

**THE SCHEDULE OF UNIT PRICES (*PRICE ENCLOSURE SLIP*)**

**CONTENT**

**CHAPTER I   GENERAL PROVISIONS**

Article 01- General

Article 02- Definition and consistency of prices

## **THE SCHEDULE OF UNIT PRICES**

### **Article 01: GENERAL**

In general, the contractor is supposed to be fully aware of all the expenses relating to works as well as all the conditions prevailing in the area and likely to influence the execution and cost of works. Therefore, he shall not present any complaint, except in the conditions provided for by the contract arising from this invitation to tender. Works done by the contractor shall be paid to him by applying prices of the Price list to the quantities actually carried out and assessed according to the conditions of the contract.

Costs and various charges not giving rise to any payment are supposed to be taken into account in the costs for execution of quantifiable works and shall be included in the various Price lists. The costs and charges are as follow:

- Personnel charges (salaries, travelling expenses, transport and leave allowances, allowances for housing on the building site, miscellaneous allowances, premiums, insurances, medical expenses, etc. . )
- Charges for the conveyance of personnel, equipment and materials, overheads, taxes, duties, registration fees and licence as well as any other charges relating to works (*and notably expenses for the acceptance of works on the field*) and to the running of the enterprise.

Similarly, running charges, write-off and maintenance costs of building equipment and rolling equipment, vehicles of all categories are also supposed to have been included in the costs for execution of quantifiable works.

Prices shall be given in figures and in words. The contractor shall make sure that unit prices in words agree with unit prices in figures.

The contractor shall not put forward his good faith to shirk his commitment if the global amounts of his bid happen to be modified after verification of compliance of unit prices in figures or calculation of the detailed estimates.

### **Article 02: Definition and consistency of unit prices**



**CONSTRUCTION OF A BLOCK OF 02 CLASSROOMS, HEAD TEACHER'S OFFICE AND  
INSTALLATION OF A SOLAR PLANT AT G.S UCHUACHU BENAKUMA COUNCIL AREA,  
MENCHUM VALLEY SUB DIVISION, MENCHUM DIVISION, NORTH WEST REGION**

**BILL OF QUANTITIES AND COST ESTIMATES**

ITEM	DESCRIPTION OF TASK	UNIT	Q'TY	U.P	TOTAL IN WORDS
<b>100:PRELIMINARY WORKS</b>					
101	Site Installation	ff			
102	Clearing of site and removal of vegetable soil	m <sup>2</sup>			
103	Studies (Execution program, As Executed Report etc)	ff			
104	Settingout of the building	ff			
<b>SUBTOTAL 100</b>					
<b>200:EARTHWORKS</b>					
201	Levelling of platform	m <sup>2</sup>			
202	Digging of foundation trenches	m <sup>3</sup>			
203	Backfilling and Compaction with Laterite	m <sup>3</sup>			
<b>SUBTOTAL 200</b>					
<b>300: FOUNDATION</b>					
301	5cm thick lean Concrete mixed of 150kg/m <sup>3</sup>	m <sup>3</sup>			
302	Masonry foundation with frog filled blocks of 20x20x40	m <sup>2</sup>			
303	R.C. for footings, pillars and ground beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>			
304	Concrete floor (8cm thick dosed at 200kg/m <sup>3</sup> )	m <sup>2</sup>			
<b>SUBTOTAL 300</b>					
<b>400: WALL MASONRY</b>					
401	Blocks of 15x20x40 for wall elevation	m <sup>2</sup>			
4.2	Blocks of 15x20x40 for wall elevation				
403	Plastering of walls with cement mortar dosed at 300kg/m <sup>3</sup>	m <sup>2</sup>			
404	R.C. for pillars, columns, lintels and beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>			
405	Wall blackboard (500x120)cm with cement paste finish including painting with good quality black paint	U			
406	Floor finish in 3cm thick cement screed	m <sup>2</sup>			
407	Black board stages with angle bars at the edges	U			
408	Fancy blocks opening (CLAUSTRAS MINEBAS TYPE)	m <sup>2</sup>			
<b>SUBTOTAL 400</b>					
<b>500: ROOF</b>					
Farm house		m <sup>2</sup>			
501	Truss of 5x15cm (complete in hard wood)	m <sup>3</sup>			
502	Purlins (5x8)cm	m <sup>3</sup>			
503	Noggings (4x4)cm	m <sup>3</sup>			
504	Ceiling in hard plywood (5mm thick & red on both sides) including joist	m <sup>2</sup>			



505	External perimeter ceiling in smooth zinc sheet (tole lisse) including ventilation	m <sup>2</sup>			
506	Aluminium roofing sheets (tole bac 6/10mm)	m <sup>2</sup>			
507	Fascia board sheet (tole bac 3.5/10mm of 30cm height) including linning	ml			
508	Angle sheets of 50cm large	U			
509	Aluminium sheet for ridge cap	ml			
510	Ventilation of roof with (pre-fabricated) at eaves	U			
<b>SUBTOTAL 500</b>					
<b>600: METALLIC/WOOD WORKS</b>					
601	Complete metallic double doors of 220cm high; 150cm wide accessories like in-locks (VACHETTE or PACO), two pad locks, etc	U			
602	Complete metallic single door of 220cm high; 100cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, two internal bolts, etc for office	U			
603	Complete Wooden door in Hard wood (Mahogany or Iroko) treated with Xylamon and Vanished of 220cm high; 90cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, etc for office	U			
604	Complete Wooden door in Hard wood (Mahogany or Iroko) treated with Xylamon and Vanished of 220cm high; 70cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, etc for office	U			
605	Complete wooden window of (120cm high; 150cm width) meters having aluminum sliding glazed shutters for office	U			
606	Complete wooden window of (120cm high; 120cm width) meters having aluminum sliding glazed shutters for office	U			
607	Complete metal window protectors of 120cm high; 150cm width made of metal square tube (30mm) fitted externally for office	U			
608	Complete metal window protectors of 120cm high; 120cm width made of metal square tube (30mm) fitted externally for office	U			
609	45mm angle bar at veranda/door edges	ml			
<b>SUBTOTAL 600</b>					
<b>700: ELECTRICAL INSTALLATIONS</b>					
701	11mm ondulated PVC conduit pipe	rolls			
702	Cables V.G.V 1.5mm <sup>2</sup> for ceiling/lighting	rolls			
703	Cables TH 2.5mm <sup>2</sup> for sockets	rolls			
704	Complete flourescent lamps 1.20m (4ft)	U			
705	Round hubs	U			
706	Complete sockets and switch built-in	U			
707	Master switch for sockets	U			
708	Fuse and junction box + provision to external network	ff			



709	Complete earthing of the structure (Copper cable 3m, earth rod 1m etc)	ff			
710	Solar battery (200Ah)	U			
711	Solar pan (200w)	U			
712	Charge controllar	U			
713	Inverter	U			
714	Solar cable	U			
	<b>SUBTOTAL 700</b>				
	<b>800: PAINTING</b>				
801	Priming coat in ordinary paint	m <sup>2</sup>			
802	Two coats of crystal white glue paint on ceiling	m <sup>2</sup>			
803	Two coats of cream white paint on internal walls ( <i>PANTEX 800</i> )	m <sup>2</sup>			
804	Two coats of cream white water resistant paint on external walls ( <i>PANTEX 1300</i> )	m <sup>2</sup>			
805	Two coat of chassis red oil paint on doors, protectors and skirtings (1m high for skirtings)	m <sup>2</sup>			
	<b>SUBTOTAL 800</b>				
	<b>1000: EXTERNAL WORKS</b>				
1001	Concreting rain water gutters for drainage	ml			
1002	R.C. slab on gutter at entrances (1.2m wide) dosed at 350kg/m <sup>3</sup>	U			
1003	R.C ramps (1.2m wide)	U			
1004	Paving round the building	ml			
	<b>SUBTOTAL 900</b>				



# DOCUMENT N°07

## THE BILL OF QUANTITIES AND COST ESTIMATE

**CONSTRUCTION OF A BLOCK OF 02 CLASSROOMS, HEAD TEACHER'S OFFICE AND  
INSTALLATION OF A SOLAR PLANT AT G.S UCHUACHU, BENAKUMA COUNCIL AREA,  
MENCHUM VALLEY SUB DIVISION, MENCHUM DIVISION, NORTH WEST REGION**

### BILL OF QUANTITIES AND COST ESTIMATES

ITEM	DESCRIPTION OF TASK	UNIT	Q'TY	U.P	TOTAL
<b>100:PRELIMINARY WORKS</b>					
101	Site Installation	ff	1		
102	Clearing of site and removal of vegetable soil	m <sup>2</sup>	744.87		
103	Studies (Execution program, As Executed Report etc)	ff	1		
104	Settingout of the building	ff	1		
<b>SUBTOTAL 100</b>					
<b>200:EARTHWORKS</b>					
201	Levelling of platform	m <sup>2</sup>	637		
202	Digging of foundation trenches	m <sup>3</sup>	30		
203	Backfilling and Compaction with Laterite	m <sup>3</sup>	88		
<b>SUBTOTAL 200</b>					
<b>300: FOUNDATION</b>					
301	5cm thick lean Concrete mixed of 150kg/m <sup>3</sup>	m <sup>3</sup>	2.9		
302	Masonry foundation with frog filled blocks of 20x20x40	m <sup>2</sup>	75		
303	R.C. for footings, pillars and ground beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	5.75		
304	Concrete floor (8cm thick dosed at 200kg/m <sup>3</sup> )	m <sup>2</sup>	195		
<b>SUBTOTAL 300</b>					
<b>400: WALL MASONRY</b>					
401	Blocks of 15x20x40 for wall elevation	m <sup>2</sup>	240		
4.2	Blocks of 15x20x40 for wall elevation		31		
403	Plastering of walls with cement mortar dosed at 300kg/m <sup>3</sup>	m <sup>2</sup>	580		
404	R.C. for pillars, columns, lintels and beams dosed at 350kg/m <sup>3</sup>	m <sup>3</sup>	6.3		
405	Wall blackboard (500x120)cm with cement paste finish including painting with good quality black paint	U	4		
406	Floor finish in 3cm thick cement screed	m <sup>2</sup>	223		
407	Black board stages with angle bars at the edges	U	2		
408	Fancy blocks opening (CLAUSTRAS MINEBAS TYPE)	m <sup>2</sup>	39		
<b>SUBTOTAL 400</b>					
<b>500: ROOF</b>					
Farm house		m <sup>2</sup>	3.5		
501	Truss of 5x15cm (complete in hard wood)	m <sup>3</sup>	5.416		
502	Purlins (5x8)cm	m <sup>3</sup>	3.5		



503	Noggings (4x4)cm	m <sup>3</sup>	0.949		
504	Ceiling in hard plywood (5mm thick & red on both sides) including joist	m <sup>2</sup>	249		
505	External perimeter ceiling in smooth zinc sheet (tole lisse) including ventilation	m <sup>2</sup>	52.53		
506	Aluminium roofing sheets (tole bac 6/10mm)	m <sup>2</sup>	267		
507	Fascia board sheet (tole bac 3.5/10mm of 30cm height) including linning	ml	65		
508	Angle sheets of 50cm large	U	13		
509	Aluminium sheet for ridge cap	ml	39		
510	Ventilation of roof with (pre-fabricated) at eaves	U	2		
<b>SUBTOTAL 500</b>					
<b>600: METALLIC/WOOD WORKS</b>					
601	Complete metallic double doors of 220cm high; 150cm wide accessories like in-locks (VACHETTE or PACO), two pad locks, etc	U	4		
602	Complete metallic single door of 220cm high; 100cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, two internal bolts, etc for office	U	1		
603	Complete Wooden door in Hard wood (Mahogany or Iroko) treated with Xylamon and Vanished of 220cm high; 90cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, etc for office	U	1		
604	Complete Wooden door in Hard wood (Mahogany or Iroko) treated with Xylamon and Vanished of 220cm high; 70cm wide, accessories like in-locks (VACHETTE or PACO), two pad locks, etc for office	U	1		
605	Complete wooden window of (120cm high; 150cm width) meters having aluminum sliding glazed shutters for office	U	1		
606	Complete wooden window of (120cm high; 120cm width) meters having aluminum sliding glazed shutters for office	U	1		
607	Complete metal window protectors of 120cm high; 150cm width made of metal square tube (30mm) fitted externally for office	U	1		
608	Complete metal window protectors of 120cm high; 120cm width made of metal square tube (30mm) fitted externally for office	U	1		
609	45mm angle bar at veranda/door edges	ml	27.8		
<b>SUBTOTAL 600</b>					
<b>700: ELECTRICAL INSTALLATIONS</b>					
701	11mm ondulated PVC conduit pipe	rolls	3		
702	Cables V.G.V 1.5mm <sup>2</sup> for ceiling/lighting	rolls	2		
703	Cables TH 2.5mm <sup>2</sup> for sockets	rolls	3		
704	Complete flourescent lamps 1.20m (4ft)	U	20		
705	Round hubs	U	3		
706	Complete sockets and switch built-in	U	16		
707	Master switch for sockets	U	2		
708	Fuse and junction box + provision to external network	ff	1		



709	Complete earthing of the structure (Copper cable 3m, earth rod 1m etc)	ff	1		
710	Solar battery (200Ah)	U	1		
711	Solar pan (200w)	U	1		
712	Charge controllar	U	1		
713	Inverter	U	1		
714	Solar cable	U	1		
<b>SUBTOTAL 700</b>					
<b>800: PAINTING</b>					
801	Priming coat in ordinary paint	m <sup>2</sup>	580		
802	Two coats of crystal white glue paint on ceiling	m <sup>2</sup>	249		
803	Two coats of cream white paint on internal walls (PANTEX 800)	m <sup>2</sup>	390		
804	Two coats of cream white water resistant paint on external walls (PANTEX 1300)	m <sup>2</sup>	190		
805	Two coat of chassis red oil paint on doors, protectors and skirtings (1m high for skirtings)	m <sup>2</sup>	130		
<b>SUBTOTAL 800</b>					
<b>1000: EXTERNAL WORKS</b>					
1001	Concreting rain water gutters for drainage	ml	75		
1002	R.C. slab on gutter at entrances (1.2m wide) dosed at 350kg/m3	U	5		
1003	R.C ramps (1.2m wide)	U	2		
1004	Paving round the building	ml	52		
<b>SUBTOTAL 900</b>					
<b>TOTAL WITHOUT TAXES</b>					
VAT (19.25%)					
TOTAL AIR (2.2 or 5.5%)					
TOTAL TAXES					
<b>TOTAL WITH TAXE INCLUSIVE (ATI)</b>					
NET TO BE PAID					

*This estimate is closed at the sum of:*

Director



**FRAMEWORK OF SUB-DETAIL OF PRICES**

**Note relating to the presentation of the sub-detail of prices and taxes**

1, A sub-detail presents all the stages involved in the establishment of a sales price. It is also an important element for the evaluation of the quality of the price proposed by a bidder. It is not necessary to impose a model of presentation on all bidders, taking into account the great diversity of software for the determination of sub-details of prices. On the other hand, they must include the following elements;

- a. Detail of the sales coefficient according to the model presented after this note;
- b- Cost in dry price of the materials provided for the site;
- c. Cost in dry price of the supplies necessary for the site;
- d. Cost of local and expatriate labour;
- e. For each price on the Schedule of prices, a form resulting from points a, b, c and d above indicating the outputs leading to the unit prices;
- f. The precise sub-detail of lump sums for the installation of the site camp, the carting in and out of equipment, laboratory and its equipment, development of a quarry (where need be), etc;
- g. The precise sub-detail of lump sums for the building, maintenance of premises and supply of means put at the disposal of the Contracting Authority;
- h. The sub-detail of dues and taxes.

2- Presentation framework of the sales coefficient, also called the coefficient of over-heads.

**A. Overheads of the site**

Studies

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**Total**

**C1**

**B. Overheads of the head office**

- Head office overheads

-----

- Financial overheads

-----

- Risks and profits

-----

**Total**

**C2**

Sales coefficient  $K = 100 / (100 - C)$  with  
 $C = C1 + C2$

3. The Contracting Authority may propose a framework of sub-detail of unit prices including the elements mentioned in point 1 above.

# **DETAIL PRICE BREAKDOWN**

Description:

Price N <sup>o</sup>	Daily output	Unit	Total quantity		Unit	Activities' Duration
<b>Personnel (Labour)</b>	<b>CATEGORY</b>	<b>N<sup>o</sup></b>	<b>Daily Salary</b>	<b>Number</b>	<b>Paid man-days</b>	<b>AMOUNT</b>
	Works Supervisor	man-day				
	Foreman	man-day				
	Skilled labour	man-day				
	General labour	man-day				
					<b>Total (A)</b>	
<b>Equipments</b>	<b>Type</b>	<b>Unit</b>	<b>Daily rate</b>		<b>Days Billed</b>	<b>AMOUNT</b>
					<b>Total (B)</b>	
<b>Materials</b>	<b>TYPE</b>	<b>Unit</b>	<b>Unit Price</b>		<b>Consumption</b>	<b>AMOUNT</b>
					<b>Total (C)</b>	
<b>D</b>	Total Direct Cost				<b>A+B+C</b>	
<b>E</b>	General site Expenses	<b>10%</b>			<b>Dx10%</b>	
<b>F</b>	General Head Office expenses	<b>5%</b>			<b>Dx5%</b>	
<b>G</b>	Cost price				<b>D+E+F</b>	
<b>H</b>	Risk + Profit	<b>10%</b>			<b>Gx10%</b>	
<b>P</b>	Bid price Excluding Taxes				<b>G+H</b>	
<b>V</b>	Unit Bid price Excluding Taxes				<b>P/Qty</b>	



# DOCUMENT N° 09

## MODEL CONTRACT

REPUBLIQUE DU CAMEROUN

*Paix – Travail – Patrie*

MINISTRE DE LA DECENTRALISATION  
ET DU DEVELOPEMENT LOCALE

REGION DU NORD OUEST  
DEPARTEMENT DE LA MENCHUM

ARRONDISSEMENT DE MENCHUM  
VALLEY

COMMUNE DE BENAKUMA

SERVICE DE PASSATION DES  
MARCHES PUBLIQUES



REPUBLIC OF CAMEROON

*Peace – Work – Fatherland*

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION  
MENCHUM DIVISION

MENCHUM VALLEY SUB-DIVISION

BENAKUMA COUNCIL

Website: [www.benakumacouncil.com](http://www.benakumacouncil.com)

E-mail: [benakumaruralcouncil@gmail.com](mailto:benakumaruralcouncil@gmail.com)

CONTACT : 237 674 942 923/696 312 855

SERVICE FOR THE AWARD OF CONTRACTS

JOBGING ORDER N° \_\_\_\_/JO/MINDDEVEL/BC/BCITB/2025 of \_\_\_\_.

AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER

N° \_\_\_\_/ONIT/MINDDEVEL/NWR/MCH/BC/BCITB/2025 OF \_\_\_\_

TO CARRY OUT THE CONSTRUCTION OF A BLOCK OF TWO CLASSROOMS AND A HEAD  
TEACHER'S OFFICE AT GOVERNMENT SCHOOL UCHUACHU, BENAKUMA MUNICIPALITY IN  
MENCHUM DIVISION, NORTH WEST

PROJECT OWNER: **THE MAYOR OF BENAKUMA COUNCIL**

AUTHORIZING OFFICER: **THE MAYOR OF BENAKUMA COUNCIL**

CONTRACTOR (HOLDER): ..... P.O BOX ..... TEL. .... Fax: .....

TRADE REGISTER N° (N° R.C.): .....

TAX PAYER N°: .....

BANK ACCOUNT N°: ..... AT ..... (BANK) AGENCY OF: .....

PURPOSE (SUBJECT): **CONSTRUCTION OF A BLOCK OF TWO CLASSROOMS AND A  
HEADTEACHER'S OFFICE AT GOVERNMENT SCHOOL UCHUACHU, BENAKUMA  
MUNICIPALITY IN MENCHUM DIVISION**

PLACE: **UCHUACHU, BENAKUMA COUNCIL MENCHUM DIVISION**

DURATION: **NINETY (90) CALENDAR DAYS**

AMOUNT OF JOBBING ORDER:

TOTAL WITHOUT TAXES	F CFA
VAT = 19.25%	F CFA
TOTAL WITH TAXES (ATI)	F CFA
AIR (Income on revenue = 2.2% or 5.5% depending on the regime)	F CFA
TOTAL TAXES	F CFA
NET TO BE PAID	F CFA

**NB: This Jobbing Order is signed in the amount of ...FRANCS CFA** (all taxes inclusive ATI)

FINANCING: **2025 PUBLIC INVESTMENT BUDGET, MINEDUB-REPUBLIC OF CAMEROON**

VOTE OF CHARGE N°: .....

EXPENDITURE AUTHORIZATION N°: .....

DATE OF ENTRY INTO THE CONTRACT: .....

DATE OF SIGNATURE : .....

DATE OF NOTIFICATION: .....

DATE OF REGISTRATION: .....

BETWEEN:



THE **REPUBLIC OF CAMEROON**, REPRESENTED BY THE **MAYOR OF BENAKUMA COUNCIL** (Contracting Authority), HEREINAFTER REFERRED TO AS **"THE ADMINISTRATION"**

ON THE ONE HAND,

**AND:**

THE ENTERPRISE (Company): .....P.O BOX .....TEL. ....  
TRADE REGISTER NO (N° RC): .....TAXPAYER N°: .....  
BANK ACCOUNT N°: .....AT ..... **(BANK)**  
AGENCY OF : .....

REPRESENTED BY MISTER (Mr.) .....HEREINAFTER REFERRED TO AS  
**"THE CONTRACTOR"**

ON THE OTHER HAND,

IT HAS BEEN ACCEPTED AND AGREED AS FOLLOWS:

### CONTENTS

Title I : THE SPECIAL ADMINISTRATIVE CONDITIONS

Title II : THE SPECIAL TECHNICAL CONDITIONS

Title III : THE DETAILED COST ESTIMATES

Page N° \_\_\_\_ and last page of Jobbing Order N° \_\_\_\_/JO/MINDDEVEL/NWR/MCH/BC/BCITB/2025  
of \_\_\_\_\_ signed following an Open National Invitation to Tender N°  
\_\_\_\_\_/ONIT/MINDDEVEL/NWR/MCH/BC/BCITB/2025 of \_\_\_\_\_

WITH: .....

for the construction of a block of two classrooms and a regular head teacher's office at Government School Uchuachu, BENAKUMA Council in Menchum Division, North West Region

EXECUTION DURATION: Ninety (90) calendar days

AMOUNT OF THE CONTRACT IN FCFA:

TOTAL WITHOUT TAXES	F CFA
VAT = 19.25%	F CFA
TOTAL WITH TAXES(ATI)	F CFA
AIR (Income on revenue =2.2% or 5.5% depending on the regime)	F CFA
TOTAL TAXES	F CFA
NET TO BE PAID	F CFA

**NB:** This Jobbing Order is signed in the amount of \_\_\_\_\_ **FRANCS CFA** (All taxes inclusive ATI)

READ AND APPROVED BY THE CONTRACTOR  BENAKUMA, the _____	SIGNED BY THE LORD MAYOR BENAKUMA COUNCIL CONTRACTING AUTHORITY  BENAKUMA, the _____
REGISTRATION	



**DOCUMENT N° 10**

**MODEL FORMS TO BE USED BY BIDDERS**

**FORM N° 1:  
DECLARATION OF THE INTENTION TO TENDER**

**COMPANY's LETTER HEAD  
(HERE)**

**DECLARATION OF THE INTENTION TO TENDER**

Fiscal stamp

1500

I, the undersigned Mr, .....

Nationality .....

Function .....

In my capacity as General Manager of ..... P.O. BOX ..... TEL:.....

Hereby acknowledge receipt of the file for Tender Notice  
N° ..... of .....

Concerning the .....

.....

.....

And hereby declare my intention to tender for the said contract.

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

General Manager

# FORM N° 02

## THE MODEL TENDER LETTER

I (We) the undersigned .....

Acting in the capacity of ..... in the name and on behalf of.....

.....at .....RC N°. ....by virtue of the power vested in me (us), resident at ..... (Town) ....., P.O.Box....., telephone N°. .... after having studied all the documents of the tender file relating to the Invitation to Tender N°. ...., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works for the **construction of a block of two classrooms and a Headteacher's office at Government School Uchuachu, BENAKUMA MUNICIPALITY in Menchum Division-North West Region**, in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (.....Francs) *Total without Tax+VAT*, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within ninety (90) days as from the date of notification of the award of contract.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

I (we) hereby request that the amounts due by the Contracting Authority be paid to me (us) in the national currency (FCFA) in account No..... opened in the name of....., in the records of ..... (Bank) at.....

Enclosed with this tender are:

- The price list and the detailed estimates duly filled, dated and signed.
- Other documents which in keeping with the requirements of the Tender file must be enclosed with the tender letter.

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

Signature(s)

Bidder(s)

For companies, indicate:

*The company (company or trade name, form, nationality and registered office)*

« represented by the undersigned ..... » (Name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, ..... »

(For each person: name, first name, company name, nationality, location of the registered office)

« Constituted in a group of companies for the execution of the contract arising from this invitation to tender, jointly commit ourselves ..... »

Fiscal stamp

1500



FORM N° 03

**THE MODEL SURETY BOND**

Bank .....

Reference of guarantee: No. ....

**To the LORD MAYOR OF BENAKUMA COUNCIL, Republic of Cameroon**

Invitation to Tender No. ....

**BID BOND FOR THE EXECUTION OF THE CONSTRUCTION OF A BLOCK OF TWO CLASSROOMS AND A HEADTEACHER'S OFFICE AT GOVERNMENT SCHOOL UCHUACHU BENAKUMA MUNICIPALITY IN MENCHUM DIVISION-NORTH WEST REGION**

The Contractor (5) .....hereby submits on ..... to the Mayor of Benakuma Council a bid relating to the **construction of a block of two classrooms and a Headteacher's Office at Government School Uchuachu Benakuma Municipality in Menchum Division-North West Region.**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the LORD MAYOR OF BENAKUMA COUNCIL acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs ..... (6).

By this guarantee, we the undersigned,(7).....with our registered office in ....., are committed towards the , through the bidder for the sum of CFA Francs .....(in figures).....  
.....( in full).

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the LORD MAYOR OF BENAKUMA COUNCIL, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by THE LORD MAYOR OF BENAKUMA COUNCIL. This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the company shall be the successful bidder, after presentation of the performance bond which shall be kept by the Lord Mayor of BENAKUMA COUNCIL

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

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

Mr (Messrs).....

Signature(s) & stamps .....

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

**FORM N° 04**  
**MODEL BID BOND**

Whereas \_\_\_\_\_ (Hereafter called the "the bidder") has submitted its bids dated \_\_\_\_\_, Here in after called "the bid")

KNOW YE ALL PEOPLE by the presence that WE \_\_\_\_\_, having our registered office at \_\_\_\_\_ hereinafter called "the Bank", are bound onto the LORD MAYOR OF BENAKUMA COUNCIL (hereinafter called "the Contracting Authority) in the sum of \_\_\_\_\_ for which payment will and truly be made to the said Contracting Authority, the bank binds itself, its successors, and assigns by the present if our client refuses or incapable of completing the jobs as stipulated in the contract.

We undertake to pay the Contracting Authority up to the above amount upon receipt of his first written demand, without the Contracting Authority having to substantiate his demand, provided that in his demand the Contracting Authority will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions

This guarantee will remain in force up to and including \_\_\_\_\_ ( ) days after the period of bid validity. Any demand in respect thereof should reach the bank not later than the above date.

Sealed with the common seal of the said bank this \_\_\_\_\_ day of \_\_\_\_\_

SIGNATURE OF BANK AUTHORITY



FORM N° 05

**THE MODEL PERFORMANCE BOND (RETENTION FUND)**

Bank .....

Reference of guarantee: No. ....

**To: LORD MAYOR OF BENAKUMA COUNCIL  
REPUBLIC OF CAMEROON**

Invitation to Tender No. ....

**PERFORMANCE BOND FOR THE EXECUTION OF THE CONSTRUCTION OF A BLOCK OF TWO  
CLASSROOMS AND A HEAD TEACHER'S OFFICE AT GOVERNMENT SCHOOL UCHUACHU,  
BENAKUMA COUNCIL AREA MENCHUM VALLEY SUB-DIVISION IN MENCHUM DIVISION-  
NORTH WEST REGION**

We..... (Bank) have been informed that a contract has been signed between the LORD MAYOR OF BENAKUMA COUNCIL acting in the capacity of Contracting Authority, and....., acting as contractor for the **construction of a block of two classrooms and a head teacher's office at Government School Uchuachu, Benakuma Municipality in Menchum Division-North West Region.**

In compliance with the provisions of Contract N°. ...., the contractor is bound to present to the LORD MAYOR OF BENAKUMA COUNCIL, **Contracting Authority**, a performance bond for the execution of work, covering security, commitments and other obligations incumbent on the contractor under the contract, worth 3% of the amount of the contract all taxes inclusive, i.e. CFA Francs .....

We, .....(bank) do hereby commit ourselves irrevocably and without arguing to pay to the LORD MAYOR OF BENAKUMA COUNCIL, at his first written request, and three (03) months the amount of this bond, that is to say. ...., all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the LORD MAYOR OF BENAKUMA COUNCIL. The bank guarantee shall take effect as from the date of notification of the contract. The original of this guarantee shall be kept by the LORD MAYOR OF BENAKUMA COUNCIL.

The guarantee shall be released within sixty (60) days with effect from the date of provisional acceptance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

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

Mr (Messrs).....



Signature(s) & stamps .....

FORM N° 06

**MODEL BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE**

Bank .....

Reference of guarantee No.....

To LORD MAYOR OF BENAKUMA COUNCIL

Invitation to Tender N°. ....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE CONSTRUCTION WORKS

We..... (Bank) have been informed that a contract shall be signed between the LORD MAYOR OF BENAKUMA COUNCIL, acting in the capacity of Contracting Authority, and....., acting as contractor for the **construction of a block of two classrooms and a head teacher's office at Government School Uchuachu, BENAKUMA Municipality in Menchum Division-North West Region.**

In compliance with the provisions of Article ..... of Contract N°. ...., the contractor shall be bound to present to the LORD MAYOR OF BENAKUMA COUNCIL, Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the company and amounting to CFA Francs .....

We, .....(bank) do hereby commit ourselves, irrevocably and without arguing to pay to LORD MAYOR OF BENAKUMA COUNCIL, at the written request the LORD MAYOR OF BENAKUMA COUNCIL, and within four (04) weeks the amount of this guarantee, that is to say. .... all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the LORD MAYOR OF BENAKUMA COUNCIL.

The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

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

Mr (Messrs).....



Signature(s) & stamps .....

## FORM N° 07

### THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N° : .....

Construction of two classrooms at .....

I (We) the undersigned (8) .....

Acting in the capacity of (9) .....in the name and on behalf of (10)..... at .....RC N°. ....by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town) ....., telephone No. ...., after having studied all the documents of the tender file relating to the Invitation to Tender No. ...., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works for the **construction of a block of two classrooms and a head teacher's office at Government School Uchuachu, BENAKUMA Municipality in Menchum Division-North West Region** in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within .....(.....) months as from the date of notification of award of the contract.

I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

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

Signature(s).....

Bidder(s).....

For companies, indicate:

The company (company or trade name, form, nationality and registered office)

« represented by the undersigned ..... » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, ..... »

(For each person: name, first name, company name, nationality, location of the registered office)

« Constituted in a group of companies for the execution of the contract arising from this invitation to tender, jointly commit ourselves ..... »

(8) Name, first name, profession, residence

(9) Position in the company

(10) Company name

## FORM N° 8

### INFORMATION OF KEY PERSONNEL DEPLOYED TO THE PROJECT

DESCRIPTION	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
TECHNICAL				
ADMINISTRATIVE				
SUPPORT STAFF				



**FORM N° 09**  
**MODEL OF COMMITMENT OF AVAILABILITY**

**To Whom It May Concern:**

***Subject:*** **COMMITMENT OF AVAILABILITY.**

I, the undersigned \_\_\_\_\_ a \_\_\_\_\_ (*specify diploma or certificate*) and holder of National Identity Card N° \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ Tel: \_\_\_\_\_ is committed and available to work as \_\_\_\_\_ (*specify post to be occupied*) with \_\_\_\_\_ (*name of company*) if awarded the contract for \_\_\_\_\_ (*indicate the name of project*) in Menchum Division of the North West Region. This is in response to Tender N° \_\_\_\_\_ (*indicate the tenders file reference*)

Done in \_\_\_\_\_ the \_\_\_\_\_

Sign; \_\_\_\_\_

**FORM N° 10**  
**THE CURRICULUM VITAE**

Name & First name : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

Level of education

Languages Spoken	Level	Very good	Good	Average	Poor
ENGLISH	Written				
	Read				
	Spoken				
FRENCH	Written				
	Read				
	Spoken				
LOCAL LANGUAGE OF THE AREA OF THE PROJECT	Written				
	Read				
	Spoken				

Training school : \_\_\_\_\_

Date of admission : \_\_\_\_\_

Date of graduation : \_\_\_\_\_

Diploma obtained : \_\_\_\_\_ Date \_\_\_\_\_

Specific knowledge : Publication, research work \_\_\_\_\_

Date of start of service : \_\_\_\_\_

Nature of service rendered : \_\_\_\_\_

Number of years of service : \_\_\_\_\_

Number of years in the company : \_\_\_\_\_

Date of start of service in the company : \_\_\_\_\_

**WORK EXPERIENCE (\*)**

(\*) – Work attestations issued by the various employers shall be enclosed with this curriculum vitae which shall be signed.

- The curriculum vitae shall highlight the importance of projects in which the personnel has worked and the position he actually held in the said projects.



**FORM N° 11**  
**THE PROFESSIONAL REFERENCES OF THE COMPANY**

N°	Year	Project	Contactable telephone N° of Project Owner	Provisional amount	Contract amount	Execution Period notified	Provisional Acceptance date
1							
2							
3							
4							
5							
6							
etc							

**NB: For each contract named in the above list, are attached the following:**

- Photocopy of first and last pages of the contract,
- Photocopy of provisional acceptance minutes and
- Photocopy of final acceptance minutes *(as the case may be)*.

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

Mr (Messrs).....

Signature(s).....

**FORM N° 12**  
**THE EQUIPMENT LIST**

SN	DESIGNATION	MARK	CHÂSSIS NUMBER & HORSE POWER <i>if vehicle</i>	REGISTRATION NUMBER <i>(if vehicle)</i>	QUANTITY	STATUS <i>(Hired or owned)</i>
1						
2						
3						
etc						

I the undersigned, \_\_\_\_\_ holder of National Identity Card N° \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ being Managing Director of this Company called \_\_\_\_\_ testifies that the above information is correct and commit myself to present any of the above equipments and tools at any given time requested. As well, any of them must be present at the site before and during each phase at any given moment required or requested by the Authorities in charge of control/follow-up of the project I am tendering for.

**Remark-** For equipment I will take on hire I hereby attached to this form certified attestations (*lease documents*) of commitment between I and the Owner(s) of the equipment(s).

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

*Signed*



# FORM N° 15 THE EVALUATION GRID

## OPEN NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/MINDDEVEL/NWR/MCH/BC/BCITB/2025 OF FOR THE CONSTRUCTION OF A BLOCK OF TWO CLASSROOMS AND A HEAD TEACHER'S OFFICE AT GOVERNMENT SCHOOL UCHUACHU, BENAKUMA MUNICIPALITY OF MENCHUM DIVISION

- **General presentation of bids**
  - Table of content present.....Yes/No
  - Document is spiral bound with transparent fly-leaf on front cover.....Yes/No
  - Presence of colour separating papers between the various documents.....Yes/No
  - Orderly presentation of the documents as in the tenders file .. Yes/No
  - Clarity in the presentation of the documents and pages numbered .....Yes/No
  - Special Technical conditions visaed and last pages signed .....Yes/No
- **Experiences of the Contractor (enterprise) in the past three years**
  - Proof of capacity to have carried works of Public Contracts with provisional cost of at least that of this present project (**nineteen millions**) FCFA .....Yes/No
  - Professional experience(s) in similar domain within the last three years present.....Yes/No
  - Format of professional reference(s) as indicated in the tender file .....Yes/No
  - At least two Jobbing Orders or contracts (**first & last pages**) of similar projects executed within the past three years in an enclave area as such present.....Yes/No
  - At least two provisional acceptance minutes (**first & last pages**) on similar projects executed within the past three years in an enclave area as such present .....Yes/No
  - Certified first & last pages of the provisional acceptance minutes of the 02 projects mentioned above .....Yes/No
  - Proof **with notified Service Order(s)** for having executed to completion of any of the projects mentioned above within the notified contractual period(s) within the past three years present ..Yes/No
  - At least one final acceptance minutes (**first & last pages**) of any of the projects mentioned above executed within the past three years present .....Yes/No
  - Certified first & last pages of the final acceptance minutes of the 01 project mentioned above ... Yes/No
- **Quality and management of personnel of the company**
  - Information of key personnel presented in the format stipulated in the tenders file.....Yes/No
  - Supervisor with level of at least Senior Civil Engineering Technician with at least three years' experience or Civil Engineering Technician with at least five years' experience present (**proof by certified true copy of the certificate or diploma**) .....Yes/No
  - Supervisor's signed curriculum vitae with proof of working experience in the construction present ..Yes/No
  - Foreman with level of at least BAC F4 (GCE 'A' level Technical) in construction with at least 3 years' experience in the domain of construction present (**proof by certified true copy of the certificate or diploma**) .....Yes/No
  - Foreman's signed curriculum vitae with proof of at least three years experience in construction of buildings present .....Yes/No
  - Foreman's commitment form .....Yes/No
  - Company organizational charts respecting administrative & technical hierarchy .....Yes/No
  - Project organizational charts respecting administrative & technical hierarchy .....Yes/No
- **Technical equipment of the company**
  - List of key equipment present .....Yes/No
  - List of key equipment presented in the format provided in the tenders file.....Yes/No
  - List of other equipment (tools) present .....Yes/No
  - Certified true copies of documents (**not more than 3 months**) to prove ownership of key equipment mentioned (*like vehicles, etc*) present .....Yes/No
  - Documents to prove ownership of tools (*like receipts, car registration certificates, etc*) present ...Yes/No
- **Methodology for the execution of works**
  - Schedule of work execution present.....Yes/No
  - Presentation of execution schedule in same chronology as spelled out in tenders file with tasks well assigned (manpower deployment) in conformity with execution methodology having time frames not mixed up .....Yes/No
  - Specification of total duration of execution present .....Yes/No
  - Security measures to protect workers and third parties present .....Yes/No
  - Environmental protection and security measures on site taken into account.....Yes/No
  - Site Visit report present .....Yes/No
  - Site Visit report in format prescribed in the tenders file .....Yes/No
  - Site Visit report signed by all the Authorities prescribed in the tenders file .....Yes/No
  - Site Visit report signed and stamp sealed by all the Authorities prescribed in the tenders file .....Yes/No
  - Appropriate technical specifications present.....Yes/No



**DOCUMENT N° 11**

**JUSTIFICATION OF PRIOR FEASIBILITY STUDIES**

**PROJECT OWNER'S LETTER HEAD**  
*(here)*

Ref. N° .....

, the

To:

**THE MAYOR**  
**All Potential Bidders,**

**Subject:** Justification of prior feasibility studies

In respect to the principles binding the conception and elaboration of project proposals, a project proposal for the **construction of a block of two classrooms and a head teacher's office at Government School Uchuachu, BENAKUMA COUNCIL in Menchum Division-North West Region** was realized and forwarded to the Minister in charge of Basic Education, Yaounde for funding. In the 2025 Financial Year of the Republic of Cameroon within the framework of the programmed budget of the 2025 Public Investment Budget (PIB 2025), the said project was financed as per the budget head at the cost of Twenty five million (23,000,000) FCFA. After obtaining the financing, relevant adjustments were carried out to ensure that the tasks retained to be accomplished for proper and complete execution of the project are commensurate to the amount provided for the realization of the items spelled out in the bill of quantities as found in Document N° 7 of this tenders file.

To this effect, bidders are hereby given surety that proportionate feasibility studies were already carried out and are hence advised to read this tenders file very well before preparing their bids.

In testimony whereof, this justification of prior feasibility studies is established to serve the purpose wherever and whenever need arises.

*Signed*

Cc

-The Contracting Authority, Menchum  
-File/chrono



**DOCUMENT N° 12**

**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL  
BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC  
CONTRACTS FOR 2025**

## **DOCUMENT N° 12**

### **LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES** **AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS FOR 2025**

#### **Note relating to banking establishments and financial bodies authorized to issue bonds**

#### **LISTE DES BANQUES AGREEES PAR LE MINFI**

- 1- Afrikland First Bank (First Bank);
- 2- Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICCEC) ;
- 3- CITI BANK Cameroon (CITI-C);
- 4- COMMERCIAL BANK CAMEROON (CBC);
- 5- ECOBANK Cameroun (ECOBANK);
- 6- National Financial Credit Bank (NFC-BANK);
- 7- Société Commerciale de Banque Cameroun (CA-SCB);
- 8- Société Générale des Banques au Cameroun (SGBC) ;
- 9- Standard Chartered Bank Cameroon (SCBC);
- 10- City Bank Cameroon (City group);
- 11- Union Bank of Cameroon (UBC).
- 12- United Bank for Africa (UBA)
- 13- Banque Atlantique du Cameroun (BACM);

This list is available at ARMP.

#### **B- INSURANCE COMPANIES**

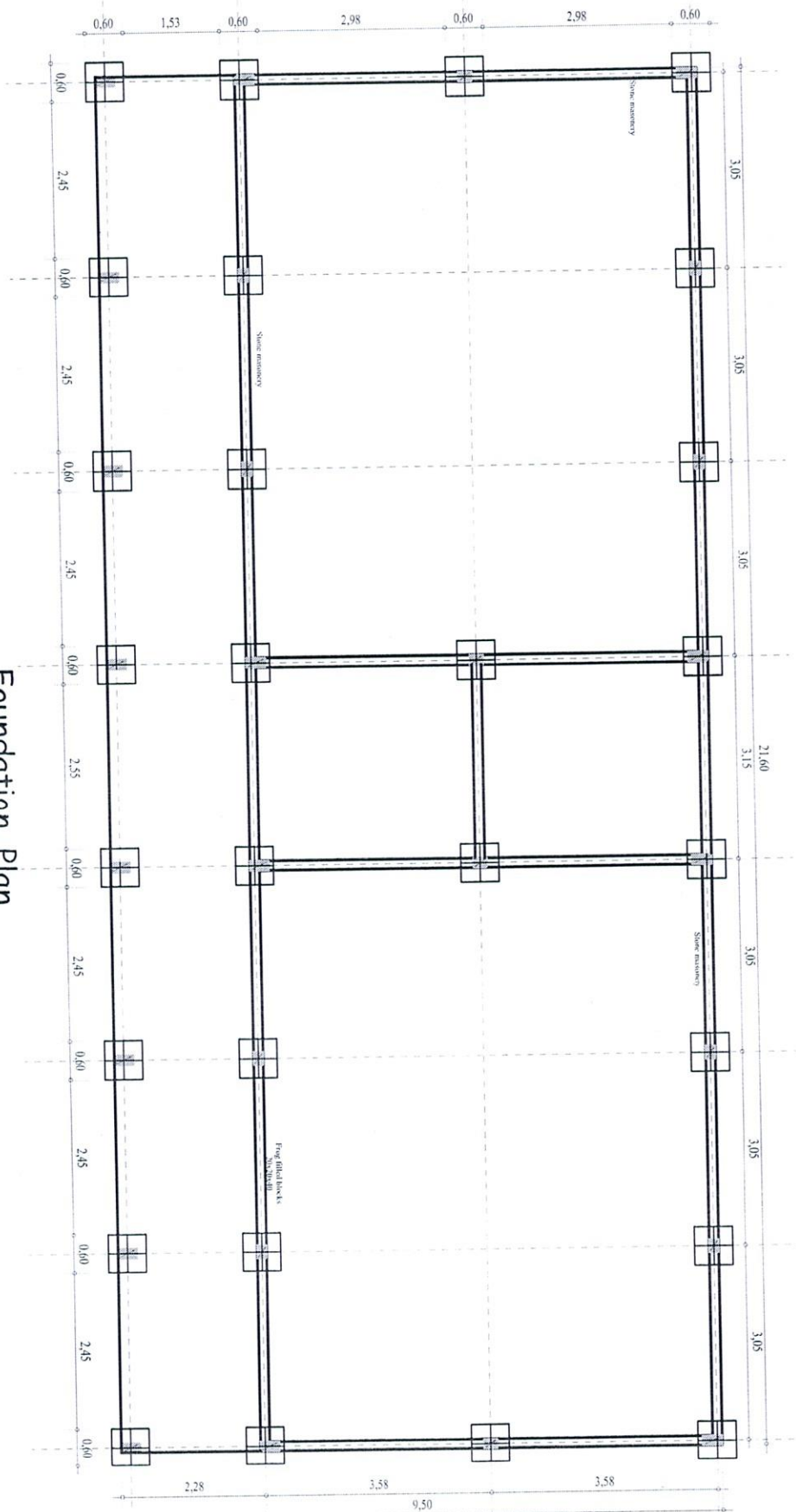
- 1- Chanas Issurances;
- 2- Activa Issurances
- 3- ZENNITH Insurance



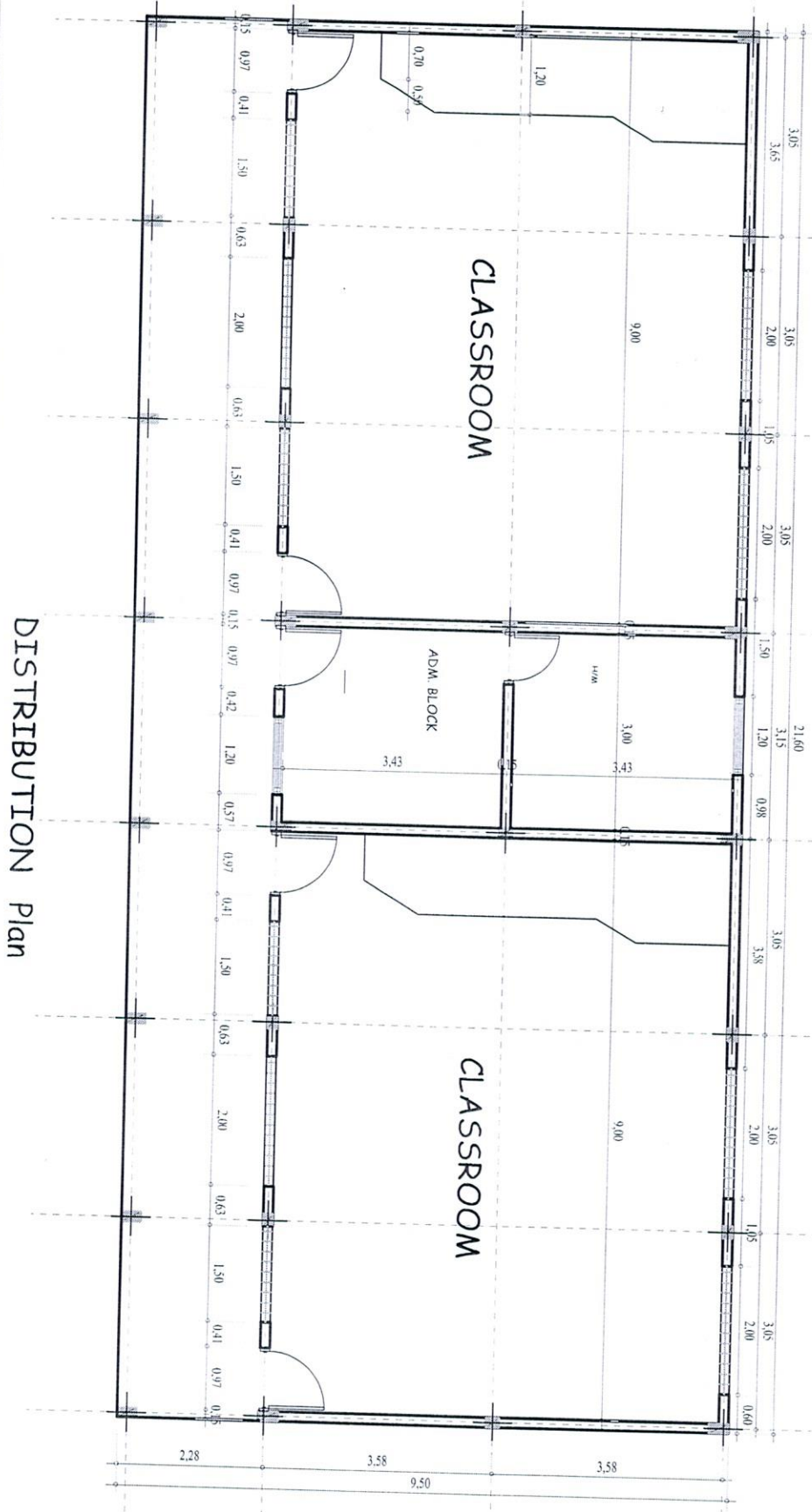
**DOCUMENT N°13**

**PLANS AND DIAGRAMS AND/OR PICTURES**

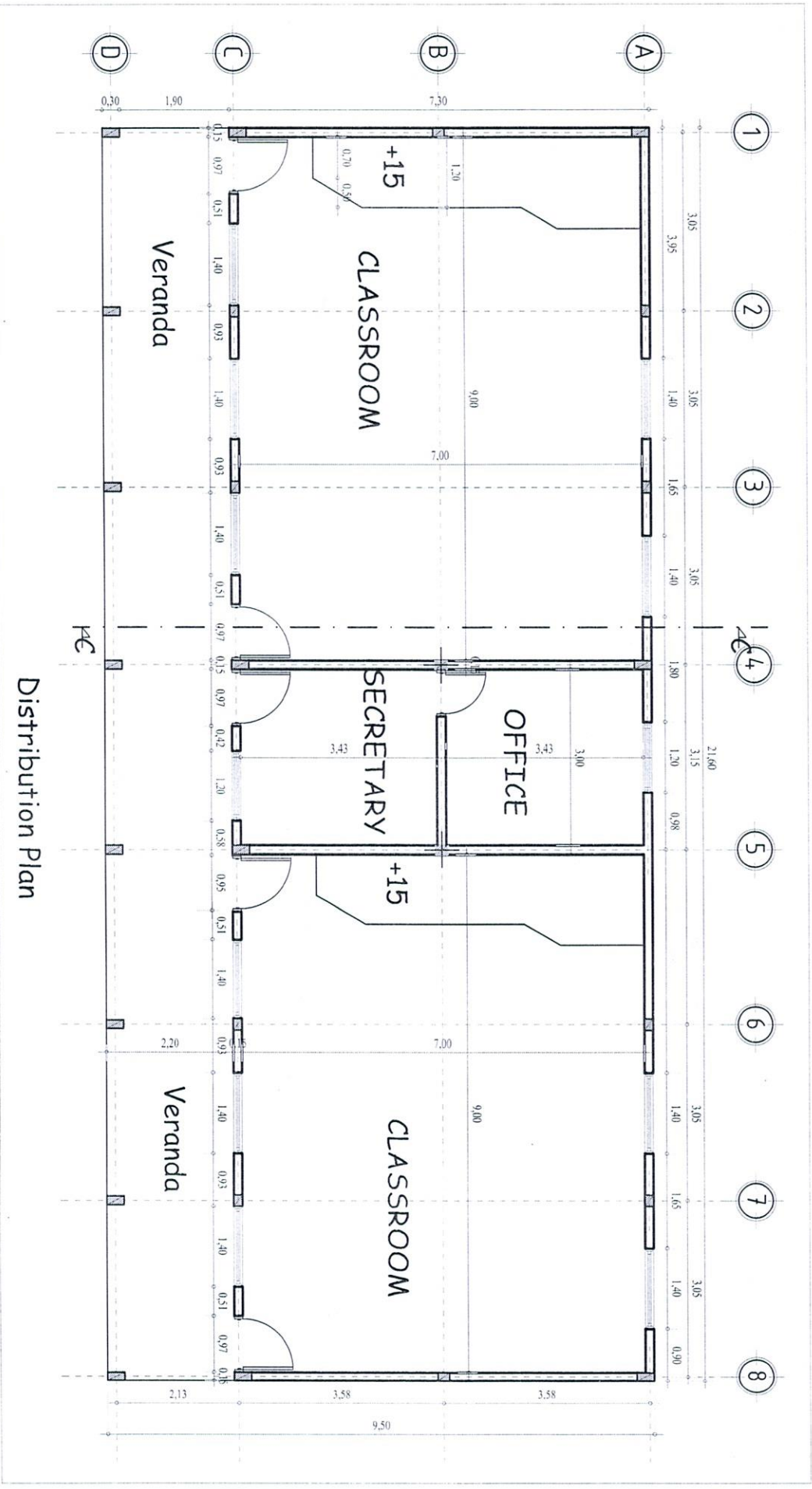
# Foundation Plan





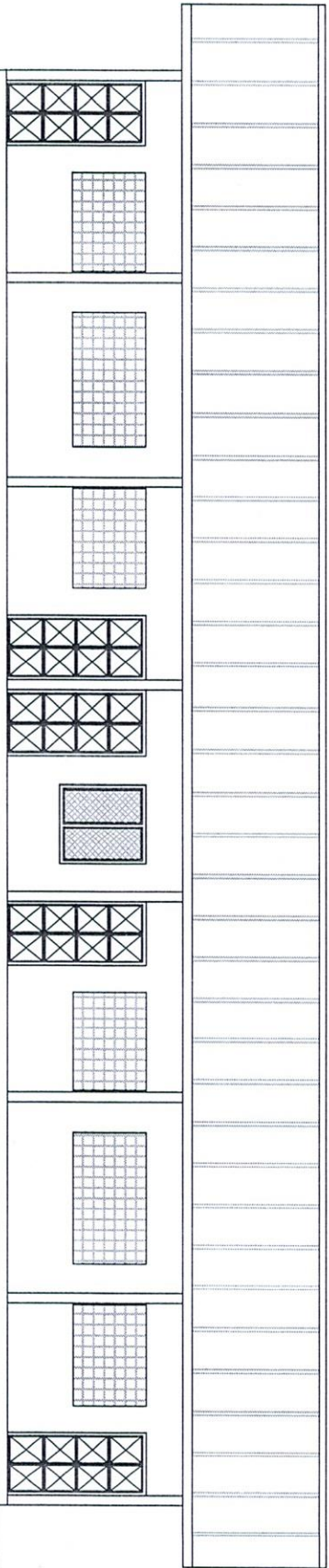


DISTRIBUTION Plan

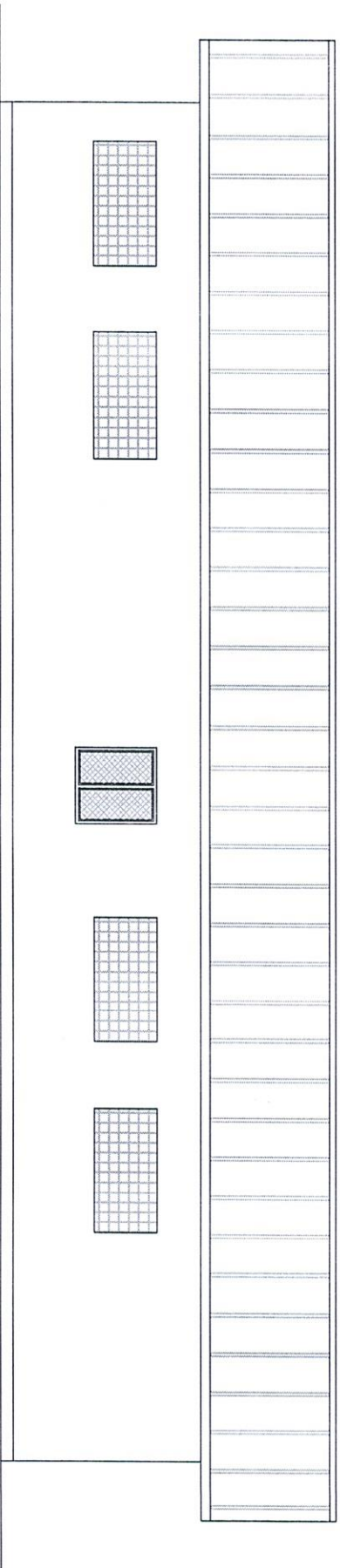


Distribution Plan





FRONT ELEVATION

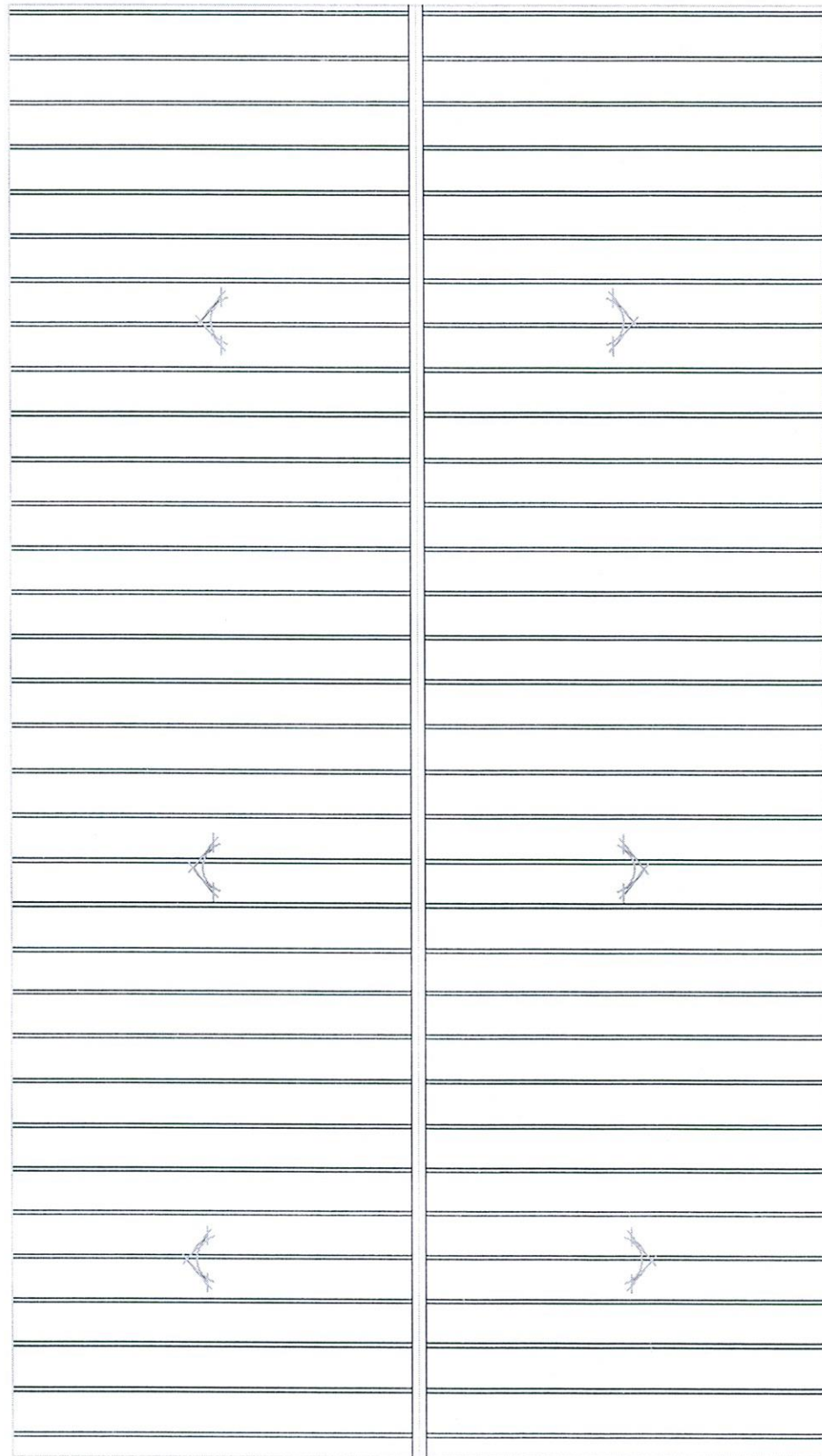


REAR ELEVATION





Roof Plan



5,77

5,77

Technical drawing of a bridge cross-section. The drawing shows a concrete deck with a width of 5.00m. The deck is composed of 12cm hard core, 5cm cement screed, and 7cm lean concrete. The total deck thickness is 0.20m. The internal structure includes a central void with a height of 1.10m and a width of 1.20m. The bottom of the deck is supported by a truss girder. The truss girder has a total height of 0.80m and a bottom chord depth of 0.60m. The truss members are spaced at 0.90m intervals. The overall height of the bridge structure is 1.08m. The drawing also shows a 'Black Board' in the center of the void.

A line drawing of a rectangular structure, possibly a wall or a large box. It features a large rectangular opening on the right side and a smaller rectangular opening on the left side. The structure has a flat top and a slightly angled bottom edge.