Re: 00776/2025/SAN/BELO COUNCIL/CRENAC/ DAO

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

No 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

PROJECT TITTLE	THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION
IMPUTATION	
AUTHORIZATION	
BID BON	400,000 FCFA
TENDER FEE	40,000 FCFA
FINANCIAL YEAR	2025 FINANCIAL YEAR
DURATION	Four (04) months

Re: 06/02/25

AMOUNT	20,000,000 FCFA

Document No. 1: Tender notice drafted in French and English

Document No. 2: General Regulations of the invitation to tender

Document No. 3: Special Regulations of the invitation to tender

Document No. 4: Special Administrative Conditions

Document No. 5: Special Technical Conditions

Document No. 6: Schedule of prices

Document No. 7: Bill of quantities and estimates

Document No. 8: The sub-detail of prices

Document No. 9: Model contract

Document No. 10: Forms and Standard documents to be used

Document No. 11: List of banking establishments and financial bodies authorised to issue bonds for public contracts

Document No. 12 Other Documents

Document No. 13 Drawings

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

No 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

Document 1.

THE TENDER NOTICE DRAFTED IN ENGLISH AND FRENCH;

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

TENDER NOTICE

"OPEN NATIONAL INVITATION TO TENDER, EMERGENCY PROCEDURE"

No 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

FUNDING: PIB MINADER 2025

1. Subject of the invitation to tender:

Within the framework of the 2025 Public Investment Budget (PIB), the **Mayor of Belo Council** "Contracting Authority" hereby launches an Open National Invitation to Tender in emergency procedure ***FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.***

2. Nature of services

Work to be done consists of constructing a bridge in BELO Council Area, BOYO Division. The works include the following:

S/N	DESCRIPTION
100	PRELIMINARY WORKS
200	EXCAVATION
300	FOUNDATION
400	ELEVATION
500	ROOFING AND CEILING WORKS
600	WOODWORKS/METAL WORKS
700	PLUMBING AND SANITATION
800	ELECTRIFICATION
900	PAINTING AND DECORATION

1000	TILING
1100	DRAINAGE

3. **Participation and origin:**

Participation in this invitation to tender is open to Cameroonian enterprises that are in compliance with the fiscal laws and having a good experience in the domain concerned.

4. **Financing:**

The said Works shall be financed by the Public Investment Budget (PIB) of the Ministry of Agriculture and Rural development (**MINADER**), for the 2025 financial year assigned to the Mayor of Belo Council as Authorizing officer with Budget Head N°_____

5. **Provisional cost of project**

The provisional cost of the project 20,000,000 (Twenty million) FCFA

6. **Consultation of the tender file**

Interested eligible bidders may obtain further information during working hours as from the date of publication of this tender notice, at the Belo council.

7. **Acquisition of the tender file:**

The file may be obtained at the Belo Council Office, as soon as this notice is published against payment of a non- refundable sum of **(40,000) Forty thousand CFA** francs, payable at the Belo Council Treasury representing the cost of the tender file.

8. **Presentation of the tender file:**

The tender file in three (03) volumes shall be enclosed in three sealed envelopes.

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

The three volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

9. **Submission of the tender file;**

Each offer or bid drafted in English or French in seven **(07)** copies including the original and six **(06)** copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Belo Council Office not later than **25/02/2025** at 10.00 am local time and should carry the inscription:

"Open National Invitation to Tender, Emergency Procedure"

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

«To be opened only during the bid opening session»

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

10. Admissibility of bids :

Under penalty of being rejected, only originals or true copies certified by the issuing service 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.

11. Opening of bids:

The opening of the bids in one phase shall be done on 25/02/**2025** at 11.00 am in the conference hall of the Belo Council by the Belo Council Internal Tender Board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

12. Submission of bids timeframe:

Bidders have twenty one (21) days for the submission of their bids with effect of the publication of the tender notice.

13. Execution deadline

The maximum execution deadline shall be **Four (04) calendar months**, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

14. Provisional Guarantee (Bid bond):

Each bidder must include in his administrative documents a bid bond issued by a first category bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of **400,000 (four hundred thousand)** FCFA.

The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contract, the provisional deposit shall be released after the constitution of the final bond.

15. Evaluation of the bids:

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Analysis of the financial file.

The criteria of evaluation are the following:

There are two types of evaluation criteria: eliminatory and essential criteria.

14.1-Eliminatory criteria

Eliminatory criteria fix the minimum conditions to be fulfilled to be admitted for evaluation of the essential criteria.

They refer especially to:

14.1.1- Administrative documents

- Absence of a bid bond
- False declaration or falsified documents.

14.1.2- Technical file

- False declaration or forged documents;
- Technical assessment mark lower than 75% of "Yes".

14.1.3- Financial offer

- Incomplete financial offer;
- Omission or modification of a quantity in the financial offer;

14.2. Essential criteria:

The technical offer of the bidder shall be assessed along the following lines:

S/N	Designation	MARKS
01	**General Presentation of the offer:** Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01
02	**Reference of the enterprise:** ▪ Experience in the similar works	02
03	**Quality of Requested staff:** Qualifications, experience of personnel affected to the project, CV, NIC and attestation of availability.	03
04	**Presence of the methodology of work execution**	05
05	**Technical and material affected to the project:** The company should justify the property of the necessary material to the execution of works.	02
06	**Presence of the pre-financing capacity**	01

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).

The note of the technical offer will be gotten by addition of marks for every criterion. Only the technical offer having gotten an equal or superior note to **75% of YES** will be kept for the financial evaluation.

16. <u>Award of contract:</u>

The contract order shall be awarded to the bidder whose bid is in conformity to the dispositions of the tender file and on the basis of the lowest bid and technical quality.

17. Period of validity of bids:

The bidders shall remain committed to their bids during a period of (ninety) 90 days from the deadline set for the submission of bids.

18. Complementary information:

Complementary technical information may be obtained during working hours at the Belo Council: **673 20 64 35**.

Done at BELO, the

***MAYOR* (Contracting Authority)**



Hon Spouse Ayong Alice Sham-Ndim
PLEG

Copies:

- *ARMP;*
- *Chairperson of Tender Board;*
- *DDMINMAP BOYO*
- *DDMINTP BOYO*
- *Notice boards;*
- *Archives.*

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

COMMISSION INTERNE DE PASSATION DES MARCHES PUBLICS

" AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PRO D'URGENCECEDURE"

N° 04/AONO/CB/CIPM/2025/DU 30/01/2025

Pour les travaux de construction du CEAC de belo Dans l'Arrondissement de Belo, Département de la BOYO, Région du Nord-Ouest.

FINANCEMENT: BIP MINADER 2025

1.- Objet de l'Appel d'Offres :

Dans le cadre du budget d'investissement public 2025, Le Maire de la commune de BELO lance un Avis d'Appel d'Offres National ouvert en procédure d'urgence pour **les travaux de *construction du CEAC de belo*** dans l'Arrondissement de BELO, Département de BOYO, Région du Nord-Ouest.

2.- Consistance des travaux:

Les travaux, objets du présent Appel d'Offres portent sur la ***construction d'un CEAC a Belo Dans l'Arrondissement de Belo, Département de la BOYO, Région du Nord-Ouest*** et comprennent:

S/N	DESCRIPTION
100	PRELIMINARY WORKS
200	EXCAVATION
300	FOUNDATION
400	ELEVATION
500	ROOFING AND CEILING WORKS
600	WOODWORKS/METAL WORKS
700	PLUMBING AND SANITATION
800	ELECTRIFICATION
900	PAINTING AND DECORATION
1000	TILING
1100	DRAINAGE

3.- Participation et origine:

La participation au présent Appel d'Offres est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisé des opérations similaires.

4.- Financement :

Les prestations, objet du présent Appel d'Offres, sont financées par le budget d'investissement public **(BIP) - Exercice 2025 du MINADER** avec comme pour ligne budgétaire N°_____

5.- Coût prévisionnel :

le coût prévisionnel TTC de l'opération à l'issue des études préalables est de **20 000 000 (vigt millions) FCFA.**

6. Consultation du dossier d'Appel d'Offres :

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la Mairie de Belo, dès publication du présent avis.

7.- Acquisition du dossier d'Appel d'Offres :

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la Mairie de Belo, Secretariat General, sur présentation d'une quittance de versement d'une somme non remboursable de **40, 000(quarante mille)** francs CFA au Trésor de la Commune de Belo. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

8.- Présentation des offres :

Les documents constituant chaque offre sont repartis en trois (03) volumes ci-après contenus dans une enveloppe fermée et scellée dont:

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

9.- Remise des Offres :

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, au secretariat general de la Commune de Belo, au plus tard le _25/02/2025 à 10 heures, heure locale et devront porter la mention:

"Appel d'Offres National Ouvert en Procédure d'urgence"

N° 04/AONO/CB/CIPM/2025/DU 30/01/2025
Pour les travaux de construction d'un CEAC a Belo Dans l'Arrondissement de Belo, Département de la BOYO, Région du Nord-Ouest.

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

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

10.- Recevabilité des offres:

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

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

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

11.- Ouverture des offres :

L'ouverture des offres aura lieu en un temps le 25/02/2025 **à 11 heures** précises dans la salle des Conférences de la Mairie de Belo, par la Commission Interne de Passation des marchés publics Compétente en présence des soumissionnaires.

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

12.- Délai de réponse des soumissionnaires :

Pour cet Appel d'Offres, le délai de réponse est fixé à Quinze (15) jours calendaires aux entreprises désireuses d'y participer à compter de la date de publication de l'Avis d'Appel d'Offres.

13.- Délai d'exécution des travaux :

Le délai global d'exécution des travaux est de quartre (04) mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

14.- Cautionnement Provisoire (Garantie de soumission):

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie, selon le modèle indiqué dans le dossier d'Appel d'Offres, par une banque de premier ordre agrée par le Ministère des Finances et dont la liste figure en annexe d'un montant égal à **400 000FCFA (quartre cent milles)** francs CFA.

Le cautionnement provisoire sera libéré d'office au plus tard (20) jours après l'expiration de la validité des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

15.- Evaluation des Offres:

L'évaluation des offres se fera en trois (03) étapes:

- 1ère étape: Vérification de la conformité du dossier administratif de chaque soumissionnaire ;
- 2ème étape: Evaluation des offres techniques;
- 3ème étape : Analyse des offres financières.

Les critères d'évaluation des offres sont les suivants :

Les critères d'évaluation sont constitués de deux types : les critères éliminatoires et les critères essentiels.

15.1-Critères éliminatoires

Les critères éliminatoires fixent les conditions minimales à remplir pour être admis à l'évaluation suivant les citernes essentielles.

Il s'agit notamment:

15.1.1-Pièces administratives

- Absence ou insuffisance de la caution provisoire de soumission ;
- Fausse déclaration ou documents falsifiés.

15.1.2-Offres techniques

- Fausse déclaration ou documents falsifiées ou scannés ;
- De façon systématique, toute offre n'ayant pas atteint ou dépassé après évaluation technique, la barre de **75 % du OUI** sera écartée et non éligible à l'analyse financière;

15.1.3-Offres financières

- Offre financière incomplète ;

- Omission ou modification dans l'offre financière d'une quantité ;

15.2. Critères essentiels

Les critères dits essentiels sont ceux primordiaux ou clés pour juger de la capacité technico-financière des candidats à exécuter les travaux, objet de l'appel d'offres.

Les critères essentiels de qualification sont tel qu'il suit;

N°	Désignation	Nombre de point
01	**Présentation générale de l'offre:** Reliure, Intercalaire de couleur et page de garde, Présentation de toutes les pièces dans l'ordre prescrit, Qualité du document.	01
02	**Références de l'entreprise :** ▪ Expérience dans les travaux Bâtiment et/ou de Génie Civil:	02
03	**Qualité du personnel:** Qualifications, expérience du personnel affecté au projet, CV, CNI et attestation de disponibilité.	03
04	**La présence de la Méthodologie d'exécution des travaux**	05
05	**Moyens techniques et matériels affectés au projet :** L'entreprise devra justifier la propriété du matériel nécessaire à l'exécution des travaux.	02
06	**La présence de la Capacité de préfinancement**	01

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

La note de l'offre technique sera obtenue par addition des points pour chaque critère. Seule l'offre technique ayant obtenue une note égale ou supérieure **à 75% du OUI** sera à l'évaluation financière.

16.- <u>Attribution de la lettre commande :</u>

La lettre commande sera attribuée au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la moins-disante et techniquement qualifiée, conformément à l'article 99du Code des lettre commandes Publics.

17.- Délai de validité des offres :

Les soumissionnaires restent engagées par leurs offres pendant une période de quatre - vingt -dix (90) jours, à compter de la date limite fixée pour la remise des offres.

18.- Renseignements complémentaires :

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la Commune de Belo, service de la passation des marchés publics. **Tel: N° 673 20 64 35.**

Fait à BELO, le _____

Le Maire de la Commune de Belo

(Autorité Contractante)

Ampliations :

- ***ARMP***
- ***Président CPM***
- ***DD MINMAP BOYO***
- ***DDMINTP BOYO***
- ***Affichage***
- ***Chrono / Archives.***

Mbuh Spouse Ayong Alice Sham-Ndim
PLEG

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT N°. 2:

GENERAL REGULATIONS OF THE INVITATION TO TENDER (GRIT)

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 bidder.....

Article 7: Visit of site of works.....

B. **Tender File**.....
Article 8: Content of Tender File.....

Article 9: Clarifications on Tender File.....

Article 10: Modification of the Tender File.....

C. **Preparation of Tenders**
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: Data and time-limit for submission of bids.....

Article 23: Out of time-limit bids.....

Article 24: Modification, substitution and withdrawal of bids.....

E. **Opening of bids and evaluation of offers**.....
Article 25: Opening of bids.....

Article 26: Confidential nature of the procedure.....

Article 27: Clarifications on the offer and contact with Contracting Authority.....

Article 28: Determination of their conformity.....

Article 29: Qualification of the bidder

Article 30: Correction of errors.....

Article 31: Conversion into a single currency.....

Article 32: Evaluation of financial offers.....

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: Cancellation of invitation to tender or declared unsuccessful.....

Article 37: Notification of the award of the contract.....

Article 38: Signature of the contract.....

Article 39: Final bond.....

GENERAL RULES OF THE INVITATION TO TENDER

Article 1: Scope of the tender

1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches an invitation to tender for the construction and/or completion of the works described in the Tender File and briefly described in the Special Regulations.
The name, identification number and number of lots which form the subject of the invitation to tender feature in the Special Regulations of the invitation to tender.

1.2 The bidder retained or the successful bidder shall complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order or that indicated in the said Administrative Order.

1.2 In this Tender File, the term "day" means a calendar day.

Article 2: Financing

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

Article 3: Fraud and corruption

3.1 The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of public contracts. By virtue of this principle:

a) The following definitions shall be admitted:

I. Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;

II. Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;

III. "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;

IV. "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2 The Minister Delegate at the Presidency in charge of public contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence, peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him

Article 4: Candidates allowed to compete

4.1 If the invitation to tender is restricted, consultation 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 17, 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 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) Orders acquired and contracts awarded;
(iv) Pending litigations; and
(v) Availability of indispensable equipment.

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

(a) The bid must include all the information listed in article 6(1) above. The Special 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 th`e 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.

B. Tender File

Article 8: Content of Tender File

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

Document No. 1. The letter of invitation to tender (for restricted invitation to tender);
Document No. 2. The tender notice;
Document No. 3. The General Regulations of the invitation to tender;
Document No. 4. The Special Regulations of the invitation to tender;
Document No. 5. The Special Administrative Conditions;
Document No. 6. The Special Technical Conditions;
Document No. 7. The schedule of unit prices;
Document No. 8. The bill of quantities and estimates;
Document No. 9. The sub details of unit prices;
Document No. 10. 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. 11. Models to be used by bidders;

a. Model contract;

Document No. 12. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;
Document No. 13. 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 (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.

9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

9.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to MINMAP and the body in charge of the regulation of public contracts.

Article 10: Amendment of the Tender File

10.1The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

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 offer

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

Volume 1: Administrative documents

They include:

I. All documents stating that the bidder:

- Has complied with all declarations provided for by the laws and regulations in force;
- I current with his taxes, contributions, fees or levies of any kind whatsoever;
- Is not in a State of liquidation or bankruptcy;
- Is not struck by one of the prohibitions and disqualifications criteria provided for by the legislation in force.

II. Bid bond(s) issued is are in conformity with the provisions of article 15 of the present RGAO;

III. A written confirmation authorizing the signatory of the offer to engage the bidder

- IV. The CCAP is duly initialled on each page and signed on the last page.
- V. Localization plan is duly signed by the authority concern.

b. Volume II: Technical Offer

It includes:

I. References of the company (the contractor will provide contracts or Jobbing orders for similar work carried out as well as related minutes of reception);

II. Personnel: the contractor will present the competent technical staff and workers he intends to employ before the beginning of the work (attach to each staff CV signed by the candidate, certified copy of technical diploma attestation of presentation of original of the technical diploma, and the attestation of availability signed by the candidate);

III. Site equipment: The contractor shall justify the ownership and the State of the equipment necessary for the performance of the work (providing registration certificates, invoices and certificates of road worthiness (visit technique) of rolling equipment;

IV. The technical note on the methodology of intervention of the work: the company will produce a technical note dated and signed providing all the information concerning the mode of execution of the works, the execution plan of the expected output, provision of materials or site materials, the potential advantages in terms of safety of the environment and the Organization of the company,

V. Attestation of site visit and the site visit report;

Vi. The CCTP duly initialled on each page and signed on the last page

Vii Attestation of solvency of the contractor.

c. Volume 3: Financial offer

It includes:

I. The submission letter, in original drafted according to the model attached, stamped at the rate in force, signed and dated;

II. The unit price schedule duly completed, with an indication of the unit price excluding VAT in letters and figures;

III. Detail Bill of Quantities and cost estimate of the work completed;

IV. Sub-details of the different prices according to the model attached;

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(1) 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 Invitation to Tender, the bidders present offers 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.

14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.

14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.

14.4 If a price revision/updating clause is provided for in the contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any contract of duration less than one (1) year shall not be subject to price revision.

14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

Article 15: Currency of bid and payment

15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the invitation to tender.

15.2 Option A: The amount of the bid shall be entirely made in the national currency.
The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.
b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the contract so that the retained bidder does not bear any change in the exchange rate.

15.3 Option B: The amount of the bid shall be directly made in the national and foreign currency at the rates fixed in the Special Regulations.

The bidder shall draw the unit prices of the price schedule and the prices of the bill of quantities and estimates in the following manner:

(a) The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";
(a) The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

15.4 The Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and 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 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:

(a) if the bidder withdraws his bid during the period of validity;
(b) if the retained bidder:

i) fails in his obligation to register the contract in application of article 38 of the General Regulations;

i) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

ii) 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.

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of bids

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

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

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 be bearing 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

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 or double phases 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 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.

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

Article 28: Determination of compliance of bids

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

28.2 The Evaluation sub-committee shall determine if the bid is essentially in compliance with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

28.3 A bid that complies with the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that:

i) which substantially limits the scope, quality or realisation of the works;

ii) which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the contract;

iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File?

28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.

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

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.

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.

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 33: Preference granted national bidders

National contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

Article 34: Award

34.1 The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and

financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates

34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest bid shall be determined by evaluating this contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

34.3 Any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

Article 35: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure

The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 36: Notification of award of the contract

Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the preferred bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Project Owner will pay the contractor to execute the works and the execution time-limit.

Article 37: Publication of results of award and petitions

37.1 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.

37.2 The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

37.3 After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the 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.

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA
DÉCENTRALISATION ET DU
DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT NO. 3:

SPECIAL REGULATIONS OF THE INVITATION TO TENDER

SPECIAL REGULATIONS OF THE INVITATION TO TENDER

1) PURPOSE OF THE TENDERS:

The purpose of this tender is the ***FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION*** launched by the Mayor of Belo Council Within the framework of 2025 Public Investment Budget (PIB) by Invitation to tender Reference: ***N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025***

2) EXECUTION DEADLINE:

The maximum execution deadline provided for by the Contracting Authorityshall be **One Hundred and Twenty days (120)** days maximum, as from the date of notification of the service order.

3) SOURCE OF FINANCING

The said Works shall be financed by the Public Investment Budget (PIB) of the Ministry of Agriculture and rural development for the 2025 financial year assigned to the Mayor of BELO Council as Authorizing officer.

4) CONSISTENCY 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 **Belo Council**, not later than **25/02/2025 at 10.00 am,** local time. It should be labelled as follows:

"Open National Invitation to Tender, Emergency Procedure"

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025
FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

«To be opened only during the bid opening session»

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

Internal envelopes

Three (03) internal envelopes shall be sealed in an external envelope.

The first internal envelope shall be labeled;

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

ENVELOPE A : ADMINISTRATIVE DOCUMENTS

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force(dated, signed And stamped by the contractor)
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 of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank of first order not more than three months.
A.5	Purchase receipt of tender file of 40,000fcfa issued by Belo council treasury
A.6	A bid bond of **400 000 FCFA (Four hundred thousand FCFA)** issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)
A.8	*Valid attestation for submission by the Social Insurance Fund, certifying that the bidder satisfied his obligations with respect to the aforementioned Social Insurance*
A.9	*Attestation of tax compliance franked*
A.10	*Attestation of imatriculation franked*
A.11	*Localization plan signed by bidder*
A.12	*The Special Administrative Clauses (SAC); (each page should be initialed and the last page signed And stamped).*
A13	*Power of attorney where applicable*
A14	*Group agreements where applicable*

NB:

- *The above administrative documents should be forwarded in their originals or certified true copies dating not more than three months old.*

- *The absence or the nonconformity of one of these documents will result to the elimination of the offer*

ENVELOPE B: - VOLUME II TECHNICAL OFFER

Doc N°	DESIGNATION
B1	**General presentation of bids** ➢ Properly bound. ➢ Table of content. ➢ Separators in color apart from white ➢ Presentation of documents in the order given in this tender. ➢ Clearness of the documents
B.2	**REFERENCES OF SIMILAR WORKS EXECUTED** ➢ List of references of similar works executed. The contractor will provide evidence of similar work carried out during the last four (04) years. ➢ Show proof of similar projects executed by presenting certified true copies of jobbing orders (front and last pages) and minutes of provisional acceptance.
B.3	**PERSONNEL** Bidders shall undertake to have employed or to employ, before the start of works, competent technical staff, (attach to each staff a CV signed by the candidate, a certified copy of the technical diploma, attestation of presentation of original of the technical diploma, an attestation of availability signed by candidate and Certified copy of ID card) notably. ➢ A works supervisor with at least the level a civil or rural engineer with at least four (04) years professional experience in the domain of civil construction or similar works. ➢ A foreman with at least the level of a senior technician in civil or Rural Engineering with at least four (04) years of professional experience in the domain of civil construction or similar works. ➢ Other support staff or semi-skilled workers - A Builder with at least the level of a Bacc Masonry with 4 years professional experience on building construction or similar works.

B.4	**Equipment and Construction Tools** The List of equipment the bidder intends to use on site The contractor shall justify the ownership and the State of the equipment necessary for the performance of the work to be carried out. ➢ **Equipment :** - Legalized Registration document (pickup or van, truck, hand Compactor etc.) or Legalized document to hired equipment. ➢ **Construction Tools** - List of small construction tools or assorted tools signed by the head of the company. - The bidder Should show justification of construction tools by producing legalized receipts of: (Wheel barrows; Spades; Hammers etc)
B.5	**Technical notes on the methodology and the execution of works.** The bidder will produce a technical note dated and signed on the last page providing all the following information. - The mode of execution of the works - The planning of intervention, the expected output - supply of materials or site equipment - Measures of safety and protection of the environment - Administrative and technical organization of the enterprise
B.6	**Attestation of site visit and Site Visit Report** ➢ Attestation of site visit signed by the engineer of the company ➢ Site visits Report. The bidder shall under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals signed and stamped by the contractor (pictures of the site visit obligatory)
B.7	**Financial Capacity of the Bidder** Pre – Financing capacity from a banking institution of first order approved by the Ministry in charge of finance, **not less than 25%** of the amount required in the offer.
B.8	The Special Technical Clauses (STC). (Each page should be initialed and the last page signed And stamped).

ENVELOPE C: FINANCIAL OFFER

Doc N°	*DESIGNATION*
C.1	The bid itself according to the model attached, stamped at the rate in force, dated, signed And stamped by the contractor.
C.2	The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)
C.3	Detail quantities and cost estimates of works completed(signed And stamped)
C.4	The sub-details of prices according to the model attached (signed And stamped)

5) Currency of bid and settlement

5.1. The value of the contract shall be in national currency (FCFA). The amount of the bid, the unit prices, the price Bill of quantities and sub detailed of unit prices shall be entirely in CFA Francs in the following manner:

a. Prices will be entirely settled in CFA Francs. Any bidder, who wants to engage expenditures in other currencies for the execution of the work, shall indicate in an annex to his submission, the percentage of the amount of the offer required to cover the needs in foreign currencies, without exceeding a maximum of three currencies of Member countries of the institution financing the contract.

b. The exchange rates used by the bidder to convert its offer in national currency shall be the rate of the day of the deposition of the bids. This exchange rate will be applied for any payment in respect of the contract, so that no foreign exchange rate risk is supported by the successful bidder.

The contract prices are firm and no-revisable.

6) 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 Belo Council office not later than **25/02/2025 at 10 am** local time. It should be labelled as follows

"Open National Invitation to Tender, Emergency Procedure"

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025
FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

«To be opened only during the bid opening session»

7) EVALUATION OF TENDERS

7.1. Opening of bids

The bids shall be opened in single phase. The opening of the administrative documents and the Technical and Financial offers shall take place on the **25/02/2025 at 11am** local time, by the council Tenders Board at the Conference Hall of Belo Council.

Only bidders or their duly mandated representatives with a perfect knowledge of their offer shall attend this opening session.

Representatives of bidders shall have to sign a form stating their presence at the opening of tenders.

7.2. Clarification on the bids

The request for clarification and the response shall be done in writing. No change of the offer price shall be requested, proposed or authorized.

7.3. Examination of bids

The tenders' board shall examine the bids to determine if they are complete, if the required guarantees have been provided, if the documents were produced following the tender file requirements, whether they contain calculation errors and if the bids are generally in good order. Any calculation errors will be corrected on the following bases:

- If there is a calculation error, the total price will be corrected on the basis of the unit price.
- If there is a contradiction between the price in words and the price in figures, the price in word will govern.

7.4. Evaluation and comparison of bids

The technical subcommittee shall evaluate and compare the bids which were previously found substantially responsive to the conditions of the present call for tenders. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission.

The evaluation of bids shall be in two steps: technical and financial evaluation.

7.4. 1. Technical evaluation

7.4.1. 1. Eliminatory criteria

Eliminatory criteria will focus on the following aspects:

- Absence of an element in the administrative file;
- Deadline for delivery higher than prescribed;
- False declaration, forged or scanned documents;

- Two Bids with the same personnel
- Incomplete financial information.
- Technical assessment mark lower than **75% of "Yes".**

7.4.1. 2 Essential criteria

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

- General presentation of the tender files;
- References of the company in the similar achievements;
- Experience of supervisory staff;
- Logistics;
- Methodology;
- Financial capacity;
- Attestation of site visit signed by both the Village Head of BELO and the company administrator or their representatives;
- Report of site visit signed by the company administrator
- The Special Technical Clauses (STC). (Each page should be initialed and the last page signed and stamped).
- The Special Administrative Clauses (SAC); (each page should be initialed and the last page signed and stamped);
- Pre – Financing capacity **not less than 25%** of the amount required in the offer

7.4.1.3 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 (STR).

This evaluation shall be done in a purely binary method with a (**yes**) or a (**no**) with an acceptable minimum of **80%** of the essential criteria taken in account.

The contract shall 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.

A) The company's references:

Similar works in the last four (4) years. The bidder shall justify its turnover either by a document from an expert or by submitting documents that can be used to appreciate the amounts from the

realizations and the quality of the work (certificate of completion and/or minutes of (provisional or final) reception and related contracts, and jobbing orders).

b) Essential equipment

Essential equipment that the contractor shall make available for the contract (registration documents, purchase receipt) shall be the following: 4 x 4 pickup vehicle or van for the transportation of personnel and other materials such as a Vibrator, a hand compactor or Legalized documents to hire equipment.

C) The qualification of site personnel:

A works supervisor with at least the level a civil or rural engineer with at least five (04) years professional experience in the domain of civil construction or similar works. (Attached a certified copy of certificate, CV, attestation of presentation of original of the technical diploma, an attestation of availability signed by candidate and a certified copy of ID card)

A foreman with at least the level of a senior technician in civil engineering or Rural Engineering with at least four (04) years of professional experience in the domain of civil construction or similar works. (Attached a certified copy of certificate, CV, attestation of presentation of original of the technical diploma, an attestation of availability signed by candidate and a certified copy of ID card)

Other support staff or semi-skilled workers

- 03 (three) builders (1) and formwork technician with 4 years professional experience on building/bridge construction or similar works.

(d) The methodology of intervention and execution of work:

The company will produce a technical note dated and signed on the last page providing information about:

i. The mode of execution of the works.

ii. The planning of intervention, the expected output.

iii. The supply of materials or site equipment.

iv. Measures of safety and protection of the environment.

v. Administrative and technical organization of the enterprise.

E) Self-financing capacity:

An attestation of financial credibility issued by the same Bank as for the bid bond (access to a credit or of other financial facilities to ensure the gross margin of self-financing necessary for the duration of the contract.)

The available amount shall be at least more than or equal to amount required in the offer.

7.4.1. 3 other criteria

7.4. 2. Financial evaluation

The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals.

Award of Contract

Subject to the clause of article 6 of the present OMPP, the Contracting authority will award the contract to the bidder whose offer has been recognized substantially responsive to the requirement of the Tender file and has submitted the lowest feasible evaluated bid price.

9) Right of the Contracting authority to accept or reject any offer

Notwithstanding article 5 of the present OMPP, the Contracting authority reserves the right to cancel the tendering process at any time before the opening of the tenders, without incurring liability to the bidders affected by its decision, nor obligation to inform them of the reasons for its decision.

10) Site Visit

A site visit is recommended to participating companies in this Tender file.

11) Period of validity of tenders

The period of validity of the tender is 90 days from the date of deposition of the offers.

12) Performance guarantee

Within fifteen (15) days from the date of notification of the contract, the contractor shall provide a guarantee of three percent (3%) of the amount of the contract (all taxes inclusive), to ensure full implementation.

13) COMMENCEMENT OF WORK:

Before the commencement of work, the contractor shall be installed on the site by the following:

- The Project Owner (authorizing officer) .....Chairman
- Contract engineer ,(DD-MINTP-BOYO).....Secretary
- The Divisional Delegate of MINMAP or his representative, ...Observer
- The Project Manager ; (CDO Belo Council) .....Member
- The Stores Accountant Belo Council.....Member
- The Contract Manager (SG BELO COUNCIL) .....Member
- The DDMINADER Boyo.....Member
- Representative Beneficairy Community.....Member
- The DD MINDDEVEL .....Member
- The Contractor or his Representative..... ..... (Member)

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT NO. 4:

SPECIAL ADMINISTRATIVE CLAUSES (SAC)

SPECIAL ADMINISTRATIVE CLAUSES (SAC)

Table of contents

CHAPTER I: GENERAL PROVISIONS

Article 1 - Subject of the Contract

Article 2 - Award procedure

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

Article 4 - Language, applicable laws and regulations

Article 5 - Constituent documents of the contract (article 4 of GAC)

Article 6 - General Applicable Texts

Article 7 - Communication (GAC articles 6 and 10 supplemented)

Article 8 - Administrative Orders (article 8 of GAC supplemented)

Article 9 - Contracts with conditional phases (article 15 of GAC)

Article 10 -Contractor's Equipment and Personnel (article 15 of GAC supplemented)

CHAPTER II: FINANCIAL CLAUSES

Article 11 - Guarantees and securities (articles 29 and 41 of GAC supplemented)

Article 12 - Amount of contract (articles 18 and 19 supplemented)

Article 13 - Place and method of payment

Article 14 - Price variation (article 20 of GAC)

Article 15 - Evaluation of works (article 23 supplemented)

Article 16 - Advances (article 28 of GAC)

Article 17 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)

Article 18 - Interests on overdue payments (article 31 of GAC supplemented)

Article 19 - Penalties for delay (article 32 of GAC supplemented)

Article 20 - Final detailed account (article 35 of GAC)

Article 21 - General and final detailed account (article 35 of the GAC)

Article 22 - Tax and customs schedule (article 36 of GAC)

Article 23 - registration and Stamp duty (article 37 of GAC)

CHAPTER III: EXECUTION OF THE WORKS

Article 24 - Nature of works

Article 25 -Role and responsibilities of the Project Owner (GAC supplemented)

Article 26 - Execution time-limit of the contract (article 38 of the GAC)

Article 27 - Role and responsibility of the contractor (article 40 of GAC)

Article 28 - Provision of documents and site (article 42 of the GAC)

Article 29- Insurance of structures and civil liabilities (article 45 of GAC)

Article 30 -Documents to be furnished by the contractor (Article 49 of the GAC supplemented)

Article 31 - Organization and security of sites (article 50 of GAC)

Article 32 - Implantation of structures (article 52 of GAC)

CHAPTER IV: RECEPTION

Article 33 - Sub-contracting (article 54 of GAC)

Article 34: Works site journal (LOG BOOKS)

Article 35: Use of explosives (article 60 of the GAC)

Article 36 -Provisional Acceptance (article 67 of the GAC)

CHAPTER V: MISCELLANEOUS PROVISIONS

Article 37 - Documents to be furnished after execution (article 68 of GAC)

Article 38 - Guarantee time-limit (article 70 of GAC)

Article 39 - FinalAcceptance (article 72 of GAC)

Article 40 - Termination of the contract (article 74 of GAC)

Article 41 - Force majeure (article 75 of GAC)

Article 42 - Disagreements and Disputes (article 79 of the GAC)

Article 43 - Differences and Disputes

Article 44 - Production and dissemination of this contract

Article 41 and last: Entry into force this jobbing order

CHAPTER 1: GENERAL PROVISIONS

Article 1: Subject of contract:

The Subject of the present contract is *FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.*

ARTICLE 2: AWARD PROCEDURE

The present contract is concluded by open National Invitation to Tender

ARTICLE 3: DEFINITIONS AND DUTIES (Article 2 of GAC Supplemented)

3.1 *General definitions (cf. Code)*

- The Contracting Authority shall be the ***Mayor of Belo Council;*** He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The Control Engineer shall be. The ***Divisional Delegate of Public Works BOYO*** herein after referred to as the Control Engineer
- The Project Owner shall be the ***Lord Mayor Belo Council***. He represents the beneficiary administration of the works. [Authorising Officer].
- The Project Manager who carried out the preliminary studies is the ***Boyo council development officer for Belo Council***
- *The* ***contract Manager is the SG Belo Council*** *who shall ensure the smooth execution of the project both administratively and otherwise and report to the mayor.*
- *The DD MINMAP BOYO shall be responsible for the control and monitoring of the execution of the contract.*
- *The DD MINDDEVEL shall be responsible for the implementation of the competencies transferred to the councils as per the finance law*

3.2 Security

- The authority in charge of ordering payment shall be: ***The Mayor of Belo Council.***
- The authority in charge of the clearance of expenditures shall be [Authorising Officer].
- The body or official in charge of payment shall be the ***Municipal Treasurer.***
- The official competent to furnish information within the context of execution of this contract shall be the ***Mayor of Belo Council.***

3.3 Duties of the Control Engineer, Project Manager

i. Missions; To ensure the qualitative and quantitative execution according to the terms of this contract and the respect of time limits

ARTICLE 4: Language applicable laws and regulations

4.1 The language to be used shall be either English or French

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

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

Article 5: CONSTITUENT DOCUMENTS OF THE CONTRACT

The Contractual document, which form part of this contract in order of priority.

1) The Bid or commitment letter;

2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Special Technical Conditions (STC) hereunder;

3) The Special Administrative Conditions (SAC);

4) The Special Technical Conditions (STC);

5) The particular element necessary for the determination of the contract price, in order of priority are the unit price schedule, the detail of lump sum prices and detailed estimates break down of the lump sum prices;

6) Plans, calculation notes, trial documents, geotechnical documents,

7) The General Administrative Conditions applicable on public contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;

8) The General Technical conditions shall be applicable to the services forming the subject of the jobbing order.

ARTICLE 6: GENERAL APPLICABLE TEXTS

This contract shall be governed by the following general instruments:

- The special General Administrative Clauses (CCLS);
- The law N ° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- The Decree N ° 2004/275 of 24 September 2004 to institute the Public Contracts Code;
- Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and functioning of the Public Contracts Regulation Agency ARMP.
- Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;

- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;
- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Decree N°2012/074 of 08 march 2012 relating to the creation, organization and functioning of the Public Tenders Board;
- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 June 2012 on the award, the control of execution of public contracts;
- The circular No 00013995.C/MINFI of 31 DEC 2024 Bearing instructions relating to the implementation of the finance laws, the monitoring and control of the execution of the budgets of the state and other public entities for the 2025 fiscal year
- Unified Technical Documents (DTU) for building works;
- The CCTP;
- The Norms in force in the Republic of Cameroon;
- Order No 00002/MINEPDED of 08th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).

- Other texts specific to contracting fields
- Legal framework governing COLEPS
    - Decree No. 2025/366 of 20 June 2018 to institute the Public Contracts Code, article 122 of which provides for the dematerialisation of procedures
    - Decree No. 2025/001/PM of 5 January 2018 creating a dematerialisation platform for public Contracts and setting its rules of use
    - Decfee No. 2025/001/PM of 5 January 2018 to lay down conditions and procedures for the electronic award of Public Contracts in Cameroon
    - Order No. 0101/A/MINMAP/CAD of May 2, 2018 to implement the character for the use of the Public Contracts dematerialisation platform
    - Order No. 002/A/MINMAP/CAB of 18 January 2019 establishing the thresholds and the types of contracts that may be awarded electronically for the 0019 financial year ;
    - Order No. 0003/MINMAP/CAB of 18 January 2019 establishing the list of acts and documents to be published mandatorily on the public procurement dematerialization platform for the 2019 financial year

Article 7: COMMUNICATION

7.1 All notifications and written communication within the framework of this contract shall be sent to the following address:

a) In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Chief of Service and immediately after completion of the works, correspondences shall be validly address to Belo Council.

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 the addressee: The Divisional Delegate of Public Contracts for Belo with copies addressed to the Chief of Service and the Engineer.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Chief of Service.

ARTICLE 8: ADMINISTRATIVE ORDERS

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

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.

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 Control 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.

8.1 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 Control Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

8.2 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.

8.3 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.

Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Control Engineer.

8.4 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

8.5 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a maximum of 30 days from the date of transmission by the Contracting Authority to the Project Manager. Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

ARTICLE 9: CONTRACTS WITH CONDITIONAL PHASES (ARTICLE 9 OF GAC)

9.1 This contract is to be executed in only one phase

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 15 days from.

ARTICLE 10: CONTRACTOR'S EQUIPMENT AND PERSONNEL (Article 15 of GAC supplemented)

10.1 Any modification, even partial, made in the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have the personnel replaced by a staff of equal competence (qualifications and experiences).

10.2 In any case, the list of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **Seven (07) 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 mentioned in article 45 below or the application of penalties [*to be specified where need be*]

CHAPTER 2: 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 Contracting Authority 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 (Guarantee Retention)

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

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

11.3 Guarantee of start-off advance

The contractor may be granted a start-off amount of 20% of the contract amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

ARTICLE 12: AMOUNT OF THE CONTRACT

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)

Prices shall be firm and not subject to any price revision.

a. Payments on account made to the contractor's advances shall not be revisable.

b. Revision shall be "frozen" upon expiry of the contractual time-limit, except in the case of price reductions.

1.1 Price updating modalities (not applicable)

ARTICLE 15: EVALUATION OF WORK DONE

The work done shall be evaluated using the unit price.

ARTICLE 16: ADVANCES (article 28 of the GAC)

16.1 The Contracting Authority *may* grant a start-off advance *equal to 20% of the amount of the contract]*.

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

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

16.4 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.

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

Article 17: PAYMENT FOR WORKS (articles 26, 27 and 30 of the GAC supplemented)

17.1 Establishment of works executed

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

17.2 Monthly detailed account

No later than the fifth (5th) 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:

- [100-1.1 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.

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

ARTICLE 18: 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 19: PENALTIES FOR DELAY

A. Penalties for lateness.

19.1 ***The amount set for penalties for delays is set as follows:***

a) One two thousandth (1/2000th) of the initial contract amount all taxes inclusive per calendar day of delay from the first (1st) to the thirtieth (30th) day beyond the contractual time-limit.

b) One thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

19.2 The cumulated amount of penalties for delay shall be limited to ten percent (10%) of the initial contract inclusive of all taxes.

B. Specific penalties.

19.3 Apart from penalties of overrun of the contractual deadlines, the contractor is liable to the following special penalties for the non-respect of the provisions of the contract. Notably:

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

ARTICLE 20: FINAL DETAILED ACCOUNT (article 34 of the GAC)

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

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

20.2[Indicate the time-limit available to the Contract Manager to notify the corrected and approved draft to the Project Manager (maximum one month)].

20.3[Indicate the time-limit available to the contractor to return the signed final detailed account (maximum 1 month)].

ARTICLE 21: GENERAL AND FINAL DETAILED ACCOUNT (article 35 of the GAC)

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

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

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

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

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

ARTICLE 22: TAX AND CUSTOMS SCHEDULE

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

- Taxes and dues relating to industrial and commercial projects, including the AIR which is a deduction on company taxes;
- Registration dues in accordance with the tax code;
- Dues and taxes attached to the execution of services provided for in the jobbing order;
- Duties and taxes of entry in to Cameroonian territory (customs duties, VAT, computer tax);
- Council dues and taxes;
- Dues and taxes relating to the execution of building materials and water.

These elements shall be included in the costs which the enterprise inputs on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes. All prices inclusive taxes mean VAT included.

ARTICLE 23: REGISTRATION AND STAMP DUTY

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

CHAPTER III: EXECUTION OF THE WORKS

ARTICLE 24: 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 25: ROLE AND RESPONSIBILITIES OF THE PROJECT OWNER (GAC supplemented)

25.1 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.

25.2 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 26: EXECUTION TIME-LIMIT OF THE CONTRACT (article 38 of the GAC)

26.1 The time-limit for the execution of the works forming the subject of this contract shall be **one hundred and twenty (120) days.**

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

ARTICLE 27: ROLES AND RESPONSIBILITIES OF THE CONTRACTOR

The contractor shall be responsible for the works for which he has been chosen. To this effect, his mission shall be to ensure its execution under the supervision of the Engineer in conformity with the regulation and standards in force and in respect to the work schedule. The contractor shall also be expected to carry out all the necessary calculations, chose and buy all machines, adequate materials etc. required for the work and engage suitable workers.

The contractor confirms that he has verified the volume of work to be executed and that he is reputed to have taken perfect cognizance of the scope of the works and the necessity for prompt action to request irrespective of whether he has to use his own equipment or hire equipment to execute the work. To this end, he cannot use any omission or under estimation of the works to make any claims of any nature whatsoever.

Removal of equipment, materials, installations and work site waste shall be carried out by the contractor before reception, failing which the Contracting Authority shall automatically proceed with it soon after the expiry date, at the contractor's expense.

ARTICLE 28: 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 29: 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 30: DOCUMENTSTO 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*]

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

a) Within a minimum deadline of [*Fifteen (15) days]* from the date of notification of the Administrative Order to commence execution, the contractor shall submit in *[six (6)]* copies for the approval of [*Contract Manager after the endorsement of the Project Manager (or Project Engineer]* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

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

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of 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 Contract Manager or Project Manager does not in any way release the contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule.

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

b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.

c) The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.

30.2 Execution draft

a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [*Contract Manager or Project Manager*] at most one month (*specify the duration which must not exceed one month*) prior to the date provided for the commencement of execution of the corresponding part of the structure.

b) The *Contract Manager or Project Manager* has a deadline of *fifteen (15) days* to examine and make known his observations. The contractor then has a deadline of [*eight days*] to present a new file including the said observations.

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

ARTICLE 31: ORGANISATION AND SAFETY OF SITES (article 50 of the GAC)

31.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of **(01) one month** after the notification of the Administrative Order to commence work.

31.2 The contractor shall respect all standard safety measures during the execution and shall clear the site upon completion of the works

ARTICLE 32: IMPLEMENTATION OF STRUCTURES

32.1 The engineer shall within a maximum of fifteen (07) days following the date of notification of the service order to commence work, make himself available to the contractor for the setting out of the structures

Commencement of work: Before the commencement of work, the authorizing officer shall convene an enlarged site meeting with the following in attendance:

- The Project Owner (authorizing officer) .....Chairman
- Contract engineer ,(DD-MINTP-BOYO).....Secretary
- The Divisional Delegate of MINMAP or his representative, ...Observer
- The Project Manager ; (CDO Belo Council) .....Member
- The Stores Accountant Belo Council.....Member
- The Contract Manager (SG BELO COUNCIL) .....Member
- The DDMINADER Boyo.....Member

- The DD MINEDDEVEL ..... Member
- Representative Beneficairy Community.....Member
- The Contractor or his Representative..... ..... (Member)

ARTICLE 33: SUB-CONTRACTING

This contract may give rise to sub-contracts or subsidiary orders with a maximum accord of 30% of the initial contract amount.

However, any recourse to sub-contractors or placing of subsidiary orders shall be subject to the prior authorization of the Contracting Authority. Notwithstanding the recourse to sub-contracting or placing of subsidiary orders, the contracting partner shall be responsible for the execution of all the obligation of the said jobbing order.

ARTICLE 34: WORKS SITE JOURNAL (LOG BOOKS)

34.1 The worksite journal shall be systematically jointly signed by the Engineer and the Contractor's representative each site visit.

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

ARTICLE 34: WORKS SITE JOURNAL (LOG BOOKS)

34.3 The worksite journal shall be systematically jointly signed by the Engineer and the Contractor's representative each site visit.

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

Article 35: Use of explosives (article 60 of the GAC)

Subject to restrictions or prohibitions possibly stipulated in the SAC, the contractor must take under his responsibility, all the necessary precautions so that the use of explosives is not dangerous to the personnel and third parties and does not cause damage to neighbouring property and structures as well as to the structure forming the subject of the contracting.

CHAPTER IV: ACCEPTANCE

ARTICLE 36: PROVISIONAL ACCEPTANCE (article 67 of the GAC)

36.1 PRE- ACCEPTANCE OPERATIONS

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

- Qualitative and quantitative evaluations of the different works that have been executed.

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

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

- The Contract Engineer..... (Secretary)
- -The Contractor or his Representative..... ..... (Member)
- -The Control brigade MINMAP .... (Member)
- -The CDO .....(Member)

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

36.2 Acceptance The contractor shall request the Authorizing officer in writing, to schedule and call for the provisional acceptance of the works. The report (minutes) of the Pre- Acceptance shall be attached to the said request. The Authorizing officer shall then fix the date of acceptance in collaboration with the contract Engineer and call for the task by a letter of invitation

The acceptance commission shall comprise:

- The Project Owner (authorizing officer) .....Chairman
- Contract engineer ,(DD-MINTP-BOYO).....Secretary
- The Divisional Delegate of MINMAP or his representative, ...Observer
- The Project Manager ; (CDO Belo Council) .....Member
- The Stores Accountant Belo Council.....Member
- The Contract Manager (SG BELO COUNCIL) .....Member
- The DDMINADER Boyo.....Member
- The DD MINEDDEVEL ..... Member
- Representative Beneficairy Community.....Member
- 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.

Of the works shall be prepared by the Contract Engineer and signed by all the commission members on the site.

ARTICLE 37: DOCUMENTS TO BE FURNISHED AFTER EXECUTION

37.1 The contractor shall furnish within **one (1) month** after completion of the works three (3) copies of all working documents and drawings as executed, especially those relevant to the maintenance of the works.

37.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 34.1 above.

ARTICLE 38: GUARANTEE TIME LIMITS

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

ARTICLE 39: FINAL ACCEPTANCE

Final reception shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee period.

The procedure for final reception shall be the same as for provisional reception.

CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 40: TERMINATION OF THE CONTRACT (article 74 of the GAC)

The contract may be terminated as provided for in Part III Paragraph 2 of Decree No. 2004/275 of 24 September 2004 instituting the Public Contracts Code and equally under the conditions laid down in Articles 74, 75 and 76 of the GAC especially in case of:

- Delay of more than fifteen (15) days in the execution of a Service 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 on payment for services.

ARTICLE 41: FORCE MAJEURE (Unforeseen Circumstances)

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.

ARTICLE 42: 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 court in Bui Division of the Republic of Cameroon.

ARTICLE 43: DIFFERENCES AND DISPUTES

Any dispute arising from this contract shall be resolved amicably. Failure to arrive at a compromise, the matter shall be referred to the Belo court of first instance of the North West Region, Republic of Cameroon.

ARTICLE 44: PRODUCTION AND DISSEMINATION OF THIS CONTRACT

The contract shall be produced by the Contracting Authority and the contractor shall multiply it in Ten (10) copies at his expenses.

ARTICLE 45 AND LAST: ENTRY INTO FORCE OF THIS JOBBING ORDER

This contract shall be regarded as finally concluded after its signature by the Mayor of Belo Council and it shall only come into force after it has been notified to the Contractor

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER – PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT NO. 5:

SPECIAL TECHNICAL CONDITIONS (STC)

SPECIAL TECHNICAL SPECIFICATIONS

This technical description of estimates is intended to define the content of the ***FOR THE CONSTRUCTION OF THE CEAC BELO – BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.***

It specifies the quality of materials and the mode of execution in keeping with the rules and in compliance with the constituent documents of the contract.

CHAPTER I: GENERAL DISPOSITIONS

Article 1: OBJECT OF THIS DOCUMENT

This book of technical specification of works schedule is aimed at setting the rules and techniques of construction of infrastructures in the zone of intervention of the public works projects. It is simplified and indicates the procedure of work envisaged for road rehabilitation

Article 2: CONSISTENCE OF WORK

The complete project comprises the following lots:

S/N	DESCRIPTION
100	PRELIMINARY WORKS
200	EXCAVATION
300	FOUNDATION
400	ELEVATION
500	ROOFING AND CEILING WORKS
600	WOODWORKS/METAL WORKS
700	PLUMBING AND SANITATION
800	ELECTRIFICATION
900	PAINTING AND DECORATION
1000	TILING
1100	DRAINAGE

CHAPTER II: ORIGIN AND QUALITY OF MATERIALS

Article 4: Origin of materials

- The fine and coarse aggregates shall either be from a river or quarry crushed and has to be approved by the project engineer.
- The necessary borrow pits shall be those indicated by the project engineer after running identification tests on the materials.

- If need be, the contractor may choose other borrow pits and submit them for the approval of the project engineer whose refusal will warrant that the contractor looks for new borrow pits without claiming any compensation or using those indicated.
- When a borrow pit chosen by a contractor has been approved, he shall run the necessary identification tests prescribed by the project engineer.
- The contractor may start exploiting an identified quarry only if the supervising Engineer has carried out quality control and given his authorization.
- In case of contradictory test results, the project engineer may ask the contractor to run further tests at his own cost.
- The Project engineer may withdraw the authorization at any time once the quarry no longer provides good quality material. In that case, the contractor cannot claim any compensation.
- Bush clearing, top soil removal and tree felling required for the exploitation of borrow pits shall be at the expense of the contractor and shall not be paid for as of right.

Article 5: Quality of materials:

5.1 Fill Adjacent to Structures

Fill adjacent to structures shall meet the following basic specifications:

- No particle shall have a dimension above 50 mm;
- The Plasticity Index (PI) shall be below 30.

Moreover, fill shall be free of organic elements and be of well graded laterite identified and approved by the project engineer.

5.2 Materials for mortar and concrete

➢ Fine aggregate (Sand):

The nature and origin of sand shall be subjected to the Project engineer's approval. It shall be obtained from rivers or through crushing. The sand component shall be more than 80% and the very fine constituents eliminated by settling shall be less than 4%.

➢ Coarse aggregate (Gravel):

Aggregate shall be obtained from deposits or quarries chosen by the contractor, and approved by the project engineer. It shall be clean (constituents eliminated through settling shall be less than 2%). Aggregate shall be well graded.

➢ Cement:

Cement shall be of CPA 325 class and be obtained from an approved factory.

➢ Reinforcement rods:

It shall be mild and high yield steel cold drawn of specified diameters by the project engineer according to their location in the structure concerned.

5.3 Stones for masonry

Stones for masonry shall be non-porous basalt of hard river granite obtained from a quarry or deposit approved by the project engineer and none shall be smaller than 20 cm.

CHAPTER III: EXECUTION OF WORKS

➢ **Generalities.**

- Security

The contractor shall be required to place at the entrance of the project site and in its vicinity; signboards' indicating that work is ongoing and shall be responsible for any accident that occur on the project site and/or suffered by a third party, the staff and employees as a result of their presence on the project site. Organization of work and security on the project site shall be the responsibility of the contractor. The contractor shall also be expected to recruit guards to maintain security during the day and night at the project site.

- Traffic

The contractor shall be responsible for ensuring that a deviation is created such that traffic is not obstructed on the entire stretch of the project site throughout the period of work up till provisional reception if the road was originally passable by traffic.

Where interference with traffic is inevitable, the opinion of local administrative authorities shall be required for any obstruction for a given period.

- Laboratory

Materials shall be selected and set up according to the prescriptions of these Technical Specifications and price schedule. If the Project engineer feels that the specifications for laying have not been well respected or if he doubts the quality of any lab results, he may carry out the necessary control tests or ask any other reputable laboratory to carry out tests. If the results are not up to the required standard, the contractor shall make the necessary corrections before further tests are conducted and bear the cost of laboratory expenses for this work.

- Work schedule - execution program

The Contractor shall provide an execution program and a work schedule which shall be followed up daily and especially updated after precise definition of works and the execution documents.

➢ PRELIMINARY WORKS

Preliminary works shall include:

- Reports drawn up by both parties of trees to be filled and the surface area to be cleared and deforestation required, then execution of such tasks.
- Positioning of the actual location of the bridge.

➢ DEFINITION WORKS

After the general clearance of the site from the report drawn up during the preliminary visit, the contractor and the project engineer shall carry out a penetrometer test (bearing capacity test) to determine the actual depth at which the footing of the bridge would commence and there after a report shall be signed on the basis of the final working document.

➢ EXECUTION DOCUMENTS

After definition of the works described by the Project engineer, the contractor shall prepare five copies of the following performance documents, in accordance with the contract documents and submit them to the project engineer within a period of at least 15 days before any start and performance of corresponding works.

- Site log book
- Site minutes book
- Quantities corresponding to works.
- Registered JO
- Work program

➢ SITE INSTALLATIONS :

This should be done at least at 100m from an existing river and consist of :

The installation of personnel and site huts necessary for the accomplishment of the works closer to the site ;

The fabrication of 02 project information boards to beplacedat the two ends of road project;

The fabrication of small site signalization boards.

The project information boards have to be in conformity with the project model.

Site installation also consists of the putting in place, areas for the repair or maintenance and parking of equipment. Installations for personnel and even equipment should be situated where the equipment/materials will be secured and also where it will ease execution of work. The

production of documents site log books, project technical working documents (to be produced in four copies and submitted to the project controllers for approval at the start of the project) and the as-built or as-constructedproject documents (to beproduced in four copies and submitted to the project controllers for approval at the end of the project), are also part of this present price.

- **MOBILISATION AND DEMOBILISATION OF EQUIPMENT :**

This shallconsist of transporting all the equipment to the site at the start of works and the removal of thisequipmentat the end of the works.

- **CLEARING OF ROADS SIDES (CUTTING OF GRASS)**

- The clearing, the pulling up of grasses, undergrowth, plantations and hedges on the influence of the verges, the side ditches and the slopes,
- DEmolition, clearing, the removal of the roots, the cutting up of the treeswhosediameterislessthan20 cm,
- The pruning of the trees except influence,
- The collection, removal, transport, evacuation of the trees, shrubs, stocks and their placing on tip out of the influence in a place approved by the Project supervisor,
- The removal of the products of clearing out of the ditches, itsloading, its transport whatever the distance, itsunloading and itsprovisional or final placing on tip in a place approved by the Project supervisor,
- All possible compensations for the residents,

- **PROTECTION OF THE ENVIRONMENT AND MANAGEMENT OF CIRCULATION:**

The environmental protection will be assured and strictly in conformity with the regulation in force and CCPT.

NB: Errors or omissions resulting from the exploitation of the constituent documents of the contract shall be taken into consideration.

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082
REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

N° 04/ONIT/BC/BCITB/2025 OF 30/01/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT NO. 6:

SCHEDULE OF UNIT PRICES

UNIT PRICE SCHEDULE				
S/N	**DESCRIPTION**	**UNIT**	UP IN FIGURES	**UP IN WORDS**
100	**PRELIMINARY WORKS**			
101	Studies/document	ff		
102	Site installation	ff		
	Sub Total			
200	**EXCAVATION**			
201	Leveling of platform	sum		
202	Foundation trenches/footing	sum		
203	Backfilling Filling of foundation	sum		
	Sub 200			
300	**FOUNDATION**			
301	Masonry foundation of 20x20x40 blocks	M2		
302	RC Footings/ground beam	M2		
303	Concreting of ground floor 8m/per inch	M3		
	Sub Total			
400	**ELEVATION**			
401	(15x20x40cm) cement block walls	no		
402	Dressing of walls with cement mortar	m2		
403	R.C for pillar/decking beam/chain beam	m3		
	Sub Total			
500	**ROOFING AND CEILING WORKS**			
501	Complete wooden roof truss	M3		
502	Purlins and nogging 5x5	M3		
503	Ceiling plywood board	M3		
504	Alu. Roofing sheet colour	M2		
505	Facia board 30cm including lining	ML		
506	Colour ridge cap	ML		
507	Tole lice for Veranders	M2		
	Sub Total 500			
600	**WOODWORKS/METAL WORKS**			
601	Metallic door 1200x12000	NO		
602	Metallic door 900x2100	NO		
603	Complete wooden doors with shutters	NO		
604	1,4x1,2m alu windows with protectors	NO		
605	,8x1,2m alu window with protector	NO		
606	Single alu windows and protectors	NO		

	Sub Total			
700	**PLUMBING AND SANITATION**			
701	Water closets/fitting	NO		
702	Wash hand basins/fitting	NO		
703	Shower stalls/fitting	NO		
704	Wash hand basins/fitting	NO		
705	Wall mirrors/fitting	NO		
706	Water sinks/fitting	NO		
707	Paper hanger/fitting	NO		
708	Towel hanger/fitting	NO		
709	Soap holder/fitting	NO		
710	Inspection chamber/fitting	NO		
711	Septic tank	NO		
712	Soak-away pit	ML		
713	General piping	sum		
	Sub Total			
800	**ELECTRIFICATION**			
801	Conduit pluper in rolls	NO		
802	Main switches	NO		
803	Cable 1,5 in rolls copper wire	NO		
804	2.5 sockets copper wire	NO		
805	Ordinary switches	NO		
806	Sockets	NO		
807	Round bulbs	NO		
808	4 feet fluorescent lamps	NO		
	Sub Total			
900	**PAINTING AND DECORATION**			
901	Application of 01 quick lime on the wall	m2		
902	Application of 02nd coat on internal walls pantex 800	m2		
903	Application of 02nd coat on external walls pantex 800	m2		
904	Application of oil paint on wood and metal works	sum		
	Sub Total			
1000	**TILING**			
1001	Tiling of floor	m2		
1002	Tiling of toilet walls	m2		
	Sub Total			
1100	**DRAINAGE**			

1101	Drain gutters in concrete round the building	ML		
	Sub Total			

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
BOYO DIVISION
BELO SUB DIVISION
BELO COUNCIL
PO BOX 2082

REF NO :.....MINDDEVELL/NWR/BC/SG/2024

Together for development

beloruralcouncil@yahoo.com
PMB: 60, Belo
Office: 683707640
Mobile: 677196063

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
MINISTÈRE DE LA DÉCENTRALISATION ET DU DEVELOPPEMENT LOCAL
REGION DU NORD -OUEST
DÉPARTEMENT DE BOYO
ARRONDISSEMENT DE BELO
COMMUNE DE BELO

BELO COUNCIL INTERNAL TENDERS BOARD (BCITB)

****

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE

No 04/ONIT/BC/BCITB/2025 OF 30/02/2025

FOR THE CONSTRUCTION OF THE CEAC BELO - BELO SUB DIVISION, BOYO DIVISION OF THE NORTH-WEST REGION.

PROJECT OWNER: **MAYOR OF BELO COUNCIL**

FUNDING: **MINADER - PUBLIC INVESTMENT BUDGET 2025**

AUTHORIZATION N°: _____

IMPUTATION: _____

2025 FINANCIAL YEAR

DOCUMENT NO. 7:

BILL OF QUANTITIES AND ESTIMATES

BILL OF QUANTITIES AND ESTIMATES FOR THE CONSTRUCTION CEAC IN BELO, BOYO DIVISION OF THE NORTH WEST					
S/N	**DESCRIPTION**	**UNIT**	**QTY**	**UNIT PRICE**	**TOTAL**
100	**PRELIMINARY WORKS**				
101	Studies/document	ff	1		
102	Site installation	ff	1		
	Sub Total				
200	**EXCAVATION**				
201	Leveling of platform	sum	1		
202	Foundation trenches/footing	sum	1		
203	Backfilling Filling of foundation	sum	1		
	Sub 200				
300	**FOUNDATION**				
301	Masonry foundation of 20x20x40 blocks	M2	60		
302	RC Footings/ground beam	M2	3.126		
303	Concreting of ground floor 8m/per inch	M3	6.4		
	Sub Total				
400	**ELEVATION**				
401	(15x20x40cm) cement block walls	no	258		
402	Dressing of walls with cement mortar	m2	516		
403	R.C for pillar/decking beam/chain beam	m3	6.24		
	Sub Total				
500	**ROOFING AND CEILING WORKS**				
501	Complete wooden roof truss	M3	1.42		
502	Purlins and nogging 5x5	M3	1.36		
503	Ceiling plywood board	M3	108		
504	Alu. Roofing sheet colour	M2	154		
505	Facia board 30cm including lining	ML	36		
506	Colour ridge cap	ML	14		
507	Tole lice for Veranders	M2	30		
	Sub Total 500				
600	**WOODWORKS/METAL WORKS**				
601	Metallic door 1200x12000	NO	1		
602	Metallic door 900x2100	NO	1		

603	Complete wooden doors with shutters	NO	8		
604	1,4x1,2m alu windows with protectors	NO	7		
605	,8x1,2m alu window with protector	NO	1		
606	Single alu windows and protectors	NO	2		
	Sub Total				
700	**PLUMBING AND SANITATION**				
701	Water closets/fitting	NO	2		
702	Wash hand basins/fitting	NO	2		
703	Shower stalls/fitting	NO	2		
704	Wash hand basins/fitting	NO	2		
705	Wall mirrors/fitting	NO	2		
706	Water sinks/fitting	NO	1		
707	Paper hanger/fitting	NO	2		
708	Towel hanger/fitting	NO	2		
709	Soap holder/fitting	NO	2		
710	Inspection chamber/fitting	NO	2		
711	Septic tank	NO	1		
712	Soak-away pit	ML	1		
713	General piping	sum	1		
	Sub Total				
800	**ELECTRIFICATION**				
801	Conduit pluper in rolls	NO	3		
802	Main switches	NO	2		
803	Cable 1,5 in rolls copper wire	NO	4		
804	2.5 sockets copper wire	NO	3		
805	Ordinary switches	NO	12		
806	Sockets	NO	8		
807	Round bulbs	NO	10		
808	4 feet fluorescent lamps	NO	4		
	Sub Total				
900	**PAINTING AND DECORATION**				
901	Application of 01 quick lime on the wall	m2	624		
902	Application of 02nd coat on internal walls pantex 800	m2	316		
903	Application of 02nd coat on external walls pantex 800	m2	180		
904	Application of oil paint on wood and metal works	sum	1		
	Sub Total				

1000	**TILING**				
1001	Tiling of floor	m2	624		
1002	Tiling of toilet walls	m2	68		
	Sub Total				
1100	**DRAINAGE**				
1101	Drain gutters in concrete round the building	ML	48		
	Sub Total				
	TOTAL WITHOUT TAXES				
	VAT(19.25%)				
	AIR (2.20%)				
	NET TO BE PAID				
	TOTAL TAXES INCLUSIVE (TTC)				