



MINISTRY OF TERRITORIAL ADMINISTRATION & DECENTRALISATION

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

PROJECT OWNER: THE CITY MAYOR OF BAMENDA CITY COUNCIL

CONTRACTING AUTHORITY: THE CITY MAYOR OF BAMENDA CITY COUNCIL

TENDERS BOARD: BAMENDA CITY COUNCIL INTERNAL TENDERS BOARD

**Request for Quotation N°001/RQ/BCC/ITB/2025 of
01/10/2025 for the renovation of the Grandstand at
Commercial Avenue Bamenda**

FINANCING: BCC 2025 INVESTMENT BUDGET

Budget head 23139

FINANCIAL YEAR 2025

REQUEST FOR QUOTATION

SEPTEMBER 2025

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MINISTRY OF TERRITORIAL ADMINISTRATION & DECENTRALISATION

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

Request for Quotation N°001/RQ/BCC/ITB/2025 of 01/10/2025 for the renovation of the Grandstand at Commercial Avenue Bamenda.

1. Subject of the invitation to quote:

In order to give a face-lift to the Grandstand at Commercial Avenue in Bamenda, the City Mayor of Bamenda City Council hereby launches a **Request for Quotation** for the renovation of the said Grandstand.

2. Nature and composition of works:

The renovation shall include preliminary works, concrete works, wood works, metal works, electrical works, painting works and the purchase and laying of a carpet on the VIP section of the Grandstand.

3. Execution deadline:

The maximum duration of execution provided for by the Contracting Authority shall be **two calendar (02) months**, as from the date of notification of the Service Order to start the works.

4. Number of lots:

The works in this tender are regrouped in a unique lot.

5. submission method:

The submission method retained for this Request for Quotation is **online** or **offline**.

6. Estimated cost

The estimated cost of the works following prior studies stands at **thirty million (30,000,000) Francs CFA** inclusive of all taxes.

7. Participation and origin

Participation to this consultation is open to all registered and categorized enterprises with proven experience in this domain.

8. Financing

The works to be executed in this Request for Quotation shall be financed by the Investment Budget of the Bamenda City Council for 2025 financial year, Head 23139.

9. Consultation of the Request for Quotation file:

The file may be consulted during working hours at the SIGAMP Service Bamenda City Council, Tel: 233 36 12 67 and COLEPS Platform www.publiccontracts.cm or www.marchespublic.cm, upon publication of the Tender Notice

10. Acquisition of the consultation file:

The file may be obtained from the office of the SIGAMP Service of Bamenda City Council, Tel: 233 36 12 67 as soon as this notice is published against payment of a non-refundable sum of **fifty thousand (50,000) CFA francs** payable at the Bamenda City Council Treasury under the budgetary head 72110.

11. Submission of Quotations:

Each quotation shall be drafted in English or French shall be submitted online.

The quotation shall be forwarded by the bidder on the COLEPS platform www.publiccontracts.cm or www.marchespublic.cm latest the **23/10/2025 at 10am server time**. A back up copy of the quotation recorded on a USB key or CD/DVD shall be forwarded in a sealed envelope with the clear and readable inscription "back up copy", in addition to the inscription above within the deadline set.

12. Bid bond

Each bidder must include in his administrative documents, a bid bond or its equivalent issued by a first rate-bank or insurance company approved by the Ministry in charge of Finance accompanied by a CDEC receipt featuring in this tender file of the amount of **six hundred thousand (600,000) Francs CFA** and valid for thirty (30) days beyond the original date of validity of the bids. Bid bonds for unsuccessful bidders shall be withdrawn not later than fifteen (15) days after the award of the contract and that of successful bidder shall be retained until the required performance guarantee for good execution is provided, bearing a fiscal stamp.

13. Admissibility of bids

For fear of being rejected, only scanned originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily be not older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice except CNPS with a validity of one month.

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

14. Opening of bids:

The opening of the bids in one phase shall be done on the **23/10/2025 at 11.00 am** prompt in the Conference Hall of the Bamenda City Council Internal Tenders Board by the board members. Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

15. Evaluation criteria

1.5.1. Eliminary criteria

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. The non-respect of these criteria shall lead to the rejection of the bid by the Internal Tenders' Board of the Bamenda City Council. They include:

- Failure to produce within 48 hours after bids opening of an administrative document deemed non-compliant or absent other than the bid bond;
- Absence or insufficient bid bond at bid opening;
- Forged, falsified or fake document;
- Execution deadline more than **two (02)** calendar months
- Non respect of **two (02)** of the essential criteria;
- Absence of a quantified unit price;
- Absence of an element in the financial bid (the submission letter, the UPS, BQE);
- Non-compliance with the submission model;
- Acceptance of the conditions of the contract;
- Absence of a categorization certificate or result of categorization;

1.5.2. Essential criteria

The essential criteria are key points used to judge the technical and financial capacity of candidates to execute the works which are the subject of the invitation to tender. The criteria relating to the qualification of candidates could indicatively be on the following:

- Presentation of the quotation;
- Reference of the company;
- Access to a credit line or other financial resources;
- Qualification and experience of the Personnel of the company;
- The methodology.

16. Award

The contracts shall be awarded to the bidder whose bids shall be judged technically qualified in compliance with the tender file and is evaluated as the lowest following the article 99 of the public contracts code.

17. Validity of bids

Bidders shall remain committed to their offers during a period of (ninety) 90 days from the deadline set for the submission of bids.

18. Complementary information

Complementary technical information may be obtained during working hours from SIGAMP Service at the Bamenda City Council, Tel: 233 36 12 67 and COLEPS Platform www.publiccontracts.cm or www.marchespubliques.cm, upon publication of the Request for Quotation.

Bamenda, the 23/10/2025

Copies:

- MINMAP
- PCRA
- Chairperson of ITB
- SIGAMP Service- BCC
- Notice Boards

The City Mayor
Bamenda City Council
(Contracting Authority)


Achobong Tambeng Paul



MINISTRY OF TERRITORIAL ADMINISTRATION & DECENTRALISATION

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD
=====

Demande de Cotation N°001/DC/CUB/CIPM/2025 of 05/09/2025 pour la rénovation de la tribune a l'avenue Commerciale de Bamenda.

1. Objet de la consultation

Afin de donner un coup de retapage à la tribune a Avenue Commerciale de Bamenda, le Maire de la ville auprès de la Communauté Urbaine de Bamenda par la présente lance une demande de cotation pour la rénovation de la tribune a l'avenue Commerciale de Bamenda.

2. Nature et Consistance de la rénovation

La rénovation comprendra des travaux préliminaires, des travaux de bétonnage, les travaux de menuiserie, les travaux de métallerie, les travaux électriques ainsi que l'achat et la pose d'une moquette dans la partie VIP de la tribune.

3. Délais d'exécution

Le délai global d'exécution des travaux est de **deux (02) mois calendaires**. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

4. Allotissement :

Les travaux sont regroupés dans un unique lot.

5. Mode de soumission

Le mode de soumission retenu pour cette Demande de Cotation est **en ligne** ou **hors ligne**.

6. Coût prévisionnel

Le coût prévisionnel des travaux à l'issue des études préalables est de **trente millions (30,000,000) Francs CFA tout taxes comprises**.

7. Participation et origin

La participation au présent consultation est ouverte à toute entreprise catégorisé Camerounaise spécialisée dans le domaine.

8. Financement

Les travaux, objet du présent appel d'offres sont financés par les Budgets d'Investissement de la Communauté Urbaine de Bamenda au titre de l'exercice 2025, imputation 23139.

9. Consultation du Dossier d'Appel d'Offres

Le dossier peut être consulté aux heures ouvrables à la Direction des Services SIGAMP, Communauté Urbaine de Bamenda Tel : 677 85 03 32 et COLEPS Platform www.publiccontracts.cm or www.marchespublic.cm, dès publication du présent avis.

10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu au bureau du Directeur des Services SIGAMP, Communauté Urbaine de Bamenda dès publication du présent avis, contre versement d'une somme non remboursable de **cinquante mille (50,000) Francs CFA** payable à la Recette Municipale de la Communauté Urbaine de Bamenda sur la ligne d'imputation budgétaire n° 712 101.

11. Remise des Cotations:

Chaque cotation rédigée en français ou en anglais sera soumise en ligne.

La cotation devra être transmise par le soumissionnaire sur la plateforme COLEPS www.marchespublic.cm au plus tard le 02/10/2025 à 10 :00 heure de serveur. Une copie de sauvegarde de la cotation enregistrée sur clé USB ou CD/DVD devra être transmise sous pli scellé avec l'indication claire et lisible « copie de sauvegarde », en plus de la mention ci-dessus dans les délais impartis.

12. Caution de soumission

Chaque soumissionnaire devra joindre à ses pièces administratives une cautionnement provisoire (garantie bancaire de soumission) ou son équivalence établie, selon le modèle indiqué dans le dossier d'Appel d'Offres, par un établissement bancaire agréé par le Ministère des Finances accompagné par le reçu de CDEC et d'un montant de **six cents mille (600,000) Francs CFA** valable **trente (30) jours** après l'expiration de la validité des offres.

Le cautionnement provisoire sera libéré d'office au plus tard quinze (15) jours après l'attribution de la lettre commande pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. Il devrait porter un timbre fiscal.

13. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux numérisés ou copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet...), conformément aux stipulations du Règlement Particulier de la Demande de Cotation.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis de Demande de Cotation exception du document CNPS dont la validité est d'un mois.

Toute offre incomplète conformément aux prescriptions du Dossier de la Demande de Cotation sera déclarée irrecevable.

14. Ouverture des plis

L'ouverture des offres aura lieu en un temps le 23/10/2025 à 11 heures précises dans la salle de Conférence de la Communauté Urbaine de Bamenda par la Commission Interne de Passation de Marché.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandater à cet effet.

Le soumissionnaire doit soumettre une copie sauvegarde des offres dans une clé USB scellée dans une enveloppe.

15. Critères d'évaluation

Les critères d'évaluation sont constitués de deux types : les critères éliminatoires et les critères essentiels. Ces critères ont pour objet d'identifier et de rejeter les offres incomplètes ou non conformes pour l'essentiel aux conditions fixées dans le Dossier de la Demande de Cotation relatives notamment à la recevabilité des pièces administratives, à la conformité de l'offre technique aux spécifications techniques de la Demande de Cotation et à la qualification des candidats.

1.5.1. Critères éliminatoires

Ces critères ont pour objet d'identifier et de rejeter les offres incomplètes ou non conformes pour l'essentiel aux conditions fixées dans le Dossier d'Appel d'Offres relatives notamment à la recevabilité des pièces administratives et à la qualification technique des candidats.

Ces critères sont les suivants :

- la non-production dans un délai de 48h après l'ouverture des plis, d'une pièce du dossier administratif ;
- Absence de la caution de soumission ou son équivalence ou caution insuffisante ;
- Fausse déclaration ou pièce falsifiée ;
- L'absence d'un prix unitaire quantifié ;
- L'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE) ;
- Non-respect du modèle d'appel d'offres ;
- Délai d'exécution au-delà de celui prescrit.
- Le non-respect de 2 de critères essentiels ;
- Acceptation des conditions du contrat ;
- Absence de certificat de catégorisation ou résultat de catégorisation ;

1.5.2. Critères de qualification

Les critères relatifs à la qualification des candidates porteront sur :

- La présentation de l'offre ;
- Les références du soumissionnaire ;
- La capacité financière (l'accès à une ligne de crédit ou autres ressources financières) ;
- La qualification et l'expérience du personnel ;
- La méthodologie.

15. Attribution

Le contrat sera attribué au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier de Demande de Cotation, et qui a présenté l'offre évaluée la **moins-disant et techniquement qualifiée**, conformément à l'article 33 du Code des lettres commandes Publics.

16. Durée de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période de quatre -vingt -dix (90) jours, à compter de la date limite fixée pour la remise des offres selon l'article 99 du code des marchés publics.

17. Renseignements complémentaires

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables auprès de la Direction des Services SIGAMP de la Communauté Urbaine de Bamenda Tel: 677 85 03 32 et COLEPS Platform www.publiccontract.cm or www.marchespublics.cm.

Fait à Bamenda, le..... 2025

Le Maire de la ville

Communauté Urbaine de Bamenda

(Autorité Contractant)



Achobong Tambeng Paul

Copies:

- MINMAP,
- ARMP,
- Présidents CIPM,
- SIGAMP Service- CUB,
- Affichage

Document^o 2: Rules of the
consultation

2.1 CONSULTATION FILE

Article 1: Contents of the consultation file

- 1.1 The consultation file describes the works which are subject to a certain category of jobbing order, lay down in the consultation procedure and conditions of the jobbing order.
- 1.2 The consultation file shall comprise the following documents:
 - a. the notice of consultation of the Request for quotation;
 - b. the technical specifications;
 - c. the description of prices;
 - d. the unit price schedule;
 - e. the cost estimate;
 - f. the sub-detail of unit prices;
 - g. the model tender;
 - h. the draft jobbing order;
 - i. the model bid comparison table;
 - j. The model documents or forms to be used by bidders:
 - The model bidding letter;
 - The model bid bond, where necessary;
 - The model final bid bond;
 - The model start-off advance bond;
 - k. The model performance bond in replacement of the guarantee retention, where necessary
 - l. List of banking establishments and financial institutions authorised to issue bonds for Public Contracts.
- 1.3 The Contractor shall study the instructions, models, conditions and specifications contained in the consultation file.

2.2 BID PREPARATION

Article 2: Language

The bid as well as any correspondence comprising the bid shall be written in English or French.

Article 3: Documents comprising the bid

The bid presented by the Contractor shall comprise the following documents duly filled and grouped a single (1):

- (a) **Volume 1 or Part A: comprising the following administrative documents:**
 - i) A letter of intention to bid signed and stamped with a fiscal stamp;
 - ii) Certificate of Non-bankruptcy issued by the Court of First Instance or the Chamber of Commerce in the head office of the enterprise;
 - iii) Attestation of fiscal conformity of less than three months old;
 - iv) An attestation of non-exclusion from public contracts issued by the body in charge of regulating public contracts;
 - v) A clearance certificate of less than one months old, issued by the National Social Insurance Fund testifying that the bidder has fulfilled all his obligations vis-à-vis-the said Institution;
 - vi) The bid bond (following the attached model) of an amount of **six hundred thousand (600,000) Francs CFA** and valid for thirty (30) days beyond the original date of

validity of the bids, issued by a first-rate financial institution approved by the Cameroon Ministry of Finance to issue bonds for public contracts or any other form provided by the regulation in force (certified cheque, bank cheque, legal mortgage) and accompanied by a CDEC receipt;

- vii) The bidder's bank attestation issued by a banking establishment authorised by the Cameroon Minister in charge of Finance;
- viii) The group agreement if applicable;
- ix) The power of attorney, if applicable;
- x) The Request for Quotation purchase receipt of a non-refundable sum of **fifty thousand (50,000) CFA francs** payable at the Bamenda City Council Treasury under the budgetary head 712 101.
- xi) The categorisation certificate or result of categorization certificate by MINMAP (DD RD).

(b) Volume 2 or Part B: comprising the following technical justifications:

- i) The tender letter of the technical proposal;
- ii) **The bidder references form** with the justifications for the past three (3) years;

iii) **The key personnel form** with certificates and CV;

- A list of qualified key personnel for the execution of works following the model attached to the Request for Quotation

NB: Require, for the personnel proposed, a copy of the certificate and experience supporting documents, namely:

- Certified true copy of the certificate of less than three (3) months old;
- An attestation of membership in national orders/professional associations, as the case may be;
- Expert's dated and signed Curriculum Vitae;
- Expert's dated and signed attestation of availability;
- Work attestation or contract, as the case may be.

NB: All the documents mentioned above should be certified true copies, signed and dated of less than three months from the original date limit for the submission of bids.

iv) **The form of equipment to be mobilised** with justifications, where necessary;

a list of equipment to be mobilised shall comprise at least: (to be specified)

NB: Attach the certified copies of registration documents for rolling stock certified by the relevant issuing services, or the purchase invoice(s) for those certified by a relevant authority and mentioning the seller's taxpayer's number, along with a commitment for hiring the equipment signed by both parties, if applicable,

v) Technical proposal or execution methodology

The bidder shall provide a descriptive or methodological note presenting in a detailed manner the constituent elements of his technical proposal, namely, where applicable:

- a) The organisation as well as the mechanism he intends to put in place to efficiently execute the works to which is attached the site visit report or the sworn statement;
- b) the schedule, planning and deadline to complete works;
- c) the arrangement envisaged to use local manpower (HIMO approach);
- d) the provisions regarding compliance with environmental measures, where applicable;

vi) *The bidder shall fill and subscribe the following forms:*

- the integrity charter;
- the commitment statement to comply with social and environmental clauses.

vii) *The proofs of having accepted the conditions of the contract*

The bidder shall submit copies duly initialled on each page and signed on the last preceded by the indication « read and approved », of the following documents:

- The draft jobbing order with all the pages initialled, stamped, dated and signed on the last page.;
- The special technical clauses or the ToR if applicable.

NB: not accepting the contract clauses shall lead to the elimination of the bidder.

viii) *The financial capacity;*

Bidders shall present, namely:

- The attestation of financial capacity of 75% of the project cost issued by an authorised first-rate bank,

ix) The attestation for not having abandoned a contract during the last three years.

(c) **Volume3 or Part C Comprising the following financial justifications:**

- i) The stamped bidding letter prepared according to the model, dated and signed;
- ii) The Descriptive Unit Price Schedule duly filled, dated and signed;
- iii) The quantity and cost estimate filled, duly dated and signed.
- iv) The sub detail of unit prices.

NB: The various parts of the same file shall be separated by colour dividers other than the white colour in the original as well as the copies, so as to facilitate its examination.

Article 4: Indication of prices

4.1 The bidder shall specify in the bidding letter the place of execution and the nature of prices;

- a. Excluded of taxes on the added value (EVAT)
and
- b. all taxes inclusive (ATI).

4.2 The bidder shall fill in the descriptive and quantity framework schedule provided for in the Request for Quotation file indicating the unit prices, the total price for each task in execution of the jobbing order to be drafted after this request for quotation.

Article 5: Quotation currencies

Prices shall be written in CFA Francs.

Article 6: Quotation validity time-limit

Quotations shall be valid for the period stated in the Request for quotation notice.

The period of the validity of bids shall be ninety (90) days from the date limit for the submission of offers.

2.3 SUBMISSION OF QUOTATIONS

Article 7: Submission method

The submission method retained for this Request for Quotation is online or offline.

Article 8: Preparation and submission of quotations

Files size and format:

For online bidding, the maximum sizes of documents that will transit on the platform and representing the bidder's quotation are the following:

- 5 MB for the Administrative Quotation;
- 15 MB for the Technical Quotation;
- 5 MB for the Financial Quotation.

The authorised formats are the following:

- PDF format for all text documents;
- JPEG for images.

The candidate shall ensure to use compression software in order to eventually reduce the size of files to be forwarded].

For the submission of bids electronically, the quotation shall be forwarded by the bidder on the COLEPS platform. A back up copy of the quotation recorded on a USB key or CD/DVD shall be submitted at the office of the Project Owner concerned in a sealed envelope bearing the clear and readable inscription "backup copy" and the references of the request for quotation within the indicated time-limit.

[For online bidding, they shall be forwarded electronically through the COLEPS platform available at the address <http://www.publiccontracts.cm>]

2.4 OPENING AND EVALUATION OF QUOTATIONS

Article 10: Opening of Quotations by the Tenders Board

10.1 Quotations shall be opened in a single phase on2025 at 10am by the Bamenda City Council Internal Tenders Board in the hall Tenders Board located at the Bamenda City Council.

Only bidders may attend this opening session or be represented by a person of their choice duly authorized even in case of group undertakings.

For fear of being rejected, only originals or true copies certified by the issuing service or competent administrative authorities for the administrative documents required shall be produced in accordance with the provisions of the Special Regulations of the invitation to tender. They must not be older than three (3) months from the original date limit for the opening of bids or shall be signed before the date of signature of the Request for Quotation notice.

In case of absence or non-conformity of a document in the administrative file during the opening of quotations, the bidders concerned shall be granted a 48(forty-eight) hours deadline to submit or replace the document in question.

10.2 The Tenders Board shall draft the minutes of the bids opening session, which a copy shall be handed to the bidders upon request.

Article 11: Evaluation and comparison of quotations

The Tenders Board shall evaluate the quotations in the following order:

11.1- Verification of the compliance of offers on the basis of the following.

It should be understood that no criteria shall be eliminatory and essential at the same time

11.1 a. Eliminatory criteria

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. The non-respect of these criteria shall lead to the rejection of the bid by the Internal Tenders' Board of the Bamenda City Council. They include:

- Failure to produce within 48 hours after bids opening of an administrative document deemed non-compliant or absent other than the bid bond;
- Absence or insufficient bid bond at bid opening;
- Forged, falsified or fake document;
- Execution deadline more than **two (02)** calendar months
- Non respect of **two (02)** of the essential criteria;
- Absence of a quantified unit price;
- Absence of an element in the financial bid (the submission letter, the UPS, BQE);
- Non-compliance with the submission model;
- Acceptance of the conditions of the contract;
- Absence of a categorization certificate or result of categorization;
- Absence of CDEC receipt.

11.1-b- Essential criteria

The essential criteria are key points used to judge the technical and financial capacity of candidates to execute the works which are the subject of the invitation to tender. The criteria relating to the qualification of candidates could indicatively be on the following:

- Presentation of the quotation;
- Reference of the company;
- Access to a credit line or other financial resources;
- Qualification and experience of the Personnel of the company;
- The methodology;

NB: The bids submitted electronically shall be evaluated after downloading them in the same conditions as hard copy offers.

11.1-c Criteria and sub criteria for detailed evaluation

- **Eliminatory criteria**

Eliminatory criteria shall be for information purpose evaluated depending on the following sub criteria:

	Heading	Yes/No
I- Eliminatory criteria relating to the administrative file		
	Absence or insufficient bid bond at the opening of bids issued by a first category financial establishment accompanied by a CDAEC receipt authorised by the Minister in charge of Finance to issue bonds for public contracts NB: A bid bond submitted but not relating to the consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.	Yes/No
	Failure to submit, beyond the 48 (forty-eight) hours deadline, a document of the administrative file deemed non-compliant or absent during the opening of bids (other than the bid bond)	Yes/No
II- Eliminatory criteria relating to the technical offer		
	Execution deadline more than two (02) calendar months	Yes/No
III- Eliminatory criteria relating to the financial offer		
	Absence of a quantified unit price in the financial offer	Yes/No
	Absence of an element of the financial offer (the tender, the UPS, the BOQ)	Yes/No
IV- Eliminatory criteria in general		
	False declarations, fraudulent schemes or forged documents	Yes/No
	Failure to comply with at least 20 essential criteria out of 25 (80%) ;	Yes/No
	Failure to comply with the bid file format; in case of online bidding ;	Yes/No
	Failure to comply with the tender model	Yes/No
	Non respect of two (02) of the essential criteria	Yes/No
	Forged, falsified or fake document	Yes/No
	None acceptance of the conditions of the contract	Yes/No
V- Categorization		
	Absence of a copy of categorization certificate or result of categorization by MINMAP	Yes/No

• Essential criteria

<i>Rehabilitation of the Grandstand in Bamenda</i>					
Bidder:					
N°	Criteria and sub criteria of evaluation (*)		Binary notation		Observations
			YES	NO	
1	EXPERIENCE OF THE COMPANY IN SIMILAR WORKS		/2	/2	
1.1	Experience in public contracts of at least 25 000 000 FCFA IAT	≥ 01 project			
1.2	Experience in rehabilitation of building constructions in public contracts of at least 22,500,000 FCFA IAT	≥ 01 project			
2	HUMAN RESOURCES		/4	/4	
2.1	Work Supervisor		/2	/2	
	Civil Engineer registered in the order	≥ A level+3 ≥ 5 years of general experience			
	Experience as a supervisor of building construction project works of at least 5 years	≥ 01 Project			
2.2	Site Foreman		/2	/2	
	Senior Civil Engineering Technician	≥ A level+2 ≥ 3 years of general experience			
	Experience in building construction of at least 3 years	≥ 01 Project			
3	PRESENTATION OF THE QUOTATION		/2	/2	
	Orderly assembled				
	Pages numbered and sections separated by colour papers				
4	EQUIPMENT (validate if 2 yes / 5)		/6	/6	
4.1	Pick-up	1			
4.2	Welding machine	≥ 01			
4.3	Electrical tools				
4.4	Drilling machine	≥ 01			
4.5	Carpentry tools				
4.6	Painting tools				
5	METHODOLOGY (validate if 4yes /6) Obligatory sub-criterion 4.6		/6	/6	
5.1	Site visit report (photos, investigation on the availability of resources, accessibility of the site, ...) and relevant suggestions on the Technical Specifications, Unit Price Schedule and quantitative and cost estimate	Pertinent			
5.2	Organization of the site (organizational design per, division of tasks and roles,).	Pertinent			
5.3	Planning of the execution of works "bar chart" per working week.	Pertinent and consistent			
5.4	Integrity charter duly filled, signed and dated				
5.5	Commitment statement to comply with environmental and social clauses duly filled, signed and dated				
5.6	HIMO methodology used during the construction site (employment of the local labour force, method of remuneration, social support, ...)	Pertinent			

The minimum acceptable total score obtained for the technical offer shall be 80%.

This evaluation will be done in a binary method (yes) or negative (no).

The Jobbing Order will be awarded to the bidder who would have proposed the offer with the lowest amount. in conformity with the regulations of the Tender Documents and having satisfied 100% of the eliminatory criteria and at least **16/20yes (80%)** of the essential criteria.

2.5 AWARD OF THE JOBBING ORDER

Article 12: Award of the jobbing order

The Tenders Board shall propose the award of the jobbing order to the bidder whose quotation was deemed essentially in conformity with the provisions of the Request for Quotation File and has the required technical and financial capacities to successfully execute the jobbing order and whose offer was evaluated as the lowest one after application of the rebates proposed, if applicable.

Article 13: Publication of award of the jobbing order

The Project Owner shall decide of the award and publish the result of the Request for Quotation in the Contracts Logbook edited by the Body in charge of the Regulation, through the newspapers and/or by posting and/or online on the COLEPS at the following addresses: <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, by communicating notably:

:

- a) The name of the successful bidder;
- b) The subject of the Request for Quotation;
- c) The amount of the jobbing order and that of each lot (if it is a consultation which gave rise to an allotment);
- d) The execution or delivery deadline.

Article 14: Signature of the jobbing order

Within the fifteen (15) days following the award, the jobbing order earlier subscribed by the successful bidder shall be signed by the Project Owner and shall be notified to the said successful bidder in view of registering it according to the procedure in force.

Article 15: Corruption and fraudulent practices

The Chairpersons and members of the Tenders Board as well as the Contractor should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- a) Whoever offers, gives, solicits or accepts any benefit whatever to influence the action of a public official during the award or execution of the jobbing order shall be guilty of "corruption" and
- b) Whoever provide, solicits or accepts several quotations tendered by the same Contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption";
- c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Contracting Authority indulges in "fraudulent practices"

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of bids) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Contracting Authority of the benefits of competition.

Documentn°3: Model
documents and
forms

Summary

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MODEL No.1: MODEL TENDER

I, the undersigned _____ [indicate name and capacity of signatory]
representing the company, enterprise or group of enterprises⁽⁸⁾....with head office at
..... registered in the trade register of under
the number No.

Having taken cognizance of all the documents contained or mentioned in the Request for Quotation,
including the addenda, No. [recall
the subject of the Invitation to tender].

I hereby submit and commit myself to deliver the supplies or perform the services in
accordance with the Request for Quotation, in return for the prices that I have established myself on
the basis of the price and quantity schedule, which prices give the amount of the offer for lot
No..... at [in figures and
words] CFA francs exclusive of VAT, and at.....

..... CFA Francs All taxes inclusive. [in figures and words].

- I pledge to perform the services within a deadline of months
- In addition, I undertake to maintain my offer within days [indicate the period of
validity, in principle 90 days] from the deadline for submission of offers;
- I fully adhere to the Integrity Charter and the Environmental and Social Commitment
Statement attached to this Request for Quotation.

The rebates offered and modalities of application of the said rebates are as follows:

.....
.....

The Project Owner shall pay the sums due for this contract by crediting account No.

..... opened the name of
in..... Bank Banch
.....

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

Done at on

Signature

Name of signatory.....

In the capacity as.....

duly authorised to sign bids for and on behalf of(9)

(8)Delete as appropriate

(9)Attach power of attorney

MODEL No.2: MODEL BID BOND

Financial institution: _____

Reference of the bond: No. _____

Addressed to [*indicate Project Owner and his address*] Cameroon, hereinafter referred to as "*the Project Owner*"

Whereas the Supplier or Service Provider _____, hereinafter referred to as "the Bidder", has submitted his offer on _____ for [*recall the subject of the invitation to tender*], hereinafter referred to as: "the tender") and to which must be attached a provisional bond equivalent to [*indicate the amount in CFA francs*]

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

The conditions of this obligation are as follows:

If the Bidder withdraws his offer during the validity period specified in the Request for Quotation;

Or

If the Bidder, having been notified of the award of the contract by the Project Owner during the validity period.

- Fails or refuses to sign the contract though required to do so,
- Fails or refuses to provide the final bond as provided for in the said contract.

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

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

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

Signed and authenticated by the bank.

At _____ on _____

[Bank's signature]

[NB: This bond should be hand-endorsed by the bank]

MODEL No.3: MODEL FINAL BOND

Financial institution : _____
Reference of the bond: No. _____.

Addressed to [indicate the **Project Owner** and his address] Cameroon, hereinafter referred to as "**the Project Owner**"

Whereas _____ [Name and address of the Supplier or Service provider], hereinafter referred to as "the Supplier or Service provider", has undertaken, in execution of the contract referred to as "the contract", to execute [indicate the nature of the supplies and ancillary services] _____.

Whereas it is stated in the contract that the Supplier shall entrust to **the Project Owner** a final bond, on an amount equal to [indicate the percentage between 2 and 5%] of the amount of the corresponding contract tranche, as guarantee of the performance of his full obligations in accordance with the terms of the contract,
Whereas we have agreed to give the Supplier this bond,

We, _____ [name and address of the bank]
_____ [names of signatories], hereinafter referred to as " the bank", undertake to pay the Project Owner within a maximum deadline of eight (8) weeks, upon simple written request from the latter stating that the Supplier has not met his contractual commitments under the contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the amount of _____ [in figures and words].

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

This Final Bond shall enter into force upon signature and upon notification of the contract. The bond shall be released within [indicate the deadline] from the date of provisional acceptance of the supplies.

After the deadline referred to above, the bond shall become void and should be automatically returned to us without further procedure.

Any request for payment made by the Project Owner under this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

Signed and authenticated by the financial institution.

At _____, on _____

[Bank's signature]

MODEL No.4: MODEL START-OFF ADVANCE BOND

Financial institution:
Reference of the bond: No.
Addressed to *[Indicate the Project Owner]*
[Address of the Project Owner]
Hereinafter referred to as “the Project Owner”

We, the undersigned (financial body, address), hereby declare, to guarantee, on behalf of:
..... *[the contract holder]*,

For -----the Project Owner *[Address of the Project Owner]* (“the beneficiary”)

The payment without contest and upon receipt of the first written request by the beneficiary, declaring that *[the holder]* did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract of relating to the supplies and ancillary services *[indicate the subject of the invitation to tender and references and the lot, if possible]*, of the maximum total sum corresponding to the advance *[forty percent (40%)]* of the amount all taxes inclusive of Contract No., payable upon notification of the corresponding Administrative Order, that is:..... CFA francs

This guarantee shall enter into force and take effect upon reception of the respective parts of this advance on the accounts of*[the contract holder]* open in the bank..... under No.

It shall remain in force up to the reimbursement of the advance in accordance with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionally to the reimbursement of the advance and as it is reimbursed.

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

Signed and authenticated by the financial body

at....., *on*.....

[signature of the financial body]

Model No. 5: MODEL PERFORMANCE BOND IN REPLACEMENT OF THE RETENTION BOND

Financial body:

Reference of the guarantee: No.

Addressed to *[Indicate the Project Owner]*

[Address of the Project Owner]

Hereinafter referred to as "the Project Owner"

Whereasname and *address of the supplier or service provider*], hereinafter referred to as "the Supplier", pledges, in execution of the Contract, to deliver the supplies of *[indicate the subject of the services]*

Whereas it is stipulated in the contract that the retention bond set at *[percentage below 10% to be specified]* of the amount of the contract all taxes inclusive may be replaced by a several guarantee,

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

We, *address of the financial body*], represented by*names of the signatories*], and hereinafter referred to as "financial body"

Hence, we hereby affirm that on behalf of the Supplier or Service Provider, we guarantee and are responsible to the Project Owner for a maximum amount of *[in figures and in words]*, corresponding to *[percentage below 10% to be specified]* of the contract price⁽¹⁰⁾

And we commit ourselves to pay the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the supplier did not fulfil his contractual obligations or is indebted to the Project Owner within the contract amended if applicable by its additional clauses, without being able to differ the payment nor raise any contest for whatever reason, any sum (s) within the limits of the amount equal to *[percentage below 10% to be specified]* of the total amount of works featuring in the final detailed account), without the Project Owner prove or give the reasons nor the reason for his request of the amount of the sum indicated above.

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

This guarantee shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the services and upon release order issued by the Project Owner.

Any request for payment formulated by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the validity period of this commitment.

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

Signed and authenticated by the financial body
aton
[signature of the financial body]

⁽¹⁰⁾ Case where the surety is established once works start and covers the total guarantee, that is 10% of the contract.

MODEL No.6: TENDER LETTER OF THE TECHNICAL PROPOSAL

[Place, date]

To : *[Name and address of the Project Owner]*

Madam/Sir,

We, the undersigned, [function to be specified], in accordance with your RQ No.of.....relating to....., wish to submit here attached, our technical proposal for the supply subject of the said RQ.

In case this proposal is selected, we are entirely ready, based on the personnel proposed, to begin negotiations to successfully carry out the project.

Thus, we fully commit ourselves to scrupulously comply with the content of the said technical proposal, subject to the possible modifications that may stem from the negotiations under the contract.

Kindly accept, Madam/Sir....., the expression of my distinguished consideration./-

Signature of the authorised representative:

Name and function of the signatory:

Name of candidate:

Address:

MODEL No.7: PROPOSED SPECIALISED PERSONNEL MODEL CURRICULUM
VITAE (CV)

Position :

Name of candidate :

Name of employee :

Occupation :

Certificates:

Date of birth :

Number of years of employment by the candidate:..... Nationality:

Affiliation to associations/professional groups :

.....

Specific duties:

.....

Main qualifications:

[In about half page, give an overview of the employee's training aspects and experience most useful to his duties within the framework of the mission. Indicate the level of responsibilities he/she executed during the previous missions, by specifying the date and place .]

.....

Training:

[In about one quarter page, summarise university studies and other specialised studies of the employee, indicating the names and addresses of schools or universities attended, with dates of attendance as well as the certificates obtained.]

Annex documents :

- Certified true copy of the highest certificate and eventually an attestation of professional trade
- Attestation of availability

.....
.....

Professional experience:

[In about two pages, list the jobs executed by the employee since the end of studies by inversed chronological order, beginning by the present position. For each, indicate the dates, name of employer, title of the position occupied and the place of work . For the last ten years, specify in addition, the type of activity carried out, and, if applicable, the name of customers likely to provide references.]

.....
.....

Computer knowledge:

[Indicate, knowledge level]

.....
.....

Languages :

[Indicate, for each, knowledge level: poor/average/ good/excellent, with regard to the language read/written/ spoken.]

.....
.....

Attestation :

I, the undersigned, faithfully certify that the information below clearly give account of my situation, qualifications and experience.

.....
Date :

[Signature of the employee and of the consultant's authorised representative]

Day/month/year

Name of employee :

Name of the authorised representative:

MODEL No.8: DECLARATION OF INTENTION TO BID

To be inserted in annex to

I, the undersigned,

Nationality :

Residence :

Function :

By virtue of my powers of general Manager, after taking cognisance of the National Request for Quotation No. *[indicate the nature of the service]*.

Hereby declare, the intention to bid for this invitation to tender.

Done at _____ on _____

Bidder's signature, name and stamp

MODEL No.9: CANDITATE'S REFERENCES

Services rendered during the last [indicate the number from 1 to 5] years that better illustrate your qualifications
Using the form below, indicate the information requested for each pertinent mission that your company /institution has got by contract, as a company alone, or as one of the main partners of a group.

Name of Mission:	Country :
Place:	Specialised personnel provided by your company /institution (profiles) :
Name of Client:	Number of employees having participated in the Mission :
Address :	Number of months of work;
	Duration of the Mission :
Start-off date : Date of completion:	Approximate value of services
Name of associated/possible partner service providers :	Number of months of work of specialists provided by the associated service providers :
Name and functions of officials (Project Director /Coordinator, Team Official) :	
Description of the project :	
Description of the services effectively rendered by your personnel :	

Name of candidate:

MODEL No.10: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN PROPOSED TO ACCOMPLISH THE MISSION

The technical design, the methodology and the work plan are key elements of the technical proposal. It is suggested to present the technical proposal (10 pages maximum, including tables and diagrams) divided into three chapters:

- a) *Technical design and methodology,*
- b) *Work plan, and*
- c) *Organisation and personnel*

a) Technical design and methodology. *In this chapter, it suggest that you should explain how you dont vous envisage the objectives of the mission, the design of the services, the methodology to carry out the activities and to obtain the results expected and the related detail. You should highlight the problems to be solved and their importance and explain the technical design you will adopt to this effect. In addition, you should explain the methodology you intend to adopt and its compatibility with the design proposed.*

b) Work plan. *In this chapter, you should propose the main activities that the mission includes, their nature and duration, spreading out and interrelations, the markers (including intermediary approvals of the contracting authority) and the dates for the presentation of reports. The work plan proposed should be compatible with the technical design and the methodology, show that the Terms of Reference were understood and can be materialized into a practical work plan. A list of final documents, including reports, sketches and tables that constitute the final product should be included in this chapter. The personnel schedule (4G) should be compatible with the work program (4H)*

d) Organisation and personnel. *In this chapter, you should propose a structure and the composition of your team. You shall give the list of the main disciplines represented, the name of the official expert and a list of the proposed key and support staff*

MODEL No.11: MODEL OF SWORN STATEMENT OF SITE VISIT

I, the undersigned Mr. _____

Representative of _____ Enterprise

Acknowledge that I visited this day _____ of the month of _____ of the year _____

In the company of Mr. _____

Acting in the name and on behalf of the User, the site of the Project _____

For which my company intends to bid.

Having been to the site, the following observations were recorded:

.....
.....
.....
.....
.....

N.B : The service provider shall submit for each project site a statement of site visit.

Done at, on

The bidder

(Name, first name, signature and stamp)

3.2 – SPECIAL TECHNICAL CLAUSES (STC)

GENERALITIES

The contractor in charge of this execution must make careful studies of the working drawings. Visit the site and bring up points not understood to the site supervisor for a clarification before making shop drawings and before setting out is carried out.

He will proceed to a careful study of the project and make observations and furnished modifications to the Architect before commencement of work. All supplementary tasks must be verified and signed by the supervisor. Careful studies must be done before commencement of the foundation

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Section 0: General Conditions

0.0 INFORMATION

0.0.1 Aims: Objectives

The City mayor of the Bamenda City Council in Mezam Division, North West Region, hereinafter referred to as the Contracting Authority, intends to carry out the works of renovation of the Grandstand at Commercial Avenue Bamenda. The aim of this present specification is thus to describe the materials and equipment to be used as well as the works to be carried out in connection with the realisation of the project.

This descriptive notes and technical specifications are drawn up for the purpose of execution of the works of the renovation of the Grandstand at Commercial Avenue Bamenda. This handbook is for those to execute, supervise and the client, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into the structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favourable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility.

This section is intended to be complementary to, or supplementary to all what is not contrary to the provisions of the general terms of Contract. All information relating to the works shall be obtained at the Office of the Contracting Authority.

No verbal answer will be given to any enquiries with regard to the meaning of drawings and specifications nor will any verbal instructions be given before the award of the contract. No verbal statement regarding the contract by any person previous to the award of the contract will be authoritative. Any explanation desired by Bidders must be requested in writing. If a reply is made, it will be communicated to all who have indicated their intention to tender for the works.

0.0.2 Errors

Should any errors, omissions, inconsistencies or obscurity in wording appear or occur in the drawings or in the specifications, or should there be any discrepancies between drawings and specifications, the Bidder shall, before submitting his bid, apply to the Contracting Authority, in writing, for an interpretation and determination of the intent of the drawings and specifications. Any interpretation made by the Contracting Authority before the submission of bids shall be a part of the tender Document.

0.1 Space Program

According to the Contracting Authority's brief to us, the total useful built floor space shall be as follows: the first to be constructed covers a total area of 209.28 m²

0.2 Scope of Studies.

The Architectural and Engineering design studies for the building have been done to final working drawing stage to give a complete understanding of the nature and complexity of the building in terms of the materials to be used for its construction, including all finishes, as well as the functional and operational relationship of the spaces to be created.

The Contractor(s) selected for the works shall be expected to engage the necessary expertise to produce all workshop or production and detailed installation drawings to the satisfaction of the Contracting Authority prior to execution. The Contractor(s) shall be deemed to have verified and ascertained the recommendations contained in the drawings and specification, and to be in a position to carry out the works in accordance with the drawings, or should they wish to modify

any recommendation, provide evidence that the solution(s) they have adopted give the same or improved performance and cost effectiveness.

0.3 Examination of Site.

The Contractor shall be held to have examined the site and have compared it with the drawings and specification and to be satisfied that the conditions existing at the site at the time of estimation of work are such as to enable the works to be completed properly. No allowance will subsequently be made or conceded by reason of any error due to the Contractor's neglect to comply with the requirements of this clause.

0.4 Guarantees

The contractor shall guarantee all works executed for a period of one year running after the provisional acceptance of works. All defective work shall be made good and defective fittings replaced at the contractor's expense prior to final acceptance of the works.

0.5 Materials, Workmanship, Tools, etc...

The materials of all items shall at all times be subjected to inspection, and supervision of the Project Manager who may reject any workmanship and/or material which do not conform to the intent of the drawings and Specifications.

0.6 Contractor's Site Engineer

The Contractor must devote his time and personal attention to the work, and shall employ and retain at the building site from the commencement until the entire completion of the work, a Contractor's Project Engineer, competent and capable of maintaining proper supervision and care of the works and acceptable to the Project Manager, who in the absence of the Contractor, irrespective of any Engineer or foreman employed by any sub-contractor, shall see that the instructions of the Project Manager are carried out.

0.7 Contractor's Scope of responsibility

The Contractor will be held responsible for all approved work and materials which conform to all plans and specifications until the work is completed and accepted. He shall keep reliable watchmen from the beginning to the completion of the works. The Contractor will be held responsible for any and all damages which may arise or occur to any party whatsoever, or injury to persons by reason of the works. In this regard he must ensure that the site personnel and site Supervisors, third parties and the works are adequately protected in accordance with the norms and the regulations in force.

0.8 Scaffold, Ladders and Temporary Stairs & Shed

The Contractor shall furnish and securely set scaffolding required for his work. All Scaffolding shall be of good sound materials, of adequate dimensions for its intended use and substantially braced and tied to ensure absolute safety for those required to use it. The Contractor shall provide all ladders required for his work. Ladders shall comply with all labour Law requirements.

0.9 Removal of Rubbish.

The Contractor shall at all times keep the building premises and surrounding sidewalks clean and free from rubbish and discarded or surplus materials; he shall identify handy locations about the premises to receive all rubbish and discarded or surplus materials, and shall direct his workers to deposit their rubbish and surplus materials in the receptacles provided for this purpose or in orderly piles in locations as he may designate.

1.10 Method of Construction and Work Plan

The Contractor shall submit to the Engineer not later than 28 days from the date of award of the Contract a general description of his proposed arrangements and methods for the execution of the Works, including temporary offices, buildings, access roads, deviations, Contractor's

Equipment and its intended production output, working shift arrangements, strengths of work force of skilled and unskilled labour, supervision arrangements, power supply arrangements, supply of materials, stone crushing, aggregate production and storage, cement handling, concrete mixing and handling, methods of excavation, dealing with water, testing methods and facilities.

During the execution of the Works, the Contractor shall also submit to the Engineer full and detailed particulars of any proposed amendments to the arrangements and methods submitted in accordance with the foregoing.

The Engineer's normal working hours shall be defined as 7.30 am to 5.30 pm on weekdays with Sundays set aside for rest. If the Contractor wishes to execute Permanent Works outside these hours, or on public holidays he shall obtain the written permission of the Administration as required, and the Engineer should be informed at least one full working day in advance to enable the Engineer to make provision for supervision of such work.

0.11 Other Contractors

The Contractor is advised that other Contractors employed by the Employer and employees of the Employer may be working in connection with the Project on and around the Site.

Pursuant to the Conditions of Contract the Contractor shall not interfere in any way with any works, or property belonging to the Employer or a third party, irrespective of whether the position of such works is indicated to the Contractor by the engineer or not. The Contractor shall respect any works executed by others and articles supplied or installed by others and shall be held responsible for any loss or damage thereto if caused by him, his employees or his Subcontractors.

0.12 Displacement of Existing Networks

The Contractor shall request the services concerned to reroute any services network (water, electricity, telephone,) crossing the project site. The Contractor shall also take all necessary measures to channel off any natural water flowing through the project site.

0.13 Construction Photographs and Videos

The Contractor shall be responsible for the production of Construction Photographs and Videos as provided herein.

Photographs and Videos of the entire Site, or pertinent features thereof, shall be taken before the commencement of Works and promptly submitted to the Engineer. The same views shall be re-photographed upon completion of all the construction activities and a complete edited video shall be submitted with the Contractor's application for final payment. Additional photographs and videos shall be made each month throughout the progress of the Works at such times as requested by the Engineer, and submitted with the Contractor's application for progress payment.

Section 1: Site Installation, Complementary Studies and Preparatory Works

1.1 General Site Installation:

The Contractor shall ensure the bringing to site of all installations, equipment and materials necessary for the execution and internal control of the works, as well as their withdrawal from site at the end of the project.

After the Contract is placed and before work commences the Contractor shall submit to the Engineer drawings showing the general arrangement of his Temporary Works with diagrams and descriptions showing how he proposes to execute such Temporary Works and how they fit into his programme, pursuant to the Conditions of Contract, for the execution of the whole Works, all to be subject to the consent of the Supervising Engineer. The whole of the Temporary Works and the equipment and appliances used, shall be the liability of the Contractor in regard to their construction, safety, maintenance and removal on completion of the Contract and consent by the Engineer shall in no way relieve the Contractor of his duties or responsibilities under the Contract.

1.2 Site Identification Board

Within five (05) days from the date of notification to commence the works, the Contractor shall provide, erect and maintain in a clearly legible condition and conspicuously displayed at the entrance to the site from the beginning of the work until the completion and acceptance of the project, a site identification board in accordance with a format approved in advance by the Employer. The board shall contain the following information: Republic of Cameroon, Peace – Work – Fatherland (in English and in French), Title of the Project, Employer, The Funding Bodies, Project Engineer, Executing Contractor, Design Consultants, Project duration and any other information as requested by the Project Engineer.

No other sign of any nature shall be placed closer than 8.00m to this temporary sign, unless required for purposes of security, in which case it shall be placed as not to obscure this sign or part of it in anyway.

1.3 Other Signboards

At the request of the Supervising Engineer, the Contractor may provide, erect and maintain other signboards which shall then be erected at locations to be instructed by the Engineer.

1.4 Hoarding

The Contractor shall, immediately upon the date for site possession and at his own expense, supply, erect and enclose the whole of the site within a hoarding not less than 2.4 metres high using materials of his choice, in order to screen off the work area. The hoarding shall be uniform in appearance, and constitute sufficient obstacle to prevent ingress of unauthorised persons or children, and be complete including all necessary padlocked gates, fans and screens to ensure the safety of the public, adjoining owners, and the works. The hoarding shall be adjustable during the course of the works as required and shall be maintained till the end of the project.

1.5 Surveillance and Guarding

The Contractor shall deploy all necessary human and material means to ensure surveillance and guarding of the site by day and by night, throughout the entire duration of the project up till provisional Taking-Over.

1.6 Site Clearing and Maintenance of Access Roads

During the execution of the works the Contractor shall keep the site reasonably free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required.

Access roads leading to the site within the project area shall be kept accessible at all times. The portions of the roads to be maintained shall be those directly linked with the execution of the Building, from the exit point of their intersection with the principal road of the project.

1.7 Site Office and Meeting Room

The Contractor shall provide site office for his own use, for his site laboratory, and for site meetings.

1.8 Temporary Service Connections

The Contractor shall make all necessary arrangements to ensure connection of the site to water, electricity, telephone and other sundry services networks required in connection with the execution of the works.

The Contractor shall provide a clean, sufficient and continuous supply of fresh water, both for construction of the Works and for all offices, laboratories and workshops. He shall undertake all arrangements including pipelines and meters for connecting to local water mains and the provision of pumps, storage tanks or water conveyance where necessary, payment for all fees and water charges and the satisfactory removal of all such arrangements and provisions on completion of the Works.

The water shall be clear of suspended solids and free from any matter in quantities considered by the Engineer to be deleterious to the work. Water supplied to all the offices, laboratories and houses shall be wholesome and potable to the satisfaction of the public health authorities in the area of the Site.

1.9 Health, Safety, and Accidents

The Contractor shall ensure, in so far as is considered by the Engineer to be reasonably practicable and to the Engineer's satisfaction, the health, safety and welfare at work of his employees including those of his Subcontractors and of all other persons on the Site. His responsibilities shall include:

- a) The provision and maintenance of the Contractor's equipment and the adoption of methods of work that are safe and without risk to health,
- b) The execution of suitable arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, transport and disposal of articles and substances,
- c) The provision of protective sectioning and equipment, with such personnel and equipment and such information, instruction, training and supervision as are necessary to ensure the health and safety at work of all persons employed on the Works all in accordance with the laws of Cameroon,
- d) The provision and maintenance of suitably equipped and staffed first aid stations throughout the extent of the Works to the satisfaction of the Engineer. The Contractor shall allow in his prices and be responsible for the cost of all such site welfare arrangements and requirements,
- e) Designation as Safety Officer of one of his senior staff who shall have specific knowledge of safety regulations, and experience of safety precautions on similar works and who shall advise on all matters affecting the safety of workmen and on measures to be taken to promote such safety,
- f) The provision and maintenance of access to all places on the Site in a condition that is safe and without risk of injury,
- g) The provision of adequate waterborne sanitation, refuse collection and disposal, complying with the Laws of Cameroon and all local Bye-laws and to the satisfaction of the engineer, for all houses, offices, workshops and laboratories erected on the Site.

- h) The provision of an adequate number of suitable latrines and other sanitary arrangements at sites where work is in progress to the satisfaction of the health Authorities and the Engineers.

1.10 DRAWINGS AND DOCUMENTS

1.10.1 Standard Size of Drawings and Documents

- (1) Drawings, whether to be supplied by the Engineer or the Contractor shall only be prepared according to Standard sizes DIN A1 (594 x 841mm) or DIN A0 (841 x 1189 mm).
- (2) Documents, whether to be supplied by the Engineer or the Contractor shall be prepared on Standard size DIN A4 (210 x 297mm), except where particularly agreed otherwise with the Engineer.

1.10.2 Exhibited Drawings

The Exhibited Drawings show the work to be done under the Contract, subject to the provisions for variations in the Conditions of the Contract, but they shall not be used for construction purposes unless specific instructions for such use are given by the Engineer as the work proceeds. In general, the Exhibited Drawings are intended to indicate the scope and complexity of the Work.

1.10.3 Working Drawings

Working drawings are the drawings to be prepared by the Contractor and shall show sufficient dimensions, specific and typical details to define the various features of the Works, thus enabling the Contractor to perform the relevant works or to prepare the shop drawings.

1.10.4 Documents to be supplied by Contractor

- (1) The Contractor is obliged to supply drawings and documents for the Permanent and Temporary works as stated in the present specifications or as may otherwise be requested by the supervising Engineer.
- (2) The drawings and documents to be provided by the Contractor include, but are not limited to, the following.
 - a) Site layout and installation drawings.
 - b) Work and construction programmes inclusive of revisions, if required;
 - c) Drawings and calculations for all Temporary Works and construction stages planned by the Contractor.
 - d) Bar bending schedules for reinforced concrete structures.
 - e) Reports and records of all tests and material tests to be carried out by the Contractor or his suppliers.
 - f) Drawings, records and reports on specific construction measures to be supplied by the Contractor in accordance with other provisions of the contract.
 - g) As-built drawings, incorporating all changes or amendments made in the course of the construction works, for all Permanent Works, including those for which the Engineer has prepared the working drawings.
 - h) As-built drawings shall be supplied to the Engineer immediately after completion of the particular part of the Works.
 - i) Brochures and technical literature of all equipment items and fixtures, which are to be permanently installed in the Works.
 - j) All instructions (in the form of lists, manuals and the like), which are required by the Employer for proper operation, as well as for expert maintenance and repairs of the structures and facilities.

The time limit for approval of working drawings and issuance of other clearances is 15 days. The Contractor shall therefore take all necessary pre-emptive measures when submitting documents for approval to avoid any eventual delays on the overall time schedule of the works.

1.10.5 As-built Documents

The Contractor shall establish as-built drawings and plans as the work progresses. These drawings and plans shall incorporate all the changes and modifications that have been made and approved by the Engineer in the course of the project.

All the Drawings and plans shall be done on AutoCAD. The Contractor shall hand over all the as-built drawings and plans to the Employer in the number of hard copies agreed by the Engineer and an electronic copy of the AutoCAD files.

Section 2: Earthworks, Concrete and Masonry Works.

2.0 Composition of Works

Concrete and block works shall comprise:

- Setting out of structures to be constructed;
- Excavation of foundation pits and channels.
- Construction of foundation bases, foundation columns, and ground beams.
- Construction of columns, beams, lintels and binding courses in reinforced concrete.
- Construction of hollow block floor slabs.
- Construction of all other concrete and masonry works as may be necessary for the complete execution of the project.

2.1 Setting Out

The Contractor shall satisfy himself as to the accuracy in line, level and dimension of any basic survey information provided by the Employer. He shall set out the works from all the Employer's established benchmarks as indicated to him by the Supervising Engineer and shall be responsible for all measurements in connection with the setting out. The Contractor shall furnish, install and maintain all markers.

Before commencing construction work, the Supervising Engineer and the Contractor shall jointly check all survey stations and benchmarks to be used, to ensure that all survey stations and benchmarks are in their original positions.

In agreement with the Supervising Engineer, the Contractor shall establish reference points to define the building at fixed locations and temporal benchmarks. These reference points and temporal benchmarks shall be maintained by the Contractor until the taking-over of the works. The Contractor shall provide the Engineer with a schedule of the levels and the location of all such benchmarks and shall ensure that such information provided to the Engineer is at all times kept up to date.

The Contractor shall not remove, damage, alter or destroy any benchmarks or survey stations. Any additional setting out required as a result of erroneous survey work on the part of the Contractor and any abortive works executed arising there from shall be rectified at the expense of the Contractor.

2.2 Earthworks for Foundation

2.2.1 General

The Contractor shall set out all pertinent lines, grades and levels as shown on the drawings and/or as otherwise required for the proper and accurate definition of the works of excavation and fills, and shall be responsible for maintaining the accuracy of lines and grade stakes during construction. All discrepancies in levels or setting out will be entirely the responsibility of the Contractor and he shall be liable to make good such discrepancies to the complete satisfaction of the Employer.

2.2.2 Excavation

Excavation shall be made to depths and dimensions indicated on the plans or otherwise required by the work, plus sufficient space as directed by the supervising officer to permit erection of forms, shoring and inspection of foundations. Slopes shall be straight lines to minimise the quantity of fill material required. The Contractor shall remove all boulders, stumps and other obstructions encountered in the course of excavation. The bottom of all foundations shall be hand trimmed, level, and free from all loose and/or organic material.

Channels shall be dug where required to facilitate the laying of underground pipe-work and earth-cabbling. Channels bearing pipe-work shall be carefully filled and rammed to maintain slopes of pipes after laying and protection against damage with lean concrete mix. All excavation shall be timbered, where necessary to the satisfaction of the Employer.

Should any water accumulate in the trenches or other excavation, the Contractor shall execute such works as may be necessary to drain away the accumulated water, and shall install pumps as may be required to keep the trenches and excavations dry.

2.3. Materials

Sand and coarse aggregate.

All aggregate for concrete and mortar shall consist of naturally occurring sand and crushed rock. All sand shall be perfectly clean, uncoated grains free from injurious amounts of dusts, lumps, soft or flaky particles, shale, alkali, organic matter, loam or other deleterious substances, and the source shall be approved by the Employer.

Sand and aggregate shall meet the following grading requirements:

Sieve Number	Total percentage of weight	
	Retained	Passing
4	0 – 5	95 – 100
8	10 – 20	80 – 90
16	20 – 40	60 – 80
30	40 – 70	30 – 60
50	70 – 88	12 – 30
100	92 – 98	2 - 30

Sand for mortar shall meet the following grading requirements:

Sieve Number	Total % by weight
4	0
8	0 – 5
16	0 – 5
30	25 – 50
50	65 – 80
100	85 – 95

The coarse aggregate shall be clean and angular in shape and shall have granular, crystalline or smooth (but not glossy) non-powder surfaces. As far as possible, only crushed stone shall be used

as the coarse aggregate for the reinforced concrete part of the work. Crushed stones and gravel shall meet the following grading requirements:

Sieve Number	Total % by weight retained
25 mm	0
20 mm	0 – 10
10 mm	45 – 80
4 mm	90 – 100

The maximum nominal size of stones for reinforced concrete shall be 2.5 cm and for mass concrete 4 cm.

The sources of aggregates shall be approved by the Employer and approval for change of the source of supply of an aggregate shall only be granted if it can be shown that the new material is sufficiently similar in all respects to the one previously approved to produce concrete of the required finish, colour, and strength.

The grading, once approved, shall be adhered to throughout the works and may not be varied without the approval of the Employer.

2.3.1 Storage of aggregate

The aggregate shall be stored on site separated in its various types and grading, on a hard, dry, clean surface.

2.3.2 Water.

The water to be used for making concrete and cement mortar shall be clean fresh water, free from all impurities.

2.3.3 Cement.

Cement, both grey and white or non-staining unless otherwise specified, shall be true Portland of standard brand and manufacture. Grey Portland cement shall be used throughout, except where white or non-staining Portland cement is specified.

All cement packages must be properly stacked off the ground, completely covered and protected from the weather and dampness. Only one brand of cement will be permitted to be used for each phase of the work. Cement, which has become caked, partially set, or otherwise deteriorated, or any material, which has become damaged or contaminated, shall be rejected.

2.3.5 Proportion of Concrete Aggregates

Concrete mixes shall be of the class shown on the drawings and described in the Bill of Quantities or Engineer's Specifications or details. The proportions of dry aggregates and cement in different classes of concrete are as follows:

- a) **Class A – Concrete: for foundations, columns, beams and all other reinforced concrete structural elements.**
 - Cement = 350 kg/m³
 - Fine aggregate = 400 litres
 - Coarse aggregate = 800 litres
- b) **Class B – Concrete: for all grade slabs and all non-reinforced concrete elements.**
 - Cement = 300 kg/m³
 - Fine aggregate = 400 litres
 - Coarse aggregate = 800 litres
- c) **Class C – Concrete: for blinding**
 - Cement = 150 kg/m³
 - Fine aggregate = 450 litres
 - Coarse aggregate = 900 litres

The proportions given above are for guidance only, and the actual proportions shall be determined according to the types of aggregates available on site.

2.3.7 Mixing of Concrete.

A machine mixer of the revolving drum type shall be used for all concrete except that where only a small amount is required, the mixing may be done by hand in a manner approved by the Employer. Competent and experienced foremen shall be in direct charge of the mixing and placing of all concrete. All ingredients shall be thoroughly mixed until they are uniformly distributed throughout the mass, with the amount of water added to produce the concrete of proper consistency.

The mixing equipment shall be capable of combining the aggregates, cement and water within the specified time limit into a thoroughly mixed and uniform mass, and of discharging the mixture without segregation. A mixture which has been out of use for more than 20 minutes shall be thoroughly cleaned out before fresh concrete is mixed. The Contractor shall provide mixers of sufficient size and number, adequate to deal with the volume of concrete to be placed in order that the face of the concrete will not be marred by jointed lines due to one layer having set before another layer is placed.

The size of each batch of concrete shall not exceed the rated capacity of the mixer as stated by the manufacturer. Concrete shall not be mixed in greater quantity than required for work in hand.

2.3.8 Placing of Concrete.

Before placing concrete, all equipment for mixing and transporting the concrete shall be cleaned and all debris removed from the places to be occupied by the concrete. Wood forms shall be thoroughly wetted and masonry units that will be in contact with concrete shall be well drenched. Water shall be removed from the place of deposit before concrete is placed, unless otherwise permitted by the Employer.

Concrete shall be conveyed from mixer to forms as rapidly as practicable and by methods, which will prevent segregation or loss of ingredients. It shall be deposited as neatly as practicable in its final position.

Concrete shall be placed before initial set has occurred, and in no event after it has contained its water content for more than thirty (30) minutes. Unless otherwise specified, all concrete shall be placed upon clean, damp surfaces, free from water, or dry porous earth. The concrete shall be compacted and worked in an approved manner into all corners and angles of the forms and around reinforcement in such a manner as to prevent segregation of the coarse aggregate.

Concreting of any unit or sections of work shall be carried out in one continuous operation and no interruption of the concreting will be allowed without the approval of the Employer.

The concrete shall be placed layer by layer as directed by the Employer, over the whole area to be concreted, until the required height is obtained. Care shall be taken that segregation of the aggregates by rolling down the exposed working surface of the placed concrete does not occur. Should any accidental segregation occur within the formwork, the affected area shall be thoroughly turned over by hand until a homogenous mix has been obtained. Under no circumstance shall concrete that is partially hardened be rapidly deposited in the formwork.

All structural concrete shall be compacted with the aid of mechanical vibrators. The vibrator shall be of a type and design approved by the Employer. Enough vibrators shall be used to cause all concrete to flow or settle readily to the forms and not through the forms, except in sections too thin to permit the insertion of the internal type, in which case form vibrators may well be employed if approved by the Employer.

Foundations shall be placed over their full depth in one operation and the top surface carefully levelled. Concrete placed in timbered excavations shall be well rammed close against the excavation face as the timber is withdrawn. After the concrete has taken its initial set, care shall be exercised to avoid jarring the forms.

In joining fresh concrete to concrete that has already set, the concrete already in place shall have its surface cut over thoroughly with a suitable tool to remove all loose and foreign materials. The surface shall then be washed and scrubbed with wire broom and thoroughly drenched. It shall remain moist when the new concrete is placed. Immediately prior to the placing of the new concrete, the old surface of concrete already in place shall be thoroughly coated with cement slurry.

2.3.9 Curing of Concrete.

Concrete, after it is placed and until the expiration of the curing period herein provided for, shall not be allowed to dry out. Water curing shall be accomplished by keeping the surface of the concrete continuously wet by covering with water, or with an approved water saturated covering, or by spraying. All water used for curing shall be fresh water. Curing by other method shall be subject to the approval of the Employer. Curing shall be on for at least seven (7) days.

2.3.10 Protection.

All exposed fresh concrete surfaces shall be protected to prevent damage. Sufficient covering shall be provided and kept on hand for this purpose. All concrete shall be adequately protected from injurious action of the sun in a manner satisfactory to the Employer.

2.3.11 Embedded Items.

Before pouring any concrete, care should be taken to determine that all embedded items indicated on the drawings or otherwise specified are firmly secured and fastened in place.

2.3.14 Approval before concreting

Whenever so required by the Employer, concrete shall not be placed in any part of the works until the preparations (reinforcement, formwork, embedded items, etc.) have been inspected and approved by the Employer and his authorisation to concrete that specific part has been obtained.

2.3.15 Steel Reinforcement

Steel for normal reinforced concrete shall be deformed bars EF 40.

2.3.16 Bending and Fixing of Steel Reinforcement

Steel reinforcement shall be bent cold accurately to the shapes and dimensions shown on the drawings.

Reinforcement shall be fixed rigidly and accurately in the forms in accordance with the details shown on the drawings so that the specified amount of cover to the bars is everywhere maintained. For concrete members in contact with wet earth or moisture, minimum cover is 3cm. Minimum cover for beams and columns above ground level 2.5cm and for slab above same is 1.5cm

Approved spacers and chairs may be used. Reinforcement temporarily left projecting from the concrete at construction or other joints, shall not be bent out of position during the period in which concreting is suspended, except with the approval of the Employer.

The steel shall be free from oil, grease, dirt, paint and rust. Bars, generally shall be of the required lengths; welding of main bars will not be permitted.

2.3.17 Form work

Timber forms shall be constructed of sound, well-seasoned timber of such quality and strength as will ensure rigidity throughout the placing, ramming, vibration and setting of the concrete without visible deflection. They shall be so constructed that they can be removed without shock or vibration to the concrete. All joints shall be tongued and grooved, unless otherwise required, and shall be made sufficiently tight to prevent any leakage of grout. All form work shall be inspected and approved by the Employer before concrete is placed within it.

The use of steel forms or forms made of other materials may be permitted provided the requirements for strength, joint, etc., are met and they are to the satisfaction of the Employer.

Forms for all permanently visible concrete surfaces shall be planed smooth so that the internal faces are perfectly true and free from irregularities. Where the finished surfaces of the concrete are not to be permanently exposed, the forms may be constructed of plain butt-jointed swan timber.

2.3.18 Preparation of Forms before Concreting

Before the concrete is deposited, the forms shall be thoroughly cleared and freed from saw-dust, shavings, dust, mud or other debris by flushing with water. The inside surfaces of the form shall be coated with lime wash or an approved mould oil, care being taken to keep the reinforcement free from any such coating material.

2.3.19 Formwork for Vibrated Concrete

When concrete is to be vibrated, special care shall be taken by the Contractor to maintain rigidity of the formwork and supports against the action of the vibration of the concrete.

2.3.20 Removal of Forms

Forms shall be removed in such a manner as will not injure the concrete, and no formwork shall be removed before the concrete has sufficiently set and hardened. The table below gives minimum periods before striking formworks.

<u>Type of formwork</u>	<u>Minimum period before striking</u>
1. Vertical formwork to columns	12 hours
2. Soffit formwork to beams and slabs	14 days
3. Props to beams	21 days

The provision of suitable curing methods should immediately follow the removal of the formwork.

2.3.21 Tolerances

The maximum tolerance within which concrete work shall be constructed are as follows;

- All setting out dimensions $\pm 5\text{mm}$
- 1 Section of concrete members $\pm 3\text{mm}$

Any rectification of work not constructed within the tolerances set out above shall be entirely the responsibility and at the expense of the Contractor.

2.4 Block Work & Plastering

2.4.1 Scope of Works

The Contractor shall provide all materials, appliances and labour necessary to complete all block work and plastering required by the contract drawings and specifications.

2.4.2 Sandcrete Blocks

All sandcrete blocks are to be made in a proportion of one part cement and seven parts sand, Vibratory type, and in case of the blocks made in an approved machine, the mixture shall be 1 part cement and six parts sand, well rammed and consolidated in mould, and to be made into blocks within half an hour of the water being added to the mix.

2.4.3 Mortar

Mortar for block-laying is to be composed of one part cement and 3 parts sand. Mortar is to be used within two hours mixture and mortar which has commenced to set must not be used.

2.4.4 Wall to D.P.C. Level

All external and internal walls below damp proof course level to be built in 20cm thick solid blocks 40cm long by 20cm deep.

2.4.5 External and Internal Walls Above D.P.C. Level

All external and internal walls above D.P.C. to be built in 20cm, 15cm or 10cm thick hollow blocks as indicated on drawings.

2.4.6 Tyrolean Rendering

Render all block work and concrete surfaces (lintels, columns, beams, soffit of reinforced concrete floors etc..) internally and externally, in sand and cement mortar tyrolean plastering to a finished thickness of 1.5cm minimum. Rendering to be mixed by volume as follows:

One-part cement, three parts approved sand

Render interiors of all gullies, manholes and septic tanks where applicable.

Section 3: Roof Support Structure and Roof Covering

3.1 General description

The works described here involve the construction of roof trusses and purlins in hardwood, for the roof of the C2D-LCU building at Mulang- Mankon.

All construction details pertaining to jointing and sizes of members of trusses and other structural units as shown on drawings or as laid down in this or any other particular specification must be strictly respected.

3.2 Nature of wood.

The wood to be used for the works may be Doussie, Iroko, Mowingui or Landa or any other locally available hardwood of similar quality and characteristics. It must be air-dried with a moisture content between 14-17%.

Wood for timber beams and roof trusses must be of good quality and free from all defects, wavy edge, shakes, splits, and loose or dead knots. It must be well aligned and no traces of decay or charring would be accepted. Adequate information must be provided concerning the source and handling of the wood, to facilitate the verification of quality by the controlling Engineer.

3.3 Preservation

All wood intended for the above-defined structural works shall be preserved with a good fungicide-insecticide such as Xylamon. Preservation shall be achieved by immersing the various members of the trusses and other structures in preservative for a period of 30 seconds to 3 minutes, before assembling. New surfaces exposed by cutting after preservation would be further preserved by coating with preservative to a spread of 250 g/m². It is therefore advisable to prepare completely and cut the timber into pieces of appropriate dimensions prior to treatment.

3.4 Painting

Where painting of the timber is desired, all relevant parts of assemblies or individual pieces should be protected with a priming paint and one undercoat before leaving the factory.

Steel components other than bolts, connectors and washers should in all cases be painted before dispatch to the site. All surfaces should be thoroughly cleaned to remove all loose scale and rust before being painted with one coat of genuine red lead paint.

3.5 Workmanship

3.5.1 Moisture Content.

In order to minimise the effects of shrinkage or warping, the moisture content of the timber at the time of fabrication should be within 3% of the moisture content likely to be attained by the timber in service.

3.5.2 Machining of Timber

a) General

All timber should be sawn, planed, drilled or otherwise machined to the correct shape and size in accordance with the detailed drawings and specifications. Dimensions and spacing should not be scaled from drawings. Pieces damaged by splitting or bruising would be rejected if the dimensions allowed for similar defects in grading are exceeded.

b) Surfaces:

The quality of the surface, as finished, should be appropriate to the position and use of the timber. Surfaces at any joint in an assembly should be such that the parts may be brought into contact over the whole area of the joint before connectors are inserted or any pressure or restraints from the fastening is applied. These surfaces should have a good sawn or planed finish. Bearing surfaces of cuttings should be smooth.

c) End Sealing

Where splitting is likely to have a deleterious effect, end sealing is recommended.

3.5.3 Jointing

a) General

Details of the joints at nodes of the trusses are as shown on the drawings. Joints at nodes of the trusses are to be realised in nails.

The Contractor is advised to order wood from the saw mill with lengths that would minimise the need for joints.

b) Nailed Joints

When specified or where necessary to avoid splitting, nails should be driven into pre-bored holes of diameter not greater than four-fifths of the diameter of the nails. Care should be taken to avoid placing nails in any end split.

c) Bolted Joints.

Bolt holes should be drilled to diameters as close as possible to the nominal diameter of the bolt and in no case more than 1/16 larger than the bolt diameter. Care should be taken to avoid placing a bolt in any end split. A minimum of one complete thread should protrude from the nut.

A washer should be fitted under the head of each bolt and under each nut. The minimum sizes of washers are given in the table below:

Diameter of bolt (mm)	Minimum thickness of washer (mm)	Minimum sides of square or diameter of washer
10	3.5	50 mm

3.6 Assembly of Units.

3.6.1 General

Assembly of structural units should be done on a level bed and in such a way as to avoid damage to any of the members and so that the finished structural unit conforms to detailed drawings and specification. Assembly shall be done on site or in factory. When assembly is done in the factory, transportation to site would be as described below.

3.6.2 Site Assembly

When assembly is to be performed on the site, one set of components should be fitted together and dismantled prior to despatch to the site, in order to ensure that the assembly of structural units conform to the detailed drawings and specifications. Twisted or damaged members should be replaced before erection on the site.

Before proceeding with bulk production, a complete assembly of one of each framed truss or other structural unit should be checked to prove the accuracy of the templates, etc. A similar check should be carried out from time to time to control the wear and tear on templates and gauges.

3.7 Transport of Assemblies from Factory.

3.7.1 General:

Assemblies done in factory should be checked for correctness in same way as described above for site assemblies.

3.7.2 Protection:

- a) All materials and assemblies should be protected from the weather, and suitable measures should be taken to protect the surfaces during hoisting, etc.
- b) Handling.
The over-stressing of members during handling should be avoided. Where lifting points or methods of lifting are not indicated on the design, guidance should be sought from the Supervising Engineer.
- c) Storage:
Timber components should not be exposed to high humidity and all materials and assemblies should be protected against exposure to the weather, wetting, damage, decay and insect attack.
- d) Placing.
All trusses assembled either on site or in factory can be placed, with the use of a crane. Placing can also be achieved by assembling the members in-situ. It can also be done by assembling the truss in 2 or more partial trusses, erecting these partial trusses with the help of a crane and scaffolding and coupling the partial trusses in-situ.

3.8 Purlins:

Purlins shall be in well-seasoned timber of dimensions 5 x 10 cm fixed to the trusses with the help of angular wooden wedges which also serve to keep the purlins on edge at right angles to the rafters. The purlins must, prior to use, be treated with wood preservative as described above

3.9 Roof Covering:

The roof covering shall be of 5/10 aluzinc (Tole bac) sheets of maximum possible length laid to fall as shown on the roof plan. In this particular case the roof for the guard's house shall be constructed with reinforced concrete.

Section 4: Electricity

4.1 Preamble

4.1.1 The Works.

This section specifies the requirements to be met in the execution of the various operations involved in the installation of electrical energy and equipment to the building. The Contractor shall be required to execute the works in strict compliance with the drawings and diagrams provided. However, if necessary, he may propose any modifications that he may deem fit and obtain the approval of the Supervising Engineer prior to implementing such modifications. Where the Contractor proposes a modification, he shall be required to undertake a detailed study and produce all necessary electrical circuit diagrams and other relevant electrical drawings, and obtain approval thereof from the Employer prior to execution of the works.

4.1.2 Definition of works.

The contractor shall be expected to realise all the works and deliver the installations to the Employer in working order and according to existing regulations and standards.

4.1.3 Composition of works

The works shall generally comprise:

- Low voltage wiring of the building (i.e. installation of various circuits as required - lighting, sockets, etc.)
- Installation of various control and protection units as necessary
- Low voltage horizontal distribution boards.
- Normal lighting of all spaces in accordance with electrical layout plan and standard lighting requirements
- Earthing of the building and installations.

4.2 Documents to be supplied by the Contractor.

- Various circuit diagrams and other detailed electrical drawings
- Plans showing passages and reservation in civil works for electrical works.
- As built drawings showing location of all electrical circuits, panel boards, circuit breakers, equipment, etc.

4.3 Technical Prescription – Conditions for Execution of the works.

4.3.1 Presentation of Materials.

The Contractor shall present for approval samples of the materials, equipment and appliances he intends to install. Installation can only be started when the Employer has given his approval.

4.3.2 Functioning Voltage.

Materials supplied and installed should be rated to function on the standardised voltages of 220V single phase neutral and 380 V three phases or as instructed by the Employer.

4.3.3 Current Breaking Capacity, Short Circuit Current Resistance.

Protection equipment of the various circuits should ensure the breaking of fault current of the point under consideration. Other equipment associated with the process of protection should be able to resist maximum short circuit current during the period that the fault is supplied.

4.4 Workmanship.

The crossing of walls or floor/ceilings will be by means of pipes adequately protected against fires. In addition, tubes for cable work should be plugged during construction to prevent any water (which may come from regular cleaning of the site) from entering the tube.

Cable work for sub circuits shall be run in appropriate PVC or other conduits installed surface or buried as per the Employer's instructions. The derivation of circuits will be done in encased junction boxes, and all junction boxes must be accessible and have removable covers.

4.5 Test and Receptions.

On completion of the works, a pre-reception will be carried out consisting of:

- General verification of the installations of the buildings to ensure that they are functioning well.
- No-load and on-load tests of the networks and equipment.
- Control/detection of over-heating and voltage drop.
- Test to verify the insulation of currents connected between phases and between phase and neutral.
- Control/verification of earth resistance.
- Control/verification of conformity to the project.

Any defects noted will have to be repaired by the Contractor. The provisional reception of the installations will be pronounced only after the contracting parties are in agreement that the project has been well executed and the required guarantee for the necessary retention period provided for by the Contractor.

One year after the provisional reception, a final reception of the installations would be carried out under same conditions as the provisional reception. In addition, the following tests and verifications would be done:

- A verification of the wear of the materials and equipment.
- A control of the fixations.
- Insulation tests.

Where certain parts are replaced, the guarantee will be prolonged.

4.6 Equipment (Material, Appliances and Fittings).

Equipment supplied and works executed must conform to the prescriptions made earlier. In addition, the body of the cabinets must provide the degree of protection prescribed by the various UTE standards, namely:

- Protection of people from parts that are live
- Protection of the materials against penetration by solid bodies and dust,
- Protection of materials against liquids,
- Protection of materials against mechanical damage,
- Protection of material against corrosion.

Current shall be supplied to the distribution main switch box compulsorily through a cut-out and circuit breaker suitably calibrated, the whole assembly together with sub-circuit projections being enclosed in the same metallic cabinet. All equipment installed in the distribution box must be well marked and identified.

Tapping from the terminals of one appliance to supply others is strictly forbidden. Each appliance shall be supplied from a junction box by means of male/female supreme connectors. Where power connectors are used, it shall be necessary to use insulating separators between them. Each connector must be marked with a number corresponding to the plan in the distribution box.

Luminaries shall be preferably selected from those manufactured by MAZDA, LEGRAND or PHILIPS, unless otherwise requested by the Employer.

The earth circuit shall consist of a ringed naked multi-strand copper wire of 29 mm² section at the base of the foundation, and care shall be taken not to bury it inside concrete.

Section 5: Plumbing

5.1.1 Definition of Works

The works involved in this section shall begin from the water supply meter, or main stop valve to the installation of pipe work, the supply and installation of all sanitary fittings and appliances and to all the pipe work for the evacuation of wastes and sewage water to the septic tank. Plumbing works shall also include the construction of the septic tank.

5.1.2 Presentation of Samples.

The Contractor shall present samples of required appliances and sanitary fittings for approval before placing any order for purchase and prior to installation.

5.2 Technical Requirements concerning the Supply of Fittings, Equipment and Materials and the Execution of the Works.

5.2.1 General Requirements Concerning Pipe work.

Before installation, all pipes must be cleaned to remove any foreign body – grease needed for shaping, stopper, pipe particles resulting from cutting of pipes.

Joints shall not be allowed in sections of pipes buried in walls, floors or other concrete member.

Pipe sections for supply and evacuation of waste water, storm water, and sewerage shall be established on the basis of nominal outflow per fitting.

Pipe work for water supply pipes would be of PVC of diameters as defined on plans. Pipes for evacuation of waste water and sewage would generally be of PVC and their placing and fixing shall be as recommended by the manufacturer. Minimum slope for evacuation pipes shall be 4%.

Pipes evacuating waste from sanitary fittings shall have the following minimum diameters:

Water closet	100 mm
Wash hand basin	40 mm
Showers	50 mm
Floor drains	50 mm.

5.2.2 General Prescription for the Installation of Sanitary Fittings

Sanitary fittings must be installed on level surfaces. Metallic pieces used for fixing and fitting in place must be protected against oxidation and corrosion.

Screws and nuts must be made of inoxidable material. The heads of screws and nuts must be separated from ceramics by washers of rubber or any other material.

Exit valves would be judiciously located in the pipe network to allow for purging of the network of water or air when need be. A stop valve shall be installed on the supplying line of each sanitary fitting.

Connections between main supply PVC pipe and sanitary fitting shall be realised with copper pipes.

5.3 General Conditions for Installations Works.

Before starting any operation, the contractor shall submit his working drawings to the Employer for approval. He shall indicate in advance where his pipe work would pass through beams, columns, walls, etc.

The contractor shall ensure that the installations do not produce noise when turned on. The installations should be capable of functioning free of vibrations, and where vibrations cannot be avoided, enough precautions should be taken to reduce the noise to the barest minimum.

The Employer shall, if he deems it necessary, verify the quality of material to be used or equipment to be installed. This verification, however, shall not relieve the Contractor of his responsibility over the works until after the expiration of the guarantee period.

Tests shall be carried out on the installations prior to reception of the works. These tests shall aim at appraising, inter alia:

- Ease and efficiency in manipulation of taps, valves, etc.
- Supply flow rates for each equipment
- Efficacy of evacuation mechanisms
- Evacuation flow rate of each fitting
- Efficacy of trappings.
- Noise level in operation

Provisional reception of the installations shall be done only if the test results are satisfactory.

Final reception shall be done one year after provisional reception, and the Contractor shall be required to make good at his own expense all defects observed during the guarantee period before final reception is done.

5.4 As-Built Plans.

At the end of the works, the Contractor shall produce and submit to the Employer, detailed as-built plans showing the executed works. Such details would include precise locations of pipes and their joints, stop valves, etc.

Section 6: Joinery Works

6.1 Composition of Works

The works described in this section shall include all wood/metal/aluminium joinery and iron-mongery works as follows:

- The supply and fitting of all security locking and handling devices for doors and windows as described in this section.
- The supply and installation of all metal and/or aluminium profiles for metal joinery works.
- Supply and fitting of timber frames, door shutters, glazing and finishes in accordance with the plans.
- Suspended ceiling in plywood including insulation and all finishes
- All other accessory works necessary for the completion of metal, or timber joinery works.

6.2 Materials

6.2.1 Iron-Mongery:

Surfaces of all castings shall be true, smooth and free from burrs, and all portions of lock mechanism, etc., which come in contact with or bear upon other parts shall be dressed to a true, smooth surface.

All door closers (exterior and interior) shall be guaranteed for a period of one (01) year.

6.2.3 Latch Bolts:-

Latch bolts shall be constructed so that they can in no way work loose, and if washer is rivet head must be full and machine set. All latch and lock bolts not otherwise specified shall be cast bronze.

6.2.4 Screws:

All hardware shall be secured with suitable screws and bolts of same material and finish. Screws for strike and face plates, hinges, sash fasts, transom hardware, windows pole plate, half-mortise brass locks, overhead door holders, and all door check and brackets for same shall be flat-headed counter sunk screws. Screws for all other exposed hardware oval headed. All shall be countersunk, unless distinctly specified otherwise. Screws for butts for exterior aluminium doors shall be stainless steel.

Hardware for metal frames, doors and windows, shall be secured with suitable tap-screws, mill screws and bolts.

All wood screws for securing door butts shall be long enough to secure butts through jamb and into wood stud behind jamb and blocking.

6.2.5 Hubs: -

Even Hubs for knob spindles shall be of cast bronze, finishing flush on each side of case.

6.2.6 Cylinders: -

Cylinders of locks shall be of proper length to fit the doors or drawers for which they are intended. Cylinders for all locks shall be cast bronze using a common standard diameter cast bronze rotating plug. The key way shall be a paracentric type of single section with seven pins or multiple (four or more) section with six pins multiple capable of being master keyed and grand master keyed as specified in the amendments without duplications or interchanges.

6.2.7 Strikes

Strikes for latches shall project sufficiently to properly protect trim. Slots in strike plates shall not be more than 5mm longer than bolts, and less than 6mm will be allowed between slots for latch and bolt.

6.3 Keys

Upon completion of the building and after all locks have been secured in their proper positions, all keys belonging thereto, shall be fitted to and made to work freely in their respective locks, in the presence of an Inspector representing the Employer. Thereupon the required number of keys for each lock, properly marked, shall be delivered to the Employer, who shall acknowledge receipt.

The top face of each key shall be stamped with a letter and number starting with A1 to Z1 and continuing the series of letters and numbers for the maximum of keys furnished. Each series of keys shall be tagged.

6.3.1 Key Schedule

A schedule of the keys shall be furnished in quadruple giving the letter and number of each key and the number or names of the rooms, cases, lockers, etc., for which the keys are intended.

6.4 Samples For Approval

A sample of each and every piece of hardware required shall be submitted for approval as to quality and design. These samples must conform to the requirements hereinafter specified and to the approved samples of the various manufacturers in the office of the Employer. After the samples have been approved, they will be forwarded by the Employer or his representative at the building, who will permit them to be installed in the places for which they are intended and will make a record to the location of each sample. The rest of the hardware furnished for the building shall correspond in all particulars to the approved samples and any articles that fail to do so will be rejected.

6.5 Windows

All windows to be fitted on the building shall be high quality louvered frames in galvanised steel screwed to wooden frames. The dimensions shall be as specified on drawings.

6.6 Wood Joinery Works

6.6.1 Scope

The work under this heading includes generally all interior wood finish, such as doors and frames, transoms, base, skirting board, picture-moulding, cupboards, cases, cabinets, lockers, shelving, fittings for special rooms, etc., and all exterior wood finish as required by the drawings and specification.

6.6.2 Carpenter and Joiner.

Timber:

As much as possible and feasible, all the material specified under this section, shall be the product of one mill. All timber shall be of very good quality and shall be free from sap, shakes, large loose or dead knots, wavy edges, borers, termites and other serious defects; it shall be properly seasoned and holding up to the full scantling after sawing.

For carpentry work timber shall be Mahogany or any other locally obtainable hardwood with similar properties as may be proposed by the Contractor for approval by the Supervising Engineer. The hardwood timber shall comply with B.S 940 or equivalent.

For joinery work the timber shall be Mahogany, African Walnut, Bete, Makoré, iroko, or other approved timber and shall comply with B.S. 1186.

Wrot Face.

All exposed faces of timber are to be wrot unless specifically shown otherwise on the drawings and 3mm will be allowed from the specified size for each wrot face.

The Contractor shall also submit for approval the sample of the wood to be used for the interior wood finish and a sample of the wood to be used for the face veneer of the doors.

6.6.3 Preparation. -

The preparation of timber is to commence simultaneously with the beginning of the work generally, and should proceed continuously until all the woodwork is to be cut out and framed together as soon as possible after the detailed drawings are received, but not glued or wedged up until ready for fixing.

The joinery work is to be cut out and skeleton framed and stacked outside immediately the Contractor is given possession of the site and has produced and obtained approval for detailed drawings. It is to be carefully stored and protected from the weather but is not to be wedged up until required for fixing in the building. Any portion that wraps or develops shakes or other defects are to be replaced with a new one before being wedged up.

6.6.4 Fixing

The fixing and framing of timber generally hereafter described includes the provision of all necessary glue, nails, screws and other fixing elements to adequately secure the timber in an approved method and as may be directed.

6.6.5 Dimensions

All dimensions are to be taken from the drawings and scheduled data and verified on the buildings, and not from the Bill of Quantities (here provided).

6.6.6 Framing.

Joiner's work is to be executed in the best possible manner properly screwed, tenoned, shouldered, wedged, pinned and glued with all exposed faces sanded and sand-papered as required.

All glued joints are to be cross-tongued and all edges, where not moulded, are to be slightly rounded.

All machine made work is to be finished off by hand where required and sanded in the best manner for painting, where applicable.

6.7 Wood Preservative

All structural timber, door and window frames are to be brushed with a wood preservative complying with B.S. 1282 type B. Timbers shall be treated after cutting and before assembly and any timber which is cut after treatment shall have the cut surfaces treated with two brushed coats of the preservative.

The preservative used shall be that which will allow satisfactory painting after drying out.

6.8 Insulated Ceilings: -

6.8.1 Ceiling Boarding

Ceiling boarding to be of 5mm plywood.

6.8.2 Skirting

Where shown on the drawings or quantities provide and fix 3cm x 10cm mahogany chamfered skirting sanded to walls and mitred at junctions. Provide all necessary fixings and grounds.

6.9 Flush Doors: -

All doors shall be as described in the particular specification or as indicated on drawings and door schedules.

6.10 Door Frames: -

Unless otherwise specified in the detail drawings, provide 18cm x 5cm rebated frames to all doors and fix to walls with four mild steel holdfasts screwed to back of frame and built into joints of hollow block work with concrete mortar.

Fix feet of all door frames with 1cm x 15cm mild steel rod doweled into frame and floor.

All door frames are to be fixed with faces flush with the finished plastered surface of the walls. Doors are supplied complete with frames, security locks, architraves, and all finishes.

6.11 Shelving:

Provide 2.5cm shelving to cupboards etc., as shown on the drawing fixed on 5cm x 2.5cm framed wall brackets. All shelving shall be fitted 2.5cm clear of wall face, as shown in detail drawings.

6.12 Material for Interior Finish: -

All interior wood finish shall be made up of thoroughly seasoned, kiln dried woods of the kinds specified.

6.12.1 First quality, clear, plain saw Iroko, Mahogany, Bete, Makoré, etc. flat grain shall be used for all interior wood finish throughout, except as otherwise specified hereinafter or shown on drawings. All this material shall be clear on all exposed faces and edges, free from checks, cracks, or other blemishes that would mark the appearance of the finished wood.

6.12.2 In assembling interior wood work, arrange pieces so that variations in grain pattern are kept to a minimum at all areas. The Contractor shall submit two samples for the use of the painters in making colour samples. He shall also submit three sets or more samples of Iroko, Mahogany and any other hardwood available in Cameroon for approval before starting on any of the millwork. Dimensions of samples shall be 15cm x 13cm and shall be sand-papered smooth.

First quality red or white Iroko or Mahogany shall be used for all interior window frames, trims, and for all wood finish.

- 5.13.3** All finished wood work except that which is specified to be stained and varnished shall be primed on both sides and all edges with white lead and linseed oil before leaving the shop.

The Contractor shall assume full responsibility that all the finished woodwork is completely primed, stained, filled and shellacked as required before applying finishing coats of paint or varnish.

Stain and filler may be applied in one operation, provided that the material to be used is factory mixed and is approved by the Employer before application.

6.13 Plywood:

Where ever plywood construction or veneer panels are required by drawings or specifications, it shall conform with the following requirements: -

Graphic Indication for plywood: Where plies are required by drawings, disregard the measured thickness of the individual plies unless dimensions in figures are given thereon.

6.13.1. Thickness:

All dimensions for thickness, either of plies or overall used in connection with plywood refers to the thickness before sanding.

Wherever 4mm, 5mm, 6mm or above veneers are required submit visual proof or proof in affidavit form that the material used was the specified thickness before sanding.

6.13.2 Materials

All plywood shall be cabinet grade. Face veneers shall be material specified. The face veneer in all cases shall run the long dimension of the panel and shall be at right angles to the cross-band veneer.

Face veneer shall be same material on both sides. Cross-banding shall be same material on the both sides. Cross-band material shall not be fir.

The material for cross shall be solid and without void. It may consist of strip construction glued together, or be of laminated construction.

6.13.3 Appearance

All plywood shall be G2S (good 2 sides) except tops and backs of fixed cabinets, and suspended ceilings. These tops and backs shall be G1S (good 1 side).

All exposed plywood shall be finished as follows (for doors) and as per details:-

- Face veneer: 6mm, cross-band: 4mm core to be solid with rails framed into stiles.
- Edge strips on sides, top and bottom of doors. (Strips are not required around openings of glass or glass or louvers)
- Thickness 4cm unless otherwise specified.
- Strips are to be glued in a manner to prevent loosening and may be installed before or after the door is assembled.

6.14 Workmanship

All work shall be done in strict accordance with the details for the various portions of the work. All adjoining pieces of hardwood for any work specified in this section shall be carefully selected to match the colour and grain as closely as possible. Interior finish shall be smooth, high-speed machine work, free from planing machine marks, sand-papered smooth, ready to receive paint or varnish. Wood work shall be countersunk. Kerfing on faces of trim or moulding will not be permitted. Stiles and rails shall be properly housed in to framework and all parts properly nailed and glued together. All trim except window trim shall be mitred with mitres doweled or clamped with approved clamps. For joining of window trim see details.

6.14.1 In addition to machine sanding all interior wood work shall be properly sanded by hand with sandpaper to give them a smooth surface for finishing.

6.15 Exterior Entrance Doors

It is intended that all external doors, excepting toilet doors, should be made from deep bronze aluminium profiles and cladded in glass pane. However, should it be acceptable to use wooden doors as alternative, the doors shall be made out of hardwood found in Cameroon. Northern white pine, Mahogany, Iroko etc. are all of select grade. Mounting when indicated, shall be white Iroko.

Rails, stiles and panels shall be solid. The doors shall be primed with one coat of pure white lead linseed oil paint before delivery. The Employer reserves the right to take apart one or more doors for the purpose of examining the materials and method of construction.

6.15.1 Panels of exterior entrance doors shall be of the floating type, constructed on built-up cross of narrow strips of thickness required by the details, of mahogany or Hardwood Timber with grain reserved in alternate strips, glued together under machine pressure. Veneers must be glued under pressure of not less than 1000 kg.

6.15.2 All glue used in the construction of these exterior doors shall be of the phenolic resin type capable of resisting any tests demanded by the Employer.

6.15.3 Panels shall be secured in place with panel mouldings of same material specified for stiles and rails and set in white lead. All surfaces of door shall be properly sanded and primed with one coat of pure white lead and linseed oil paint before delivery. When delivered at the building the doors shall be at once fitted to the openings and all edges sealed with a heavy coat of approved paint.

6.16 Interior Doors, Trim, etc:

Furnish and set all wood doors, transoms, jambs, bars, trim, plinths, partitions, etc., as indicated on details and scale drawings.

All materials shall be of the respective kinds specified under Material for Interior Finish. Stiles and rails shall be blind-tenoned, wedged and glued together. Doors 3cm or less in thickness shall be 5 ply for core plywood. All other doors, unless otherwise specified, shall be flush veneered doors.

Flush veneered doors shall have stiles, rails and panels of built-up cores of narrow strips of northern white pine or ponderosa pine, with grain reversed in alternate strips, stiles and rails mortised and tenoned and blind wedged. Panels shall be tongued and grooved into stiles and rails and glued together under machine pressure.

The doors shall have hardwood edge strips of same material as face veneer, and not less than 2cm thick. The entire core of doors shall be covered with a 4mm thick flat-sawed finish veneer before sanding, glued under pressure of not less than 500 kg and must have properly sanded finished surfaces and finishing by hand with 00 sandpaper. When delivered at the building the doors shall be at once fitted to the openings and the top and bottom edges sealed with a heavy coating of approved paint. The Employer reserves the right to take apart one or more doors for the purpose of examining materials and method of construction.

If the doors selected at random are found after examination to be not in compliance with the specification, then the Employer may take apart other doors.

6.16.1 Jambs shall be solidly blocked out especially where hardware is to be applied, blocking behind door butts shall be set so as to receive the butt screws.

Interior flush wood doors may be assembled with highly water-resistant glue and 2cm hardwood spiral dowel, five inches long, or with mortise and tenons with blind wedges.

Provide opening in wood doors, where required, for the glass light specified in the door schedule.

6.17 Window Trim

Wood windows shall be trimmed with stools, aprons, casings, mouldings, etc., in accordance with details, unless otherwise indicated.

Section 7: Floor & Wall Finishes

7.1 Scope:

The work under this heading includes all floors and wall tiles as indicated on drawings or specified. All rooms to be tiled will have a 10cm skirting in the same material as floor finish except where P.V.C. tiles are specified. The Contractor shall submit two samples of each type and pattern of floor and wall tiles for approval.

7.2 Vitreous Tiles:

Unless otherwise specified in amendments, tiled floors may be paved with vitreous ceramic tile or mosaic type consisting of a combination of 2.0 cm or 5cm units in patterns and of colours (not more than two) to be selected by the Employer. Tiles shall be laid on a bed of stiff type mortar and shall be tamped down to the proper level. Joints shall be grouted with neat Portland cement. The surface of the tiles shall be cleaned of cement.

7.3 Glazed Tile:

Where tile wainscoting is indicated on drawings, it shall be to heights indicated on the drawings. Wainscots shall be made up of 10cm tiles.

7.4 General:

All tile work shall be cleaned upon completion of the tile laying operation, care being taken of all adjoining material and all work shall be left in a satisfactory condition.

The surfaces to receive the tile shall be well wetted, and the tile well soaked with clean water before application, no more tiles shall be removed from the soaking tubs to drain board than can be applied within the hour.

- All wall tiles shall be laid up with vertical joints (not over 2mm thick), continuous and unbroken in perfect alignment.
- The tile shall be buttered or floated to suit conditions.
- All joints shall be filled solidly with white cement.
- Tiles shall be set, with Type B mortar, to the required levels and planes with true lines and angles.
- Cut edges of tile shall be carefully ground and jointed. Do all cutting and drilling required for setting and as may be required by other contractors in a neat manner without marring the surface.

7.5 Option for Setting Glazed Tile:

The Contractor has the option of using the thin bed (Miracle Adhesive) setting method as hereinafter specified in lieu of the customary method of setting glazed tile in cement. If the Contractor chooses to use this option, he shall install a smooth white finishing plaster coat immediately behind all glazed tiles.

If the Contractor chooses to exercise the option of the thin bed setting method for tile, he shall make all required adjustments in room sizes, door and window trims, etc. that may be necessary to suit conditions. This option of the thin bed setting method applies only to glazed tiles.

7.5.1 Adhesive

The adhesive shall have been used for setting tiles successfully for at least five years within the National territory under similar conditions. The adhesive shall have a rubber and resin base, and it shall not contain any asphalt or vegetable oils. The adhesive shall be supplied in containers bearing labels with instructions for application, methods of cleaning tools and work, and warning of any conditions where its use is not recommended.

7.5.2 Prepared Grout

Miracle tile grout of proper type, or approved equal, shall be used and installed in accordance with the manufacturer's directions.

7.5.3 Surfaces to Receive Tiles

All surfaces to receive tiles shall be firm, smooth, clean level, plumb and square. Inspect all surfaces prepared by others before starting tile work and report all unsatisfactory conditions. Starting tile work shall be considered an acceptance of work of others.

7.6 **Installation of Wall Tiles**

Either of the two methods described below (buttering or floating) may be used at Contractor's discretion for wall tiles.

a) Buttering method for wall tiles

Place on back of each tile one or more daubs of adhesive of such quantity that the adhesive, when compressed will cover 50% of the back of each tile, approximately 2mm thick.

b) Floating method for wall tiles

Spread adhesive using a saw tooth trowel having notches approximately 4mm deep and 13mm apart, covering surface evenly with a thin layer of adhesive and leaving no bare spots. Coverage shall not be more than 1 square meter per litre of adhesive.

Press each tile firmly into wet adhesive within five minutes after adhesive is spread, using slight twisting motion. Do not slide into place as adhesive will build up on tile edge and squeeze through joint, making satisfactory grouting difficult. Maintain horizontal and vertical joints plumb true and even and of specified width.

7.7 **Grouting & Finishing**

Where possible, tile should not be grouted sooner than 24 hours after setting, to permit complete evaporation of solvents in the adhesive.

- Clean all joints of dusts, dirt, and excessive adhesive. Adhesive may be removed with a sharp knife or solvent. When grouting wall tiles, thoroughly soak all joints with clean water. This is important, as grout will not cure properly unless thoroughly soaked.
- The grout shall be mixed with clean water to a consistency of thick cream. Completely fill all joints and allow the grout to set for a few minutes. Remove the surplus grout and finish flush and true. As soon as the grout has reached its initial set, thoroughly wash wall with a sponge and clean water. Polish with clean, dry cloth.

Section 8: Painting and Decoration.

8.1 **Scope**

The work under this Section shall include the furnishing of all labour to complete all interior and exterior painting as hereinafter specified.

The Contractor shall be required to finish all interior and exterior painting in accordance with the various colours selected by the client for the various rooms, corridors and all other locations throughout the building in accordance with a colour Schedule which will be issued to the Contractor after the award of the contract.

8.2 **Materials:-**

Painting materials used in connection with the work of this section shall be equal to the respective painting materials specified in the specification and drawings.

The Employer reserves the right to take samples from the containers delivered to the premises and to have chemical and physical tests made on them by a testing laboratory approved by the

Employer Unless otherwise specified such tests will be made in accordance with the "Standard Methods of Tests" as specified in the specification concerning the particular materials.

8.3 Workmanship

All paint, etc., shall be applied in a proper manner by skilled Workmen. All materials or work to receive painter's finish shall be properly prepared to receive the finish. The surfaces shall be dry, free from foreign matter, dirt, cement, grease, oil, loose paint, scale, scratches, finger marks, pencil marks, etc. The various surfaces shall be sandpapered or rubbed before and between coats as required to produce a satisfactory surface. No paints, etc., shall be applied until the preceding coating is thoroughly dry.

- All knots, sap and pitch streaks in woodwork to be painted shall be coated with white shellac before the first coat is applied.
- All holes, crevices or other defects in plaster or other work shall be painted up smooth.
- After the priming or shellac coat, and before the first coat of varnish or paint has been applied, all nail holes, etc., shall be stopped with Ruddy, coloured to match the colour of the wood or the stain, as the case may be. All putty shall be brought flush with the surface and sand papered smooth, leaving no surplus putty.
- Paint shall be evenly spread and well brushed out. Varnish and enamel shall be evenly and smoothly flowed on, and care shall be taken to apply paint varnish and enamel in a suitable temperature, never when less than 60 degree F°. Application of paint by spraying will not be permitted.
- All painting shall be done so that there shall be no drops, runs or sagging of materials. Drop cloths shall be used to prevent drops of paint, kalsomine, oil, varnish, etc., from defacing the painted walls, woodwork floors, stairs, fixtures, etc., and all paint spots shall be removed from glass and other finished surfaces.
- Each coat of oil, graining, varnish or enamel shall be inspected and approved before another coat is put on. Each coat of paint shall be of a shade sufficiently different from the succeeding coat to facilitate easy identification of the different coats. The final coat shall be of the approved colour.
- Where a priming coat or other painting is called for under other sections of the specifications it shall be considered as one of the coats of paint specified in this section
- The colours for all of the work will be selected by the Employer.
- Samples of colour and finish shall be prepared under natural lighting conditions and in the places to which the various finishes are to be applied. Triplicate samples if finish on wood specified to be stained and varnished shall be prepared and furnished for approval; additional samples shall be furnished when required.

No work shall be done prior to the approval of such samples and the finished work of each kind shall be of uniform character throughout and equal in all respects to the approved samples. Unsatisfactory finishes shall be removed and the work refinished as directed.

8.4 Exterior Woodwork & Metalwork

8.4.1 Sash and doors including frames shall be painted two coats of the specified oil paint (see quantities) in addition to the shop coat. Exposed surfaces of steel lintels shall be painted with the windows.

All other exterior woodwork not otherwise specified, shall be primed with a heavy coat of lead and oil paint on all sides and edges before erection, and painted with two coats of the specified finish paint.

A third coat of paint shall be applied to all windowsills at completion of job, when directed.

8.4.2 Exterior Metal Work

Touch up all damaged surfaces of exterior metal (except on-ferrous metals) work with read lead. All steel lintels in exterior walls (not connected by hangers, bolts or otherwise to the structural steel work) shall be painted a field coat of read oxide before erection.

In addition to the shop coat for miscellaneous and ornamental iron work all exposed exterior miscellaneous ornamental iron work shall be given two coats of the specified finish paints. This shall also apply to all exterior lintels furnished under structural steel.

Galvanised iron railings and wirework shall be given one coat of approved galvanised iron primer and one coat of lead, zinc and titanium paint or aluminium as will be directed.

All exterior steel and hollow metal windows and frames after being erected and before glazing shall receive one coat of the specified finish paint (see quantities) and a second coat of same paint after putty has dried and set, not sooner than three weeks after glazing.

8.5 Interior Woodwork

All woodwork (except wood flooring), in addition to the staining and filling, lacquering or shellacking, specified to be done under other sections of work shall be finished with one coat of flat or spare varnish as will be directed.

8.5.1 Plaster, Concrete and Masonry

All plaster, concrete or masonry wall and ceiling surfaces throughout the building (except the walls and ceilings of the pipe and duct spaces) shall be painted as hereinafter specified.

The plastered walls and ceilings, including ceiling surfaces shall be given a priming or first coat, and then finished with a final coat of interior or gloss paint as selected, except laboratories, changing rooms and the like where the final or finishing coat shall be of enamel and composed of equal parts of enamel and flat finishing coat.

No painting is required on finished plastering that is permanently concealed back of fixed cabinets, etc.

8.6 Paints

All materials shall be delivered on the premises in the original sealed containers with the seals unbroken and with the name and trade brand of the manufacturer on each container. The manufacturer shall also place on each container a label on which he recommends the thinner to be used with the particular paint if thinner is necessary.

All paints, varnishes and painting materials shall be factory mixed and shall in all instances conform to these specifications.

Where paints or painting materials are specified by formula the label on the container shall also bear the formula of the composition of the contents of the containers. All material must be approved before it is used. Varnishes shall be in containers of not over 10 litres capacity.

TECHICAL PERSONNEL OF THE PROJECT

V.1 Description of the profile of the personnel

Shown below is the quality of administrative staff needed for the proper execution of the

No	Post	Qualification	Years of Experience
1	Works Director	Civil Engineering technician in civil Engineering	At least five years' experience in similar works

2	Forman	Holder of HND in civil engineering	At least three years' experience in similar works
7	Masons, carpenters, ironbenders	Certificates of works	At least five to ten years' experience in similar works
8	General Labour		

V.2 Rate of involvement of local labour

In order to ensure the spill over of the project in the community, it is expected that all the artisan staff and general labour shall be recruited locally during the realisation of the microproject.

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EQUIPMENT AND TOOLS NEEDED TO REALIZE THE PROJECT

The following state the type of equipment need for the works

TRANSPORTATION	SITE EQUIPMENT	SITE TOOLS	TOOLS FOR OPERATIVES
(01) 4x4wd vehicle	Welding machine	Electrical tools	Trowel
	Drilling machine	Carpentry tools	Measuring tape
			Protective clothing and shoes

3.3 - UNIT PRICE SCHEDULE FOR THE RENOVATION OF THE GRANDSTAND AT COMMERCIAL AVENUE.

S/N	DESCRIPTION	UNIT	UNIT PRICE IN WORDS (FCFA)	UNIT PRICE IN FIGURES (FCFA)
100	PRELIMINARY WORKS			
101	Site installation	LS		
102	General cleaning in front and behind the Grandstand	LS		
	TOTAL 100			
200	CONCRETE WORKS			
201	Reinforced concrete dosed at 350kg/m ³ for some civil works at the grand stand	m ³		
	TOTAL 200			
300	WOOD WORKS ON STEPS			
301	Supply and install seasoned hard wood on steps at the grand stand	m ³		
	TOTAL 300			
400	ROOF WORKS			
401	Construction of two small roofs with metal and wood work	LS		
	TOTAL 400			
500	CEILING WORK			
501	Maintain ceiling at the VIP section of the grand stand with 10mm plywood	m ²		
	TOTAL 500			
600	GENERAL WOOD WORKS			
601	General renovation of the ceiling of the VIP section	m ²		
	TOTAL 600			
700	METALLIC WORKS			
	General welding on all metal elements	LS		
	TOTAL 700			
800	LAYING OF CARPET			
801	Supply and lay carpet on the VIP section of the grand stand	m ²		
	TOTAL 800			
900	ELECTRICAL WORKS			
901	Supply and install 2.5mm cable	roll		
902	Supply and install 1.5mm cable	roll		
903	Supply and install Chandelier lamps 220/230V	LS		
904	Supply and install spotlight sockets 220/230V	U		
905	Supply and install ceiling lamp 220/230V	U		
906	Supply and install projector lamp 150W	U		
907	Supply and install TWILIGHT 200W	U		
908	Supply and install Circuit breaker PN 15 A	U		

909	Supply and install switch 40A/30Ma	U		
910	Supply and install Circuit breaker 10A	U		
911	Supply and install Module box	U		
912	Supply and install switch SA/(AP)	U		
913	Supply and install wago	U		
914	Supply and install junction box	U		
915	Supply and install electric toad	U		
916	Supply and install cable clips	U		
	TOTAL 900			
1000	PAINTING OF THE GRANDSTAND AND METAL FENCE INFRONT OF THE GRANDSTAND			
1001	Supply and apply white oil paint EMAIL	m ²		
1002	Supply and apply green oil paint EMAIL	m ²		
1003	Supply and apply red oil paint EMAIL	m ²		
1004	Supply and apply yellow oil paint EMAIL	m ²		
1005	Supply and apply emulsion paint pantex 1300	m ²		
1006	Purchase of 30kg syntetic thiner	U		
1007	Thinner (dulant)	LIT		
1008	Kerosene	LIT		
1009	National paint for priming	m ²		
1010	Vannishing of the ceiling	m ²		
1011	Plastic drum	NO		
1012	Sealant	NO		
1012	Painting of metal fence	m ²		

3.4 – COST ESTIMATE

(To be completed by the candidate)

ESTIMATE FOR THE MAINTENANCE OF THE GRAND STAND AT COMMERCIAL AVENUE BAMENDA					
S/N	DESCRIPTION	UNIT	Q'TY	UNIT PRICE (FCFA)	AMOUNT (FCFA)
100	PRELIMINARY WORKS				
101	Site installation	LS	1.00		
102	General cleaning in front and behind the Grandstand	LS	1.00		
	TOTAL 100				
200	CONCRETE WORKS				
201	Reinforced concrete dosed at 350kg/m ³ for some civil works at the grand stand	m ³	1.52		
	TOTAL 200				
300	WOOD WORKS ON STEPS				
301	Supply and install seasoned hard wood on steps at the grand stand	m ³	9.15		
	TOTAL 300				
400	ROOF WORKS				
401	Construction of two small roofs with metal and wood work	LS	1		
	TOTAL 400				
500	CEILING WORK				
501	Maintain ceiling at the VIP section of the grand stand with 10mm plywood	m ²	55		
	TOTAL 500				
600	GENERAL WOOD WORKS				
601	General renovation of the ceiling of the VIP section	m ²	260		
	TOTAL 600				
700	METALLIC WORKS				
	General welding on all metal elements	LS	1.00		
	TOTAL 700				
800	LAYING OF CARPET				
801	Supply and lay carpet on the VIP section of the grand stand	m ²	166		
	TOTAL 800				
900	ELECTRICAL WORKS				
901	Supply and install 2.5mm cable	roll	12		
902	Supply and install 1.5mm cable	roll	1		
903	Supply and install Chanderlier lamps 220/230V	LS	1		
904	Supply and install spotlight sockets 220/230V	U	40		
905	Supply and install ceiling lamp 220/230V	U	20		
906	Supply and install projector lamp 150W	U	4.0		

907	Supply and install TWILIGHT 200W	U	3.0		
908	Supply and install Circuit breaker PN 15 A	U	1.00		
909	Supply and install switch 40A/30Ma	U	1.00		
910	Supply and install Circuit breaker 10A	U	5.00		
911	Supply and install Module box	U	1.00		
912	Supply and install switch SA/(AP)	U	5.00		
913	Supply and install wago	U	2.00		
914	Supply and install junction box	U	1.00		
915	Supply and install electric toad	U	15.00		
916	Supply and install cable clips	U	8.00		
	TOTAL 900				
1000	PAINTING OF THE GRANDSTAND AND METAL FENCE INFRONT OF THE GRANDSTAND				
1001	Supply and apply white oil paint EMAIL	m ²	300		
1002	Supply and apply green oil paint EMAIL	m ²	450		
1003	Supply and apply red oil paint EMAIL	m ²	375		
1004	Supply and apply yellow oil paint EMAIL	m ²	375		
1005	Supply and apply emulsion paint pantex 1300	m ²	320		
1006	Purchase of 30kg syntetic thiner	U	4		
1007	Thinner (duliant)	LIT	40		
1008	Kerosene	LIT	35		
1009	National paint for priming	m ²	450		
1010	Vannishing of the ceiling	m ²	500		
1011	Plastic drum	NO	2.00		
1012	Sealant	NO	2.00		
1012	Painting of metal fence	m ²	300.00		
	TOTAL 1000				
	TOTAL EVAT				
	VAT = 19.25%				
	IR = 2.2%				
	TOTAL IAT				
	NET PAYMENT				
Closed at the sum of: _____ inclusive of all taxes.					

3.5 – SUB-DETAIL OF PRICES

Designation of Works :					
N° price	Daily output	Total Quantity		Duration (days)	
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Total A				
MACHINES OR EQUIPMENT	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
	DIVERSES MATERIA I.S	Type	Quantity	Unit Price	Consumption
*					
Total C					
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	$D \times X\%$	
F	General head office expenses		Y%	$D \times Y\%$	
G	TOTALCOST PRICE			$D + E + F$	
H	Risks + benefits		Z%	$G \times Z\%$	
P	TOTAL COST PRICE WITHOUT TAXES			$G + H$	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	