

**REPUBLIQUE DU CAMEROUN**

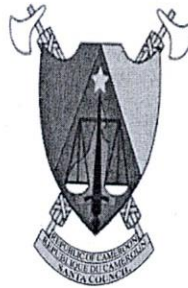
Paix – Travail – Patrie

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**REGION DU NORD OUEST**

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**DÉPARTEMENT DE LA MEZAM**

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**ARRONDISSEMENT DE SANTA**

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**COMMUNE DE SANTA**  
COMMISSION INTERNE DE PASSATION  
DES MARCHES PUBLIC



**REPUBLIC OF CAMEROON**

Peace – Work – Fatherland

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**NORTH WEST REGION**  
**MEZAM DIVISION**

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**SANTA SUB DIVISION**

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**SANTA COUNCIL**  
**SANTA COUNCIL INTERNAL**  
**TENDERS BOARD**

## **SANTA COUNCIL INTERNAL TENDERS BOARD**

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### **REQUEST FOR QUOTATION**

**N° 001/RQ/SC/SCITB /2025 OF 20/01/2025 FOR THE RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTRE MILE 4) IN AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION BY EMERGENCY PROCEDURE**



**PROJECT OWNERS: THE MAYOR, SANTA COUNCIL.**

**FINANCING: MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2025**

**BUDGET HEADS**

**Document N°. 1**  
**Tender Notice**



#### 9. 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 N°. 12 of the Tender File, of an amount of **120 000 CFA (One hundred and twenty thousand Francs CFA)** and valid for thirty (30) days beyond the date of validity of bids

#### 10. CONSULTATION of Tender File:

The file may be consulted during working hours at the SIGAMP OFFICE in Santa Council, as soon as this notice is published.

#### 10. Acquisition of Tender File:

The file shall be obtained from the SIGAMP OFFICE in Santa Council, as soon as this notice is published against payment of the sum of **10 000 CFA francs (Ten thousand Francs CFA)**, payable at the Santa 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 marked as such, should reach the SIGAM OFFICE LATEST **12/01/2025** at Santa Council, at **10:00 AM** local time and should carry the inscription:

**<< REQUEST FOR QUOTATION N°001/RQ/SC/SCITB/ 2025 OF 20/01/2025 FOR THE RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4 ), AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION BY EMERGENCY PROCEDURE .>>**

*"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 not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

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

#### 13. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **12/02/2024 2025** at **11:00 am** local time, in the conference hall of Santa Council, by the Santa 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:

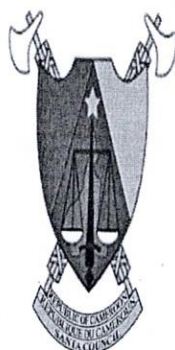
##### A. Eliminatory criteria

1. -Absence or non-conformity of an element in the administrative file; not regularised after 48hrs from opening time.
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond; not corrected after 48hrs of opening time
5. -A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. -Incomplete financial file;
7. Omission of a unit price in the financial bid;
8. -Change of quantity or unit;
9. -Non respect of (75%) of essential criteria;
10. Companies under suspension



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COMMISSION INTERNE DE PASSATION  
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REPUBLIC OF CAMEROON  
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SANTA SUB DIVISION  
SANTA COUNCIL  
SANTA COUNCIL INTERNAL  
TENDERS BOARD

## AVIS D'APPEL D'OFFRES

DEMANDE DE COTATION N° 001/RQ/CS/CIPM/2025 DU 20/01/2025 POUR LES TRAVAUX DE RÉNOVATION D'UN BÂTIMENT AU CENTRE DE PROMOTION SOCIALE ET DE RÉ-INTEGRATION (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4), AKUM DANS L'ARRONDISSEMENT DE SANTA, DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST EN PROCEDURE D'URGENCE

Financement : BUDGET D'INVESTISSEMENT PUBLIC (BIP) - EXERCICE 2025

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

Dans le cadre de l'exercice budgétaire 2025, le Maire de la commune de Santa, Autorité Contractante lance pour le compte des Maîtres d'Ouvrage, un Appel d'Offres National Ouvert pour les travaux de TRAVAUX DE RÉNOVATION D'UN BÂTIMENT AU CENTRE DE PROMOTION SOCIALE ET DE RÉ-INTEGRATION (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4), AKUM DANS L'ARRONDISSEMENT DE SANTA, DEPARTEMENT DE LA MEZAM, REGION DU NORD OUEST EN PROCEDURE D'URGENCE

### 2. Consistance des travaux

Les travaux comprennent notamment :

- Travaux préparatoires
- Terrassement
- Charpente-couverture
- Menuiserie métallique
- Electricité
- Peinture
- VRD

### 3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage pour la réalisation des travaux objet du présent appel d'offres est de (90) jours

### 4. Allotissement

Le travail est ci-après défini :

**RÉNOVATION D'UN BÂTIMENT AU CENTRE DE PROMOTION SOCIALE ET DE RÉ-INTEGRATION.**

### 5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de vingt millions (6 000 000FCFA)

### 6. Participation et origine

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



- 5- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 6- Offres financière incomplète,
- 7- Omission du prix unitaire dans l'offre financière
- 8- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 9- Le non-respect de (75%) des critères essentiels ;
- 10- Non achèvement d'un projet pendant les années antérieures dans la Région du Nord-Ouest et étant en suspension.

#### **B - Critères essentiels**

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur:

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestation et rapport de visite du site ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

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

#### **14. 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 disante, 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.

#### **15. Durée de validité des offres**

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

#### **16. Renseignements complémentaires**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de la Commune de Santa.

Santa, le 20/01/2025

LE MAIRE,  
(Autorité Contractant)

Copies :

- DD MINMAP Mezam
- ARMP;
- Présidente CIPM;
- Affichage.



**M. SAMKIE ELIAS**  
**GAHYAM II**  
**MAYOR SANTA**  
**COUNCIL**

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

4.1 If the Invitation to Tender is restricted, REQUEST FOR QUOTATION is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:

- (a) a bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.
- (b) a bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this Invitation to Tender; or
  - ii) presents more than one bid within the context of Invitation to Tender, except authorised variants according to article \_\_\_\_\_, where need be; meanwhile, this does not prevent the participation of sub-Contractors in more than one bid.
  - iii) The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public Contracts.
- (c) The bidder must not have been excluded from bidding for public Contracts.
- (d) A Cameroonian public enterprise may participate in the REQUEST FOR QUOTATION 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-



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

8.1 The Tender File describes the works forming the subject of the Contract, sets the REQUEST FOR QUOTATION procedure of Contractors and specifies the terms of the Contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the Invitation to Tender, it includes the following documents:

- Document No. 1. The tender notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
  - a. The execution schedule;
  - b. Model of forms presenting the equipment, personnel and references;
  - c. Model bidding letter;
  - d. Model bid bond;
  - e. Model final bond;
  - f. Model of bond of start-off advance;
  - g. Model of guarantee in replacement of the retention fund;
  - h. Model Contract;

Document No. 10. Models to be used by bidders;

- a. Model Contract;

Document No. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document No. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for public Contracts to be inserted by the Contracting Authority.

8.2 The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare a bid in compliance with all aspects of the said file.

## **Article 9: Clarifications on the Tender File and complaints**

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (fax or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the Invitation to Tender and send a copy to the Project Owner. The Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of bids.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

9.2 Between the publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the public Contracts award procedure may lodge a complaint to the Minister in charge of Public Contracts.



- 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;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;
5. The projected schedule of payments, where need be.

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article \_\_\_\_ (2) of the General Regulations of the Invitation to Tender concerning the other possible forms of guarantees.

- 13.2 If in accordance with the provisions of the Special Regulations of the Invitation to Tender, the bidders present bids for several lots of the same Invitation to Tender, they could indicate rebates offered in case of award of more than one lot.

**Article 14: Bid price**

- 14.1 Except otherwise stated in the Tender File, the amount of the Contract shall cover all the works described in article 1.1 of the General Regulations of the Invitation to Tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder.



indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of Contract may be revised by mutual agreement between the Contracting Authority and the entrepreneur in a way as take account of any modification in the foreign currency needs within the context of the Contract.

#### **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 or Delegated 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 \_\_\_\_\_ 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:



#### **Article 20: Form and signature of bid**

- 20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated **"ORIGINAL"**. In addition, the bidder shall submit the number required in the General Regulations, bearing **"COPY"**. In case of discrepancy, the original shall be considered as authentic.
- 20.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.
- 20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialled by the signatory(ies) of the bid.

### **D. SUBMISSION OF BIDS**

#### **Article 21: Sealing and marking of bids**

- 21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes **"ORIGINAL"** and **"COPY"**, as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.
- 21.2 The external and internal envelopes:
- a) should be addressed to the Contracting Authority at the address indicated in the Special Regulations;
  - b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription **"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"** as specified in the Special Regulations.
- 21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.
- 21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

#### **Article 22: Date and time-limit for submission of bids**

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



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 of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of public Contract an initialled copy of the bids presented by bidders.
- 25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of public Contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

#### **Article 26: Confidential nature of the procedure**

- 26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of public Contracts.
- 26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the Contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to with his bid may do so in writing.

#### **Article 27: Clarifications on the bids and contact with the Contracting Authority**

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.



- (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.

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

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public Contracts, the Contracting Authority and the chairperson of the Tenders Board concerned.

It must take place within a maximum deadline of five (5) working days after the publication of the results.

#### **Article 38: Signing of the Contract**

38.1 After publication of the results, the draft Contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.

38.2 The Contracting Authority has a deadline of seven (7) days to sign the Contract from the date of reception of the draft Contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

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 percent 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 RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRE (MAGDALEINE HOME CARE MILE 4 )AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION Name and address of the Contracting Authority: , The Mayor Santa Council, Contracting Authority  Reference of Invitation to Tender: N° 001/RQ/SC/SCITB/2025-----
1.2	Execution deadline: Ninety (90) days
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 MINAS.
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:

#### C. Eliminatory criteria

1. -Absence or non-conformity of a document in the administrative file not regularised after 48hrs from opening time.
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond
5. -A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. -Incomplete financial file;
7. -Omission of a unit price in the financial bid;
8. -Change of quantity or unit;
9. -Non respect of (75%) of essential criteria;

#### D. 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.

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.



A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time
A.9	A valid Certificate of FISCAL CONFORMITY stamped with the tariff in force
A.10	Copy of valid taxpayers card stamped with the tariff in force
A.11	location plan of the enterprise stamped with the tariff in force
A.12	Power of attorney if necessary
A.13	Group agreement if need be

**The absence or the nonconformity of the one of these documents will result to the elimination of the offer after 48hrs of no correction after opening**

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

**TECHNICAL DOCUMENTS**

<b>B.1</b>	<b>General presentation of the Tender Files</b>		
	<ul style="list-style-type: none"> <li>-Document spirally bound or slotted</li> <li>-Table of content page</li> <li>-Colour sheets separation apart from white</li> <li>- Presentation of documents in the order given in this tender</li> </ul>		
<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. (minutes of final reception for up to 2025projects) Minimum acceptable: <b>02</b> Contracts realized in the domain of building construction		
	1 <sup>st</sup> 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 HND or equivalent certificate) in civil or rural Engineering</b>		
.	Qualification of the works supervisor: (Senior Technician certificate in Civil Engineering (BAC +2)		
.	Professional experience of the project engineer ≥ 03 years		
.	<ul style="list-style-type: none"> <li>➤ CV signed by the candidate,</li> <li>➤ A certified copy of the technical diploma</li> <li>➤ An attestation of availability signed by the candidate</li> </ul>		
B.3.2	<b>01 Site foreman(Civil Engineering Senior Technician)</b>		
.	Qualification of the Site foreman: (Technician certificate in Civil Engineering (BAC F4 or equivalent certificate)		
.	Professional experience of the Site foreman ≥ 03 years		
.	<ul style="list-style-type: none"> <li>➤ CV signed by the candidate,</li> <li>➤ A certified copy of the technical diploma</li> <li>➤ An attestation of availability signed by the candidate</li> </ul>		
B.3.3	<b>Other personnel</b>		
.	<ul style="list-style-type: none"> <li>➤ 01 one bricklayer with 3 years professional experience in building construction or similar works. (ONLY CV NEEDED)</li> <li>➤ 01 one Carpenter with 3 years professional experience on carpentry or similar works. (ONLY CV NEEDED)</li> </ul>		



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 **120 000 FCFA** (one hundred and twenty thousand FCFA).

The time of validity of this guarantee is sixty (60) 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 sixty (60) days as from the handover date of the offers.

If at the end of this period, the Contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

#### **ARTICLE 12: 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 six (07) copies, including one (01) original and five (06) copies. The bidder will present his dossier inside a sealed outer jacket being marked:

<< REQUEST FOR QUOTATION N°001/RQ/SC/SCITB /2025 OF \_\_\_\_\_ FOR THE RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4 ), AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION.>>  
TO BE OPENED ONLY DURING THE OPENING SESSION»

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

The offers will have to arrive under closed fold and seal latest \_\_\_\_\_ at , by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

**THE MAYOR, SANTA COUNCIL  
CONTRACTING AUTHORITY**

Beyond this time no offer will be received nor accepted.

#### **ARTICLE 14: Opening of the tenders**

**DOCUMENT No. 5: SPECIAL ADMINISTRATIVE CONDITIONS  
(SAC)**



## Chapter I: General

### Article 1: Subject of Contract

The subject of this Contract shall be the **RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4 ), AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION.**

### Article 2: Contract award procedure

This Contract shall be awarded by REQUEST FOR QUOTATION N°001/RQ/SC/SCITB/ 2025  
OF \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

- **The Contracting Authority shall be the Mayor of Santa 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 Chief of State property for Mezam** hereinafter referred to as the Engineer.
- **The Project Owner is The Mayor of Santa 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: SG SANTA COUNCIL**  
He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- **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 Mayor of Santa Council.**
- The authority in charge of the clearance of expenditures shall be **the Divisional financial controller for Mezam.**
- The body or official in charge of payment shall be **the Santa Municipal treasury.**
- The official competent to furnish information within the context of execution of this Contract shall be **the Divisional Delegate of Public Contracts/ MAYOR.**

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

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

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

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

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

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



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

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

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

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the Contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by



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

**11.3 Guarantee of start-off advance**

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

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

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

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

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

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

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

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

14.1 Prices shall be firm.

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

14.2 Price updating modalities (not applicable)

**Article 15: Price revision formulae (article 21 of GAC)**

(not applicable)

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

(not applicable)

**Article \_\_\_\_\_: Works under State supervision (Article 22 of GAC supplemented)**

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

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

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

the 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:

- [100-1.1 and/or - (7.5 or 15%)] paid directly into the account of the Contractor;
- 2.2 or 5.5 % paid to the public treasury as AIR due by the Contractor.
- 7.5% or 15% paid into the public treasury as TSR 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 88 of Decree No. 2004/275 of 24 September 2004 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 ( $1/2000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- b) One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

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

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

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

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

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



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

All taxes inclusive prices means VAT included.

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

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

**Chapter III: Execution of works**

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

The works shall include especially: (position or volume of works)

*(To be specified cf. Special Technical Conditions)*

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

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

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

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

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

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

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

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

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

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

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

**Article 34: Insurance of structures and civil liabilities (article 45 of GAC)**

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

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

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

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



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

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

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

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

**Article 37: Implantation of structures**

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

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

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

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

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

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

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

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

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

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

[Specify the possible restrictions or bans]

**Chapter IV: Acceptance**

**Article 42: PROVISIONAL ACCEPTANCE**

**42.1 PRE- ACCEPTANCE OPERATIONS**

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

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

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

- Contract Engineer
- The Contract Manager
- Contractor.



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

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

Disagreements and disputes resulting from the execution of this Contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be]*.

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

*[Twenty (20)]* copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

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

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

# TECHNICAL SPECIFICATIONS

## GENERALITIES

### PREPARATORY WORKS-IMPLANTATION

### ROOF TRUSS AND THE COVERING

### JOINERY AND METAL WORKS

### PLUMBING-SANITARY

### ELECTRICAL INSTALLATION

### RENDERING (PLASTERING) AND COATING

### PAINTING

### ORIGIN, QUALITY AND PREPARATION OF MATERIALS

**1- GENERALITIES:** This present special technical specifications concern **RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTER MILE 4 ), AKUM IN SANTA SUBDIVISION MEZAM DIVISION OF THE NORTH WEST REGION.>>, AKUM** In Santa Subdivision Mezam Division Of The North West Region. It is the duty of the Contractor to realize the structure as per the execution plans that shall be approved by the competent authority and sample models of equipment and furniture provided by the project owner. Through the Project Engineer, the Contractor shall furnish the owner of the project and other project team members within the shortest possible time with an execution plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

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

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

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

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

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



**6 - PAINTING:** A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The interior walls will be painted in water paint (pantex 800). The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour.

All metal and wood works shall be painted with oil paint - Glyptal resien lacquer, in two coats. A primary coat of antirust before final painting is done. Skirting shall be carried out oil paint at 90cm from the floor, externally and internally with coffee brown colours

**7 - PROTECTION OF THE ENVIRONMENT:** The entrepreneur will propose to the Project Engineer, before the beginning of works, the place of his yard facilities and will request his authorization of installation.

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighborhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or metallic, etc. in order to put back the site in its nearest initial state. No equipment nor materials should be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be covered with a layer of earth, and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

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

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

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

#### **1) CONCRETE:**

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

- **Over-site concrete:** shall be 12cm thick laid on the entire floors and paved area between walls and gutters dosed at 350kg/m<sup>3</sup> over the entire surface.

NB: The external veranda shall be 5cm below the level of the internal floor with 2% slope, slopping to the outside.

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

**Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 - 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 - 5mm. It shall be river sand and nothing else.

**Document No. 6:**  
**Schedule of unit prices**



504	mordern lamps	U	6.0		
505	one way switches	U	4.0		
506	Three pin English power sockets	U	3.0		
	<b>SUB TOTAL 500</b>				
	<b>600 - PAINTING/ FINISHING</b>				
601	priming coat	m2	240.0		
602	two coat of water based paint (pantex800) on internal walls and ceiling.	M2	144.0		
603	Two coats of water resistance paint (paint x1300) on external walls	M2	96.0		
604	Oil paints on woodern doors, windows and skirting (blue colour 1.50m from floor level internally and externally)	M2	150.0		
	<b>SUB TOTAL 600</b>				
	<b>LOT 700 SANITARY PLUMBING WORKS</b>				
701	rectification of all drainage facilities	LS	1.0		
	<b>SUB-TOTAL .700</b>				
	<b>LOT 800 - EXTERNAL WORKS</b>				
801	concrete ramps at entrance (2m wide) of reinforced concrete dosed at 350kg / m3	U	1.0		
	<b>SUB TOTAL 800</b>				

**BILL OF QUANTITIES AND COST ESTIMATE FOR THE RENOVATION OF BUILDING IN SOCIAL PROMOTION AND RE-INTEGRATION CENTRES (MAGDALEINE HOME CARE AND TRAINING CENTRE MILE 4 AKUM) SANTA SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.**

No	PRIMARY WORKS	UNIT	QTY	UP	TOTAL
1	Programme of execution and final report of work(as build plan)	ls	1.0		
2	site installation	ls	1.0		
3	Clearing of the site	m <sup>2</sup>	150.0		
	<b>SUB TOTAL</b>				
	<b>LOT 200 - ELEVATION</b>				
201	Repair of damaged portions on walls and rendering of unrendered portions	M <sup>2</sup>	159.7		
202	Repair of damaged portions on Floors and finished in cement screed of 2cm (dosed at 400kg/ m <sup>3</sup> ) and cement paste	m2	99.9		
203	construction of gable-ends of toilet	m2	67.0		
204	installation of angle bar on veranda	ml	12.0		
	<b>SUB TOTAL 200</b>				
	<b>LOT 300 - ROOF</b>				
301	Rectification of all damaged Noggings(5x8 )cm	m3	25.0		
302	Rectification and replacement of damaged Ceiling boards of 4cm thick plywood	M2	72.0		
303	verification and corrections/blockage of lickages on roofs	ls	1.0		
304	rectifications of damaged Facial board	MI	12.0		
	<b>SUB TOTAL 300</b>				
	<b>400 -METAL WORK AND JOINERY</b>				
401	Adjustment of all doors and windows	ls	1.0		
402	replacement of locks for all doors	U	4.0		
403	replacement of locks for all windows	U	2.0		
404	supply and installation of a woodern window of (60 x60)cm for the toilet	U	1.0		
	<b>SUB TOTAL 400</b>				
	<b>LOT 500 - ELECTRICITY</b>				
501	Conduit pipes	roll	2.0		
502	Cables V.G.V 1,5mm2 for lighting	roll	2.0		



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

**Document N°. 10:**  
**Model Contract**



**Between:**

The Government of the Republic of Cameroon, represented by \_\_\_\_\_ 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:

Page \_\_\_\_\_ and last of Contract No. \_\_\_\_\_ C or JO/SC/SCITB/  
Awarded after Invitation to Tender [specify references of Invitation to Tender]

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

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

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

Amount of Contract in CFA F:

IAT	
EVAT	
VAT (	
AIR (3.3 or 5.5 %)	
Net to be paid	

Read and accepted by the Contractor

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

Signature of Contracting Authority

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

Registration



## Table of models

- Annex No. 1: Model tender
- Annex No. 2: Model bid bond
- Model No. 3: Model final bond
- Model No. 4: Model of start-off advance bond
- Model No. 5: Model retention fund
- Annex No. 6: Framework of schedule
- Annex No. 7: Evaluation grid
- Annex No. 8: Attestation of site visit

## ANNEX No. 2: MODEL BID BOND

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

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

We \_\_\_\_\_ [name and address of the bank], represented by \_\_\_\_\_ [names of signatories], hereinafter referred to as "the bank" hereby guarantee payment to the 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. 4: Model of start-off advance bond

Bank: reference, address 12/01/2025 \_\_\_\_\_

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of 12/01/2025 \_\_\_\_\_ [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]

## Document N°. 12: Preliminary studies

*[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 006/CAB/PM of 18 April 2008 relating to the respect of rules governing the award, execution and control of public Contracts]*



**Document N°. 13:**  
**List of banking establishments and  
financial bodies authorised to issue  
bonds for public Contracts**

## PLANS