REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAL

NORTH WEST REGIONAL TENDERS BOARD



REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION DES MARCHES PUBLICS NORD OUEST

OPEN NATIONAL INVITATION TO TENDER TENDER FILE

OPEN NATIONAL INVITATION TO TENDER

Nº 009 /ONIT/GOV-NW/RTB/2025 OF 2 8 AVR 2025

FOR THE CONTROL AND SUPERVISION OF THE CONTINUATION OF THE CONSTRUCTION WORKS AT THE REGIONAL DELEGATION MINFOPRA NORTH WEST

<u>DELEGATED CONTRACTING AUTHORITY</u>: THE GOVERNOR OF THE NORTH WEST REGION

<u>AUTHORISING OFFICER</u>: THE REGIONAL DELEGATE OF MINFOPRA

- -FUNDING:BIP 2025 MINFOPRA
- -IMPUTATION:
- -AUTHORISATION:

TABLE OF CONTENTS

Document n ° 01 Open National Invitation To Tender3
Document n ° 02: General Regulations for the call to tender (GRT).12
Document n ° 03: Special Regulation governing the Tender 24
Document n ° 04 Special Administrative Clauses (SAC)35
Document n ° 05: Special Technical Clauses (STC)48
Document n ° 06: Bill Of Quantities57
Document n ° 07: Schedule of Unit Prices59
Document n ° 08: Model Detailed Breakdown of Unit Prices61
Document n ° 09: Model of Jobbing Order64
Document n° 10: Engagement of the Tenderer68
Document n° 11 : Submission Letter70
Document n° 12 : Model of Bid Bond72
Document n° 13: Model of Banking Guarantee of Good
Execution74
Document n° 14 : Model of Guarantee of Restitution of Advance Payment
Document n° 16: Principal Materials And Equipment of the Consultancy80
Document n° 17: Calendar of Specialized Personnel
Document n° 18 : Calendar of Activities (Work Schedule) 84
Document n° 19: List of financial institutions approved by the Ministry in charge of finances

DOCUMENT N° 01 : TENDER NOTICE

REPUBLIC OF CAMEROON
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NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAL

NORTH WEST REGIONAL TENDERS BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

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COMMISSION REGIONAL DE PASSATION DES MARCHES PUBLICS NORD OUEST

Avis d'Appel d'Offres National Ouvert

1. Objet de l'Appel d'Offres et consistance des travaux

Le Gouverneur de la Région du Nord-Ouest, Autorité Contractante Délègue, lance un Appel d'Offres Ouvert, pour la Maitrise d'œuvre des travaux de Construction de la Délégation Régional MINFOPRA, Nord-Ouest (Exercice budgétaire 2025. Selon article 29 (a) et (d) du code des marches publics.

Consistance des travaux :

Ces travaux comprennent notamment la maitrise d'œuvre des travaux de Construction de la Délégation Régional MINFOPRA, Nord-Ouest.

Les travaux sont définis dans le cadre des normes et références de maitrise d'œuvre et dans les conditions générales de commande des travaux et du devis quantitatif - estimatif du présent marché.

2. Participation et règle d'origine

La participation à l'Appel d'Offres est Ouvert à égalité de conditions aux entreprises de droit camerounais justifiant des capacités techniques et financières pour la réalisation des *travaux* objet du présent Appel d'Offres à l'exception des personnes ayant participé de près ou de loin à la réalisation des études de faisabilité ainsi qu'aux sociétés qui leurs sont affiliés.

3. Coût prévisionnel

Le cout prévisionnel de l'opération a l'issue des maîtrise d'œuvre et de (9,000,000) francs CFA

4. Financement

Les travaux sus visés, objet du présent Appel d'Offres, seront financés par le BIP 2025 (MINFOPRA).

5. Consultation du Dossier d'Appel d'Offres

Le dossier peut être consulte aux heures ouvrables au services du Gouverneur de la Région du Nord-Ouest PORTE 108, TEL : 233361941/652582344

6. Acquisition du dossier d'Appel d'Offres

Le dossier d'Appel d'Offres peut être obtenu au services du Gouverneur de la Région du Nord-Ouest Porte 108 TEL: 233361941/652582344 sur présentation d'un reçu de versement d'une somme de (16,000) SEIZE MILLE Francs CFA, non-remboursable acquis auprès de la Trésor Public Régionale Bamenda, au titre des frais d'acquisition du dossier.

7. GARANTIE DE SOUMISSIONS

Chaque soumission nair doit joindre ases pièces administrative, une caution de soumission conforme au modèle du présent dossier d'appel d'offres, délivrée par un établissement bancaire agréé par le Ministère chargé des Finances d'un montant de 180,000FCFA (Cent quatre-vingt mille). Les cautions de soumission des soumissionnaires non retenus seront retirées au plus tard quinze (15) jour après l'attribution du marché et celles des soumissionnaires retenus seront conserves jusqu'ace que la garantie de bonne exécution exigée soit fournie. La période de validité de la caution de soumission est de 30 jours.

08. MODE DE SOUMISSION

Des offres se font par voie électronique

09 -SOUMISSION DES OFFRES

Les soumission est faite electroniquement. les offers sont fournies sur la plate forme de COLEPS ou sur toute autres voies de communication electronique endiguee par mle maitre d'ouvrage avante le date du ------/2025 a 11 heurs precises.

Les offres administratif, techniques et financiers (Backup) fournires egallement a la meme date et a la meme heur

NB taille et format

- 5MB pour les documents administratifs
- 15MB pour les documents en techniques
- 5MB pour les documents financiers

Les soumissionaires droit utiliser l'application devant les pemettre de reduire les offers produites

NB les documents originaux douvent etre presents du cours de la phase d'ouverture des offres

L'emballages cellé (backup de offres) portera les inscriptions suivantes

Avis d'Appel d'Offres National Ouvert Procédure Urgent

N° _______/AONO/GOU-NO/CRPM/2022 DU /2025 POUR LA MAITRISE D'ŒUVRE DES TRAVAUX DE CONSTRUCTION DE LA DELEGATION REGIONAL MINFOPRA, REGION DU NORD OUEST (PHASE II)

« À N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

10. Cautionnement provisoire

Chaque soumissionnaire devra joindre à son offre administrative la caution de soumission correspondant à la somme de CENT QUATRE-VINGT MILLE (180,000) FCFA, établie par une Banque de premier ordre agréée par le Ministère en charge des Finances.

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur; conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Les chèques bancaires ou certifiés ne seront pas acceptés.

Toute offre non conforme aux prescriptions du présent Dossier d'Appel d'Offres sera déclarée irrecevable. L'absence de la caution de soumission délivrée par une Banque de premier ordre agréée par le Ministère en charge des Finances ou le non-respect des modèles des pièces du dossier d'Appel d'Offres, entraînera le rejet de l'offre sans aucun recours.

11. Ouverture des offres

L'ouverture des offres administrative, technique et financière se fera en une fois le 2/05/7025, à 12h00 heures précises., heure locale dans la salle de conférence du Gouverneur de la Région du Nord-Ouest. Seuls les soumissionnaires ou leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier pourront assister à cette séance d'ouverture.

12. Délai d'exécution

Le délai maximum des travaux de maitrise d'œuvre est de cinq (05) mois à compter de la date de notification à l' BET de l'ordre de service de démarrer les travaux.

13. Principaux critères d'évaluation

13.1 Critères éliminatoires

Les critères éliminatoires porteront sur les aspects suivants:

- a. Offre financière incomplète ou insuffisante;
- b. Délai d'exécution supérieure à celui prescrire ;
- c. Fausses déclarations ou pièces falsifiées ;
- d. Offre désir l'enveloppe extérieure porte des mentions permettant de reconnaitre le soumissionnaire ;
- e. Le changement d'une unité ou d'une quantité dans l'offre financière ou dossier incomplet
- f. Le non-respect de 75% des critère essentiels ;
- g. Absence de la caution provisoire de soumission;
- h. Absence ou non-conformité de document administratif qui ne peuvent pas ce régulariser pendant quarante-huit heures
- Non complétion d'un projet d'exécution avant 2023 dans le Région du Nord-Ouest ou été suspendu par MINMAP en 2024.

13.2 Critères essentiels

La non validation de l'ensemble des critères ci-après entraı̂ne le rejet systématique de l'offre à savoir :

a. Présentation générale de l'offre : 05 points ;

- **b.** Expériences de l'BET pour les travaux similaires : 20
- c. Capacités techniques (ressources humaines et matérielles)
- d. La méthodologie et plan d'intervention et d'exécution des tra
- e. La capacité financement: 10 points.

Seules les offres jugées conformes pour l'essentiel à l'issue de l'évaluation tech compte dans l'évaluation financière.

14. Attribution

Le contrat sera accordé au mieux-disant enchérisseur comme spécia. Règlements Spéciaux de ce TENDER FILE

15. Durée de validité des offres

Les offres sont valables pendant une période de 90 jours à partir de la date limite de remise des offres.

5300-040A

16. Renseignements complémentaires

Les Renseignements complémentaires d'ordre technique peuvent être obtenus aux jours et heures ouvrables au services du Gouverneur de la Région du Nord-Ouest, Porte 108. Tel: 233361941/652582344

Bamenda 2,8 AVR 2025

LE GOUVERNEUR (Autorité Contractant Délègue)

AMPLIATIONS:

- DR MINMAP
- ARMP (pour publication et archivages)
- DR MINFOPRA
- Presidents CPM NW
- Affichage, Chrono
- Presses (pour diffusion)

FOR THE GOVERNOR AND BY DELEGATION THE SECRETARY GENERAL

Saidouna Administrateur Civil Principal

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

NORTH WEST REGION

OFFICE OF THE GOVERNOR

GENERAL SECRETARIAL

NORTH WEST REGIONAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie

REGION DU NORD OUEST

SERVICES DU GOUVERNEUR

SECRETARIAT GENERAL

COMMISSION REGIONAL DE PASSATION DES MARCHES PUBLICS NORD OUEST

OPEN NATIONAL INVITATION TO TENDER

N° 009 /ONIT/GOV-NW/RTB/2025 OF 8 NR DIF

FOR THE

CONTROL AND SUPERVISION OF THE CONTINUATION OF THE

CONSTRUCTION WORKS AT THE REGIONAL DELEGATION

MINFOPRA NORTH WEST (PHASE II)

Object of the Invitation to tender

- 1. Objective of the Invitation to tender and consistency of works
- 1. The Governor of North West Region, Delegated Contracting Authority, launches an Open National Invitation to Tender for the Control and Supervision of the Construction of the Regional Delegation of Public Service and Administrative Reforms, North West.

These Control and supervision works take into account aspects of control of building constructions according to current standards and to the rules of art.

The works include control and supervision necessary implementations throughout the completion of the Construction of the structure.

The works are defined within the norms and standards of Control and Supervision of construction of public contract, in the general terms of order of works and bill of quantities and cost estimated in this contract.

2. Participation

Participation in tendering is open on equal terms to legal Cameroonian companies with technical and financial capabilities to carry out the works subject of this tender except all the persons who have carried out the feasibilities studies or any other companies related to them, who are registered in the COLEPS platform.

3. Financing

The above mentioned works, subject of this tender will be financed by the Public Investment Budget of MINFORPA 2025

4. Estimated cost of the project
The provisional amount for the whole project stands at (9,000,000) FCFA

5. Consultation of the Tender File

The tender documents are available for consultation at the North West Governor's office during working hours. ROOM 108. TELL: 233361941/652582344 as soon as the notice is published.

It can equally be consulted online on COLEPS platform at www.marchepublic.cm

6. Acquisition of Tender documents

The Tender documents are available for collection at the Governor's office North West Region, Room 108 upon presentation of a receipt of payment of the sum of Sixteen thousand (16,000) Francs FCA, non-refundable, paid at the level of the Bamenda Regional Treasury.

7. BID BOND

Each bidder must include in his administrative documents, a bid bond that respects the model of this tender file, issued by a banking establishment approved by the Ministry in charge of Finance at an amount of 180,000 FCFA (ONE HUNDRED AND EIGHTY THOUSAND CFA). Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and those of successful bidders shall be retained until the required performance guarantee for good execution is provided. The validity period for the Bid Bond shall be 30 days.

8. SUBMISSION METHOD

The mode of submission selected for this consultation is online

9. SUBMISSION OF BIDS

The submission is done electronically. The bid should be forwarded by the tenderer on the COLEPS platform or any other means of electrical communication indicated by the project owner not later than 21---/2025 at 11am prompt. A backup copy of the bid registered on USB key should be forwarded in a sealed envelope with the clear and legible indication "backup copy", in addition to the above label, within the allocated deadline. NB file size and format

For online bidding, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are the following;

- 5MB for the Administrative file
- 15MB for the Technical offer
- 5MB for the financial offer

The following formats are acceptable

- PDF format for text documents
- JPEG for images

The applicant shall use compression software to possibly reduce the size of the files to be transmitted according to the sizes indicated above.

NB the original of the BIDs should be presented during the online opening session.

The sealed pack (Backup copy of the bid) shall bear the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER

N° 009 /ONIT/GOV-NW/RTB/2025 OF 28 ANR 2025 FOR THE

CONTROL AND SUPERVISION OF THE CONTINUATION OF

THE CONSTRUCTION WORKS AT THE REGIONAL

DELEGATION MINFOPRA NORTH WEST (PHASE II)

"TO BE OPENED ONLY IN BIDS ANALYSIS SESSION"

10. Admissibility of tenders

Each bidder must attach to his/her administrative bid the bid bond equal to the sum of One Hundred and eighty Thousand (180,000) francs CFA, established by a first class bank approved by the Ministry of Finance. (See List attached)

Under penalty of rejection, other administrative documents required must be absolutely provided in original or copies certified by the issuing service; in accordance with the provisions of Special Regulations of the tender. The bank or certified checks will not be accepted.

The bids should necessarily be valid at the date of submission of bids or should have been established after the signing date of the Invitation of Tender.

Any bid not meeting the requirements of this Invitation and Tender File will be declared inadmissible. The absence of the bid bond issued by a first class bank approved by the Ministry of Finance will result in rejection of the bid without any recourse.

11. Opening of bids

The opening of the bids will be in Two (02) phases. The opening of Administrative, technical and financial documents shall take place on the 2/05/2025, at 12:00 noon, local time in the Conference Hall of the Governor's office North West Region. Only bidders or their duly authorized representatives who have a perfect knowledge of the documents may attend the opening session.

12. Completion deadline

The maximum time of control and supervision of works is six (06) Months deducted as from the date of notification to start work to The consultancy.

13. Main criteria of evaluation

13.1 Eliminatory criteria

- a. Deadline of execution more than prescribed;
- b. False declaration or falsified documents:
- c. Absence of a bid bond
- d. Omission of a quantified task on the bill of quantities and cost estimates;

- e. A bid with the external envelope carrying a sign or mark leading of the bidder:
- f. Technical score less than 75%;
- g. Change of a quantity or unit in the financial offer or incomplete file,
- h. Absence or non-conformity of an administrative document that cann within 48 hours.
- i. Non completion of any project before 2023 in the North West Region or MINMAP in 2024

Essential criteria

The essential criteria will relate to:

- A. General presentation of bid: 05 points;
- B. Financial guarantee: 20 points;
- C. Organization, Methodology and planning of control of works: 25 points;
- D. Human and material resources: 40 points;
- E. Bidder's references; 10 points.

Only tenders deemed in conformity after the technical evaluation will be taken into account in the financial evaluation

14. Award of the Jobbing Order.

The Jobbing shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the best realistic bid and technical quality.

15. Bids Validity period

The bids are valid for 90 days period as from the date of submission of bids.

16. Additional information

Additional technical information can be obtained during any working days and hours at the Governor's office North West Region, Room 108. Tell:233361941/652582344.

> 2 8 AVR 2025 Bamenda the,

> > FOR THE GOVERNOR The Governor DELEGATION (Delegated Contracting Authority)

DUPLICATES:

- ARMP (for publication and filings)
- RD MINMAP NW
- RD MINFOPRA NW
- President NWRTB
- Notice board
- Chrono
- Presses (for diffusion)



DOCUMENT N° 02 :
GENERAL REGULATIONS FOR THE CALL TO
TENDER
(GRT)

A.-General Regulations

Article 1:Scope of the bid

- 1.1. The Governor of North West Region, hereafter referred to as the Delegated Contracting Authority, launches an OPEN NATIONAL INVITATION TO TENDER for the control and supervision of the works described in the special clauses of this call for tenders (RFP). It is referred to as "the Control of works".
- 1.2. The successful bidder or contractor must complete the work within the period indicated in the RFP, and which runs from the date of notification of the service order (SO) to start the work.
- 1.3. In the following call for tender, the term "day" refer to a calendar day.

Article 2: Financing

The above works, subject of the present Invitation to Tender, are financed PIB 2025 financial year (MINFOPRA)

Article 3: Fraud and corruption

The Delegated Contracting Authority requires applicants and contractors to respect the rules of professional ethics during the procurement process and execution of this jobbing Order. Under this principle, the Delegated Contracting Authority:

- (a). Defined for the purposes of this clause, the following expressions as follow:
 - Is guilty of "corruption" anyone who offers, gives, solicits or accepts any benefit to influence the action of a public official in the allocation or the execution of a contract.
 - II. Is engages in "fraudulent practices" anyone who distorts or misrepresents facts in order to influence the award or execution of the Jobbing Order;
 - III. "Collusive practices" are any form of agreement between two or more bidders (with the knowledge of the Delegated Contracting Authority or not) to artificially maintain prices of the offers at a levels not corresponding to those that would result from the competition;
 - IV. "Coercive practices" are any form of damage to persons or their property or threats against them to influence their action in the attribution or the execution of the Jobbing Order.
- (b). Shall reject any award proposal if it is proven that the proposed contractor is, directly or through an agent, convicted of corruption or engaged in fraudulent, collusive or coercive practices for the award of the said the Jobbing Order.

The *Minister Delegate at the Presidency in Charge of Public Contracts*, Authority in charge of public contracts may on a provisional basis, take a decision to ban any bidder for a period not exceeding two (02) years, that is recognized guilty of influence, conflicts of interest, fraud, corruption or production of no-authentic documents in the bid submission, without prejudice to the criminal prosecution that could be engaged against him/her.

Article 4: Qualification of the bidder

4.1. Bidders shall, as part of their offer:

a. submit an authorization enabling the signatory of the bid to engage the bidder.

b. all information (complete or update the information attached to their application for pre-qualification may have change, to the case where the candidates were the subject of a pre-qualification) requested to bidders, in the OMPP, to establish their qualification to run the Jobbing Order.

The following information are required if applicable:

i. The production of certified balance sheets and a recent turnover figures

ii. Access to a credit line or provision of other resources;

iii. Previous jobbing orders and on-going contracts attributed;

iv. On-going disputes;

v. The availability of the necessary equipment.

- 4.2. The bids submitted by two or more grouped companies (consortium) must meet the following conditions:
 - a. The offer must include for each of the bidders in the consortium, all the information listed in section 4.1 above. The special regulation of the Call for Tender (PRCT) must specify the information to be provided by each Member of the Group;
 - b. The nature of the group must be specified and justified by the production of a group agreement in good and due form;
 - c. The Member of the Group designated to lead, shall represent all the companies engaged in the consortium in front of the Delegated Contracting Authority for the execution of the contract;
 - d. In case of a consortium, The consultancy's share the amounts that are paid by the Delegated Contracting Authority in a single account; however, each company is paid by the Delegated Contracting Authority in a unique account, when it comes to a joint group.
- 4.3. Bidders must also submit detailed proposals to show that they conform to the technical specifications and the time frames specified in the special regulation of the Call for Tender.
- 4.4. Bidders requesting for a preferential margin, must provide all the information necessary to prove that they meet the eligibility criteria described in the special regulation of the Call for Tender.

Article 5: Visit of the site

Each bidder shall visit and inspect the site of the work and its surroundings by him/herself, and at his own responsibility, gather all the information as may be necessary for the preparation of the offer and the performance of the work. A certificate of site visit will be issued on this occasion by the *contractor*. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.

B- TENDER FILE

Article 6: Documents constituting the tender file (TENDER FILE)

The tender file describes the works, subject of the Jobbing Order, establishes the consultation procedures of the consultancy and special contract conditions. In addition to the amendment(s), published(s) in conformity to article 8 of the General regulations of the Call to tender (GRT), it includes the following documents:

- 1) The invitation to tender notice (OAA);
- 2) General Regulation of the call to tender (GRT);
- 3) Special Regulation of the call to tender (OMPP);
- 4) Specification of the Special administrative Clauses (SAC);
- 5) Specifications of the special Technical Clauses (STC);
- 6) Unit price schedule;
- 7) Estimated Bill of Quantities;
- 8) Format of Sub-Detail of unit prices;
- 9) Drawing and other elements of the technical file;
- 10) Model engagement letter by bidder;
- 11) Model bid sub mission letter;
- 12) Model bid bond:
- 13) Model performance guaranty;
- 14) Model bank guarantee for the refund of the advance of start-up;
- 15) Model of draft contract;
- 16) Lists of banks of 1st order approved by the Ministry in charge of finance;
- 17) Table of references of the bidder;
- 18) Model of qualification and experience of the key personnel responsible for enforcement of the Jobbing Order.
- 6.2. The bidder must consider all of the regulations, forms, conditions and specifications contained in the TENDER FILE. He/she is invited to provide all the information requested and to prepare a compliant offer in all aspects. Any deficiency can lead to the rejection of its offer.

Article 7: Clarification made to the tender file

7.1. Any bidder seeking clarification on the TENDER FILE can apply to the Delegated Contracting Authority in writing at the address of the Delegated Contracting Authority indicated in the notice of call to proposals. The Delegated Contracting Authority will respond in writing to any request for clarification received at least fourteen (14) days before the date of filing offers.

A copy of the response of the Delegated Contracting Authority, indicating the question but not mentioning its author, is addressed to all bidders who purchased the TENDER FILE.

- 7.2. From the publication of the invitation to tender notice and the opening of the files, any bidder who is aggrieved in the procedure of public procurement can file a motion to the Delegated Contracting Authority.
- 7.3. All complaints must be addressed to the Delegated Contracting Authority with a copy to the Chairman of the Regional Tender Board Commission and ARMP.

It must reach the Delegated Contracting Authority no later than fourteen (14) days before the date of opening of tenders.

7.4. The Delegated Contracting Authority has five (05) days to respond. The response is copied to ARMP.

Article 8: Modification of the tender file

- 8.1. The Delegated Contracting Authority can, at any time before the deadline of tenders and for any reason, whether on its own initiative or in response to a request for clarification by a bidder, modify the tendering file by publishing an additive.
- 8.2. Any additive so published will be an integral part of the tender file as presented in Article 6.1 of the GENERAL REGULATIONS TO TENDER (GRT) and will be communicated in writing to all bidders who purchased the TENDER FILE.
- 8.3. To give bidders sufficient time to take account of the additive in the preparation of their offers, the Delegated Contracting Authority will be able to see, as much as necessary, the deadline for submission of offers, under the provisions of section 18 of the GENERAL REGULATIONS TO TENDER (GRT).

C-PREPARATION OF THE OFFERS

Article 9: Costs of submission

The applicant will bear all the costs associated with the preparation and presentation of its offer, and the Delegated Contracting Authority is not responsible for any of these costs, or to settle them, regardless of the conduct or outcome of the tender procedure.

Article 10: Language of the offer

The offer and all correspondence and all documents exchanged between the bidder and the Delegated Contracting Authority will be written in English or French.

♣ Article 11: Documents constituting the offer

The offer shall include a file for administrative documents, a file for technical documents and a file for financial documents.

Volume 1: Administrative documents

It includes:

(a): File of Administrative documents (in envelope A)

It shall consist of the following documents stapled or placed in the following enumeration order.

- Undertaking by bidder stamped, signed and dated in conformity with the model attached
- 2. Attestation of non-bankruptcy dating less than 03 months, issued by the Chamber of Commerce or Court of competent jurisdiction of the place of residence of the bidder;
- 3. Attestation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance;

- 4. **Financial guarantee** on the list of banking institutions of the first order approved by the Ministry in charge of finance, to an amount in CFA francs of submission of 180,000 francs CFA;
- 5. Receipt of purchase of the TENDER FILE, as stipulated in the notice of call for proposals;
- 6. Attestation of C.N.P.S, in the case of validity on course for the envisaged tender;
- 7. A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3-months and issued by ARMP
- 8. An attestation of the bidder's fiscal obligations signed by the Chief of Taxation Centre were the Head Office of the Company is located dated at most 3 months;
- 9. A Certified copy of taxpayer card valid, dating less than 3 months;
- 10. Attestation of site visit signed by the bidder or his representative, [the bidder must under his responsibility visit the site and gather all the information necessary for the preparation of his technical proposals (consistency of work and execution plans)];
- 11. Power of attorney, If necessary;
- 12. The group agreement, If necessary;
- 13. Administrative Particular Clauses (APC), duly initialled on each page, signed and dated to the last page;
- 15. Plan and attestation of localization, signed by the taxation authorities.

In case of a consortium, each member must submit a complete file of administrative documents, the document 3, 4, 5 and 1) above can only be presented by the representative of the group.

b. Volume 2: Technical offer

It includes:

- I. Attestation of site visit:
- II. Personnel: the consultancy will present the competent human resources and workers or workers he/she intends to hire before the beginning of the work (attach to each staff CV signed by the candidate, certified copy of technical diploma and the attestation of availability signed by candidate);
- III. Material resources: the consultancy shall justify the ownership and the state of the equipment and material resources necessary for the performance of the work (providing registration certificates, invoices and certificates of technical visit of rolling equipment);
- IV. References of the company (The consultancy will provide contracts or Jobbing orders for similar work carried out as well as related minutes of reception). All references must be certified by competent Authorities.;
- V. The technical note on the methodology of intervention and supervision of the works: the company will produce a technical note dated and signed providing all the information

concerning the control and supervision of the works, the planning of intervention, the expected output, provision of materials or site materials, the potential advantages in the organization of the company,

- VI. The Special Technical Clauses (STC) duly initialled on each page and signed on the last page;
- VII. Attestation of solvency of The consultancy.

c. Volume 3: Financial offer

It includes:

- I. The submission letter, in original, drafted according to the model attached, stamped at the rate in force, signed and dated;
- II. The unit price schedule duly completed, with an indication of the unit price excluding VAT in word and figures;
- III. Detail Bill of Quantities and cost estimate of the work to be completed;
- IV. Sub-details of the different prices according to the model attached;

Bidders will therefore use the documents and models provided in the TENDER FILE, subject to the provisions of section 15.2 of the General Regulations To Tender (GRT) on the other possible forms of bid security.

11.2. If, in conformity to the provisions of the Special Regulations to Tender (SRT), applicants bidding for several lots of the same invitation to tender, can indicate the discount or reduction in case of allocation of more than one lot.

Article 12: Amount of the offer

- 12.1. The amount of the jobbing order will cover all of the work described in section 1.1 of the General Regulations to Tender (GRT), on the basis of the bill of quantities and cost estimated presented by the bidder.
- 12.2. The bidder will fill the unit and total price of all the items as well as the detail estimated quantities.
- 12.3. Subject to contrary provisions in the Special Regulations to Tender (SRT) and Special Administrative Clauses to Tender (SAC), all the taxes and fees payable by The consultancy in respect of the future contract, where otherwise, thirty (30) days before the deadline for submission of tenders will be included in the bid prices and in the total amount of its offers.
- 12.4. If the terms of revision and/or updating of prices are provided in the contract, the date of establishment of the initial price, and methods of review and/or discount price must be specified. Provided that any contract whose execution time is at most equal to one (01) year may not be the subject of price revision.
- 12.5. All unit prices shall be justified by sub-details established in accordance with the form proposed in section n° 08.

Article 13: Bid Currency and settlement

13.1. The amount of the contract is written entirely in *CFA FRANCS*. The amount of the bid, the unit price of the prices schedule and quantitative and estimated detail prices are labelled entirely in CFA FRANCS in the following manner:

- (a). Prices will be entirely denominated in CFA FRANCS. The bidder willing to spending money in other currencies for the execution of the work, will indicate in annex to the submission, the percentage of the amount of the offer required to cover needs in foreign currencies, without exceeding a maximum of three currencies of Member country of the institution financing the contract.
- (b). The exchange rates used by the bidder to convert its offer in national currency will be specified by the bidder in the annex of the submission. They will be applied for any payment in respect of the contract, so that no foreign exchange risk is supported by the winning bidder.

Article 14: Validity of offers

- 14.1. The offers shall remain valid for Ninety (90) calendar days. Any offer with a validity less than this period will be rejected by the Delegated Contracting Authority.
- 14.2. In exceptional circumstances, the Delegated Contracting Authority may seek the consent of the bidder to an extension of the period of validity. The application and responses to be made will be in writing. The validity of the submission guaranty under article 15 of the General Regulations to Tender (GRT) will be similarly extended for a corresponding period. A bidder may refuse to extend the validity of the offer without losing its bid bond. A bidder who agrees to an extension will not be asked to modify its offer, or will be allowed to do so. 14.3. When there is contract no article in the contract for the revision of prices and the period of bid validity is extended over sixty (60) days to the date of notification of the contract award of contractor of the service order to start work to the successful bidder, as provided in the Special Administrative Clauses to Tender (SAC). The effect of actualization is not taken into account for the purposes of the assessment.

Article 15: Guarantee of submission

- 15.1. In application of article 10 of the General Regulations to Tender (GRT), the tenderer will provide a bid bond of the amount specified in the OMPP, which will be an integral part of its offer.
- 15.2. The bid bond must be in conformity with the model presented in the TENDER FILE.
- 15.3. Any offer not accompanied by an acceptable bid bond will be rejected by the contract tenders board as non-compliant. The bid bond of a group must be established in the name of the agent mandated to submit the bid and each member of the grouping must be mentioned.
- 15.4. The bid bonds and bids of unsuccessful bidders shall be returned within a period of fifteen (15) days from the date of publication of the results.
- 15.5. The contract bid bond of the successful bidder shall only be released as soon as the latter has signed the contract and has provided the required performance guarantee.

15.6. The bid bond may be seized:

If the bidder withdraws his bid during the period of validity;

(b). If the bidders elected:

 $\hfill \Box$ Fails to fulfil its obligation to accept the contract pursuant to the results of award of the contract, or

☐ Fails to provide the performance guarantee pursuant to section 30 of the General Regulations to Tender (GRT).

Article 16: Form and signature of the offer

16.1. The bidder will prepare an original of the constituent documents of the offer described in section 11 of the General Regulations to Tender (GRT), in a volume bearing clearly the indication "ORIGINAL". In addition, the bidder shall submit the number of copies required by the OMPP, bearing the indication "COPY". In case of discrepancy between the original and the copies, the original will be taken.

16.2. The original and all copies of the offer must be typed or written in indelible ink and will be signed by the person duly empowered to sign on behalf of the bidder. All pages of the offer including overloads or changes will be initialled by the person (s) mandated to sign the offer.

16.3. The offer shall carry no amendment, deletion or overloading, unless such corrections are initialled by the signatories of the bid.

D- SUBMISSION OF BIDS, ONLINE

Article 17: Sealing and marking of tenders

17.1. The bidder will place the original and copies of the constituent documents of the offer in two separate and sealed envelopes marked "Original" and "Copy", as the case may be. These envelopes will be then placed in an outer envelope which will also have to be sealed, but that should give no indication of the identity of the bidder.

17.2. The inner and outer envelopes

a. will be addressed to the Delegated Contracting Authority to the address indicated in the OMPP;

b. will bear the name of the project, the number of the invitation to tenders in the OMPP, and the mention to "To be opened only during the bid opening session" and also specify the number of lots.

17.3. The inner envelopes bear the name and address of the tenderer to enable the Delegated Contracting Authority to return the offer sealed if it has been found out of time under the provisions of article 19 of the General Regulations to Tender (GRT) or to satisfy the provisions of article 20 of the General Regulations to Tender (GRT).

17.4. If the outer envelope is not sealed and marked as specified in sections 17.1. and 17.2. above, the Delegated Contracting Authority will not be responsible for, if the offer is lost or open prematurely.

Article 18: Date and time limits of deposit offers

18.1. Offers must be received at the Secretariat of the Governor's office by specific hours indicated in the OMPP.

18.2. The Delegated Contracting Authority may at its discretion, extend the deadline fixed for the deposition of bids by publishing another date in accordance with the provisions of section 7 of the General Regulations to Tender (GRT). In this case, all the rights and obligations of the bidders and the Delegated Contracting Authority previously governed by the initial date limit shall be governed by the new date limit.

♣ Article 19: Offers out of time

Any offer received by the Delegated Contracting Authority after the date and time limit for the submission of tenders under article 18 of the General Regulations to Tender (GRT) will be declared out of time and, therefore, rejected.

Article 20: Modification, Substitution and withdrawal of tenders

20.1. A bidder may modify, replace or withdraw its offer after submission, provided a written notification for the modification or withdrawal, is received by the Delegated Contracting Authority before the expiration of the period prescribed for the submission of bids. Such notification must be signed by a mandated representative. Modification or the corresponding bid to be replaced shall be attached to the written notification. The envelopes should be clearly marked depending on the situation, the mention "Withdrawal" and "Offer of replacement" or "Modification."

20.2. The notification of the modification, replacement or the withdrawal of the bid by the bidder shall be prepared, sealed, marked and sent in accordance with the provisions of section 15 of the General Regulations to Tender (GRT). Withdrawal may also be notified by fax, but must in this case be confirmed by a duly signed written notice, with the date, the postmark being authentic, and must not be after the deadline set for the submission of tenders.

20.3. The offers which the bidders asked for the withdrawal pursuant to section 19.1 will be returned to them without having been opened.

20.4. No offer cannot be withdrawn within the interval between of the deadline for the submission of tenders and the expiration period of validity of the offer as on the bid form. The withdrawal of bid by any bidder during this interval may lead to the bid bond being forfeited pursuant to the provisions of article 15.6 of the General Regulations to Tender (GRT).

E- OPENING AND EVALUATION OF BIDS

The tender board shall proceed to open the bids in the presence of the bidders or their duly mandated representatives having a perfect knowledge of the bid.

♣ Article 22: Confidential nature of the procedure

22.1. No information on the examination, evaluation, comparison of the tenders, the verification of the qualification of bidders, and the recommendation of award of the contract shall be given to bidders or to any other person not concerned in this process until the award of the contract shall be made public by the Delegated Contracting Authority.

22.2. Any attempt by a bidder to influence the contract Tenders board or the Sub-Committee for analysis in the evaluation of bids or the Delegated Contracting Authority in the award decision may lead to rejection of its offer.

22.3. Notwithstanding the provisions of paragraph 18.2, between the opening of tenders and the award of the contract, if a bidder wishes to enter in contact with the Delegated Contracting Authority for reasons related to its offer, he must do so in writing.

Article 23: Clarification on the offers and contact with the Delegated Contracting Authority

23.1. To facilitate the examination and comparison of offers, the Chairman of the Tender Board may, at his discretion, ask any bidder for clarification on the bidder's bid. The request for clarification and the response shall be in writing, but no change in the amount or the content of the submission is sought, offered or permitted, unless it is necessary to confirm the

correction of arithmetic errors discovered by the Sub-Commission for analysis in the evaluation of bids.

23.2. subject to the provisions of paragraph 1 above, bidders are not allow to have contact contract with any member of the tenders board and that of the Sub-committee for analysis for issues related to their bids, between the opening of tenders and the award of the contract.

Section 24. Determining the conformity of tenders

24.1. The Sub-Commission for analysis shall carry out a detailed examination of the offers to determine if they are complete, if the required guarantees have been provided, if the documents were properly signed and offers are generally in good order.

24.2. The Sub-Commission shall determine if the offer is substantial and responsive to the requirement of the TENDER FILE based on its content without recourse to extrinsic

evidence.

Article 25: Correction of errors

25.1. The Sub-Commission shall check the bids found substantially responsive with the requirement of the TENDER FILE for any correction of arithmetic errors. The Sub-Commission for analysis will correct the errors in the following way:

- a. If there is a contradiction between the unit price and the total price obtained by multiplying the price by the amount, the unit price will govern and the total price will be corrected, unless, in the opinion of the Sub-Commission for analysis, the comma of the decimal digits of the unit price is obviously poorly placed, in which case the total price indicated will prevail and the unit price will be corrected;
- b. If the total obtained by addition or subtraction of the sub totals is not correct, the subtotal as indicated will govern and total will be corrected;
- c. If there is a contradiction between the price indicated in words and figures, the amount in words will govern, unless this amount is related to an arithmetic error confirmed by the sub detail of the said price, in which case the amount in figures will prevail subject to paragraphs (a) and (b) above.
- 25.2. The bid amount will be corrected by the Sub-Commission for analysis, in accordance with the procedure of correction of errors mentioned above and with the confirmation of the bidder, such amounts will be deemed to commit him.
- 25.3. If the tenderer having presented the lowest evaluated bid price, does not accept the corrections on his bids, its offer will be rejected and the bid bond forfeited.

Article 26: Evaluation and comparison of the financial offers

Only offers accepted, in conformity according to the provisions of section 24 of the General Regulations to Tender (GRT), will be evaluated and compared by the Sub-Commission for

By evaluating the tenders, Sub-Commission for analysis will determine for each offer the evaluated amount by correcting the amount as follows:

By correcting any possible error in accordance with the provisions of article 25 of the General Regulations to Tender (GRT);

Excluding provisional sums and, the provisions if any, for contingencies in the detailed bill of quantities and summary, but by adding the amount of day works, when they are competitively priced as specified in the OMPP.

- © The minimum requirement shall be 75 points on 100. In case of low cost selection, the compliant lowest financial bid (Fm) shall be awarded a financial score (FS) of 100 points. After all the financial corrections the following formula will be applied:
- FS=100 x Fm/F, FS is the financial score;
- Fm the lowest financial bid;
- F the amount of the proposition considered by the bidder;

The global technics-finance score shall be determined by an adjustment made between the technical score and financial score applying the following formula:

Global score GS= 0.70TS+0.30FS

TS=Technical Score, FS=Financial Score, GS= Global Score

F- ATTRIBUTION OF THE JOBBING ORDER

4 Article 27: Award

The Delegated Contracting Authority will award the Jobbing Order to the bidder whose offer has been recognized substantially responsive to the requirement of the TENDER FILE and which has the technical and financial capacity required to carry out the contract in a satisfactory way and whose offer has been evaluated as the best offer.

♣ Article 28: Right of the Delegated Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure

The Delegated Contracting Authority reserves the right to cancel a tender procedure after approval of the Minister Delegate at the Presidency in charge of Public Contract when the bids were opened or declare an unsuccessful tender following the opinion of the competent the Jobbing Order tenders board, without thereby incurring any claims from the affected bidders.

♣ Article 29: Notification of the award of the Jobbing Order

Before the expiry of the bid validity period fixed by the OMPP, the Delegated Contracting Authority shall notify the award of the contract to the successful contractor by fax confirmed, by registered letter or by any other means available to it. This notification letter will indicate the amount HT that the Delegated Contracting Authority shall pay to The consultancy in respect of execution of works and the duration.

4 Article 30: Final bond

29.1. Within twenty (20) days of the notification of the Jobbing Order by the Delegated Contracting Authority, The consultancy will provide the Delegated Contracting Authority a performance guarantee in the form stipulated in SMCC, in accordance with the model provided in the TENDER FILE.

29.2. The absence of producing the performance guarantee within the prescribed time is likely to give rise to the termination of the contract under the conditions provided in the Special Administrative Clauses to Tender (SAC).

Participation to this invitation to tender shall be opened to enterprises that have experience and have carried out control works in this domain, which is not bankrupt,

- a) who has not suspended all payments evidenced by a court ruling for reasons other than bankruptcy,
- who is not subject to legal proceedings with suspension of all payments and which may lead to a declaration of bankruptcy with partial or total removal of the management and ownership of his property,
- c) who has not been convicted and sentenced for an offence affecting his professional morality,
- d) Who has not been guilty of false declarations in connection with the information required for his participation in an invitation to tender?

He shall also show proof of the following guarantees:

No.	Guarantee	Level / type of guarantee
1	Financial guarantee (self-financing capacity)	8.000.000 F CFA
2	Equipment of the enterprise	Should show ownership of the resources: Pick up 4 x 4 or van, computer equipment, survey equipment and any other equipment necessary for the control.
3	Essential personnel (Project manager, foreman etc)	 A mission head: Civil Engineer having at least five (05) years work experience; An assistant mission head: at least an Assistant Civil Engineer having not less than Three (03) years work experience; Two (02) technical assistants: at least Senior Civil Engineering Technician having at least five (05) years work experience; Support staff (driver, secretary, surveyor, laboratory technician, etc)

3.1. Bidders shall be evaluated on the basis of the following elements: *Eliminatory criteria*

- Absence of one of the administrative documents;
- False declaration or falsified documents
- Absence of bid bond or insufficient bid bond
- Technical score below 75 on 100 for enterprises having more than Two (2) years and 60 on 100 for new enterprises after justification (Attestation for Business Exoneration)
- Incomplete Technical or Financial files.

4.1. The list of documents to be provided shall be filled, grouped together in three volumes put respectively in internal envelopes and divided as follows:

Envelope A - Volume I: Administrative documents

Envelope A shall be labelled « Administrative documents » and shall contain the following documents, valid and produced as originals or certified true copies by the competent administration and proceeded by a flyleaf:

(1) A stamped declaration of the contractor's intention to tender on which shall appear his names, other names, capacity, residence and nationality; but if it is a company, its proper business name and headquarters shall be indicated.

(2) A copy of taxpayer's card (Carte du contribuable).

(3) An Affidavit of non-bankruptcy issued by the competent court.

(4) Business License (Patente) for the current financial year, showing the turnover of the company.

(5) An attestation issued by the National Social Insurance Fund.

(6) An attestation of Bank Account.

(7) A temporary guarantee deposit for the tender (caution de soumission).

(8) The Power of Attorney or "Authorization" where necessary.

(9) A Certificate of non-redevanceissued by ARMP.

(10) A certificate of incorporation issued by the competent court.

- (11) A receipt showing amount paid to obtain the tender file issued by the Public Treasury.
- (12) An Attestation of non-indebtedness issue by competent Taxation service.

(13) The localization plan of the enterprise office.

Under no circumstances shall the bidder state the amount of his bid in a document not included in the financial bid. The signature on the last page of each document shall be preceded by the inscription "read and approved" followed by the name and status of the signatory.

In case of a business grouping, each member of the group shall present a complete administrative file; documents A9, A10, A11, and A12 shall be presented only by the representative of the group.

Envelope B - Volume II: Technical bid

The second envelope (B) shall be labelled «Technical bid» and shall contain the volume of the following documents preceded by a flyleaf:

B.1 A form containing general information on the bidder, a model of which is provided in Appendix 1;

B.2 The Organization chart of the enterprise, as well as the list of personnel "senior staff" and "supervisory grade employees" (Appendix 6) of the enterprise, specifying the seniority of each of them in the enterprise;

- B.3 The technical and material resources that the bidder intends to use for the execution of control.
- B.4 An analysis of the control to be carried out, as well as the technique and method he intends to use.
- B.5 Planning for the execution for control
- B.6 References of the bidder, notably those relating to the works carried out and his experience in the type of work which forms the purpose of this open national invitation to tender. For the new companies, they should show proof of resources (equipment and personnel).
- B.7 A site visit report and an attestation of visit to the site signed by the Regional Delegate of **MINFOPRA**.
- B.8 The capacity to pre-finance the control with relevant proofs.
- B.9 The Special Administrative Conditions (CCAP), the Special Technical Conditions (CCTP), as well as the Special Regulations governing the open national invitation to tender (RPAO), duly initialled on each page and signed on the last page

Envelope C - Volume III: Financial bid

The third envelope (C) shall be labelled «Financial bid» and shall contain the volume of the following documents initialled on each page and signed by the bidder:

- C.1 The bid proper, submitted as original drafted in accordance with the model enclosed herewith, fiscal stamp at the rate in force, signed and dated;
- C.2 The price list, duly filled, signed and dated, stating unit prices exclusive of VAT, in words and in figures;
- C.3 The estimate of quantity and costs, duly filled, stating the total amount exclusive of VAT, the amount of VAT, and the total amount all taxes inclusive;
- C.4 The price sub-detail schedule shall be properly filled by the bidder.

NB: Various parts of the originals and copies included in a file must be separated by colour insets, so as to make examination easy.

(stamped means):-with Fiscal stamp of 1500 f CFA each

Price and currency of bid

4.2. The amount of bids shall be given in CFA Francs which shall therefore be the contractual money of account and payment.

All the duties, taxes and contributions payable by the bidder for the Jobbing Order or other, thirty (30) days before the deadline for submission of bids shall be included in the total amount of the bid.

- 4.3. Prices of the Jobbing Order shall not be subject to modification.
- **4.4.** The currency of the country of the Contracting Authority (national currency): the CFA Franc

Preparation and submission of bids

5. Period of validity of bids:

The period of validity of bids shall be ninety (90) days with effect from deadline for submission of bids.

6. Amount of the bid bond:

The bid bond shall amount to ONE HUNDRED AND EIGHTY THOUSAND (180.000) f cfa

6.1 Venue, date and time of the preparatory meeting to make out bids:

There shall be no preparatory meeting to make out bids.

- 7. Number of copies of bids which must be filled and forwarded: SEVEN (07) copies of which one original and SIX (06) copies of Administrative, Technical and Financial documents labelled as such.
- 8. Address of the Contracting Authority to which bids shall be forwarded:

The GOVERNORS OFFICE North West, ROOM 108, Tell:233361941/652582344

- 9.Date and deadline for submission of bids: at12.00 noon local time.
- 10. Place, date and time for opening of bids:

Administrative and technical bids shall be opened in the conference hall of the GOVERNORS OFFICE North West on/2025 at 01 pm. prompt local time.

Evaluation and comparison of bids

- 11. Currency to be used for conversion into a single currency: the CFA Franc Source of exchange rate: Bank of Central African States (BEAC)

 Date of exchange rate: To be specified when the deadline for submission of bids shall be known.
- 12. National bidders shall not enjoy any degree of preference during the evaluation of bids.

EVALUATION GRID FOR THE CONTROL AND SURPERVISION OF THE CONSTRUCTION WORK OF THE REGIONAL DELEGATION MINFOPRA NORTH WEST

No	Description	Marks (100pts)	Remark(s)
A	General presentation of bids	5pts	
1	Presence of all documents	1	
2	Properly bind	1	
3	Pages numbered	1	
4	Separators in color apart from white	1	

Total B Pre-financing 20pts 1 100% personal financial means (bank statement) By personal or bank engagement to pre finance Total C Organization, methodology and planning of execution of works 1 Attestation of site Visit 2 2 Site Visit report with pictures 3 3 Detailed technical note on the control 5 4 Other Necessary control where necessary of the duration of work 5 5 Manpower deployment schedule 2.5 6 Respect of the duration of work 5 7 CCTP dully initialed on each page, signed and dated on the last page 8 8 CCAP dully initialed on each page, signed and dated on the last page 9 9 Acceptable Planning of execution of works Total D Human and material resources 40 pts works Total D Human resources 30pts a Chief of mission: Civil Engineer 1 Diploma certified 1 2 CV signed and dated 1 3 Presentation of original of certificate 1 Professional experience at least 3 years in Civil engineering works Attestation of original of certificate 1 Professional experience at least 3 years in Civil Engineer 1 Diploma certified 1 Diploma certified 1 Professional experience at least 3 years in Civil Engineer 1 Diploma certified 1 Professional experience at least 3 years in Civil Engineer 2 CV signed and dated 1 Presentation of original of certificate 1 Professional experience at least 3 years in Civil Engineer 2 CV signed and dated 1 Presentation of original of certificate 1 Professional experience at least 2 years in Civil Engineer 2 CV signed and dated 1 Presentation of original of certificate 1 Professional experience at least 2 years in Civil engineering works 2	5	Order described respected	0.5	
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- withouting		Attestation of availability	1	
c Technical Assistant No 1 (Senior	c	Technical Assistant No 1 (Senior		

	Civil Engineering Technician)		
1	Diploma certified	1	
2	CV signed and dated	1	
3	Presentation of original of certificate	1	
4	Professional experience at least 3	1	
	years in Civil engineering works	1	
5	Attestation of availability	1	
		1	
d	Technical Assistant N° 2 (Senior		
	Civil Engineering Technician)		
1	Diploma certified	1	
2	CV signed and dated	1	
3	Presentation of original of certificate	1	
4	Professional experience at least 3		
	years in Civil engineering works	1	
5	Attestation of availability	1	
e	Surveyor		
2	Diploma certified	0.5	
	CV signed and dated	0.5	
3	Professional experience >2 years in	0.5	
4	Civil engineering works	0.5	4)
4	Attestation of availability	0.5	
f	0-4-1-1-1		
1	Geotechnician		
2	Certificate certified	0.5	
	CV signed and dated	0.5	
3	Professional experience at least 2	0.5	
4	years in Civil engineering works		
1	Attestation of availability	0.5	
σ	Connotore		
g	Secretary Certificate certified		
2	CV signed and dated	0.5	
	Professional aversions at 1	0.5	
3	Professional experience at least 2 years' experience	0.5	
4	Attestation of availability		
	7 titestation of availability	0.5	
h	Driver		
1	Driving license certified	10.5	
2	CV signed and dated	0.5	
	Professional experience at least 2	0.5	
3	years' experience	0.5	
4	Attestation of availability	0.5	
	Total	0.3	
II)	Material resources	10pts	
1	Certified copy of a vehicle (Pick up 4		
1	x 4 or van)	4	
2	List of key equipment		
		1	
	Proof of 100% ownership of		
	equipment	3	
3	Proof of 50% ownership of equipment	1	
	or equipment	1	
	Proof of hiring of equipment	1	
	or odnibilicit	1	

4	Has computer equipment	1	
5	Has survey equipment	1	
	Total		
E	References of the company in the domain of control, studies of similar works and any other intellectual services:	10pts	Not applied for new companies
1	More than one (01) contract registered (1st and last page& certified)	5	
	One (01) contract registered (1st and last page& certified)	3	
2	More than one (01) reception PV corresponding to the attached contracts	5	
	One (01) reception PV corresponding to the attached contract	3	
	Total		
	Grand Total	/100	

Chairman	Secretary	Member

Award of Jobbing Order

13. Within (20) days following notification of the Jobbing Order by the Contracting Authority, the contractor shall provide to the Contracting Authority a performance bond whose model is presented in Document No.10, Appendix No. 3 of this Tender File.

The performance bond shall amount to 5% of the cost of the Jobbing Order. It may be replaced by a bond issued by a banking establishment authorized in accordance with the instruments in force, with the Regional Delegation MINMAP for the North West as beneficiary or by a personal joint or several bonds.

This security bond shall be refunded or the bid bond which replaces it shall be freed at the written request of the contractor after the final acceptance (one year after provisional acceptance) as stipulated under Article 41 of the CCAP.

DOCUMENT N° 04 : SPECIAL ADMINISTRATIVE CLAUSES (SAC)

SUMMARY

CHAPTER I: JOBBING ORDER EXECUTION

Article:

- Subject of the Jobbing Order 1-
- Sections of the Jobbing Order
- 3-Scope of the work
- Definition of attributions 4-
- 5-
- 6-Language, law, and regulation
- General applicable texts 7-
- 8-Standards and norms
- Communication 9-
- 10-Service Order

CHAPTER II: EXECUTION OF WORK

Article:

- Site Visit and review of sites 11-
- 12- Relationship between The consultancy and Delegated Contracting Authority
- 13- Kick starting of Work
- 14- Role and responsibility of The consultancy
- 15- The construction site labelling
- 16- Execution time frame
- 17- Replacement of management staff
- 18- work implementation planning
- 19- Prohibition of night work, Sundays and holidays
- 20- Modification of the works
- 21- Invention Patent
- 22- Penalties for delay
- Force majeure 23-
- 24- Organization Protection and site Police
- 25- Provisional reception
- 26-Warranty period
- 27- Final acceptance
- 28-

CHAPTER III: FINANCIAL PROVISIONS

Article:

- 29the Jobbing Order Amounts
- 30-Start-up Advances
- 31- Terms of payment
- 32- Mode of payment
- 33-Bond
- 34-Insurance
- Subcontracting or outsourcing
- 36- Performance guarantee

CHAPTER IV: WORKS CONTROL

Article:

- 37-Access to the site
- Site Meeting 38-
- 39-Site log book
- 40- Security measures

CHAPTER V: MISCELLANEOUS

Article:

- 41-Stamp and registration
- 42- Litigation
- 43-Labour legislation
- Termination of contract 44-
- 45- Contractors house
- and last the Jobbing Order: validity of the Jobbing Order

CHAPTER I: CONTRACT EXECUTION MODALITIES

Article 1 : Subject of the Jobbing Order

The purpose of the Jobbing Order is for "Control and Supervision of the Construction of the Regional Delegation of Public Service and Adminstrative Reforms North WEST

Article 2 : Parts of the Jobbing Order

The different parts of this Jobbing Order are as follow:

- a. The Engagement letter;
- b. The Corrected submission letter;
- c. The Special Administrative Clauses (SAC);
- d. The Special Technical Clauses (STC);
- e. The elements used in the contract cost determination (Schedule of unit price, Bill of quantity and Cost estimates, as well as details unit prices);
- f. The approved work plans;
- g. The Planning of the work (the work implementation schedule).

▲ Article 3 : Scope of the Works

The Control of the construction of the Regional Delegation MINFOPRA, North West Region PHASE II of this Jobbing Order are defined under estimated and quantitative specifications attached and in the first page of this document.

Article 4: Terms of References

To implement the provisions of this Jobbing Order and the General conditions related to it, it is stated that:

-DELEGATED CONTRACTING AUTHORITY: The Governor of the North West Region;

- CONTRACT MANAGER: The Regional Delegate MINFOPRA;
- CONTRACT ENGINEER: The Regional Delegate of Public Works;
- CONTROL MISSION : The Consultancy Firm to be selected.

Article 5: Payment

All the payments shall be carried out in the Bamenda Regional Treasury.

Article 6: Security

This Jobbing Order shall be used as security to any subject to any form of transfer of

-The authority in charge of ordering payment shall be the Regional Delegate of MINFOPRA North West;

-The authority in charge of clearance of expenditures shall be the Regional Finance Controller for the North West;

-The body or official in charge of payment shall be the Regional Treasury

-The official competent to furnish in formation within the context of execution of this contract shall be the Regional Delegate of Public Works for the North

Article 7: Language, law, and regulation

(1) The language used is that of the submission;

- (2) The laws and regulations are the laws and regulations in force in Cameroon;
- (3) The consultancy undertakes to observe laws, regulations in force in the Republic of Cameroon, both in its organization in the implementation of the contract.

♣ Article 8 : General applicable texts

This Jobbing Order is subject to the following general texts of law:

- The Special General Administrative Clauses (SGAC);
- Framework law No.96/12 of 5th August 1996 on the management of the environment;
- Law No 2024/013 of 23/12/2024 bearing on the finance law of Cameroon for 2025
- Instrument governing the various professional bodies
- Decree No. 2001/048 of 23rd February 2001 relating to the setting up, Organization and functioning of the Public Contract regulatory Agency
- Decree No.2003/651/PM of 16th April 2003 to lay down the tax and customs regime applicable to Public Contracts;
- Decree NO: 2018/366 of 20th June 2018 to institute the Public Contracts Code
- Decree N°2012/075 of 8thMarch 2012 bearing the organisation of the Ministry of Public Contracts;
- Circular No.001/CAB/PR of 19th June 2012 relating to the award and control of execution of Public Contracts
- Letter No.00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance
- Circular No 00013995/C/MINFI of 31/12/2024 bearing the instructions relating to the implementation of the finance law, the monitoring and control of the state budget and other entities for the 2025 fiscal year.
- Unified Technical Document (DTU) for building works
- Applicable standards
- Other instruments specific to the domain concerned with the contracts
- The Norms in force in the Republic of Cameroon;
- Other texts specific to contracting fields.
- 8.4.1. 3 Other criteria
- General presentation of bids:
- Bidders must submit bids legible and in accordance with the models attached in the annexes.

- 8.4.1. 4 Evaluation grid

Nº	APPRAISAL GRILL FOR THE CONTROL . CRITERIA		Scores	
		_	Stores	OBSERVATIONS
	REFERENCES OF THE COMPANY IN THE DOMAIN More than two (02) registered contract (1st and 1st)	OFCON	TROL IND O	
1632		s) 10	I KOL AND S	UPERVISION (10 points
1	certified by a competent authority, and corresponding	" 10		
	reception minutes.			
2	Two (02) registered contract (1st and last pages) certified	1 6		
2	by a competent authority, and corresponding reception minutes.			
3	A vehicle (Pick up 4 x 4 or van)	CES (10 p	oints)	
3		3.5		
\dashv	Proof of 100% ownership	1		
- 1	List of various key equipment and tools for the control and supervision of works	1		
\dashv	Proof of 100% ownership			
1	Organizational Chart of the site	4		
		0.5		
T	CHIEF OF MISSION, COLUMN HUMAN RESOURCE	S (30 poi	nts)	
1	CHIEF OF MISSION: (Civil Engineer) Diploma certified			
		1		
2	Presentation of the Original of the Diploma of chief of Mission signed by the SDO or the Governor	1		
3	CV signed and dated by the chief of Mission	-		
1	Professional experience at least 10 years	1		
	ASSISTANT CHIEF OF MISSION (Civil Engineer)	3		
	Certified copy of certificate			
1	CV signed and dated by the Asia Constitution	1		
+	CV signed and dated by the Assistant Chief of Mission	1		
1	Presentation of the Original of the Diploma of Assistant	1		
I	Chief of Mission signed by the SDO or the Governor Professional experience at least 04 years			
I	FOLLOW-UP TECHNICIAN (UND : CO.)	3		
10	FOLLOW-UP TECHNICIAN (HND in Civil Engineering) Certified copy of certificate			
0	V signed and dated by the Fall	1		
P	V signed and dated by the Follow-up Technician	1		
2	Professional experience at least 05 years URVEYOR (HND in Surveys)	3		
10	Cartified come of cartifications			
10	ertified copy of certificate	0.5		
D	V signed and dated by the Surveyor	0.5		
C	rofessional experience at least 05 years	1		
0	EOTECHNICIAN (HND in Civil Engineering)			
C	ertified copy of certificate	0.5		
C	V signed and dated by the Geotechnician	0.5		
PI	rofessional experience at least 05 years	1		
ex	ECRETARY (O/L in Commercial) at least 04 years of perience in similar works			
Ce	ertified conv of contificate	0.5		

2	CV signed and dated by the Secretary	0.5	1	1
3	Professional experience at least 04 years	1	-	
	DRIVER (Driving License) at least 04 years of experience in similar works	1	+	
1	Certified copy of Driving License of Driver	0.5		
2 (CV signed and dated by the Driver	0.5		
3 1	Professional experience at least 04 years	1		
	METHODOLOGY OF INTERVENTION FOR TH	IF EVEC	UTION OF	Works
1 1	The same with the same of the	4	UTION OF	WORKS (25points)
2 1	Detailed technical note concerning the control and supervision, organisation of works	5		
3 0	Other necessary Control	2		
	Respect of the duration of work	5	+	
5 N	Aanpower deployment schedule	-	-	
6 A	cceptable Planning of control of works	2		
7 0	Coherence in the control of works		-	
o S	PECIAL TECHNICAL CLAUSES (STC) dully initially	2		
01	n euch page and signed and dated on the last nace	1	1	
9 (5	PECIAL ADMINISTRATIVE CLAUSES TO TENDER SAC) dully initialled on each page and signed and dated in the last page	1		
	CAPACITY OF SELF-FINANCING(Attestation of credibile 1998) Oo% personal financial means (bank statement)	lita Minin	200/	
		20	um 20% o	f the bid price) (20 points)
$2 \mid B_{J}$	y personal or bank engagement to pre-finance	15	-	
	GENERAL PRESENTATION OF		200	
1 Pr	resence of all the documents	I HE BIL)S (Spoints)
	operly bind	1	-	
	able of content			
	ge separators in colour apart from white	1	-	
5 Or	der prescribed respected			
	earness of the documents	0.5		
		0.5		

- N.B.: Only tenders deemed in conformity which have succeeded to obtain 3/4 of positive answers after the technical evaluation will see their financial proposal taken into consideration and analyse.
- 7.4. 2. Financial evaluation
- The financial evaluation shall be based on the corrected amount of the bid. It shall consist with the analysis of the coherence of prices as well as the amounts of the totals.

Article 9: Standards

The work will be executed in conformity with the contract, the Special Technical Clauses (STC) and the standard and norms in force on the subject and applicable to Cameroon;

The consultancy will execute and will guarantee quality of this contract taking into account the best implementation practices and performance for similar works.

Article 10: Communication

The Consultancy and the *Delegated Contracting Authority* are prohibited from any communication relating to the execution of the work which is not confirmed in writing. Any operation outside the framework of this contract will be neither recognized nor paid by the *Delegated Contracting Authority* unless they had been the subject of a written command on his part. The consultancy prior to the signing of the contract must submit the coordinates of its representation in the Region (Location plan, name and surnames) and telephone of the representative.

The consultancy will address all written notifications or correspondence to the Contract Engineer of the works, with a copy to the *Delegated Contracting Authority, CONTRACT MANAGER* and the CONTROL MISSION.

Article 11: Service Order

The service order to start work and other orders with financial implications will be signed by the *Delegated Contracting Authority* and notified by the project manager of the works. Technical service orders are signed by the Contract Engineer with a copy to the *Delegated Contracting Authority*

The consultancy has 03 (three) calendars days to issue reservations on any service order received. The fact of issuing reservations does not prevent The consultancy to execute the service orders received.

CHAPTER II: EXECUTION OF THE WORK

Article 12: Site visit and sites inspection

The consultancy recognizes by the signature of this contract that he/she has a perfect knowledge of the site in question.

Article 13: Relationship between The consultancy and the Delegated Contracting Authority

The relationship between the *Delegated Contracting Authority* and The consultancy are established through service orders duly notified by the Contract Engineer with a copy to the CONTROL MISSION.

♣ Article 14: Beginning of work

Work is **suppose**d to start within seven (07) calendar days after the date of notification to The consultancy of the service order requesting the work to starts.

Article 15: Roles and responsibilities of The consultancy

The consultancy is liable to the **Delegated Contracting Authority** of the execution documents, preparation, organization and conduct of the site, the quality of the materials and supplies used by him, their perfect adaptation to the needs of the site and the execution of the work.

The work will be performed according to the drawings, notified technical specifications and service orders of the *Delegated Contracting Authority* or the Contract

Engineer (with a copy to the *Contract Manager*), according to the rules of the art and techniques and practices in force.

To this end, The consultancy shall take all measures and provide all necessary means, determine, choose and purchase all materials, equipment and supplies and hire any staff specialized or not.

The consultancy is responsible for the entire site, including interventions of certified sub-Contractors. He shall therefore:

(1) Put in place all the necessary conditions to enable its suppliers and sub-Contractors, who are working with him to intervene in a timely manner and in accordance with the schedule of execution and under his leadership, and

(2) Ensure the proper execution of the orders given by the Contract Engineer.

The consultancy must constantly receive update from the Contractor of the schedule of work and provide four (04) copies to the Contract Engineer at the beginning of each month.

Article 16: The construction site labelling

The consultancy will make sure the Contractor ensure day and night signalling of work sites close to the main road in accordance with instructions given. Two (02) signs board are required per building site.

The consultancy and the contractor will personally be liable for any consequences resulting directly or indirectly from deficiency of warning signs.

Article 17: Execution dateline

The Control works of the Consultancy ends after a time fixed one hundred and fifty (150) calendar days counted from the date of notification of service order to begin work.

The above time is imperative. Any delay except in cases of force majeure following the provisions in force, for any cause whatsoever will be penalized.

Article 18: Replacement of the management personnel

The consultancy's mission is to ensure that the control of execution of works under the supervision of the Contract Engineer and in accordance with the rules and *norms* including the mobilization of personnel qualified for the tasks.

For replacement of managers, the qualification of the proposed personnel must be at least equivalent to that of the replaced officer. In the event that the qualification of the proposed personnel remains lower than that of the officer concerned. It must however be in accordance with the provisions of the TENDER FILE.

In any case, and except in cases of force majeure, The consultancy will not replace more than 50% (fifty per cent) of staff. And in case of unilateral replacement, the company is exposed to the termination procedure.

The replacement of management staff shall not interrupt the continuity of the work. All costs arising there from will be the full responsibility of The consultancy.

In case of illness or accident, The consultancy shall replace without delay any management staff who would be prevented to perform the tasks normally entrusted to him through the application of this contract.

If the Contract Engineer asks the replacement of an agent for serious misconduct committed by the latter and duly identified by the two parties, The consultancy shall provide at its own expense to his immediate replacement.

Article 27: Mode of payment

In return for payments executed by the *Delegated Contracting Authority* to the consultancy in accordance with the conditions specified in this contract, The consultancy agrees to execute the works in accordance with the terms of the contract.

Payments to the consultancy will be made based on justifying documentation required to credit in the account N° ______ located at the _____ Bank,

4 Article 28: Bond

Within twenty (20) calendars days from the date of notification of the contract, The consultancy must obtain a Bank guarantee of three per cent (3%) of the amount of the contract TTC, to ensure full implementation.

The bank guarantee may be replaced by a personal guarantee of the same amount, from a financial or banking institution approved by the Minister in charge of Finance. The bond or the security will be released simultaneously with each monthly payment, proportionately to the amount of work done.

Article 29: Insurance

(1) Civil liability

The consultancy will place at the disposal of the *Delegated Contracting Authority* within (15) fifteen calendars days as from the notification to start work Service order, a copy of civil liability insurance contracts.

The consultancy shall justify that he/she holds an insurance policy of civil liability for damage caused to third parties of all kinds:

By its staff employee in work activity;

Article 30: Sub contracting

Subject to the application of the provisions of article 36 below, any subcontracting is subject to the prior approval of the *Delegated Contracting Authority*.

CHAPTER IV: CONTROL OF THE WORK

♣ Article 31: Access to the working site

The Contract Engineer, the Contract Manager of the Contract, the Control Engineer or any person authorized by them shall at any time access the working site, workshops and all workplaces, as well as to materials source sites, manufactured goods and equipment used for the work. The consultancy shall provide all necessary facilities to allow free access.

Article 32: Site meetings

Site meetings will be held regularly on the initiative of the Control Engineer. The presence of The consultancy or its representative on site meetings is mandatory. These meetings shall be subject of minutes in the site log book. The consultancy or his representative shall at the beginning of the meeting inform the Contract Engineer and the

Contract Manager of Contract of the level of execution of the work and the difficulties they face. These meetings are weekly, and are animated by the CONTROL MISSION or his representative. The CONTROL MISSION is the Secretary of the site meeting and the meeting are chaired by the Contract Engineer or his representative.

4 Article 33: Site log book

A site log book will be kept by The contractor and at the disposal of the Contract Engineer and the CONTROL MISSION or their representatives.

It is a unique contradictory document. Its pages are numbered and sign. No page should be removed. Strikeout or rescinded parts are reported in the margin for validation.

The following information's are recorded in it:

- Atmospheric conditions;
- The work carried out in the day, staff and equipment;
- The progress of the work:
- The requirements imposed:
- The detailed work quantities;
- The work carried out by sub-Contractors;
- The receptions of materials and amenities;
- The incidents, accidents or events that could later affect the holding of works or the conduct of the site;
- Non-conformities:
- The official visits:
- The administrative operations execution or settlement of the contract (notification, observation on the work, etc...).

The journal will be counter signed by the Contract Engineer, the CONTROL MISSION and the person in charge of technical or administrative work at each site visit and systematically sign the minutes of site meetings.

For any possible claims of the Contractor, only events or documents are referred to in the construction journal.

Any refusal of presentation or any attempt of total or partial destruction or falsification of this journal may give rise to administrative sanctions. In any case, The contractor shall not rely on the impossibility of consulting the site logbook.

CHAPTER V: MISCELLANEOUS PROVISIONS

Article 34: Stamp and registration

Seven (07) original copies of the contract will be stamped and registered by The consultancy in the competent taxation unit within 30 (thirty) calendars days from the date of notification of the contract.

Article 35: Litigation

Any dispute arising between the contracting parties within the frame work of this contract shall be the subject to an attempt of conciliation by direct agreement, or failure will be brought before the competent courts in Bamenda.

Article 36: The labor legislation

Labour regulations and legislation in force in the Republic of Cameroon are applicable to The consultancy.

He must comply with all laws or new regulations as soon as they are published in the Official Journal of the Republic of Cameroon.

Article 37: Termination of Jobbing Order

The contract may be terminated as provided for in Article 100 of the Decree 2018/366 of 20th June 2018 bearing public contract code.

♣ Article 38: Home of The consultancy

The consultancy shall be based in the Region else, Notifications addressed to its company will be validly addressed to the council.

♣ Article 39: Entry into force of the Jobbing Order

The present contract shall be valid only after its signature by the *Governor of North West Region competent Delegated Contraction Authority* and will only come into force after its notification by the Contract Engineer or Contract Manager to the consultancy.

Article 40: Responsibilities of the Control Mission The Control Mission shall execute the services and fulfill his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity.

DOCUMENT N° 05 : SPECIAL TECHNICAL CLAUSES (STC)

TECHNICAL SPECIFICATIONS

The consultancy shall principally be concerned with:

- Technical control, (quality assurance)
- Geotechnical control.
- Environmental control.
- Other control activities

1.1 TECHNICAL CONTROL (Quality Assurance)

The activities involved shall include:

- Notification of the contractor for the establishment of the performance program
- Establishment of performance program together with the contractor
- Verification of the activities of the executing firm and ensuring that the established planning is respected.
- Control the origin and quality of material used and receive material supplied
- Ensure that technical specifications, environmental considerations and construction craft rules are respected
- Geotechnical investigations for foundation works
- Update the performance program when the need arises
- Organize regular site meetings with the contractor
- Response to public request during construction
- Interprets the Jobbing order
- Informs contractor of the Jobbing order decisions
- Communicate to the Contract Manager of the contractor's claims, etc.
- Establish certificate of good and successful performance of the Jobbing order
- Makes interim bills and reports and final bills and reports and transmit them to the Contract Manager.

The order of implementation shall be specified to the contractor by the control mission through service orders.

1.2 GEOTECHNICAL CONTROL

The consultancy will ensure that the contractor implements the works in accordance with the prescriptions of the technical specifications. These controls shall be before, during and after the execution of the works.

1.2.1 Activities before Execution

- Certification of the state and suitability of the material to be used for the construction of the structure
- · Certification of excavation/ foundation depths
- Certification of backfilling and compacting

1.2.2 Activities during Execution

- Mixtures and regulation of material
- Check the quality of materials used at the site (sand,wood,rods,plywood etc...)
- Placing of surface course materials

- Fill obtained from borrow pit.
- Formworks
- Concreting/curing of concrete
- Thickness of layers before compaction
- Homogeneity of material
- Water content of earth material

1.2.3 Activities after Execution

- Proctor test
- In-situ density
- Concrete test
- Sand equivalent test

1.3 ENVIRONMENTAL CONTROL

This consist of verifying that the contractor carries out all the works described in the Jobbing order in strict respect of national and applicable international environmental protection prescriptions, especially ensuring that the environment is brought to its natural state after completion of work. The waste matter at the site will be taken out to the appropriate quarters. This shall be in accordance with the mitigation measures prescribe in the contractor's Jobbing order.

The Chief of Mission, has to be installed within 15 days from the date of notification of the service order to start works, for technical supervision of works. The Field office of the consultant would be set up at this moment. The rest of the control team shall be put in place as soon as the contractor mobilizes for field operations. The control mission will submit a plan of work to the Contract Manager. This plan shall include:

- The list of material and equipment including the age and their uses
- The detailed list of the personnel of the control mission in conformity with the above list and their task description
- The provisional plan of work of the control mission
- The envisaged methodology to complete the works

It is upon submission of the plan of work that the control mission concerts with the contractors to work out the modalities for the commencement of works.

3.5 MATERIAL AND GEOTECHNICAL ANALYSIS

The consultant most follow up geotechnical analysis carried out by the contractor both in the field and in the laboratory, to ensure that the test and procedures are in conformity with prescribed norms. All geotechnical analysis most be carried out as far as the works are advancing.

3.6 CONTROL AND SUPERVISION OF WORKS

The methodology for the intervention of the control mission can be divided into three phases:

- Control before commencement of works,
- Control during works, and

The final phase control after work

3.6.1 Control before Commencement of Works

This is the period during which the contractor is carrying out mobilization by putting in place his personnel, construction of his base camp and organizing preliminary activities for the works (setting out, geotechnical evaluation of the site, source of suitable construction material etc.) During this period the control mission will organize its activities under the following aspects: administrative control, technical control and project management.

a) Administrative Aspects

The control mission will have to ensure that the contractor submits the following administrative documents before the commencement of work.

- A guarantee in a prescribed format of a form of Bank Caution.
- An insurance policy that covers the whole contract.
- Complete curriculum vitae of all the key personnel with copies of their certificates as presented in their bids
- Registered contract

b) Technical Aspects (Control of Quantities and Quality)

This shall involve a reconnaissance survey of the project sites in order to:

- Organize a field visit with the contractor to confirm works and quantities which shall form the basis of the performance program to be established by the contractor. The performance program has to be in conformity with the tender document and plans.
- Identification of suitable construction material
- Control the installation of suitable equipment by the contractor.
- Control quality of material to be used by the contractor.
- Control the sequence of implementation proposed by the contractor.
- The supervisor also ensures that the contractor submits the performance program and planning of works on time

3.6.2 Control during Execution of Works

The control of works shall involve the interpretation of all documents relevant to the contract, the verification of the works carried out to ensure conformity with the tender document, contract, approved plans, geotechnical tests, quantities, modification of works if necessary and preparation of payments. These shall be achieved by:

- Control of the quality of work
- Control of the quantities of work executed
- Ensuring environmental protection measures
- Monitoring the progress of works relative to the duration of the contract
- The verification of the administrative documents of the contractor.

Strict procedures shall be put in place for the inspection of works. Works of inferior quality and that do not respect the norms prescribed in the technical specifications shall be rejected and shall not be certified for payments. Other supplementary measures shall be adopted to ensure that corrections are made for the poorly executed works.

Works shall be approved in sections as agreed upon between the Engineer of the contractor and the Engineer of the control mission. The engineer of the contractor can only proceed to the next section of work after a written reception of the previous section. The control team has to closely monitor the progress of work ensuring that it is in

conformity with the approved work plan, and has to discuss any irregularities with the

contractor. In the event where work progress is not satisfactory the control mission has to identify elements that need special attention and order the contractor to take the necessary

The contractor has to respect working hours, except on special authorization from the supervisor. In case of an authorization the contractor must conform to existing laws and regulations and bear the additional cost in respect of administrative procedures. Systematic control procedures shall be put in place after discussion with the contractor

namely:

Notification of service orders received

Recording of quantities of work executed per day

- Preparation of attestations for the quantities of work executed monthly
- Resolving of complaints

Use of works register

Use of reception forms for works realized prepared by the control mission

Request for supplementary geotechnical analysis for the works.

Verification of the setting out and implantation of new structures.

The contractor must present all material to be used for construction to the control mission that has to ensure their conformity with prescribed norms and specifications. The control mission has to regularly verify the activities of the personnel of the contractor as well as their equipment.

Verifies the conformity of the contractor's proposals for temporal construction to

Putting back to its natural state the surroundings of all constructed structures. The Chief of Mission ensures that the contractor has the right of way for his operations. The contractor shall be responsible for any destruction of property in the process. In case supplementary space is needed the necessary administrative procedures shall be engaged and facilitated, so as to clarify issues on ownership, right of passage and the issue of compensation.

a) Field Log Book and Reports

The Chief of mission shall have a field log book in which important events and contacts shall be registered. This shall be the summary of work progress, interruptions, climatic conditions, accidents, major breakdown of equipment, attestations, movement of equipment and personnel, complains etc. Each member of the control team shall keep a current register of his assigned activities.

The control mission shall systematically control the site and keeps minutes of meetings and decisions that would be used to compile monthly reports. The contractor must provide weekly information on personnel and equipment, the progress of works. All the members of the control team make contributions to the monthly reports.

A regular photo documentary of works shall be carried out to show the progress of work and operations.

b) Measurements

The personnel of the control mission shall identify and quantify all works executed and evaluate the material present on site before taking note of the contractor's report. This shall help to identify any deviation from the bill of quantities. The control mission and the contractor shall jointly take quantities for the establishment of bills for payment.

The chief of mission must follow up works quantities and indicate any excesses of time. All complains from the contractor on the work quantities must be treated immediately by the chief of mission and must be documented in special records.

c) Contractor's Bill and Works Tickets

The contractor's bill has to be prepared following a laid down format and must be submitted to the supervisor for a strict verification of quantities, unit price, addition and multiplication etc. In case of any error the supervisor shall together with the contractor correct the bill. The bill shall be supported by monthly works tickets. As soon as the supervisor receives the contractor's bill, he shall certify the bill and forward it to the CONTROL MISSION.

3.6.3 FINAL PHASE OF WORKS

a) Provisional Reception of Works

The supervisor shall carry out the following task during the last stages of the works:

- Carry out an evaluation and recommendation on pending claims by the
- Inspection of executed works and issue a reception certificate.
- Ensure the good state of all installations to be handed over to the local authority.
- Compilation of all reports and data that will present the situation of the rehabilitation project and the content of the final report. The final report shall retrace the rehabilitation process with all important events mentioned.

It shall clearly indicate the experiences made and lessons learned. It shall also contain recommendations for such an exercise in the future.

The reception certificate shall only be issued after a joint visit by the supervisor and the contractor to the field. All poorly executed jobs or unfinished works shall be mentioned in the minutes of the joint site visit.

The contractor is obliged to complete all unfinished works and undertake all repairs during the guarantee period.

b) Reporting

The site technicians are responsible for the daily control of their different expert activities and shall keep daily records and the daily records shall be forwarded to the site engineer.

The site engineers shall produce weekly reports from the daily record of the various technicians and forward to the chief of mission. The chief of mission shall compile the weekly records into a monthly record which shall be deliberated upon during the monthly coordination meetings between the project consultant, contractor and Contract Managerof Contract. Minutes of the monthly meeting and report shall be forwarded to the CONTROL MISSION by the chief of mission.

DETAILS OF SOME FIELD CONTROL ACTIVITIES

6 4.1 ORIGIN OF MATERIALS

The borrow material to be used by the contractor must be approved by the supervisor whose refusal will warrant that the contractor should look for another borrow pits without claiming compensation or using those indicated.

Top soil removal and tree felling required for the clearing of the site shall be at the expense of the contractor and shall not be paid for as of right.

7 4.2 QUALITY OF MATERIALS

Fill

The soil required for the backfilling generally comes from excavations of satisfactory quality. In case of insufficient quantity or quality, they will be taken from deposits situated out of the site. The fill should be free of organic debris and should be well graded in order to facilitate compaction. Their plasticity index should be less than 40.

Laterite and Scoria

The laterite or pouzzolana required to fill the road shall be of selected material. It should be as specified in the terms of reference of contractors.

Material for mortar and concrete

Sand: The nature and origin of sand remains subject to the Supervisors' approval. It shall be obtained from rivers or through crushing. The sand component should be more than 80% and the very.

fine constituents eliminated by settling should be less than 4%.

Aggregates: They shall be obtained from deposits or quarries chosen by the contractors, and approved by the supervisor. They should be clean (constituents eliminated through settling should be less than 2%) and their grading suited to their use.

Cement: It should be CPA 325 class and be obtained from an approved factory

Stones for masonry:

They shall be obtained from deposits or quarry approved by the supervisor and none should be smaller than 20cm in diameter.

Timber Work:

The wood used should have the following characteristics:

- Bulk density at 12% humidity in g/cm3
- -Hardness (N) 6 (Chalais-Mendons to Monnin harsdness)

Some of the Cameroonian wood species with these characteristics are: Doussie, Moabi, Tali, Asobe, Iroko and Bubinga.

Laboratory:

Materials shall be selected and set up according to the prescription of the Technical Specifications and price schedule. If the supervisor feels that the specifications for laying of material have not been well respected or if he doubts the quality of concrete results, he may carry out the necessary control test with his own equipment or ask any approved laboratory to carry out tests on concrete

All materials shall be controlled in conformity with the contractors' terms of reference

- Supervises manual and mechanize works.
- Verifies the quality and quantity of material used especially the geotechnical properties.
- Ensures that survey data and pegging is updated.
- Ensures that the contractor keeps an updated daily register of activities.
- Establishes, in collaboration with the contractor, monthly reports on works executed.
- Makes weekly reports to the Mission Head.
- Organizes regular site meetings and writes the minutes.
- Assist the Mission Head in provisional reception

13. LAB TECHNICIAN

The lab technician shall be responsible to carry out, all geotechnical tests on the field, he shall verify all material brought to the site and either approve or reject them. He shall also carry out insitu tests to verify works executed, he shall execute any other task as need arises on the fiels not mentioned in this document..

QUANTITIES AND COST ESTIMATES FOR THE CONTROL AND SUPERVISION OF THE REGIONAL DELEGATION MINFOPRA NORTH WEST

N°ordre	Désignationdu prix	Unité	Quantites	Prix unitaire	Montant
1	Chief of mission: civil engineer registed in the national order of civil engineers with at least 10 years experience	mois	5.00	unitaire	
2	Civil engineering technician: senior technician, BAC+2, at least with a minimum experience	mois	5.00		
3	Secretary with at least BAC/AL having nit less than three years working experience	mois	5.00		
	Driver: having not less than 02 years working experience	mois	5.00		
	Functioning vehicles	mois	5.00		
AM	OUNT WITHOUT VAT				
VA	Γ(19.25%)				
AIR	(2.2% or 5.5%) AMOUNT W	/ITH VAT			
	OUNT WITH VAT				
NET	PAYABLE AMOUNT				

THIS	COST	ESTIMATE	IS	CLOSED	AT	THE SUM	OF:
	- 001	DOTTIVIATE	10	CLUSED	AT	THE SUM	OF: