

DOCUMENT N^o. 6
SCHEDULE OF UNIT PRICES

**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A SOCIO CULTURAL CENTER IN TATUM, NKUM SUB
DIVISION, BUI DIVISION, NORTH WEST REGION**

ITEM	DESCRIPTION	UNIT	UP IN FIGURES	UP IN WORDS
	100: PRELIMINARY WORKS			
101	Installation of project information board	ff		
102	Studies (execution planning, report of execution etc)	ff		
103	clearing of vegetable soil	m2		
104	Implantation of the building	ff		
	200: EARTHWORKS			
201	Mass excavation	m3		
202	Digging of foundation trenches and footings	m3		
203	Backfilling with selected lateritic soil	m3		
	300: FOUNDATION			
301	Blinding concrete	m3		
302	Foundation in black stone-walls	m3		
303	R.C. for footings, pillars and ground beams	m3		
304	Concrete floor (12cm thick dosed at 350kg/m3)	m3		
	400: WALL MASONARY			
401	Blocks of 15x20x40 for wall elevation	m2		
402	Rendering with cement mortar dosed at 350kg/m3	m2		
403	R.C. for pillars, lintels and beams dosed at 350kg/m3	m3		
404	Floor finish in cement screed of 3cm and cement paste	m2		
	500: ROOF			
501	Truss (complete in hard wood treated king-post=175cm)	U		
502	Purlins	ml		
503	Noggings	m2		
504	Ceiling in 4mm thick (red plywood on both sides)	m2		
505	Ceiling at the eaves with smooth zinc (tole lisse)	m2		
506	Aluminium roofing sheets (tole bac 5/10mm)	m2		
507	Fascia board (Tole bac 3.5/10mm of 30cm height) including lining	ml		
508	Angle sheets of 50cm large	ml		
509	Alu ridge cap	ml		
510	Ventilation of roof (pre-fabricated) at the eaves	U		
	600: JOINERY			
601	Metal door of 90x210 (with PACO and two pad locks) complete	U		
602	Aluminium glazed windows of (210x110) cm	U		
603	Window protectors in 30mm square tubes (210x100)cm	U		

604	Complete wooden doors	U		
	700: ELECTRICAL INSTALLATIONS			
701	Conduit pipes	roll		
702	Cables V.G.V 1.5mm2 for lighting	roll		
703	Cables TH 2.5mm2 for power sockets	roll		
704	Flourescent lamps 4ft complete	U		
705	Flourescent lamps 2ft complete	U		
706	Switches built -in	U		
707	Power Sockets built-in	U		
708	Master switch for sockets	U		
709	Complete earthing of the structure (copper cable 3m, earth rod 1m etc)	ff		
	800: PLUMBING WORKS			
801	Complete plumbing and sanitary installation	ff		
	900: PAINTING			
901	Two coats of crystal white glue paint on ceiling	m2		
902	Priming coat in ordinary paint (National paint)	m2		
903	Two coats of water based paint on internal walls	m2		
904	Two coats of water reistant paint on external walls	m2		
905	Oil paint on doors (cream white) & skirting (coffee brown at window sill level externally and internally)	m2		
	1000: EXTERNAL WORKS			
1001	Rain water (run off) gutters 35x40cm	ml		
1002	Concreting of external Veranda	m2		
1003	Concrete slab on gutter at entrances (1.2m wide) protected with 30mm angle bar at edges	U		
1004	Concrete Ramps (1.2m wide) protected with 30mm angle bar at edges	U		

DOCUMENT N^o. 7
BILL OF QUANTITIES AND ESTIMATES

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A SOCIO CULTURAL CENTER IN
TATUM, NKUM SUB DIVISION, BUI DIVISION, NORTH WEST REGION**

ITEM	DESCRIPTION	UNIT	Q'TY	RATE	AMOUNT
	100: PRELIMINARY WORKS				
101	Installation of project information board	ff	1		
102	Studies (execution planning, report of execution etc)	ff	1		
103	clearing of vegetable soil	m2	325		
104	Implantation of the building	ff	1		
	SUBTOTAL 100				
	200: EARTHWORKS				
201	Mass excavation	m3	25		
202	Digging of foundation trenches and footings	m3	7.25		
203	Backfilling with selected lateritic soil	m3	7.5		
	SUBTOTAL 200				
	300: FOUNDATION				
301	Blinding concrete	m3	1.3		
302	Foundation in black stone-walls	m3	21.5		
303	R.C. for footings, pillars and ground beams	m3	3.1		
304	Concrete floor (12cm thick dosed at 350kg/m3)	m3	11.75		
	SUBTOTAL 300				
	400: WALL MASONARY				
401	Blocks of 15x20x40 for wall elevation	m2	109		
402	Rendering with cement mortar dosed at 350kg/m3	m2	218		
403	R.C. for pillars, lintels and beams dosed at 350kg/m3	m3	3.5		
404	Floor finish in cement screed of 3cm and cement paste	m2	82		
	SUBTOTAL 400				
	500: ROOF				
501	Truss (complete in hard wood treated king-post=175cm)	U	8		
502	Purlins	ml	160		
503	Noggings	m2	135.5		
504	Ceiling in 4mm thick (red plywood on both sides)	m2	82		
505	Ceiling at the eaves with smooth zinc (tole lisse)	m2	26.85		
506	Aluminium roofing sheets (tole bac 5/10mm)	m2	133.8		
507	Fascia board (Tole bac 3.5/10mm of 30cm height) including lining	ml	39.6		
508	Angle sheets of 50cm large	ml	39.6		
509	Alu ridge cap	ml	10.2		
510	Ventilation of roof (pre-fabricated) at the eaves	U	2		
	SUBTOTAL 500				
	600: JOINERY				

601	Metal door of 90x210 (with PACO and two pad locks) complete	U	1		
602	Aluminium glazed windows of (210x110) cm	U	5		
603	Window protectors in 30mm square tubes (210x100)cm	U	5		
604	Complete wooden doors	U	3		
	SUBTOTAL 600				
	700: ELECTRICAL INSTALLATIONS				
701	Conduit pipes	roll	2		
702	Cables V.G.V 1.5mm2 for lighting	roll	4		
703	Cables TH 2.5mm2 for power sockets	roll	3		
704	Flourescent lamps 4ft complete	U	7		
705	Flourescent lamps 2ft complete	U	2		
706	Switches built -in	U	4		
707	Power Sockets built-in	U	4		
708	Master switch for sockets	U	1		
709	Complete earthing of the structure (copper cable 3m, earth rod 1m etc)	ff	1		
	SUBTOTAL 700				
	800: PLUMBING WORKS				
801	Complete plumbing and sanitary installation	ff	1		
	SUBTOTAL 00				
	900: PAINTING				
901	Two coats of crystal white glue paint on ceiling	m2	82		
902	Priming coat in ordinary paint (National paint)	m2	436		
903	Two coats of water based paint on internal walls	m2	228		
904	Two coats of water reistant paint on external walls	m2	218		
905	Oil paint on doors (cream white) & skirting (coffee brown at window sill level externally and internally)	m2	75		
	SUBTOTAL 900				
	1000: EXTERNAL WORKS				
1001	Rain water (run off) gutters 35x40cm	ml	36.8		
1002	Concreting of external Veranda	m2	26.85		
1003	Concrete slab on gutter at entrances (1.2m wide) protected with 30mm angle bar at edges	U	1		
1004	Concrete Ramps (1.2m wide) protected with 30mm angle bar at edges	U	1		
	SUBTOTAL 1000				
	SUMMARY				
	100: PRELIMINARY WORKS				
	200: EARTHWORKS				
	300: FOUNDATION				
	400: WALL MASONARY				
	500: ROOF				
	600: JOINERY				

	700: ELECTRICAL INSTALLATIONS				
	800: PLUMBING WORKS				
	900: PAINTING				
	1000: EXTERNAL WORKS				
	TOTAL WITHOUT TAXES				
	VAT: 19.25%				
	AIR: 2.2%				
	NET TO BE PAYABLE				

THIS ESTIMATE IS CLOSED AT THE SUM OF:

DOCUMENT N° 8
FRAMEWORK OF SUB DETAIL OF PRICES

UNIT PRICE BREAKDOWN

DESIGNATION :Studies and site installation					
No	Daily out put	Total quantity	Unit	Duration activity	of
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
TOTAL A					
EQUIPMENT/MECHINES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL AND MISCELLANOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST			A+B+C	
E	GENERAL SITE EXPENESES			Dx%	
F	GENERAL OFFICE EXPENSES			Dx%	
G	NET COST			D+E+F	
H	RISK + BENEFITS			Gx%	
P	TOTAL COST (HT)			G+H	
V	UNIT COST (HT)			P/Q'TY	

DOCUMENT N° 9
MODEL CONTRACT

REPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE

MINISTERE DE DECENTRALIZATION
ET DE DEVELOPMENT LOCAL

REGION DU NORD OUEST

DEPARTMENT DU BUI

ARRONDISSEMENT DE NKUM

COMMUNE DE NKUM
BP 63 – KUMBO; TEL: 33 15 59 15
www.nkumcouncil.orgE-MAIL
nkumcouncil@yahoo.com



REPUBLIC OF CAMEROON
PEACE – WORK – FATHERLAND

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION

BUI DIVISION

NKUM SUB DIVISION

NKUM COUNCIL
P.O BOX 63 – KUMBO; TEL: 33 15 59 15
www.nkumcouncil.orgE-MAIL
E-MAIL nkumcouncil@yahoo.com

NKUM COUNCIL INTERNAL TENDERS BOARD.

**JOBGING ORDER N° 01/JO/NKUM COUNCIL/NCITB/2025 OF 12/04/2025 FOR THE CONSTRUCTION
OF A SOCIO-CULTURAL CENTER IN TATUM, NKUM SUB DIVISION, BUI DIVISION OF THE NORTH
WEST REGION (PHASE 1)**

Awarded after an Open National Invitation to Tender

**N° 04/ONIT/NKUM COUNCIL/NCITB/2025 OF 13/02/2025 FOR THE CONSTRUCTION OF A SOCIO-CULTURAL
CENTER IN TATUM , NKUM COUNCIL AREA, BUI DIVISION, NORTH WEST REGION, NKUM COUNCIL AREA,
BUI DIVISION, NORTH WEST REGION (PHASE 1)**

HOLDER (ETS ADDRESS):
P.O BOX TEL.....FAX:
TRADE REGISTER N°(N° R.C.):
TAX PAYER N°:
BANK ACCOUNT N°:AT..... (BANK)
AGENCY OF:

SUBJECT:

EXECUTION DEADLINE:

AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25)	
A.I.R. (2.2 or 5.5 %)	
Net Payable	

FINANCING:

BUDGET HEAD:

LOCATION:

ENTERED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

BETWEEN:

The Government of the Republic of Cameroon, represented by the Mayor of NKUM Council hereinafter referred to as the "The Contracting Authority"

ON THE ONE PART,

AND

Enterprise

Whose head office is at

Hereinafter referred to as the "Contractor"

Represented by its Director, Mr./Ms

Address: P.O. Box Tel Fax

Business Registry No

Tax Payers' Card No

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special technical Clauses (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimates

Page and last of JOBBING ORDER N° 01/JO/NC/ NCITB/2025 awarded after an Open
National Invitation to Tender N° 04/ONIT/ NKUM COUNCIL/NCITB/2025
With

**FOR THE CONSTRUCTION OF A SOCIO-CULTURAL CENTER IN TATUM, NKUM SUB DIVISION, BUI
DIVISION OF THE NORTH WEST REGION (PHASE 1)**

EXECUTION DEADLINE: THREE (03) MONTHS

AMOUNT OF CONTRACT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25)	
A.I.R. (2.2 or 5.5%)	
Net Payable	

<p>Read and accepted by the Contractor</p> <p>NKUM (date)</p>
<p>Signed by the LORD MAYOR NKUM COUNCIL</p> <p>NKUM..... (date)</p>
<p>Registration</p>

DOCUMENT N° 10
FORMS AND MODELS TO BE USED

TABLE OF MODELS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Schedule framework

Annex N°. 1: Model tender

I, the undersigned _____ [indicate the name and capacity of signatory]

Representing the _____ company or enterprise or group¹ with head office at _____

registered in the trade register of _____ under the number No _____

Having taken cognisance of all the documents featured or mentioned in the Tender File:

[recall the subject of the invitation to tender]

- After having personally taking account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender for lot No. _____ at _____ [in figures and words] CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline ofmonths.
- I pledge to maintain my offer for [indicate duration of validity, in principle 90 days from the deadline of submission of tenders.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

The Project owner shall pay the sums due for this contract by crediting account No.....
opened in.....Bank.....Branch

Prior to the signing of the contract, this tender accepted by you shall constitute an agreement between us.

Signature of.....in the
capacity of.....duly authorised to
sign the tenders on behalf
of².....

¹ Delete where necessary

² Attach the Power of Attorney

ANNEX N°. 2: MODEL BID BOND

Addressed to [indicate the Contracting Authority and his address] "Contracting Authority"

Whereas the undertaking _____ hereinafter referred to as the "bidder" has submitted his tender on _____ for [recall the subject of the invitation to tender], hereinafter referred to as "the tender" and to which shall be attached a bid bond equivalent to [indicate the amount] CFA francs.

We _____ [name and address of the bank], represented by _____ [names of signatories], hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority of the maximum sum of [indicate the amount] CFA francs, that the bank pledges to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retires his tender during the validity period specified by him in the tender; or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

- Fails or refuses to sign the contract, even though required to do so;
- Fails or refuses to furnish the final bond for the contract (final bond) as provided for by the contract;

We pledge to pay to the Contracting Authority an amount up to the maximum of the sum referred to above upon reception of his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

This bond shall enter into force from the date of signature and from the date set by the Contracting Authority for the submission of tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by the Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this period of validity.

This bond shall, for purposes of its interpretation, be submitted to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

ANNEX N°. 4: Model of start-off advance bond

Bank: reference, address _____

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of _____ [the holder] to the benefit of the Contracting Authority [address of the Contracting Authority] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. _____ of _____ relating to _____ works [indicate the subject of the works, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. _____, payable upon notification of the corresponding Administrative Order that is, _____ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of _____ [the holder] opened in the _____ bank under No. _____.

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the guarantee shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the Republic of Cameroon.

Signed and authenticated by the bank at _____ on _____

Signature of the bank

ATTACHMENT No. 5: MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank: _____

Reference of the bond: No _____

Addressed to [Indicate the Contracting Authority]

[Address of Contracting Authority]

Hereinafter referred to as "the Contracting Authority"

Whereas _____ *name and address of Supplier*] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the works of *[indicate the subject of the work]*

Whereas it is stipulated in the contract that the retention fund fixed at *[percentage below 10 % to be specified]* of the amount of the contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,

We, _____ *[name and address of the bank]*,

Represented by _____ *[names of signatories]* and hereinafter referred to as "the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Contracting Authority for a maximum amount of _____

[in figures and letters] corresponding to *[percentage below 10 % to be specified]* of the contract price³.

And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Contracting Authority within the meaning of the contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to *[percentage below 10 % to be specified]* of the total amount of the works featuring in the final detailed account, without the Contracting Authority having to prove or give the reasons nor the motive for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent on us by virtue of this bond and we hereby incline by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Contracting Authority.

Any request for payment formulated by the Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment. This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

³ In the case where the bond is established once upon start of the works and covers the full bond, that is, 10 % of the amount of the contract

ANNEX N°. 6: Schedule framework

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions shall be clearly brought out in the schedules.

The financial schedule resulting from the schedule of works shall indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

[Signature of the bank]

DOCUMENT N° 11
PRELIMINARY SITE STUDIES

[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 18 April 2008 relating to the respect of rules governing the award, execution and control of public contracts]

Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award contracts or refer to the competent Tenders Board, ensure that draft tender files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

Annex No. 7: Justification of preliminary studies

1. Attach the preliminary studies.

2. Indicate

2.1. The date studies were carried out;

2.2. The name of the public or private Project Manager

2.3. References of the contract, if Private Manager carried it out;

2.4. If maintenance works

1.4.1 Description of the studies;

1.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.

1.5 Rehabilitation or new works

1.5.1 Are quantities in the quotations the same as those of the studies?

1.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;

1.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the tender file.

- The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.

DOCUMENT N° 12
LIST OF COMMERCIAL BANKS AND FINANCIAL
INSTITUTIONS

LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS AUTHORIZED TO ISSUE BONDS FOR PUBLIC CONTRACTS

I- BANKS

1. Afriland First Bank
2. BanqueAtlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.

II- Insurance companies

14. Chanas Insurance;
15. Zenneth insurance
16. Beneficiary life insurance
17. Activa Insurance

DOCUMENT N° 13
OTHER DOCUMENTS

REPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE

MINISTRE DE DECENTRALIZATION
ET DE DEVELOPPEMENT LOCAL

REGION DU NORD OUEST

DEPARTMENT DU BUI

ARRONDISSEMENT DE NKUM

COMMUNE DE NKUM
BP 63 – KUMBO; TEL: 33 15 59 15
www.nkumcouncil.orgE-MAIL
nkumcouncil@yahoo.com



REPUBLIC OF CAMEROON
PEACE – WORK – FATHERLAND

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT

NORTH WEST REGION

BUI DIVISION

NKUM SUB DIVISION

NKUM COUNCIL
P.O BOX 63 – KUMBO; TEL: 33 15 59 15
www.nkumcouncil.orgE-MAIL
E-MAIL nkumcouncil@yahoo.com

EVALUATION GRID

**N° 04/ONIT/NKUM COUNCIL/NCITB/2025 OF 13/02/2025 FOR THE CONSTRUCTION OF A SOCIO-CULTURAL CENTER IN TATUM , NKUM SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION
(PHASE 1)**

EVALUATION GRID FOR ELIMINATORY CRITERIA			
DOC N°	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force(.dated , signed And stamped by the contractor)		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank of first order not more than three months.		
A.5	Purchase receipt of tender file issued by public treasury		
A.6	A bid bond of 200 000FCFA per lot (Two hundred thousand FCFA) issued by a first rate-bank or insurance company approved by the Ministry in charge of Finance in conformity with COBAC conditions or an insurance company		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	Valid attestation for submission by the Social Insurance Fund, certifying that the bidder satisfied his obligations with respect to the aforementioned Social Insurance		
A.9	A valid Certificate of imposition certified by the chief of centre		
A.10	Business License (photocopy certified by the chief of centre, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of centre.		
A.12	Plan of localization signed and stamped by the company		
A.13	Deadline for delivery higher than prescribed		
A.14	False declaration or falsified documents		
A.15	Two Bids with the same personnel		

B)	EVALUATION GRID FOR ESSENTIAL CRITERIA			
N°			YES	NO
B.1	General presentation of bids			
	<ul style="list-style-type: none"> ➤ Properly bind. ➤ Table of content. ➤ Separators in color apart from white ➤ Order described respected ➤ Clearness of the documents 			
B.2	REFERENCES OF SIMILAR WORKS EXECUTED <ul style="list-style-type: none"> ➤ List of references of similar works executed. The contractor will provide evidence of similar work carried out during the last Five (05) years. ➤ Show proof of similar projects executed by presenting at least two copies of different Contracts and reception minutes (provisional reception for 2023 and 2024 projects or final reception for up to 2023 projects) and related contracts or jobbing orders first and last pages 			
B.2.1	First Reference in the domains of construction			
B.2.2	Second Reference in the domains of construction			
B.3	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF FOR EACH LOT			
B.3.1	A works supervisor with at least the level of an engineer in civil engineering or Rural Engineering with at least five (05) Years' professional experience in the domain of civil construction or similar works. <ul style="list-style-type: none"> ➤ CV signed by the candidate, ➤ A certified copy of the technical diploma ➤ An attestation of availability signed by the candidate notably. 			
B.3.2	A foreman with at least the level of a senior technician in civil engineering or Rural Engineering with at least five (05) years' of professional experience in the domain of civil construction or similar works. <ul style="list-style-type: none"> ➤ CV signed by the candidate, ➤ A certified copy of the technical diploma ➤ An attestation of availability signed by the candidate notably. 			
B.3.3	Other support staff or semi-skilled workers <ul style="list-style-type: none"> ➤ 01 One builders with 5 years professional experience in building construction or similar works.(Only CVs signed by the candidate) ➤ 01 One Carpenters with 5 years professional experience on carpentry or similar works. Only CVs signed by the candidate ➤ 01 One Electrician with 5 years professional experience on electrical or similar works. Only CVs signed by the candidate ➤ 01 Painter with 5 years professional experience on Electricity or similar works. (Only CVs signed by the candidate) 			
B.4	TECHNICAL PROPOSALS			

B.4.1	- The mode of execution of the works		
B.4.2	- The planning of intervention, the expected output		
B.4.3	- supply of materials or site equipment		
B.4.4	- Measures of safety and protection of the environment		
B.4.5	- Administrative and technical organization of the enterprise		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Proof of ownership of a pickup, truck or van, or show proof of ability to hire		
B.5.3	Proof of ownership of a Concrete vibrator, or show proof of ability to hire		
B.5.4	Proof of ownership of a Hand compactor or show proof of ability to hire		
B.5.5	Masonry Kit : Wheelbarrows, masonry clamps, masonry hammer 300g, shovel, dig axe, building level, masonry bucket , trowels, etc.		
	Carpentry Kit : carpentry clamps, saws, hammers, etc.		
B.6	FINANCIAL CAPACITY		
B.6.1	Pre – Financing capacity from banking or institutions of first order approved by the Ministry in charge of finance, not less than 75% to the amount required in the offer.		
B.7	ATTESTATION OF SITE VISIT AND SITE VISIT REPORT		
B.7.1	Attestation of site visit signed by the contractor		
B.7.2	Site visit Report of (The bidder shall under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals signed by the contractor and justified by pictures		
B.8	The Special Technical Clauses (STC). (Each page should be initialed and the last page signed And stamped).		

EVALUATION GRID OF FINANCIAL OFFER			
C.1	The bid itself according to the model attached, shall be stamped at the rate in force, dated, signed And stamped by the contractor		
C.2	Unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)		
C.3	Detail quantities and cost estimated (signed And stamped)		
C.4	The sub-details of prices(signed And stamped)		

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

Main Evaluation criteria's

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

A/ Eliminatory criteria

- Absence of an element in the administrative file;
- Deadline for delivery higher than prescribed;
- False declaration or falsified documents;
- Absence or insufficient amount on bid bond;
- Incomplete financial file.

- Two Bids with the same personnel
- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder

B/ Essential criteria

The criteria relating to the qualification of candidates are based on the following:

- General presentation of the tender files;
- References of the company in the similar achievements;
- Experience of supervisory staff ;
- Logistics (Equipment);
- Methodology;
- Financial capacity;
- Attestation of site visit signed by the contractor
- Report of site visit signed by the Contractor
- The Special Technical Clauses (STC). (Each page should be initialed and the last page signed and stamped);
- Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped);
- Pre – Financing capacity greater or equal to the amount required in the offer

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

C/ Main qualification criteria

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

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

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

The contract 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.

MODEL ATTESTATION OF SITE VISIT

I the undersigned

Engineer of the Company: (Name of Enterprise),

**Has actually visited the site which is going to receive the structure relative
TENDER N° 04/ONIT/NKUM COUNCIL/NCITB/2025 OF 13/02/2025 FOR THE CONSTRUCTION OF
A SOCIO-CULTURAL CENTER IN TATUM , NKUM SUB DIVISION, BUI DIVISION OF THE NORTH WEST
REGION (PHASE 1)**

The interested person declares:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of job with respect to norms.
- To establish his unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall in no condition claim the Delegated Contracting Authority for any increase of unit price.

In Testimony Whereof, this present attestation of site visit is established and issued to serve the purpose it deserves.

Date

Stamp of enterprise

Signature and Names of the Contractor.

SITE VISIT REPORT

Name of School

Name of Enterprise

1. CONTEXT OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the school etc.)

Date.....

Name of Enterprise:

Stamp and signature of enterprise

DOCUMENT N° 14

GRAPHIC PLANS