

FC 01505/2025/15F/5C/GRNW/

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REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patria  
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REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
MINISTRY OF DECENTRALISATION  
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NORTH WEST REGION  
JAKIRI COUNCIL  
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OPEN NATIONAL INVITATION TO TENDER

TENDER FILE

**TENDER FILE N° 05/ONIT/MINADER/JC/JCITB/2025 of 4/2/2025 FOR THE  
CONSTRUCTION OF A COMMUNITY HALL IN KWANSO- IN JAKIRI  
MUNICIPALITY, JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST  
REGION.  
BY EMERGENCY PROCEDURE**

PROJECT OWNER: THE LORD MAYOR OF JAKIRI COUNCIL.

FINANCING: PIB MINADER - 2025

BUDGET HEAD: JA04739  
593018604 641626 464211 921

FINANCIAL YEAR 2025

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

**10. Acquisition of tender file:**

The file may be obtained from Jakiri council, Mayor's private secretariate, Telephone **N0237 650-612-472** as soon as this notice is published against payment of the sum of **40,000 FCFA francs (fourty Thousand Francs CFA)**, payable only in the Jakiri municipal Treasury, representing the cost of purchasing the tender file.

**11. Submission of bids:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies marked as such, should reach Jakiri council Mayor's private secretariate not later than **13-3-2025 at 10:00 AM** local time and should carry the inscription:

<<For the Construction of a Community hall in Kwanso- in Jakiri Municipality, Jakiri Sub Division, Bui Division, North West Region. >>

***"To be opened only during the bid-opening session"***

**12. Admissibility of bids**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids.

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 or insurance company approved by the Minister in charge of Finance.

**13. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **13-3-2025 at 11:00 AM** local time, in the Jakiri Council conference hall. Only bidders may attend or be represented by duly mandated persons of their choice.

**14. Evaluation criteria**

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

**A. Eliminatory criteria**

1. - Absence of a document in the administrative file;
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond;
5. -Incomplete financial file;
6. -Omission of a unit price in the financial bid;
7. -score less than 80% of essential criteria

**B. Essential criteria**

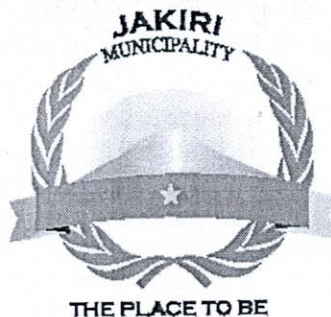
- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation and report of site visit;
- 9- Special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

**15. Award**

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum of **22/27** of the essential criteria taken in account.



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## AVIS D'OFFRE

APPEL D'OFFRES NATIONAL OUVERT DOSSIER N° 05/ONIT/MINADER/JC/JCITB/2025 du 2025  
POUR LA CONSTRUCTION D'UNE SALLE COMMUNAUTAIRE A KWANSO- DANS LA COMMUNE DE JAKIRI.

Financement : PIB MINADER Budget – 2025

### 1. Objet de l'appel d'offres :

Dans le cadre du budget d'investissement public 2025, le Maire du Commune de Jakiri, maître d'ouvrage, lance par le présente un appel d'offres national ouvert pour la construction d'une salle communautaire à Kwanso- dans la Commune de Jakiri, arrondissement de Jakiri, département de Bui, région du Nord-Ouest.

### 2. Nature du travail :

Les travaux à réaliser consistent à

- 1 Installation du site
- 1 Documentations
- 1 Travaux de terrassement
- 1 Fondation
- 1 Élévation
- 1 Finition
- 1 Réceptions

### 3. Délai d'exécution

Le délai prévu par le Maître d'Ouvrage pour l'exécution des travaux faisant l'objet du présent Appel d'offres est de quatre (04) mois.

**4. Lots :** les travaux sont en un seul lot et consistent en la Construction d'une salle communautaire à Kwanso- dans la Commune de Jakiri, arrondissement de Jakiri, département de Bui, région du Nord-Ouest.

### 5. Coût estimé

Le coût estimé après études préliminaires est de 23 000 000 FCFA (Vingt Trois Millions de Francs CFA)

### 6. Participation et origine

La participation au présent Appel d'Offres est ouverte aux entreprises camerounaises qui respectent les lois e reglement en vigueur

### 7. Financement

Les travaux faisant l'objet du présent Appel d'offres seront financés par le Budget d'Investissement Public (BIP) 2025 du MINADER.

### 8. Cautionnement de soumission

Chaque soumissionnaire devra joindre dans ses pièces administratives, une caution de soumission émise par un établissement bancaire ou d'assurance de premier ordre et une compagnie d'assurance agréés par le Ministère chargé des Finances et dont la liste figure dans le document n°12 du Dossier d'Appel d'Offres, d'un montant de 460 000 FCFA (Quatre Cent Soixante Mille Francs CFA) et valable quatre vingt dix (90) jours au-delà de la date de validité des offres

### 9. Consultation du dossier d'appel d'offres :



Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable de 80% des critères essentiels pris en compte.  
Le marché sera attribué au soumissionnaire qui aura proposé l'offre avec le montant le plus bas, conformément aux prescriptions du Dossier d'Appel d'Offres et ayant satisfait à 100% des critères éliminatoires et au moins 80% des critères essentiels.

#### 16. Validité des offres

Les soumissionnaires resteront engagés par leurs offres pendant quatre vingt dix (90) jours à compter de la date limite fixée pour le dépôt des offres.

#### 17. Informations complémentaires

Des informations techniques complémentaires peuvent être obtenues pendant les heures ouvrables auprès du Conseil de Jakiri, Secretariat particulière du Maire, téléphone NO 650-612-472.

Copies :

- MINMAP
- ARMP;
- DD MINADER-BUI;
- S/D MINTP JAKIRI
- Présidents CPM;
- Affichage.



Fait à Jakiri, le 4/2/2025

Le Maire,  
(Autorité Contractant)

**WIRNGO BUBA KIBO**

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- (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 in a situation where it is owned by a group of persons; 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;
  - (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;



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

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

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

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

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

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

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**

10.1 The 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.



In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(2) of the General Regulations of the invitation to tender concerning the other possible forms of guarantees.

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

#### **Article 14: Bid price**

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



- i) fails in his obligation to register the contract in application of article 38 of the General Regulations;
- ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
- iii) 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



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 copy 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.



#### **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 fuses 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 coasted 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;



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.

## Special regulations of the invitation to tender

References of the General regulations	General
1.1	For The Construction of a Community hall in Kwanso- in Jakiri Municipality, Jakiri Sub Division, Bui Division, North West Region.  Name and address of the Contracting Authority: The Mayor of Jakiri Council. Reference of Invitation to Tender: N° 05/ONIT/MINADER/JC/JCITB/2025of ..... 2025
1.2	Execution deadline: One hundred and twenty days (120) days
2.1	<b>Source of financing</b> Works which form the subject of this Invitation to Tender shall be financed by the 2025 Public Investment Budget of the MINADER, budget head No.
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials, supplies and equipment: The materials will generally be from natural sources in Cameroon.

### 6.1 Evaluation criteria

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

#### C. Eliminatory criteria

1. Absence or non-conformity of a document in the administrative file;
2. -Deadline for delivery higher than prescribed;
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. -Incomplete financial file;
7. -Omission of a unit price in the financial bid;
8. -scoreless than 80%of essential criteria.

#### D. Essential criteria

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

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

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

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 80% of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 80% of the essential criteria.

### ARTICLE 6: Language of the bids:

The offer like any correspondence and all documents concerning the tender, exchanged between the renderer and the Project Owner will be written in French or English. The complementary documents and the



B.2.1	List of references of the enterprise in similar jobs justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2023 projects) Minimum acceptable: 02 Contracts realized in the domain of public works over the past 06 years		
	1st Reference		
	2nd reference		
B.3	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
B.3.1	<b>works supervisor (at Least a Rural or Civil Engineer or equivalent certificate)</b>		
	Qualification of the works supervisor: (Rural or Civil Engineer): (BAC+3) Professional experience of the project engineer ≥ 03 years (signed CV)		
	<ul style="list-style-type: none"> <li>➤ A certified copy of the diploma,</li> <li>➤ Certified copy of ID card</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ An Attestation of presentation of original of the diploma</li> <li>➤ CV signed by the candidate,</li> </ul>		
B.3.2	<b>Site foreman(Higher technician in Rural or Civil Engineering)</b>		
	Qualification of the Site foreman: (Higher Technician certificate in Rural or Civil Engineering) (BAC + 2 or equivalent certificate) Professional experience of the Site foreman ≥ 03 years (signed CV) A certified copy of diploma		
	<ul style="list-style-type: none"> <li>➤ A certified copy of the diploma,</li> <li>➤ Certified copy of ID card</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ An Attestation of presentation of original of the diploma</li> <li>➤ CV signed by the candidate,</li> </ul>		
B.3.3	<b>Other personnel</b>		
	List of support staff		
B.4	<b>TECHNICAL PROPOSALS</b>		
B.4.2	Organigram of the project.		
B.4.3	Logical sequence for the execution of the task		
B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender file		
B.5	<b>LOGISTICS (Equipment put aside for this project)</b>		
B.5.1	Proof of ownership or rental of a pick-up or other vans		
B.5.2	Proof of ownership or rental of a dump truck		
B.5.3	Proof of ownership or rental of a concrete vibrator		
B.5.4	Proof of ownership or rental of a Hand compactor		
B.5.5	Masonry Kit : head pans, rubber buckets, spades, shovels, dig axes, hammers)		
B.6	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. Atleast 75%		
B.7	Attestation of site visit signed by the company		
B.8	Comprehensive report of site visit signed by the company administrator and justified by photos		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

	<b>DESIGNATION.</b>
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices



The offers will have to arrive under closed fold and seal latest .....2025 at 10: AM,: Beyond this time no offer will be received nor accepted. At the Jakiri council, Mayors private secretariate

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

The opening of the folds will be carried out in the Jakiri Council conference room on..... 2020as from 11:00 AM, by the Jakiri council internal Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

#### **AWARD OF THE CONTRACT**

#### **ARTICLE 15: Award of the contract**

The Tenders Board will propose to the Contracting Authority to award the contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 80% of the essential criteria** taken into account.

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

If the contract passed on the basis of technical alternative suggested by the bidder, the contracting authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible.

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The contracting authority reserves the right not to take action on an Invitation to tender, if it did not obtain a proposal which appears acceptable to him.

#### **ARTICLE 16: COMMENCEMENT OF WORK:**

Before the commencement of works the contractor must be installed on the site by the following:

- ❖ The Authorizing officer.....(President)
- ❖ The Sub Delegate MINTP Jakiri (engineer).....(Secretary)
- ❖ The project manager (The chief of construction Sub Delegation of Public Works Jakiri (Member)
- ❖ The Divisional Delegate of MINEPAT.....(Member)
- ❖ The Divisional Delegate of MINADER.....(Member)
- ❖ The CDO Jakiri Council .....(Member)
- ❖ The Contractor or his representative .....(Member)
- ❖ The Divisional Delegate MINMAP.....(OBSERVER)



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

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

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents *[insert and indicate, where need be, names and references]*.
- 7) The General Administrative Conditions applicable on public works contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the contract *[insert and indicate, where need be, names and references]*.

## **Article 6: General instruments in force**

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

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2006/048 of 23 February 2006 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code;
7. Decree No. 2062/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2063/271 of 5 August 2013;
8. Decree No. 2062/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
9. Circular No. 006/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Circular N° 00013995-/C/MINFI OF 31 DECEMBER 2024 relating on the instructions relating to the implementation of the finance laws, the monitoring and control of the implementation of the budget of the state and of other public entities for the 2025 fiscal year.
12. Unified Technical Documents (DTU) for building works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the contract.

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

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

- a) In the case where the contractor is the addressee: Sir/Madam.....  
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the *[to the specified]* council, chief town of the region in which the work was done;
- b) In the case where the Project Owner is the addressee:



9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties *[to be specified where need be]*.

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

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

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

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

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

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

##### **11.2 Performance bond**

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

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**

*20% maximum of the amount of the contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee*

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

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

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

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

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



- 20.2 This advance whose value cannot exceed twenty (20) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the contractor during the execution of the contract according to the modalities laid down in the Special Administrative Conditions.
- 20.3 The total amount of the advance must be reimbursed not later than when the value in basic price of the works reaches eighty (80) percent of the amount of the contract.
- 20.4 As the reimbursement advances, the Project Owner shall issue the release of the corresponding part of the guarantee upon the express request by the contractor.
- 20.5 The possibility of granting start-off advance or advance for supplies must be expressly stipulated in the Tender File.

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

### **21.1 Establishment of works executed**

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

### **21.2 Monthly detailed account**

*Not later than the fifth (5<sup>th</sup>) of the month following the month of the services, the contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the contract since the start of the contract.*

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

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

- [100-1.1 and/or – (7.5 or 15%)] paid directly into the account of the contractor;
- 1.1 % paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

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

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

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

*Payments shall be done by \_\_\_\_\_ within a maximum deadline of \_\_\_\_\_ calendar days from the date of submission of the approved detailed accounts.*

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

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



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

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

All taxes inclusive prices means VAT included.

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

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

### **Chapter III: Execution of works**

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

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

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

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

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

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

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

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

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

The detailed and general plan of progress of the works shall be communicated to the Project owner in *five (06)* copies at the beginning of each.

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

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

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

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



- b) The [Contract Engineer or Project owner] has a deadline of [five (06) days] to examine and make known his observations. The contractor then has a deadline of [04] four days] to present a new file including the said observations.

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

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

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

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

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

#### **Article 37: Implantation of structures**

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

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

There shall be no sub-contracting

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

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

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

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

40.1 The Site logbook must be systematically jointly signed by MINMAP and Engineer, where need be and the contractor's representative each day.

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

40.3 Absence of site log book that is duly signed shall be sanctioned with a penalty of 3000 (three thousand) F CF/per day.

**NB the Site logbook must be such that two carbon copies of each page are left behind.**

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

Explosives shall not be used during the execution of this job

### **CHAPTER IV: ACCEPTANCE**

#### **Article 42: PROVISIONAL ACCEPTANCE**

##### **42.1 PRE- ACCEPTANCE OPERATIONS**

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

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

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

-Control Engineer,



Document No. 6:  
Special Technical Conditions (STC)

## SECTION 0: GENERAL CONDITIONS

### 0.0 INFORMATION

#### 0.0.1 Aims: Objectives

The Mayor of JAKIRI Council in BUI Division, North West Region, hereinafter referred to as the Contracting Authority, intends to construct a Community hall in Kwanso for his municipality. The aim of the present specification is thus to describe the materials and equipment's to be supplied as well as the works to be carried out in connection with the realisation of the project.

This descriptive notes and technical specifications are drawn up for the purpose of execution of modern latrines stalls. This handbook is for those to execute, supervise and the client, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favourable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility.

This section is intended to be complementary to, or supplementary to all what is not contrary to the provisions of the general terms of Contract. All information relating to the works shall be obtained at the Office of the Employer.

No verbal answer will be given to any enquiries with regard to the meaning of drawings and specifications nor will any verbal instructions be given before the award of the contract. No verbal statement regarding the contract by any person previous to the award of the contract will be authoritative. Any explanation desired by Bidders must be requested in writing. If a reply is made, it will be communicated to all who have indicated their intention to tender for the works.

#### 0.0.2 Errors

Should any errors, omissions, inconsistencies or obscurity in wording appear or occur in the drawings or in the specifications, or should there be any discrepancies between drawings and specifications, the Bidder shall, before submitting his bid, apply to the Employer, in writing, for an interpretation and determination of the intent of the drawings and specifications. Any interpretation made by the Employer before the submission of bids shall be a part of the tender Document.

#### 0.1 Space Program

According to the Employer's brief to us, the total useful built floor space required is as follows

The project consist in the construction of a modern latrines comprising of three (03) scattling holes each, a toilet block with three (03) compartments of 172 by 155cm.

These above built spaces, we have proposed is distributed in the accompanying drawings,

These above built spaces, we have proposed is distributed in the accompanying drawings,

#### 0.2 Scope of Studies.

The Architectural and Engineering design studies for the building have been done to final working drawing stage to give a complete understanding of the nature and complexity of the building in terms of the materials to be used for its construction, including all finishes, as well as the functional and operational relationship of the spaces to be created.

The Contractor(s) selected for the works shall be expected to engage the necessary expertise to produce all workshop or production and detailed installation drawings to the satisfaction of the Employer prior to execution. The Contractor(s) shall be deemed to have verified and ascertained the recommendations contained in the drawings and specification, and to be in a position to carry out the works in accordance with the drawings, or should they wish to modify any recommendation, provide evidence that the solution(s) they have adopted give the same or improved performance and cost effectiveness.

#### 0.3 Examination of Site.

The Contractor shall be held to have examined the site and have compared it with the drawings and specification and to be satisfied that the conditions existing at the site at the time of estimation of work are such as to enable the works to be completed properly. No allowance will subsequently be made or conceded by reason of any error due to the Contractor's neglect to comply with the requirements of this clause.

#### 0.4 Guarantees



The Contractor shall request the services concerned to reroute any services network (water, electricity, telephone, ...) crossing the project site. The Contractor shall also take all necessary measures to channel off any natural water flowing through the project site.

**0.13 Construction Photographs and Videos**

The Contractor shall be responsible for the production of Construction Photographs and Videos as provided herein.

Photographs and Videos of the entire Site, or pertinent features thereof, shall be taken before the commencement of Works and promptly submitted to the Engineer. The same views shall be re-photographed upon completion of all the construction activities and a complete edited video shall be submitted with the Contractor's application for final payment. Additional photographs and videos shall be made each month throughout the progress of the Works at such times as requested by the Engineer, and submitted with the Contractor's application for progress payment.

**SECTION 1: SITE INSTALLATION, COMPLEMENTARY STUDIES AND PREPARATORY WORKS**

**1.1 General Site Installation**

The Contractor shall ensure the bringing to site of all installations, equipment and materials necessary for the execution and internal control of the works, as well as their withdrawal from site at the end of the project.

After the Contract is placed and before work commences the Contractor shall submit to the Engineer drawings showing the general arrangement of his Temporary Works with diagrams and descriptions showing how he proposes to execute such Temporary Works and how they fit into his programme, pursuant to the Conditions of Contract, for the execution of the whole of the Works, all to be subject to the consent of the Supervising Engineer. The whole of the Temporary Works and the equipment and appliances used, shall be the liability of the Contractor in regard to their construction, safety, maintenance and removal on completion of the Contract and consent by the Engineer shall in no way relieve the Contractor of his duties or responsibilities under the Contract.

**1.2 Site Identification Board**

Within five (05) days from the date of notification to commence the works, the Contractor shall provide, erect and maintain in a clearly legible condition and conspicuously displayed at the entrance to the site from the beginning of the work until the completion and acceptance of the project, a site identification board in accordance with a format approved in advance by the Employer. The board shall contain the following information: Republic of Cameroon, Peace – Work – Fatherland (in English and in French), Title of the Project, Employer, The Funding Bodies, Project Engineer, Executing Contractor, Design Consultants, Project duration and any other information as requested by the Project Engineer.

No other sign of any nature shall be placed closer than 8.00m to this temporary sign, unless required for purposes of security, in which case it shall be placed as not to obscure this sign or part of it in anyway.

**1.3 Other Signboards**

At the request of the Supervising Engineer, the Contractor may provide, erect and maintain other signboards, which shall then be erected at locations to be instructed by the Engineer.

**1.4 Hoarding**

The Contractor shall, immediately upon the date for site possession and at his own expense, supply, erect and enclose the whole of the site within a hoarding not less than 2.4 metres high using materials of his choice, in order to screen off the work area. The hoarding shall be uniform in appearance, and constitute sufficient obstacle to prevent ingress of unauthorised persons or children, and be complete including all necessary padlocked gates, fans and screens to ensure the safety of the public, adjoining owners, and the works. The hoarding shall be adjustable during the course of the works as required and shall be maintained till the end of the project.

**1.5 Surveillance and Guarding**

The Contractor shall deploy all necessary human and material means to ensure surveillance and guarding of the site by day and by night, throughout the entire duration of the project up till provisional Taking-Over.

**1.6 Site Clearing and Maintenance of Access Roads**

During the execution of the works the Contractor shall keep the site reasonably free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required.



- (1) The Contractor is obliged to supply drawings and documents for the Permanent and Temporary works as stated in the present specifications or as may otherwise be requested by the supervising Engineer.
- (2) The drawings and documents to be provided by the Contractor include, but are not limited to, the following,
  - a) Site layout and installation drawings.
  - b) Work and construction programmes inclusive of revisions, if required;
  - c) Drawings and calculations for all Temporary Works and construction stages planned by the Contractor.
  - d) Bar bending schedules for reinforced concrete structures.
  - e) Reports and records of all tests and material tests to be carried out by the Contractor or his suppliers.
  - f) Drawings, records and reports on specific construction measures to be supplied by the Contractor in accordance with other provisions of the contract.
  - g) As-built drawings, incorporating all changes or amendments made in the course of the construction works, for all Permanent Works, including those for which the Engineer has prepared the working drawings.
  - h) As-built drawings shall be supplied to the Engineer immediately after completion of the particular part of the Works.
  - i) Brochures and technical literature of all equipment items and fixtures, which are to be permanently installed in the Works.
  - j) All instructions (in the form of lists, manuals and the like), which are required by the Employer for proper operation, as well as for expert maintenance and repairs of the structures and facilities.

The time limit for approval of working drawings and issuance of other clearances is 15 days. The Contractor shall therefore take all necessary pre-emptive measures when submitting documents for approval to avoid any eventual delays on the overall time schedule of the works.

#### **1.10.5 As-built Documents**

The Contractor shall establish as-built drawings and plans as the work progresses. These drawings and plans shall incorporate all the changes and modifications that have been made and approved by the Engineer in the course of the project.

All the Drawings and plans shall be done on AutoCAD. The Contractor shall hand over all the as-built drawings and plans to the Employer in the number of hard copies agreed by the Engineer and an electronic copy of the AutoCAD files.

### **SECTION 2: EARTHWORKS, CONCRETE AND MASONRY WORKS.**

#### **2.0 Composition of Works**

Concrete and block works shall comprise:

- Setting out of structures to be constructed:
- Excavation of foundation pits and channels.
- Construction of foundation bases, foundation columns, and ground beams.
- Construction of columns, beams, lintels and binding courses in reinforced concrete.
- Construction of hollow block floor slabs.
- Construction of all other concrete and masonry works as may be necessary for the complete execution of the project.

#### **2.1 Setting Out**

The Contractor shall satisfy himself as to the accuracy in line, level and dimension of any basic survey information provided by the Employer. He shall set out the works from all the Employer's established benchmarks as indicated to him by the Supervising Engineer and shall be responsible for all measurements in connection with the setting out. The Contractor shall furnish, install and maintain all markers.

Before commencing construction work, the Supervising Engineer and the Contractor shall jointly check all survey stations and benchmarks to be used, to ensure that all survey stations and benchmarks are in their original positions.

In agreement with the Supervising Engineer, the Contractor shall establish reference points to define the building at fixed locations and temporal benchmarks. These reference points and temporal benchmarks shall be maintained by the Contractor until the taking-over of the works. The Contractor shall provide the



The maximum nominal size of stones for reinforced concrete shall be 2.5 cm and for mass concrete 4 cm.

The sources of aggregates shall be approved by the Employer and approval for change of the source of supply of an aggregate shall only be granted if it can be shown that the new material is sufficiently similar in all respects to the one previously approved to produce concrete of the required finish, colour, and strength.

The grading, once approved, shall be adhered to throughout the works and may not be varied without the approval of the Employer.

### 2.3.1 **Storage of aggregate**

The aggregate shall be stored on site separated in its various types and grading, on a hard, dry, clean surface.

### 2.3.2 **Water.**

The water to be used for making concrete and cement mortar shall be clean fresh water, free from all impurities.

### 2.3.3 **Cement.**

Cement, both grey and white or non-staining unless otherwise specified, shall be true Portland of standard brand and manufacture. Grey Portland cement shall be used throughout, except where white or non-staining Portland cement is specified.

All cement packages must be properly stacked off the ground, completely covered and protected from the weather and dampness. Only one brand of cement will be permitted to be used for each phase of the work. Cement, which has become caked, partially set, or otherwise deteriorated, or any material, which has become damaged or contaminated, shall be rejected.

### 2.3.5 **Proportion of Concrete Aggregates**

Concrete mixes shall be of the class shown on the drawings and described in the Bill of Quantities or Engineer's Specifications or details. The proportions of dry aggregates and cement in different classes of concrete are as follows:

#### a) **Class A – Concrete: for foundations, columns, beams and all other reinforced concrete structural elements.**

Cement	=	350 kg/m <sup>3</sup>
Fine aggregate	=	400 litres
Coarse aggregate	=	800 litres

#### b) **Class B – Concrete: for all grade slabs and all non-reinforced concrete elements.**

Cement	=	300 kg/m <sup>3</sup>
Fine aggregate	=	400 litres
Coarse aggregate	=	800 litres

#### c) **Class C – Concrete: for blinding**

Cement	=	150 kg/m <sup>3</sup>
Fine aggregate	=	450 litres
Coarse aggregate	=	900 litres

The proportions given above are for guidance only, and the actual proportions shall be determined according to the types of aggregates available on site.

### 2.3.7 **Mixing of Concrete.**

A machine mixer of the revolving drum type shall be used for all concrete except that where only a small amount is required, the mixing may be done by hand in a manner approved by the Employer. Competent and experienced foremen shall be in direct charge of the mixing and placing of all concrete. All ingredients shall be thoroughly mixed until they are uniformly distributed throughout the mass, with the amount of water added to produce the concrete of proper consistency.

The mixing equipment shall be capable of combining the aggregates, cement and water within the specified time limit into a thoroughly mixed and uniform mass, and of discharging the mixture without segregation. A mixture which has been out of use for more than 20 minutes shall be thoroughly cleaned out before fresh concrete is mixed. The Contractor shall provide mixers of sufficient size and number, adequate to deal with the volume of concrete to be placed in order that the face of the concrete will not be marred by joint lines due to one layer having set before another layer is placed.

The size of each batch of concrete shall not exceed the rated capacity of the mixer as stated by the manufacturer. Concrete shall not be mixed in greater quantity than required for work in hand.

### 2.3.8 **Placing of Concrete.**



members in contact with wet earth or moisture, minimum cover is 3cm. Minimum cover for beams and columns above ground level 2.5cm and for slab above same is 1.5cm

Approved spacers and chairs may be used. Reinforcement temporarily left projecting from the concrete at construction or other joints, shall not be bent out of position during the period in which concreting is suspended, except with the approval of the Employer.

The steel shall be free from oil, grease, dirt, paint and rust. Bars, generally shall be of the required lengths; welding of main bars will not be permitted.

#### **2.3.17 Form work**

Timber forms shall be constructed of sound, well-seasoned timber of such quality and strength as will ensure rigidity throughout the placing, ramming, vibration and setting of the concrete without visible deflection. They shall be so constructed that they can be removed without shock or vibration to the concrete. All joints shall be tongued and grooved, unless otherwise required, and shall be made sufficiently tight to prevent any leakage of grout. All form work shall be inspected and approved by the Employer before concrete is placed within it.

The use of steel forms or forms made of other materials may be permitted provided the requirements for strength, joint, etc., are met and they are to the satisfaction of the Employer.

Forms for all permanently visible concrete surfaces shall be planed smooth so that the internal faces are perfectly true and free from irregularities. Where the finished surfaces of the concrete are not to be permanently exposed, the forms may be constructed of plain butt-jointed sawn timber.

#### **2.3.18 Preparation of Forms before Concreting**

Before the concrete is deposited, the forms shall be thoroughly cleared and freed from saw-dust, shavings, dust, mud or other debris by flushing with water. The inside surfaces of the form shall be coated with lime wash or an approved mould oil, care being taken to keep the reinforcement free from any such coating material.

#### **2.3.19 Formwork for Vibrated Concrete**

When concrete is to be vibrated, special care shall be taken by the Contractor to maintain rigidity of the formwork and supports against the action of the vibration of the concrete.

#### **2.3.20 Removal of Forms**

Forms shall be removed in such a manner as will not injure the concrete, and no formwork shall be removed before the concrete has sufficiently set and hardened. The table below gives minimum periods before striking formworks.

<u>Type of formwork</u>	<u>Minimum period before striking</u>
1. Vertical formwork to columns	12 hours
2. Soffit formwork to beams and slabs	14 days
3. Props to beams	21 days

The provision of suitable curing methods should immediately follow the removal of the formwork.

#### **2.3.21 Tolerances**

The maximum tolerance within which concrete work shall be constructed are as follows;

- All setting out dimensions  $\pm 5\text{mm}$
- 1 Section of concrete members  $\pm 3\text{mm}$

Any rectification of work not constructed within the tolerances set out above shall be entirely the responsibility and at the expense of the Contractor.

### **2.4 Block Work & Plastering**

#### **2.4.1 Scope of Works**

The Contractor shall provide all materials, appliances and labour necessary to complete all block work and plastering required by the contract drawings and specifications.

#### **2.4.2 Sandcrete Blocks**

All sandcrete blocks are to be made in a proportion of one part cement and seven parts sand, Vibratory type, and in case of the blocks made in an approved machine, the mixture shall be 1 part cement and six parts sand, well rammed and consolidated in mould, and to be made into blocks within half an hour of the water being added to the mix.

#### **2.4.3 Mortar**

Mortar for block-laying is to be composed of one part cement and 3 parts sand. Mortar is to be used within two hours mixture and mortar which has commenced to set must not be used.

#### **2.4.4 Wall to D.P.C. Level**

All external and internal walls below damp proof course level to be built in 20cm thick solid blocks 40cm long by 20cm deep.



All construction details pertaining to jointing and sizes of members of trusses and other structural units as shown on drawings or as laid down in this or any other particular specification must be strictly respected.

### 3.2 **Nature of wood.**

The wood to be used for the works may be Doussie, Iroko, Mowingui or Landa or any other locally available hardwood of similar quality and characteristics. It must be air-dried with a moisture content between 14-17%.

Wood for timber beams and roof trusses must be of good quality and free from all defects, wavy edge, shakes, splits, and loose or dead knots. It must be well aligned and no traces of decay or charring would be accepted. Adequate information must be provided concerning the source and handling of the wood, to facilitate the verification of quality by the controlling Engineer.

### 3.3 **Preservation**

All wood intended for the above-defined structural works shall be preserved with a good fungicide-insecticide such as Xylamon. Preservation shall be achieved by immersing the various members of the trusses and other structures in preservative for a period of 30 seconds to 3 minutes, before assembling. New surfaces exposed by cutting after preservation would be further preserved by coating with preservative to a spread of 250 g/m<sup>2</sup>. It is therefore advisable to prepare completely and cut the timber into pieces of appropriate dimensions prior to treatment.

### 3.4 **Painting**

Where painting of the timber is desired, all relevant parts of assemblies or individual pieces should be protected with a priming paint and one undercoat before leaving the factory.

Steel components other than bolts, connectors and washers should in all cases be painted before dispatch to the site. All surfaces should be thoroughly cleaned to remove all loose scale and rust before being painted with one coat of genuine red lead paint.

### 3.5 **Workmanship**

#### 3.5.1 **Moisture Content.**

In order to minimise the effects of shrinkage or warping, the moisture content of the timber at the time of fabrication should be within 3% of the moisture content likely to be attained by the timber in service.

#### 3.5.2 **Machining of Timber**

##### a) *General*

All timber should be sawn, planed, drilled or otherwise machined to the correct shape and size in accordance with the detailed drawings and specifications. Dimensions and spacing should not be scaled from drawings. Pieces damaged by splitting or bruising would be rejected if the dimensions allowed for similar defects in grading are exceeded.

##### b) *Surfaces:*

The quality of the surface, as finished, should be appropriate to the position and use of the timber. Surfaces at any joint in an assembly should be such that the parts may be brought into contact over the whole area of the joint before connectors are inserted or any pressure or restraints from the fastening is applied. These surfaces should have a good sawn or planed finish. Bearing surfaces of cuttings should be smooth.

##### c) *End Sealing*

Where splitting is likely to have a deleterious effect, end sealing is recommended.

#### 3.5.3 **Jointing**

##### a) *General*

Details of the joints at nodes of the trusses are as shown on the drawings. Joints at nodes of the trusses are to be realised in nails.

The Contractor is advised to order wood from the saw mill with lengths that would minimise the need for joints.

##### b) *Nailed Joints*

When specified or where necessary to avoid splitting, nails should be driven into pre-bored holes of diameter not greater than four-fifths of the diameter of the nails. Care should be taken to avoid placing nails in any end split.

##### c) *Bolted Joints.*

Bolt holes should be drilled to diameters as close as possible to the nominal diameter of the bolt and in no case more than 1/16 larger than the bolt diameter. Care should be taken to avoid placing a bolt in any end split. A minimum of one complete thread should protrude from the nut.

A washer should be fitted under the head of each bolt and under each nut. The minimum sizes of washers are given in the table below:



This section specifies the requirements to be met in the execution of the various operations involved in the installation of electrical energy and equipment to the building. The Contractor shall be required to execute the works in strict compliance with the drawings and diagrams provided. However, if necessary, he may propose any modifications that he may deem fit and obtain the approval of the Supervising Engineer prior to implementing such modifications. Where the Contractor proposes a modification, he shall be required to undertake a detailed study and produce all necessary electrical circuit diagrams and other relevant electrical drawings, and obtain approval thereof from the Employer prior to execution of the works.

#### **4.1.2 Definition of works.**

The contractor shall be expected to realise all the works and deliver the installations to the Employer in working order and according to existing regulations and standards.

#### **4.1.3 Composition of works**

The works shall generally comprise:

- Low voltage wiring of the building (i.e. installation of various circuits as required - lighting, sockets, etc.)
- Installation of various control and protection units as necessary
- Low voltage horizontal distribution boards.
- Normal lighting of all spaces in accordance with electrical layout plan and standard lighting requirements
- Earthing of the building and installations.

#### **4.2 Documents to be supplied by the Contractor.**

- Various circuit diagrams and other detailed electrical drawings
- Plans showing passages and reservation in civil works for electrical works.
- As built drawings showing location of all electrical circuits, panel boards, circuit breakers, equipment, etc.

#### **4.3 Technical Prescription – Conditions for Execution of the works.**

##### **4.3.1 Presentation of Materials.**

The Contractor shall present for approval samples of the materials, equipment and appliances he intends to install. Installation can only be started when the Employer has given his approval.

##### **4.3.2 Functioning Voltage.**

Materials supplied and installed should be rated to function on the standardised voltages of 220V single phase neutral and 380 V three phases or as instructed by the Employer.

##### **4.3.3 Current Breaking Capacity, Short Circuit Current Resistance.**

Protection equipment of the various circuits should ensure the breaking of fault current of the point under consideration. Other equipment associated with the process of protection should be able to resist maximum short circuit current during the period that the fault is supplied.

#### **4.4 Workmanship.**

The crossing of walls or floor/ceilings will be by means of pipes adequately protected against fires. In addition, tubes for cable work should be plugged during construction to prevent any water (which may come from regular cleaning of the site) from entering the tube.

Cable work for sub circuits shall be run in appropriate PVC or other conduits installed surface or buried as per the Employer's instructions. The derivation of circuits will be done in encased junction boxes, and all junction boxes must be accessible and have removable covers.

#### **4.5 Test and Receptions.**

On completion of the works, a pre-reception will be carried out consisting of:

- General verification of the installations of the buildings to ensure that they are functioning well.
- No-load and on-load tests of the networks and equipment.
- Control/detection of over-heating and voltage drop.
- Test to verify the insulation of currents connected between phases and between phase and neutral.
- Control/verification of earth resistance.
- Control/verification of conformity to the project.

Any defects noted will have to be repaired by the Contractor. The provisional reception of the installations will be pronounced only after the contracting parties are in agreement that the project has been well executed and the required guarantee for the necessary retention period provided for by the Contractor.



Exit valves would be judiciously located in the pipe network to allow for purging of the network of water or air when need be. A stop valve shall be installed on the supplying line of each sanitary fitting. Connections between main supply PVC pipe and sanitary fitting shall be realised with copper pipes.

### 5.3 **General Conditions for Installations Works.**

Before starting any operation, the contractor shall submit his working drawings to the Employer for approval. He shall indicate in advance where his pipe work would pass through beams, columns, walls, etc ...

The contractor shall ensure that the installations do not produce noise when turned on. The installations should be capable of functioning free of vibrations, and where vibrations cannot be avoided, enough precautions should be taken to reduce the noise to the barest minimum.

The Employer shall, if he deems it necessary, verify the quality of material to be used or equipment to be installed. This verification, however, shall not relieve the Contractor of his responsibility over the works until after the expiration of the guarantee period.

Tests shall be carried out on the installations prior to reception of the works. These tests shall aim at appraising, *inter alia*:

- Ease and efficiency in manipulation of taps, valves, etc.
- Supply flow rates for each equipment
- Efficacy of evacuation mechanisms
- Evacuation flow rate of each fitting
- Efficacy of trappings.
- Noise level in operation

Provisional reception of the installations shall be done only if the test results are satisfactory.

Final reception shall be done one year after provisional reception, and the Contractor shall be required to make good at his own expense all defects observed during the guarantee period before final reception is done.

### 5.4 **As-Built Plans.**

At the end of the works, the Contractor shall produce and submit to the Employer, detailed as-built plans showing the executed works. Such details would include precise locations of pipes and their joints, stop valves, etc.

## **SECTION 6: JOINERY WORKS**

### 6.1 **Composition of Works**

The works described in this section shall include all wood/metal/aluminium joinery and iron-mongery works as follows:

- The supply and fitting of all security locking and handling devices for doors and windows as described in this section.
- The supply and installation of all metal and/or aluminium profiles for metal joinery works.
- Supply and fitting of timber frames, door shutters, glazing and finishes in accordance with the plans.
- Suspended ceiling in plywood including insulation and all finishes
- All other accessory works necessary for the completion of metal, or timber joinery works.

### 6.2 **Materials**

#### 6.2.1 **Iron-Mongery:**

Surfaces of all castings shall be true, smooth and free from burrs, and all portions of lock mechanism, etc., which come in contact with or bear upon other parts shall be dressed to a true, smooth surface.

All door closers (exterior and interior) shall be guaranteed for a period of one (01) year.

#### 6.2.3 **Latch Bolts: -**

Latch bolts shall be constructed so that they can in no way work loose, and if washer is rivet head must be full and machine set. All latch and lock bolts not otherwise specified shall be cast bronze.

#### 6.2.4 **Screws:**

All hardware shall be secured with suitable screws and bolts of same material and finish. Screws for strike and face plates, hinges, sash fasts, transom hardware, windows pole plate, half-mortise brass locks, overhead door holders, and all door check and brackets for same shall be flat-headed counter sunk screws. Screws for all other exposed hardware oval headed. All shall be countersunk, unless distinctly specified otherwise. Screws for butts for exterior aluminium doors shall be stainless steel.

Hardware for metal frames, doors and windows, shall be secured with suitable tap-screws, mill screws and bolts.



The preparation of timber is to commence simultaneously with the beginning of the work generally, and should proceed continuously until all the woodwork is to be cut out and framed together as soon as possible after the detailed drawings are received, but not glued or wedged up until ready for fixing.

The joinery work is to be cut out and skeleton framed and stacked outside immediately the Contractor is given possession of the site and has produced and obtained approval for detailed drawings. It is to be carefully stored and protected from the weather but is not to be wedged up until required for fixing in the building. Any portion that wraps or develops shakes or other defects are to be replaced with a new one before being wedged up.

#### **6.6.4 Fixing**

The fixing and framing of timber generally hereafter described includes the provision of all necessary glue, nails, screws and other fixing elements to adequately secure the timber in an approved method and as may be directed.

#### **6.6.5 Dimensions**

All dimensions are to be taken from the drawings and scheduled data and verified on the buildings, and not from the Bill of Quantities (here provided).

#### **6.6.6 Framing.**

Joiner's work is to be executed in the best possible manner properly screwed, tenoned, shouldered, wedged, pinned and glued with all exposed faces wrot and sand-papered as required.

All glued joints are to be cross-tongued and all edges, where not moulded, are to be slightly rounded.

All machine-made work is to be finished off by hand where required and wrot in the best manner for painting, where applicable.

#### **6.7 Wood Preservative**

All structural timber, door and window frames are to be brushed with a wood preservative complying with B.S. 1282 type B. Timbers shall be treated after cutting and before assembly and any timber which is cut after treatment shall have the cut surfaces treated with two brushed coats of the preservative.

The preservative used shall be that which will allow satisfactory painting after drying out.

#### **6.8 Insulated Ceilings: -**

##### **6.8.1 Ceiling Boarding**

Ceiling boarding to be of 5mm plywood.

##### **6.8.2 Skirting**

Where shown on the drawings or quantities provide and fix 3cm x 10cm mahogany chamfered skirting glued to walls and mitred at junctions. Provide all necessary fixings and grounds.

#### **6.9 Flush Doors: -**

All doors shall be as described in the particular specification or as indicated on drawings and door schedules.

#### **6.10 Door Frames: -**

Unless otherwise specified in the detail drawings, provide 18cm x 5cm rebated frames to all doors and fix to walls with four mild steel holdfasts screwed to back of frame and built into joints of hollow block work with concrete mortar.

Fix feet of all door frames with 1cm x 15cm mild steel rod doweled into frame and floor.

All door frames are to be fixed with faces flushed with the finished plastered surface of the walls.

Doors are supplied complete with frames, security locks, architraves, and all finishes.

#### **6.11 Shelving:**

Provide 2.5cm shelving to cupboards etc., as shown on the drawing fixed on 5cm x 2.5cm framed gallons brackets. All shelving shall be fitted 2.5cm clear of wall face, as shown in detail drawings.

#### **6.12 Material for Interior Finish: -**

All interior wood finish shall be made up of thoroughly seasoned, kiln dried woods of the kinds specified.

##### **6.12.1**

First quality, clear, plain saw Iroko, Mahogany, Bete, Makoré, etc. flat grain shall be used for all interior wood finish throughout, except as otherwise specified hereinafter or shown on drawings. All this material shall be clear on all exposed faces and edges, free from checks, cracks, or other blemishes that would mark the appearance of the finished wood.

##### **6.12.2**

In assembling interior wood work, arrange pieces so that variations in grain pattern are kept to a minimum at all areas. The Contractor shall submit two samples for the use of the painters in making colour samples. He shall also submit three sets or more samples of Iroko, Mahogany and any other hardwood available in Cameroon for approval before starting on any of the millwork. Dimensions of samples shall be 15cm x 13cm and shall be sand-papered smooth.  
First quality red or white Iroko or Mahogany shall be used for all interior window frames, trims, and for all wood finish.



**6.15.3** Panels shall be secured in place with panel mouldings of same material specified for stiles and rails and set in white lead. All surfaces of door shall be properly sanded and primed with one coat of pure white lead and linseed oil paint before delivery. When delivered at the building the doors shall be at once fitted to the openings and all edges sealed with a heavy coat of approved paint.

**6.16 Interior Doors, Trim, etc:**

Furnish and set all wood doors, transoms, jambs, bars, trim, plinths, partitions, etc., as indicated on details and scale drawings.

All materials shall be of the respective kinds specified under Material for Interior Finish. Stiles and rails shall be blind-tenoned, wedged and glued together. Doors 3cm or less in thickness shall be 5 ply for core plywood. All other doors, unless otherwise specified, shall be flush veneered doors.

Flush veneered doors shall have stiles, rails and panels of built-up cores of narrow strips of northern white pine or ponderosa pine, with grain reversed in alternate strips, stiles and rails mortised and tenoned and blind wedged. Panels shall be tongued and grooved into stiles and rails and glued together under machine pressure.

The doors shall have hardwood edge strips of same material as face veneer, and not less than 2cm thick. The entire core of doors shall be covered with a 4mm thick flat-sawn finish veneer before sanding, glued under pressure of not less than 500 kg and must have properly sanded finished surfaces and finishing by hand with 00 sandpaper. When delivered at the building the doors shall be at once fitted to the openings and the top and bottom edges sealed with a heavy coating of approved paint. The Employer reserves the right to take apart one or more doors for the purpose of examining materials and method of construction.

If the doors selected at random are found after examination to be not in compliance with the specification, then the Employer may take apart other doors.

**6.16.1** Jambs shall be solidly blocked out especially where hardware is to be applied, blocking behind door butts shall be set so as to receive the butt screws.

Interior flush wood doors may be assembled with highly water-resistant glue and 2cm hardwood spiral dowel, five inches long, or with mortise and tenons with blind wedges.

Provide opening in wood doors, where required, for the glass light specified in the door schedule.

**6.17 Window Trim**

Wood windows shall be trimmed with stools, aprons, casings, mouldings, etc., in accordance with details, unless otherwise indicated.

**SECTION 7: FLOOR & WALL FINISHES**

**7.1 Scope:**

The work under this heading includes all floors and wall tiles as indicated on drawings or specified. All rooms to be tiled will have a 10cm skirting in the same material as floor finish except where P.V.C. tiles are specified. The Contractor shall submit two samples of each type and pattern of floor and wall tiles for approval.

**7.2 Vitreous Tiles:**

Unless otherwise specified in amendments, tiled floors may be paved with vitreous ceramic tile or mosaic type consisting of a combination of 2.0 cm or 5cm units in patterns and of colours (not more than two) to be selected by the Employer. Tiles shall be laid on a bed of stiff type mortar and shall be tamped down to the proper level. Joints shall be grouted with neat Portland cement. The surface of the tiles shall be cleaned of cement.

**7.3 Glazed Tile:**

Where tile wainscoting is indicated on drawings, it shall be to heights indicated on the drawings. Wainscots shall be made up of 10cm tiles.

**7.4 General:**

All tile work shall be cleaned upon completion of the tile laying operation, care being taken of all adjoining material and all work shall be left in a satisfactory condition.

The surfaces to receive the tile shall be well wetted, and the tile well soaked with clean water before application, no more tiles shall be removed from the soaking tubs to drain board than can be applied within the hour.

- All wall tiles shall be laid up with vertical joints (not over 2mm thick), continuous and unbroken in perfect alignment.
- The tile shall be buttered or floated to suit conditions.
- All joints shall be filled solidly with white cement.
- Tiles shall be set, with Type B mortar, to the required levels and planes with true lines and angles.



The Employer reserves the right to take samples from the containers delivered to the premises and to have chemical and physical tests made on them by a testing laboratory approved by the Employer. Unless otherwise specified such tests will be made in accordance with the "Standard Methods of Tests" as specified in the specification concerning the particular materials.

### 8.3 Workmanship

All paint, etc., shall be applied in a proper manner by skilled Workmen. All materials or work to receive painter's finish shall be properly prepared to receive the finish. The surfaces shall be dry, free from foreign matter, dirt, cement, grease, oil, loose paint, scale, scratches, finger marks, pencil marks, etc. The various surfaces shall be sandpapered or rubbed before and between coats as required to produce a satisfactory surface. No paints, etc., shall be applied until the preceding coating is thoroughly dry.

- All knots, sap and pitch streaks in woodwork to be painted shall be coated with white shellac before the first coat is applied.
- All holes, crevices or other defects in plaster or other work shall be painted up smooth.
- After the priming or shellac coat, and before the first coat of varnish or paint has been applied, all nail holes, etc., shall be stopped with Ruddy, coloured to match the colour of the wood or the stain, as the case may be. All putty shall be brought flush with the surface and sand papered smooth, leaving no surplus putty.
- Paint shall be evenly spread and well brushed out. Varnish and enamel shall be evenly and smoothly flowed on, and care shall be taken to apply paint varnish and enamel in a suitable temperature, never when less than 60 degree F°. Application of paint by spraying will not be permitted.
- All painting shall be done so that there shall be no drops, runs or sagging of materials. Drop cloths shall be used to prevent drops of paint, kalsomine, oil, varnish, etc., from defacing the painted walls, woodwork floors, stairs, fixtures, etc., and all paint spots shall be removed from glass and other finished surfaces.
- Each coat of oil, graining, varnish or enamel shall be inspected and approved before another coat is put on. Each coat of paint shall be of a shade sufficiently different from the succeeding coat to facilitate easy identification of the different coats. The final coat shall be of the approved colour.
- Where a priming coat or other painting is called for under other sections of the specifications it shall be considered as one of the coats of paint specified in this section.
- The colours for all of the work will be selected by the Employer.
- Samples of colour and finish shall be prepared under natural lighting conditions and in the places to which the various finishes are to be applied. Triplicate samples of finish on wood specified to be stained and varnished shall be prepared and furnished for approval; additional samples shall be furnished when required.

No work shall be done prior to the approval of such samples and the finished work of each kind shall be of uniform character throughout and equal in all respects to the approved samples. Unsatisfactory finishes shall be removed and the work refinished as directed.

### 8.4 Exterior Woodwork & Metalwork

- 8.4.1 Sash and doors including frames shall be painted two coats of the specified oil paint (see quantities) in addition to the shop coat. Exposed surfaces of steel lintels shall be painted with the windows. All other exterior woodwork not otherwise specified, shall be primed with a heavy coat of lead and oil paint on all sides and edges before erection, and painted with two coats of the specified finish paint. A third coat of paint shall be applied to all windowsills at completion of job, when directed.

#### 8.4.2 Exterior Metal Work

Touch up all damaged surfaces of exterior metal (except on-ferrous metals) work with red lead. All steel lintels in exterior walls (not connected by hangers, bolts or otherwise to the structural steel work) shall be painted a field coat of red oxide before erection.

In addition to the shop coat for miscellaneous and ornamental iron work all exposed exterior miscellaneous ornamental iron work shall be given two coats of the specified finish paints. This shall also apply to all exterior lintels furnished under structural steel.

Galvanised iron railings and wirework shall be given one coat of approved galvanised iron primer and one coat of lead, zinc and titanium paint or aluminium as will be directed.

All exterior steel and hollow metal windows and frames after being erected and before glazing shall receive one coat of the specified finish paint (see quantities) and a second coat of same paint after putty has dried and set, not sooner than three weeks after glazing.

### 8.5 Interior Woodwork



The Bottom of the form is defined as that part of the structure on which the paved stone pavement is placed. The surface of the existing surface. The thickness of the Bottom of the form is considered as equal to 20cm. the materials which constitute this Bottom should correspond to the characteristics below except derogations accorded by the project manager.

- Containing organic materials: of less than 2%
- Grains: diameter of constituents less than 100mm
- Plasticity Index: less than 20
- CBR of more than 25 for a dry density corresponding to 90% of the OPM
- Linear swelling: tolerance of 2% maximum.

In a case where the earth at the point shall not have these characteristics, the contractor shall realize a layer of the form responding to these norms. Remuneration of the preparation of the bottom of the form is not specified inclusive in other unit prices.

### 9.3 Backfill materials adjacent to structures

Backfill materials adjacent to structures and ducts must meet the following specifications:

- No OPM density should be greater or equal to 200
- No elements greater than 50mm;
- The CBR after 4 days of imbibing to a dry density corresponding to 95% of OPM should be greater or equal to 40
- IP below 30;

In addition, they must be free of plant debris. Their size shall constant.

## SECTION 10: COBBLESTONE PAVEMENT

### 10.1 Scope

These specifications cover the construction of cobblestone pavements. The stone surface option is used for rural road construction where there is ready availability of rock material and is suitable for medium to high traffic densities or where sections of the road have steep longitudinal gradients. Stone surfacing may also provide appropriate surface treatments for road sections through rural villages and communities as well as modern latrines places. The stone surface can be produced using the natural shape of the stone and placing it by hand in its tightest possible positions by minimizing the size of the joints. The joint will then be filled by smaller stone and fine material. The stone surface can also be produced by cutting stone into cubic or rectangular shapes in order to ensure that they are placed a tight pattern. Cutting (or dressing) stones in this way means the final surface will be smoother than the stone using only its natural shape.

In both options the stones are laid on a prepared road sub base with a blinding layer of sand cushion about 5 cm between the stones and the road sub-base layers. The sand cushion accommodates irregularities in the stones allowing the stones to be assembled with a smooth and level riding surface. The sand cushion layer also acts as a drainage layer for any water entering between the stones and therefore requires regular outlets. The stone surface is then covered by a layer of fine gravel filling gaps between the stones and providing a smoother riding surface for traffic. The stone surface option can also be used as road base course layer for bituminous surfacing.

#### 10.1.1 Materials

Material for constructing the stone surface consists of coarse sand, stone and gravel. The minimum required characteristic of the material are described below: Stones The stone to be used for the pavement must be clean, hard, durable, solid and free from soft material or loose pieces. Cracked and hollow stones must not be used. Stones should be cubic or rectangular in shape. The stone should not be able to be cracked under the impact of compaction equipment. Round shape stone or river stones are not recommended for this purpose. The size of the stones may vary depending on the functions of the stones or as otherwise specified in the drawings. Recommended size and shape of the stones to use for the stone surface are:

Stone for surface should be 15 cm x 25 cm, with the smallest acceptable size 10 cm x 15 cm. Stones should be cubic or rectangular shaped. Stone from a quarry should be dressed or shaped to the required shape when delivered to site. Stones for edge kerbs should ideally be 20 cm x 30 cm with the smallest acceptable size 15 cm x 25 cm. The kerbstones should be cubic or rectangular shaped. Kerbstones from a quarry should be dressed to shape when delivered. The kerb stone is crucial for holding the other stones in place.

Sand Sand for the stone surface is used to accommodate any irregularities in the shape of the stones allowing the stones to be assembled with a smooth and level riding surface. The sand is also used as a drainage medium for any water entering between the stones. The sand should be coarse sand either from river or mountain sand



rectangular shapes of 20-30 cm wide with the invert (bottom level) of the drain the same as bottom level of the kerbstone and sloping slightly away from the road. The excavated rectangular box is then filled with broken stone and surfacing should be the same material as that of the road shoulders. Compaction can then be commenced at the time of compacting for road shoulders.

**10.2.7 Work Method Step 7; Slope Protection** The road shoulders and slopes should be protected from erosion by planting grass and turfing. The roots of the grass can help to retain the soil and stabilise the slopes and shoulders by preventing the surface soil from being washed away. Where necessary bio-engineering work methods shall be engaged as required

### 10.3 Quality Control for Construction of Stone Surface

The construction of a cobblestone pavement includes the selection and testing of materials, preparation and placement of stone. Quality control and tests for these works include checking the suitability of the materials. Some of these tests can be carried out in the field but certain tests should be carried out in a laboratory as required by the contract.

Description/ Work Activity	Test/Check Method	When	Tools
<b>Material Stone Surface</b>			
Gravel and sand	Check the quality of the gravel and sands meets the specified requirements.	Written Certification before delivery on site	NA
Stone for surface kerbstone	<ul style="list-style-type: none"> <li>✓ Check the Hardness, shape, strength, durability of the stone and kerbstones against the specified requirements.</li> <li>✓ The quality control of stone used should be the same as for stone masonry work</li> <li>✓ Randomly carry out visual checks on the size and shape of stone be used.</li> </ul>	Written Certification before delivery on site Measuring tape and Steel hand-pick	Measuring tape and Steel hand-pick
<b>Construction of Stone Surface</b>			
Placing kerbstone	<ul style="list-style-type: none"> <li>✓ Check pegs and string line are used at edges of the carriage way at 5 m intervals</li> <li>✓ Check width and depth of the foundation for placing kerbstone according to the drawings</li> <li>✓ Check the kerbstones are placed vertically and as close to each other as is possible.</li> </ul>	During the carrying out of the kerbstone activity	Measuring tape
Placing stone surface	<ul style="list-style-type: none"> <li>✓ Visually check sub base layer is compacted, cleaned and levelled</li> <li>✓ Check thickness of sand bedding and uniformity of spread</li> <li>✓ Check the stones are shaped (slightly dressed) for cubic or rectangular shape. size should be between 12 cm - 20 cm:</li> <li>✓ Check stones are placed as close to each other as possible.</li> <li>✓ Check gaps are filled by smaller stones</li> <li>✓ Check top levels are on an even plane</li> <li>✓ Check all the gaps between the stones are fully filled with gravel or sand.</li> </ul>	After placing of kerbstones	Measuring tape and line level



frequent traffic Closed shoes and gloves for all workers for general road works. Note that cotton gloves need to be replaced regularly and are generally inadequate for quarrying and rock placement work. Gum boots and good quality gloves when mixing and carrying concrete. Dust masks and eye protection when working with rock and dusty aggregate fines. Note that dust masks must be replaced regularly and dusty sites should be regularly watered A working chemical fire-extinguisher shall be mounted on the site office exterior wall for easy access in an emergency

## **SECTION 11: ENVIRONMENTAL PROTECTION AND WASTE DISPOSAL**

### **11.1 Scope**

This section covers the Environmental Protection and Waste Disposal to be exercised by the Contractor in all work on the Contract. The obligations herein do not prejudice any other clauses in this Specification.

### **11.2 General**

The Contractor shall comply with the Statutory Regulations in force in Cameroon regarding environmental protection and waste disposal and shall liaise with the responsible national and local authorities. The Contractor shall for those of his activities which have, or are likely to have, an impact on the environment, keep records relating to: - The amount of waste and by-products generated by the activity - The economic value of the activity - The observable effects of the environment - How far, in the opinion of the Contractor, the provisions of the Statute has been complied with. The Contractor shall afford the officials of the relevant authorities free access to inspect the project site, plant, workshops and the like to check whether the provisions in the Statute are being complied with.

### **11.3 Landscape preservation**

#### **11.3.1 General**

The Contractor shall exercise care to preserve the natural landscape and shall conduct his construction operations so as to prevent any unnecessary destruction, scarring, or defacing of the natural surroundings in the vicinity of the work. Except where clearing is required for permanent works, approved construction roads, or excavation operations, all trees, native shrubbery, and vegetation shall be preserved and shall be protected from damage by the Contractor's construction operations and equipment. The edges of clearings and cuts through trees, shrubbery, and vegetation shall be irregularly shaped to soften the undesirable visual impact of straight lines. Movement of labour and equipment within the right-of-way and over routes provided for access to the work shall be performed in a manner to prevent damage to grazing land, crops, or property. All unnecessary destruction, scarring, damage, or defacing of the landscape resulting from the Contractor's operations shall be repaired, replanted, reseeded or otherwise corrected as directed by the Engineer, and at the Contractor's expense.

#### **11.3.2 Construction facilities**

The Contractor's workshops, office, and yard area shall be located and arranged in a manner to preserve trees and vegetation to the maximum practicable extent. On abandonment, all temporary buildings, including concrete footings and slabs, and all construction materials and debris shall be removed from the site. The area shall be regraded, as required, so that all surfaces drain naturally, blend with the natural terrain, and are left in a condition that will facilitate natural revegetation, provide for proper drainage, and prevent erosion.

#### **11.3.3 Quarries, borrow pits and storage areas etc.**

Problems with erosion in the borrow pit must be avoided, if necessary by the construction of temporary banks, but preferably by the choice of pits. When they are no longer required, all quarry sites, borrow pits and areas used for the disposal or storage of surplus materials and asphalt plants shall be reinstated by landscaping including the replacement and spreading of topsoil as directed by and to the satisfaction of the Engineer.

Erosion mitigating measures shall be given priority to ensure proper drainage, being of the great importance around human habitation, where permanent water holes might be a health risk. It must be noted that the Taking-Over Certificate will not be issued, before a proper reshaping and replanting of borrow pits has been carried out to the satisfaction of the Engineer.

### **11.4 Temporary soil erosion control**

These Works shall consist of temporary control measures as shown on the Drawings or required by the Engineer during the process of the Works, to control soil erosion and water pollution, by use of berms, dykes, silt fences, brush barriers, dams, sediment basins, filter mats, netting, gravel, mulches, grasses, slope drains, and other



carried out at a workshop area. Prior to completion of the work, the Contractor shall remove from the vicinity of the work all plant facilities, buildings, rubbish, unused materials, concrete forms, and other like material, belonging to him or used under his direction during construction. All work areas shall be graded and left in a neat manner conforming to the natural appearance of the landscape as provided elsewhere in the Specifications. Any residue deposited on the ground from washing out transit mix trucks or any similar concrete operations shall be buried or cleaned up in a manner acceptable to the Engineer. In the event of the Contractor's failure to perform the above work, the work may be performed by the Employer, at the expense of the Contractor, and his surety or sureties shall be liable therefor.

#### **11.9.2 Disposal of waste material**

##### **11.9.2.1 General**

Waste materials including, but not restricted to, refuse, garbage, sanitary wastes, industrial wastes, and oil and other petroleum products, shall be disposed of by the Contractor. Disposal of combustible materials shall be by burying, where burial of such materials is approved by the Engineer; by burning, where burning of approved materials is permitted; or by removal from the construction area. Disposal of noncombustible materials shall be by burying, where burial of such materials is approved by the Engineer, or by removal from the construction area. Waste materials removed from the construction area shall be dumped at an approved dump.

##### **11.9.2.2 Disposal of material by burying**

Only materials approved by the Engineer may be buried. Burial shall be in pits the location, size and depth of which shall be approved by the Engineer. The pits shall be covered by at least 0.6 metre of earth material prior to abandonment.

##### **11.9.2.3 Disposal of material by burning**

All materials to be burned shall be piled in designated burning areas in such a manner as will cause the least fire hazards. Burning shall be thorough and complete and all charred pieces remaining after burning, except for scattered small pieces, shall be removed from the construction area and disposed of as otherwise provided in this SUBLAUSE. The Contractor shall, at all times, take special precautions to prevent fire from spreading beyond the piles being burned and shall be liable for any damage caused by his burning operations. The Contractor shall have available, at all times, suitable equipment and supplies for use in preventing and suppressing fires and shall be subject to all laws and regulations locally applicable for pre-suppression, suppression, and prevention of fires.

##### **11.9.2.4 Disposal of material by removal**

Material to be disposed of by removal from the construction area shall be removed from the area prior to the completion of the work under these specifications. All materials removed shall become the property of the Contractor. Materials to be disposed of by dumping shall be hauled to an approved dump. It shall be the responsibility of the Contractor to make any necessary arrangements with private parties and with local officials pertinent to locations and regulations of such dumping. Any fees for charges required to be paid for dumping of materials shall be paid by the Contractor and shall be included in the prices bid in the Bill of Quantities for other items of work.

### **TECHICAL PERSONNEL OF THE PROJECT**

#### **V.1 Description of the profile of the personnel**

Shown below is the quality of administrative staff needed for the proper execution of the

No	Post	Qualification	Years of Experience
1	Works Director	Engr. in Civil, or Rural Engineering	At least ten years' experience in similar works
2	Foreman	HND Civil, Hydraulic or Rural Engineering	At least five years' experience in similar works
5	Team Heads (earth works, culverts & bridges)	HND or OND Civil, Hydraulic or Rural Engineering	At least five years' experience in similar works
7	Masons, carpenters, ironbenders	Certificates of works	At least five to ten years' experience in similar works
8	General Labor		



Document No. 7:  
Schedule of unit prices



707	Securing the building by electrical earth link	ls	1		
708	Connection to existing electricity networks in that institution	LS	1		
	<b>Sub Total Lot 700</b>				
	<b>LOT 800: PAINTING</b>				
802	Ceiling	M2	230		
803	External walls	M2	195		
804	internal walls	M2	216		
805	Metallic members	M2	20		
	<b>Sub Total Lot 800</b>				
	<b>LOT 900: V.R.D.</b>				
901	R.C. Gutters DIM 20X30	ML	65		
902	Concreting the edges of the building (50cm wide)	ml	60		
	<b>Sub Total Lot 900</b>				
1000	<b>ENvironmental impact notice</b>				
1001	Construction of a pit toilet (3 squatting hole)	LS			
1002	Planting of water friendly tress	LS	10		
1003	Provision of potable water	LS	1		
1004	Provision of trash can and dumping pit	LS	3		
1005	Construction of access ramp	LS	1		
	<b>Sub total 1000</b>				