

THE SHEDULE 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 JOBBING ORDER 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 JOBBING ORDER.

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.

THE PRICE LIST
PRICE ENCLOSURE

SCHEDULE OF UNIT PRICES FOR THE ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT, DONGA MANTUNG DIVISION, NORTH WEST REGION				
No	DESCRIPTION	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
100	PRELIMINARY WORKS			
101	Architectural studies	Ls		
102	Demarcation of site	Ls		
103	Site Installation, Environmental impact notice and building permit 1%	Ls		
104	Site clearance/levelling of platform	m ³		
105	Setting out of structure	LS		
106	Work execution program and As-Built drawing plans	Ls		
200	EARTHWORKS			
201	Excavation of foundation trenches/footings	m ³		
202	Back filling with laterite in compacted layers of 20cm for the foundation	m ³		
300	FOUNDATION			
301	Blinding concrete dosed at 150 kg/m ³	m ³		
302	R.C dosed at 350 kg/m ³ for foundation footings/columns	m ³		
303	Construction of foundation with stone masonry with cement mortar dosed at 350kg/m ³	m ²		
304	R.C dosed at 350 kg/m ³ for ground beam	m ³		
400	ELEVATION OF WALLS			
401	Provide cement/sand blocks of (15 x 20 x 40 cm) blocks	m ²		
402	R.C dosed at 350 kg/m ³ for pillars in elevation	m ³		
403	R.C dosed at 350 kg/m ³ for lintels across openings	m ³		
404	R.C dosed at 350 kg/m ³ for chain beam	m ³		
500	CARPENTRY AND JOINERY (ROOFING)			
501	Provide and assemble rafters of 2 x 6 (4m) including necessary treatment and mounting	m ³		
502	Provide and nail Purlins of (2x3) 4m to receive roofing sheets	m ³		
503	Supply and installation of 4mm plywood ceiling on noggings at 1.20 x 0.60 previously treated wood including any suggestions	m ²		
504	Wood molded Ceiling battens along ceiling walls inside and outside and along fascia boards	ml		
505	Supplying and fixing 6m tole bac 5/10th roofing sheets including fixing accessories	m ²		
506	Supplying and fixing ridge cap including any suggestions	ml		
507	Supplying and fixing of fascia board including fixing accessories	ml		

508	Supplying and fixing of roof gutters and drainage pipes including fixing accessories	ml		
509	Supplying and fixing flat aluminium sheets (tole lisse) on the eaves including fixing accessories	m ²		
600	RAMP AND STAIRWAY			
601	R.C dosed at 350 kg/m3 for access ramp(5)	m ³		
700	DOORS			
701	Supply and installation double metallic doors 150 x 220 cm including frames, locks, hinges and any suggestions	U		
702	Supply and installation Single metallic doors 90 x 220 cm including frames, locks, hinges and any suggestions	U		
703	Supply and installation of wooden panel doors 150 x 220 cm including frames, locks, hinges and any suggestions	U		
704	Supply and installation of wooden panel doors 90 x 220 cm including frames, locks, hinges and any suggestions	U		
705	Supply and installation of wooden panel doors 70 x 220 cm including frames, locks, hinges and any suggestions	U		
800	WINDOWS			
801	Supply and installation of aluminum sliding window 140x120 with glass panel including metallic protector with and locks any suggestions	U		
802	Supply and installation of aluminum sliding window of 120x120 including metallic protector with and locks any suggestions	U		
807	Supply and installation of aluminum sliding window 60x 60 with glass panel including metallic protector with and locks any suggestions	U		
900	ELECTRICAL WORKS			
	PROVIDE AND FIT THE FOLLOWING			
901	Installation of a complete solar energy system for the building	Ls		
902	13mm conduit pipe	Roll		
903	11mm conduit pipe	Roll		
904	9mm conduit pipe	Roll		
905	Electric cables 1.5mm	Roll		
906	Electric cables 2.5mm	Roll		
907	Sockets	No		
908	One-way switches	No		
909	Two-way switches	No		
910	LED Lamps	No		
911	Earth rod and cable	No		
912	Junction box	No		
913	Single Phase fuse box	Ls		
914	Accessories	Ls		
1000	SANITARY FITTINGS, PLUMBING AND DRAINAGE			
1001	Water cistern toilets complete.	No		
1002	Wash hand basin.	No		
1003	Soap holder.	No		

1005	Tissue holder	No		
1006	Mirror.	No		
1007	Pipes and accessories	Ls		
1008	Septic tank for 30 users	No		
1009	Soak away pit	No		
1010	Inspection chambers	No		
1100	PLASTERING AND RENDERING			
1101	Provide and apply rendering on the entire external surface	m ²		
1102	Provide and apply plastering on the internal walls	m ²		
1200	FLOORING AND TILING			
1201	Oversite mass concrete (8cm thick) dosed at 250kg/m ³	m ²		
1202	Provide and lay cement screed of 3cm all floors and verandas	m ²		
1203	Provide and lay ceramic tiles of 40 x 40cm on all floors and verandas	m ²		
1204	Provide and lay ceramic floor tiles of 20 x 20cm on all toilet floors	m ³		
1205	Provide and lay wall tiles of on all toilet walls at 2.1m height	m ²		
1300	PAINTING			
1301	Provide and apply Pantex 1300 paint in two coats on the entire external walls	m ²		
1302	Provide and apply water base Pantex 800 paint in two coats on the entire internal walls	m ²		
1303	Provide and apply water base Pantex 800 in two coats of paint on the entire ceiling surface.	m ²		
1304	Provide and apply oil paint on metallic and varnish on wooden works	m ²		
1400	EXTERNAL WORKS			
1401	R.C perimeter gutter round the building in reinforced concrete dosed at 300kg/m ³ of section 40x30cm	ml		
1402	Mass concreting of 8cm thick between the gutter and the external walls dosed at 250kg/m ³	m ²		

DOCUMENT N°07

THE BILL OF QUANTITIES AND COST ESTIMATE

**BILL OF QUANTITIES AND ESTIMATES FOR THE
ARCHITECTURAL STUDIES, DEMARCATION AND
CONSTRUCTION OF THE DIVISIONAL DELEGATION OF
MINMIDT, DONGA MANTUNG DIVISION, NORTH WEST REGION**

No	DESCRIPTION	UNIT	QUANTITY	U. PRICE	AMOUNT
100	PRELIMINARY WORKS				
101	Architectural studies	Ls	1.00		
102	Demarcation of site	Ls	1.00		
103	Site Installation, Environmental impact notice and building permit 1%	Ls	1.00		
104	Site clearance/levelling of platform	m ³	292		
105	Setting out of structure	LS	1		
106	Work execution program and As-Built drawing plans	Ls	1		
	SUB-TOTAL 100				
200	EARTHWORKS				
201	Excavation of foundation trenches/footings	m ³	37.5		
202	Back filling with laterite in compacted layers of 20cm for the foundation	m ³	70.0		
	SUB-TOTAL 200				
300	FOUNDATION				
301	Blinding concrete dosed at 150 kg/m ³	m ³	3.3		
302	R.C dosed at 350 kg/m ³ for foundation footings/columns	m ³	1.64		
303	Construction of foundation with stone masonry with cement mortar dosed at 350kg/m ³	m ²	68.7		
304	R.C dosed at 350 kg/m ³ for ground beam	m ³	5.87		
	SUB-TOTAL 300				
400	ELEVATION OF WALLS				
401	Provide cement/sand blocks of (15 x 20 x 40 cm) blocks	m ²	402.00		
402	R.C dosed at 350 kg/m ³ for pillars in elevation	m ³	2.75		
403	R.C dosed at 350 kg/m ³ for lintels across openings	m ³	2.45		
404	R.C dosed at 350 kg/m ³ for chain beam	m ³	2.750		
	SUB-TOTAL 400				
500	CARPENTRY AND JOINERY (ROOFING)				
501	Provide and assemble rafters of 2 x 6 (4m) including necessary treatment and mounting	m ³	4.60		
502	Provide and nail Purlins of (2x3) 4m to receive roofing sheets	m ³	1.79		
503	Supply and installation of 4mm plywood ceiling on noggings at 1.20 x 0.60 previously treated wood including any suggestions	m ²	184.00		
504	Wood molded Ceiling battens along ceiling walls inside and outside and along fascia boards	ml	270.0		
505	Supplying and fixing 6m tole bac 5/10th roofing sheets including fixing accessories	m ²	280.00		

506	Supplying and fixing ridge cap including any suggestions	ml	50.00		
507	Supplying and fixing of fascia board including fixing accessories	ml	75.00		
508	Supplying and fixing of roof gutters and drainage pipes including fixing accessories	ml	75.00		
509	Supplying and fixing flat aluminium sheets (tole lisse) on the eaves including fixing accessories	m ²	50.00		
	SUB-TOTAL 300				
600	RAMP AND STAIRWAY				
601	R.C dosed at 350 kg/m ³ for access ramp(5)	m ³	1.50		
	SUB-TOTAL 500				
700	DOORS				
701	Supply and installation double metallic doors 150 x 220 cm including frames, locks, hinges and any suggestions	U	2		
702	Supply and installation Single metallic doors 90 x 220 cm including frames, locks, hinges and any suggestions	U	1		
703	Supply and installation of wooden panel doors 150 x 220 cm including frames, locks, hinges and any suggestions	U	1		
704	Supply and installation of wooden panel doors 90 x 220 cm including frames, locks, hinges and any suggestions	U	8		
705	Supply and installation of wooden panel doors 70 x 220 cm including frames, locks, hinges and any suggestions	U	4		
	SUB-TOTAL 600				
800	WINDOWS				
801	Supply and installation of aluminum sliding window 140x120 with glass panel including metallic protector with and locks any suggestions	U	5		
802	Supply and installation of aluminum sliding window of 120x120 including metallic protector with and locks any suggestions	U	5		
807	Supply and installation of aluminum sliding window 60x 60 with glass panel including metallic protector with and locks any suggestions	U	5		
	SUB-TOTAL 700				
900	ELECTRICAL WORKS				
	PROVIDE AND FIT THE FOLLOWING				
901	Installation of a complete solar energy system for the building	Ls	1		
902	13mm conduit pipe	Roll	6		
903	11mm conduit pipe	Roll	9		
904	9mm conduit pipe	Roll	5		
905	Electric cables 1.5mm	Roll	8		
906	Electric cables 2.5mm	Roll	6		
907	Sockets	No	18		
908	One-way switches	No	12		
909	Two-way switches	No	8		
910	LED Lamps	No	26		
911	Earth rod and cable	No	2		

912	Junction box	No	10		
913	Single Phase fuse box	Ls	4		
914	Accessories	Ls	1		
	SUB-TOTAL 800				
1000	SANITARY FITTINGS, PLUMBING AND DRAINAGE				
1001	Water cistern toilets complete.	No	3		
1002	Wash hand basin.	No	3		
1003	Soap holder.	No	3		
1005	Tissue holder	No	3		
1006	Mirror.	Ls	1		
1007	Pipes and accessories	No	1		
1008	Septic tank for 30 users	No	1		
1009	Soakaway pit	No	10		
1010	Inspection chambers	No			
	SUB-TOTAL 1000				
1100	PLASTERING AND RENDERING				
1101	Provide and apply rendering on the entire external surface	m ²	181.00		
1102	Provide and apply plastering on the internal walls	m ²	625.00		
	SUB- TOTAL 1100				
1200	FLOORING AND TILING				
1201	Oversite mass concrete (8cm thick) dosed at 250kg/m ³	m ²	184.00		
1202	Provide and lay cement screed of 3cm all floors and verandas	m ²	184.00		
1203	Provide and lay ceramic tiles of 40 x 40cm on all floors and verandas	m ²	209.00		
1204	Provide and lay ceramic floor tiles of 20 x 20cm on all toilet floors	m ³	15.00		
1205	Provide and lay wall tiles of on all toilet walls at 2.1m height	m ²	55.00		
	SUB- TOTAL 1200				
1300	PAINTING				
1301	Provide and apply Pantex 1300 paint in two coats on the entire external walls	m ²	181.00		
1302	Provide and apply water base Pantex 800 paint in two coats on the entire internal walls	m ²	625.00		
1303	Provide and apply water base Pantex 800 in two coats of paint on the entire ceiling surface.	m ²	184.00		
1304	Provide and apply oil paint on metallic and varnish on wooden works	m ²	235.90		
	SUB- TOTAL 1300				
1400	EXTERNAL WORKS				
1401	R.C perimeter gutter round the building in reinforced concrete dosed at 300kg/m ³ of section 40x30cm	ml	70.00		
1402	Mass concreting of 8cm thick between the gutter and the external walls dosed at 250kg/m ³	m ²	45.00		

	SUB- TOTAL 1400	
	TOTAL WITHOUT TAXES	
	VAT(19.25%)	
	AIR(2.2%)	
	Amount with taxes(TTC)	
	Net Payment	

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	
----	----
-----	-----

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 ^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
					Total (B)	
Materials	TYPE	Unit	Unit Price		Consumption	AMOUNT
					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 JOBBING ORDER

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DU DONGA MANTUNG

COMMISSION DEPARTEMENTALE DE
PASSATION DES MARCHES

REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

DONGA MANTUNG DIVISION

DIVISIONAL TENDERS BOARD

JOBGING ORDER N°...../C/NWR/DMD/DMDTB/2025 OF
AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER
N° 002/ONIT/NWR/DMD/DMDTB/2025 OF 07/02/2025 FOR THE
ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE
DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH
WEST REGION

PROJECT OWNER: **THE DIVISIONAL DELEGATE MINMIDT, DONGA MANTUNG**

AUTHORIZING OFFICER: **THE DIVISIONAL DELEGATE MINMIDT, DONGA MANTUNG**

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)*: ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION
OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST
REGION

PLACE: NKAMBE

DURATION: (120) CALENDAR DAYS (FOUR (04) MONTHS)

AMOUNT OF JOBBING ORDER:

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

NB: This JOBBING ORDER is signed to the amount ofFRANCS CFA
(all taxes inclusive (ATI))

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

VOTE OF CHARGE N°: **59 29 039 06 451615 361330 913**

EXPENDITURE AUTHORIZATION N°: **JA04377**

DATE OF ENTRY INTO THE JOBBING ORDER:

DATE OF SIGNATURE :

DATE OF NOTIFICATION:

DATE OF REGISTRATION:

BETWEEN:

THE **REPUBLIC OF CAMEROON**, REPRESENTED BY THE SENIOR DIVISIONAL OFFICER FOR
DONGA MANTUNG

(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°C/NWR/DMD/DMDTB/2025
signed following an Open National Invitation to Tender N°001/ONIT/NWR/DMD/DMDTB/2025 of
07/02/2025

WITH:

ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL
DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION

EXECUTION DURATION: (120) CALENDAR DAYS (FOUR (04) MONTHS)

AMOUNT OF THE JOBBING ORDER 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 to the amount of _____ FRANCS CFA (All taxes inclusive
ATI

READ AND APPROVED BY THE CONTRACTOR	SIGNED BY THE SENIOR DIVISIONAL OFFICER, DELEGATED CONTRACTING AUTHORITY
NKAMBE, the _____	NKAMBE, 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 JOBBING ORDER.

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.....

.....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 ARCHITECTURAL STUDIES, DEMARCATION
AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA
MANTUNG , 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 JOBBING ORDER
within four (04) months as from the date of notification of the Service Order to start works.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a
period of ninety (90) 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 JOBBING ORDER 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 SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG, REPUBLIC OF CAMEROON

Invitation to Tender No.

BID BOND FOR THE EXECUTION OF THE ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION

The Contractor (5) hereby submits on to the Contracting Authority a bid relating to THE ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION. To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG** 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 **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG**, 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 **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG**, 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 **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG**. 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 **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG**.

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 **SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG** (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 JOBBING ORDER.

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: THE SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG, DONGA
MANTUNG DIVISION, NORTH WEST REGION, REPUBLIC OF CAMEROON**

Invitation to Tender No.

**PERFORMANCE BOND FOR THE EXECUTION OF THE ARCHITECTURAL STUDIES,
DEMARCATON AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR
DONGA MANTUNG, NORTH WEST REGION**

We..... (Bank) have been informed that a JOBBING ORDER has been signed between the **Senior Divisional Officer for Donga Mantung**, acting in the capacity of Contracting Authority, and....., acting as Contractor for THE ARCHITECTURAL STUDIES, DEMARCATON AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION. In compliance with the provisions of JOBBING ORDER N°., the Contractor is bound to present to the **Senior Divisional Officer for Donga Mantung**, a performance bond for the execution of work, covering security, commitments and other obligations incumbent on the Contractor under the JOBBING ORDER, worth 3% of the amount of the JOBBING ORDER all taxes inclusive, i.e. CFA Francs

We,(bank) do hereby commit ourselves irrevocably and without arguing to pay to the **Senior Divisional Officer for Donga Mantung**, 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 JOBBING ORDER

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 **Senior Divisional Officer for Donga Mantung**. The bank guarantee shall take effect as from the date of notification of the JOBBING ORDER. The original of this guarantee shall be kept by the **Senior Divisional Officer for Donga Mantung**.

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: SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG, DONGA MANTUNG
DIVISION, NORTH WEST REGION, REPUBLIC OF CAMEROON**

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 JOBBING ORDER shall be signed between the **Senior Divisional Officer for Donga Mantung**, acting in the capacity of Contracting Authority, and....., acting as Contractor for THE ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG , NORTH WEST REGION.

In compliance with the provisions of Article of JOBBING ORDER N°., the Contractor shall be bound to present to the **Senior Divisional Officer for Donga Mantung**, 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 **Senior Divisional Officer for Donga Mantung**, at the written request of the **Senior Divisional Officer for Donga Mantung**, 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 JOBBING ORDER.

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 **Senior Divisional Officer for Donga Mantung**.

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 **Donga Mantung Divisional 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° :.....

Architectural studies, Demarcation and Construction of the Divisional Delegation of MINMIDT FOR DONGA MANTUNG 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 **Architectural studies, Demarcation and Construction of the Divisional Delegation of MINMIDT FOR DONGA MANTUNG , 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 JOBBING ORDER within (.....) months as from the date of notification of award of the JOBBING ORDER

I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a period of ninety (90) 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 JOBBING ORDER 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 JOBBING ORDER for _____ (*indicate the name of project*) in DONGA MANTUNG 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	JOBGING ORDER amount	Execution Period notified	Provisional Acceptance date
1							
2							
3							
4							
5							
6							
etc							

NB: For each JOBBING ORDER named in the above list, are attached the following:

- Photocopy of first and last pages of the JOBBING ORDER,
- 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	FRAME ("châssis") NUMBER & HORSE POWER if vehicle	REGISTRATION NUMBER (if vehicle)	QUANTITY	STATUS (Hired or owned)
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° 13
THE ATTESTATION OF SITE VISIT

LETTER HEAD OF THE CONTRACTOR

Ref. N°

Nkambe, the (le)

(NAME OF ENTERPRISE)

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
ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION
OF MINMIDT, DONGA MANTUNG, 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.

(POST, NAME AND SIGNATURE)

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

FOR THE ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE
DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION

ADMINISTRATIVE DOCUMENTS

DOCUMENT N°	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three (03) months old		
A.2	Declaration of Intention to tender stamped with the tariff in force (written by the bidder)		
A.3	Certificate of non-bankruptcy established by the Court of 1 st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months old		
A.4	Attestation of the bank account of the bidder, issued by a first-rate bank approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three (03) months old		
A.5	Purchase receipt of the tender file issued by the public treasury of 80,000 (eighty thousand) F CFA		
A.6	A bid bond of 800 000 (eight hundred thousand) F CFA issued by a first-rate bank approved by the Ministry in charge of Finance in conformity with COBAC conditions		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)		
A.8	An attestation of the National Social Insurance Fund stating the bidder has met all his obligations vis a vis the Fund. The attestation should be less than three (03) months old		
A.9	Business License (photocopy certified by the Chief of Centre of Taxes, not more than three (03) months old		
A.10	Certified copy of valid Taxpayers card, delivered by the Chief of Centre of Taxes		

B.1	General presentation of the bids	YES	NO
	Document is spiral bound		
	Table of content page		
	Colour Page separation		
	Presentation of document in the order given in the tender file		
B.2	List of references of the enterprise in similar jobs		
B.2.1	List of references of the enterprise in similar jobs (at least 40 000 000 F CFA) justified by signed JOBBING ORDERS (first and last pages) and minutes of acceptance or attestation of works executed. (Minutes of final acceptance for up to 2023 projects. Minimum acceptance :02 of JOBBING ORDERS realised in the domain of building construction over the past five (05) years		

	1 st Reference		
	2 nd Reference		
B.3	Qualification and experience of the technical staff		
B.3.1	01 works supervisor (at least HND or equivalent certificate)		
	Qualification of the work supervisor (Senior Technician Certificate in Civil Engineering (BAC+2))		
	Professional experience in the project engineer ≥ 3 years (signed CV) <ul style="list-style-type: none"> • CV signed by the supervisor, • A certified copy of the technical diploma, • An attestation of Presentation of the technical diploma, • An attestation of availability signed by the supervisor, • Certified copy of ID card 		
B.3.2	01 Site foreman (Civil Engineering Technician)		
	Qualification of the site foreman (Technician Certificate in Civil Engineering (BAC F4) or equivalent certificate)		
	Professional experience of the site foreman ≥ 3 years (signed CV) <ul style="list-style-type: none"> • CV signed by the foreman, • A certified copy of the technical diploma, • An attestation of Presentation of the technical diploma, • An attestation of availability signed by the foreman, • Certified copy of ID card 		
B.3	Technical proposals		
B.3.1	Organisation of the project (specify names of the personnel handling the various functions)		
B.3.2	Logical sequence for the execution of the task		
B.3.3	Quality control method		
B.3.4	Environmental protection measures		
B.3.5	Security and safety at the site		
B.3.6	Duration of execution with respect to the tender file		
B.4	Logistics (Equipment put aside for this project)		
B.4.1	Proof of ownership or rental of a pick-up or other vans		
B.4.2	Proof of ownership or rental of a dump truck		
B.4.3	Proof of ownership or rental of a concrete mixer		
B.4.4	Proof of ownership or rental of a hand compactor		
B.4.5	Masonry kit: wheel barrows, masonry clamps, harmer 300g, shovels, dig axes, building level, masonry buckets, trowels, spades, etc.		
B.5	Financial capacity		

B.5.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1 st class bank located in any area in Cameroon and approved by the Ministry in charge of Finance and respect COBAC conditions		
B.6	Attestation of site visit signed by the principal of the school		
B.7	Comprehensive report of site visit signed by the company engineer and justified by photos		
B.8	Special technical clauses initialled on all the pages and last page signed and stamped		
B.9	Special administrative clauses completed and initialled on all the pages and last page signed and stamped		
C	Financial Offer		
C.1	A submission letter, signed, dated and stamped		
C.2	Completed and signed frame work of unit prices		
C.3	Signed bill of quantities and cost estimate indicating the total amount without taxes (HT) and with taxes (TTC)		
C.4	Sub detail of unit prices		

This evaluation will be done in a purely positive way (YES) or negative way (NO) with an acceptable minimum of a technical score of 80% in the essential criteria.

The JOBBING ORDER 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.

DOCUMENT N° 11

JUSTIFICATION OF PRIOR FEASIBILITY STUDIES

PROJECT OWNER'S LETTER HEAD
(here)

Ref. N°

Nkambe, the

THE SENIOR DIVISIONAL OFFICER FOR DONGA MANTUNG

To: 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 ARCHITECTURAL STUDIES, DEMARCATION AND CONSTRUCTION OF THE DIVISIONAL DELEGATION OF MINMIDT FOR DONGA MANTUNG, NORTH WEST REGION was realized and forwarded to the Minister in charge of MINMIDT Yaoundé 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 **forty million** (40,000,000) 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 Divisional Tenders Board,
-File/chron

DOCUMENT N° 12

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

LIST OF FINANCIAL INSTITUTIONS AGREED BY THE MINISTER OF FINANCE

- 1- Afriland 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);
- 14 CCA Bank
- 15 Banque Gabonaise pour le Financement International (BGFI BANK)

This list is available at ARMP.

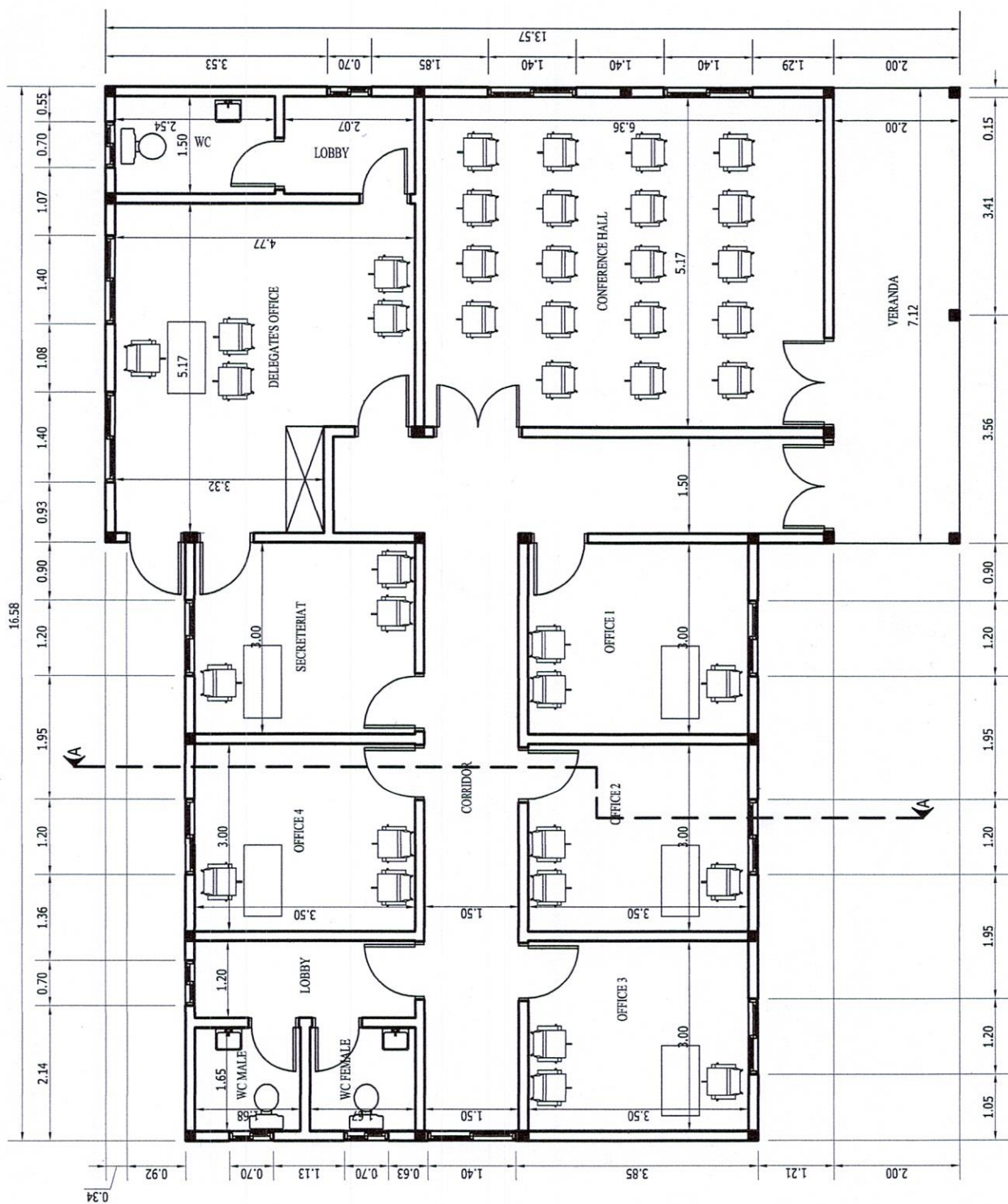
B- INSURANCE COMPANIES

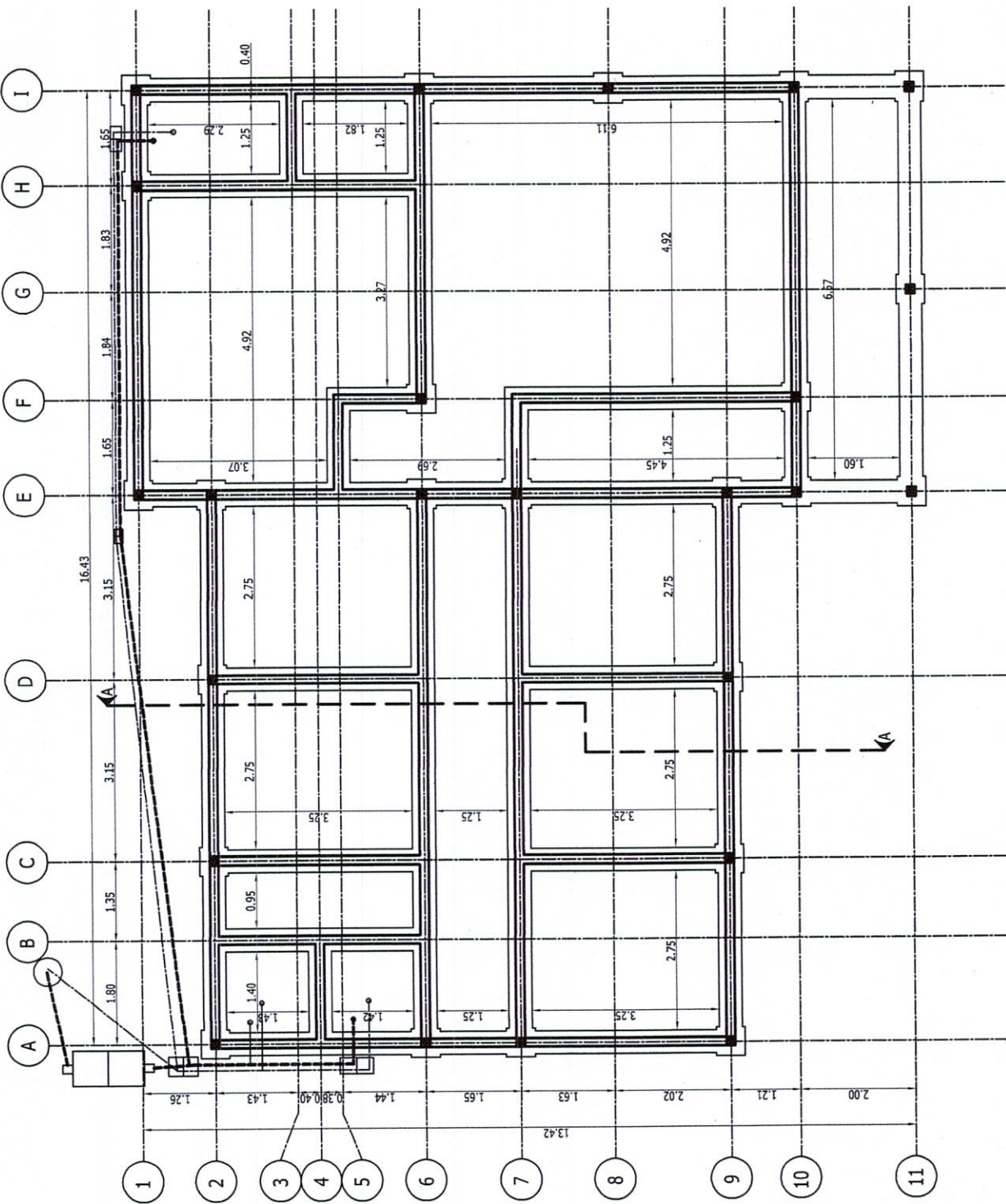
1. CHANAS Insurance
2. Activa Insurance
3. Zenith Insurance

DOCUMENT 13

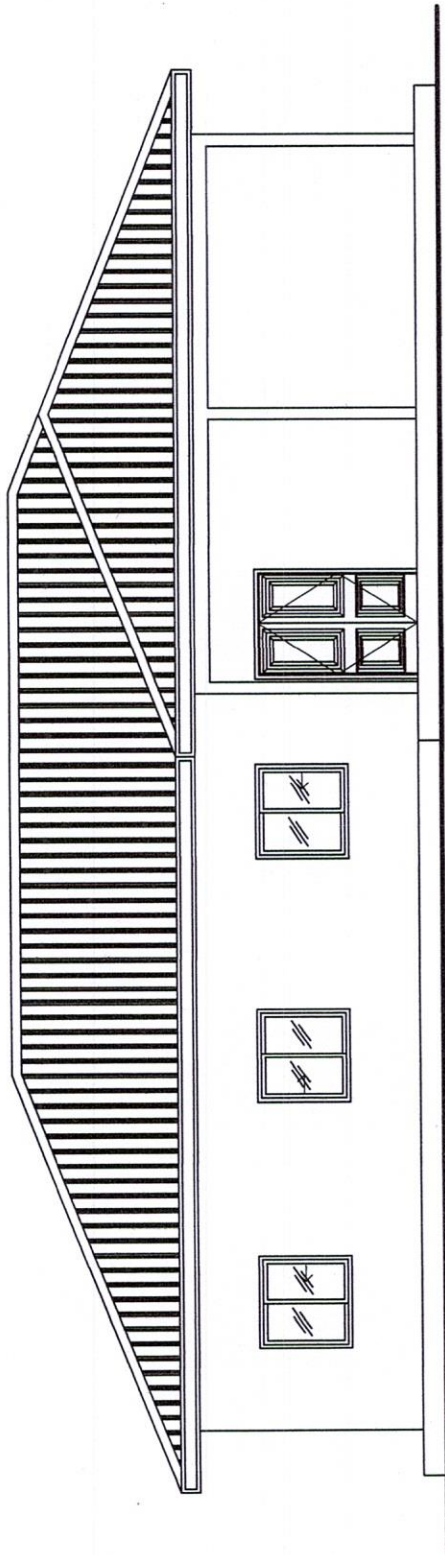


PLANS AND DIAGRAMMES

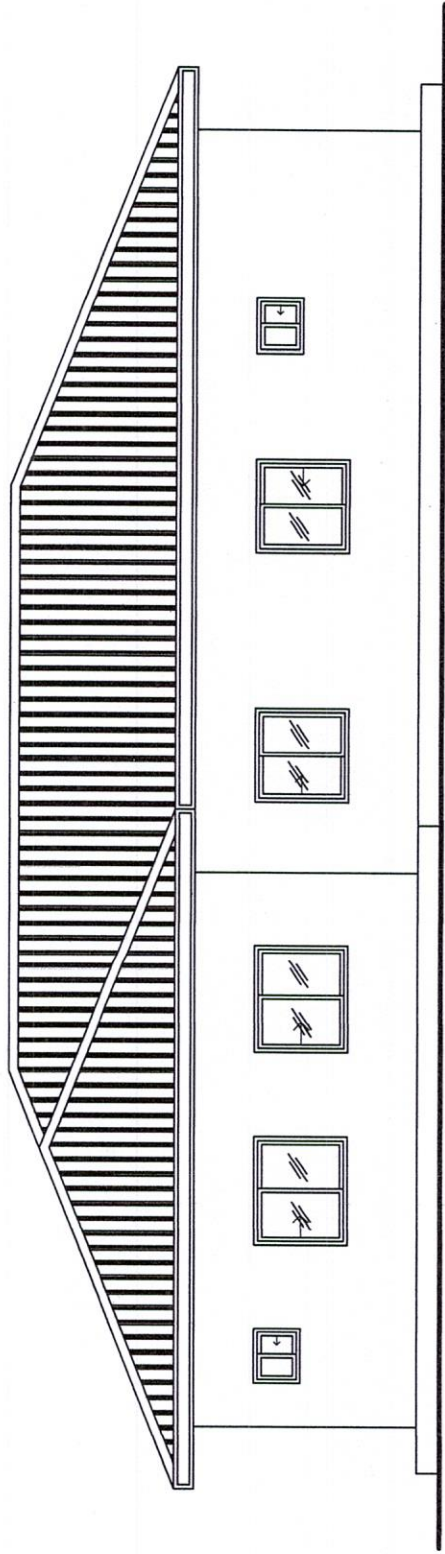




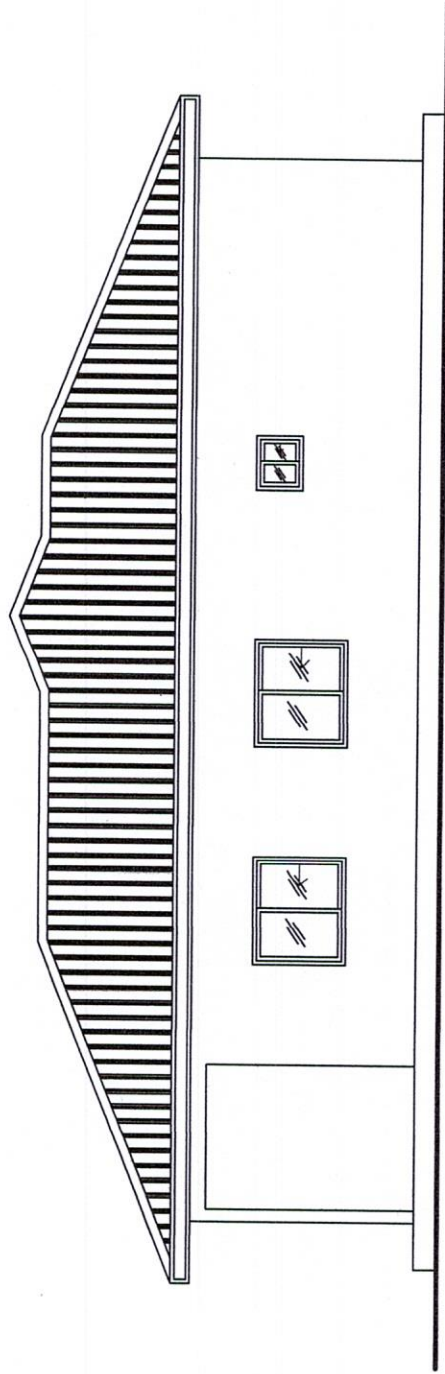
FOUNDATION PLAN



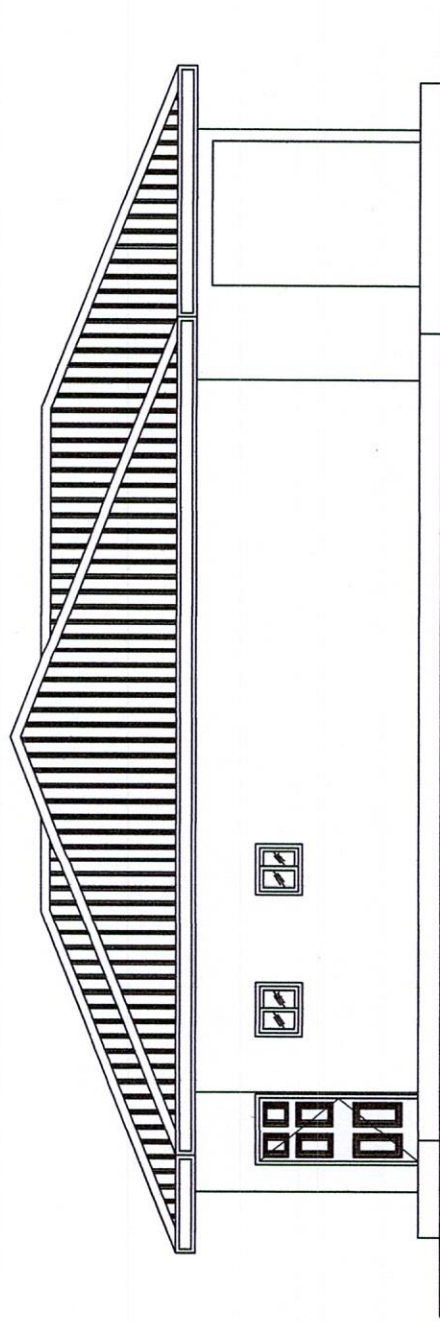
FRONT ELEVATION



REAR ELEVATION

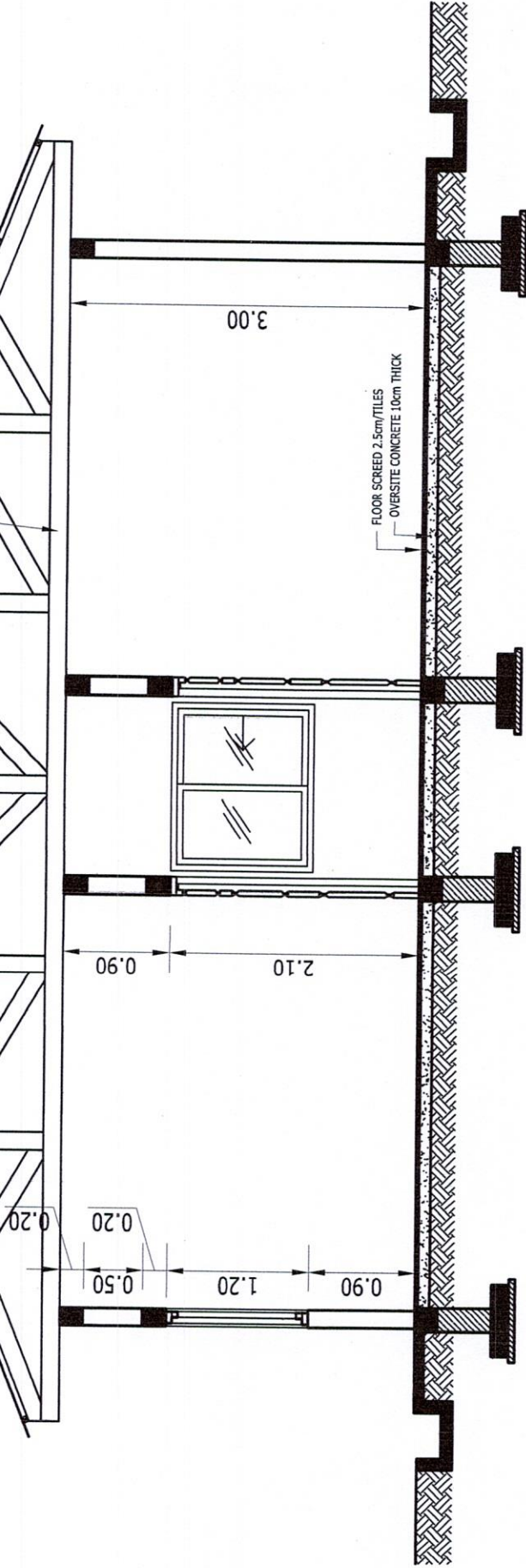


RIGHT SIDE ELEVATION



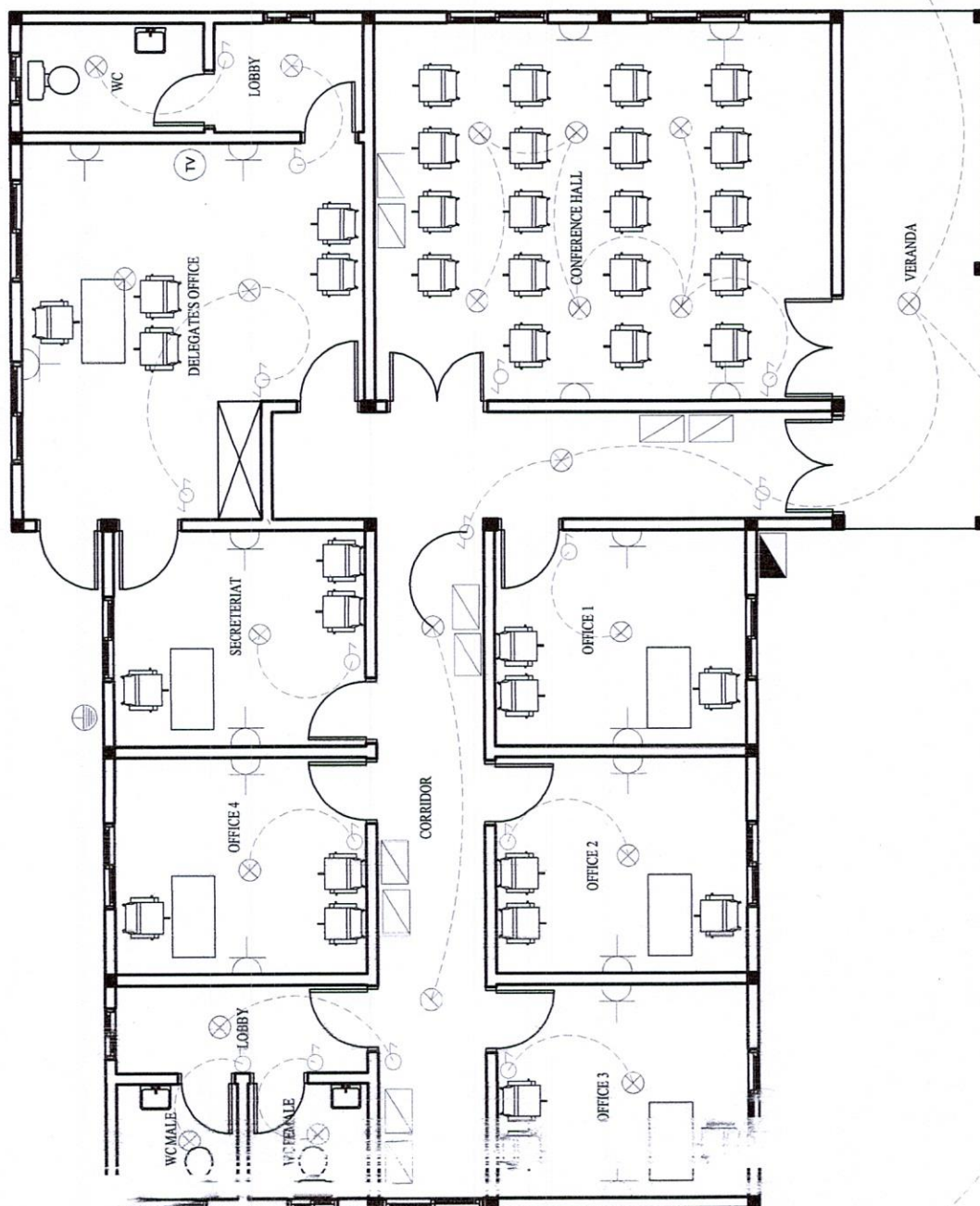
LEFT SIDE ELEVATION

KING POST 5X15cm
 ALUM. ROOFING SHEET
 PURLIN 5X5cm
 STRUT 5X15cm
 BRACE 5X15cm
 TIE BEAM 5X15cm
 RAFTER 5X15cm



SECTION A-A

SYMBOL	DESCRIPTION
	ONE WAY SWITCH
	DOUBLE GANG TWO WAY SWITCH
	TWO WAY SWITCH
	THREE PIN SOCKET OUTLET
	TWO GANG SWITCH
	DISTRIBUTION BOARD
	JUNCTION BOX
	TWO FEET FLOURESCENT LAMP
	FOUR FEET FLOURESCENT LAMP
	ELECTRIC BELL OR BUZZER
	TWO PIN SOCKET OUTLET
	TV SOCKET OUTLET
	AMPERE HOUR METER
	EARTH
	LAMP
	CONDUIT
	SUPPLY



ELECTRICAL PLAN

