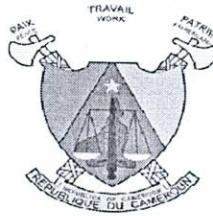


REPUBLICUE DU CAMEROUN  
Paix-Travail-Patrie  
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ET DU DEVELOPPEMENT LOCAL  
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DEPARTEMENT DE NGOKETUNJA  
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ARRONDISSEMENT DE NDOP  
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REPUBLIC OF CAMEROON A  
Peace-Work-Fatherland  
.....  
MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
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NORTH WEST REGIONAL DELEGATION  
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NGOKETUNJA DIVISION  
.....  
NDOP SUB- DIVISION  
.....  
NDOP COUNCIL  
.....  
SERVICE FOR THE AWARD OF PUBLIC  
CONTRACTS

## NDOP COUNCIL INTERNAL TENDERS' BOARD

\*\*\*\*\*

### OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

N° 11/ONIT/MINDDEVEL/NC/NCITB/ROAD FUND / 2025 OF 31/12/2025  
FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG  
BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN  
BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL  
HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO  
NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN  
NDOP MUNICIPALITY, NGOKETUNJA DIVISION IN NORTH WEST REGION.

PROJECT OWNER: THE MAYOR - NDOP COUNCIL

FINANCING : MINTP ROAD FUND OF 2026 AND FOLLOWING  
BUDGET HEAD:  
RECORD N° :

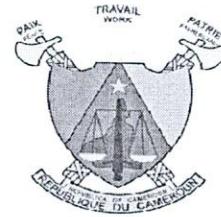
FINANCIAL YEAR 2025

Re 31/12/25

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**Document No. 1**  
**Tender Notice**



## TENDER NOTICE

### OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

**N° 11/ONIT/MINDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025 FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJA DIVISION IN NORTH WEST REGION.**

#### 1. Subject of the invitation to tender:

Within the framework of 2026,2027 & 2028 MINTP Road Fund Budget, the Mayor NDOP Council; Project Owner and Contracting Authority hereby launches an Open National Invitation to Tender by Emergency Procedure **FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJA DIVISION IN NORTH WEST REGION.**

#### 2. Nature of work:

Work to be done consists of

- Site Installation
- Site Preparation
- General Earth Works
- Foundations - Abutment - Wing Walls - Deck
- Equipment
- Painting

#### 3. Execution deadline

The maximum deadline provided by the Contracting Authority for the execution of the works forming the subject of this invitation to tender is **six (06) months for each phase**

#### 4. Lots

The works is in single lot.

#### 5. Estimated cost

The estimated cost after preliminary studies is **two hundred and forty million (240,000,000) Francs CFA**. This amount is distributed into three phases as follows:

PHASE	DESCRIPTION	FINANCIAL YEAR	AMOUNT (FCFA)
1	THE CONSTRUCTION OF THE LOWER MUNJONG BRIDGE (6LM);	2026	80,000,000
2	THE CONSTRUCTION OF THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD)	2027	80,000,000
3	THE CONSTRUCTION OF THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE	2028	80,000,000
<b>GRAND TOTAL</b>			<b>240,000,000</b>

## **6. Participation and origin**

Participation to this invitation to tender is open to Cameroonian enterprises that are in compliance with the fiscal laws.

## **7. Financing**

Works which form the subject of this invitation to tender shall be financed by the 2026, 2027 & 2028 MINTP Road Fund Budget.

## **8. Bid bond**

Each bidder must include in his administrative documents, a bid bond issued in line with the prescriptions of the "Caisse des Dépôts Et Consignations-CDEC" by a first-rate banking establishment or an insurance company approved by the Ministry in charge of finance and whose list is found in document No. 13 of the Tender File, of an amount of **FOUR MILLION EIGHT HUNDRED THOUSAND (4,800,000) FCFA**, valid for thirty (30) days beyond the date of validity of bids.

## **9. Consultation of Tender File:**

The file may be consulted during working hours at the technical service of NDOP Council. Telephone N° **677 62 25 01** as soon as this notice is published.

## **10. Acquisition of tender file:**

The file may be obtained from the Award service of the NDOP Council, Telephone N° **677 62 25 01** as soon as this notice is published against payment of a non-refundable sum of **one hundred and thirty five thousand (135,000) F CFA**, payable at the NDOP Council Municipal Treasury, representing the cost of purchasing the tender file.

## **11. Submission of bids:**

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the NDOP Council premises not later than **22/01/2026 at 10.00 AM** local time and should carry the inscription:

N° 11/ONIT/MINDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025 FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION.  
***"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"***

## **12. Admissibility of bids**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) 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 launching of the tenders or may be established after the signature of the tender notice

**Any bid not in compliance with the prescriptions of the Tender File shall be 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.**

## **13. Opening of bids:**

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **22/01/2026 at 11 AM** local time, at the Conference hall of NDOP Council by the NDOP Council Internal Tenders' Board. Only bidders may attend or be represented by duly mandated persons of their choice.

## **14. Evaluation criteria**

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

### **A. Eliminatory criteria**

1. Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;

During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace the said document else it will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

### **B. Essential criteria**

- 1- General presentation of the tender files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation and report of site visit;
- 9- Special Technical Clauses initialed in all the pages;
- 10-Special Administrative Clauses completed and initialed in all the pages.

These essential criteria are subject to lower limits, the details of which are spelled out in the Special Regulations of the invitation to tender

**15. Award**

This evaluation will be done in a purely binary method with a positive (**Yes**) or negative (**No**) with an acceptable minimum of **75%** of the essential criteria taken into account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **75%** of the essential criteria.

Pursuant to justification by bidder, unconvincing abnormally low costing will not be accepted spelled out in the Special Regulations of the invitation to tender of this consultation.

**16. Validity of bids**

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

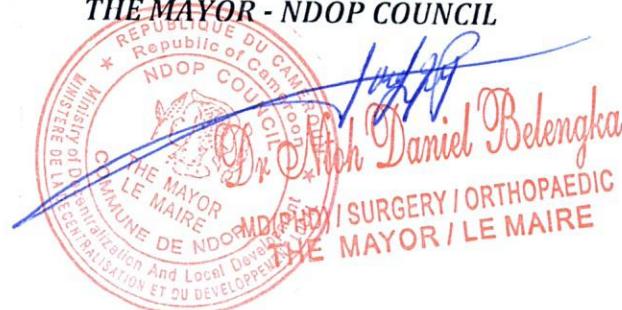
**17. Complementary information**

Complementary technical information may be obtained during working hours at the Technical Service of the NDOP Council Telephone N° **677 62 25 01**

Done at NDOP on the, 31 DEC 2025

The Project Owner  
(Contracting Authority)

**THE MAYOR - NDOP COUNCIL**



*Copies:*

- MINMAP
- ARMP
- Chairperson of TB
- Notice Board
- File/archive

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*Paix-Travail-Patrie*  
.....

MINISTRE DE LA DÉCENTRALISATION  
ET DU DEVELOPPEMENT LOCAL  
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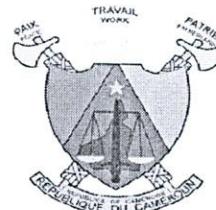
DELEGATION REGIONALE DU NORD OUEST  
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CONTRACTS

## AVIS D'APPEL D'OFFRES

### AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE

N° 11/AONO/MINDEVEL/CN/CIPM-CN/FOND ROUTIER/ 2025 DU 31/ 12/ 2025 POUR LES TRAVAUX DE CONSTRUCTION DE TROIS PONTS : LE PONT DE LOWER MUNJONG (6ML) ; LE PONT DE MENYAM (8ML) AVEC VOIES D'ACCES DANS LE VILLAGE DE BAMUNKA ; ET LE PONT (8ML) SUR L'AXE HOPITAL GENERAL DE NDOP-PALAIS BAMUNKA (TRANSFERE AU PONT DE NTOCHEW (8ML) SUR LE TRONCON MBUKEU-MESSI) DANS LA MUNICIPALITE DE NDOP, DEPARTEMENT DE NGOKETUNJIA, REGION DU NORD OUEST

#### 1. Objet de l'Appel d'Offres

Dans le cadre de l'exercice budgétaire 2026,2027 et 2028 Fond Routière de MINTP, le Maire de la Commune de NDOP, Autorité Contractante lance, un Appel d'Offres National Ouvert en procédure d'urgence pour les travaux de construction de trois ponts : le pont de Lower Munjong (6ml) ; le pont de Menyam (8ml) avec voies d'accès dans le village de Bamunka ; et le pont (8ml) sur l'axe Hopital General de Ndop-palais Bamunka (transfère au pont de Ntochew (8ml) sur le tronçon Mbukeu-Messi) dans la municipalité de Ndop, département de Ngoketunjia, Région du Nord-Ouest.

#### 2. Consistance des travaux

Les travaux comprennent notamment :

- Installation du chantier
- Préparation du site
- Terrassements généraux
- Fondations-culées-ailes-tablier
- Equipement

#### 3. Délais d'exécution

Le délai maximum prévu par le Maître d'Ouvrage Délgué pour la réalisation des travaux objet du présent appel d'offres est de **six (06) mois par phase**.

#### 4. Allotissement

Les travaux sont en un lot unique.

#### 5. Coût prévisionnel

Le coût prévisionnel des travaux à l'issue des études préalables est de **deux cent quarante million (240,000,000) francs CFA**. Ce montant est reparti en trois phases comme suit :

PHASE	DESCRIPTION	ANEE FINANCIERE	MONTANT (FCFA)
1	Construction de pont de Lower Munjong (6ml)	2026	80,000,000
2	Construction de pont de Menyam (8ml) avec voies d'accès dans le village de Bamunka ; et le pont (8ml) sur l'axe Hopital General de Ndop-palais Bamunka (transfère au pont	2027	92,000,000

	de Ntochew (8ml) sur le tronçon Mbukeu-Messi)		
3	Construction de pont de Menyam (8ml) avec voies d'accès dans le village de Bamunka)	2028	80,000,000
<b>TOTAL GENERAL</b>			<b>240,000,000</b>

## 6. Participation et origine

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

## 7. Financement

Les travaux objet du présent appel d'offres sont financés par le Budget 2026, 2027 et 2028 de Fond Routière de MINTP.

## 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie conformément aux prescriptions de Caisse des Dépôts Et Consignations-CDEC par une banque de premier ordre ou une compagnie d'assurance agréée par le Ministère chargé des finances et dont la liste figure dans la Pièce13 du DAO, d'un montant de **quatre million huit cent mille (4,800,000) FCFA** et valable pendant trente(30) jours au-delà de la date originale de validité des offres.

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

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables à la Mairie de NDOP, Service de Passation des Marchés **Tel: 677 62 25 01**; dès publication du présent avis.

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

Le dossier peut être obtenu aux heures ouvrables à la Mairie de NDOP, Service de Passation **Tel: 677 62 25 01**; dès publication du présent avis, contre présentation d'une quittance de versement de la somme non remboursable de **cent trente-cinq mille (135, 000) Francs CFA** à la Trésorerie de la Commune de NDOP.

## 11. Remise des offres

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, devra parvenir contre récépissé à la Mairie de NDOP, Service de Passation **Tel: 677 62 25 01**; au plus tard le **22/01/ 2026 à 10** heures locale et devra porter la mention suivante :

### AVIS D'APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE

**N° 11/AONO/MINDEVEL/CN/CIPM-CN/FOND ROUTIER/ 2025 DU 31/ 12/ 2025 POUR LES TRAVAUX DE CONSTRUCTION DE TROIS PONTS : LE PONT DE LOWER MUNJONG (6ML) ; LE PONT DE MENYAM (8ML) AVEC VOIES D'ACCES DANS LE VILLAGE DE BAMUNKA ; ET LE PONT (8ML) SUR L'AXE HOPITAL GENERAL DE NDOP-PALAIS BAMUNKA (TRANSFERE AU PONT DE NTOCHEW (8ML) SUR LE TRONCON MBUKEU-MESSI) DANS LA MUNICIPALITE DE NDOP, DEPARTEMENT DE NGOKETUNJIA, REGION DU NORD OUEST**

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

## 12. Recevabilité des offres

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

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

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

## 13. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu **22/01/ 2026 à 11h00**, heure locale, dans la Salle de Conférence de Mairie de NDOP, par la Commission Interne de Passation de Marchés de la Commune de NDOP siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

#### **14. Critères d'évaluation**

Les offres seront évaluées selon les principaux critères suivants :

##### **A. Critères éliminatoires**

Il s'agit notamment:

- 1- Absence ou insuffisance de la caution provisoire de soumission (élimination automatique) ;
- 2- Absence ou non-conformité d'une pièce administrative 48h après ouverture des plis;
- 3- Fausses déclarations ou pièces falsifiées;
- 4- Offre financière incomplète ;
- 5- Omission d'un prix unitaire ;
- 6- Délai d'exécution Superior aux délays impartis.
- 7- Le non-respect de 75% des critères essentiels ;
- 8- Enveloppe présentant un signe distinctif;

##### **B - Critères essentiels**

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

- 1- Présentation générale de l'offre ;
- 2- Capacité financière ;
- 3- Références de l'entreprise dans les réalisations similaires ;
- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Mesures de sécurité sur le site
- 7- Moyens logistiques ;
- 8- Attestation et rapport de visite de site
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page et signé au denier page avec la mention : Lu et approuvé;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page et signé au denier page avec la mention : Lu et approuvé

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

#### **15. Attribution**

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

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à **100%** des critères éliminatoires et au moins 75% des critères essentiels.

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

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

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

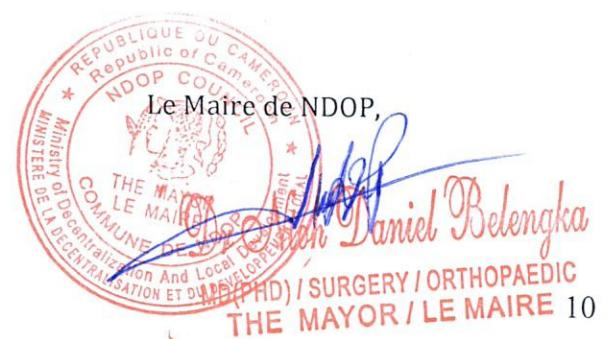
Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Mairie de NDOP, Service de Passation, Tel: **677 62 25 01**;

**31 DEC 2025**

Fait à NDOP, le .....

Copie :

- ARMP;
- MINMAP
- Présidents CPM;
- Affichage.



# **Document No. 2**

## **GENERAL REGULATIONS OF THE INVITATION TO TENDER**

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# General Rules of the Invitation to Tender

## A. General

### Article 1: Scope of the tender

- 1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches an invitation to tender for the construction of the works described in the Tender File and briefly described in the Special Regulations.
- 1.2 The bidder retained or the preferred bidder must complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.
- 1.3 In this Tender File, the term "day" means a calendar day.

### Article 2: Financing

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

### Article 3: Fraud and Corruption

**4.1** The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of public contracts. By virtue of this principle:

- a) The following definitions shall be admitted:
  - i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;
  - ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;
  - iii) "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;
  - iv) "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.
- b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

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

### Article 4: Candidates allowed to Compete

**4.1** If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.

**4.2** Generally, the invitation to tender is addressed to all entrepreneurs, subject to the following provisions:

- (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder), in accordance with the funding agreement.
- (b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or
  - ii) Presents more than one bid within the context of invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.
  - iii) The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.

(c) The bidder must not have been excluded from bidding for public contracts.

(d) A Cameroonian public enterprise may participate in the consultation if it can demonstrate that it is

- i) Legally and financially autonomous,
- ii) Managed according to commercial laws and
- iii) Not under the direct supervisory authority of the Contracting Authority or Project Owner.

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

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

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

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

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

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

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

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

**6.2** Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

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

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

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

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

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

**7.2** The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if

necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

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

## B. Tender File

### Article 8: Content of Tender File

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

Document No. 1. The tender notice;

Document No. 2. The General Regulations of the invitation to tender;

Document No. 3. The Special Regulations of the invitation to tender;

Document No. 4. The Special Administrative Conditions;

Document No. 5. The Special Technical Conditions;

Document No. 6. The schedule of unit prices;

Document No. 7. The bill of quantities and estimates;

Document No. 8. The sub details of unit prices;

Document No. 9. Model documents of the contract:

a. The execution schedule;

b. Model of forms presenting the equipment, personnel and references;

c. Model bidding letter;

d. Model bid bond;

e. Model final bond;

f. Model of bond of start-off advance;

g. Model of guarantee in replacement of the retention fund;

h. Model contract;

Document No. 10. Models to be used by bidders;

a. Model contract;

Document No. 11. Justifications of preliminary studies; to be filled by the Project Owner;

Document No. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for public contracts to be inserted by the Contracting Authority.

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

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

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

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

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

- 9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the regulation of public contracts and the chairperson of the Tenders Board.

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

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

- 10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.
- 10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.
- 10.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the invitation to tender.

#### **C. Preparation of bids**

##### **Article 11: Tender Costs**

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

##### **Article 12: Language of Bid**

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

##### **Article 13: Constituent Documents of the Bid**

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

a. *Volume 1: Administrative file*

It includes:

- i) All documents attesting that the bidder:

- has subscribed to all declarations provided for by the laws and regulations in force;
- paid all taxes, duties, contributions, fees or deductions of whatever nature;
- is not winding up or bankrupt;
- is not the subject of an exclusion order or forfeiture provided for by the law in force;

- ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

- iii) The written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) of the General Regulations of invitation to tender.

b. *Volume 2: Technical bid*

*b.1 Information on qualifications*

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

*b.2 Methodology*

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

*b.3 Proof of Acceptance of Conditions of the Contract*

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

1. The Special Administrative Conditions (SAC);

2. The Special Technical Conditions (STC).

**b.4 Commentaries (optional)**

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

*c. Volume 3: Financial bid*

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

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

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

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

**Article 14: Bid Price**

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

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

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

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

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

**Article 15: Currency of Bid and Payment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**17.3** Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.

**17.4** The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

**17.5** The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

**17.6** The bid bond may be seized:

- a. If the bidder withdraws his bid during the period of validity;
- b. If the retained bidder:
  - i) Fails in his obligation to register the contract in application of article 38 of the General Regulations;
  - ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
  - iii) Refuses to receive notification of the Administrative Order to commence execution.

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

- 18.1** Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.
- 18.2** Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.
- 18.3** When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

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

- 19.1** Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.
- 19.2** The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- 19.3** As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.
- 19.4** The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.
- 19.5** The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

#### **Article 20: Form and Signature of Bid**

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

## D. SUBMISSION OF BIDS

### Article 21: Sealing and marking of bids

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

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

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

### Article 23: Late Bids

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

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

- 24.1. A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "WITHDRAWAL", and "REPLACEMENT BID" or "MODIFICATION".
- 24.2. Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.
- 24.3. In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.
- 24.4. No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

## E. OPENING OF ENVELOPES AND EVALUATION OF BIDS

### Article 25: Opening of envelopes and petitions

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

- 25.2. Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.
- 25.3. All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 25.4. Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.
- 25.5. Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.6. At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of public contract an initialled copy of the bids presented by bidders.
- 25.7. In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with copies to the body in charge of the regulation of public contracts, the head of structure to which is attached the Tenders Board concerned. It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board. The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

#### Article 26: Confidential Nature of the procedure

- 26.1. No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of public contracts.
- 26.2. Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3. Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to do with his bid may do so in writing.

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

- 27.1. To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or

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

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

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

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

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

- 37.1.** The Contracting Authority shall communicate to any bidder or administration concerned, upon request addressed to it within a maximum deadline of five (5) days after publication of the award results, the Independent Observer's report as well as the minutes of the award session of the related contract to which shall be attached the evaluation report of the bids.
- 37.2.** The Contracting Authority is bound to communicate the reasons for the rejection of bids of the bidders concerned who so request.
- 37.3.** After publication of the award results, bids that are not withdrawn within fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulation shall be kept.
- 37.4.** In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Contracting Authority and the chairperson of the Tenders Board concerned.

It must take place within a maximum deadline of five (5) working days after the publication of the results.

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

- 38.1.** After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.
- 38.2.** The Contracting Authority has a deadline of seven (7) days to sign the contract from the date of reception of the draft contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.
- 38.3.** The contract must be notified to the successful bidder within five (5) days of its date of signature.

## **Article 39: Final Bond**

- 39.1.** Within twenty (20) days of the notification by the Contracting Authority, the contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.
- 39.2.** The bond whose rate varies between 2 and 5 per cent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.
- 39.3.** Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.
- 39.4.** Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the General Administrative Conditions.

## **Document No. 3**

**SPECIAL REGULATIONS OF THE INVITATION TO TENDER**

## Special regulations of the invitation to tender

References of the General regulations	General
1.1	<p><b>Definition of works:</b>  FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST.</p> <p>Name and address of the Contracting Authority: , The Mayor of NDOP,  Reference of Invitation to tender: <b>Nº 11/ONIT/MINDEVEL/NC/NCITB/ROA FUND/ 2025 OF 31/12/ 2025</b></p>
1.2	Execution deadline: Six (06) months for each phase
2.1	<p><b>Source of financing</b>  Works which form the subject of this invitation to tender shall be financed by the 2026,2027 and 2028 Road Fund of MINTP budget head .....</p>
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials, supplies and equipment: The materials will generally be from natural sources in Cameroon.

### **6.1 Evaluation criteria**

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

#### **A. Eliminatory criteria**

- 1 Absence or insufficient bid bond (outright elimination);
2. Absence or non-conformity of a document in the administrative file
3. False declaration or falsified documents;
4. Incomplete financial file;
5. Omission of a unit price in the financial bid;
6. Deadline for delivery higher than prescribed;
7. Non respect of 75% of essential criteria;
8. External envelope carrying a sign that can identify the bidder;

**During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace said document else will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.**

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

- 1) General presentation of the bids;
- 2) Financial capacity;
- 3) References of the company in similar achievements;
- 4) Quality of the personnel;
- 5) Technical organization of the works;
- 6) Logistics;
- 7) Special Technical Clauses initialed in all the pages and signed on the last page;
- 8) Special Administrative Clauses completed and initialed in all the pages and signed on the last page.

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

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO). This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 75% of the essential criteria taken in account.

The contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to 100% of the eliminatory criteria and at least 75% of the essential criteria.

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

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

#### **PRESENTATION OF THE TENDER**

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

- A) Administrative Documents
- B) Technical Documents
- C) Financial Documents
- 5.1 External envelope.

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

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

**N° 11/ONIT/MINDDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025 FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION.**

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

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

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

The first internal envelope shall be labeled; .

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

#### **ADMINISTRATIVE DOCUMENTS.**

DOCUMENT N°	DESCRIPTION	YES	NO
A.1	Declaration of intention to tender stamped with the tariff in force		
A.2	Certified Copy of the Business Registration, not more than three months old.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank or an insurance company approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by NDOP municipal treasury		
A.6	A bid bond of four million eight hundred thousand (4,800,000) FCFA issued in		

	line with the prescriptions of the "Caisse des Depots Et Consignations-CDEC" by a first rate-bank or an insurance company approved by the Ministry in charge of Finance in conformity with COBAC conditions.		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A.9	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
A.10	A Certificate of tax compliance attesting that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.		
A.11	Certified copy of certificate of categorization in the Road Sub-Sector (Category D enterprises only as per Circular Letter No 000005/LC/MINMAP/CAB OF 26 Dec 2023 on the implementation of the categorisation of Building and Public Works sector Enterprises within the framework of contracting public contracts)		
A.12	Plan of localization		

During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace the said document else it will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

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

<b>B.1 General presentation of the tender files</b>		<b>YES</b>	<b>NO</b>
B.1.1	-Document spirally bound -Table of content page		
B.1.2	-Colour sheets separation - Presentation of documents in the order given in this tender		
<b>B.2 LIST OF REFERENCES OF THE ENTERPRISE IN THE SIMILAR JOBS</b>			
B.2.1	List of references of the enterprise in similar jobs justified by signed contracts of at least sixty million (60,000,000) FCFA (first, and last pages including the bill of quantities) and minutes of reception or attestation of clearances of works executed. Minimum acceptable: 02 Contracts realized in the domain of Road Sub-Sector over the past 05 years		
	1st Reference		
	2 <sup>nd</sup> reference		
<b>B.3 QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>			
B.3.1	<b>01 works supervisor (at least civil or rural engineer or equivalent certificate)</b>		
	Qualification of the works supervisor: (Civil or rural Engineering certificate (BAC +3) Professional experience of the project engineer ≥ 03 years (signed CV)		
	➤ A certified copy of the technical diploma, ➤ Certified copy of ID card		
	➤ An Attestation of presentation of original of the technical diploma ➤ CV signed by the candidate, ➤ Commitment of availability		
B.3.2	<b>Site foreman (Civil Engineering Senior Technician)</b>		

	Qualification of the Site foreman: (Senior Technician certificate in Civil Engineering equivalent certificate) Professional experience of the Site foreman ≥ 03 years (signed CV)	(HND or
	➤ A certified copy of the technical diploma, ➤ Certified copy of ID card	
	➤ An Attestation of presentation of original of the technical diploma ➤ CV signed by the candidate, ➤ Commitment of availability	
B.3.3	<b>Chief Builder</b>	
	Qualification of Chief Builder: (CAP certificate or equivalent) Professional experience >03years (certified copy of the technical diploma and signed CV only)	
B.3.4	<b>Chief Carpenter</b>	
	Qualification of Chief carpentry : (CAP certificate or equivalent) Professional experience >03years (certified copy of the technical diploma and signed CV only)	
B.4	<b>TECHNICAL PROPOSALS</b>	
B.4.1	Organigram of the project (Specify names of the personnel handling the various functions)	
B.4.2	Logical sequence for the execution of the task	
B.4.3	Organization of works/methodology	
B.4.4	Quality control method	
B.4.5	Environmental protection measures	
B.4.6	Security and safety at the site	
B.4.7	Planning of execution of works.	
B.5	<b>LOGISTICS (Equipment put aside for this project)</b>	
B.5.1	Proof of ownership or rental of a pick-up or other vans	
B.5.2	Proof of ownership or rental of a dump truck	
B.5.3	Proof of ownership or rental of a concrete vibrator	
B.5.4	Proof of ownership or rental of a concrete mixer	
B.5.5	Proof of ownership or rental of a Hand compactor	
B.5.6	Masonry Kit : Wheelbarrows, masonry clamps, masonry harmer 300g, shovel, dig axe, building level, masonry bucket , trowels, etc.	
B.5.7	Carpentry Kit : carpentry clamps, saws, harmers, etc.	
B.6	<b>FINANCIAL CAPACITY</b>	
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. 75% of the project amount	
B.7	<b>Attestation of site visit</b> signed by the director of the Company on honour	
B.8	Comprehensive report of site visit signed by the company administrator and justified by photos	
B.9	Special Technical Clauses initialed in all the pages and last page signed and dated with the following note: <i>Read and approved</i>	
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed and dated with the following note: <i>Read and approved</i>	

## ENVELOPE C- FINANCIAL FILE

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

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

## Supply price

### ARTICLE 8: Currency of payment

This National Invitation to tender is awarded on total and contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to tender. The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

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

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

### ARTICLE 9: Transport and delivery

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

### ARTICLE 10: Guarantee and retention guarantee

#### 10.1 Provisional guarantee

The amount of the provisional guarantee or guarantee of tender is fixed at **four million eight hundred thousand (4,800,000) FCFA.**

The time of validity of this guarantee is ninety (90) days as from the date of depositing of the offers.

#### 10.2 Final Bond

The final Bond is fixed at two percent (2%) of the initial amount of the services envisaged in the country. It could be replaced by a guarantee personal and interdependent of a banking house approved by the Ministry of Finances following COBAC conditions.

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

#### 10.3 Guarantee Retention

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the contract. The corresponding sum will be paid or the released guarantee, with the final reception of work.

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

The bidder will remain committed to his offer for ninety (90) days as from the handover date of the offers. If at the end of this period, the contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

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

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

OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

N° 11/ONIT/MINDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025 FOR THE CONSTRUCTION OF

THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION.

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

**ARTICLE 13: Date and latest time of deposit of offers**

The offers will have to arrive under closed fold and seal latest **22/01/2026 at 10:00 AM**, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT  
NDOP COUNCIL  
SERVICE OF AWARD  
Tel: 677 62 25 01;

Beyond this time no offer will be received nor accepted.

**ARTICLE 14: Opening of the tenders**

The opening of the files will be carried out in the Conference room of the NDOP Council on **22/01/2026 as from 11:00 AM**, by the NDOP Council Internal Tender Board sitting in the presence of the bidders or their representatives and having a good knowledge of the file.

**AWARD OF THE CONTRACT**

**ARTICLE 15: Award of the contract**

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

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

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

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The contracting authority reserves the right not to take action on an Invitation to tender, if it did not obtain a proposal which appears acceptable to him.

**DOCUMENT No. 4:**  
**SPECIAL ADMINISTRATIVE CONDITIONS (SAC)**

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## Chapter I: General

### Article 1: Subject of contract

The subject of this contract shall be THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION.

### Article 2: Contract award procedure

This contract shall be awarded by Open National Invitation To Tender N°11/ONIT/ MINDEVEL /NC/NCITB/ROAD FUND/ 2025 OF 31/12/ 2025

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

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

- The Contracting Authority shall be the **Lord mayor of NDOP Council**. He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Contract Engineer shall be the **Divisional Delegate of Public Works for Ngoketunja** hereinafter referred to as the Engineer and shall sign the "Attachment"
- The Project Owner is the **Lord Mayor of NDOP Council**. He represents the beneficiary administration of the works.

He ensures respect of the administrative, technical and financial conditions and contractual deadlines.

- The Project Manager shall be the **Chief of Technical Service MINTP/Ngoketunja** herein after referred to as the Follow up Engineer.
- He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- The Control Brigade of MINMAP shall carry out regular unannounced control visit to the site to ensure the respect of this jobbing order.
- The contractor shall be [to be specified].

#### 3.2 Security

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

In this case:

- The authority in charge of ordering payment shall be the **Lord Mayor of NDOP Council**.
- The authority in charge of the clearance of expenditures shall be the **Accountant of Road Fund**.
- The body or official in charge of payment shall be the **Administrator of Road Fund**.
- The official competent to furnish information within the context of execution of this contract shall be the **Lord Mayor of NDOP Council**.

#### 3.3 Duties of the Control Mission, Project Manager

##### 3.3.1 Missions [to be completed, where need be]

##### 3.3.2 Means put at the disposal of the Control Mission [to be completed where need be].

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

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

1.5 The contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the contract.

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

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

The constituent contractual documents of this contract are in order of priority: (to be adapted to the nature of the works).

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

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

This contract shall be governed by the following general instruments [to be adapted according to the case]:

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code;
7. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
8. Circular No. 002/CAB/PM of 21 January 2011 relative to the amelioration of the performance of the public contract system;
9. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Law No 2024/013 of 23 December 2024 to lay down the Finance Law of the Republic of Cameroon for the financial year 2025
12. Circular No 00013995/C/MINFI of 31 Dec 2024 Bearing instructions relating to the implementation of the finance laws, the monitoring and control of the execution of the budgets of the State and other public entities for the 2025 fiscal year.
13. Law No 2018/012 of 11 July 2018 relating to fiscal regime of the State and other public entities.
14. Law No 2018/011 of 11 July 2018 to lay down the Cameroon Code of transparency and good Governance in public finance management.
15. Circular Letter No 000005/LC/MINMAP/CAB OF 26 Dec 2023 on the implementation of the categorisation of Building and Public Works sector Enterprises within the framework of contracting public contracts.
16. Unified Technical Documents (DTU) for building works;
17. Applicable standards;

Other instruments specific to the domain concerned with the contract

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

- 1.1 All communications within the framework of this contract shall be written and notifications sent to the following address:

- a) In the case where the contractor is the addressee: Sir/Madam.....  
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the region in which the work was done;
- b) In the case where the Project Owner is the addressee:  
Sir/Madam\_\_\_\_\_ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
- c) In the case where the Contracting Authority is:  
Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

- 1.2 The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager.

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

- 8.1 The Administrative Order to start execution of works shall be signed and notified to the Contractor by the **Contracting Authority/ Project Owner** with a copy to MINMAP, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Based on the minutes of a site meeting jointly signed by **Contracting Authority/Project Owner, MINMAP and Project Engineer** Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by the **Contracting Authority/Project Owner** and notified by the **Project Engineer** to the Contractor with a copy to the **MINMAP, the Project Manager** and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed by the Contracting Authority/ Project owner based on the report of a joint site visit done by Contracting Authority/Project Owner, MINMAP and Project Engineer, and notified to the Contractor by the Contract Engineer with a copy to MINMAP and Project Manager
- 8.4 Administrative Orders serving as warnings shall be signed by the **Contracting Authority/Project Owner** and notified to the Contractor by the **Contract Engineer** with a copy to **MINMAP and Project Manager**.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the **Contracting Authority/Project Owner** and notified to the Contractor by the **Contract Engineer** with a copy to **MINMAP and Project Manager**.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the **Project owner** upon the proposal of the **Contract Engineer** and notified to the Contractor by the **Contract Engineer** and a copy sent to **MINMAP and Project Manager**.

The contractor has a time-limit of **fifteen (15) days** to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

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

- 9.1 [Specify if the contract has one or several phases]  
At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager

has 5 (five) days to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.

- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties [to be specified where need be].

## Chapter II: Financial conditions

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

#### 11.1 Final bond

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

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

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

#### 11.2 Performance bond

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

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

#### 11.3 Guarantee of start-off advance

20% maximum of the amount of the contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee

### Article 12: Amount of the contract (Articles 18 and 19 of GAC supplemented)

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

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

### Article 13: Place and method of payment

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

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

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

17.1 Prices shall be firm.

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

17.2 Price updating modalities (not applicable)

### Article 15: Price revision formulae (article 21 of GAC) (not applicable)

### Article 16: Price updating formulae (article 21 of the GAC) (not applicable)

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

17.1 The percentage of works under State supervision shall be [must not exceed 2 %] of the amount of the contract and its additional clauses, where applicable.

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

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;

- The remunerations and salaries effectively paid to local labour shall be increased by forty per cent (40 %) to take account of social benefits;
- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by ten per cent for loss, stocking and handling;
- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the contractor's unforeseen.

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

This contract is at [unit price, all-in price or unit and all-in price].

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

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

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

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

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

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

20.3 The total amount of the advance must be reimbursed not later than when the value in basic price of the works reaches eighty (75) percent of the amount of the contract.

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

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

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

##### **21.1 Establishment of works executed**

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

##### **21.2 Monthly detailed account**

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

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

- [(100-2.2%) and/or (100-5.5%)] paid directly into the account of the contractor;
- (2.2 OR 5.5) % paid to the public treasury as AIR due by the contractor.

The Project Manager has a time-limit of seven (7) days to forward to the Contract Manager the detailed accounts he has approved.

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month.

The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Payments shall be done by \_\_\_\_\_ within a maximum deadline of \_\_\_\_\_ calendar days from the date of submission of the approved detailed accounts.

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 167 of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code.

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

### **A. Penalties for delay**

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

- a) One two thousandth (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit;
- b) One thousandth (1/1000<sup>th</sup>) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

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

### **B. Specific penalties [amount to be indicated]**

23.3 Independently of penalties for overrun of contractual time-limit, the contractor shall be liable for the following special penalties for the non-observation of the provisions of the contract, especially:

- Late submission of final bond;
- Late submission of insurances;
- Late submission of the draft execution schedule if the lateness is caused by the contractor.

## **Article 24: Payment in case of a group of enterprises (article 33 of the GAC)** Not applicable

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

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

25.1 The Contract Manager has up to thirty (30) days to notify the corrected and approved draft to the Project Manager.

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

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

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

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

- the final detailed account,
- the balance
- the summary of monthly payments on account.

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

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

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

Decree No. 2003/651/PM of 16 April 2003 lays down the terms and conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

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

of the execution must be deposited at the DD of MINMAP latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution.

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

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

- Either the indication "GOOD FOR EXECUTION";

- Or the indication of their rejection including the reasons for the said rejection.

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

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

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

b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.

c) The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Project owner shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract

### **36.2 Execution draft**

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

b) The [Contract Engineer or Project owner] has a deadline of [five (05) days] to examine and make known his observations. The contractor then has a deadline of [04] four days] to present a new file including the said observations.

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

### **Article 37: Organisation and safety of sites (article 50 of the GAC)**

37.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work.

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

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

### **Article 38: Implantation of structures**

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

### **Article 39: Sub-contracting (article 54 of the GAC)**

There shall be no sub-contracting

#### **Article 40: Site laboratory and trials (article 55 of GAC)**

- 40.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.
- 40.2 The Contract Engineer has a deadline of three days to approve the contractor's personnel and laboratory as soon as the request is made.

#### **Article 41: Site logbook (article 56 of the GAC supplemented)**

- 41.1 The Site logbook must be systematically jointly signed by MINMAP and Engineer, where need be and the contractor's representative each day.
- 41.2 It is a joint document in a single copy. Its pages must be numbered and initialled. No page should be removed. The erased or cancelled parts must be mentioned on the margin for validation.
- 41.3 Absence of site log book that is duly signed shall be sanctioned with a penalty of 3,000 (three thousand) F CFA per day

**NB the Site logbook must be such that two carbon copies of each page are left behind.**

#### **Article 42: Use of explosives (article 60 of the GAC)**

Explosives shall not be used during the execution of this job

### **Chapter IV: Acceptance**

#### **Article 43: PROVISIONAL ACCEPTANCE**

##### **43.1 PRE-ACCEPTANCE OPERATIONS**

Before the acceptance of the works the contractor shall ask in writing to the control Engineer and copy the chief of control brigade MINMAP to organize a technical visit for pre-acceptance. This visit shall include the following operations.

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

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

- Control Engineer .... Secretary
- control brigade MINMAP...observer
- Contractor.....member

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

##### **43.2 Acceptance**

The acceptance commission shall comprise:

- 1- The Authorizing Officer or his representative ..... (Chairman)
- 2- The Contract Engineer..... (Secretary)
- 3- The Project Manager or his Representative..... (Member)
- 4- The DD MINMAP or his Representative..... (Observer)
- 5- The CDO of NDOP Council or his Representative.....(Member)
- 6- The Contractor or his Representative.....(Member)

The commission shall examine the report of the pre-acceptance and shall proceed to the acceptance. An acceptance report (process - verbal) of the works shall be prepared by the Engineer and sign by all the commission members.

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

The guarantee period is one (01) year from the date of the provisional reception for the section of new civil Engineering works.

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

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

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

## Chapter V: Sundry provisions

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

The contract may be terminated as provided for in article 167 of Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

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

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

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

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

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

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

Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: [to be filled, where need be].

### Article 49: Production and dissemination of this contract

Eight (08) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

### Article 50 and last: Entry into force of the contract

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

**Document No. 5:  
Special Technical Conditions  
(STC)**

# SPECIAL TECHNICAL SPECIFICATIONS

## TECHNICAL SPECIFICATIONS

### **1 – GENERALITIES:**

This present special technical specifications concern the completion works of THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKE TUNJIA DIVISION IN NORTH WEST REGION. Contractor to realize the structure as per the execution plans that shall be approved by the competent authority and sample models of equipment and furniture provided by the project owner. Through the Project Engineer, the contractor shall furnish the owner of the project and other project team members within the shortest possible time with an installation plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

**SIGNPOSTS:** The contractor shall put in place at his expense sign-posts indicating work in conformity with the plans put at his disposal by the authority that signed the contract.

**Hygiene and safety:** The contractor shall ensure total hygiene and security of the site by constructing a temporal pit latrine and putting up a temporal fence around the project site if that be the case. The contractor shall be responsible for the protection of the structures before final reception. He shall be equally responsible for all tools and materials present at the work site. He shall seek an insurance policy to cover theft and fire incidence.

The contractor shall take all preventive measures against accidents. The owner of the project reserves the right to intervene in case of any emergency without necessary interfering with the responsibilities of the contractor. The contractor shall verify all dimensions on the plans. For execution no dimension shall be measured with a scale rule from the plans. The contractor shall check in-situ the possibility of translating the dimensions on plans to the structure before work begins. He shall refer to the Project Engineer in case of any doubt. He shall not on his own modify anything on the structure and shall inform the Project Engineer of any changes that he considers necessary.

**All modifications accepted by the contractor shall be accomplished in a specified duration and at his cost without modification of the contract amount. The owner of the project shall have the right to the final choice in case of any modification.**

**2 - PREPARATORY WORKS - SETTING OUT:** These works concern the clearing of the site and evacuation of the rubbles to the public discharge, the clearing and leveling of the site where necessary. The setting out will be in respect to the technical plans.

The setting out profile boards will be at least 1, 20 m from the outside axes, this to facilitate trenching and other earthworks and good circulation. The commencement of excavation will be accepted by the Project Engineer upon checking the conformity of the setting out.

The minimal depth of the excavation trenches shall be of 75cm, and depending on the soil bearing capacity. Where there is black cotton soil or soil with low bearing capacity at the bottom of the trench, the contractor shall continue excavation up to a depth as will be approved by the Project Engineer.

**The excavations will be done manually and no concrete or mortar shall be laid on the bottom of the trench without the acceptance of the trench bottom of excavation by the Project Engineer.**

The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

These technical specifications have as objective the definition of the consistence of works to be executed in accordance with the plans and according to technical norms for the construction of classroom buildings.

**3 - FOUNDATION:** A layer of blinding concrete of thickness 5 cm dosed at 150 kg/m<sup>3</sup> will be laid on the bottom of the excavations. On it will be laid the footings of reinforced concrete dosed at 350 kg/m<sup>3</sup>. The foundation will be filled with earth of good quality in successive compacted layers of 20cm where the fill depth exceeds 30cm. A mass concrete of thickness 8cm will be laid to cover the whole foundation area dosed at 350 kg/m<sup>3</sup> over the entire compacted surface. The floor will be finished in cement sand screed of 4cm thick and coated to finish with cement paste trowel to finish.

**4 - ELEVATION WORKS:** The abutment walls will be in fat concrete with intermediary reinforced concrete pillars dosed at 350 kg/m<sup>3</sup>. A chaining beam of 50x40 cm in reinforced concrete dosed at 350 kg/m<sup>3</sup> will be laid above the finished level abutment to receive the beam of the slab.

**9 - PAINTING:** A layer of impression in ordinary paint will be applied previously on all the metallic rail. All metal works shall be painted with oil paint - Glyptal resien lacquer, in two coats. A primary coat of antirust before final painting is done.

**11 -PROTECTION OF THE ENVIRONMENT:** The entrepreneur will propose to the Project Engineer, before the beginning of works, the place of his yard facilities and will request his authorization of installation.

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighborhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or metallic, etc. in order to put back the site in its nearest initial state. No equipment nor materials should be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be covered with a layer of earth, and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

**12 - ORIGIN, QUALITY AND PREPARATION OF MATERIALS:** The fine and coarse aggregates may either be from the river or quarry crushed and must be approved by the Project Engineer before any use on the site. The sand (0/5) shall have very fine elements settlement of less than 4%. The gravels (5/15 or 15/25) shall be clean and well graded with very fine elements settlement of less than 2%. The cement shall be CPA 325 class from an approved factory.

The reinforcement steel for reinforced concrete shall be of type HA FeE400 for the main reinforcement steel rods and round-smooth RL E235 for the stirrup rings. Any fill material for the foundation and the surroundings structures shall have no particle dimension above 50mm and with plasticity index of less than 35. Fill materials shall also be free from organic elements and shall have a good granularity grading. No black vegetable soil shall be accepted for backfilling.

Stones for masonry works shall be of basalt, gneiss or granite type, be esthetical and should be gotten from the quarry or deposits approved by the Project Engineer with dimension sizes of not less than 20cm.

### 1) CONCRETE:

-**Ordinary concrete:** specifically lean concrete shall be 5cm thick and laid all-round the excavated foundation trenches before the stone/block work is carried out and dosed at 150kg/m<sup>3</sup>.

- **Mass concrete:** shall be 8cm thick laid on the entire floors and paved area between walls and gutters dosed at 350kg/m<sup>3</sup> over the entire surface.

NB: The external veranda shall be 5cm below the level of the internal floor with 2% slope.

-**Reinforced concrete:** shall be specifically for pillars, beams damp proof course (DPC), lintels and ring beams and their mixture shall be in a proportion of 350kg/m<sup>3</sup>.

NB: All concrete works should be properly cured (i.e. water three times a day for seven days)

#### NOTE: Reinforcement Schedule.

Nº	STRUCTURE	SIZES	RODS	RODS	STIRRUP Spacings	DOSAGE	TYPE
		Nos	φ	Torsφ			
1	Grade beams	6	14mm	6mm	20cm	350kg/m <sup>3</sup>	Fe-E-400
2	Slap 15x15 mesh		12&14 mm	6mm	15cm	350kg/m <sup>3</sup>	Fe-E-400
3	Pillars 40x 40	6	14mm	6mm	20cm	350kg/m <sup>3</sup>	Fe-E-400

NB: All rods should preferably be imported

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.

- **Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.

- **Water:** To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.

- **Cement:** To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04)-days.

- **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.

### - MASONRY:

-black stone masonry

**Document No. 7:  
Schedule of Unit Prices**

**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF THE LOWER MUNJONG BRIDGE  
(6LM) , NDOP MUNICIPALITY IN NGOKETUNJIA DIVISION, NORTH WEST REGION  
(PHASE 1)**

N°	DESCRIPTION OF WORKS	UNIT	UNIT PRICE IN FIGURES (FCFA)	UNIT PRICE IN WORDS (FCFA)
	<b>Series 000 - SITE INSTALLATION</b>			
1	Site Installation	LS		
2	Mobilisation and demobilisation of equipment	LS		
3	Studies (Performance program and execution Documents)	LS		
	<b>Series 100 - SITE PREPARATION</b>			
101	Bush cutting	m2		
102	Demolition of existing wooden bridge	LS		
103	Diversion of water course/road and construction of a temporal wooden bridge	LS		
104	Implantation	LS		
	<b>Series 200 - GENERAL EARTH WORKS</b>			
201	Excavation of foundation trenches	M3		
202	Backfilling of excavation with selected laterite from borrowed pit	M3		
	<b>Series 300 - SUBSTRUCTURE (FOUNDATIONS - ABUTMENT - WING WALLS)</b>			
301	Hard Core	M3		
302	Lean concrete floor dosed at 200kg/m3	M3		
303	Reinforced concrete dosed at 400Kg/m3 for the footings	M3		
304	Stone masonry works for abutment and wing walls	M3		
305	Reinforced concrete dosed at 400kg/m3 for pillars	M3		
306	Fat concrete 15cm thick dosed at 350kg/m3 for raft of the bridge (at the floor of the bridge, should extend upstream by 02m and 01m downstream	M3		

	<b>Series 400 - SUPERSTRUCTURE ( DECK )</b>			
401	Reinforced concrete dosed at 400kg/m3 for, beams, seating of the slab, the slab and kerbs of the bridge	M3		
402	Neat formwork for the visible concrete parts of the deck	M2		
403	Scaffolding	LS		
	<b>Series 500 - Equipment</b>			
501	Mixt guard rails ( RC + iron tube 60 )	ML		
502	Weep holes	U		
503	Drainage pipes	ML		
504	RC Post marker (Balise)	U		
	<b>Series 600- PAINTING</b>			
601	Antirust paint on metal paint on metal surfaces	M2		
602	Oil paint	M2		

**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF THE NTOCHEW BRIDGE (8LM) AT  
MBUKEU-MESSI STRETCH OF ROAD, NDOP MUNICIPALITY IN NGOKETUNJIA DIVISION,  
NORTH WEST REGION (PHASE 2)**

N°	DESCRIPTION OF WORKS	UNIT	UNIT PRICE IN FIGURES (FCFA)	UNIT PRICE IN WORDS (FCFA)
	<b>Series 000 - SITE INSTALLATION</b>			
1	Site Installation	LS		
2	Mobilisation and demobilisation of equipment	LS		
3	Studies (Performance program and execution Documents)	LS		
	<b>Series 100 - SITE PREPARATION</b>			
101	Bush cutting	m2		
102	Demolition of existing wooden bridge	LS		
103	Diversion of water course/road and construction of a temporal wooden bridge	LS		
104	Implantation	LS		
	<b>Series 200 - GENERAL EARTH WORKS</b>			

201	Excavation of foundation trenches	M3		
202	Backfilling of excavation with selected laterite from borrowed pit	M3		
	<b>Series 300 - SUBSTRUCTURE (FOUNDATIONS - ABUTMENT - WING WALLS)</b>			
303	Reinforced concrete dosed at 400Kg/m3 for the footings	M3		
304	Stone masonry works for abutment and wing walls	M3		
305	Reinforced concrete dosed at 400kg/m3 for pillars	M3		
306	Fat concrete 15cm thick dosed at 350kg/m3 for raft of the bridge (at the floor of the bridge, should extend upstream by 02m and 01m downstream	M3		
	<b>Series 400 - SUPERSTRUCTURE ( DECK)</b>			
401	Reinforced concrete dosed at 400kg/m3 for, beams, seating of the slab, the slab and kerbs of the bridge	M3		
402	Neat formwork for the visible concrete parts of the deck	M2		
403	Scaffolding	LS		
	<b>Series 500 - Equipment</b>			
501	Mixt guard rails ( RC + iron tube 60 )	ML		
502	Weep holes	U		
503	Drainage pipes	ML		
504	RC Post marker (Balise)	U		
	<b>Series 600- PAINTING</b>			
601	Antirust paint on metal paint on metal surfaces	M2		
602	Oil paint	M2		

**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF THE MENYAM BRIDGE (8LM)  
WITH ACCESS ROADS IN BAMUNKA VILLAGE, NDOP MUNICIPALITY IN NGOKETUNJIA  
DIVISION, NORTH WEST REGION (PHASE 3)**

N°	DESCRIPTION OF WORKS	UNIT	UNIT PRICE IN FIGURES (FCFA)	UNIT PRICE IN WORDS (FCFA)
	<b>Series 000 - SITE INSTALLATION</b>			
1	Site Installation	LS		
2	Mobilisation and demobilisation of equipment	LS		
3	Studies (Performance program and execution Documents)	LS		
	<b>Series 100 - SITE PREPARATION</b>			
101	Bush cutting	m2		
102	Demolition of existing wooden bridge	LS		
103	Diversion of water course/road and construction of a temporal wooden bridge	LS		
104	Implantation	LS		
	<b>Series 200 - GENERAL EARTH WORKS</b>			
201	Excavation of foundation trenches	M3		
202	Backfilling of excavation with selected laterite from borrowed pit	M3		
203	Grading and compaction of access road to the bridge	KM		
	<b>Series 300 - SUBSTRUCTURE (FOUNDATIONS - ABUTMENT - WING WALLS)</b>			
303	Reinforced concrete dosed at 400Kg/m3 for the footings	M3		
304	Stone masonry works for abutment and wing walls	M3		
305	Reinforced concrete dosed at 400kg/m3 for pillars	M3		
306	Fat concrete 15cm thick dosed at 350kg/m3 for raft of the bridge (at the floor of the bridge, should extend upstream by 02m and 01m downstream	M3		

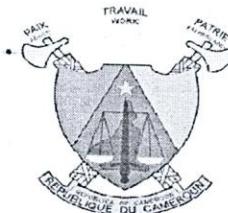
	<b>Series 400 - SUPERSTRUCTURE ( DECK )</b>			
401	Reinforced concrete dosed at 400kg/m3 for, beams, seating of the slab, the slab and kerbs of the bridge	M3		
402	Neat formwork for the visible concrete parts of the deck	M2		
403	Scaffolding	LS		
	<b>Series 500 - Equipment</b>			
501	Mixt guard rails ( RC + iron tube 60 )	ML		
502	Weep holes	U		
503	Drainage pipes	ML		
504	RC Post marker (Balise)	U		
	<b>Series 600- PAINTING</b>			
601	Antirust paint on metal paint on metal surfaces	M2		
602	Oil paint	M2		

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF THE LOWER  
MUNJONG BRIDGE (6LM) , NDOP MUNICIPALITY IN NGOKETUNJIA DIVISION, NORTH WEST  
REGION (PHASE 1)**

	Height (ml)	Width (ml)	Span (ml)	KP	Type
	4.5	6.4	6	0 + 200	Permanent bridge
N°	DESCRIPTION OF WORKS	UNIT	Q'ty	UNIT PRICE	AMOUNT
	<b>Series 000 - SITE INSTALLATION</b>				
1	Site Installation	LS	1		0
2	Mobilisation and demobilisation of equipment	LS	1		0
3	Studies (Performance program and execution Documents)	LS	1		0
	<b>Sub Total Series 000</b>				0
	<b>Series 100 - SITE PREPARATION</b>				
101	Bush cutting	m2	1500		0
102	Demolition of existing wooden bridge	LS	1		0
103	Diversion of water course/road and construction of a temporal wooden bridge	LS	1		0
104	Implantation	LS	1		0
	<b>Sub Total Series 100</b>				0
	<b>Series 200 - GENERAL EARTH WORKS</b>				
201	Excavation of foundation trenches	M3	150		0
202	Backfilling of excavation with selected laterite from borrowed pit	M3	250		0
	<b>Sub Total Series 200</b>				0
	<b>Series 300 - SUBSTRUCTURE (FOUNDATIONS - ABUTMENT - WING WALLS)</b>				
301	Hard Core	M3	90		0
302	Lean concrete floor dosed at 200kg/m3	M3	10		0
303	Reinforced concrete dosed at 400Kg/m3 for the footings	M3	60		0
304	Stone masonry works for abutment and wing walls	M3	180		0
305	Reinforced concrete dosed at 400kg/m3 for pillars	M3	15		0

REPUBLICHE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA DÉCENTRALISATION  
ET DU DEVELOPPEMENT LOCAL  
DELEGATION REGIONALE DU NORD OUEST  
DEPARTEMENT DE NGOKETUNJA  
ARRONDISSEMENT DE NDOP  
COMMUNE DE NDOP  
SERVICE DE PASSATION DES  
MARCHES PUBLICS



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT  
NORTH WEST REGIONAL DELEGATION  
NGOKETUNJA DIVISION  
NDOP SUB- DIVISION  
NDOP COUNCIL  
SERVICE FOR THE AWARD OF PUBLIC  
CONTRACTS

CONTRACT No \_\_\_\_/C/MINDEVEL/BC/BCITB/ROAD FUND/ 2025 OF .../.../ 2025 AWARDED AFTER OPEN  
NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE

N° 11/ONIT/MINDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025 FOR THE CONSTRUCTION OF  
THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS  
ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-  
BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI  
STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJA DIVISION IN NORTH WEST REGION

Project Owner [Indicate name and full address]

HOLDER : [indicate name and full address of holder]

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry No. \_\_\_\_\_ at  
Taxpayer's No. \_\_\_\_\_

SUBJECT : Execution of \_\_\_\_\_ works;  
Lot No. \_\_\_\_\_; Network \_\_\_\_\_

PLACE : Region \_\_\_\_\_

EXECUTION DEADLINE : \_\_\_\_\_ (\_\_\_\_) months

AMOUNT IN CFA F:

IAT	
EVAT	
VAT	
AIR (Income tax)	
Net to be paid	

FINANCING : MINTP ROAD FUND 2026 & 2027

BUDGET HEAD : .....

SUBSCRIBED ON: \_\_\_\_\_  
SIGNED ON: \_\_\_\_\_  
NOTIFIED ON: \_\_\_\_\_  
REGISTERED ON: \_\_\_\_\_

Between:

The NDOP Council, represented by the Lord Mayor NDOP Council hereinafter referred to the "Contracting Authority"

On the one hand,

And

\_\_\_\_\_ (enterprise)

P.O. Box \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry No. \_\_\_\_\_

Taxpayer's No. \_\_\_\_\_

Represented by M \_\_\_\_\_, its General Manager, hereinafter referred to as the "Contractor"

On the other hand,

Agree on the following:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page \_\_\_\_\_ and last of Contract No. \_\_\_\_\_ /C/CA/TB/ 2025

Awarded after invitation to tender [specify references of invitation to tender]

With \_\_\_\_\_,

For the execution of \_\_\_\_\_ works

EXECUTION DEADLINE \_\_\_\_\_ (\_\_\_\_) months

Amount of contract in CFA F:

IAT	
EVAT	
VAT (19.25%)	
AIR (2.2 or 5.5 %)	
Net to be paid	..

Read and accepted by the contractor

(place of signature) \_\_\_\_\_ (date)

Signature of Contracting Authority

(place of signature) \_\_\_\_\_ (date)

Registration

**Document No. 11:**  
**Forms and models to be used by bidders**

## Table of models

Annex No. 1: Model Declaration of intention to tender

Annex No. 2: Model tender

Annex No. 3: Model bid bond

Model No. 4: Model final bond

Model No. 5: Model of start-off advance bond

Model No. 6: Model retention fund

Annex No. 7: Evaluation grid

Annex No. 8: Attestation of site visit

Annex No 9: Site Visit Report

## Annex No. 1: Model Declaration of intention to tender

I the undersigned.....acting in the capacity of ..... in the name and on behalf of ..... at .....RC No ..... by virtue of the power vested in me , domiciled at ..... P.O BOX ..... Telephone no ..... after having studied all the documents of the tender file relating to the invitation to tender **Nº 11/ONIT/MINDEVEL/NC/NCITB/ROAD FUND/ 2025 OF 31/12/2025** And after having assessed in my point of view and under my responsibility the nature and difficulties entailed with the execution of the job, I do hereby tender and commit myself to carry out works for FOR THE CONSTRUCTION OF THREE BRIDGES: THE LOWER MUNJONG BRIDGE (6LM); THE MENYAM BRIDGE (8LM) WITH ACCESS ROADS IN BAMUNKA VILLAGE; AND THE BRIDGE (8LM) ALONG THE NDOP GENERAL HOSPITAL-BAMUNKA PALACE ROAD STRETCH (TRANSFERRED TO NTOCHEW BRIDGE (8LM) AT MBUKEU-MESSI STRETCH OF ROAD) IN NDOP MUNICIPALITY, NGOKETUNJIA DIVISION IN NORTH WEST REGION.

In keeping with the terms and conditions of the tender fill.

I commit myself in case my tender is retained, to execute the contract within ..... Months as from the date of notification of award of the contract.

I hereby commit myself to maintain the amount of my tender for a period of ninety (90) days with effect from the dateline for submission of bids.

Done at..... On .....

GENERAL DIRECTOR

Signature.....