

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

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CHAPTER I

Article 01

Article 02

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

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.

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PRICE UNIT SCHEDULE AND COSTS ESTIMATES FOR THE CONSTRUCTION OF A BLOCK OF ONE CLASSROOM WITH AN ATTACHED OFFICE FOR A LITERACY CENTER IN BENAKUMA, IN MENCHUM-VALLEY SUB-DIVISION, MENCHUM DIVISION OF THE NORTH WEST REGION.

NO	DESIGNATION	UNITE	QTE	U.P FIGURES	IN	U.P WORDS	IN
LOT 100: PREPARATORY WORKS AND STUDIES							
101	Installation of worksite	Ls					
102	Performance program	Ls					
103	Clearing if site	m ²					
104	Project sign board	Ls					
SUB TOTAL LOT 100							
LOT 200: EARTH WORKS							
201	Leveling of the platform	m ²					
202	Excavation of trenches	m ³					
203	Backfilling	m ³					
SUB TOTAL LOT 200							
LOT 300: FONDATIONS							
301	Blinding concrete dosed at 150kg/m ³	m ³					
302	20*20*40 cm filled in blocks	m ²					
303	Reinforced concrete footing, pillars and beams at 350kg/m ³	m ³					
304	Compact slab (12cm thick) of 350kg/m ³	m ²					
SUB TOTAL LOT 300							
LOT 400: ELEVATION- MACONNERY							
401	Blocks of 15*20*40	m ²					
402	Ordinary cement plaster on masonry work of 350kg/m ³	m ²					
403	R.C for pillars , lintels and Beams at 350kg/m ³	m ³					
404	Floor finish at 400kg/m ³	m ²					
SUB TOTAL LOT 400							
LOT 500: ROOFING							
501	Complete Double roof truss of timber (2*6')	u					
502	Purlins of timber 5*8	m ³					
503	4mm plywood for ceilings	m ²					
504	Roofing sheets High Rib 6/10mm	m ²					
505	Facia board (High rib alu 6mm) with linings	ml					
506	Aluminium angle sheet of 50 cm large	ml					
507	Top ridging cap in aluminium	ml					
SUB TOTAL LOT 500							

LOT 600: METALLIC WORKS					
601	Metallic doors of (90*210) including all accessories	u			
602	Hard wood doors (80*210) including all accessories	u			
603	Louvers windows (140*150) including all accessories	u			
604	Window protectors	m ²			
SUB TOTAL LOT 600					
LOT 700: ELECTRICITY					
701	Conduit pipes	Roll			
702	VGV 1.5mm ²	Roll			
703	Cable TH 2.5mm ²	Roll			
704	Fluorescent tubes complete 1.2m	u			
705	Round bulbs + holders	u			
706	Switches + sockets built-in (4 each)	u			
SUB TOTAL LOT 700					
LOT 900: PAINTING					
901	White wash on all walls	m ²			
902	Two coats of pantex 800 on ceiling	m ²			
903	Two coats of pantex 800 on internal walls	m ²			
904	Two coats of pantex 1300 on external walls	m ²			
905	Oil paint on doors, windows and skirting	m ²			
SUB TOTAL LOT 900					
LOT 1000: EXTERNAL WORKS					
1001	Gutters round the building	ml			
1002	Concreting of veranda round the building	m ²			

DOCUMENT N°07

BILL OF QUANTITIES AND COSTS ESTIMATES FOR THE CONSTRUCTION OF A BLOCK OF ONE CLASSROOM WITH AN ATTACHED OFFICE FOR A LITERACY CENTER IN BENAKUMA, IN MENCHUM-VALLEY SUB-DIVISION, MENCHUM DIVISION OF THE NORTH WEST REGION.

NO	DESIGNATION	UNITE	QTE	P.U	TOTAL
LOT 100: PREPARATORY WORKS AND STUDIES					
101	Installation of worksite	Ls	1		
102	Performance program	Ls	1		
103	Clearing if site	m ²	120		
104	Project sign board	Ls	1		
SUB TOTAL LOT 100					
LOT 200: EARTH WORKS					
201	Leveling of the platform	m ²	400		
202	Excavation of trenches	m ³	8.7		
203	Backfilling	m ³	5.65		
SUB TOTAL LOT 200					
LOT 300: FONDATIONS					
301	Blinding concrete dosed at 150kg/m ³	m ³	2.32		
302	20*20*40 cm filled in blocks	m ²	72.2		
303	Reinforced concrete footing, pillars and beams at 350kg/m ³	m ³	2.25		
304	Compact slab (12cm thick) of 350kg/m ³	m ²	160		
SUB TOTAL LOT 300					
LOT 400: ELEVATION- MACONNERY					
401	Blocks of 15*20*40	m ²	135		
402	Ordinary cement plaster on masonry work of 350kg/m ³	m ²	270		
403	R.C for pillars , lintels and Beams at 350kg/m ³	m ³	2.65		
404	Floor finish at 400kg/m ³	m ²	137.24		
SUB TOTAL LOT 400					
LOT 500: ROOFING					
501	Complete Double roof truss of timber (2'6')	u	8		
502	Purlins of timber 5*8	m ³	1.8		
503	4mm plywood for ceilings	m ²	108		
504	Roofing sheets High Rib 6/10mm	m ²	210.6		
505	Facia board (High rib alu 6mm) with linings	ml	40		
506	Aluminium angle sheet of 50 cm large	ml	24		
507	Top ridging cap in aluminium	ml	14		

SUB TOTAL LOT 500				
LOT 600: METALLIC WORKS				
601	Metallic doors of (90*210) including all accessories	u	3	
602	Hard wood doors (80*210) including all accessories	u	1	
603	Louvers windows (140*150) including all accessories	u	8	
604	Window protectors	m ²	16	
SUB TOTAL LOT 600				
LOT 700: ELECTRICITY				
701	Conduit pipes	Roll	1	
702	VGV 1.5mm ²	Roll	1	
703	Cable TH 2.5mm ²	Roll	1	
704	Fluorescent tubes complete 1.2m	u	8	
705	Round bulbs + holders	u	2	
706	Switches + sockets built-in (4 each)	u	4	
SUB TOTAL LOT 700				
LOT 900: PAINTING				
901	White wash on all walls	m ²	279	
902	Two coats of pantex 800 on ceiling	m ²	86	
903	Two coats of pantex 800 on internal walls	m ²	146	
904	Two coats of pantex 1300 on external walls	m ²	87	
905	Oil paint on doors, windows and skirting	m ²	16	
SUB TOTAL LOT 900				
LOT 1000: EXTERNAL WORKS				
1001	Gutters round the building	ml	30	
1002	Concreting of veranda round the building	m ²	18	
SUB TOTAL LOT 1000				
TOTAL GENERAL HTVA				
VAT (19.25%)				
AIR (2.2% or 5.5%)				
TOTAL TTC				
NET A MANDATER				

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

For each price on Studies	
above indicating the	----
f. The precise sub-detail	-----
is and out of cost	
(where need be), etc.	
Total	C1

B. Overheads of the head office

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

DOCUMENT N° 09

MODEL CONTRACT

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

MINISTERE 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

E-mail: 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 ONE CLASSROOM WITH AN
ATTACHED OFFICE FOR THE LITERACY CENTRE AT BENAKUMA, 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 ONE CLASSROOM WITH AN ATTACHED
OFFICE FOR THE LITERACY CENTRE AT BENAKUMA, BENAKUMA MUNICIPALITY IN
MENCHUM DIVISION

PLACE: BENAKUMA, 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 Jobging Order is signed in the amount of ...FRANCS CFA (all taxes inclusive ATI)

FINANCING: 2025 PUBLIC INVESTMENT BUDGET, MINTOURL-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 BOXTEL.
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 one classroom with an attached office for the Literacy Centre in Benakuma, 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.

Nationality

Done at On the

In my capacity as General Manager

General Manager

Hereby acknowledge

N°

Concerning the

FORM N° 02

THE MODEL TENDER LETTER

I (We) the undersigned
Acting in the capacity of in the name and on behalf of.....
.....atRC 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 one classroom
with an attached office for the Literacy Centre at Benakuma , 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 ONE CLASSROOM WITH AN ATTACHED OFFICE FOR THE LITERACY CENTRE AT BENAKUMA IN 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 one classroom with an attached office for the Literacy Centre at Benakuma, 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 ONE CLASSROOM WITH AN ATTACHED OFFICE FOR THE LITERACY CENTRE AT BENAKUMA , 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 one classroom with an attached office for the Literacy Centre At Benakuma, 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

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 one classroom with an attached office for the Literacy Centre at Benakuma , 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)..... atRC 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 one classroom with an attached office for the Literacy Centre at Benakuma , 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).....

By Foreign contract

- Photocopy of the
- Photocopy of the
- Photocopy of the

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).

I the undersigned, Done on....., at
Identity Card N° Signed

FORM N° 13
THE ATTESTATION OF SITE VISIT

**LETTER HEAD AND
DATE OF COMPANY/ENTERPRISE HERE**

Ref. N°

, the (le)

THE MANAGING DIRECTOR

TO WHOM IT MAY CONCERN

Subject: An attestation of site visit

I,, the undersigned Representative of the
company/enterprise by name have the honour to hereby attest having visited the site for
the construction a Rest House/Restaurant at Benakuma, BENAKUMA Municipality in Menchum
Division in the North West Region on this day of to have an appraisal of the
strengths and weaknesses of the site.

In testimony whereof, this attestation is issued to serve the purpose wherever and whenever need
arises.

TESTIFYING SIGNATURE

Signature and name of the Representative of the company
(person who carried out the site visit)

CONFIRMATORY SIGNATURES

Signature and name of Managing Director
of the company and stamp seal

Signature & name of the Company's
Work Supervisor and stamp seal

FORM N° 14
THE SITE VISIT REPORT
[not more than five (05) pages]

LETTER HEAD OF THE COMPANY
(here)

I) INTRODUCTION

TENDER REFERENCE

DATE OF VISIT: TIME OF VISIT:

II) COMMENTARY:

II-1) Nature of the project site.....
.....
.....

II-2) Accessibility to the project site:
.....
.....

II-3) Vegetation (trees, shrubs etc).....
.....

II-4) Topography of the site

III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF MATERIAL FOR THE EXECUTION OF THE PROJECT

V) DIFFICULTIES:

NB: The above commentaries can be proven by pictures of Mr(s).....who is
.....of the company and land mark(s) conspicuously present on the site. The land
marks include(put names of the conspicuous land marks site seen
at the project site)

Remark: The pictures are inscribed on the verso page of the last page of this report of site visit.

TESTIFYING SIGNATURE

Signature and name of the Representative of the company
(person who carried out the site visit)

CONFIRMATORY SIGNATURES

Signature and name of Managing Director
of the company and stamp seal

Signature & name of the Company's
Work Supervisor and stamp seal

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 ONE CLASSROOM WITH AN ATTACHED OFFICE
FOR THE LITERACY CENTRE AT BENAKUMA, 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 one classroom with an attached office for the Literacy Centre at Benakuma , 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 million (20,000,000) 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 **Document N° 7**
-The Contracting Authority, Menchum
-File/chronology

DOCUMENT N° 12

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

LIST OF BANKING
BODIES A

LIST OF BANKING
BODIES A

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'Epargne 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.

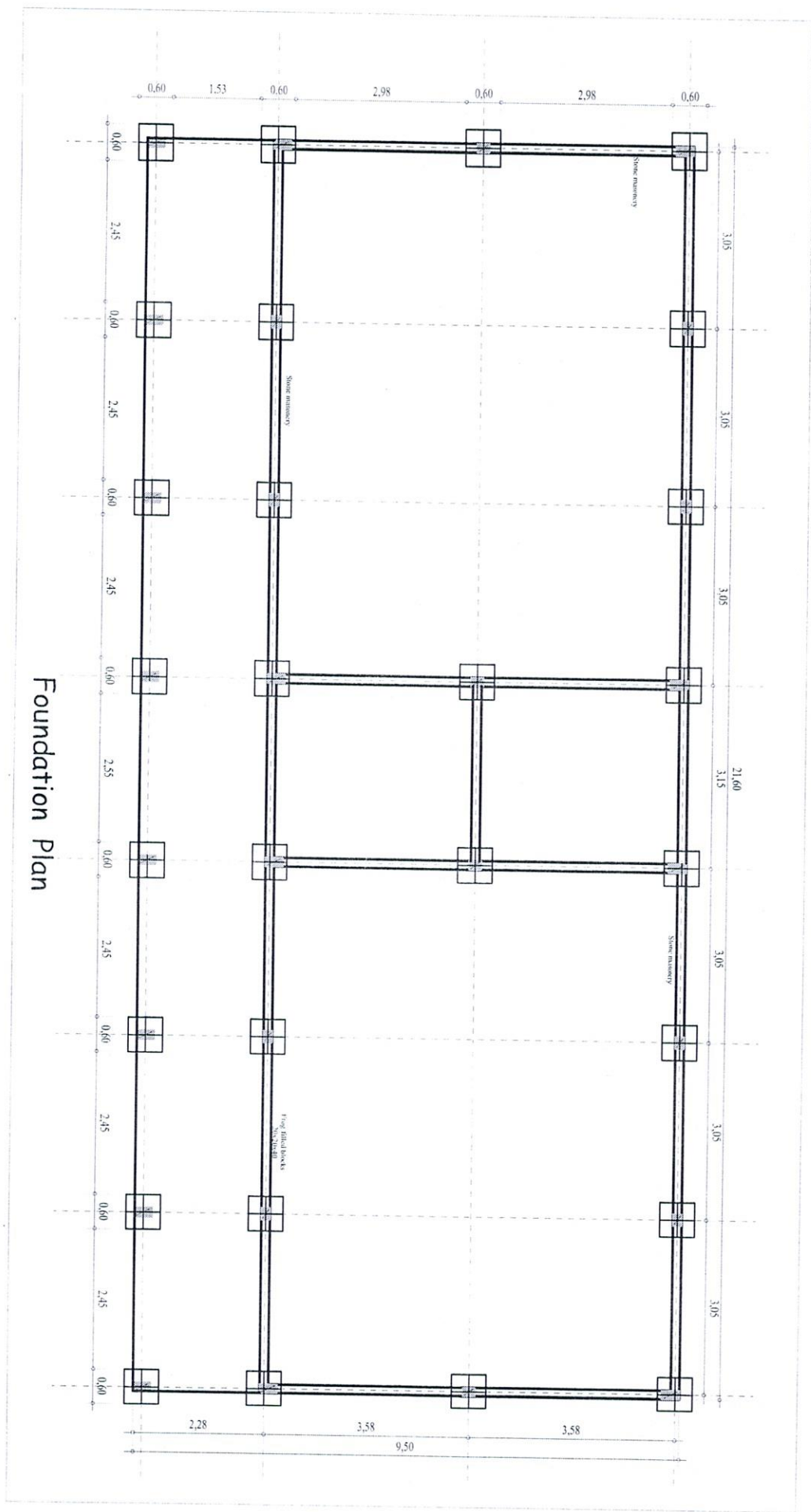
B- INSURANCE COMPANIES

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

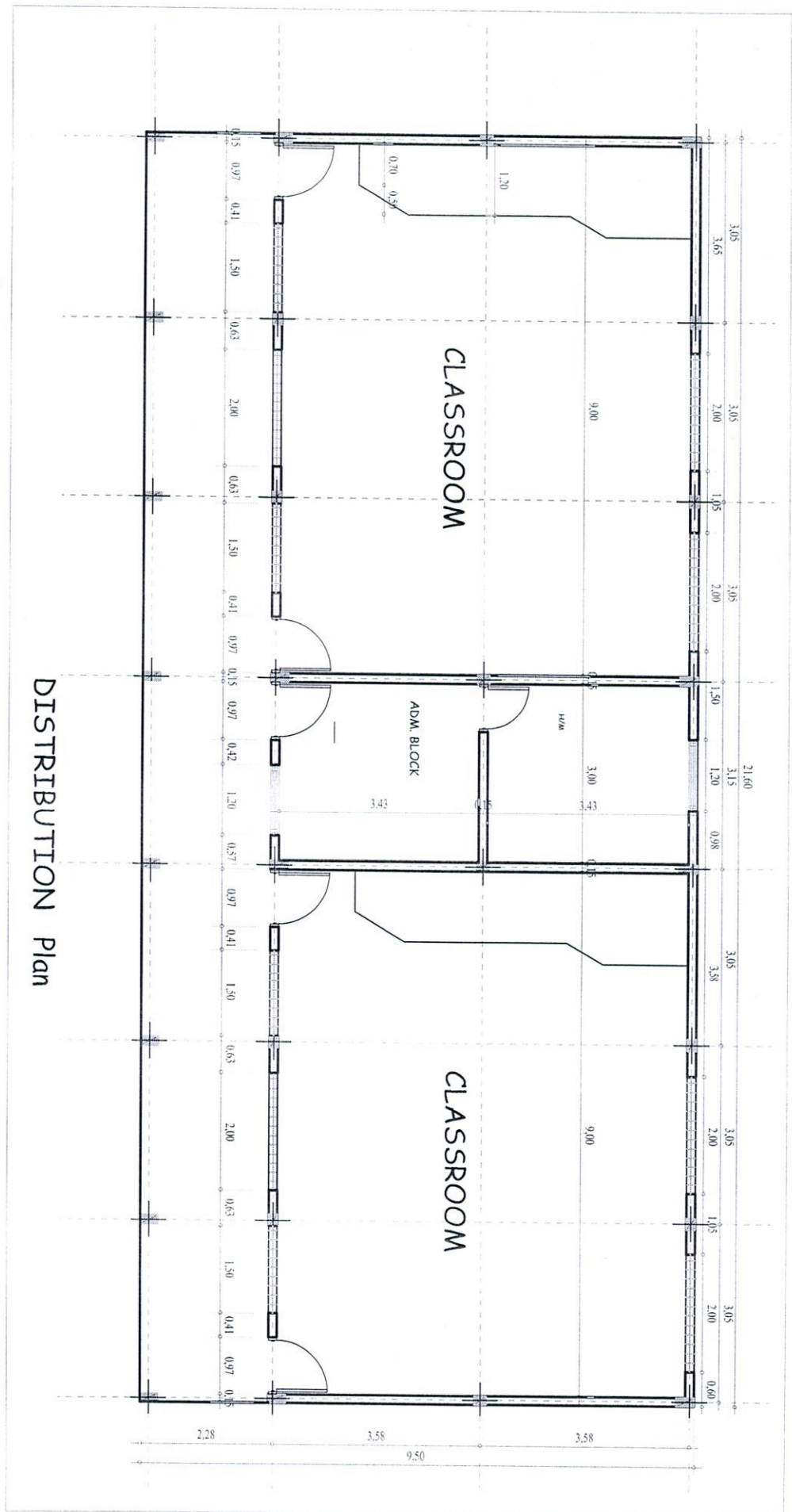
DOCUMENT N°13

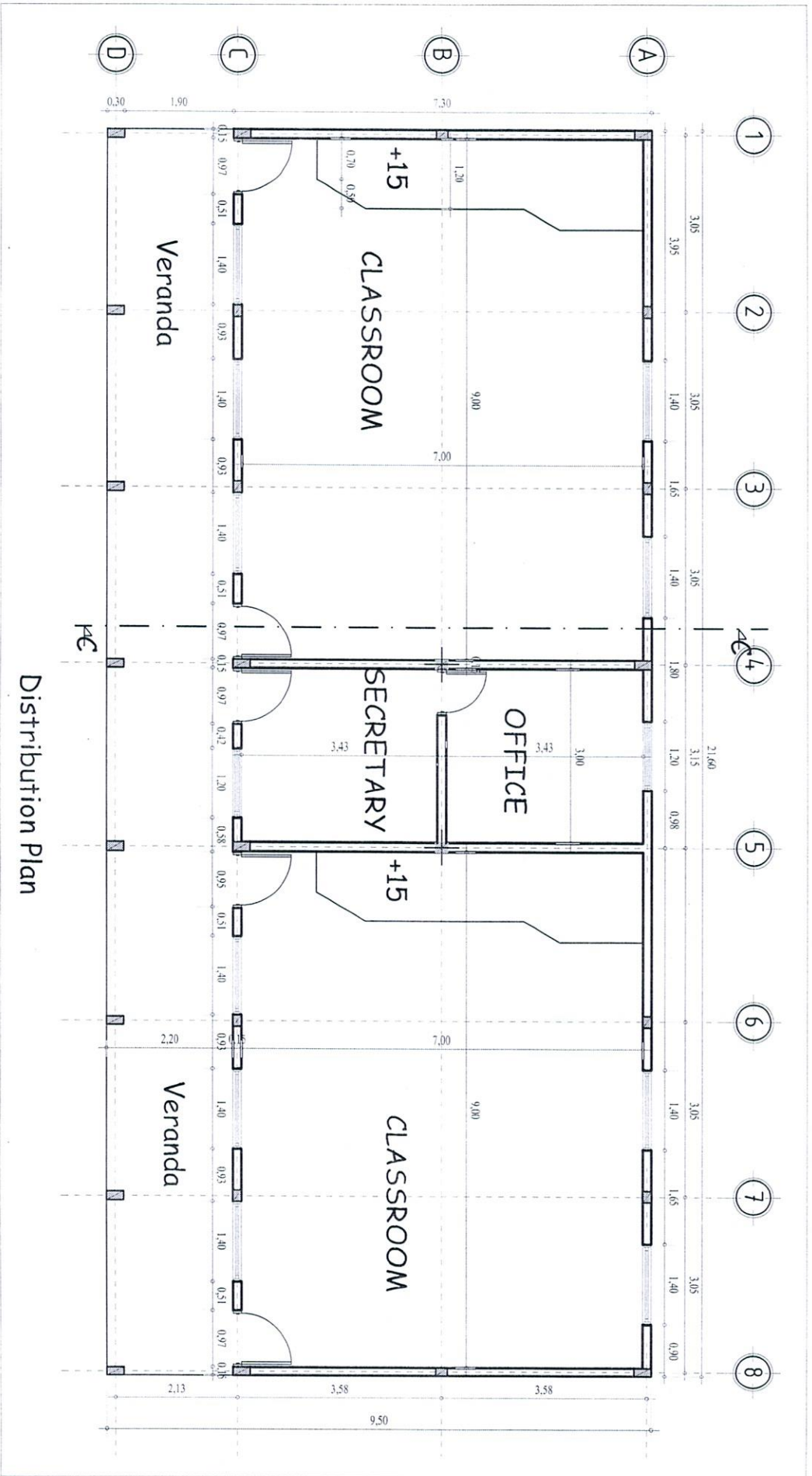
PLANS AND DIAGRAMS AND/OR PICTURES

PLAN

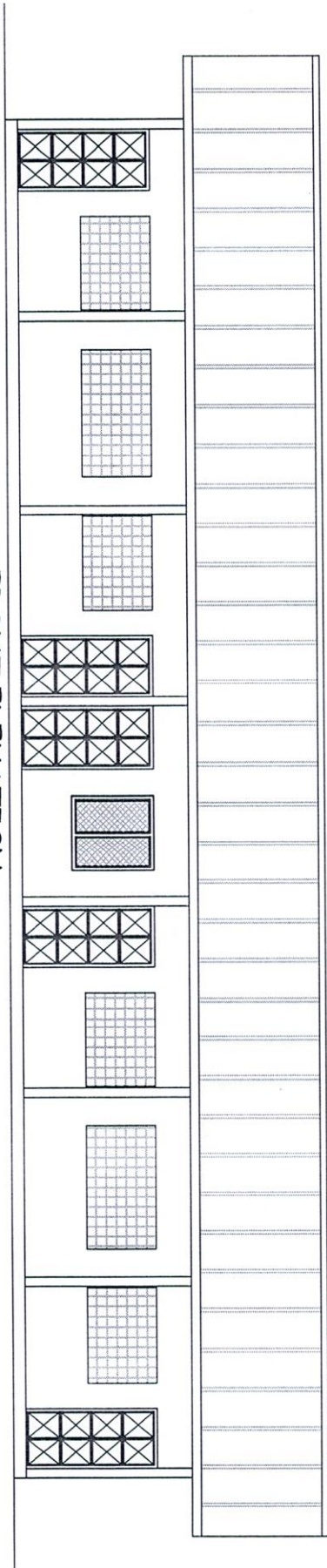


Foundation Plan

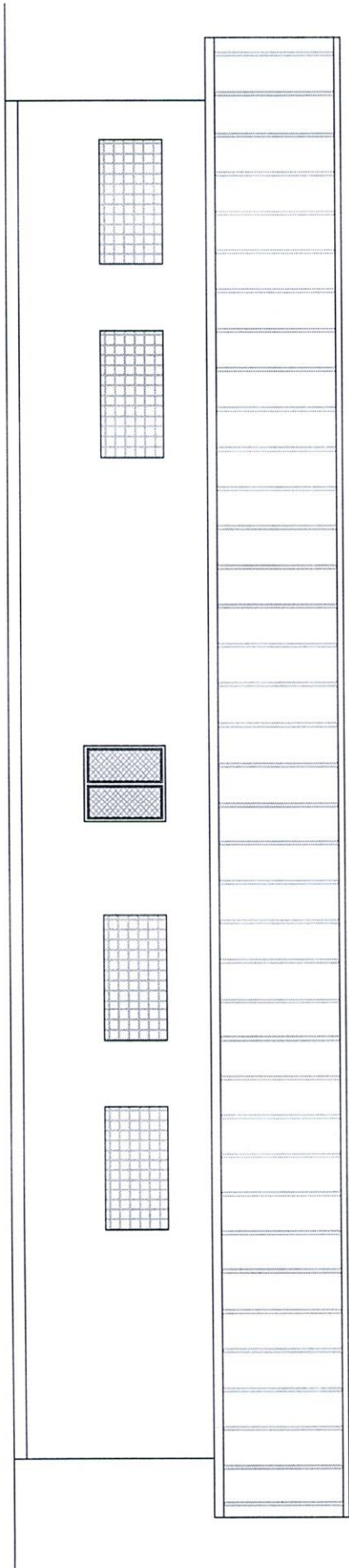


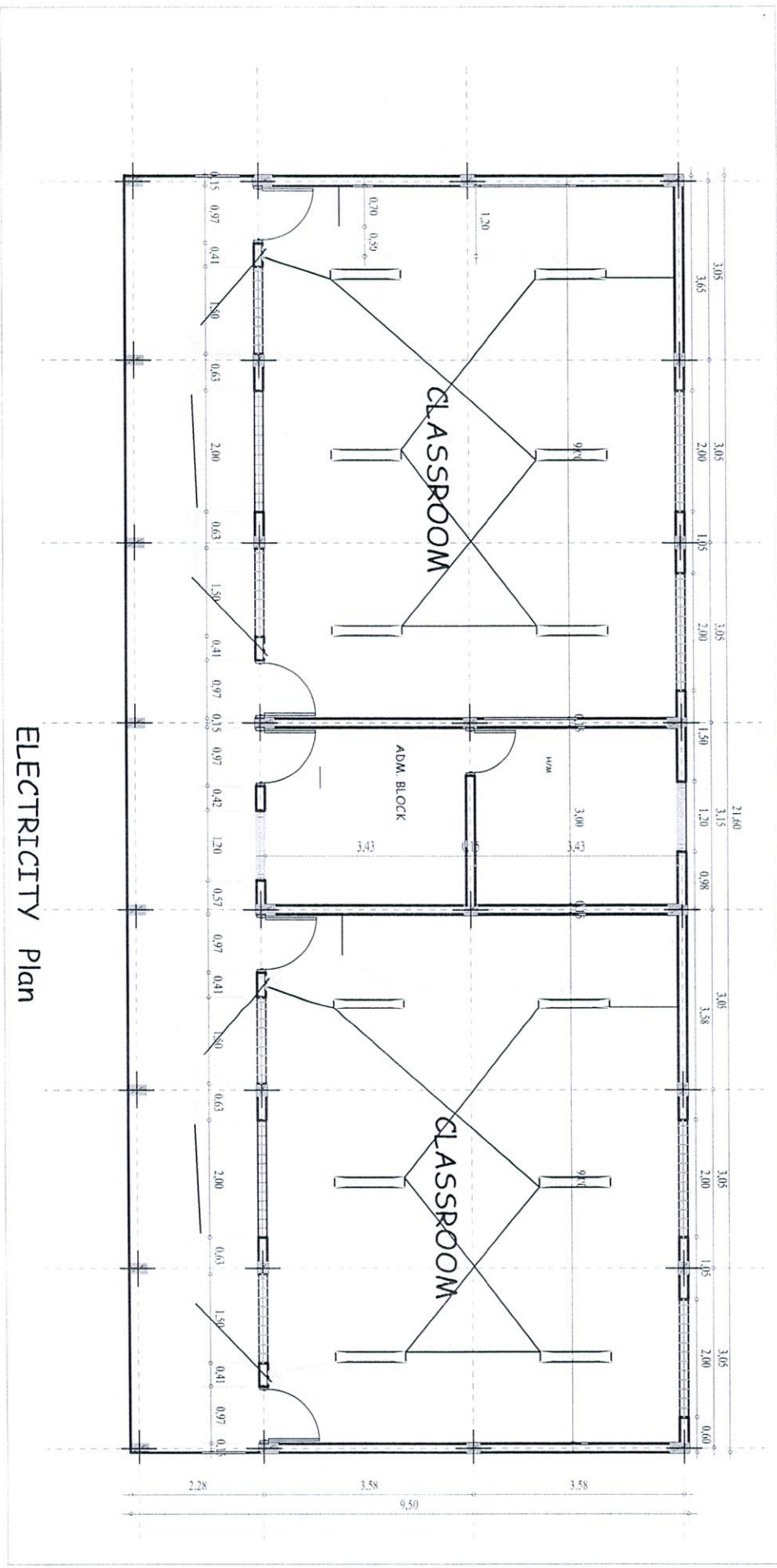


FRONT ELEVATION



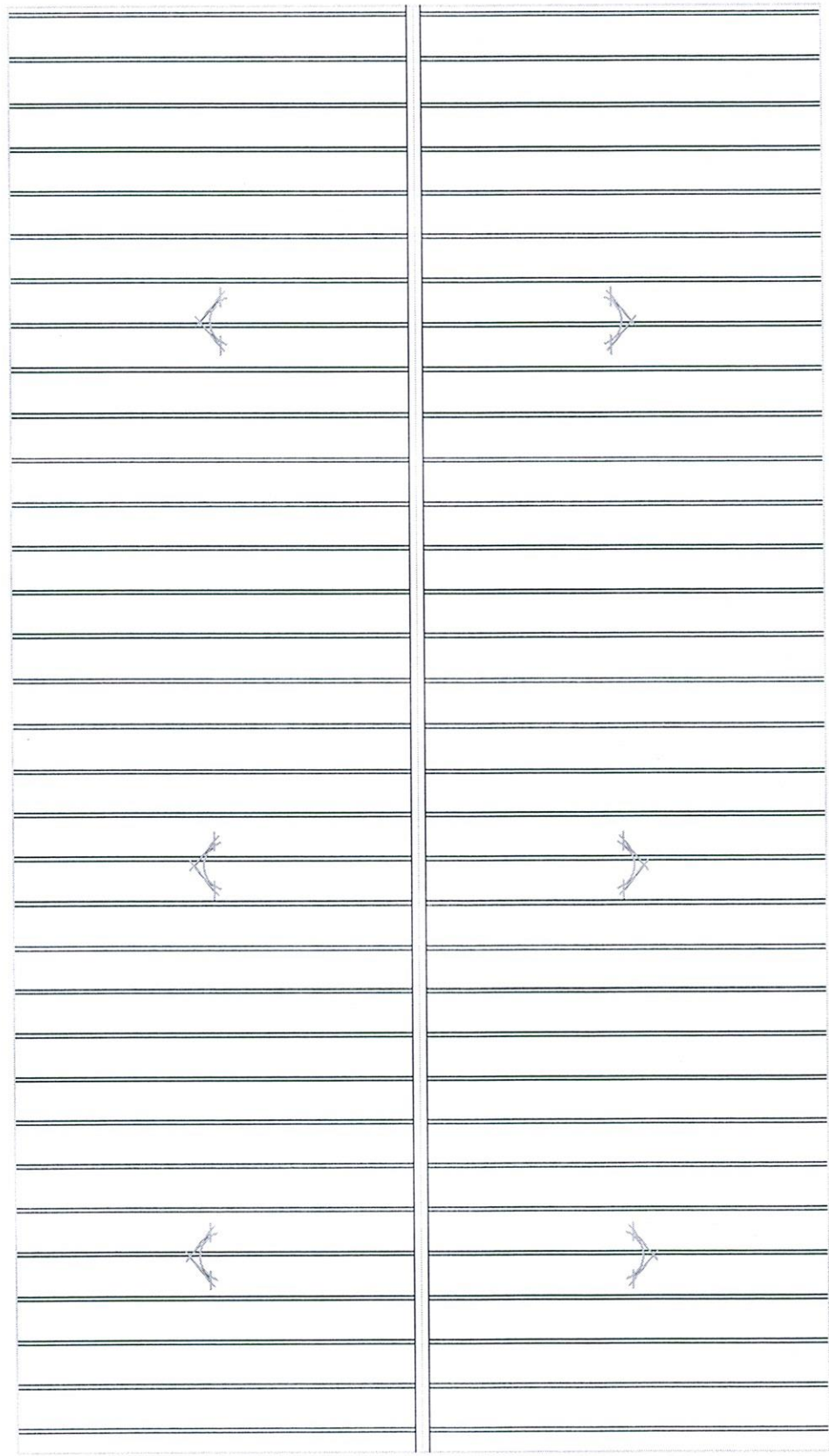
REAR ELEVATION





ELECTRICITY Plan

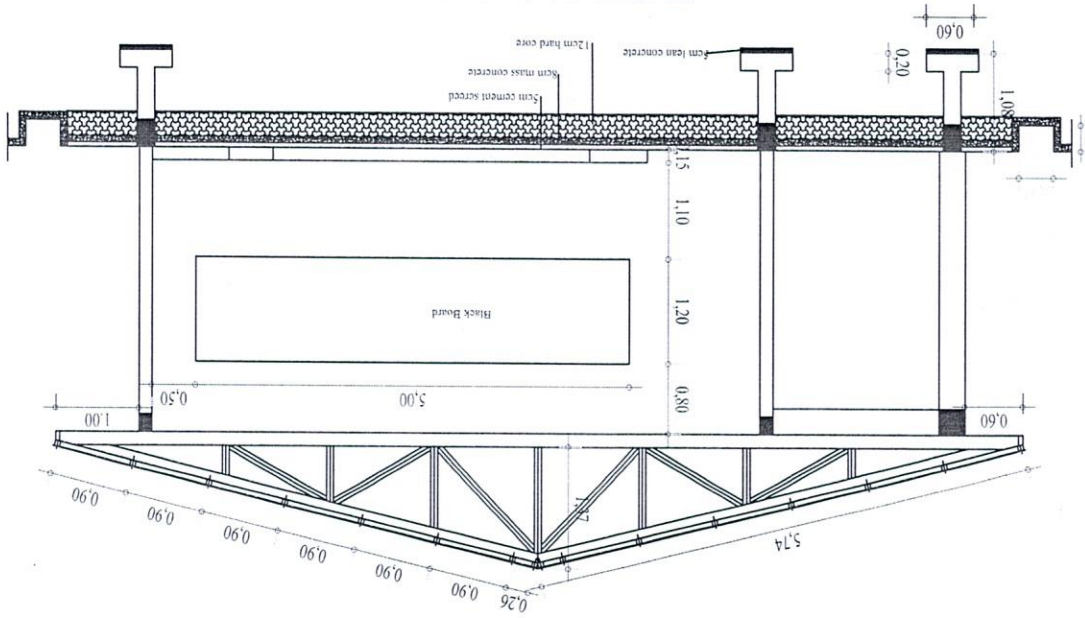
Roof Plan



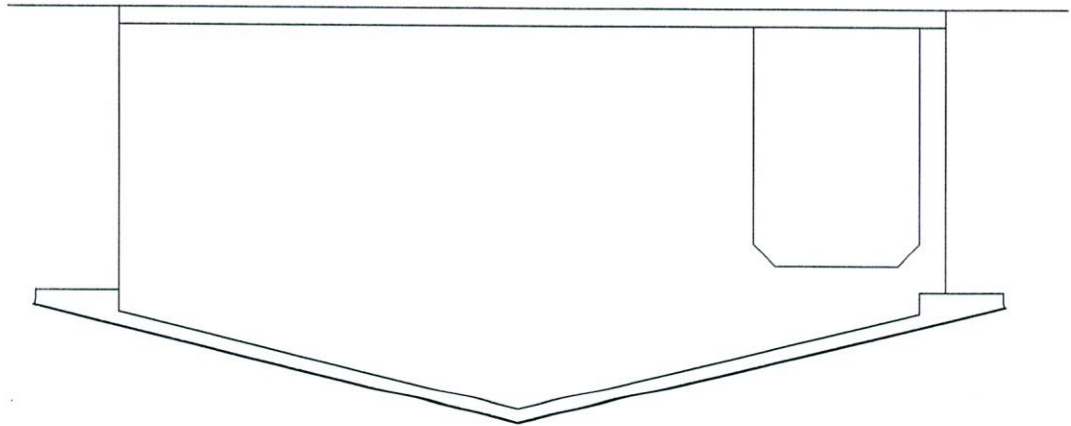
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SECTION C-C



RIGHT ELEVATION



LEFT ELEVATION

