

REPUBLIQUE DU CAMEROUN  
*Paix-Travail-Patrie*

MINISTRE DE LA DÉCENTRALISATION  
ET DU DÉVELOPPEMENT LOCAL

DÉLEGATION RÉGIONALE DU NORD OUEST

DÉPARTEMENT DE NGOKETUNJIA

ARRONDISSEMENT DE BABESSI

COMMUNE DE BABESSI

SECRETARIAT GÉNÉRAL



REPUBLIC OF CAMEROON  
*Peace-Work- Fatherland*

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGIONAL DELEGATION

NGOKETUNJIA DIVISION

BABESSI SUB- DIVISION

BABESSI COUNCIL

GENERAL SECRETARIAT

# TENDER NOTICE

## OPEN NATIONAL INVITATION TO TENDER

N° 02 /ONIT/MINDDEVEL/BC/BCITB/PIB/ 2025 OF \_\_\_\_\_ 2025

FOR THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI  
COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA  
DIVISION IN NORTH WEST REGION ( PHASE 1 ) .

### 1. Subject of the invitation to tender:

Within the framework of 2025 Public Investment Budget, the Mayor BABESSI Council; Project Owner and Contracting Authority hereby launches an Open National Invitation to Tender **FOR THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION ( PHASE 1 )** .

### 2. Nature of work:

Work to be done consists of

- Preliminary works
- Earth works
- Foundation works
- Masonry/RC works

### 3. Execution deadline

The maximum deadline provided by the Contracting Authority for the execution of the works forming the subject of this invitation to tender is **Four (04) calendar months**

### 4. Lots

The works is in single lot.

### 5. Estimated cost

The estimated cost after preliminary studies is **Thirty five million (35,000,000) Francs CFA.**

### 6. Participation and origin

Participation to this invitation to tender is open to Cameroonian enterprises that are in compliance with the fiscal laws.

### 7. Financing

Works which form the subject of this invitation to tender shall be financed by the 2025 Public Investment Budget of the MINTOUR .

### 8. Bid bond



Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in document No. 12 of the Tender File, of an amount of *seven hundred thousand (700,000) Francs CFA*, valid for thirty (30) days beyond the date of validity of bids. As per article 90 (9) of the Public contract Code (Decree No. 2018/366 OF 20 June 2018), certified cheques or bank cheques are acceptable in the place of bid bond.

**9. Consultation of Tender File:**

The file may be consulted during working hours at the technical service of Babessi Council.

Telephone N° 670 76 34 71 as soon as this notice is published.

**10. Acquisition of tender file:**

The file may be obtained from the Award service of the BABESSI Council, Telephone N° 670 76 34 71 as soon as this notice is published against payment of a non-refundable sum of **Fifty five thousand (55,000) F CFA**, payable at the BABESSI Council Municipal Treasury, representing the cost of purchasing the tender file.

**11. Submission of bids:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the Babessi Council premises not later than **19/02/ 2025 at 10.00 AM** local time and should carry the inscription:

**OPEN NATIONAL INVITATION TO TENDER**

**N° 02/ONIT/ MINDDEVEL /BC/BCITB/PIB/ 2025 OF 14/01/ 2025**

**FOR THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA**

**DIVISION IN NORTH WEST REGION ( PHASE 1 )**

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

**12. Admissibility of bids**

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

They must obligatorily be **not older than three (3) months** preceding the date of launching of the tenders or may be established after the signature of the tender notice

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

**13. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **19 /02/2025 at 11 AM** local time, at the Conference hall of Babessi Council by the Babessi Council Internal Tenders' Board. Only bidders may attend or be represented by duly mandated persons of their choice.

**14. Evaluation criteria**

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

**A. Eliminatory criteria**

1. Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;



During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace the said document else it will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

**B. Essential criteria**

- 1- General presentation of the tender files;
- 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;
- 10- Special Administrative Clauses completed and initialed in all the pages.

**These essential criteria are subject to lower limits, the details of which are spelled out in the Special Regulations of the invitation to tender**

**15. Award**

This evaluation will be done in a purely binary method with a positive (Yes) or negative (No) with an acceptable minimum of **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.

Pursuant to justification by bidder, unconvincing abnormally low costing will not be accepted spelled out in the Special Regulations of the invitation to tender of this consultation.

**16. Validity of bids**

Bidders will remain committed to their offers for ninety (90) days from the deadline set for the submission of tenders.

**17. Complementary information**

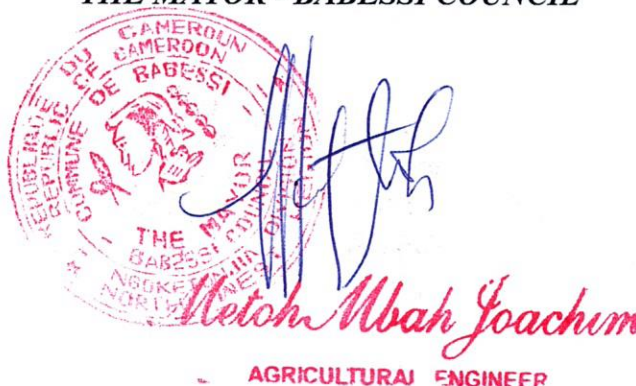
Complementary technical information may be obtained during working hours at the Technical Service of the Babessi Council Telephone N<sup>o</sup> **670 76 34 71**

Done at BABESSI on the, 14 JAN 2025

The Project Owner  
(Contracting Authority)  
**THE MAYOR - BABESSI COUNCIL**

Copies:

- MINMAP
- ARMP
- Chairperson of TB
- Notice Board
- File/archive



*Hetch Mbah Joachum*  
AGRICULTURAL ENGINEER

Re: 01880/2005/SAAC/BABESSI COUNCIL/CRENY 1-20

REPUBLIQUE DU CAMEROUN  
*Paix-Travail-Patrie*

MINISTERE DE LA DÉCENTRALISATION  
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BABESSI COUNCIL

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# BABESSI COUNCIL INTERNAL TENDERS' BOARD

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## OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/MINDDEVEL/BC/BCITB/PIB/ 2025 OF 14/01/ 2025 FOR  
THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A  
LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI  
COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH  
WEST REGION ( PHASE 1 ).

PROJECT OWNER: THE MAYOR - BABESSI COUNCIL

FINANCING : MINTOUR PUBLIC INVESTMENT BUDGET OF 2025  
IMPUTATION :  
RECORD N° :  
BUDGET HEAD:

FINANCIAL YEAR 2025



**Document No. 1**  
**Tender Notice**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in document No. 12 of the Tender File, of an amount of *seven hundred thousand (700,000) Francs CFA*, valid for thirty (30) days beyond the date of validity of bids. As per article 90 (9) of the Public contract Code (Decree No. 2018/366 OF 20 June 2018), certified cheques or bank cheques are acceptable in the place of bid bond.

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***“TO BE OPENED ONLY DURING THE BID-OPENING SESSION”***

**12. Admissibility of bids**

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

They must obligatorily be **not older than three (3) months** preceding the date of launching of the tenders or may be established after the signature of the tender notice

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

**13. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **19 /02/2025 at 11 AM** local time, at the Conference hall of Babessi Council by the Babessi Council Internal Tenders' Board. Only bidders may attend or be represented by duly mandated persons of their choice.

**14. Evaluation criteria**

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

**A. Eliminatory criteria**

1. Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;





## AVIS D'APPEL D'OFFRES

### AVIS D'APPEL D'OFFRES NATIONAL OUVERT

**N° 02/AONO/MINDDEVEL/BC/BCITB/BIP/ 2025 DU 14/ 01 / 2025 POUR LES TRAVAUX DE CONSTRUCTION D'UN STRUCTURE R + 1 POUR ACCUEILLIR UN GITE AU PARC DE LOISIRS DE LA COMMUNE DE BABESSI, DEPARTEMENT DE NGOKETUNJIA, REGION DU NORD OUEST (PHASE 1)**

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

Dans le cadre de l'exercice budgétaire 2025, le Maire de la Commune de Babessi, Autorité Contractante lance, un Appel d'Offres National Ouvert pour les travaux de construction d'une structure R+1 pour accueillir un gite au parc de loisirs de la commune de Babessi, Département de Ngoketunjia, Région du Nord-Ouest (Phase 1).

#### 2. Consistance des travaux

Les travaux comprennent notamment :

- Travaux préparatoires
- Terrassement
- Fondations
- Maçonneries en élévations

#### 3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **quatre (04) mois**.

#### 4. Allotissement

Les travaux sont en **un** lot unique.

#### 5. Coût prévisionnel

Le coût prévisionnel des travaux à l'issue des études préalables est de **trente-cinq million (35,000,000) francs CFA**.

#### 6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais.

#### 7. Financement

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics du Cameroun de l'exercice 2025.

#### 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et dont la liste figure dans la Pièce13 du DAO, d'un montant de **sept cent mille (700,000) FCFA** et valable pendant trente(30) jours au-delà de la date originale de validité des offres.

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

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Mairie de Babessi, Service de Passation des Marchés **Tel: 670 76 34 71**; dès publication du présent avis.

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

9- Cahier des Clauses Techniques Particulières paraphé à chaque page et signe au dernier page avec la mention :  
Lu et approuvé;

10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signe au dernier page  
avec la mention : Lu et approuvé

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel  
d'Offres (RPAO).

#### 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au  
moins 75% de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disant, conforme pour l'essentiel  
aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75%  
des critères essentiels.

#### 16. Durée de validité des offres

Les soumissionnaires restent engagés par leurs offres pendant 90 jours à partir de la date limite fixée pour la  
remise des offres.

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Mairie de BABESSI,  
Service de Passation, Tel: 670 76 34 71;

Fait à BABESSI, le 14 JAN 2025

Copie :

- ARMP;
- MINMAP
- Présidents CPM;
- Affichage.

Le Maire de BABESSI,



REPUBLIC OF CAMEROON  
MUNICIPALITY OF BABESSI  
THE MAYOR  
BABESSI COUNCIL  
NGOKETU  
NORTH  
Metch Mbah Joachim  
AGRICULTURAL ENGINEER



# TABLE OF CONTENTS

## A. General

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

## B. Tender File.....

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

## C. Preparation of Bids

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

## D. Submission of bids.....

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

## E. Opening and evaluation of bids .....

Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	

## F. Award of the contract.....

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



- (d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is
- i) Legally and financially autonomous,
  - ii) Managed according to commercial laws and
  - iii) Not under the direct supervisory authority of the Contracting Authority or Project Owner.

**Article 5: Building materials, materials, supplies, equipment and authorised services**

- 5.1 Building materials, the contractor's materials, supplies, equipment and services forming the subject of this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of the contract shall be limited to the said building materials, materials, supplies, equipment and services.
- 5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

**Article 6: Qualification of bidder**

- 6.1 As an integral part of their bid, bidders must:
- (a) Submit a power of attorney making the signatory of the bid bound by the bid; and
  - (b) Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

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

- i) The production of certified balance sheets and recent turnovers;
  - ii) Access to a line of credit or availability of other financial resources;
  - iii) Pending litigations;
  - iv) Availability of indispensable equipment.
- 6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:
- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
  - (b) The bid and the contract must be signed in a way that is binding on all members of the group;
  - (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
  - (d) The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
  - (e) In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-contracting.
- 6.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the invitation to tender.
- 6.4 Bidders requesting to benefit from the margin of preference must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 33 of the General Regulations of the invitation to tender.

**Article 7: Visit of works site**

- 7.1 The bidder is advised to visit and inspect the site and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.
- 7.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.
- 7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the invitation to tender.



- 10.2** Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.
- 10.3** In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the invitation to tender.

### **C. Preparation of bids**

#### **Article 11: Tender Costs**

The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority and the Project Owner shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

#### **Article 12: Language of Bid**

The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

#### **Article 13: Constituent Documents of the Bid**

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

*a. Volume 1: Administrative file*

It includes:

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

*b. Volume 2: Technical bid*

**b.1 Information on qualifications**

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

**b.2 Methodology**

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

**b.3 Proof of Acceptance of Conditions of the Contract**

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

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

**b.4 Commentaries (optional)**

A commentary on the technical choices of the project and possible proposals

*c. Volume 3: Financial bid*

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

1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price Schedule;



## **Article 16: Validity of bids**

- 16.1** Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Contracting Authority, in application of article 22 of the Special Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority as not being in compliance.
- 16.2** Under exceptional circumstances, the Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor shall he be authorised to do so.
- 16.3** Where the contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority addressed to bidders. The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

## **Article 17: Bid bond**

- 17.1** In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.
- 17.2** The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.
- 17.3** Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 17.4** The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.
- 17.5** The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.
- 17.6** The bid bond may be seized:
- If the bidder withdraws his bid during the period of validity;
  - If the retained bidder:
    - Fails in his obligation to register the contract in application of article 38 of the General Regulations;
    - fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
    - Refuses to receive notification of the Administrative Order to commence execution.

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

- 18.1** Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.
- 18.2** Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.



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

#### **Article 23: Late Bids**

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

#### **Article 24: Modification, substitution and withdrawal of bids**

- 24.1. A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription **"WITHDRAWAL"**, and **"REPLACEMENT BID"** or **"MODIFICATION"**.
- 24.2. Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.
- 24.3. In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.
- 24.4. No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

### **E. OPENING OF ENVELOPES AND EVALUATION OF BIDS**

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

- 25.1. The competent Tenders Board shall open the envelopes in single phase and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 25.2. Firstly, envelopes marked **"withdrawal"** shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked **"Replacement bid"** are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked **"modification"** shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.
- 25.3. All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 25.4. Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.
- 25.5. Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy



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

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

#### **Article 30: Correction of Errors**

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

- (a) Where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b) If the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.
- (c) Where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

**30.2.** The amount featuring in the bid shall be corrected by the Evaluation sub-committee, in accordance with the error correction procedure above and with confirmation by the bidder, the said amount shall be deemed to commit him.

**30.3.** If the bidder who presented the bid evaluated as the lowest refuses the correction thus carried out, his bid shall be rejected and the bid bond may be seized.

#### **Article 31: Conversion into a single currency**

**31.1.** To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.

**31.2.** The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

#### **Article 32: Evaluation and comparison of financial bids**

**32.1.** Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

**32.2.** By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:

- a) By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b) By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c) By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
- d) By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
- e) By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
- f) If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.
- g) If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.



**38.3.** The contract must be notified to the successful bidder within five (5) days of its date of signature.

**Article 39: Final Bond**

**39.1.** Within twenty (20) days of the notification by the Contracting Authority, the contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.

**39.2.** The bond whose rate varies between 2 and 5 per cent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

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

**39.4.** Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the General Administrative Conditions.

## Special regulations of the invitation to tender

References of the General regulations	General
1.1	<b>Definition of works:</b> THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION ( PHASE 1 ). Name and address of the Contracting Authority: , The Mayor of BABESSI, Reference of Invitation to tender: N° 02/ONIT/MINDDEVEL/BC/BCITB/PIB/ 2025 OF 14/01/ 2025
1.2	Execution deadline: Three (03) Months
2.1	<b>Source of financing</b> Works which form the subject of this invitation to tender shall be financed by the 2025 Public Investment Budget of the Ministry of MINTOUR , budget head .....
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials, supplies and equipment: 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:

#### A. Eliminatory criteria

- 1 Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;

**During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace said document else will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.**

#### B. Essential criteria

- 1) General presentation of the bids;
- 2) Financial capacity;
- 3) References of the company in similar achievements;
- 4) Quality of the personnel;
- 5) Technical organization of the works;
- 6) Logistics;
- 7) Special Technical Clauses initialed in all the pages and signed on the last page;
- 8) Special Administrative Clauses completed and initialed in all the pages and signed on the last page.

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 positive way (yes) or negative (no) with an acceptable minimum from at least 75% of the essential criteria taken in account.



During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace the said document else it will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

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>		
B.1.1	-Document spirally bound -Table of content page		
B.1.2	-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.2.1	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum acceptable: <b>02</b> Contracts realized in the domain of building construction over the past 05 years		
	1st Reference		
	2 <sup>nd</sup> reference		
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
B.3.1	<b>01 works supervisor (at least civil or rural engineer or equivalent certificate)</b>		
	Qualification of the works supervisor: (Civil or rural Engineering certificate (BAC +3) Professional experience of the project engineer $\geq$ 03 years (signed CV)		
	➤ A certified copy of the technical diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the technical diploma ➤ CV signed by the candidate, ➤ Commitment of availability		
B.3.2	<b>Site foreman No 1(Civil Engineering Senior Technician)</b>		
	Qualification of the Site foreman: (Senior Technician certificate in Civil Engineering (HND or equivalent certificate) Professional experience of the Site foreman $\geq$ 03 years (signed CV)		
	➤ A certified copy of the technical diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the technical diploma ➤ CV signed by the candidate, ➤ Commitment of availability		
B.3.3	<b>Chief Builder</b>		
	Qualification of Chief Builder: (CAP certificate or equivalent) Professional experience >03years (certified copy of the technical diploma and signed CV only)		
B.3.4	<b>Chief Carpenter</b>		
	Qualification of Chief carpentry : (CAP certificate or equivalent) Professional experience >03years (certified copy of the technical diploma and signed CV only)		
B.3.5	<b>Chief Electrician</b>		
	Qualification of Chief electrician : (CAP certificate or equivalent) Professional experience >03years (certified copy of the technical diploma and signed CV only)		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
B.4.1	Organigram of the project (Specify names of the personnel handling the various functions)		



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 amount of the provisional guarantee or guarantee of tender is fixed at **seven hundred thousand (700,000) FCFA**.

The time of validity of this guarantee is ninety (90) days 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 Guarantee Retention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the contract. The corresponding sum will be paid or the released guarantee, with the final reception of work.

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

The bidder will remain committed to his offer for ninety (90) 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: A 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 dossier inside a sealed outer jacket being marked:

**OPEN NATIONAL INVITATION TO TENDER**

**N° 02/ONIT/ MINDDEVEL /BC/BCITB/PIB/ 2025 OF 14/01/ 2025 FOR THE CONSTRUCTION OF  
A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN  
BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION (**  
**PHASE 1 )**

***“TO BE OPENED ONLY DURING THE BID-OPENING SESSION”***

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

The offers will have to arrive under closed fold and seal latest **19/02/2025 at 10:00 AM**, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

**MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT**

**BABESSI COUNCIL**

**SERVICE OF AWARD**

**Tel: 670 76 34 71;**

Beyond this time no offer will be received nor accepted.

**ARTICLE 14: Opening of the tenders**

The opening of the files will be carried out in the Conference room of the Babessi Council on **19/02/2025 as from 11:00 AM**, by the Babessi Council Internal Tender Board sitting in the presence of the bidders or their representatives and having a good knowledge of the file.



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

Article 47 - Differences and disputes (article 79 of GAC)

Article 48 - Drafting and dissemination of this contract

Article 49 and last: Entry into force of the contract

## Chapter I: General

### Article 1: Subject of contract

The subject of this contract shall be CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION ( PHASE 1 ) .

### Article 2: Contract award procedure

This contract shall be awarded by Open National Invitation To Tender N° 02/ONIT/ MINDDEVEL /BC/BCITB/PIB/ 2025 OF 14/01/ 2025

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

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

- The Contracting Authority shall be the **Lord mayor of Babessi Council**  
He 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 Contract Engineer shall be the **Divisional Delegate of Public Works for Ngoketunjia** hereinafter referred to as the Engineer and shall sign the "Attachment"
- The Project **Owner is the Lord Mayor of Babessi Council**. He represents the beneficiary administration of the works.  
He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- **The Project Manager** shall be **the RD MINTOUR** herein after referred to as the Follow up Engineer.  
He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- The **Control Brigade of MINMAP** shall carry out regular unannounced control visit to the site to ensure the respect of this jobbing order.
- The contractor shall be [to be specified].

#### 3.2 Security

This contract may be used security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be the **Lord Mayor of BABESSI Council**.
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of Finance Ngoketunjia**.
- The body or official in charge of payment shall be the **Municipal Treasurer Babessi Council Treasury**.
- The official competent to furnish information within the context of execution of this contract shall be the **Lord Mayor of Babessi Council**.

#### 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

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

#### 1.5 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;



- 8.1 The Administrative Order to start execution of works shall be signed and notified to the Contractor by the **Contracting Authority/ Project Owner** with a copy to MINMAP, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
  - 8.2 Based on the minutes of a site meeting jointly signed by **Contracting Authority/Project Owner, MINMAP and Project Engineer** Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by the **Contracting Authority/Project Owner** and notified by the **Project Engineer** to the Contractor with a copy to the **MINMAP**, 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 by the Contracting Authority/ Project owner based on the report of a joint site visit done by Contracting Authority/Project Owner, MINMAP and Project Engineer, and notified to the Contractor by the Contract Engineer with a copy to MINMAP and Project Manager
  - 8.4 Administrative Orders serving as warnings shall be signed by the **Contracting Authority/Project Owner** and notified to the Contractor by the **Contract Engineer** with a copy to **MINMAP** 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 **Contracting Authority/Project Owner** and notified to the Contractor by the **Contract Engineer** with a copy to **MINMAP** 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 **Project owner** upon the proposal of the **Contract Engineer** and notified to the Contractor by the **Contract Engineer** and a copy sent to **MINMAP** and **Project Manager**.
- 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.

#### **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 45 below or the application of penalties [to be specified where need be].

## **Chapter II: Financial conditions**

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

#### **11.1 Final bond**

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

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

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

#### **11.2 Performance bond**

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



- 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 (75) 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 (100-5.5)%] paid directly into the account of the contractor;
- (2.2 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.

Payments shall be done by \_\_\_\_\_ within a maximum deadline of \_\_\_\_\_ calendar days from the date of submission of the approved 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 167 of Decree No. 2018/366 of 20 June 2018 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 shall be set as follows:

- a) One two thousandth (1/2000<sup>th</sup>) 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<sup>th</sup>) 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) Not applicable**

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

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of



31.2 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 32: Execution time-limit of the contract (article 38 of the GAC)**

32.1 The time-limit for the execution of the works forming the subject of this contract shall be **ninety (90) days**.

32.2 This time-limit shall run from the date of notification of the Administrative Order to commence execution of the works.

**Article 33: 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 owner in five (05) copies at the beginning.

**Article 34: 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 engineer.

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

**Article 35: Insurance of structures and civil liabilities (article 45 of GAC)**

The following insurance policies are required within the scope of this jobbing order 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 36: Documents to be furnished by the contractor (Article 49 of the GAC supplemented)**

**36.1 Programme of works, Quality Assurance Plan and others**

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 [Project owner after the endorsement of the Contract Engineer] the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable. A duly signed copy of the execution must be deposited at the DD of MINMAP latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution.

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

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

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

The contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager 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 Project owner 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 owner. After approval of the execution schedule by the project owner, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

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 Project owner 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



## Chapter IV: Acceptance

### Article 43: PROVISIONAL ACCEPTANCE

#### 43.1 PRE- ACCEPTANCE OPERATIONS

Before the acceptance of the works the contractor shall ask in writing to the control Engineer and copy the chief of control brigade MINMAP 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.

- Control Engineer .... Secretary
- control brigade MINMAP...observer
- Contractor.....member

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

#### 43.2 Acceptance

The acceptance commission shall comprise:

- 1- The Authorizing Officer or his representative ..... (Chairman)
- 2- The Contract Engineer..... (Secretary)
- 3- The DD MINMAP or his Representative..... (observer)
- 4- The Divisional Delegate of MINDDEVEL or his representative; ..... (Member)
- 5- The Project Manager or his Representative..... (Member)
- 6- The CDO of Babessi Council or his Representative.....(Member)
- 7- The Contractor or his Representative..... (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 Engineer and sign by all the commission members.

### Article 44: GUARANTEE PERIOD.

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

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

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

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

## Chapter V: Sundry provisions

### Article 46: Termination of the contract (article 74 of the GAC)

The contract may be terminated as provided for in article 167 of Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of more than seven (7) calendar days;
- Delay in work resulting in penalties of more than 10 % of the amount of the works;
- Refusal to repeat poorly executed works;
- Default by the contractor;
- Persistent non-payment for services.

### Article 47: Case of force majeure (article 75 of the GAC)

If the contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

- Rainfall: 200 millimetres in 24 hours;
- Wind: 40 metres per second;
- Flood: decennial flood frequency.



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



**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 levelling 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 upon checking the conformity of the setting out.

The minimal depth of the excavation trenches shall be of 75cm, and depending on 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 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.

**3 – FOUNDATION:** A layer of blinding concrete of thickness 5 cm dosed at  $150 \text{ kg/m}^3$  will be laid on the bottom of the excavations. On it will be laid the footings of the ground half pillars until the level of the finished foundation. The foundation walls will be of frog filled agglomerated hollow blocks of  $20 \times 20 \times 40 \text{ cm}$  and finished with a DPC layer or ground beams of  $20 \times 20 \text{ cm}$  in reinforced concrete dosed at  $350 \text{ kg/m}^3$

The foundation will be filled with earth of good quality in successive compacted layers of 20cm where the fill depth exceeds 30cm. A mass concrete of thickness 8cm will be laid to cover the whole foundation area dosed at  $350 \text{ kg/m}^3$  over the entire compacted surface.

The floor will be finished in cement sand screed of 4cm thick and coated to finish with cement paste trowel to finish.

**4 – ELEVATION WORKS:** The elevation walls will be in agglomerated hollow blocks of  $15 \times 20 \times 40 \text{ cm}$  with a good crushing resistance. The mixing for block moulding should give at most 32 blocks per bag of cement for blocks of  $15 \times 20 \times 40 \text{ cm}$ . They should be kept dry for at least 21 days before lying on the elevation walls. The reinforced concrete pillars of section  $15 \times 15$  and  $15 \times 30$  at  $350 \text{ kg/m}^3$  will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion. The characteristic strength of concrete at 28 days should not be less than 16Mpa. The maximal spacing of the pillars is to be 5, 00 m of span. The lintels  $15 \times 20$  in reinforced concrete at  $350 \text{ kg/m}^3$  will be leveled to + 2,20m above the level of the finished foundation.

The average height under the ceiling is about 3,00m.

A chaining beam of  $15 \times 20 \text{ cm}$  in reinforced concrete dosed at  $350 \text{ kg/m}^3$  will be laid above the finished level of the agglomerated hollow blocks walls with fixing plates so as to receive the wooden roof truss.

**NB lintils will be casted below and above all opening.**

## **5. ROOF TRUSS AND THE COVERING:**

- **Trusses:** shall be of locally sawn eucalyptus, treated, shall compose of single frame rafters of  $5 \text{ cm} \times 15 \text{ cm} \times 4 \text{ m}$  and spaced at 1.50m interval. These rafters will be solidly attached to the wall plate with the help of standby beam iron rods also spaced at 1.50m spacing;

- **Purlins and noggins:** shall consist of  $5 \times 8 \text{ cm} \times 4 \text{ m}$  locally sawn timber from eucalyptus. All structural timber shall be treated with carbonyl. The timber for the roof work will be of good quality, with the straight grain and free of any defect.

- **Roofings sheets:** shall be in high rib (Tôle BAC) aluminum sheets of type 5/10mm. The sheets shall be fixed onto the purlins using screw nails equipped with aluminum gaskets and bituminous rubbers caps.

- **Facial board** shall be 30cm wide and of high rib aluminum sheets (tôle bac) of 0.35mm thickness including lining.

- **Ceiling-** will be made of 4mm thick (red plywood on both sides). Fastened noggins of 4cm thick or  $5 \times 8$  and treated with carbonyl and varnish surface finished.. The spaces for ceiling joist panel will be  $60 \times 120 \text{ cm}$  in size. Eaves shall be equipped with ventilated hollowed blocks holes and a trap door will be provided in each of the classrooms. For external ceiling tôle lisse shall be used at the eaves including battens.



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 used for backfilling, and the source shall be approved by the Project Engineer.

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

#### 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>.

- Over-site concrete shall be 8cm thick laid over the entire floors and paved area between walls and gutters dosed at 350kg/m<sup>3</sup>.

-Reinforced concrete shall be specifically for footings, pillars, beams damp proof course (DPC), lintels and ring beams and their mixture shall be in a proportion of 350kg/m<sup>3</sup>.

#### NB:

All concrete works shall be properly cured and vibrated (i.e. water three times a day for seven days)

Concrete shall not be poured from 1m above, that is to avoid segregations.

Water: To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water, and the source shall be approved by the Project Engineer.

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.

Sand and coarse aggregate.

All aggregate for concrete and mortar shall consist of naturally occurring sand and crushed rock. All sand shall be perfectly clean, uncoated grains free from injurious amounts of dusts, lumps, soft or flaky particles, shale, alkali, organic matter, loam or other deleterious substances, and the source shall be approved by the Project Engineer.

Sand and aggregate shall meet the following grading requirements:

Sieve Number	Total percentage of weight	
	Retained	Passing
4	0 – 5	95 – 100
8	10 – 20	80 – 90
16	20 – 40	60 – 80
30	40 – 70	30 – 60
50	70 – 88	12 – 30
100	92 – 98	2 – 30

Sand for mortar shall meet the following grading requirements:

Sieve Number	Total % by weight
4	0
8	0 – 5
16	0 – 5
30	25 – 50
50	65 – 80
100	85 – 95

The coarse aggregate shall be clean and angular in shape and shall have granular, crystalline or smooth (but not glossy) non-powder surfaces. As far as possible, only crushed stone shall be used as the coarse aggregate for the reinforced concrete part of the work. Crushed stones and gravel shall meet the following grading requirements:



Concrete shall be conveyed from mixer to forms as rapidly as practicable and by methods, which will prevent segregation or loss of ingredients. It shall be deposited as neatly as practicable in its final position.

Concrete shall be placed before initial set has occurred, and in no event after it has contained its water content for more than thirty (30) minutes. Unless otherwise specified, all concrete shall be placed upon clean, damp surfaces, free from water, or dry porous earth. The concrete shall be compacted and worked in an approved manner into all corners and angles of the forms and around reinforcement in such a manner as to prevent segregation of the coarse aggregate.

Concreting of any unit or sections of work shall be carried out in one continuous operation and no interruption of the concreting will be allowed without the approval of the Project Owner.

The concrete shall be placed layer by layer as directed by the Project Owner, over the whole area to be concreted, until the required height is obtained. Care shall be taken that segregation of the aggregates by rolling down the exposed working surface of the placed concrete does not occur. Should any accidental segregation occur within the formwork, the affected area shall be thoroughly turned over by hand until a homogenous mix has been obtained. Under no circumstance shall concrete that is partially hardened be rapidly deposited in the formwork.

All structural concrete shall be compacted with the aid of mechanical vibrators. The vibrator shall be of a type and design approved by the Project Owner. Enough vibrators shall be used to cause all concrete to flow or settle readily to the forms and not through the forms, except in sections too thin to permit the insertion of the internal type, in which case form vibrators may well be employed if approved by the Project Owner.

Foundations shall be placed over their full depth in one operation and the top surface carefully levelled. Concrete placed in timbered excavations shall be well rammed close against the excavation face as the timber is withdrawn. After the concrete has taken its initial set, care shall be exercised to avoid jarring the forms.

In joining fresh concrete to concrete that has already set, the concrete already in place shall have its surface cut over thoroughly with a suitable tool to remove all loose and foreign materials. The surface shall then be washed and scrubbed with wire broom and thoroughly drenched. It shall remain moist when the new concrete is placed. Immediately prior to the placing of the new concrete, the old surface of concrete already in place shall be thoroughly coated with cement slurry.

#### **Curing of Concrete.**

Concrete, after it is placed and until the expiration of the curing period herein provided for, shall not be allowed to dry out. Water curing shall be accomplished by keeping the surface of the concrete continuously wet by covering with water, or with an approved water saturated covering, or by spraying. All water used for curing shall be fresh water. Curing by other method shall be subject to the approval of the Project Owner. Curing shall be on for at least seven (7) days.

#### **Protection.**

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

#### **Embedded Items.**

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

#### **Approval before concreting**

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

#### **Steel Reinforcement**

Steel for normal reinforced concrete shall be deformed bars FE 400.

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

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

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



constructed in concrete and the floor will be rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water for level surfaces.

- Wood - Material:

The wood must be pure and should not have nodes, foreign bodies or fractures due to sawing.

Type : hard

Essence: EUCALYPTUS, SIPO, SAPPELLI, IROKO, MAHOUGHANY.

Seasoning: Wood with a humidity rate of 14% maximum.

NOTE: Reinforcement Schedule shall be as per the structural analysis note.

TABLE OF SUMMARY OF BATCHING

Designation	Cement CPJ 42.5	Sand	Gravel
Concrete for blinding concrete and frog filled foundation blocks	1 bag (150kg/m <sup>3</sup> )	2.5 wheelbarrow of sharp sand	3 Wheelbarrow of Gravel
Concrete for Mass concrete floor	1 bag (300kg/m <sup>3</sup> )	2 wheelbarrow of sharp sand	2.5 Wheelbarrow Gravel
Concrete for R C structures	1 bag (350kg/m <sup>3</sup> )	1.5 wheelbarrow of sharp sand	2 Wheelbarrow Gravel
Plastering	1 sac ( 400 kg/m <sup>3</sup> )	3 Wheelbarrow of sharp sand	
Sand screed on floor	1 bag (400 kg/m <sup>3</sup> )	3 Wheelbarrow of sharp sand	
Laying mortar	1 bag (300 kg/m <sup>3</sup> )	3 Wheelbarrow of medium sand	Output : 96 block 20 (8 m <sup>2</sup> ) 120 block 15 (10 m <sup>2</sup> )



**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A G+1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL AREA, NGOKETUNJIA DIVISION IN NORTH WEST REGION. (PHASE I)**

N°	DESCREPTION	UNIT	U.P IN FIGURES (FCFA)	U.P IN WORDS (FCFA)
<b>LOT 100</b>	<b>PREPARATORY WORKS</b>			
101	Site clearance	LS		
102	Site installation	LS		
103	Studies and working documents	LS		
<b>LOT 200</b>	<b>EARTH WORKS</b>			
201	Setting out	LS		
202	Excavationof foundation trenches	M3		
203	Excavationof foundation footings	M4		
204	Backfilling of excavation	M3		
<b>LOT 300</b>	<b>FOUNDATION WORKS</b>			
301	Blinding of concrete dosed at 150kg/m3	M3		
302	Foundation wall with frog filled sand crete blocks 20x20x40cm	M2		
303	Foundation beam in RC dosed at 350kg/m3	M3		
304	Foundation footings in RC dosed at 350kg/m3	M3		
305	Pillar storms in RC dosed at 350kg/m3	M3		
<b>GROUND FLOOR</b>				
<b>LOT 400</b>	<b>MASONRY/RC WORKS</b>			
401	Blocks 15x20x40cm	M2		
402	Reinforce concrete for pillars dosed at 350kg/m3	M3		
403	Reinforce concrete for lintels dosed at 350kg/m3	M3		
404	Reinforce concrete for beams dosed at 350kg/m3	M3		
405	Decking blocks	NO		
406	Decking RC dosed at 350kg/m3	M3		
407	Decking accessories	LS		



**BILL OF QUANTITIES AND COST ESTIMATE FOR THE CONSTRUCTION OF A G+1 STRUCTURE  
TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL AREA,  
NGOKETUNJIA DIVISION IN NORTH WEST REGION. (PHASE I)**

N°	DESCREPTION	UNIT	QTY	U.P	T.P
<b>LOT 100</b>	<b>PREPARATORY WORKS</b>				
101	Site clearance	LS	1		0
102	Site installation	LS	1		0
103	Studies and working documents	LS	1		0
	<b>SUB TOTAL LOT 100</b>				<b>0</b>
<b>LOT 200</b>	<b>EARTH WORKS</b>				
201	Setting out	LS	1		0
202	Excavation of foundation trenches	M3	120		0
203	Excavation of foundation footings	M4	35.5		0
204	Backfilling of excavation	M3	250		0
	<b>SUB TOTAL LOT 200</b>				<b>0</b>
<b>LOT 300</b>	<b>FOUNDATION WORKS</b>				
301	Blinding of concrete dosed at 150kg/m3	M3	13.5		0
302	Foundation wall with frog filled sand crete blocks 20x20x40cm	M2	195		0
303	Foundation beam in RC dosed at 350kg/m3	M3	12		0
304	Foundation footings in RC dosed at 350kg/m3	M3	23.5		0
305	Pillar storms in RC dosed at 350kg/m3	M3	3.5		0
	<b>SUB TOTAL LOT 300</b>				<b>0</b>
	<b>GROUND FLOOR</b>				
<b>LOT 400</b>	<b>MASONRY/RC WORKS</b>				
401	Blocks 15x20x40cm	M2	500		0
402	Reinforce concrete for pillars dosed at 350kg/m3	M3	8.5		0
	<b>SUB TOTAL LOT 400</b>				<b>0</b>
<b>SUMMARY</b>					
PREPARATORY WORKS,EARTH WORKS & FOUNDATION WORKS					0
GROUND FLOOR					0
<b>GRAND TOTAL</b>					<b>0</b>
VAT 19.25%					<b>0</b>



**Document No. 9:**  
**Schedule of sub-detail of prices**



**Document No. 10:**  
**Model contract**



Between:

The Babessi Council, represented by the Lord Mayor Babessi Council hereinafter referred to the "Contracting Authority"

On the one hand,

And

\_\_\_\_\_ (enterprise)  
P.O. Box \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Business Registry No. \_\_\_\_\_  
Taxpayer's No. \_\_\_\_\_

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

On the other hand,

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 Contract No. \_\_\_\_\_ JO/CA/TB/ 2025  
Awarded after invitation to tender [specify references of invitation to tender]

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

For the execution of \_\_\_\_\_ works

**Document No. 11:**  
**Forms and models to be used by bidders**



### Annex No. 1: Model Declaration of intention to tender

I the undersigned.....acting in the capacity of ..... in the name and on behalf of ..... at .....RC No ..... by virtue of the power vested in me , domiciled at ..... P.O BOX ..... Telephone no ..... after having studied all the documents of the tender file relating to the invitation to tender N° 02 /ONIT/MINDDEVEL/BC/BCITB/PIB/ 2025 OF ..... And after having assessed in my point of view and under my responsibility the nature and difficulties entailed with the execution of the job, I do hereby tender and commit myself to carry out works for THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION ( PHASE 1 ).

In keeping with the terms and conditions of the tender fill.

I commit myself in case my tender is retained, to execute the contract within ..... Months as from the date of notification of award of the contract.

I hereby commit myself to maintain the amount of my tender for a period of ninety (90) days with effect from the dateline for submission of bids.

Done at..... On .....

GENERAL DIRECTOR

Signature.....

### ANNEX No. 3: 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 Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the 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 [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the 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 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 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]



### ANNEX No. 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]

## ANNEX 8: EVALUATION GRID

**TENDER FILE N° 02 /ONIT/MINDDEVEL/BC/BCITB/PIB/ 2025 OF 14/01/ 2025 FOR  
THE CONSTRUCTION OF A G + 1 STRUCTURE TO HOST A LODGE AT THE BABESSI COUNCIL  
LEISURE PARK IN BABESSI COUNCIL MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST  
REGION ( PHASE 1 ).**

### ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force
A.2	Certified Copy of the Business Registration, not more than three months old.
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 or an insurance company 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 BABESSI municipal treasury
A.6	A bid bond of seven hundred thousand (700,000) FCFA issued by a first rate-bank or an insurance company 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 less than three months old.
A.9	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.10	A Certificate of tax compliance attesting that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.11	Plan of localization

**During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace the said document else it will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.**

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>
B.1.1	-Document spirally bound -Table of content page
B.1.2	-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.2.1	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum acceptable: <b>02</b> Contracts realized in the domain of building construction over the past 05 years
	1st Reference
	2 <sup>nd</sup> reference
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>



<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. 75% of the project amount		
<b>B.7</b>	<b>Attestation of site visit</b> signed by the director of the Company on honour		
<b>B.8</b>	Comprehensive report of site visit signed by the company administrator and justified by photos		
<b>B.9</b>	Special Technical Clauses initialed in all the pages and last page signed and dated with the following note: <i>Read and approved</i>		
<b>B.10</b>	Special Administrative Clauses completed and initialed in all the pages and last page signed and dated with the following note: <i>Read and approved</i>		

#### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.		
C1	A submission letter, signed, dated and stamped.		
C2	Completed and signed frame work of unit prices.		
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)		
C4	Sub details of unit prices		

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

#### Eliminatory criteria

- 1- 1. Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;

#### Essential criteria

General presentation of the bids;  
 Financial capacity;  
 References of the company in similar achievements;  
 Quality of the personnel;  
 Technical organization of the works;  
 Logistics;  
 Special Technical Clauses initialed in all the pages and signed on the last page;  
 Special Administrative Clauses completed and initialed in all the pages and signed on the last page.

#### 11. Main qualification criteria

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 positive way (yes) or negative (no) with an acceptable minimum from at least 75% of the essential criteria taken in account.

## **ANNEX 8: SITE VISIT REPORT**

Name of Project.....

Name of Enterprise .....

CONTEXTE OF THE PROJECT

GEOGRAPHICAL SITUATION

STATE OF THE SITE

PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the school, Sign post of the school, Photos of the Engineer of the enterprise in front of the school building etc.)

Date.....

Name of Enterprise: .....

Stamp and signature of enterprise



### **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.

#### **Annex No. 7: Justification of preliminary studies**

Attach the preliminary studies.

Indicate

The date studies were carried out;

The name of the public or private Project Manager

References of the contract, if Private Manager carried it out;

If maintenance works

Description of the studies;

Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.

Rehabilitation or new works

Are quantities in the quotations the same as those of the studies?

Description of studies: Draft Preliminary Study, Detailed Preliminary Study;

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.





**LISTE DES BANQUES ET DES COMPAGNIES D'ASSURANCES AGREES ET HABILEES A  
EMETTRE DES CAUTIONS DANS LE CADRE DES MARCHES PUBLICS EN 2018**

**I) BANQUES**

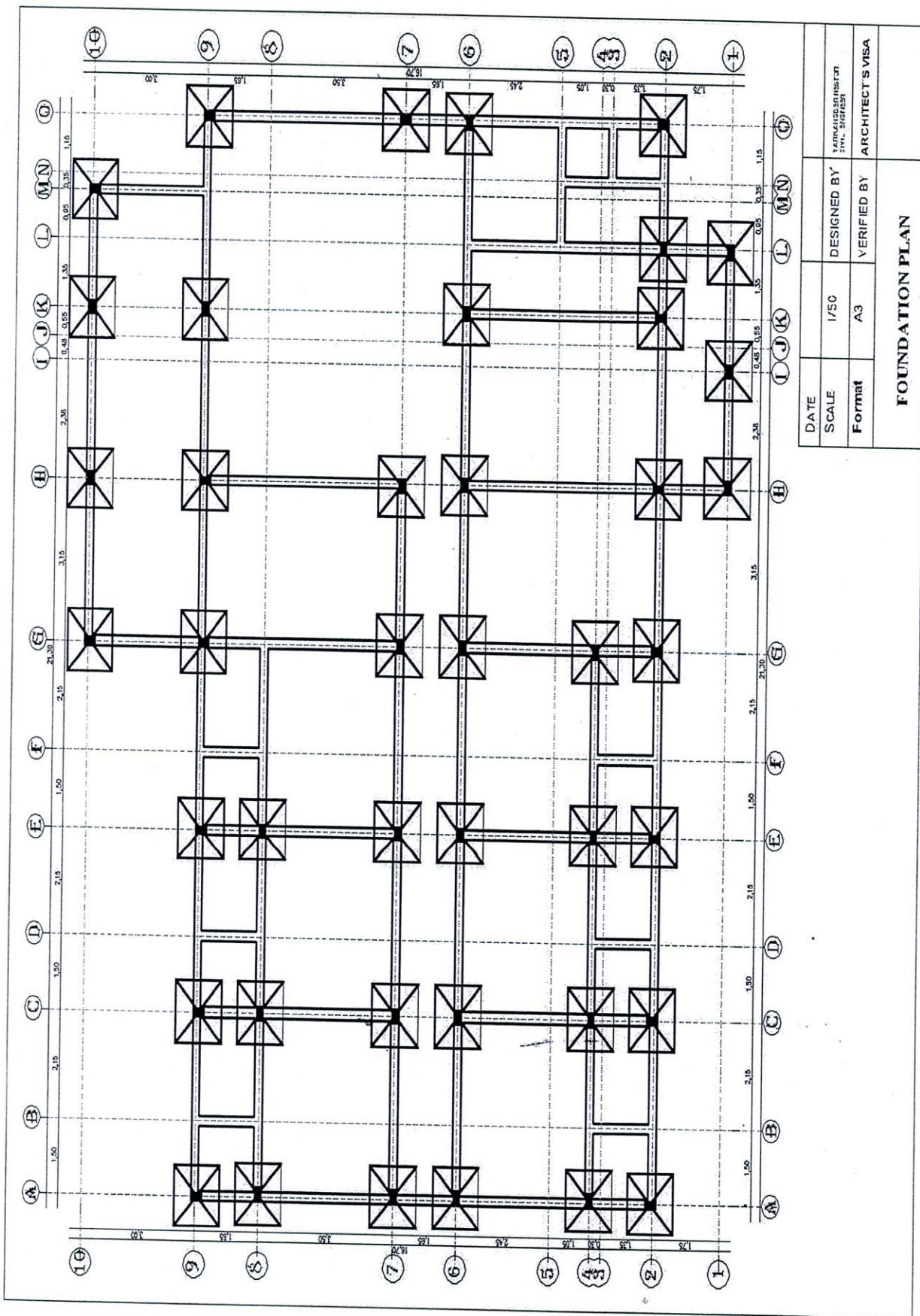
1. Afriland First Bank (FIRST BANK), B.P. 11 834, Yaoundé ;
2. Banque Atlantique Cameroun (BACM), B.P. 2 933, Douala ;
3. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé ;
4. Banque Gabonaise pour le Financement International (BGFIBANK), B.P. 600, Douala ;
5. Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICEC), B.P. 1 925, Douala ;
6. Bank Of Africa Cameroun (BOA Cameroun), B.P. 4 593, Douala ;
7. Citibank Cameroun (CITIGROUP), B.P. 4 571, Douala ;
8. Commercial Bank-Cameroun (CBC), B.P. 4 004, Douala ;
9. Ecobank Cameroun (ECOBANK), B.P. 582, Douala ;
10. National Financial Credit-Bank (NFC-Bank), B.P. 6 578, Yaoundé ;
11. Société Commerciale de Banques-Cameroun (SCB-Cameroun), B.P. 300, Douala ;
12. Société Générale Cameroun (SGC), B.P. 4 042, Douala ;
13. Standard Chartered Bank Cameroon (SCBC), B.P. 1 784, Douala ;
14. Union Bank of Cameroon (UBC), B.P. 15 569, Douala ;
15. United Bank for Africa (UBA), B.P. 2 088, Douala.

**II) COMPAGNIES D'ASSURANCES**

16. Activa Assurances, B.P. 12 970, Douala ;
17. Aréa Assurances S.A., B.P. 1 531, Douala ;
18. Atlantique Assurances S.A., B.P. 2933, Douala ;
19. Beneficial General Insurance S.A., B.P. 2328, Douala ;
20. Chanas Assurances S.A., B.P. 109, Douala ;
21. CPA S.A., B.P. 54, Douala ;
22. Nsia Assurances S.A., B.P. 2 759, Douala ;
23. Pro Assur S.A., B.P. 5963, Douala ;
24. SAAR S.A., B.P. 1 011, Douala ;
25. Saham Assurances S.A., B.P. 11 315, Douala ;
26. Zenithe Insurance S.A., B.P. 1 540, Douala.-

Fait à Yaoundé, le 26 FEV 2018  
  
**LE MINISTRE DES FINANCES**  
**ALAMINE OUSMANE MEY**

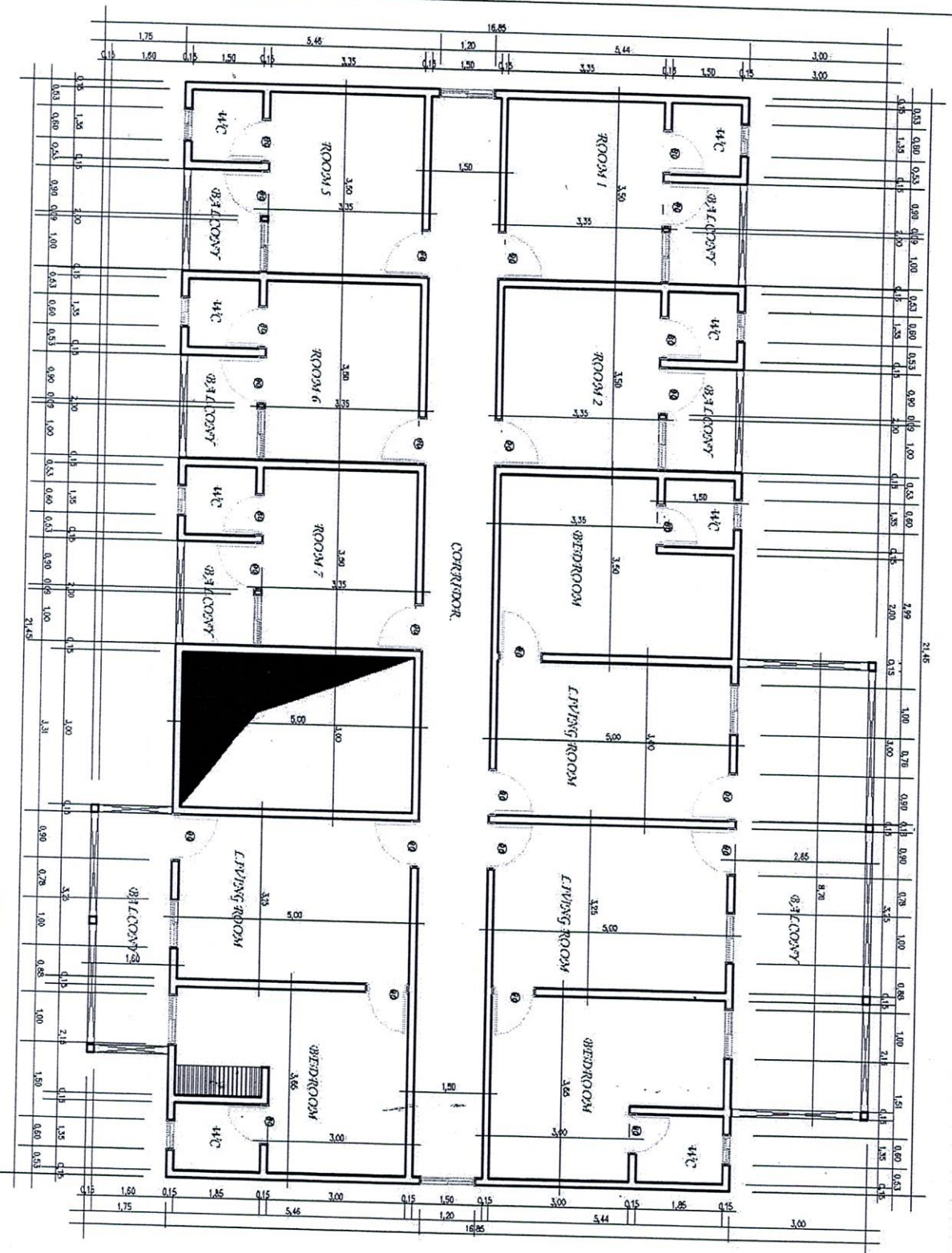




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Format	A3	VERIFIED BY	ARCHITECT'S VISA
FOUNDATION PLAN			

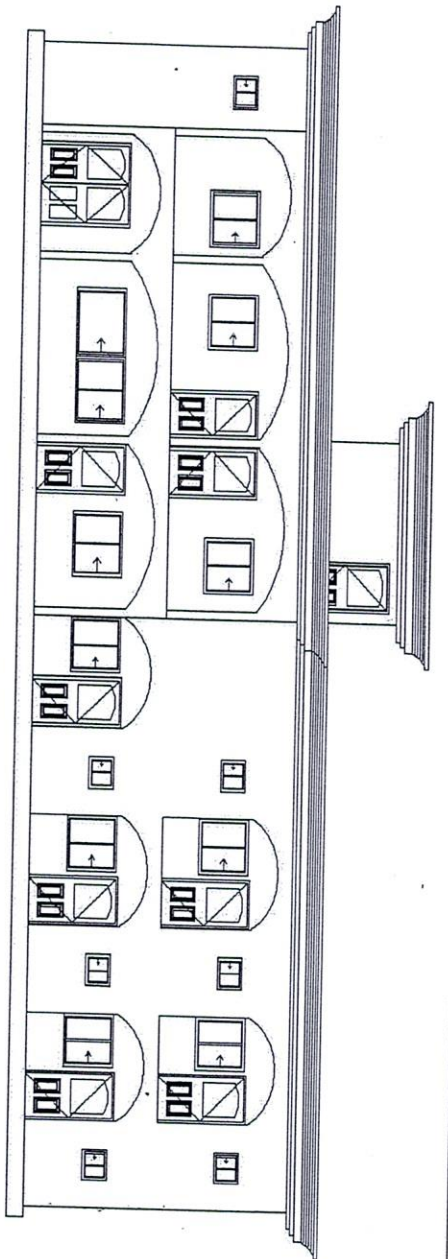




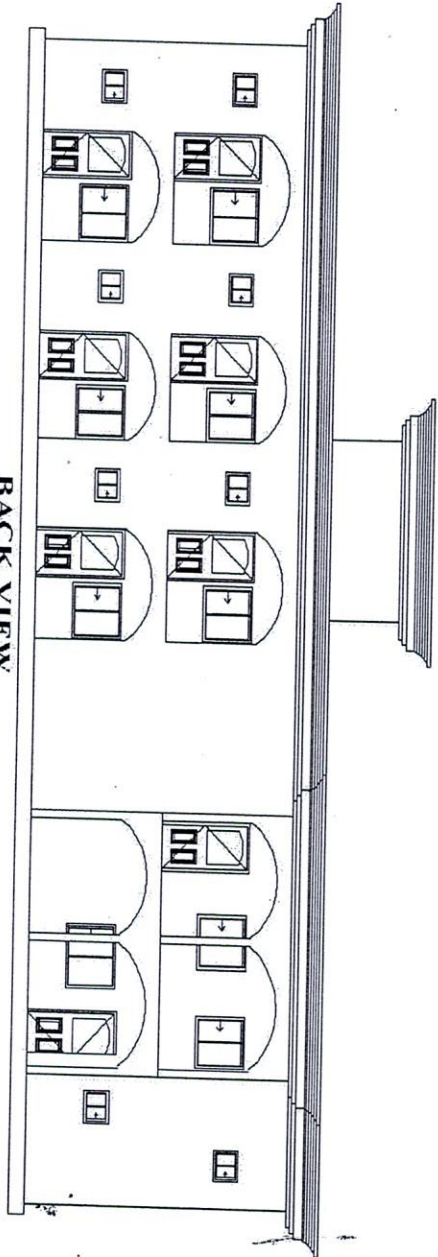


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UPPER FLOOR DISTRIBUTION PLAN		ARCHITECT'S VISA

**FRONT VIEW**



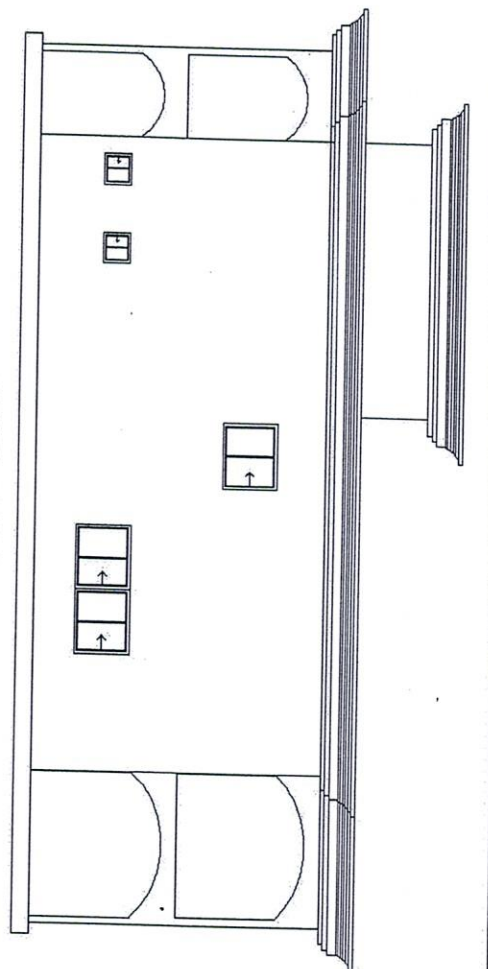
**BACK VIEW**



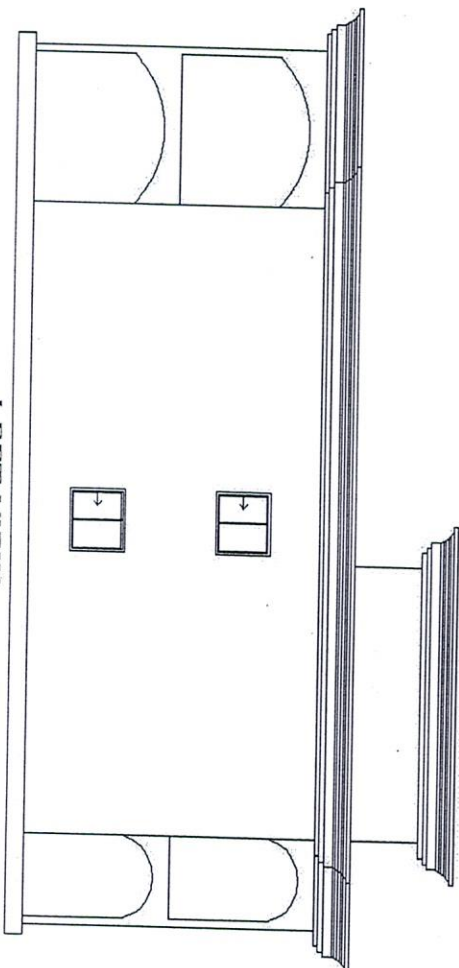
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FRONT/BACK VIEWS			



**RIGHT VIEW**



**LEFT VIEW**



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SCALE	A3	VERIFIED BY	ARCHITECTS USA
FORMAL	RIGHT/LEFT VIEWS		