les parties d'ouvrage nécessitant un coffrage seront approuvées par le Maître d'œuvre. Les coffrages seront de construction robuste car ils sont appelés à supporter, selon le cas, la poussée du béton frais ou le poids de la construction jusqu'au décintrage de l'ouvrage.

Les différentes pièces seront assemblées de façon simple pour permettre de procéder au décoffrage sans épaufrer le béton. Cette simplicité n'autorisera toutefois aucune négligence dans la distribution des joints. Les panneaux déjà employés, seront voilés et les bords écaillent.

Il sera utilisé pour certaines catégories de coffrages des produits de démoulage gras ou plastique. Ces produits devront être agrés par le Maître d'œuvre.

La construction des coffrages sera aussi précisée qu'il est prescrit par le CCTP, selon la catégorie, afin de préserver, entre autres, l'enrobage homogène des armatures et les démentions finales des ouvrages.

Les fixations du coffrage intérieur au béton devront être uniquement celles qui figurent sur les dessins d'exécution visés par le maître d'œuvre.

Pour maintenir les armatures à distance fixe des coffrages, on pourra employer des cales en béton (ou en tout autre matériau agréé par le Maître d'œuvre, matière plastique par exemple) dans lesquelles on aura préalablement noyé des ligatures en fil de fer. En aucun cas, aucun élément métallique ne se trouvera à une distance inférieure à l'enrobage minimal prévu pour les armatures.

### **10) 601a and 601b - Anti-rust paint and Oil Paint**

#### **Paints**

Les peintures de protection à mettre en œuvre sur les profilés métalliques préalablement brossés à blanc, sont de type glycérophthalique, et doivent être soumises à l'agrément préalable du Maître d'œuvre Délégué.

Dans tous les cas une sous-couche anti-rouille d'une couleur différente sera mise en place préalablement.

### **11) 901c - Mix guard rails (concrete pillars and metallic pipes)**

#### **Garde-corps - Mix guard rails**

Cette opération comprend le remplacement ou la fourniture et pose des gardes corps sur ouvrage. Ces travaux seront définis lors de l'établissement des schémas d'aménagement. Les éléments des gardes corps seront posés et réglés en alignement et en altitude. Il sera vérifié que les montants seront bien verticaux. Les scellements des montants sera réalisé en béton dose à 400kg/m<sup>3</sup> et devra être conforme au plan type. Le scellement de montants n'interviendra qu'après vérification par le Maître d'œuvre du parfait



alignement du garde-corps. Le surfacage du béton de scellement sera soigné de telle sorte que l'eau ne puisse séjourner à l'encastrement des montants.

Selon leur état, et après agrément du Maître d'œuvre, les gardes corps pourront recevoir une peinture anti-corrosive de protection.

### **12) 902a – Triangular signposts type A ou AB**

#### **Panneau triangulaire – Triangular signposts type A ou AB**

Les panneaux de danger seront placés à 150m du point au début de la zone à signaler en rase campagne et à 50m dans l'agglomération.

Les panneaux de prescription, sauf pour certains panneaux notamment d'obligation qui doivent être implanté comme panneaux de danger.

Les panneaux de direction seront placés à 100m du point au début de la zone à signaler dans le cas de rase campagne et à 40m dans l'agglomération.

La signalisation verticale comprend les panneaux en tôle galvanisée retro fléchissant de signalisation, de pré signalisation, de localisation ou directionnel. La localisation des différent panneaux est désignée du Maître d'œuvre Délégué. Les travaux consistent à placer le long de la chaussée dans l'accotement, aux endroits prévus par maître d'œuvre, des panneaux de signalisation, de pré-signalisation, de localisation ou directionnel.

Les panneaux et leur mise en œuvre seront conformes aux prescriptions techniques.

### **13) 905b - Wooden post markers**

#### **Balises - Wooden post markers**

Les balises de virage sont des balises J1 du type 2 de section circulaire (diamètre 150 mm) de hauteur 80 cm par rapport au niveau de l'accotement. Les balises sont en fibro-ciment, en tôle émaillée ou galvanisée, en matière plastique, en béton B 300, ou en bois.

Parmi les essences de bois, camerounais possédant ces caractéristiques requises, l'on peut citer : le Doussie, le Moabi, le Tali, l'Azobé, l'Iroko et le Bibinga. (Voir le § 11.13 ci dessus)

Elles sont implantées sur l'accotement extérieur du virage, l'axe à un mètre du bord extérieur de la couche de roulement.

L'espacement entre deux balises consécutives est égal à 10 mètres, sauf dérogation accordée par le Maître d'Œuvre Délégué.

Les balises portent un dispositif rétro réfléchissant constitué par une bande de 100 mm de hauteur placée à 150 mm de la tête de la balise.

### **14) 909 - Weepholes**

#### **Barbacanes- Weepholes**

Cette opération consiste à mettre en place des barbacanes en tuyau PVC  $\phi 40$  pour drainage des matériaux situés derrière les culées ou les murs de soutènement. Les travaux consistent à placer, conformément aux prescriptions techniques et aux plans du dossier technique, des barbacanes en tuyau PVC  $\phi 40$

### **15) 910 - Drainage pipes**

#### **Gargouille- Drainage pipes**

Cette opération consiste à mettre en place des gargouille en tuyau PVC  $\phi 100$  pour l'évacuation des eaux du tablier. Les travaux consistant à placer, conformément aux prescriptions techniques et aux plans du dossier technique, des gargouilles en tuyau PVC  $\phi 100$

### **16) 1001 - Deviation- pedestrians crossing of the Box culvert**

#### **Maintien de la circulation - Deviation- pedestrians crossing of the Box culvert**

Cette tâche s'envisage au cas où il serait nécessaire à la construction et entretien des ouvrages provisoires et d'une piste pour déviation éventuelle nécessaire au maintien de la circulation.

### **17) SAFETY AND ENVIRONMENTAL PROTECTION**

Safety measures shall be put in place to safeguard the health of the workers. They shall be

Equipped with personal protective equipment like helmets, boots, gloves, goggles, raincoats etc. a first aid box shall be provided on the site to render first aid services in case of any accident. Before the start of each task, workers shall be reminded of the potential hazards associated to that task and the safety measures to be taken to avoid possible accidents. Working points shall be well signalized to road users using sign boards placed at adequate positions that can be visible to everybody.

Every area from which soil is to be extracted shall be covered with vegetative soil at the end of the job to facilitate the growth of vegetation and to avoid erosion.







**Document No. 6:**  
**Unit price schedule**



## UNIT PRICE FRAMEWORK

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE, SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

						Projected		
No	River	Height	Length	Width	Type road	Itinerary	Pk	
1	ACHIDI	3m	3 m	6M	RR	0.00	0+800	
S/No	Description				Unit	Quantity	Unit price	Total
101	Site installation (construction site hut, mobilisation, Etc...)				LS	1.00		
102	Geotechnical studies				ff	1.00		
103	Execution Program and as built plan				LS	1.00		
201	Bush clearing				M2	49.00		
202	Maintenance of traffic flow				LS	1.00		
203	Cleaning of the river bed				M3	62.00		
204	Setting out of the structure				ff	1.00		
301	Excavation in ordinary terrain				M3	126.00		
302	Drainage material behind the abutments				M3	4.70		
303	Fill and resurfacing of the accesses to the bridge				M3	360.00		
401	Hard core				M3	42.00		
402	Demolition				ff	1.00		
403	Lean concrete dosed at 150Kg/m3				M3	5.40		
404	Reinforced concrete box culvert of 3m x3m x6m				MI	6.00		
405	Reinforced concrete dose at 400kg/m3 for the 4 heads				M3	5.90		
501	Metallic guard rails				MI	6.00		
502	Triangular sign posts type A ou AB				U	2.00		
503	Wooden post markers				U	8.00		
504	Drainage pipes				U	12.00		



**Document No. 7:**  
**Bill of quantities and cost estimates**



**BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE, SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

						Projected		
No	River	Height	Length	Width	Type road	Itinerary	Pk	
1	ACHIDI	3m	3 m	6M	RR	0.00	0+800	
S/No	Description				Unit	Quantity	Unit price	Total
	<b>Series 100-Preparatory works</b>							
101	Site installation (construction site hut, mobilisation, Etc...)				LS	1.00		
102	Geotechnical studies				ff	1.00		
103	Execution Program and as built plan				LS	1.00		
	<b>Total installation</b>							
	<b>Series 200: Site preparation</b>							
201	Bush clearing				M2	49.00		
202	Maintainance of trafic flow				LS	1.00		
203	Cleaning of the river bed				M3	62.00		
204	Setting out of the structure				ff	1.00		
	<b>Total Site preparation</b>							
	<b>Series 300: Earth works</b>							
301	Excavation in ordinary terrain				M3	126.00		
302	Drainage material behind the abutments				M3	4.70		
303	Fill and resurfacing of the accesses to the bridge				M3	360.00		
	<b>Total Earth works</b>							
	<b>Series 400 - Fondations- abutments- Piles- beams-deck</b>							
401	Hard core				M3	42.00		
402	Demolition				ff	1.00		
403	Lean concrete dosed at 150Kg/m3				M3	5.40		
404	Reinforced concrete box culvert of 3m x3m x6m				MI	6.00		
405	Reinforced concrete dose at 400kg/m3 for the 4 heads				M3	5.90		
	<b>Total Fondations- abutments- Piles- beams-deck</b>							
	<b>Series 500 - Paint</b>							
	<b>Series 500 - Equipment</b>							
501	Metallic guard rails				MI	6.00		
502	Triangular sign posts type A ou AB				U	2.00		
503	Wooden post markers				U	8.00		
504	Drainage pipes				U	12.00		
	<b>Total Equipment</b>							
I	<b>TOTAL WITHOUT TAXES</b>							
II	<b>VAT (19.25%)</b>							



III	AIR 2.2% or 5.5%			
IV	TOTAL TAXES INCLUSIVE			
V	NET TO BE PAID			



Document No. 8:  
Sub detail of breakdown of unit price



## Schedule of sub-detail of prices

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



Document No. 9:  
Draft contract

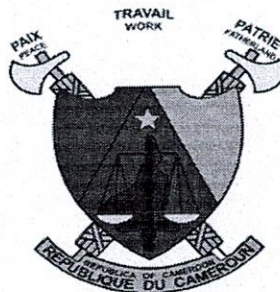


REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE L'ADMINISTRATION  
TERRITORIALE  
ET DE LA DECENTRALISATION

REGION DU NORD OUEST

DEPARTEMENT DE LA MEZAM



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF TERRITORIAL  
ADMINISTRATION  
AND DECENTRALISATION

NORTH.WEST REGION

MEZAM-DIVISION

## OPEN NATIONAL INVITATION TO TENDER

FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI VILLAGE  
IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION

Project Owner *[Indicate name and full address]*

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

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry No. \_\_\_\_\_ at  
Taxpayer's No. \_\_\_\_\_

**SUBJECT** : Execution of \_\_\_\_\_ works;  
Lot No. \_\_\_\_\_; Network \_\_\_\_\_

**PLACE** : Region \_\_\_\_\_

**EXECUTION DEADLINE** : \_\_\_\_\_ ( \_\_\_\_\_ ) months

**AMOUNT IN CFA F:**

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

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

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

SUBSCRIBED ON: \_\_\_\_\_

SIGNED ON: \_\_\_\_\_

NOTIFIED ON: \_\_\_\_\_

REGISTERED ON: \_\_\_\_\_



The Government of the Republic of Cameroon, represented by \_\_\_\_\_ hereinafter referred to the "Delegated Contracting Authority"

**And**

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

Agree on the following:



## Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates



Page \_\_\_\_\_ and last of ONIT No. \_\_\_\_\_ ONIT/E.29/E.F.A.S./MDTB/PIB/2024  
Awarded after OPEN NATIONAL INVITATION TO TENDER N° .... /ONIT/E.29/E.F.A.S./MDTB/PIB/2024  
OF \_\_\_\_/.. /2024  
FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI  
VILLAGE IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION

With \_\_\_\_\_,

For the execution of \_\_\_\_\_ works  
Lot No. \_\_\_\_\_; \_\_\_\_\_ Network

**EXECUTION DEADLINE** \_\_\_\_\_ (\_\_\_\_\_) months

**Amount of Contract in CFA F:**

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

**Read and accepted by the Contractor**

(place of signature) \_\_\_\_\_ (date)

**Signature of Delegated Contracting Authority**

(place of signature) \_\_\_\_\_ (date)

**Registration**



**Document No. 10:**  
**Models to be used by bidders**

## TABLE OF MODELS

1: Model Tender (Bid Letter)

2: Model bid bond

3: Model final bond

4; Model of Performance Bond (Model retention fund)

5: Model of start-off advance bond

6: Attestation of site visit

7; Model Declaration of Intention to Tender



# 1: Model tender (bid letter)

I, the undersigned \_\_\_\_\_ [indicate the name and Capacity of signatory]

Representing the \_\_\_\_\_ company or enterprise or group with head office at \_\_\_\_\_

registered in the trade register of \_\_\_\_\_ under the number (No) \_\_\_\_\_

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addendum (addenda): the Invitation to Tender [recall the subject of the Invitation to Tender]

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself established for each type of structure which prices reveal the amount of the Tender No. \_\_\_\_\_ at \_\_\_\_\_ [in figures and words] CFA francs exclusive of VAT and at \_\_\_\_\_ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline of .....months.
- I pledge to maintain my bid for [indicate duration of validity, in principle 90days for national invitations to tender 120 days for international invitations to tender] from the deadline of submission of bids.
- Rebates and the modalities of application of the said rebates shall be the following (in Case of the possibility of award of several lots).

The Project Owner shall pay the sums due for this Contract by crediting account No..... opened in.....Bank.....Branch

Prior to the signing of the Contract, this tender accepted by me shall constitute an agreement between us.

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

Signature of.....

in the Capacity of.....duly authorised to sign the bids on behalf of.....

## 2: MODEL BID BOND

Addressed to [Indicate the Contracting Authority and his address] "Contracting Authority"

Whereas the undertaking \_\_\_\_\_ hereinafter referred to as the "bidder" has submitted his bid on \_\_\_\_\_ for [recall the subject of the Invitation to Tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to [indicate the amount] CFA francs.

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the Delegated Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Delegated Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the Contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the Contract, even though required to do so;
- Fails or refuses to furnish the final bond for the Contract (final bond) as provided for by the Contract;

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

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

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

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

[Bank's signature]



### 3: Model final bond

Bank:

Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner and his address]* Cameroon, hereinafter referred to as the "Project Owner"

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the Contract referred to as "the Contract", to Carry out *[indicate the nature of the works]*.

Whereas it is stated in the Contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to *[indicate the percentage between 2 and 5%]* of the amount of the corresponding portion of the Contract, as guarantee of the execution of his full obligations in accordance with the terms of the Contract,

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*  
represented by \_\_\_\_\_ *[name of signatories]*,  
hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Contractual commitments within the meaning of the Contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of \_\_\_\_\_ *[in figures and words]*.

We agree that no change or addendum or any other amendment to the Contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force upon signature and notification of the Contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment made by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

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

*[Signature of the bank]*



#### 4: Model of performance bond (Retention fund)

Bank: \_\_\_\_\_

Reference of the bond: No \_\_\_\_\_

Addressed to *[Indicate the Project Owner]*  
*[Address of Delegated Contracting Authority]*

Hereinafter referred to as "the Project Owner"

Whereas \_\_\_\_\_ *name and address of Supplier*] hereinafter referred to "the Contractor",  
pledged, in execution of the Contract, to Carry out the works of *[indicate the subject of the works]*

Whereas it is stipulated in the Contract that the retention fund fixed at *[percentage below 10 % to be specified]* of the amount of the Contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,  
We, \_\_\_\_\_ *[name and address of the bank]*,  
Represented by \_\_\_\_\_ *[names of signatories]* and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the  
Project Owner for a maximum amount of \_\_\_\_\_  
*[in figures and letters]* corresponding to *[percentage below 10 % to be specified]* of the Contract price.

And we pledge to pay to the Project Owner within a maximum deadline of eight (8) weeks upon his simple  
written request declaring that the Contractor has not fulfilled his Contractual obligations or is indebted to  
the Project Owner within the meaning of the Contract, amended where need be, by its additional clauses,  
without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the  
limits of the amount equal to *[percentage below 10 % to be specified]* of the total amount of the works  
featuring in the final detailed account, without the Project Owner having to prove or give the reasons nor  
the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any  
obligation incumbent on us by virtue of this bond and we hereby incline by the present to the notification  
of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of  
the final acceptance of the works and upon release issued by the Project Owner.

Any request for payment made by the Project Owner by virtue of this bond should be done by registered  
mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.  
This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon  
courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

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

*[Signature of the bank]*



## 5: Model of start-off advance bond

Bank: reference, address \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of \_\_\_\_\_ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that \_\_\_\_\_ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. \_\_\_\_\_ of \_\_\_\_\_ relating to \_\_\_\_\_ works [indicate the subject of the works, the references of the Invitation to Tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of Contract No. \_\_\_\_\_, payable upon notification of the corresponding Administrative Order that is, \_\_\_\_\_ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of \_\_\_\_\_ [the holder] opened in the \_\_\_\_\_ bank under No. \_\_\_\_\_.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

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

[Signature of the bank]



# ATTESTATION OF SITE VISIT

OPEN NATIONAL INVITATION TO TENDER  
N°/ONIT/ E.29/EFAS/MDTB/PIB 2024

OF \_\_\_\_\_ FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN  
NJIMBEI QUARTER IN MBEI VILLAGE IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST  
REGION

I undersigned \_\_\_\_\_ acting as \_\_\_\_\_  
of Nationality CAMEROONIAN, and residence in \_\_\_\_\_, bearer of NIC  
N° \_\_\_\_\_,

After having read and taken note of all the parts of the Open National Invitation to Tender N°/ONIT/  
E.29/EFAS/MDTB/PIB 2024 OF  
FOR THE CONSTRUCTION OF A BOX CULVERT OVER RIVER ACHIDI IN NJIMBEI QUARTER IN MBEI  
VILLAGE IN SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION

I visited, inspected and gathered all relevant information concerning the project site, declare to have  
appreciated and under my responsibility, the project site configuration, the various difficulties related to the  
execution of the works.

I undertake and engage to execute the works on the site indicated/inspected without any claims as  
concern the site configuration in conformity to contractual clauses and construction norms/techniques and  
further technical instructions that shall be given for the quality physical execution of the works of which I  
present my offer.

En foi de quoi, la présente attestation de visite de site est établi pour valoir et servir ce que de droit.

IN TESTIMONY WHEREOF, this present site visit attestation is established by the enterprise to serve  
wherever and whenever necessary.

Date

Signature



# Document No.11:

## Preliminary studies

[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 18<sup>th</sup> April 2008 relating to the respect of rules governing the award, execution and control of Public Contracts]

### Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

### Justification of preliminary studies

1. Attach the preliminary studies.
2. Indicate
  - 2.1. The date studies were carried out;
  - 2.2. The name of the public or private Project Manager
  - 2.3. References of the Contract, if Private Manager carried it out;
  - 2.4. If maintenance works
    - 2.4.1 Description of the studies;
    - 2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
  - 2.5 Rehabilitation or new works
    - 2.5.1 Are quantities in the quotations the same as those of the studies?
    - 2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
    - 2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

- *The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.*

## Document No. 12:

### List of banking establishments and financial bodies authorised to issue bonds for Public Contracts

#### I- BANKS

1. AFRILAND FIRST BANK (FIRST BANK)
2. BANQUE ATLANTIQUE CAMEROUN (BACM)
3. BANQUE GABONAISE POUR LE FINANCEMENT INTERNATIONAL (BGFIBANK)
4. BANQUE INTERNATIONALE DU CAMEROUN POR L'EPARGNE ET LE CREDIT (BICEC)
5. CITIBANK CAMEROUN (CITIGROUP)
6. COMMERCIAL BANK – CAMEROUN (CBC)
7. ECOBANK CAMEROON (EBC)
8. NATIONAL FINANCIAL CREDIT BANK (NFC-BANK)
9. SOCIETE COMMERCIALE DE BANQUES – CAMEROUN (CA SCB)
10. SOCIETE GENERALE DE BANQUES AU CAMEROUN (SGBC)
11. STANDARD CHARTERED BANK CAMEROUN (SCBC)
12. UNION BANK OF CAMEROON PLC (UBC)
13. UNION BANK FOR AFRIKA (UBA)
14. SOCIETE COMMERCIAL DES BANQUES-CAMEROON (SCB-CAMEROON)
15. BANQUE CAMEROUNAISE DES PETITES ET MOYENNES ENTREPRISE (BC-PME)
16. BANK OF AFRICA CAMEROON (BOA CAMEROON)

#### II- INSURANCE COMPANIES

17. Activa Insurance
18. Zenithe Insurance SA BP Douala
19. Aréa Assurances S.A
20. Atlantique Assurances S.A
21. Beneficial General Insurance S.A
22. Chanas Assurances S.A
23. CPA S.A
24. Nsia Assurancs S.A
25. Pro Assur S.A
26. SAAR S.A
27. Saham Assurances