

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

.....  
NORTH-WEST REGIONAL ASSEMBLY

.....  
REGIONAL EXECUTIVE COUNCIL

.....  
PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

.....  
ASSEMBLEE REGIONALE DU NORD-OUEST

.....  
CONSEIL EXECUTIF REGIONAL

.....  
PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE

## OPEN NATIONAL INVITATION TO TENDER

\*\*\*\*\*

### TENDER FILE

\*\*\*\*\*

#### PROJECT OWNER:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

#### CONTRACTING AUTHORITY:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

#### TENDER BOARD:

*NORTH WEST REGIONAL ASSEMBLY INTERNAL TENDERS BOARD (NWRAITB)*

TENDER FILE N<sup>o</sup> 27 /ONIT/NWRA/NWRAITB/2025 OF 25 MAR/ 2025  
FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL  
COLLEGE, LARIJI IN WIDIKUM OF MOMO DIVISION IN THE NORTH WEST  
REGION  
*BY EMERGENCY PROCEDURE*

IMPUTATION:

---

FINANCIAL YEAR 2025

---

## TABLE OF CONTENTS

Document No. 1: Tender Notice.....	3
Document No. 2: General Regulations of the Invitation to Tender.....	11
Document No. 3: Special Regulations of the Invitation to Tender.....	27
Document No. 4: Special Administrative Conditions.....	36
Document No. 5: Special Technical Conditions.....	50
Document No. 6: Schedule of unit prices .....	61
Document No. 7: Bill of quantities and estimates.....	67
Document No. 8: The sub-detail of prices.....	73
Document No. 9: Model Contract.....	75
Document No. 10: Model documents to be used by bidders.....	80
Document No. 11: Justifications of preliminary studies.....	93
Document No. 12: List of banking establishments and financial bodies authorised to issue bonds for Public Contracts.....	95

# **Document N°. 1**

## **TENDER NOTICE**



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

NORTH-WEST REGIONAL ASSEMBLY

REGIONAL EXECUTIVE ASSEMBLY

PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

ASSEMBLEE REGIONALE DU NORD-ouest

CONSEIL EXECUTIF REGIONAL

PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE

## TENDER NOTICE

### OPEN NATIONAL INVITATION TO TENDER

N° 027 /ONIT/NWRA/NWRAITB/2025 OF 25 /MAR /2025

FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL COLLEGE,  
LARIJI IN WIDIKUM OF MOMO DIVISION  
*BY EMERGENCY PROCEDURE*

Financing: Public Investment Budget – 2025

#### 1. Subject of the Invitation to Tender:

Within the framework of 2025 Public Investment Budget, The President of the North West Regional Assembly, Contracting Authority, hereby launches an Open National Invitation to tender for the **Construction of a Workshop at Government Technical College, Lariji in Widikum of Momo Division in the North West Region**

#### 2. Nature of works:

Works to be done consists of :

- 100- PRELIMINARY WORKS
- 200- EARTH WORKS
- 300- FOUNDATION
- 400- WALL MASONRY
- 500- ROOF
- 600- METAL WORKS
- 700- ELECTRICAL INSTALLATIONS
- 800- PAINTING
- 900- EXTERNAL WORKS

#### 3. Execution deadline

The maximum deadline provided by the Contracting Authority for the execution of the works forming the subject of this Invitation to tender is **Four (04) Calendar Months per Lot**.

#### 4. Lots

The works are in One (01) Lot

#### 5. Estimated Cost

The estimated cost after preliminary studies **60,000,000 (Sixty million) CFA ATI** for 2025 distributed as follows:

#### 6. Participation and origin

Participation to this Invitation to tender is opened under the same conditions to all Cameroonian companies and business persons that have proven experience in the field of building construction and provided they are in compliance with the Cameroonian laws.

#### 7. Financing

Works which are the subject of this Invitation to Tender shall be financed by the 2025 Public Investment Budget assigned to the North West Regional Assembly





**8. Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate financial establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of an amount valid for thirty (30) days beyond the date of validity of bids.

**9. Consultation of Tender File:**

The file may be consulted during working hours at the Services of the Director of General Affairs Annex Building of Block "A", North West Regional Assembly (Tel N°233360092), or online on the web address: [www.marchespubliques.cm](http://www.marchespubliques.cm) as soon as this notice is published.

**10. Acquisition of Tender File:**

The file may be obtained from the Services of the Director of General Affairs (Tel N°233360092) or online on the web address: [www.marchespubliques.cm](http://www.marchespubliques.cm), as soon as this notice is published, against payment of the sum of **71,430 (Seventy-one thousand, four hundred and thirty)** CFA Francs, into the North West Regional Assembly Treasury (Block B), representing the cost of purchasing the Tender File.

**11. Submission of bids:**

Each offer drafted in English or French in Seven (7) copies including One (1) original and Six (6) copies marked as such, should reach the Services of the Contracting Authority (Tel N°233360092), or submitted online on the web address: [www.marchespubliques.cm](http://www.marchespubliques.cm) not later than **24/02/2025 at 10:00am noon** local time and should carry the inscription:

**<< OPEN NATIONAL INVITATION TO TENDER N° 27/ONIT/NWRA/NWRAITB/2025 OF 12/5/2025  
FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL COLLEGE,  
LARIJI IN WIDIKUM OF MOMO DIVISION IN THE NORTH WEST REGION  
BY EMERGENCY PROCEDURE**

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

**12. Admissibility of bids**

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Governor, Senior Divisional Officer, Divisional Officers....) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance

**13. Opening of bids:**

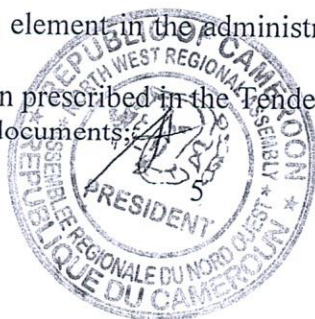
The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **24/02/2025 at 11.00 am** local time, in the conference hall of the President of the North West Regional Assembly Internal Tenders' Board, by its competent members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

**14. Evaluation criteria**

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

**A. Eliminatory criteria**

1. Absence or non-conformity of an element in the administrative file non regularized within 48 hours after opening of bids
2. Execution deadline higher than prescribed in the Tender File;
3. False declaration or falsified documents;





4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign leading to the identification of the bidder;
6. Incomplete financial file;
7. Non respect of **75%** of essential criteria;
8. Suspended by MINMAP for 2025 financial year;
9. Submission of insufficient number of bids or the lack of the original copy of bids;
10. Average annual turnover of at least 25,000,000 (Twenty Five Million) CFA the tendering amount (Average annual turnover calculated as total certified payments received for contracts in progress or completed, within the last five (5) years (from 2020). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2024 and provisional reception minutes for contracts completed in 2024 should be presented.

#### **B. Essential criteria**

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements visa by the competent authority;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation of site visit duly signed on honour by the bidder and report of site visit with pictures;
- 9- Special Technical Clauses initialed in all the pages, signed and dated at the last page;
- 10- Special Administrative Clauses completed and initialed in all the pages, signed and dated at the last page.

#### **15. Award**

The evaluation will be done in a binary way (**yes**) or (**no**) with an acceptable minimum score of **75%** 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 **75%** of the essential criteria.

#### **16. Validity of bids**

Bidders will remain committed to their offers for **Ninety (90) days** from the deadline set for the submission of tenders.

#### **17. Complementary information**

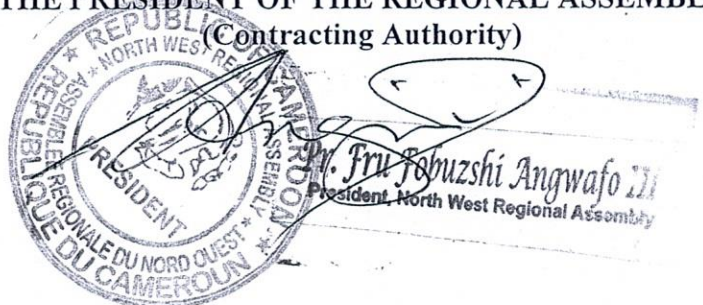
Complementary technical information may be obtained during working hours from the Services of the Director of General Affairs, North West Assembly Building, Block "A". (Tel N°233360092).

Done at Bamenda on 25 MAR 2025

**THE PRESIDENT OF THE REGIONAL ASSEMBLY**  
(Contracting Authority)

#### **Copies:**

- ARMP BAMENDA
- RD/MINMAP/NW
- Chairperson of RTB/NW
- Notice Board
- File/archive





REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

NORTH-WEST REGIONAL ASSEMBLY

REGIONAL EXECUTIVE ASSEMBLY

PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

ASSEMBLEE REGIONALE DU NORD-OUEST

CONSEIL EXECUTIF REGIONAL

PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE

## AVIS D'APPEL D'OFFRES

APPEL D'OFFRES NATIONAL OUVERT

N° 27 / ONIT/NWRA/NWRAITB/2025 DU 25 <sup>MAR 2025</sup> POUR LA CONSTRUCTION D'UN ATELIER  
AU COLLÈGE D'ENSEIGNEMENT TECHNIQUE, A LARIJI-WIDIKUM DU DEPARTEMENT  
DE LA MOMO DANS LA REGION DU NORD-OUEST  
PAR PROCEDURE D'URGENCE

**Financement : Budget d'Investissement Public 2025**

**1. Objet de l'Appel d'Offre**

Dans le cadre de l'exercice budgétaire 2025, le Président de l'Assemblée Régionale du Nord-Ouest, Autorité Contractante lance un Appel d'Offres National Ouvert pour la construction d'un atelier au collège d'enseignement technique, à Lariji-Widikum du département de la Momo dans la Région du Nord-Ouest.

**2. Consistance des travaux**

Les travaux comprennent notamment :

- 100- TRAVAUX PRÉLIMINAIRES
- 200- TRAVAUX DE TERRASSEMENT
- 300- FONDATION
- 400- MAÇONNERIE MURALE
- 500- FERME ET REVÊTEMENT D'ÉPREUVE
- 600- MENUISERIE ET TRAVAUX MÉTALLIQUES
- 700- INSTALLATION ÉLECTRIQUE
- 800- PEINTURE
- 900- AMÉNAGEMENTS EXTÉRIEURS ET PLAN D'AMÉNAGEMENT

**3. Délais d'exécution**

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **Quatre (04) Mois**.

**4. Allotissement**

Le travail est ci-après défini en un seul lot :

**5. Coût prévisionnel**

Le coût prévisionnel de l'opération à l'issue des études préalables est de **Soixante millions (60,000 000) CFA TTC**.

**6. Participation et origine**

La participation à cette consultation est ouverte aux entreprises de droit camerounais.

**7. Financement**

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics du Cameroun de l'exercice 2025.

**8. Cautionnement provisoire**





Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant, (voir tableur) valable pendant trente (30) jours au-delà de la date originale de validité des offres.

#### 9. Consultation du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être consulté en ligne sur le site: [www.marchespubliques.cm](http://www.marchespubliques.cm) et obtenu aux heures ouvrables aux services du Directeur des Affaires Générales de l'Assemblée Régionale du Nord-Ouest (Tel N° 233360092) dès Publication du présent avis.

#### 10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables après Publication du présent avis aux services de l'autorité contractant (Tel N° 233360092) ou en ligne sur le site: [www.marchespubliques.cm](http://www.marchespubliques.cm) contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de **soixante onze mille, quatre cent trente (71,430) FCFA**.

#### 11. Remise des offres

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, devra parvenir contre récépissé services du Directeur des Affaires Générales de l'Assemblée Régionale du Nord-Ouest. (Tel N° 233360092) ou en ligne sur le site: [www.marchespubliques.cm](http://www.marchespubliques.cm), au plus tard le **12/4/2025 à 10 h 00**, heure locale et devra porter la mention suivante :

**«APPEL D'OFFRES NATIONAL OUVERT N° 27 / AONO/ARNO/ARNOCIPM/2025 DU 25 MAR 2025  
POUR LA CONSTRUCTION D'UN ATELIER AU COLLÈGE D'ENSEIGNEMENT TECHNIQUE, A  
LARIJI-WIDIKUM DU DEPARTEMENT DE LA MOMO DANS LA REGION DU NORD-OUEST  
PAR PROCEDURE D'URGENCE**

**« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »**

#### 12. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Gouverneur, Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

#### 13. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le **12/4/2025 à 11 h 00**, heure locale, dans la salle de conférence du Président de l'Assemblée Régionale du Nord-Ouest siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

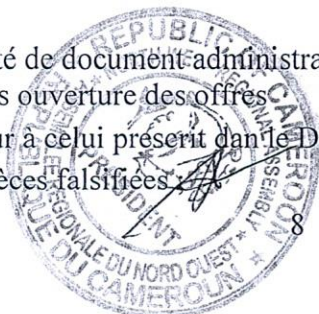
#### 14. Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

##### A - Critères éliminatoires

Il s'agit notamment :

- 1- Absence ou non-conformité de document administratif qui ne peuvent pas se régulariser pendant quarante-huit heures après ouverture des offres
- 2- Délai d'exécution supérieur à celui prescrit dans le DAO ;
- 3- Fausses déclarations ou pièces falsifiées.





- 4- Absence ou insuffisance de la caution provisoire de soumission ;
- 5- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire ;
- 6- Offres financière incomplète ;
- 7- Le non-respect de **75%** des critères essentiels ;
- 8- Suspendu par le MINMAP en 2025 ;
- 9- Présentation d'un nombre insuffisant d'offres ou manque de la copie originale des offres
- 10- Chiffre d'affaires annuel moyen d'au moins 25 000 000 (vingt-cinq millions) CFA le montant de l'offre (Chiffre d'affaires annuel moyen calculé comme le total des paiements certifiés reçus au titre des marchés en cours ou achevés, au cours des cinq derniers (5) ans (à partir de 2020). Cela devra être justifié par des copies des contrats passés (réalisés ou en cours). Les procès-verbaux définitifs de réception pour tous les marchés achevés avant 2024 et les procès-verbaux provisoires de réception pour les marchés achevés en 2024 doivent être présentés

#### **B - Critères essentiels**

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestations de visite de site signée sur l'honneur par le soumissionnaire et rapport de visite du site avec photos ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page, signe et date à la dernier page ;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page, signe et date à la dernière page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### **15. Attribution**

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins **75%** de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre le moins disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à **100%** des critères éliminatoires et au moins **75%** des critères essentiels. Un enchérisseur peut soumissionner pour plus d'un lot mais ne peut se voir attribuer qu'un seul lot.

#### **16. Durée de validité des offres**

Les soumissionnaires restent engagés par leur offre pendant **90 jours** à partir de la date limite fixée pour la remise des offres.

#### **17. Renseignements complémentaires**

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès des services du Directeur des Affaires Générales (Tel N° 233360092).



Fait à Bamenda, le 25 MAR 2025

Le Président de l'Assemblée Régionale du Nord Ouest  
(Autorité Contractante)

Copie :

- ARMP
- DR/MINMAP/NW
- Présidents CIPM
- Affichage
- Chrono/archive





**Document N°. 2**

**GENERAL REGULATIONS OF THE  
INVITATION TO TENDER**

## TABLE OF CONTENTS

### A. General

Article 1: Scope of the tender.....	
Article 2: Financing.....	
Article 3: Fraud and corruption.....	
Article 4: Candidates admitted to compete.....	
Article 5: Building materials, materials, supplies, equipment and authorised services...	
Article 6: Qualification of the bidder.....	
Article 7: Visit of work site .....	

### B. Tender File.....

Article 8: Content of Tender File.....	
Article 9: Clarifications on Tender File and complaints .....	
Article 10: Modification of the Tender File.....	

### C. Preparation of Bids

Article 11: Tender fees.....	
Article 12: Language of bid.....	
Article 13: Constituent documents of the bid.....	
Article 14: Amount of bid.....	
Article 15: Currency of bid and payment.....	
Article 16: Validity of bids.....	
Article 17: Bid bond.....	
Article 18: Varying proposals by bidders.....	
Article 19: Preparatory meeting to the establishment of bids.....	
Article 20: Form and signature of bids.....	

### D. Submission of bids.....

Article 21: Sealing and marking of bids.....	
Article 22: Date and time-limit for submission of bids.....	
Article 23: Out of time-limit bids.....	
Article 24: Modification, substitution and withdrawal of bids.....	

### E. Opening and evaluation of bids .....

Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	

### F. Award of the Contract.....

Article 34: Award.....	
Article 35: Right of the Contracting Authority to declare an Invitation to Tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the Contract.....	
Article 37: Signature of the Contract.....	
Article 38: Final bond.....	



## GENERAL RULES OF THE INVITATION TO TENDER

### A. GENERAL

#### Article 1: Scope of the tender

1.1 The Contracting Authority, The President of the North West Regional Assembly hereby launches an Open National Invitation to Tender N° \_\_\_\_/ONIT/NWRA/NWRAITB/2025 of \_\_\_\_/\_\_\_\_/2025 **FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL COLLEGE, LARIJI IN WIDIKUM OF MOMO DIVISION IN THE NORTH WEST REGION** *by emergency procedure.*

1.2 The bidder retained or the preferred bidder must complete the works within the time- limit indicated in the Special Regulations which runs from the date of notification of the Administrative Order.

1.2 In this Tender File, the term “day” means a calendar day.

#### Article 2: Financing

The source of financing of the works forming the subject of this Invitation to Tender shall be specified in the Special Regulations.

#### Article 3: Fraud and corruption

3.1 The Contracting Authority requires of bidders and Contractors the strict respect of rules of professional ethics during the award and execution of Public Contracts. By virtue of this principle:

a) The following definitions shall be admitted:

- i. Shall be guilty of “corruption” whoever offers, gives, requests or accepts any advantage in view of influencing the action of a Public official during the award or execution of a Contract;
- ii. Is involved in “fraudulent manoeuvres” whoever deforms or distorts facts in order to influence the award or execution of a Contract;
- iii. “Collusive practices” shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;
- iv. “Coercive practices” shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a Contract.

b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this Contract.

3.2 The Minister Delegate at the Presidency in charge of Public Contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him

#### Article 4: Candidates are allowed to compete

4.1 If the Invitation to Tender is opened, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:



- (a) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.
- (b) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i. Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this Invitation to Tender; or
  - ii. Presents more than one bid within the context of Invitation to Tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-Contractors in more than one bid.
  - iii. The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of Public Contracts.
- (c) The bidder must not have been excluded from bidding for Public Contracts.
- (d) A Cameroonian Public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

#### **Article 5: Building materials, materials, supplies, equipment and authorised services**

5.1 Building materials, the Contractor's materials, supplies, equipment and services forming the subject of this Contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the Invitation to Tender and all expenditure done within the context of the Contract shall be limited to the said building materials, materials, supplies, equipment and services.

5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

#### **Article 6: Qualification of bidder**

6.1 As an integral part of their bid, bidders must:

- (a) submit a power of attorney making the signatory of the bid bound by the bid; and
- (b) provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the Invitation to Tender, in order to establish their qualification to execute the Contract.

Where necessary, bidders should provide information relating to the following points:

- (i) The production of certified balance sheets and recent turnovers;
- (ii) Access to a line of credit or availability of other financial resources;
- (iii) Orders acquired and Contracts awarded;
- (iv) Pending litigations;
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (Joint-Contracting) must satisfy the following conditions:



- a. The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- b. The bid and the Contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- d. The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
- e. In case of joint co-Contracting, the co-Contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-Contracting.

6.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the Invitation to Tender.

6.4 Bidders requesting to benefit from the margin of preference must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 33 of the General Regulations of the Invitation to Tender.

#### **Article 7: Visit of works site**

7.1 The bidder is advised to visit and inspect the site and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.

7.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the Invitation to Tender.

### **B. TENDER FILE**

#### **Article 8: Content of Tender File**

8.1 The Tender File describes the works forming the subject of the Contract, sets the consultation procedure of Contractors and specifies the terms of the Contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the Invitation to Tender, it includes the following documents:

- Document No. 1. The Tender Notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
  - a. The execution schedule;
  - b. Model of forms presenting the equipment, personnel and references;
  - c. Model bidding letter;
  - d. Model bid bond;
  - e. Model final bond;



- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model Contract;

Document N°. 10. Models to be used by bidders;

- a. Model Contract;

Document N°. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document N°. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for Public Contracts to be inserted by the Contracting Authority.

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

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

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

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

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

9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the Regulation of Public Contracts and the chairperson of the Tenders Board.

9.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to MINMAP and the body in charge of the regulation of Public Contracts.

### **Article 10: Amendment of the Tender File**

10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the Invitation to Tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

10.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the Invitation to Tender.



## C PREPARATION OF BIDS

### Article 11: Tender costs

The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority and the Project Owner shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the Invitation to Tender procedure.

### Article 12: Language of bid

The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

### Article 13: Constituent documents of the bid

13.1 The bid presented by the bidder shall include the documents detailed in the Special Regulations of the Invitation to Tender, duly filled and put together in three volumes:

#### a. Volume 1: Administrative file

It includes:

- i) all documents attesting that the bidder:
  - has subscribed to all declarations provided for by the laws and regulations in force;
  - paid all taxes, duties, contributions, fees or deductions of whatever nature;
  - is not winding up or bankrupt;
  - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the Invitation to Tender;
- iii) the written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of Invitation to Tender.

#### b. Volume 2: Technical bid

##### b.1 Information on qualifications

The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the Invitation to Tender.

##### b.2 Methodology

The Special Conditions of the Invitation to Tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organisation and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-Contracting, attestation of visit of the site, where necessary, etc).

##### b.3 Proof of acceptance of conditions of the Contract

The bidder shall submit duly initialled copies of the administrative and technical documents relating to the Contract, namely:

1. The Special Administrative Conditions (SAC);
2. The Special Technical Conditions (STC).

##### b.4 Commentaries (optional)



A commentary on the technical choices of the project and possible proposals.

**c. Volume 3: Financial bid**

The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price schedule;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;
5. The projected schedule of payments, where need be.

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

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

**Article 14: Bid price**

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

- 14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.

- 14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the Contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.

- 14.4 If a price revision/updating clause is provided for in the Contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any Contract of duration less than one (1) year shall not be subject to price revision.

- 14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

**Article 15: Currency of bid and payment**

- 15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the Invitation to Tender.

**15.2 Option A:** The amount of the bid shall be entirely made in the national currency.

The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

- a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the Contract.



- b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the Contract so that the retained bidder does not bear any change in the exchange rate.

**15.3 Option B:** The amount of the bid shall be directly made in the national and foreign currency at the rates fixed in the Special Regulations.

The bidder shall draw the unit prices of the price schedule and the prices of the bill of quantities and estimates in the following manner:

- (a) The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";
- (a) The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

15.4 The Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of Contract may be revised by mutual agreement between the Contracting Authority and the entrepreneur in a way as take account of any modification in the foreign currency needs within the context of the Contract.

#### **Article 16: Validity of bids**

16.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Contracting Authority, in application of article 22 of the Special Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority or Contracting Authority as not being in compliance.

16.2 Under exceptional circumstances, the Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor shall he be authorised to do so.

16.3 Where the Contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority addressed to bidders.

The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the Contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

#### **Article 17: Bid bond**

17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.



- 17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after Publication of the award result.
- 17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the Contract and furnished the required final bond.
- 17.6 The bid bond may be seized:
- (a) if the bidder withdraws his bid during the period of validity;
  - (b) if the retained bidder:
    - i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;
    - ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
    - iii) refuses to receive notification of the Administrative Order to commence execution.

#### **Article 18: Varying proposals of bidders**

18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.

18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

#### **Article 19: Preparatory meeting to the establishment of bids**

19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.



- 19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

#### **Article 20: Form and signature of bid**

- 20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing "**COPY**". In case of discrepancy, the original shall be considered as authentic.
- 20.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.
- 20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialled by the signatory(ies) of the bid.

### **D. SUBMISSION OF BIDS**

#### **Article 21: Sealing and marking of bids**

- 21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "**ORIGINAL**" and "**COPY**", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.
- 21.2 The external and internal envelopes:
- a) Should be addressed to the Contracting Authority at the address indicated in the Special Regulations;
  - b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "**TO BE OPENED ONLY DURING THE BID-OPENING SESSION**" as specified in the Special Regulations.
- 21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.
- 21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

#### **Article 22: Date and time-limit for submission of bids**

- 22.1 The bids must be received by the Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.
- 22.2 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

#### **Article 23: Late bids**

Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

#### **Article 24: Modification, substitution and withdrawal of bids**

- 24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application



of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".

24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

## **E. OPENING OF ENVELOPES AND EVALUATION OF BIDS**

### **Article 25: Opening of envelopes and petitions**

25.1 The regional Tenders Board shall open the envelopes in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

25.2 Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.



25.6 At the end of each bid- opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of Public Contracts an initialled copy of the bids presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of Public Contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

#### **Article 26: Confidential nature of the procedure**

26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made Public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of Public Contracts.

26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Contracting Authority in its award decision may lead to the rejection of his bid.

26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the Contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to with his bid may do so in writing.

#### **Article 27: Clarifications on the bids and contact with the Contracting Authority**

27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the Contract.

#### **Article 28: Determination of compliance of bids**

28.1 The Evaluation sub-committee shall carry out a detailed examination of bids to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the bids are in proper order.

28.2 The Evaluation sub-committee shall determine if the bid is essentially in compliance with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.

28.3 A bid that complies with the Tender File shall essentially be a bid that respects all the terms, conditions and specifications of the Tender File, without substantial divergence or reservation. A substantial divergence or reservation is that:

- i) which substantially limits the scope, quality or realisation of the works;



- ii) which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the Contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.

28.5 The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of bids.

#### **Article 29: Qualification of the bidder**

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

#### **Article 30: Correction of errors**

30.1 The Evaluation sub-committee shall verify bids considered essentially in compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

- (a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.
- (c) where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

30.2 The amount featuring in the bid shall be corrected by the Evaluation sub-committee, in accordance with the error correction procedure above and with confirmation by the bidder, the said amount shall be deemed to commit him.

30.3 If the bidder who presented the bid evaluated as the lowest refuses the correction thus carried out, his bid shall be rejected and the bid bond may be seized.

#### **Article 31: Conversion into a single currency**

31.1 To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.

31.2 The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

#### **Article 32: Evaluation and comparison of financial bids**

32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

32.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:

- a. By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;



- b. By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c. By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
- d. By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
- e. By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
- f. If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this Invitation to Tender is launched simultaneously for several lots.
- g. If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

32.3 The estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the Contract shall not be considered during the evaluation of bids.

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

### **Article 33: Preference granted national bidders**

National Contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

### **Article 34: Award**

34.1 The Contracting Authority shall award the Contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the Contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates

34.2 If, according to article 13(2) of the General Regulations, the Invitation to Tender comprises several lots, the lowest bid shall be determined by evaluating this Contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

34.3 Any award of Contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

### **Article 35: The right by the Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure**

The Contracting Authority reserves the right to cancel a procedure of Invitation to Tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an invitation to Tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

### **Article 36: Notification of award of the Contract**

Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the preferred bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Project Owner will pay the Contractor to execute the works and the execution time-limit.



### **Article 37: Publication of results of award and petitions**

37.1 The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after Publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related Contract to which shall be attached the evaluation report of the bids.

37.2 The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.

37.3 After Publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of Public Contracts, the Contracting Authority and the chairperson of the Tenders Board concerned. It must take place within a maximum deadline of five (5) working days after the Publication of the results.

### **Article 38: Signing of the Contract**

38.1 After Publication of the results, the draft Contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.

38.2 The Contracting Authority has a deadline of seven (7) days to sign the Contract from the date of reception of the draft Contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

38.3 The Contract must be notified to the successful bidder within five (5) days of its date of signature.

### **Article 39: Final Bond**

39.1 **Within twenty (20) days of the notification by the Contracting Authority, the Contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.**

39.2 The bond whose rate varies between 2 and 5 percent of the amount of the Contract inclusive of all taxes, may be replaced by a guarantee from a **first rate banking establishment** approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

39.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

39.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the Contract under the terms laid down in the General Administrative Conditions.



**Document N°. 3**

**SPECIAL REGULATIONS OF THE**

**INVITATION TO TENDER**



## SPECIAL REGULATIONS OF THE INVITATION TO TENDER

References of the General regulations	General
1	<b>Definition of works:</b> The Construction of a Workshop at Government Technical College, Lariji in Widikum of Momo Division in the North West Region  <b>Name and address of the Contracting Authority:</b> The President of the North West Regional Assembly  <b>Reference of Invitation to Tender:</b> N° ____/ONIT/NWRA/NWRAITB/2025 OF ____/____/2025
2	<b>Execution deadline:</b> Four (04) Months per lot
3	<b>Source of financing</b> Works which form the subject of this Invitation to Tender shall be financed by the 2025 Public Investment Budget assigned to the North West Regional Assembly
4	List of pre-qualified candidate. Not applicable
5	Origin of building materials, equipment, and supplies: The materials will generally be from natural sources in Cameroon or imported.

### 6.1 Evaluation criteria

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

#### C. Eliminary criteria

1. Absence or non-conformity of an element in the administrative file non regularized within 48 hours after opening of bids
2. Execution deadline higher than prescribed in the Tender File;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign leading to the identification of the bidder;
6. Incomplete financial file;
7. Non respect of **75%** of essential criteria;
8. Suspended by MINMAP for 2025 financial year;
9. Submission of insufficient number of bids or the lack of the original copy of bids;
10. Average annual turnover of at least the tendering amount (Average annual turnover calculated as total certified payments received for contracts in progress or completed, within the last five (5) years (from 2020). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2024 and provisional reception minutes for contracts completed in 2024 should be presented.

#### D. Essential criteria

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements visa by the competent administrative authority;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;



7- Logistics;

8- Attestation of site visit duly signed on honour by the bidder and report of site visit with pictures;

9- Special Technical Clauses initialed in all the pages, signed and dated at the last page;

10- Special Administrative Clauses completed and initialed in all the pages, signed and dated at the last page.

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

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

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 75% 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 **100%** of the eliminatory criteria and at least **75%** of the essential criteria. A bidder can bid for more than one lot but can be awarded only one lot.

#### **ARTICLE 6: Language of the bids:**

The offer like any correspondence and all documents concerning the tender, exchanged between the tenderer and the Project Owner will be written in French or English. The complementary documents and the printed papers form provided by the Bidder can be written in another language on condition of being accompanied by a precise translation in French or English; in which case and for purposes of interpretation of the offer, the translation will be taken.

#### **7. PRESENTATION OF THE TENDER**

The bids prepared in English or French and in seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

- A) Administrative Documents**
- B) Technical Documents**
- C) Financial Documents**

##### **7.1 External envelope.**

Each bidder shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.

#### **<<OPEN NATIONAL INVITATION TO TENDER**

**N° \_\_/ONIT/NWRA/NWRAITB/2025 OF \_\_/\_\_/2025 FOR THE CONSTRUCTION OF A WORKSHOP  
AT GOVERNMENT TECHNICAL COLLEGE, LARIJI IN WIDIKUM OF MOMO DIVISION IN THE  
NORTH WEST REGION  
BY EMERGENCY PROCEDURE**

*"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"*

**N.B:** The external envelope should not carry any mark or sign that can lead to the identification of the bidder.

##### **7.2 Internal envelopes**

Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

**<<ENVELOPE A: ADMINISTRATIVE DOCUMENTS>>** and shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.



## ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp.
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber 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. (See list of approved banks on page 108 of this tender file)
A.5	Purchase receipt of Tender File issued by NWRA Treasury
A.6	A bid bond issued by a first rate-financial institution approved by the Ministry in charge of Finance in conformity with COBAC regulations
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 that the bidder has met all his obligations vis-à-vis the Fund; the attestation valid within the given time.
A.9	A Clearance Certificate ( <b>Attestation de conformité fiscale</b> ) signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of location of the Company signed by the bidder on honour
A.12	Power of attorney if necessary
A.13	Group agreement where applicable
A.14	Special Technical Clauses initialed on all the pages and signed, dated and stamped on the last page.
A.15	Special Administrative Clauses completed and initialed on all the pages, signed, dated and stamped on the last page.

**The absence absent or insufficient bid bond will result to the elimination of the offer**

The second Internal Envelope shall be labeled <<ENVELOPE B: TECHNICAL DOCUMENT>> and shall contain the following:

<b>A. General presentation of bids</b>	
- Presence of all documents .....	yes/no
- Properly bound.....	yes/no
- Table of content .....	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
<b>TOTAL 1</b>	<b>/6</b>
<b>B. The company references</b>	
References of the company in similar works for the past ten (10) years:	



- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal or above 35 million FCFA ATI (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2024 and provisional reception for works realized in 2024.	yes/no
- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal to or more than 20 million CFA ATI (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2024 and provisional reception for works realized in 2024.	yes/no
- 01 certified copy of similar contract visa and legalized by a competent administrative authority below 20 million and above 5 million (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2024 and provisional reception for works realized in 2024.	yes/no
<b>TOTAL 2</b>	<b>/3</b>
<b>C. Equipment</b>	
- Proof of ownership or hire of a dump truck .....	yes/no
- Proof of ownership or hire of a 4x4 pick-up vehicle in good operating condition .....	yes/no
- Proof of ownership of a vibrator in good operating condition ...	yes/no
- Proof of ownership or hire of a concrete mixer of at least 0.5m <sup>3</sup> volume .....	Yes/no
- Proof of ownership of masonry tool kids .....	yes/no
- Proof of ownership of electrical tool kid .....	yes/no
- Prof of ownership of carpentry tool kids .....	yes/no
- Proof of ownership or hire of plumbing tool kids .....	yes/no
<b>TOTAL 3</b>	<b>/8</b>
<b>D. Qualification of site personnel</b>	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments .....	yes/no
<b>Works Director: Civil Engineer with at least 05 years of working experience</b>	
- Diploma of work Director certified.....	yes/no
- Attestation of presentation of original diploma works director .....	
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director above five years.....	yes/no
- Attestation of availability dully signed by the works director .....	yes/no
<b>Site foreman: Senior Technician in Civil Engineering with at least 05 years of working experience</b>	
- Certified copy of certificate of site foreman.....	yes/no
- Attestation of presentation of original diploma of site foreman .....	yes/no
- CV signed and dated by site foreman.....	yes/no
- Professional experience of site foreman above five years .....	yes/no
- Attestation of availability of site foreman .....	yes/no



<b>Chief builder: BAC in Civil Engineering with at least three years of working experience</b>	
- Certified copy of diploma of chief builder.....	yes/no
- Attestation of presentation of original diploma of Chief Builder ...	yes/no
- CV signed and dated by Chief Builder .....	yes/no
- Attestation of availability of Chief Builder .....	Yes/no
<b>Chief carpenter: BAC in wood work with at least three years of working experience</b>	
- Certified copy of diploma of chief carpenter.....	yes/no
- Attestation of presentation of original diploma of Chief Carpenter ....	yes/no
- CV signed and dated by Chief Carpenter .....	yes/no
- Attestation of availability of Chief Carpenter .....	Yes/no
<b>Chief Electrician: BAC in Electricity with at least three years of working experience</b>	
- Certified copy of diploma of chief electrician .....	yes/no
- Attestation of presentation of original diploma of chief electrician .....	yes/no
- CV signed and dated by chief electrician .....	yes/no
- Attestation of availability of chief electrician .....	Yes/no
<b>Chief Plumber: CAP in plumbing with at least three years of working experience</b>	
- Certified copy of diploma of chief plumber .....	yes/no
- Attestation of presentation of original diploma of chief plumber..	yes/no
- CV signed and dated by chief plumber .....	yes/no
- Attestation of availability of chief plumber	Yes/no
<b>Chief painter: CAP/trade certificate in painting at least three years</b>	
- Certified copy of diploma of chief painter .....	yes/no
- Attestation of presentation of original diploma of chief painter ...	yes/no
- CV signed and dated by chief painter.....	yes/no
- Attestation of availability of chief painter ...	Yes/no
<b>TOTAL 4</b>	<b>/31</b>
<b>E. The methodology of intervention and execution of work</b>	
- Attestation of site visit signed by the bidder on honour.	yes/no
- Site Visit report signed and dated by bidder or dully authorised representative with pictures .....	yes/no
- Detailed technical note on the organization and execution of works...	yes/no
- Coherence synchronized planning of execution of works.....	yes/no
- Coherence of Individual Protection Plan (IPP) within the building site...	yes/no
- Coherence of the General Security and Safety Plan (GSSP) within the building site...	yes/no
- Description of the socio - environment measures for site protection.....	yes/no



- Coherence in the methodology of execution of works .....	yes/no
- Coherence in the organization of the site.....	yes/no
-Plan of supply of constructional materials and storage conditions .....	yes/no
- CCTP dully initialled on each page, signed and dated on the last page	yes/no
<b>TOTAL 4</b>	<b>/11</b>
<b>F- Pre-financing</b>	
Attestation of credibility shall be at least 80% of the bid price issued by a first rate banking institution.....	yes/no
<b>TOTAL</b>	<b>/1</b>
<b>TOTAL = TOTAL1 + TOTAL2+ TOTAL3+ TOTAL4+ TOTAL5 + TOTAL6</b>	<b>/60</b>

### ENVELOPE C- FINANCIAL FILE

The third internal envelope shall be labeled and shall contain the following documents:

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides from as well in the original as in the copies, so as to facilitate its examination

### SUPPLY PRICE

#### ARTICLE 8: Currency of payment

This National Invitation to Tender is awarded on total and Contractual price, inclusive of all taxes, firm and non-revisable for the first phase of the works and the equipment defined in the present Invitation to Tender.

The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

The unit schedule price expressed out in figures and letters and in seven (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

The establishment of the prices will be done on the basis of economic condition into force in Republic of Cameroon at the handover date of the offers.

#### ARTICLE 9: Transport and delivery

The materials for work must be protected during transportation through packaging whether by air, railway or road according as the case may be. The conditions of storage must be of tropical type.

#### ARTICLE 10: Guarantee and retention guarantee

##### 10.1 Provisional guarantee

The amount of the provisional guarantee or guarantee of tender is fixed as of the table above.



The time of validity of this guarantee is one hundred and twenty (120) days as from the date of depositing of the offers.

### **10.2 Final Bond**

The final Bond is fixed at two percent (2%) maximum of the initial amount of the services envisaged in the contract.

It could be replaced by a personal guarantee from a first rate banking institution approved by the Ministry of Finances, following COBAC regulations.

It will have to be made up in twenty (20) days following the notification of the signature of the Contract from a bank approved by the Minister in charge of Finances.

### **10.3 Guarantee Retention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the Contract.

The corresponding sum will be released from a first rate banking institution after the final acceptance of work.

### **ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for Ninety (90) days as from the handover date of the offers.

If at the end of this period, the Contract is not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

### **ARTICLE 12: A number of copies of the offer which must be filled and sent**

The tender, as all the parts accompanying it will have to be given in seven (07) copies, including one (01) original and six (06) copies. The bidder will present his document inside a sealed outer envelope being the label:

**<< OPEN NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/NWRA/NWRAITB/2025 OF \_\_\_\_/\_\_\_\_/2025  
FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL COLLEGE,  
LARIJI IN WIDIKUM OF MOMO DIVISION IN THE NORTH WEST REGION  
BY EMERGENCY PROCEDURE**

**“TO BE OPENED ONLY DURING THE OPENING SESSION”**

### **ARTICLE 13: Date and latest time of submission of bids**

The offers will have to arrive under closed fold and seal latest \_\_\_\_/\_\_\_\_/2025 at 10:00am, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address: Services of the Director of General Affairs at the North West Regional Assembly, North West (Tel N° 233 36 00 92) or online on the website [www.marchespubliques.cm](http://www.marchespubliques.cm) . Beyond this time no offer will be received nor accepted.

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

The opening of the bids will be carried out in the conference room of **The President of the North West Regional Assembly** on \_\_\_\_/\_\_\_\_/2025 as from 11: 00am, by the Regional Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

## **AWARD OF THE CONTRACT**

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

The Tenders Board will propose to the Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest amount, essentially conforming to the regulations of the Tender File, having satisfied **100% of all the elimination criteria and at least 75% of the essential criteria** taken into account.

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



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

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer. The Contracting Authority reserves the right not to take action on an Invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

#### **ARTICLE 16: SITE INSTALLATION**

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

- ❖ The President of the North West Regional Assembly or his representative (Chairman)
- ❖ The Contract Manager
- ❖ The Contract Engineer (Secretary)
- ❖ The Regional Delegate MINMAP North-West or his representative;
- ❖ Contractor
- ❖ The Principal of the concern school (Observer)
- ❖ The Commissioner for Education, Sports and Cultural Development at the North West Regional Assembly (Observer)



**Document N°. 4**  
**SPECIAL ADMINISTRATIVE CONDITIONS**  
**(SAC)**



## Table of contents

### Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Language, applicable law and regulations
- Article 5 - Constituent documents of the Contract (article 4 of GAC)
- Article 6 - General applicable instruments
- Article 7 - Communication (GAC articles 6 and 10 supplemented)
- Article 8 - Administrative Orders (article 8 of GAC supplemented)
- Article 9 - Contracts with conditional phases (article 15 of GAC)
- Article 10 - Contractor's personnel (article 15 of GAC supplemented)

### Chapter II: Financial conditions

- Article 11 - Guarantees and bonds (articles 29 and 41 of GAC supplemented)
- Article 12 - Amount of Contract (articles 18 and 19 supplemented)
- Article 13 - Place and method of payment
- Article 14 - Price variation (article 20 of GAC)
- Article 15 - Price revision formulas
- Article 16 - Price updating formulas (article 21 of GAC)
- Article 17 - Work under State supervision (article 22 of GAC supplemented)
- Article 18 - Evaluation of works (article 23 supplemented)
- Article 19 - Evaluation of supplies (article 24 of GAC) supplemented)
- Article 20 - Advances (article 28 of GAC)
- Article 21 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)
- Article 22 - Interests on overdue payments (article 31 of GAC supplemented)
- Article 23 - Penalties for delay (article 32 of GAC supplemented)
- Article 24 - Payment in case of a group of enterprises (article 33 of GAC)
- Article 25 - Final detailed account (article 35 of GAC)
- Article 26 - General detailed account (article 35 of GAC)
- Article 27 - Tax and customs schedule (article 36 of GAC)
- Article 28 - Stamp duty and registration (article 37 of GAC)

### Chapter III: Execution of the works

- Article 29 - Nature of works
- Article 30 - Obligations of the Project Owner (GAC supplemented)
- Article 31 - Execution deadline of Contract (article 38 of GAC)
- Article 32 - Roles and responsibilities of the Contractor (article 40 of GAC)
- Article 33 - Making available documents and site (article 42 of GAC)
- Article 34 - Insurance of structures and civil responsibility (article 45 of GAC)
- Article 35 - Documents to be furnished by the Contractor (article 49 supplemented)
- Article 36 - Organisation and security of sites (article 50 of GAC)
- Article 37 - Implantation of structures (article 52 of GAC)
- Article 38 - Sub-Contracting (article 54 of GAC)
- Article 39 - Site laboratory and trials (article 55 of GAC)
- Article 40 - Site logbook (article 56 of GAC supplemented)
- Article 41 - Use of explosives (article 60 of GAC)

### Chapter IV: Acceptance

- Article 42 - Provisional acceptance (article 67 of GAC)
- Article 43 - Documents to be furnished after execution (article 68 of GAC)
- Article 44 - Guarantee time-limit (article 70 of GAC)
- Article 45 - Final acceptance (article 72 of GAC)

### Chapter V: Miscellaneous provisions

- Article 46 - Termination of the Contract (article 74 of GAC)
- Article 47 - Force majeure (article 75 of GAC)
- Article 48 - Differences and disputes (article 79 of GAC)
- Article 49 - Drafting and dissemination of this Contract
- Article 50 and last: Entry into force of the Contract



## CHAPTER I: GENERAL

### Article 1: Subject of Contract

The subject of this Contract shall be **the Construction of a Workshop at Government Technical College, Lariji in Widikum of Momo Division in the North West Region by emergency procedure.**

### Article 2: Contract award procedure

This Contract is be awarded by Open National Invitation to Tender No \_\_\_\_\_/ONIT/NWRA/ITB/2025 of \_\_\_\_/\_\_\_\_/2025.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions (cf. Code)

- ✓ The Contracting Authority shall be **The President of the North West Regional Assembly**; in this respect he preserves the original documents relating to the contract and transmits copies to the Public Contract Regulatory Agency.
- ✓ The Contract Manager shall be **The Director of General Affairs at the North West Regional Assembly**. In this capacity, he shall respect the administrative, technical and financial clauses of this contract.
- ✓ The Contract Engineer shall be **The Regional Delegate of MINTP for the North-West**. He shall validate the different crucial phases of work done, from the installation of the Contractor to the Provisional and Technical Reception.
- ✓ **The Regional Delegation of MINMAP North-West** shall carry out unannounced control for the execution of this project.
- ✓ **The Divisional/Sub-Divisional Peace and Development Committees (P.D.C)** shall carryout Social Control and report to the President of the Regional Assembly, North-West.
- ✓ **The Contractor shall be [to be specified].**

#### 3.2 Security

This Contract may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be **The President of the North West Regional Assembly**.
- The body or official in charge of payment shall be **The Paymaster General, North West Region**.
- The official competent to furnish information within the context of execution of this Contract shall be **The Director of General Affairs at the North West Regional Assembly**.
- The authority in charge of clearance shall be **The Specialised Finance Controller of the North West Regional Assembly**.

#### 3.3 Duties of the Control Mission, Project Manager (Not applicable)

##### 3.3.1 Control Missions [Not applicable].

### Article 4: Language, law and regulation applicable

1.2 The language to be used shall be *[English and/or French]*.

1.3 The Contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the Contract.

If the laws and regulations in force at the date of signature of this Contract are amended after the signature of the Contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

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

The constituent Contractual documents of this Contract are in order of priority:



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

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

This Contract shall be governed by the following general instruments:

1. Law No 2018/011 of 11 July, 2018 on the Code of Transparency and Good Governance in the management of Public Finances in Cameroon;
2. Law No 2018/012 of July 11, 2018 on the financial regime of the state and other public entities;
3. Law No 2019/024 of December 24, 2019 on the General code of Regional and Local Authorities;
4. Law No. 96/12 of 5<sup>th</sup> August 1996 on the management of the environment;
5. Law No. 2022/020 of 27 December, 2022 on the Financial Regime of the State of Cameroon for the 2024 Financial Year
6. Law No. 2019/024 of December, 2019 on the General Code of Decentralized Territorial Communities.
7. Decree No. 2013/159 of 15 May, 2013 putting in place a special regime on Administrative Control of Public Finances
8. Law No 2016/017 of 14 December 2016 instituting the Mining Code;
9. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code and its texts of application;
10. Decree No. 2018/4992/PM of 21 June, 2018 putting in place the General Rules regulating the maturation of Public Investment projects;
11. Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
12. Instruments governing the various professional bodies;
13. Decree No. 2001/048 of 23<sup>rd</sup> February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
14. Decree No. 2003/651/PM of 16<sup>th</sup> April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
15. Decree No. 2012/075 of 8<sup>th</sup> March 2012 to organise the Ministry in charge of Public Contracts;
16. Order No 212/A/MINMAP of September 28, 2021 organizing the operation of internal structures for the administrative management of Public contracts;
17. Order No. 000007/MINMAP of 01 January..... laying down the procedures for awarding and executing framework agreements
18. Order No. 168/A/MINMAP of August 11, 2021 setting the terms and conditions for the award and execution of design-build contracts;
19. Circular Letter No. 000010/LC/MINMAP/CAB of 22 September 2020, the clarifying the payment documents of the Administrative co-contractors to be submitted for visa prior to the Ministry in charge of Public Procurement
20. Order No. 001/CAB/PR of 19<sup>th</sup> June 2012 relating to the Award and Control of Execution of Public Contracts;
21. Letter No 00006/LC/PR/MINMAP/CAB of 17 August, 2021 clarifying the control of public procurement and specifying the procedures for its exercise to project owners and delegated project owner's circular.
22. Law No 2024/019 of 19/DEC/2024 instituting the 2025 Financial Law of the Republic of Cameroon;
23. Circular No. 000013995/C/MINFI of 31<sup>st</sup> of December, 2024 bearing instructions relating to the execution of finance laws, the monitoring and control of the execution of the budget of the state and other public entities, for the 2025 financial year;
24. The MINCOMMERCE Decree setting the Price List



25. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of markets reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
26. Circular letter No. 00000002/LC/MINMAP/CAB of 12 May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owners or members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
27. Unified Technical Documents (DTU) for building works;
28. Applicable standards;
29. Other instruments specific to the domain concerned with the Contract.

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

7.1 All notifications and written communication within the framework of this Contract shall be sent to the following address:

- a) In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Contract Manager and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
- b) In case where the Contracting Authority is the addressee: correspondences shall be addressed to: The President of the North West Regional Assembly with copies addressed to the Contract Manager, the Engineer and the Regional Delegation of Public Contract North West.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Contract Manager and the Regional Delegation of Public Contract North West.

#### **Article 8: Administrative Orders (Article 8 of GAC)**

The various Administrative Orders shall be established and notified as follows:

- 8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the Contractor by the Contract Manager with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer and the Paying Body, where applicable.
- 8.2 Upon proposal by the Contract Manager, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Contract Manager to the Contractor with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer, and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Contracting Authority and notified to the Contractor by the Contract Engineer with a copy to the Contract Manager, the Regional Delegation of Public Contract North West.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by the Contract Engineer to the Contractor with a copy to the Contract Manager the Regional Delegation of Public Contract North West.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the Contractor by the Contract Engineer.



- 8.7 The Contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Contract Manager, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Contract Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Contract Manager, take over from him and carry out the said notification.**

**Article 9: Contracts with conditional phases (Article 9 of GAC)**

- 9.1 This Contract has only one phase for 2024 financial year. At the end of phase one, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

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

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

## **CHAPTER II: FINANCIAL CONDITIONS**

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

**11.1 Final bond**

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

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

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

**11.2 Performance bond**

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

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the **Contracting Authority** upon request by the Contractor.

**11.3 Guarantee of start-off advance**

The contractor may be granted a start off amount of 20% of the contract amount (inclusive of taxes) upon request.



The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

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

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

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

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

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

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account N°. \_\_\_\_\_ opened in the name of the Contractor in \_\_\_\_\_ bank.

**Article 14: Price variation (Article 20 of GAC)**

29.1 Prices shall be firm.

- a. Payments on account made to the Contractor as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the Contractual time-limit, except in the case of price reductions.

29.2 Price updating modalities (Not applicable)

**Article 15: Price revision formulae (article 21 of GAC)**

(Not applicable)

**Article 16: Price updating formulae (article 21 of the GAC)**

(Not applicable)

**Article 17: Works under State supervision (Article 22 of GAC supplemented)**

17.1 The percentage of works under State supervision shall *not exceed 2%* of the amount of the Contract and its additional clauses, where applicable.

17.2 In the case where the Contractor were invited to execute works under State supervision, the submitted and duly justified expenditures shall be reimbursed to him under the following conditions:

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;
- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;
- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by ten percent for loss, stocking and handling;

The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the Contractor's unforeseen.



**Article 18: Evaluation of works (article 23 of the GAC)**

The work done shall be evaluated using the unit price.

**Article 19: Evaluation of supplies (article 24 of the GAC supplemented)**

19.1 *[Indicate, where applicable, the modalities for payment of supplies].*

19.2 No security shall be requested for payments on account on supplies.

**Article 20: Advances (article 28 of the GAC)**

20.1 The Contracting Authority *may* grant a start-off advance *equal to 20 % of the amount of the Contract.*

20.2 This advance whose value cannot exceed twenty (20) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a financial establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the Contractor during the execution of the Contract according to the modalities laid down in the Special Administrative Conditions.

20.3 The total amount of the advance must be reimbursed not later than when the value in basic price of the works reaches eighty (80) percent of the amount of the Contract.

20.4 As the reimbursement advances, the Project Owner shall issue the release of the corresponding part of the guarantee upon the express request by the Contractor.

20.5 The possibility of granting start-off advance or advance for supplies must be expressly stipulated in the Tender File.

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

**21.1 Establishment of works executed**

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

**21.2 Monthly detailed account**

*No later than the fifth (5<sup>th</sup>) of the month following the month of the services, the Contractor shall hand over to the Project Manager two draft provisional monthly detailed accounts in seven copies (one detailed account exclusive of VAT and the other inclusive of taxes), according to the agreed model and establishing the total amount of the sums to which he may lay claim as a result of the execution of the Contract since the start of the Contract.*

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

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

- 100-2.2 or 5.5% paid directly into the account of the Contractor;
- 2.2 Or 5.5 % paid to the Public treasury as AIR due by the Contractor.

*The amount of payment on account shall not exceed the value of the technical execution phases carried out.*

*Payment on account may be spread over the duration of the execution of the Contract according to technical execution phases as defined in the Contract.*

*Payment on account shall take place within thirty (30) days from the date of transmission to the competent accounting officer, of the documents giving entitlement to payment.*

*The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5th of the month following the works executed.*

*The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the Chief of Service. The Chief of Service has a maximum time-limit of twenty-one (21) days to sign the partial invoice and to produce the documents giving entitlement to payment on account and transmit same to the competent accounting officer.*



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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code.

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

#### A. Penalties for delay

23.1 The amount set for penalties for delays shall be set as follows:

- a) One two thousandth ( $1/2000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- b) One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

23.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Contract inclusive of all taxes.

#### B. Specific penalties

23.3 Independently of penalties for overrun of Contractual time-limit, the Contractor shall be liable for the following special penalties for the non-observation of the provisions of the Contract, especially:

- Late submission of final bond;
- Late submission of insurances, shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- Late submission of the draft execution schedule if the lateness is caused by the Contractor shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;

### Article 24: Payment in case of a group of enterprises (article 33 of the GAC)

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-Contractors, where need be.
2. Indicate the method of payment of sub-Contractors, where need be.

### Article 25: Final detailed account (article 34 of the GAC)

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of provisional acceptance, the Contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the Contractor may be entitled as a result of the execution of the whole Contract.

25.2 *The Contract Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project owner.*

25.3 *The Contractor has up to thirty (30) days to return the corrected and approved final detailed account to the competent accounting officer.*

### Article 26: General and final detailed account (article 35 of the GAC)

26.1 The Contract Manager or the Project Manager has up to thirty (30) days to *establish the general detailed account and forward to the Contractor after final acceptance.*

At the end of the guarantee period which results in the final acceptance of the works, the Authorising Officer draws up the general and final detailed accounts of the Contract which he had signed jointly by the Contractor and the Contracting Authority. This detailed account includes:

- the final detailed account,



- the balance
- the summary of monthly payments on account.

The signing of the general and final detailed account without reservation by the Contractor definitely binds the two parties, puts an end to the Contract, except with regard to interest on overdue payments.

26.2 The Contractor has up to thirty (30) days to return the signed final detailed account.

#### **Article 27: Tax and customs regulations (article 36 of the GAC)**

Decree No. 2003/651/PM of 16 April 2003 lays down the Terms and Conditions for Implementing the Tax regulations and Customs Procedures applicable to Public Contracts. The taxes applicable to this Contract include notably:

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

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

All taxes inclusive prices signify that VAT is included.

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

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

### **CHAPTER III: EXECUTION OF WORKS**

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

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

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

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

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

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

31.1 The time-limit for the execution of the works forming the subject of this Contract shall be **Four (04) Months**.

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

#### **Article 32: Roles and responsibilities of the Contractor (article 40 of the CAG)**

The detailed and general plan of progress of the works shall be communicated to the Contract Engineer in *Four (04)* copies at the beginning of each.

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

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

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



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

The Contractor shall take out a third party risk insurance concerning persons, property or liabilities from an insurance company governed by the "CIMA" insurance code.

### **Article 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)**

#### **35.1 Programme of works, Quality Assurance Plan and pegging map.**

a) Within a maximum deadline of *fifteen (15) days* from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in *six (6) copies* for the approval of *project owner after the endorsement of the Contract Engineer* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable and the electricity network pegging map at scale 1/2500.

This programme shall be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of reception with:

- Either the indication "GOOD FOR EXECUTION";
- Or the indication of their rejection including the reasons for the said rejection.

The Contractor has eight (8) days to present a new draft. The Contract Manager or the Project Manager then has a deadline of five (5) days to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

The approval given by the Project Owner does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule.

The Contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the Contractual programme upon receiving the approval of the Project engineer. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the Contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

- a) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.
- b) The Contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.
- c) The approval granted by the Contract Engineer shall in no way diminish the responsibility of the Contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the Contract.

#### **35.2 Execution draft**

a) The execution plan documents (calculations and drawings) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the Contract Engineer at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.

b) The Contract Engineer has a deadline of *Four (04) days* to examine and make known his observations. The Contractor then has a deadline of (04) four *days* to present a new file including the said observations.

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

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

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



- 2- The Contract Engineer..... (Secretary)
- 3- The Contract Manager or his representative..... (Member)
- 4- The Stores Accountant of North West Regional Assembly..... (Member)
- 5- The RD MINMAP/NW or his representative..... (Observer)
- 6- The Principal of the concern school ..... (Observer)
- 7- The Commissioner for Education, Sports and Cultural Development at the North West Regional Assembly  
.....(Observer)
- 8- The Contractor or his Representative..... (Observer)

**The commission shall examine the report of the pre-acceptance including a video from the Contractor showing the stages of works executed. This shall proceed with the acceptance.** An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and sign by all the commission members.

#### **ARTICLE 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION**

43.1 The contractor shall furnish within one (1) month after completion of the works five (5) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

43.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

#### **Article 44: GUARANTEE PERIOD.**

The guarantee period is one (01) year from the date of the provisional acceptance.

#### **Article 45: Final acceptance (article 72 of the GAC)**

Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee.

The procedure for final acceptance shall be the same as for provisional acceptance

### **CHAPTER V: SUNDRY PROVISIONS**

#### **Article 46: Termination of the Contract (article 74 of the GAC)**

The Contract may be terminated as provided for in Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of more than seven (7) calendar days;
- Delay in work resulting in penalties of more than 10 % of the amount of the works;
- Refusal to repeat poorly executed works;
- Default by the Contractor;
- Persistent non-payment for services.

#### **Article 47: Case of force majeure (article 75 of the GAC)**

If the Contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

- *Rainfall: 200 millimetres in 24 hours;*
- *Wind: 40 metres per second;*
- *Flood: decennial flood frequency.*

#### **Article 48: Disagreements and disputes (article 79 of the GAC)**

Disagreements and disputes resulting from the execution of this Contract may be settled amicably.



Height = 2.80m, width=1.20m, board thickness=2.5cm at 1.20m above the ground level. The Contract Engineer shall put at the Contractors' disposal the text to be used.

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

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

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

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

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

The part of the works to be sub-Contracted shall not exceed 30 % of the initial amount of the Contract and its additional clauses.

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

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

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

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

40.1 The Site logbook must be systematically jointly signed by the Project Manager or Engineer, where need be and the Contractor's representative each day.

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

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

### **CHAPTER IV : ACCEPTANCE**

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

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

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

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

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

- Contract Engineer;
- RD/MINMAP/NW (Observer);
- The Principal of the concern school (Observer);
- Contractor.

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the reception. The Engineer shall fix the reception date in collaboration with the chief of service for the Contract.

##### **42.2 Acceptance**

The acceptance commission shall comprise:

- 1- The President of the North West Regional Assembly or his representative .....(Chairman)



Where no amicable solution can be found for a disagreement, it is brought before *the competent court in the North-West Region of the Republic of Cameroon*.

**Article 49: Production and dissemination of this Contract**

Twenty (20)] copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

**Article 50 and last: Entry into force of the Contract**

This Contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the Contractor by the Contracting Authority.



**Document N°. 5**

**SPECIAL TECHNICAL CONDITIONS**  
**(STC)**



## TECHNICAL SPECIFICATIONS

### SUMMARY (STC/CCTP)

#### FOR THE CONSTRUCTION OF A WORKSHOP AT GOVERNMENT TECHNICAL COLLEGE, LARIJI IN WIDIKUM OF MOMO DIVISION IN THE NORTH WEST REGION IN THE NORTH WEST REGION BY EMERGENCY PROCEDURE

1. PRELIMINARY WORKS
2. EARTH WORKS
3. FOUNDATION
4. WALL MASONRY
5. ROOF
6. METAL WORKS
7. ELECTRICAL INSTALLATIONS
8. PAINTING
9. EXTERNAL WORKS



## TECHNICAL SPECIFICATIONS

### 1.1 GENERALITIES

These descriptive notes and technical specifications are drawn up for the purpose of **Construction of a workshop to host Building Construction, Public Works, Tilling and Plumbing practical's and studying samples situated in G T C Lariji-Menka, Momo Division of the North West Region of Cameroon.** This handbook is for those to execute, supervise and the authorising officer, to direct and guide them towards quality choice of materials, method of job execution and conditions of realization in order to achieve the highly desired goal. Building materials to be used are those that are generally permitted in the construction industry in Cameroon and only qualified technicians must be employed to transform same into the structure clearly shown on the working drawings. The structural, functional and aesthetical value of these buildings depends very much on the professional manipulation of chosen personnel's and materials.

The contractor or builders charged with the execution of this project must carefully study the working documents, visit the site and bring up points not understood to the Architect or the control Engineer or the site supervisor (as may be necessary) for clarification before making shop drawings and implementation at all stages of the realization of this project.

The contractor shall proceed with a careful study of the project, and as the need arises, make observations and suggestions; and receive feedback from the Architect before continuing with work. All supplementary tasks must be verified and signed by the supervisor after obtaining the consent of the Architect on the technical aspects and the Project owner if such tasks have financial incidence on the total cost of the project. Careful structural studies must be done to determine characteristics of the soil, hence the depth and type of foundation necessary to safely bear and transmit both the dead and live loads of buildings.

### 1.2 PRELIMINARY WORKS

#### 1.2.1 Building Site Installations

The contractor shall clear the site of all debris and set up temporary structures and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility (as necessary)
- Storage for building materials, etc.

#### 1.2.2 Connection to Utility Networks

##### Water :

Connect to the CDE water supply network, where possible, or any other solution acceptable to the supervisor, if the CDE network is not available. The Contractor shall be responsible for the constant supply of sufficient water to the project site. He shall not, under any circumstance, use the excuse that those supplying him with water or that CDE have failed in their assignment to justify delays in the execution of the contract. The water used must be of an acceptable quality for the works, especially from other sources available.

#### 1.2.3 Sanitation

The contractor shall ensure the availability and use of toilet facilities at the work site for his workers and those providing ancillary services on the site.

### 1.3 WORKS TO BE EXECUTED

#### 1.3.1 Earth Works

Demolition, clearance of debris and trench excavation works shall be done manually and /or mechanically with due care taken not to cause damage to adjoining property. Trenches large enough for workers to operate in shall be dug



to receive pad foundation and appropriately located footings for pillars which shall be linked by ground beams. These operations shall be done under the close supervision of the control Engineer.

The foundation width and depth will be done strictly to the detailed structural drawings and calculation table specifically prepared for that purpose.

### **1.3.2 Blinding Concrete.**

A 5cm thick lean concrete mix of 150kg/m<sup>3</sup> (cpj 42.5) shall be laid under pad foundations and pillar footings.

### **1.3.3 Mass Concrete**

The ground floors and outdoor pavements of this building shall be of mass concrete dosed at 300kg/m<sup>3</sup> in conformity with the rules and regulations regarding pavements, and with finishes as required by the design.

### **1.3.4 Reinforced concrete**

The skeleton (framework) of this building consists of R.C beams and pillars, which must be cast in-situ and in accordance with the rules of CP 110 and batching done according to trial batches or Dreux method, by weight and or volume, closely supervised by the Engineer in charge. Mixing, transportation, placing and vibration of all concrete works shall be done manually and or mechanically. Reinforced concrete for pillars, beams, lintels, ribs to upper floors, and the ring beam shall be dosed at 350kg/m<sup>3</sup>.

Based on the structural analysis to be done by a qualified structural Engineer, the magnitude of the dead and live loads shall be determined to permit a safe structural design of the buildings.

The ground floors shall receive 10cm thick mass concrete dosed at 300kg/m<sup>3</sup>, laid on a layer of hardcore the thickness of which shall be determined and approved by the control Engineer.

The coarse aggregates shall be of class 15/25 and free from organic impurities and any substances that may adversely affect the strength and workability of the concrete. Cast concrete shall be cured as required by the art to permit it achieve maximum strength.

### **1.3.5 Reception for Reinforcements**

Before concrete is cast, the Contractor must inform the supervisor that work has been completed in the assembling of reinforcements so that they can be approved. The Control Engineer shall indicate "Good for concreting" on the building site log, after reception, thereby authorizing the Contractor to proceed.

### **1.3.6 Formwork**

All foundation concrete structures shall be made inside ordinary concrete forms, unless otherwise specified by the supervisor and should meet the following requirements:

- a. If the concrete box is made with timber that has simply been assembled, the boards must be of the same level and properly jointed. The maximum space between the joints should be 2 mm. The maximum difference in level between two jointed planks should be 3 mm.
- b. If the ordinary form is made with fibreboard or plywood, the sides must be properly jointed and be at the same level. The tolerated space between joints should be same as those between sawn timbers.
- c. Formwork for Reservations or recesses: Recesses intended for masonry fittings or other uses should be made using appropriate forms. Such forms should be put together in such a way that their parts can be removed without damage to the structure.

### **Pre-casting Preparations**

#### *a) Cleanliness of forms*

The form must be free from hydrocarbon products such as grease, etc or rust. If there are any stains, these must be thoroughly cleaned up.

#### *b) Cleaning*



Before concreting, the concrete boxes must be carefully cleaned to remove all dust and debris. Compressed air should be used to finish the cleaning.

*c) Watering*

Timber forms must be sufficiently watered before concreting. They should be watered several times to make the wood as wet as possible, causing it to swell and close any gaps in the joint.

The wet surfaces must not, however, be dripping with water. Excess water shall be blown out using compressed air.

*d) Coating with oil*

The following shall be oiled before concreting:

- Worked moulds of plywood or fibreboard and all moulds for fine dressing
- Excess oil in the moulds must be drained before concreting. The oils used should be special stripping oils.
- The oil used must not touch the reinforcement rods.

• *Maintenance*

If the moulds are to be used more than once they should be properly cleaned, and if necessary, repaired before reuse.

• *Safety of Workers and Others on site*

Nails and bolts should immediately be removed from used forms if they are to be used again. Otherwise, the forms should be burnt immediately or stored at a distance from the building site, in a place that is not accessible to the public. Stability/firmness of formwork should be assured.

### **1.3.7 Constituent Materials of Reinforced Concrete**

• **Crushed Aggregate**

All crushed aggregate on the building site should be stored in the compartments intended for this purpose. The only aggregates authorized on the building site are the following:

- Crushed 0/5 gravel (river sand)
- Crushed 5/15 fine gravel
- Crushed 15/25 coarse gravel
- Natural or crushed sand 0/5 (the quantity retained on a 5 mm sieve must be less than 10 %).

Crushed aggregate supplied to the site shall be subject to prior approval of the supervisor. The latter must approve the origin of the aggregate. The aggregate should come from rivers, quarries or crushed stable igneous rocks, free impurities, organic matter, dust, mud and clay; and should not stick to grip.

With respect to particle distribution, the following shall apply:

• **Sand (Fine Aggregate)**

Sand shall have the characteristics specified in the tables of approved tests. Sand must be fine, clean, hard, and sharp and must not stick to the hand. It must be free of any soil or limestone, clay, debris and organic particles.

It should (if need be) be sieved and washed. The sand must come from approved quarries or from rivers. It must not contain more than 5% weight of grit passing through a sieve with 900 meshes per cm<sup>2</sup> and must not contain particles, whose biggest dimensions exceed the following limits:

- For mortar 0/2 mm
- For reinforced concrete 0/5 mm



- For mass concrete 10/5 mm

**Cleanliness:** The sand must have sand equivalent (SE) higher than 75.

- **Cement**

Cement shall be true Portland of standard brand and manufacture, i.e. CPA 45 or CPJ 35 type or equivalent. The cement used should be artificial Portland cement 215.325 P.15.302 Standard. It should be supplied to the building site in six ply paper bags. Any humid cement shall be rejected and immediately removed from the building site.

The Contractor must inform the supervisor that he has received his supplies for immediate inspection and approval.

Random samples could be taken from each lot and tested in an approved laboratory using the AFNOR P.15.301 Standard, at the contractor's expense.

Those that do not meet the standards must be removed from the stock and taken away from the building site.

The bags must be in good shape, at the time they reach the site, and should be stored in a covered and completely dry place, and on a raised plank surface that is at least 20 cm above the ground.

### 1.3.8 Reinforcements

All reinforcing bars or mesh must comply with BAEL 91 specifications. Iron rods must have French AFNOR 35.001 standard characteristics or similar. All reinforcing bars used in the building project must be of the Fe E240 grade for smooth bars and the Fe E400 grade for high bond rods. The rods must be cut with shears.

The rod should be bent cold, either manually or mechanically. Hot bending may be allowed for high adhesive rods of a diameter equal to or larger than 32 mm, on condition that a control apparatus is used to avoid overheating, and upon the approval of the Control Engineer.

The diameter of the tube benders used for bending must comply with BAEL 91 rules and approval records. Anchor tabs shall be normal 45-degree elbows at right angle or double knee anchoring. The metal used shall be clean and free from calamine. Bars with defects such as blisters, cracks or hairlines that can affect tensile strength shall be rejected.

Concrete reinforcements shall be assembled to the exact dimensions indicated in the drawings provided by the structural Engineer or the Contractor.

Reinforcements must be assembled in the workshop at the building site. They should never be assembled inside the form box if the check boards have already been put in place.

The space between the walls of the formwork and reinforcements should be at least 2.3 cm for elevation concrete and 4 cm for foundation concrete. These spaces should be obtained using prefabricated concrete or plastic shims or spacers, whose dimension should match the results to be obtained.

The concrete shims should have wires to be used in tying them to the reinforcements. There should be enough shims and mounting bars to prevent the reinforcements from being deformed during handling and concreting.

If there are any doubts as to the quality of the iron rods supplied to the project site, the control Engineer or site supervisor shall request for tensile strength tests on the samples taken from the batch. Such tests shall be done at the contractor's expense. The tests shall be carried out by a competent and approved body.

For floor ribs, all measures shall be taken to keep the bars raised and properly positioned around the supports. Enough vertical stirrups should be used to prevent any deformation. All overlaps should comply with BAEL 91 prescriptions. Frames with traces of non-adhesive rust should be thoroughly brushed off before being placed in the forms. The reinforcing bars, whether assembled or not, should be stored on boards and not on bare ground.



The iron rods used must be supplied by a reputable and approved manufacturer with guaranteed and stamped production quality. The 6 mm diameter iron rods could be used for circles with diameters of 200: Ø. The iron rods supplied must be at least 11 m long.

#### **1.3.9 Placing concrete**

The concrete should be placed before its initial setting time, and never after it has contained its water content for more than thirty minutes; storing it in containers for subsequent use after adding water is strictly prohibited. All concrete pouring shall be accompanied by thorough vibration using a mechanical (hand) vibrator.

All reinforcing bars shall be placed in such a way that concrete can be poured from the top of the structure in question. The Contractor shall take all measures to trim and position the reinforcing bars to prevent them from being jabbed or displaced during concreting. He should also add braces (sleeves, tubes, pipes, angle blocks, pre-frames, etc) to keep the structures firmly set up.

Concrete should be transported from the place where it is mixed to the place of use in concrete buckets, wheelbarrows or head pans.

Before concreting construction joints, the surface of the old concrete must be thoroughly cleaned of any particles using compressed air, and repeatedly to reveal gravels, thus eliminating deposits of dirt; this surface should then be washed and scrubbed with an iron brush and thoroughly soaked. If necessary, admixtures for construction joints can be used, but these must comply with producers' instructions.

The formwork should never be removed earlier than 21 to 28 days, time to allow the concrete acquired its maximum strength.

### **1.4 MASONRY**

The foundation walls shall be done either in igneous (black stones) rocks either shaped or not as the need may be or hollow sandcrete foundation blocks of 20x20x40cm filled with concrete mixed at 150kg/m<sup>3</sup> using cement mortar dosed at 350/m<sup>3</sup>. The walls shall be erected with hollow sandcrete blocks of 15x20x40cm as shown on the working drawings using cement mortar dosed at 350/m<sup>3</sup>.

### **1.5 PLASTERING**

The bearing surface shall be cleaned, free from any trace of dust or products resulting from the removal of the formwork. Two base coats of plaster, respectively 1.5cm thick and a finished coat of 0.5cm thick shall be applied on the walls using cement mortar dosed at 400kg/m<sup>3</sup>.

### **1.6 CARPENTRY AND JOINERY**

Timber shall be obtained locally. It shall be well seasoned to at most 20% moisture content and shall be free from shakes, defects, insect attacks and dry rot. All door frames shall be made with hardwood. Roofing timber shall be recommended sections of mature eucalyptus well sawn and trimmed to sizes.

### **1.7 OPENINGS**

#### **1.7.1 Metallic Openings**

All the doors and windows shall be of high quality glass and metal (aluminium) properly finished and in conformity with the dimensions on the working drawings especially in the offices. They shall be the subject of approval of the control Engineer on the site before fitting is carried out.

### **1.8 PAINTING**

The contractor must carefully examine the surface to be painted before work starts. The external wall surfaces shall be done in advancing hues while the internal surfaces shall be done in receding hues. Color pigments, lighting systems and their intensities shall be chosen such as to enhance the illumination of the spaces. The first or primary coat shall be done in weak glue (white wash) and shall be applied to receive the final or finishing coat.

Internal surface shall be done in pantex type 800 whereas pantex 1300 shall be used on external walls. Paints shall be in water and oil base for walls, ceilings, frames etc.



Metallic surfaces shall be carefully brushed and washed before applying oil paint.

## **1.9 ROOF COVERING**

All the timber for the roof truss shall be mature well seasoned eucalyptus, and shall be of straight grains, without defects and treated against insects attack with carbonyl. Most of the roof truss shall be triangular. The rafters shall be of 2"x6" (5x15cm) and the purlins 2"x4" (5x8cm.) Oblique, horizontal and vertical wind braces shall be done to secure the truss from possible up heave due to wind pressures. The roof shall be tied to the building by diameter 6mm extended reinforcement bars. The roof slope, fall direction etc. is chosen in accordance with the manufacturers (AUBAC) specification, atmospheric conditions aesthetic and longevity. The sheathing shall be 6/10 semi-circular corrugated three (3) m long aluminum sheets. They shall be screwed or nailed to the purlins by carefully chosen qualified and skillful technicians under the close supervision of the Architect. The fascia boards shall be of metal sheets with a finish hue to be determined by the Architect in close collaboration with the client.

## **1.10 CEILING**

The ceiling shall be executed with 4mm hard (red) plywood fixed on solidly nailed preserved noggins and painted as mentioned above.

## **1.11 ELECTRICITY**

- Cable sleeves: They shall consist of orange insulation tubes, diameter of 16mm embedded into the block work.
- Cable: They shall be of 2.5 mm<sup>2</sup> (of type TH ) single shall be run inside 11mm plastic conduit pipes for power outlets and switches that shall be embedded in walls. As a general rule, the following sections shall be taken, that is, 1.5 mm<sup>2</sup> for lighting circuits and 2.5 mm<sup>2</sup> for outlet circuits.
- Lighting equipment: It will consist of) fluorescent lamps of 1.20m or modern energy saving light bulbs, fitted inside each of the business, living or circulation spaces and at the rear ends of the buildings to act as security lamps. Model of good lamps shall be Philip, Mazda, Turbo, etc.
- Switches: A two way two gang fuse box has to be provided at the supply inlet for connection to the necessary network. A master's switch shall be put above the main black board to control the sockets. The two building shall be separately and properly earthed.

**NB:** Generally, electrical installations should be carried out in conformity with the rules and regulations of ENEO

## **1.12 Mitigating the risks on the environment**

These standard clauses constitute the Environmental Regulations relating to the construction works to be carried out in the realization of this project.

The contractor selected to execute the works shall have to implement not only measures aimed at mitigating the socio-environmental impacts of the projects but also environmental and social clauses outlined below. It should be stressed that these clauses apply to all types of projects, the main contractor as well as all sub-contractors or dealers.

These measures include:

- A reduction in the raising of dust particles at the work site in order to protect the health of the beneficiary population and site workers, by regular watering of the site, or the adoption of an appropriate calendar;
- A Reduction in sound (noise) effects due to the movements of the equipment and machines within the construction site;
- Non obstruction of the existing natural drainage ways, or the deposit of waste in the stream channels;
- Putting in place of a management plan for oils, fuel, lubricants and other dangerous products during construction and running of the project. This plan will have to include the recuperation of the above mentioned products and their transfer to specialized companies for treatment;



- Automatic stop of works in the event of discovery of an archaeological or historical artefact, and to report immediately to the local services of the Ministry of Culture;
- Prohibition to transport or drive out game, hunting and non timber forest products by the personnel working on the site;
- Put at the disposal of the personnel working on the site adequate equipment for potable water and use of domestic water;
- Priority for recruitment of local labour, as well as the use of local materials;
- Putting of warning Signs ( sign boards) at building site during and after work; putting speed limits warning signs as well in order to promote the safety and health of the resident population and of site workers;
- The wearing of appropriate equipment & attire (e.g work clothes) by site workers.
- Restoring (*putting back to its original nature*) gradually the installations on building site at the end of works;
- Organizing information and sensitization campaigns for site workers and the beneficiary populations, on health risks, risks of accidents, and on the impacts of poaching.

According to the various phases of the work, under the control of contracting authority-The Fon of Lewoh assisted by the local representatives of the MINTP, the provisions here-in will have to be considered or implemented by the contractor.

#### **1.12.1 Starting of works and sensitization of stakeholders**

Before the effective start of execution of the works, the company or enterprise must prepare an environmental action plan specifying all the environmental measures to be implemented, as well as rules of procedures mentioning in a specific way the safety requirements and in particular, the wearing of appropriate equipment ( work clothes) and speed limit warning signs. Furthermore, these internal rules and regulations will have to prescribe the prohibition of alcohol consumption during working hours, to transport or hunt game, to abusively use wood for fuel, as well as the sensitization of the personnel on the dangers of the STI/SIDA, the respect of the customs and habits of the people of Douala Town. These rules must be pasted at visible locations within the construction site.

On the other hand, an information and sensitization campaign of the personnel and residents will have thus to be organized beforehand and their attention drawn to all these aspects, including the calendar of execution and the employment opportunities. This sensitization campaign will have to continue during the execution phase of the works.

#### **1.12.2 Setting up a building site**

##### **a) Localization**

The importance of setting up a site is determined by the volume and the nature of works to be realized, the number of workmen or labourers, the number and the type of machines. The plan of setting up a building site will have to take into account management and protection measures.

##### **b) Equipment**

The area for the office and housing for personnel (if necessary) on the site must be equipped with sanitary facilities (latrines, septic tanks, absorbing wells, wash-hand basins and showers) in accordance with the work force. The water tanks (reservoir) shall be installed and the quantity of water must be adequate to the need. Adequate drainage shall be provided to the installations.

##### **c) Management of solid waste and liquids**

Receptacles (*containers*) to receive waste are to be installed near the various installations. These receptacles are to be emptied periodically and the waste deposited in a garbage can for recuperation by the Council or in a dump pit. At the end of work the pit is to be filled (restored) with soil up to the level of the original soil.



### **1.12.3 Recruitment of the site workers, health and safety**

The contractor shall make use (in the most part) of the local labour force except for skilled labour, when not locally available then shall labour be brought from outside of Douala town.

Apart from the training and information for the personnel on the aspects mentioned above (point 1), the contractor must provide his workmen with the adequate safety equipment, in conformity with the assigned duties – masks to protect against dust particles, anti-noise helmet, safety shoes, boots, gloves, goggles etc.

During the works, mobile and fixed signs or notices shall be put installed at strategic locations to ensure the safety of staff and the resident population. The company or enterprise shall carry out routine watering of the site in order to limit air-borne dust particles. He shall also take care to limit the speed of the various vehicles and machines to at most 40 Km/h. In the same way, he shall ensure that all the temporary deviations are identified in collaboration with the resident population, and that they do not affect the sensitive zones.

### **1.12.4**

#### **b) Bringing back the site to initial or original state (Restoration of the site) & withdrawal from the site**

At the end of the works, the site shall be restored to its initial or original state. In this regard, installations not necessary thereafter shall have to be taken off the site:

- The levelling of the site and in particular, the top soil in order to facilitate the infiltration of water, re-planting of grasses and trees as the case may be,
- Restoration of the natural flows,
- Removal of the dilapidated aspects of the site,
- Filling up (either through re-filling) of pits in order to avoid the erosion of the degraded soil,
- Restoration of the pit and recuperation of surface waters and conservation of the slope, etc.

The contractor shall remove all his materials & machines. He is not supposed to abandon any equipment nor materials on the site, or the surroundings, without prior consent of the controller. Restoration of the site includes all the deviations and contours (e.g. foot paths etc) set up during the works.

### **1.12.5 Management of water Resources**

The contractor will have to avoid any conflict which can result from either the use of water resources or damage to the latter.

### **1.12.6 Compensation for the damages caused to third parties**

It can happen that the company hurts an individual in a deliberate or accidental manner (destruction of plants, habitat, etc.). If this wrong is not taken into account by the project owner, it shall be absorbed by the contractor to the satisfaction of the injured party. On the other hand, he shall issue a certificate of compensation to the beneficiary, to avoid any subsequent complaints.

### **1.12.7 SITE SECURITY**

For the administration of the first medical care in case of any accident on the site, we will have a pharmacy box (first aid) on the site.

The site facilities that are compliant to norms of security will be distributed to workers (like helmets, gloves, boots etc.) arrangements will be made to maintain good circulation at all time on the site. All underlying of materials will be kept in places that will help to prevent falling from a height while working. Two guards shall be employed to take guard of the site during and after work hours **THUS:**



- To sensitise works on the danger of electricity
- Two night watchmen shall be employed to take guard on the site after working hours.
- A day watch shall be employed to guard the site during working hours.
- Sign post shall also be prepared and mounted at entrances to indicate that work is underway. They shall contain information as indicated in the CCT.

We shall do everything possible to ensure that traffic is not obstructed by providing deviations and in places where this is inevitable; we will seek the opinion of the local Authorities for the traffic obstruction or a given period.

#### **1.12.8 SECURITY OF PERSONNEL AND SITE**

##### **PROTECTION OF PERSONNEL:**

Personnel on site shall be protected from accidents through;

- Vigorous respect of construction norms on the site
- The provision of Helmets
- The provision of steel cap shoes
- The provision of rain coats
- The provision of gloves for those doing concreting and metal works
- Keeping of underlying materials like off cuts in place
- Scaffoldings will be well fixed to avoid failing form a height.
- The provision standby vehicle shall be on site to evacuate workers to a nearby hospital in case of accident
- Provision of sign post to indicate that work is underway.
- Educating of workers about the dangers of HIV AIDS and means of prevention.

#### **1.12.9 SANITATION AT SITE**

Our enterprise will put and implement sanitation by improving cleanliness in and around the project site by observing the following.

1. Dig a pit toilet for the workers to be using when at work so that they will not be littering the site and making it uncomfortable for people as well as the neighbourhood.
2. To always have health educational talks with the workers and also teaching them from what they need to do in order to avoid cholera and other diseases.
3. To connect a good potable water as for the workers to be drinking.
4. To always keep the project site clean and free from standing water that can lead to mosquito bids
5. Paste notices of warning to those dirtying the site.

All the sanitary measure that this enterprise will do will be of great help to the workers.



**Document N°. 6**  
**SCHEDULE OF UNIT PRICES**



## UNIT PRICE LIST FOR THE PROJECT

<b>BILL OF QUANTITIES AND ESTIMATES FOR THE CONSTRUCTION OF A CIVIL ENGINEERING WORKSHOP, TO HARBOUR IDEM, F4TP, F4BA, PLUMBING AND TILLING IN G T C LARIJI IN WIDIKUM, MOMO DIVISION, NORTH WEST REGION</b>					
No	DESCRIPTION	UNIT	QTY	U.P IN FIGURES	UP IN WORDS
	<b>LOT100: TRAVAUX PREPARATOIRE-ETUDES</b>				
101	Installation du chantier	ff	1		
102	Etudes	ff	1		
103	Nettoyage du site	m2	800		
	<b>SOUS TOTAL 100</b>				
	<b>LOT200: TERRASSEMENT+IMPLANTATION</b>				
201	Nivellement de surface	m2	800		
202	Implantation des ouvrages	m2	321		
203	Fouilles en puits et en rigoles	m3	56		
204	Remblai de terre	m3	135		
	<b>SOUS TOTAL 200</b>				
	<b>LOT 300: FONDATIONS</b>				
301	Fourniture et mise en œuvre du béton de propreté y compris toutes sujétions	m3	3.86		
302	Fourniture et mise en œuvre de la maçonnerie en agglos de 20*20*40 bourrea y compris toutes sujétions	m2	76		
303	Fourniture et mise en oeuvre du beton arme pour semelles, chainage, armores poteau y compris toutes sujétions	m3	9		
304	Fourniture et mise en oeuvre d'un dallage (ep 8cm) y compris toutes sujétions	m2	321		
	<b>SOUS TOTAL 300</b>				



	<b>LOT 400: MACONNERIE – ELEVATION</b>				
401	Fourniture et mise en oeuvre de la maçonnerie en agglomère creux de 10*20*40 + étanchéité à la première assise y compris toutes sujétions	m2	7.7		
402	Fourniture et mise en oeuvre de la maçonnerie en agglomère creux de 15*20*40 + étanchéité à la première assise y compris toutes sujétions	m2	350		
403	Fourniture et mise en oeuvre de l'enduit au mortier de ciment des murs y compris toutes sujétions	m2	715.4		
404	Fourniture et mise en oeuvre de béton armé dose à 350kg/m3 pour poteaux, linteaux et chaînage haut y compris toutes sujétions	m3	10		
405	Fourniture et réalisation du tableau mural y compris toutes sujétions	u	2		
406	Fournitures et mise en oeuvre de la chape lissée sur dallage y compris toutes sujétions	m2	130		
407	Fourniture et réalisation d'une estrade y compris toutes sujétions	u	1		
408	Fourniture et réalisation des rampes d'accès pour personnes à mobilité réduite y compris toutes sujétions	u	2		
	<b>SOUS TOTAL 400</b>				
	<b>LOT 500: CHARPENTE – COUVERTURE</b>				
501	Fourniture et assemblage et pose de bois préalablement traité pour fermes doublées y compris toutes sujétions	m3	6		
502	Fourniture et fixation du bois dur préalablement traité pour pannes et lattes de rive de pignon y compris toutes sujétions	m3	3.5		



503	Fourniture et realisation du plafond en contre plaque prealablement triate y compris solivage et toutes sujestions	m2	130		
504	Fourniture et realisation du plafond exterieur en tole lise y compris solivage et toutes sujestions	m2	56		
505	Fourniture et pose des planches de rive 30 cm y compris et toutes sujestions	ml	95		
506	Fourniture et fixation de tole bac 6/10, des gouttieres et naissances en alu et des descentes en PVC protegees par des caisons en beton arme y compris et toutes sujestions	m2	450		
507	Fourniture et fixation de tole fatieres de 50cm de larger y compris et toutes sujestions	ml	27		
	<b>SOUS TOTAL 500</b>				
	<b>LOT 600: MENUISERIE METALLIQUE</b>				
601	Fourniture et fixation de portes metallique coulissante de 300*250 cm2 y compris et toutes sujestions	u	2		
602	Fourniture et scellement de grilles antivol (motif barres droites espacees de 8cm) en tube de 30 mm y compris et toutes sujestions	m2	50		
	<b>SOUS TOTAL 600</b>				
	<b>LOT 700: MENUISERIE BOIS, ALLUMINIUM ET VITRERIE</b>				
701	Fourniture et pose des portes en bois isoplane de 100*220cm2 sur cadre en bois dur y compris et toutes sujestions	u	3		
702	Fourniture et pose des portes en bois massif de 180*220cm2 sur cadre en bois dur y compris et toutes sujestions	u	2		



703	Fourniture et pose des portes en bois massif de 100*220cm2 sur cadre en bois dur y compris et toutes sujétions	u	1		
704	Fourniture et pose des fenetres collissantes en aluminium vitree y compris et toutes sujétions	m2	2.88		
	<b>SOUS TOTAL 700</b>				
	<b>LOT 800: ELECTRICITE ET PROTECTION CONTRE L'INCENDI</b>				
801	Fourniture et encastrement de gains annelees y compris toutes sujétions	ml	100		
802	Fourniture et pose des gains IRL y compris toutes sujétions	ml	600		
803	Fourniture et installation de cables TH 1,5mm2 y compris toutes sujétions	ml	700		
804	Fourniture et installation de cables TH 2,5mm2 y compris toutes sujétions	ml	800		
805	Fourniture et installation de cables U1000R2V 4mm2 y compris toutes sujétions	ml	500		
806	Fourniture et installation de cables U1000R2V 5/6mm2 y compris toutes sujétions	ml	300		
807	Fourniture et pose de reglettes avec tube fluorescent de 1,20m y compris toutes sujétions	u	24		
808	Fourniture et pose des interupteurs et prises de courant encastre y compris toutes sujétions	u	10		
809	Fourniture et pose des interupteurs et prises de courant apparent y compris toutes sujétions	u	15		
810	Fourniture et installation du cables en cuivre de 29mm2 de section pour la mise a la terres y compris toutes sujétions	u	1		
811	Fourniture et installation du tableau general electrique de commande du circuit des pris avec	ens	1		



	protection des circuit a l'aide des disjoncteurs differentielles et parafoudre				
812	Fourniture et installation des attaches, dominos, boitiers, boite de derivation, y compris toutes sujctions avec raccordement au reaseaux existant	ens	1		
813	Fourniture et pose d'intincteurs d'iincendie eau + additif 9 litres y compris toutes sujctions	u	1		
	<b>SOUS TOTAL 800</b>				
	<b>LOT 900: PEINTURE</b>				
901	Preparation des surfaces	m2	715.4		
902	Fourniture et applications de deux couches de peinture acrylique de type pantex 800 pour le plafond y compris toutes sujctions	m2	130		
903	Fourniture et applications de deux couches de peinture acrylique de type pantex 1300 pour murs exterieurs y compris toutes sujctions	m2	275		
904	Fourniture et applications de deux couches de peinture acrylique de type pantex 800 pour murs interieurs y compris toutes sujctions	m2	440.4		
905	Fourniture et applications de deux couches de peinture glycerophthalique de type email A pour menuiseries bois et metallique y compris toutes sujctions	m2	80		
	<b>SOUS TOTAL 900</b>				
	<b>LOT 1000: PLOMBERIE ET REVETEMENT</b>				
1001	Fourniture et construction de la fosse septique de capacite 25m3 et les regards de visite y compris toutes sujctions	ens	1.0		
1002	Fourniture et construction du puisard y compris toutes sujctions	u	1		



1003	Fourniture et installation de la tuyauterie d'evacuation des eaux vannes et des euax usees y compris toutes sujestions	ml	100		
1004	Fourniture et installation de la tuyauterie d'alimentation y compris toutes sujestions	ml	100		
1005	Fourniture et pose de WC de marque PARMA y compris toutes sujestions	u	1		
1006	Fourniture et pose de WC pour les personnes a mobilite reduite y compris toutes sujestions	u	1		
1007	Fourniture et pose de lavabo avec console y compris toutes sujestions	u	1		
1008	Fourniture et revetement du sol des toilettes en carreaux gres ceramique antiderapant de 30x30cm2 y compris toutes sujestions	m2	7.5		
1009	Fourniture et revetement du murs des toilettes en carreaux faience de 20x30cm2 y compris toutes sujestions	m2	30		
1010	Fourniture et pose du couler dans l'atelier	u	2		
1011	Fourniture et pose du robinet dans l'atelier	u	3		
1012	Fourniture et pose du cintres pour papier toilet dans l'atelier	u	2		
1013	Fourniture et pose des miroir	u	1		
1014	Fourniture et installation des acessoires pour raccordements diverses y compris toutes sujestions	Ens	1		
	<b>SOUS TOTAL 1000</b>				
	<b>LOT 1100: VRD ET AMENAGEMENT EXTERIEUR</b>				
1101	Fourniture et construction ds caniveaux en beton arme en forme de U de largeur 40cm, de profondeur minimale de 30cm, des parois d'epaisseur 8cm et de pente minimale de 2% y compris toutes sujestions	ml	88.0		



1102	Fourniture et pose du dalles de longueur 56cm de largeur 40cm, et d'épaisseur 8cm.	ml	35		
1103	Fourniture et mise en œuvre d'un dallage en béton aux alentours du bâtiment y compris toutes sujétions	m2	84		
	<b>SOUS TOTAL 1100</b>				
	<b>LOT 1200: EQUIPING OF THE WORKSHOP</b>				
1201	Office table and chairs	u	1		
1202	Wooden benches of hard wood	u	60		
1203	Teacher's Tables in hard wood	u	4		
1204	Table chairs in hard wood	u	8		
1205	Workshop cupboard	u	2		
1206	Bookshelves (80x60x600)cm in hard wood	u	2		
1207	Project site information boards	u	1		
1208	Provision of litter bins	No	2		
1209	Incineration pit (2x1.5x1m)	ls	1		
1210	Tools(05 rake, 05 shovel, 05 wheel barrow)	ls	1		
1211	Blackboard in the workshop	u	4		
1212	Blackboard in the office classroom	u	2		
1213	Blinds for the offices windows	ls	1		
1214	10 liters buckets	u	25		
1215	Antishock spirit level of 2meters long, 100m tapes	u	5		
1216	Electrical extension rollers of 100m long	u	2		
1217	provision of water storage tanks of 1m3	u	3		
1218	Lime mortar slacker pool	ls	1		
1219	Provide access for water outlet (no water standing inside the workshop) and soakpit	ls	1		
1220	Provide and install long tables for sampling and exposure of building practical drawings and laboratory equipments and activities (lab tables of 2.50x80x80)	u	4		



1221	Concrete resistant test equipment (Compressive strength machine)	u	1		
1222	Supply of 5 big sizes drawing sets(compasses, 30/60 degrees, 45 degrees, Ruler) for workshop and practical purposes.	nber	5		
1223	Supply of 1m3 lime mortar, 10m3 of shaped stones 500 blocks of 15x20x40 and 500 bricks for practicals	ls	1		
1224	Supply of 10m2 of (Floor, wall, and toilet) tiles each for practical purposes	ls	1		
1225	Supply of pipes of all sizes and their accessories for plumbing practicals for at least 30 students	ls	1		
1226	Supply of Geo-Technical apparatus for laboratory practicals, (sand sieve analyses, atterberg limit test, grain size analyses, slump test, sand equivalent, water content, proctor mould and damp)	ls	1		
1227	Supervision of the project ( To be employed by the project owner)	ls	1		
	<b>SOUS TOTAL 1200</b>				
	<b>TOTAL WITHOUT TAXES</b>				
	AIR(5.5%)			5.50%	
	VAT (19.25%)			19.25%	
	<b>TOTAL WITH TAXES INCLUSIVE</b>				
	<b>NET AMOUNT TO BE PAID</b>				



**Document N°. 7**  
**BILL OF QUANTITIES AND ESTIMATES**



## UNIT PRICE LIST FOR THE PROJECT

UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A CIVIL ENGINEERING WORKSHOP, TO HARBOUR IDEM, F4TP, F4BA, PLUMBING AND TILLING IN G T C LARIJI IN WIDIKUM, MOMO DIVISION, NORTH WEST REGION					
No	DESCRIPTION	UNIT	QTY	U.P IN FIGURES	UP IN WORDS
	<b>LOT100: TRAVAUX PREPARATOIRE-ETUDES</b>				
101	Installation du chantier	ff	1		
102	Etudes	ff	1		
103	Nettoyage du site	m2	800		
	<b>SOUS TOTAL 100</b>				
	<b>LOT200: TERRASSEMENT+IMPLANTATION</b>				
201	Nivellement de surface	m2	800		
202	Implantation des ouvrages	m2	321		
203	Fouilles en puits et en rigoles	m3	56		
204	Remblai de terre	m3	135		
	<b>SOUS TOTAL 200</b>				
	<b>LOT 300: FONDATIONS</b>				
301	Fourniture et mise en œuvre du béton de propreté y compris toutes sujétions	m3	3.86		
302	Fourniture et mise en œuvre de la maçonnerie en agglos de 20*20*40 bourrea y compris toutes sujétions	m2	76		
303	Fourniture et mise en oeuvre du beton arme pour semelles, chainage, armores poteau y compris toutes sujétions	m3	9		
304	Fourniture et mise en oeuvre d'un dallage (ep 8cm) y compris toutes sujétions	m2	321		
	<b>SOUS TOTAL 300</b>				



	<b>LOT 400: MACONNERIE – ELEVATION</b>				
401	Fourniture et mise en oeuvre de la maçonnerie en agglomère creux de 10*20*40 + étanchéité à la première assise y compris toutes sujétions	m2	7.7		
402	Fourniture et mise en oeuvre de la maçonnerie en agglomère creux de 15*20*40 + étanchéité à la première assise y compris toutes sujétions	m2	350		
403	Fourniture et mise en oeuvre de l'enduit au mortier de ciment des murs y compris toutes sujétions	m2	715.4		
404	Fourniture et mise en oeuvre de béton armé dose à 350kg/m3 pour poteaux, linteaux et chaînage haut y compris toutes sujétions	m3	10		
405	Fourniture et réalisation du tableau mural y compris toutes sujétions	u	2		
406	Fournitures et mise en oeuvre de la chape lissée sur dallage y compris toutes sujétions	m2	130		
407	Fourniture et réalisation d'une estrade y compris toutes sujétions	u	1		
408	Fourniture et réalisation des rampes d'accès pour personnes à mobilité réduite y compris toutes sujétions	u	2		
	<b>SOUS TOTAL 400</b>				
	<b>LOT 500: CHARPENTE – COUVERTURE</b>				
501	Fourniture et assemblage et pose de bois préalablement traité pour fermes doublées y compris toutes sujétions	m3	6		
502	Fourniture et fixation du bois dur préalablement traité pour pannes et lattes de rive de pignon y compris toutes sujétions	m3	3.5		



503	Fourniture et realisation du plafond en contre plaque prealablement triate y compris solivage et toutes sujetions	m2	130		
504	Fourniture et realisation du plafond exterieur en tole lise y compris solivage et toutes sujetions	m2	56		
505	Fourniture et pose des planches de rive 30 cm y compris et toutes sujetions	ml	95		
506	Fourniture et fixation de tole bac 6/10, des gouttieres et naissances en alu et des descentes en PVC protegees par des caisons en beton arme y compris et toutes sujetions	m2	450		
507	Fourniture et fixation de tole fatieres de 50cm de larger y compris et toutes sujetions	ml	27		
	<b>SOUS TOTAL 500</b>				
	<b>LOT 600: MENUISERIE METALLIQUE</b>				
601	Fourniture et fixation de portes metallique coulissante de 300*250 cm2 y compris et toutes sujetions	u	2		
602	Fourniture et scellement de grilles antivol (motif barres droites espacees de 8cm) en tube de 30 mm y compris et toutes sujetions	m2	50		
	<b>SOUS TOTAL 600</b>				
	<b>LOT 700: MENUISERIE BOIS, ALLUMINIUM ET VITRERIE</b>				
701	Fourniture et pose des portes en bois isoplane de 100*220cm2 sur cadre en bois dur y compris et toutes sujetions	u	3		
702	Fourniture et pose des portes en bois massif de 180*220cm2 sur cadre en bois dur y compris et toutes sujetions	u	2		



703	Fourniture et pose des portes en bois massif de 100*220cm2 sur cadre en bois dur y compris et toutes sujétions	u	1		
704	Fourniture et pose des fenêtres collissantes en aluminium vitrée y compris et toutes sujétions	m2	2.88		
	<b>SOUS TOTAL 700</b>				
	<b>LOT 800: ELECTRICITE ET PROTECTION CONTRE L'INCENDI</b>				
801	Fourniture et encastrement de gains anneelés y compris toutes sujétions	ml	100		
802	Fourniture et pose des gains IRL y compris toutes sujétions	ml	600		
803	Fourniture et installation de cables TH 1,5mm2 y compris toutes sujétions	ml	700		
804	Fourniture et installation de cables TH 2,5mm2 y compris toutes sujétions	ml	800		
805	Fourniture et installation de cables U1000R2V 4mm2 y compris toutes sujétions	ml	500		
806	Fourniture et installation de cables U1000R2V 5/6mm2 y compris toutes sujétions	ml	300		
807	Fourniture et pose de reglettes avec tube fluorescent de 1,20m y compris toutes sujétions	u	24		
808	Fourniture et pose des interrupteurs et prises de courant encastre y compris toutes sujétions	u	10		
809	Fourniture et pose des interrupteurs et prises de courant apparent y compris toutes sujétions	u	15		
810	Fourniture et installation du cables en cuivre de 29mm2 de section pour la mise a la terres y compris toutes sujétions	u	1		
811	Fourniture et installation du tableau general electrique de commande du circuit des pris avec	ens	1		



	protection des circuit a l'aide des disjoncteurs differentielles et parafoudre				
812	Fourniture et installation des attaches, dominos, boitiers, boite de derivation, y compris toutes sujctions avec raccordement au reaseaux existant	ens	1		
813	Fourniture et pose d'incteurs d'iincendie eau + additif 9 litres y compris toutes sujctions	u	1		
	<b>SOUS TOTAL 800</b>				
	<b>LOT 900: PEINTURE</b>				
901	Preparation des surfaces	m2	715.4		
902	Fourniture et applications de deux couches de peinture acrylique de type pantex 800 pour le plafond y compris toutes sujctions	m2	130		
903	Fourniture et applications de deux couches de peinture acrylique de type pantex 1300 pour murs exterieurs y compris toutes sujctions	m2	275		
904	Fourniture et applications de deux couches de peinture acrylique de type pantex 800 pour murs interieurs y compris toutes sujctions	m2	440.4		
905	Fourniture et applications de deux couches de peinture glycerophthalique de type email A pour menuiseries bois et metallique y compris toutes sujctions	m2	80		
	<b>SOUS TOTAL 900</b>				
	<b>LOT 1000: PLOMBERIE ET REVETEMENT</b>				
1001	Fourniture et construction de la fosse septique de capacite 25m3 et les regards de visite y compris toutes sujctions	ens	1.0		
1002	Fourniture et construction du puisard y compris toutes sujctions	u	1		



1003	Fourniture et installation de la tuyauterie d'evacuation des eaux vannes et des eaux usees y compris toutes sujétions	ml	100		
1004	Fourniture et installation de la tuyauterie d'alimentation y compris toutes sujétions	ml	100		
1005	Fourniture et pose de WC de marque PARMA y compris toutes sujétions	u	1		
1006	Fourniture et pose de WC pour les personnes a mobilité réduite y compris toutes sujétions	u	1		
1007	Fourniture et pose de lavabo avec console y compris toutes sujétions	u	1		
1008	Fourniture et revêtement du sol des toilettes en carreaux gres ceramique antiderapant de 30x30cm2 y compris toutes sujétions	m2	7.5		
1009	Fourniture et revêtement du murs des toilettes en carreaux faience de 20x30cm2 y compris toutes sujétions	m2	30		
1010	Fourniture et pose du couler dans l'atelier	u	2		
1011	Fourniture et pose du robinet dans l'atelier	u	3		
1012	Fourniture et pose du cintres pour papier toilet dans l'atelier	u	2		
1013	Fourniture et pose des miroir	u	1		
1014	Fourniture et installation des accessoires pour raccords divers y compris toutes sujétions	Ens	1		
	<b>SOUS TOTAL 1000</b>				
	<b>LOT 1100: VRD ET AMENAGEMENT EXTERIEUR</b>				
1101	Fourniture et construction ds caniveaux en beton arme en forme de U de largeur 40cm, de profondeur minimale de 30cm, des parois d'epaisseur 8cm et de pente minimale de 2% y compris toutes sujétions	ml	88.0		



1102	Fourniture et pose du dalles de longueur 56cm de largeur 40cm, et d'epaisseur 8cm.	ml	35		
1103	Fourniture et mise en oeuvre d'un dallage en beton aux alentours du batiment y compris toutes sujétions	m2	84		
	<b>SOUS TOTAL 1100</b>				
	<b>LOT 1200: EQUIPING OF THE WORKSHOP</b>				
1201	Office table and chairs	u	1		
1202	Wooden benches of hard wood	u	60		
1203	Teacher's Tables in hard wood	u	4		
1204	Table chairs in hard wood	u	8		
1205	Workshop cupboard	u	2		
1206	Bookshelves (80x60x600)cm in hard wood	u	2		
1207	Project site information boards	u	1		
1208	Provision of litter bins	No	2		
1209	Incineration pit (2x1.5x1m)	ls	1		
1210	Tools(05 rake, 05 shovel, 05 wheel barrow)	ls	1		
1211	Blackboard in the workshop	u	4		
1212	Blackboard in the office classroom	u	2		
1213	Blinds for the offices windows	ls	1		
1214	10 liters buckets	u	25		
1215	Antishock spirit level of 2meters long, 100m tapes	u	5		
1216	Electrical extension rollers of 100m long	u	2		
1217	provision of water storage tanks of 1m3	u	3		
1218	Lime mortar slacker pool	ls	1		
1219	Provide access for water outlet (no water standing inside the workshop) and soakpit	ls	1		
1220	Provide and install long tables for sampling and exposure of building practical drawings and laboratory equipments and activities (lab tables of 2.50x80x80)	u	4		



1221	Concrete resistant test equipment (Compressive strenght machine)	u	1		
1222	Supply of 5 big sizes drawing sets(compasses, 30/60 degrees, 45 degrees, Ruler) for workshop and practical purposes.	nber	5		
1223	Supply of 1m3 lime motar,10m3 of shaped stones 500 blocks of 15x20x40 and 500 bricks for practicals	ls	1		
1224	Supply of 10m2 of (Floor, wall, and toilet) tiles each for practical purposes	ls	1		
1225	Supply of pipes of all sizes and their acessories for plumbing practicals for at least 30 students	ls	1		
1226	Supply of Geo-Technical apparatus for laboratory practicals, (sand sieve analyses, ateribegs limit test, grain size analyses, slump test, sand equivalent, water content,proctor mould and damp)	ls	1		
1227	Supervision of the project ( To be employed by the project owner)	ls	1		
	<b>SOUS TOTAL 1200</b>				
	<b>TOTAL WITHOUT TAXES</b>				
	AIR(5.5%)			5.50%	
	VAT (19.25%)			19.25%	
	<b>TOTAL WITH TAXES INCLUSIVE</b>				
	<b>NET AMOUNT TO BE PAID</b>				