

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTRE DE LA DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL.

COMMUNE DE FONFUKA,

STRUCTURE INTERNE DE GESTION ADMINISTRATIVE DES
MARCHES PUBLICS (SIGAMP).



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT.

FONFUKA COUNCIL,

INTERNAL PUBLIC CONTRACTS ADMINISTRATIVE
MANAGEMENT ENTITY (SIGAMP)

PROJECT OWNER: MAYOR, FONFUKA COUNCIL

CONTRACTING AUTHORITY: MAYOR, FONFUKA COUNCIL

**TENDER'S BOARD: FONFUKA COUNCIL INTERNAL TENDER'S BOARD
(FCITB)**

REQUEST FOR QUOTATION CONSULTATION

No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF 02 FEB 2026
**FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA
IN KONENE**

FINANCING: PUBLIC INVESTMENT BUDGET 2026 - MINEPDED

BUDGET HEAD: 5928I00129 OF MINEPDED

Budgetary Authorisation: JA04332

Budgetary Imputation: 59 28 093 05 641819 464 822 931

FINANCIAL YEAR: 2026



LOT	Project Site	Project Amount (FCFA) TI	Bid Bond (2%) FCFA	Cost of Request for quotation FCFA
Single	Konene Village	25,000,000	500,000	40,000

REQUEST FOR QUOTATION-WORKS

TABLE OF CONTENTS

NOTICE FOR THE CONSULTATION OF A REQUEST FOR QUOTATION	
DOCUMENT N° 0 - NOTICE FOR CONSULTATION	
DOCUMENT N° I - LETTER OF INVITATION TO TENDER	
DOCUMENT N° II - REGULATIONS FOR THE CONSULTATION	
2.1 - The documents for consultation	
2.2 - Preparation of the files	
2.3 - Deposit of files	
2.4 - Opening and evaluation of bids	
2.5 - Award of the Jobbing Order	
DOCUMENT N° III – ANNEXED MODELS	
3.1 – Letter of submission	
3.2 – Framework of unit prices	
3.3 – Framework of the price, descriptive and quantitative estimates.....	
3.4- Bid comparison table.....	
DOCUMENT N° IV - DRAFT JOBBING ORDER	
JOBING ORDER	
CONTENT.....	
CHAPTER I: GENERALITIES	
CHAPTER II: EXECUTION OF THE JOBBING ORDER.....	
CHAPTER III : FINANCIAL DISPOSITIONS	
CHAPTER IV : OTHER DISPOSITIONS	
DOCUMENT N° IV – MODELS DOCUMENTS	
Annex No. 1: Model tender.....	
Annex No. 2: Model bid bond.....	
Annex No. 3: Model final bond.....	
Annex No. 4: Model start-off advance bond.....	
Annex No. 5: Model authorisation from manufacture.....	
Annex No. 6: list of banking establishments.....	

DOCUMENT NO. 0
CONSULTATION NOTICE

REPUBLIQUE DU CAMEROUN
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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT.

FONFUKA COUNCIL,
INTERNAL PUBLIC CONTRACTS ADMINISTRATIVE
MANAGEMENT ENTITY (SIGAMP)

CONSULTATION NOTICE

No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF 02 FEB 2026
FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE

FINANCING: PUBLIC INVESTMENT BUDGET 2026 - MINEPDED

1. Subject of the Consultation:

Within the framework of the execution of the 2026 Public Investment Budget, the Mayor of Fonfuka Council, Project Owner and Contracting Authority hereby launches a Consultation FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE

2. Nature of Services:

Works to be done consists of; Preparatory works, Afforestation, Replenishing, Fencing of the surface area. The Works comprise the preliminary studies carried out on the expression of needs and the detailed information provided in the technical specifications and the quantitative estimates FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE

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 **Three (03) calendar Months from the date of notification of Service Order to start Works**

4. Allotment

Works are combined in a **Single Lot**;

5. Estimated cost

The estimated cost after preliminary studies stands at:

LOT	Description	Amount (FCFA) TI	In words
Single	Rehabilitation of the Council's forest area in Konene	25,000,000	Twenty Five Million Francs

6. Participation and origin

Participation in this invitation to tender is opened to duly legalized Cameroonian based service providers operating in the relevant sector who fulfil the qualification criteria contained in this request for quotation and exercising in the domain of public Works having the financial and technical capacity, who are categorised as per the 2018 public contract code and has fulfilled their fiscal obligations in accordance with the 2026 Finance Law.

7. Financing

The MINEPDED Decentralised Credits – 2026 Program shall finance the Works, which form the subject of this invitation to tender.

BUDGET HEAD: 5928I00129 OF MINEPDED

Budgetary Authorisation: JA04332

Budgetary Imputation: 59 28 093 05 641819 464 822 931

8. Bid Bond

Each Bidder must include in their administrative documents, a Bid Bond issued by a first-rate banking establishment approved by the Ministry in charge of Finance and an Original receipt issued by the Deposit and Consignment Fund (CDEC) to be submitted at the tender's board during opening (Cirex 2026 line 119). Whose list is found in document No. 12 of this Tender File, of an amount, set at 2% of the estimated amount, all taxes inclusive, of the project amount in accordance with the Order in force (Prime Ministerial Order No. 093/CAB/PM of 5/11/2002) as follows;

LOT	Description	Amount (FCFA) TI	BID BOND (2%) FCFA
Single	Rehabilitation of the Council's forest area in Konene	25,000,000	500,000

Valid for thirty (30) days beyond the date of validity of Bids. The Bid Bond shall be addressed to the Contracting Authority and following the conditions of the invitation to tender.

9. Consultation of the Request for quotation document:

The file may be consulted during working hours at the technical service of the Fonfuka Council, Telephone N° (237) 675 32 21 75 as soon as this notice is published.

10. Acquisition of Request for quotation document:

The file may be obtained from the technical service of the Fonfuka Council, Telephone N° (237) 675 32 21 75 as soon as this notice is published against payment receipt of a **Non-Refundable** sum of **40,000 FCFA (Forty Thousand Francs)**, payable at the Fonfuka Council Municipal Treasury, representing the cost of purchasing the request for quotation.

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 Fonfuka Council premises at Fonfuka not later than 04 MARC 2026 at 10 a.m. local time and should carry the inscription:

- Envelop A: Administrative and Technical Documents;

- Envelop B: Financial Offer.

These Two (02) envelopes containing the Bids will be put in a Third one (Kaki colour) which shall be sealed and labelled imperatively as follows:

« CONSULTATION »

No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF 02 FEB 2026
FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE

“To be opened only during the Bids-opening session”

*NB: The Third envelop shall not bear any identification mark of the Bidder or any compromising sign/indication of the Enterprise.
The fourth envelop should be a plain type and carrying no Trademark*

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 Consultation Notice

Any Bid not in compliance with the prescriptions of the Request for quotation 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 04 MARS 2026 at **11:00 a.m.** local time, at the Conference Hall of Fonfuka Council by the Fonfuka Council Internal Tenders' Board. Only Bidders may attend or be represented by duly mandated persons of their choice having a sound knowledge of the Bids.

14. Evaluation criteria

The bids will be evaluated exclusively of Value Added Tax (EVAT) and All Taxes Inclusive (ATI) by the Fonfuka Council Internal Tender's Board.

Verification of compliance and comparison of bids.

The Tenders Board shall proceed with the evaluation of the bids. The evaluation shall proceed as follows:

- ✓ Verification that the Letter of Quotation is duly completed, dated and signed with the name and title of the signatory.
- ✓ Verification that the Bill of quantities and the schedule of prices are duly completed, dated and signed.

- ✓ Verification of the arithmetic operations, checking the coherence between unit prices, quantities, and totals by making verifications on the arithmetic calculations and using the amount stated in words. If necessary, proceed with the corrections.
- ✓ Study of the compliance of bids, as regards the documents submitted, delivery periods;
- ✓ Assess the number of past Works contract done in the previous years by the bidders and justified with certified true copies of documents requested. Original document can be requested by the members of the tender's board for necessary verifications; forged documents shall automatically give right to rejection. Comparison of technical specifications/description.
- ✓ Bidders should submit a guarantee or warrantee of EXPECTED PERIOD OF TIME.
- ✓ Setting up of a summary table showing the corrected amounts in increasing order.
- ✓ The Tenders Board shall establish a detailed evaluation report concluding with a recommendation of provisional award to the, contracting authority.

The financial evaluation of the Bid shall consist of examining the completeness and compliance of the financial file and a comparison of bidders proposed amounts.

NB! In the absence or non-compliant document in the administrative file during the opening of bids, a period of forty-eight (48) hours shall be granted to the concerned bidders to replace the document in question. After this period, the bids will no longer be accepted and the offer will be rejected.

15. Award

Award of contract. The job shall be award to the bidder who fulfil the administrative/ technical conditions to the acceptable level (75%) stated in the request for quotation and proposes the lowest acceptable amount.

16. Validity of Bids

Bidders will remain committed to their offers for sixty (60) 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 Fonfuka Council, Telephone N^o (237) 675 32 21 75

Done at Fonfuka on the, 02 FEB 2026

Copies:

- MINMAP
- MINDDEVEL
- ARMP
- Supervisory Authority (SDO-Boyo)
- Chairperson of TB
- Notice Boards
- File/Archive

The Mayor
Contracting Authority



Philip Obia



AVIS DE CONSULTATION

N°: 00004/DC/MINDDEVEL/CF/CIPM/BIP/2026 DU **02 FEV 2026**
POUR LA REHABILITATION DE LA FORET COMMUNALE A KONENE

FINANCEMENT : BUDGET D'INVESTISSEMENT PUBLIC - EXERCICE 2026 - MINEPDED

1. Objet de la Consultation

Dans le cadre de l'exécution du budget d'investissement public 2026, Monsieur le Maire de la commune de Fonfuka, Maître d'Ouvrage et autorité contractante lance une Demande de cotation POUR LA REHABILITATION DE LA FORET COMMUNALE A KONENE

2. Consistance des Fournitures

Les fournitures à faire consistent : Travaux préparatoires, reboisement, reconstitution, clôture de la superficie. Les fournitures comprennent les études préliminaires réalisées sur l'expression des besoins et les informations détaillées fournies dans les spécifications techniques et les estimations quantitatives. POUR LA REHABILITATION DE LA FORET COMMUNALE A KONENE

3. Délais d'exécution

Le délai maximum prévu par l'Autorité contractante pour l'exécution des Fournitures faisant l'objet de cette demande de cotation est de **trois (03) mois calendaires à partir de la date de notification de l'ordre de service pour commencer les Travaux**

4. Allotissement

Les Fournitures sont combinées en *un seul Lot* ;

5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de

LOT	Description	Montant (FCFA) TTC	En mot
Un seul	REHABILITATION DE LA FORET COMMUNALE A KONENE	25,000,000	Vingt Cinq Millions De Francs

6. Participation et origine

La participation à cette demande de cotation est ouverte aux entreprises Camerounaises dûment légalisées qui remplissent les exigences de cette demande de cotation et exercent dans le domaine des Fournitures publics ayant la capacité financière et technique, qui sont catégorisées conformément au code des marchés publics de 2018 et qui ont rempli leurs obligations fiscales conformément à la Loi de finances 2026.

7. Financement

Les Fournitures objet du présent demande de cotation sont financées par le budget d'investissement public crédits décentralisés du MINEPDED de l'exercice 2026.

Ligne Budgétaire : CHAPTRE 5928I00129 OF MINEPDED

Autorisation Budgétaire : JA04332

Imputation Budgétaire : 59 28 093 05 641819 464 822 931

8. Cautionnement de soumission

Chaque soumissionnaire doit inclure dans leurs documents administratifs une caution pour soumission émise par un établissement bancaire de premier ordre approuvé par le ministère responsable des Finances et un reçu original délivré par le Caisse de Dépôt et de Consignation (CDEC) à soumettre à la commission de passation des marchés lors de l'ouverture (Cirex 2026 line 119). Dont la liste se trouve dans le document No. 12 de ce dossier d'appel d'offres, d'un montant, fixé à 2% du montant estimatif, toutes taxes incluses, du montant du projet conformément à la réglementation en vigueur (Arrêté du Premier ministre n° 093/ACR/PM du 5/11/2002) comme suit;

LOT	Description	Montant (FCFA) TTC	Caution (2%)
Un seul	Rehabilitation de la forêt communale à Konene	25,000,000	500,000

Valable trente (30) jours après la date de validité des offres. La caution pour soumission doit être adressée à l'Autorité contractante et selon les conditions de l'appel d'offres.

9. Consultation du Dossier d'Demande de cotation

Le Dossier d'Demande de cotation peut être consulté et obtenu aux heures ouvrables auprès du service technique de la commune Fonfuka, Téléphone N° (237) 675 32 21 75, dès publication du présent avis.

10. Acquisition du Dossier d'Demande de cotation

Le dossier d'demande de cotation peut être obtenu auprès du service technique de la Commune de Fonfuka, Tél. N° (237) 675 32 21 75 dès que cet avis est publié contre la réception de paiement d'une somme **Non remboursable de 40,000 FCFA (Quarante Mille Francs)**, payable à la recette municipale de la commune de Fonfuka, représentant le coût d'achat du dossier d'demande de cotation.

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 commune de Fonfuka au plus tard le 04 MARS 2026 à 10 heure, heure locale et devra porter la mention suivante :

- Enveloppe A : Documents administratifs et Technique;
- Enveloppe B : Offre Financière.

Ces deux (02) enveloppes contenant les offres seront mises dans une quatrième (de couleur kaki) qui devra être scellée et étiquetée impérativement comme suit;

**« CONSULTATION »
(EN PROCEDURE D'URGENCE)
N°: 00004/DC/MINDDEVEL/CF/CIPM/BIP/2026 DU 02 FEV 2026
POUR LA REHABILITATION DE LA FORET COMMUNALE A KONENE
« À n'ouvrir qu'en séance de dépouillement »**

NB ! La Triisième enveloppe ne doit porter aucune marque d'identification du soumissionnaire ni aucun signe ou indication compromettant de l'Enterprise.

La quatrième enveloppe doit être un type Plaine et ne portant aucune marque

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'Demande de cotation.

La date limite de validité des pièces administratives susvisées doit être postérieure à celle de lancement de la consultation (date de signature de l'Avis d'Demande de cotation).

Toute offre incomplète conformément aux prescriptions du Dossier d'Demande de cotation sera déclarée irrecevable. L'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère en charge des Finances entrainera un rejet séance tenante de l'ouverture des plis.

13. Ouverture des plis

L'ouverture des plis se fera en *un seul temps*. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le 04 MARS 2026 à 11 heures précises, dans la salle de conférences de la commune de Fonfuka, par la Commission Interne de Passation des Marchés de la commune de Fonfuka siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance de leurs offres.

14. Critères d'évaluation

Les offres seront évaluées exclusivement hors taxe sur la valeur ajoutée (TVA) et toutes taxes comprises (TTC) par la Commission interne de passation des marchés de la commune de Fonfuka.

Vérification de la conformité et comparaison des offres.

Commission interne de passation des marchés procédera à l'évaluation des offres. L'évaluation se déroulera comme suit:

- ✓ Vérification que la Lettre de Quotation est dûment remplie, datée et signée avec le nom et le titre du signataire.
- ✓ Vérification que le Bordereau des quantités et le calendrier des prix sont dûment remplis, datés et signés.
- ✓ Vérification des opérations arithmétiques, contrôle de la cohérence entre les prix unitaires, les quantités et les totaux en vérifiant les calculs arithmétiques et en utilisant le montant indiqué en toutes lettres. Si nécessaire, procéder aux corrections.
- ✓ Étude de la conformité des offres en ce qui concerne les documents soumis, les délais de livraison ;
- ✓ Évaluation du nombre de contrats de travaux réalisés au cours des années précédentes par les soumissionnaires, justifiés par des copies certifiées conformes des documents demandés. Les membres de la commission d'appel d'offres peuvent demander les documents originaux pour les vérifications nécessaires ; les documents falsifiés donnent automatiquement droit au rejet. Comparaison des spécifications techniques / description
- ✓ Les soumissionnaires doivent fournir une garantie ou une caution pour la DURÉE PRÉVUE.
- ✓ Etablissement d'un tableau récapitulatif montrant les montants corrigés par ordre croissant.
- ✓ Le commission de passation des marchés établira un rapport d'évaluation détaillé se concluant par une recommandation d'attribution provisoire à l'autorité contractante.

NB ! En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, un délai de quarante-huit (48) heures est accordé aux soumissionnaires concernés pour remplacer la pièce en question. Passé ce délai, la pièce ne sera plus acceptée et l'offre sera éliminée.

15. Attribution

Attribution du marché. Le marché sera attribué à l'offrant qui remplit les conditions administratives/techniques à un niveau acceptable (75 %) indiqué dans la demande de cotation et propose le montant acceptable le moins disant.

16. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant soixante (60) jours à partir de la date limite fixée pour la remise des offres.

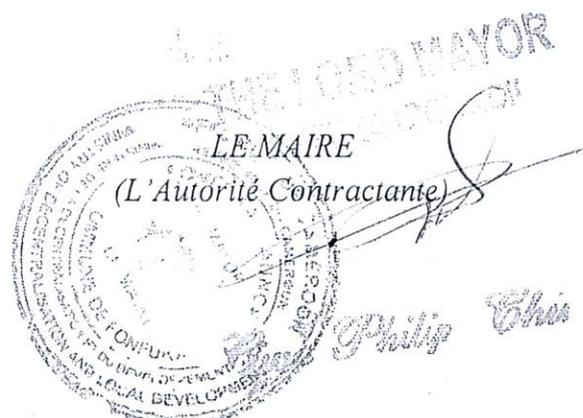
17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du service technique de la commune de Fonfuka Tél. : N° (237) 675 32 21 75

Fait à Fonfuka, le 02 FEV 2026

Copie :

- MINMAP
- MINDDEVEL
- ARMP
- Tutelle (Préfet de Boyo)
- Présidents CPM
- Affichage
- Chrono/Archive



DOCUMENT N° I
LETTER OF INVITATION

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL.

COMMUNE DE FONFUKA,
STRUTURE INTERNE DE GESTION ADMINISTRATIVE DES
MARCHES PUBLICS (SIGAMP).



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT.

FONFUKA COUNCIL,
INTERNAL PUBLIC CONTRACTS ADMINISTRATIVE
MANAGEMENT ENTITY (SIGAMP)

Ref: No. _____/L/MINDDEVEL/FC/FCITB/2026

Fonfuka the _____

Subject:

**CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR
THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.**

Sir,

Within the framework of the execution of the 2026 Public Investment Budget, the Mayor of Fonfuka Council, Project Owner and Contracting Authority hereby launches a Consultation FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE

For this reason, you will find attached, the descriptive and the quantitative estimates of the Works to be carried out which I am requesting you to cost them and return to me on the latest on _____/2026 at 10 a.m. in sealed envelopes addressed to the Contracting Authority bearing on:

**“CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR
THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE”**

The bids will be submitted on the _____/2026 at 10 AM at the FONFUKA Council chamber, SIGAMP Office and opened the same day at 11 AM in the conference hall of the FONFUKA Council

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission letter.

This Service shall be carried out within deadline of 60 (Sixty) days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heart felt greetings.

THE MAYOR OF FONFUKA COUNCIL
(CONTRACTING AUTHORITY)

DOCUMENT No. II
RULES OF THE CONSULTATION

2.1 - CONSULTATION FILE

ARTICLE 1: Contents of the consultation file

1.1 The consultation file shall describe the service providers which is subject to a certain type of Jobbing Order, lay down the consultation procedure and conditions for the Jobbing Order.

1.2 The consultation file shall comprise the following documents:

- 1.1 the letter of invitation to tender,
- 1.2 technical specifications,
- 1.3 the bill of entry and quantities,
- 1.4 the model tender,
- 1.5 the draft Jobbing Order,
- 1.6 the model bid comparison table.

1.3 The service providers shall study the instructions, models, conditions and specifications contained in The consultation file.

2.2- BID PREPARATION

ARTICLE 2 : Langage

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

ARTICLE 3: Bids shall be prepared and submitted in two (02) volumes

The bid presented by the Service Providers shall comprise the following documents duly filled:

Volume A: - Administrative Documents/Technical Offer.

A complete administrative/technical file shall comprise the following

DOCUMENT N°	DESCRIPTION
A1	ADMINISTRATIVE DOCUMENTS
A1.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A1.2	Certified Copy of the Business Registration, not more than three months old.
A1.3	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.
A1.4	Attestation of Bank Account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A1.5	Purchase receipt of tender file bearing 40,000 FCFA (Forty Thousand Francs) issued by Fonfuka Municipal Treasury
A1.6	A Bid Bond of 500,000 FCFA (Five Hundred Thousand Francs) issued by the Deposit and Consignment Fund (CDEC)
A1.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)

A1.8	An Attestation of the National Social Insurance Fund (CNPS) stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.
A1.9	An attestation of tax payers registration (attestation d'immatriculation) duly stamped (fiscal stamp)
A110	A Valid Tax Compliance Certificate {l'Attestation de Conformité Fiscale (ACF)} issued online from the tax administration's computer system. Duly stamped (fiscal stamp); this certificate should be less than three months old.
A1.11	Tax Notice (Avis D'imposition)
A1.12	Plan localization of business signed by the Bidder and stamped (fiscal stamp)
A1.13	Power of attorney authorizing signatory to engage the enterprise in the Tender
A1.14	A group agreement if necessary
A2	TECHNICAL
	Document spirally bound
	Hard back cover
	Content page
	Coloured separators
	Page Numbering
	The draft Jobbing Order duly completed, initialised and signed
	Technical Modalities as per the consultation initialled and signed
	List of Professional References BIDDER – at least one (01) References
	1 st References (1 st & last page of contract, jobbing order/agreement, reception minutes - provisional and final)

Volume B: The Financial Offer

- B- 1: A stamped letter of submission signed and dated
- B- 2: Unit Price schedule, signed and dated
- B- 3: The descriptive and quantitative estimates duly filled, signed and dated
- B- 4: The unit price break down duly filled, signed and dated
- B- 5: Financial Capacity

ARTICLE 4: BID

4.1 The service provider shall specify;

- a. Exclusive value added taxes (EVAT) and
- b. All taxes and customs duties inclusive (ATI).

4.2: The Service Provider shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the item in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the Jobbing Order.

4.3: The Service Provider shall fill and sign the draft Jobbing Order.

ARTICLE 5: Bid currencies

Prices shall be written in CFA francs.

ARTICLE 6: Bid validity period

Bids shall be valid for the period of 60 days.

2.3 DEPOSIT OF FILES

ARTICLE 7: SUBMISSION OF BIDS

The bids will be submitted on the _____/2026 at 10 a.m. at the Fonfuka Council Secretariat, and opened the same day at 11 a.m. in the Fonfuka Council Hall

ARTICLE 8: Stamping and marking of bids

Service Providers shall enclose the original and six (06) copies of their bids in an envelope:

- (a) Addressed to the Mayor of Fonfuka Council at the address indicated in the letter of invitation for quotation and bearing on:

CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR THE REHABILITATION OF THE COUNCIL’S FOREST AREA IN KONENE

Any other mark on the bid shall lead to the disqualification of the offer

ARTICLE 9: Latest time and date of submission of bids

Bids shall be received on the _____/2026 at 10 AM at the Fonfuka Council Secretariat, and opened the same day at 11 a.m. in the Fonfuka Council Hall

2.4 OPENING AND EVALUATION OF BIDS

ARTICLE 10 OPENING

10.1 The FONFUKA Council Internal Tenders Board shall open the bids in the presence of the bidders or the representatives of the bidder wishing to attend the bid-opening session to hold on the same day as the day of submission of bids and within one hour following that for the submission of bids.

10.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

ARTICLE 11: Evaluation of the Bids

DESIGNATION	YES	NO
VOLUME A: ADMINISTRATIVE / TECHNICAL OFFER		
A1: EVALUATION OF ADMINISTRATIVE DOCUMENTS		
A1.1 Declaration of intention to tender stamped with the tariff in force (written by the bidder).		
A1.2 Certified Copy of the Business Registration, not more than three months old.		
A1.3 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.		
A1.4 Attestation of Bank Account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A1.5 Purchase receipt of tender file bearing 40,000 FCFA (Forty Thousand Francs) issued by Fonfuka Municipal Treasury		
A1.6 A Bid Bond of 500,000 FCFA (Five Hundred Thousand Francs) issued by the Deposit and Consignment Fund (CDEC)		
A1.7 An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A1.8 An Attestation of the National Social Insurance Fund (CNPS) stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A1.9 An attestation of tax payers registration (attestation d’immatriculation) duly		

stamped (fiscal stamp) A110A Valid Tax Compliance Certificate {l'Attestation de Conformité Fiscale (ACF)} issued online from the tax administration's computer system. Duly stamped (fiscal stamp); this certificate should be less than three months old. A1.11 Tax Notice (Avis D'imposition) A1.12 Plan localization of business signed by the Bidder and stamped (fiscal stamp) A1.13 Power of attorney authorizing signatory to engage the enterprise in the Tender (in case) A1.14 A group agreement if necessary		
NB ➤ The bidder shall be given 48 hours to submit any other problematic administrative document apart from the BID BOND ➤ The absence of a bid bond shall result to direct elimination		
A2: TECHNICAL EVALUATION	YES	NO
- Document spirally bound		
- Hard back cover		
- Content page		
- Coloured separators		
- Page Numbering		
The draft Jobbing Order duly completed, initialised and signed		
- Technical Modalities as per the consultation initialled and signed		
- List of Professional Reference BIDDER – at least one (01) Reference		
- Reference (1 st & last page of contract, jobbing order/agreement, reception minutes - provisional and final)		
VOLUME B: FINANCIAL OFFER	YES	NO
B- 1: A stamped letter of submission signed and dated		
B- 2: Unit Price schedule, signed and dated		
B- 3: The descriptive and quantitative estimates duly filled, signed and dated		
B- 4: The unit price break down duly filled, signed and dated		
B- 5: Financial Capacity		

NB; A Technical evaluation Mark of Less Than 70% Shall Results to Elimination

Elimination criteria: the bids shall be eliminated for the following reasons:

1. The Absence of an acceptable Bid Bond will result to the elimination of the offer
2. The absence or the non-conformity of one of the elements in documents in the financial offer of the evaluation grill above will result to the elimination of the offer
3. The candidate who score less than 70% in the technical evaluation will be eliminated

The project will be awarded to the bidder who would have proposed the lowest amount in conformity with the regulation of the request of quotation and having satisfied 100% of the elements in document administrative document and at least 70% of those in Technical evaluation.

ARTICLE 12: Verification of compliance and comparison of bids

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections

Preparation of a summary table of bids.

ARTICLE 12: Verification of compliance and comparison of bids

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

2.5- AWARD OF THE JOBBING ORDER

ARTICLE 13: Award of the Jobbing Order

The FONFUKA Council Internal Tenders Board shall propose the award of the Jobbing Order to the Contracting Authority whose bid it would have deemed compliant with the provisions of the Consultation File, and is the lowest.

ARTICLE 14: Announcement of award of the Jobbing Order

The Contracting Authority (Mayor of Fonfuka Council) shall decide on the award and publish the result of the bids in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the Jobbing Order The delivery deadline.

ARTICLE 15: Signing of the Jobbing Order

Within 7 (seven) days following the award, the Jobbing Order shall be signed by the Contracting Authority and notified to the Service Provider who shall be responsible for its registration according to the procedure in force.

ARTICLE 16: Corruption and fraudulent practices

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

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a Jobbing Order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same Service Provider under different corporate names and/or under different registration numbers shall be guilty of "corruption",
- (c) Whoever deforms or distorts facts in order to influence the award or execution of a Jobbing Order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".

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

DOCUMENT No. III
MODEL APPENDICES

3.1 BID LETTER

Date

CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.

To: *The Chairperson of the Tenders Board*

Dear Madam,

After studying the Consultation File which we officially acknowledge receipt of, we the undersigned, hereby tender to supply and deliver in accordance with the request for Consultation and for the sum of CFAF (*in words*) exclusive of Value Added Tax and all Taxes Inclusive..... CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive

If our bid is approved, we undertake to deliver the Works in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a Jobbing Order, this bid completed by your written reception and the notification of award of the Jobbing Order, shall serve as a Jobbing Order binding us mutually.

On

Signature

Name and capacity of signatory
On behalf of the Candidate.

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL.

COMMUNE DE FONFUKA,

STRUTURE INTERNE DE GESTION ADMINISTRATIVE DES
MARCHES PUBLICS (SIGAMP).



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT.

FONFUKA COUNCIL,

INTERNAL PUBLIC CONTRACTS ADMINISTRATIVE
MANAGEMENT ENTITY (SIGAMP)

FONFUKA COUNCIL INTERNAL TENDERS BOARD

CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR THE
REHABILITATION OF THE COUNCIL’S FOREST AREA IN KONENE.

Deadline for submission of bids

3.2 - BILL OF ESTIMATES, ENTRY AND QUANTITIES

(To be filled by the Candidate)

No	Description of item (including Marque and model)	Quantity	Unite price (in figures and word)	Total Price

3.4 - BID COMPARISON TABLE

No	Names of Bidders	Address	Bid compliance		Delivery		Total Price TTC	Observations
			Yes	No	Period (time)	Place		
1.								
2.								
3.								
4.								
5.								
6.								

Members of the Tenders Board

Name

Duty

Signature

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTRE DE LA DECENTRALISATION ET DU
DEVELOPPEMENT LOCAL.

COMMUNE DE FONFUKA,

STRUCTURE INTERNE DE GESTION ADMINISTRATIVE DES
MARCHES PUBLICS (SIGAMP).



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL
DEVELOPMENT.

FONFUKA COUNCIL,

INTERNAL PUBLIC CONTRACTS ADMINISTRATIVE
MANAGEMENT ENTITY (SIGAMP)

DRAFT JOBBING ORDER

JOBGING ORDER No. _____/JO/RQ/FC/FCITB/PIB/2026 OF _____ / 2026
AWARDED AFTER

CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR THE
REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.

CONTRACTOR:.....

TAX PAYER'S CARD NO:

ADDRESS:

BP:

TEL.:

FAX:

BANK ACCOUNT NO.....

SUBJECT :

AMOUNT: F CFA TTC
(..... F CFA TOUTES TAXES COMPRISES)

DELAI: Thirty (30) DAYS

FINANCING:

VOTE CHARGE:

ENTERED INTO ON:

SIGNED ON:

NOTIFIED ON:

REGISTERED ON:

BETWEEN: The state of Cameroon, represented by the Mayor of FONFUKA Council Contracting Authority hereafter known as the "Administration"

ON ONE HAND

AND

THE COMPANY

BP:
TEL.....
FAX:
BANK ACCOUNT NO.....

Represented by the General Manager
Hereafter known as << THE SERVICE PROVIDER >>

ON THE OTHER HAND

HAVING AGREED UPON AND ADOPTED THE FOLLOWING:

CONTENTS

CHAPTER I: GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

ARTICLE 4: GENERAL TEXTS

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND OF THE ENGINEER

ARTICLE 6: PERIOD AND PLACE OF DELIVERY.

ARTICLE 7: RESIDENCE OF THE SERVICE PROVIDER

CHAPTER II: PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8: SERVICE PROVIDER'S ROLE AND RESPONSIBILITIES

ARTICLE 9: CONSISTENCY OF SERVICES

ARTICLE 10: DESCRIPTION OF WORKS

ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

ARTICLE 12: RECEPTION OF WORKS

ARTICLE 13: GUARANTEE

ARTICLE 14: INSURANCE AND TRANSPORT

CHAPTER III: FINANCIAL PROVISIONS

ARTICLE 15: GENERAL NOTIONS –PRICE

ARTICLE 16: AMOUNT OF THE JOBBING ORDER

ARTICLE 17 TERMS AND CONDITIONS FOR PAYMENT

ARTICLE 18: BANK DOMICILIATION

ARTICLE 19: TAX SYSTEM

ARTICLE 20: STAMP DUTY AND REGISTRATION

CHAPTER IV: MISCELLANEOUS PROVISIONS

ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

ARTICLE 22: DISPUTES

ARTICLE 23: CANCELLATION OF THE JOBBING ORDER

ARTICLE 24: VALIDITY OF THE JOBBING ORDER

ARTICLE 25: TECHNICAL MODALITIES

CHAPTER I
GENERAL CONSIDERATIONS

ARTICLE 1: PURPOSE OF THE JOBBING ORDER

The purpose of this Jobbing Order FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.

A description of this supply shall be given in Article 10 below.

ARTICLE 2: PROCEDURE FOR AWARDING THE JOBBING ORDER

This Jobbing Order is awarded following a Request for CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____ FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.

ARTICLE 3: CONSTITUENT DOCUMENTS OF THE JOBBING ORDER

The constituent contractual documents of this Jobbing Order are in order of priority:

- This booklet of Special Administrative Clauses;
- The Service Provider's bid and his overall proposal;
- The terms of references
- The provisions which are not repugnant to the booklet of Technical Clauses and of Special Administrative Clauses mentioned above;
- The breakdown of estimates;
- The descriptive bill of quantities.

ARTICLE 4: GENERAL TEXTS

This Jobbing Order shall be governed by:

- Law No. 96/12 of 05th August 1996 on the management of the environment;
- Law No. 96/117 of 5th August 1996 relating to standardization;
- Law No. 98/013 of 14th July 1998 relating to competition;
- Law No. 2003/003 of 21st April 2003 relating to phyto-sanitary protection;
- Law No. 2019/024 of 24th December 2019 to institute the general code of Regional and Local Authorities;
- Law No. 2025/017 of 17th December 2025 bearing the finance law of the Republic of Cameroon for the 2026 financial year;
- Decree No. 2003/651/PM of 16th April 2003 to lay down the procedure for implementing the Tax and customs system applicable to public contracts;
- Decree No. 2012/076 of 08th March 2012 to amend and supplement some provisions of Decree No. 2001/048 of February 2001 relating to the setting up, organisation and functioning of the Public Contracts Regulatory Agency (ARMP);
- Decree 2013/159 of 15th May 2013 fixing the special regime of administrative control of public finances;
- Decree No. 2013/7987/PM of 13th September 2013 on the establishment, organisation and functioning of the monitoring committees for the physical and financial implementation of public investments;
- Decree No. 2018/4992/PM of 21st June 2018 setting out the modalities governing the maturation process public investment projects;

- Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
- Decree No.2020/375 of 7th July 2020 bearing general rules of public accounting;
- Order No. 03/CAB/PM of 13th February 2007 enforcing the General Administrative clauses applicable to public works, supplies and services contract;
- Order No. 402/A/ MINMAP/CAB of 21st October 2019 to set out the nature and thresholds of the reserved contracts;
- Order No. 00001212/A/MINMAP of 28th September 2021 organising the functioning of Internal Public Contracts Administrative Management Entity (SIGAMP);
- Circular No. 001/CAB/PR/ of 19th June 2012 relating to the award and control of execution of public contracts;
- Circular letter No.000006/LC/PR/MINMAP/CAB of 17th August 2021 clarifying the control of public contracts award and the modalities of implementation nearby project owners and delegated project owners;
- Circular No. 00001877 /C/MINFI of 31st December 2025 bearing on the instructions relating to the Execution of the Finance Laws, the Monitoring and Control of the Execution of the Budgets of the State and Other Public Entities for the 2026 fiscal year, and the annex thereto;
- Circular No. 00001879 /C/MINFI of 31st December 2025 relating to the Execution, Monitoring and Control of the Execution of the Budgets of Regional and Local Authorities for the 2026 fiscal year, and the annex thereto
- Order of MINCOMMENCE fixing the Mercurial price references.
- Texts governed the various professional bodies;
- National and International Norms and Standards (ANOR, NC etc.).

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER

In pursuance of the provisions of this Jobbing Order, it shall be specified that

- The Contracting Authority shall be the Mayor of Fonfuka Council.

He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.

- The project Owner (Authorizing Officer) shall be the Mayor of Fonfuka Council
- The Contract Manager shall be The Secretary General of Fonfuka Council hereinafter referred to as the Contract Manager.

He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.

- The Contract Engineer shall be the Divisional Delegate Environment, Nature Protection and Sustainable Development (MINEPDED) hereinafter referred to as the Engineers.
- The Service Provider shall be *[to be specified]*.
- The authority in charge of ordering payment shall be The Mayor of Fonfuka Council.
- The authority in charge of the clearance of expenditures shall be the Divisional Finance Controller – BOYO.
- The body or official in charge of payment shall be the Fonfuka Municipal Treasurer
- The competent official to furnish information within the context of the execution of this contract shall be The Mayor of Fonfuka Council
- The authority in charge of monitoring and control shall be the Divisional Control brigade – MINMAP BOYO

ARTICLE 6: DURATION AND VENUE OF SUPPLY

The duration shall be Thirty (30) days starting from the date of notification of Works and the venue shall be the FONFUKA Council Hall.

The cost of transportation of the supplied items to the site sited above shall be duly bond by the Service Providers.

ARTICLE 7: RESIDENCE OF THE SERVICE PROVIDER

The Service Provider’s main residence shall be:

at:

P.O. Box:

TEL:

FAX:

All notifications to him shall validly be forwarded to this address.

CHAPTER II
PERFORMANCE OF THE JOBBING ORDER

ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service provider has as mission to effect the services of items as described in Article 10 under the control of the Contract Engineer and in keeping with the rules and standards in force in Cameroon and the specifications of this Jobbing Order.

ARTICLE 9: CONSISTENCY OF WORKS

The Works shall consist of the

ARTICLE 10: DESCRIPTION OF WORKS

The services shall include: Preparatory works, Afforestation, Replenishing, Fencing of the surface area.

ARTICLE 11: INFORMATION AND DOCUMENTS TO BE FURNISHED

Purchase receipt, insurance policy and all other documents to facilitate registration of the vehicle.

ARTICLE 12: RECEPTION OF WORKS

A. Pre-Reception Checks

Before provisional reception, a commission comprising the following shall meet to check the Works and present a motivation statement in the minutes’ log book bearing on whether or not there are reserves. The outcome of this check will determine if the provisional reception can be organized. The commission members are:

- 1. The Contract Engineer – DDMINEPDED.
- 2. The Service Provider

B. Provisional Reception of Works

The Project Owner or Contract Manager by representation shall fix the date for the reception of Works to be effected in the presence of the Service Provider by a commission composed of:

- 1) The Project Owner or Representative.....Chairperson;
- 2) The Contract ManagerMember
- 3) The Contract Engineer DDMINEPDED.....Secretary.
- 4) The Stores Accountant – Fonfuka Council.....Member;
- 5) The Service Provider.....Member;

6) The DD MINMAP - BOYO or his representative.....Observer

It shall cross-check the conformity of the Works with the prescriptions of the Jobbing Order and will decide whether there are grounds to rule in favour of reception.

Where the supply does not conform, the Service Provider shall be requested to replace the defective items at his own cost.

Where the supply does conform, the commission shall rule for reception. A reception report will then be prepared and shall be signed by all the members of the commission and the Service Provider. Such report shall clearly state the number of items, the quality of the packaging and the compliance with the contractual clauses.

C. Final Acceptance: There shall be no final acceptance for this Works given that most of the items to be supplied are consumables

ARTICLE 13: GUARANTEE

There shall be no guarantee for these works considering that the works are essentially rehabilitation tasks

ARTICLE 14: INSURANCE

Hazards of whatever nature during transportation up to the place of delivery must be covered by an insurance policy taken by the Service Provider.

The Project Owner or Contract Manager must be freed from all obligations.

The insurance must represent 110% (one hundred and ten percent) of the CIF value of the “shop to shop” Works on a « blanket policy », including war and strikes, in a freely convertible currency. The Project Owner must be named as beneficiary.

CHAPTER III
FINANCIAL PROVISIONS

ARTICLE 15: GENERAL NOTIONS – PRICES

The Service Provider shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this Jobbing Order shall be final and not subject to review. They shall take into account all Works, charges, false charges and contingences and shall be understood to be inclusive of taxes.

ARTICLE 16: AMOUNT OF THE JOBBING ORDER

The total amount of this Jobbing Order stands at
..... CFAF inclusive of taxes (amount in words) in accordance with the breakdown of estimates appended here to

UNITE PRICE SCHEDULE**UNITE PRICE SCHEDULE FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE**

No	Activity	Unit	Quantities	Unit Price in figures	Unit Price in figures
1	Sensitization	Sessions	2		
2	Production and preparation of plants	NOS	5,000		
3	Assessment and Demarcation	LS	1		
4	Fire tracing activities	M ²	2,400		
5	Site preparation	LS	1		
6	Afforestation	NOS	4,000		
7	Verification	LS	1		
8	Replacement and Replenishing	NOS	1,000		
9	Complete work assessment	LS	1		
10	Work analysis	LS	1		
11	Maintenance and rehabilitation activities	LS	1		
12	Fencing of the surface area	LM	1,200		

BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITIES AND COST ESTIMATES FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE					
No	Activity	Unit	Quantities	Unit Price	Total Amount
1	Sensitization	Sessions	2		
2	Production and preparation of plants	NOS	5,000		
3	Assessment and Demarcation	LS	1		
4	Fire tracing activities	M ²	2,400		
5	Site preparation	LS	1		
6	Afforestation	NOS	4,000		
7	Verification	LS	1		
8	Replacement and Replenishing	NOS	1,000		
9	Complete work assessment	LS	1		
10	Work analysis	LS	1		
11	Maintenance and rehabilitation activities	LS	1		
12	Fencing of the surface area	LM	1,200		
	Total amount without taxes				
	VAT (19.25%)				
	AIR (2.2% OR 5.5%)				
	TOTAL AMOUNT WITH TAXES				
	NET PAYABLE				

This bill is closed at the sum of _____

ARTICLE 17: TERMS AND CONDITIONS FOR PAYMENT

17.1 Start-up advance:

Upon notification of the contract to the Service Provider, an advance payment corresponding to (40% max of the contract amount, all tax inclusive) may be granted to the holder of the Jobbing Order, at his request. This advance payment shall be guaranteed 100% (one hundred percent) by a first-class bank approved by the Ministry in charge of finance or an approved insurance company.

Release of this guarantee shall be issued upon reception of all the Works which were the purpose of the Jobbing Order.

17.2. Scheduling payments:

The contracting Authority has a time-limit of the three (03) days to visa and forward the contractor's bill for payment

Payment shall be done by the Paymaster General after receiving accounts drawn up by the Contract Engineer and signed by the Mayor upon presentation of an account drawn up by the contracting partners in seven (07) copies including the stamped original copy.

Each request for payment shall include the following documents:

- Seven copies of the account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Release of the retention guarantee signed by Mayor in case of final acceptance of supply;
- Copy of the stamped duty agreement for the funding of the project;
- The contractor shall submit the insurance policies for damages of all sorts caused to third parties by his personnel, salaried in service, by the equipment used and due to works.
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
- A copy of the performance bond:
 - > a taxpayer's registration;
 - > an attestation of fiscal conformity;
 - > certificate of incorporation
 - > a plan of localisation;
 - > an attestation of bank account;
 - > an attestation none exclusion from public contracts (ARMP).
 - > others

- Default interests

Default interests shall be paid by statement of the amounts owed.

- Currency

The currency of the tender and payment shall be the CFA Franc.

ARTICLE 18: BANK DOMICILIATION

The Paymaster General shall pay in full all sums owed for the execution of this Jobbing Order by bank transfer to account N°. at in the name of

ARTICLE 19: TAX SYSTEM

This Jobbing Order shall be subject to all the taxes and duties in force in the Republic of Cameroon. The Value Added Tax shall be borne by the Project Owner or Project Manager.

ARTICLE 20: STAMP DUTY AND REGISTRATION

Seven (7) original copies of this Jobbing Order shall be stamped and registered by the Service Provider at his cost, in accordance with the regulations in force

**CHAPTER IV
MISCELLANEOUS PROVISIONS**

ARTICLE 21: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Seven (07) copies of this Jobbing Order shall be produced and circulated.

ARTICLE 22: DISPUTES

Any dispute arising between the contracting parties shall be the subject of an attempt at reconciliation through direct understanding.

Failure of amicable settlement, the final verdict of any dispute stemming from this Jobbing Order shall be passed by the competent Cameroonian court in BOYO Division.

ARTICLE 23: CANCELLATION OF THE JOBBING ORDER

This Jobbing Order may be cancelled under the conditions and formalities provided for by the regulations in force.

ARTICLE 24: VALIDITY OF THE JOBBING ORDER

This Jobbing Order shall be valid only after its signature by the Contracting Authority and shall become enforceable only after its notification to the Service Provider.

ARTICLE 25: TECHNICAL MODALITIES

All items subject to this works shall respect national and international standards

The Service Provider shall display at least three samples of assorted species subject to this works

No	Activities	Description	Number needed	ACTIVITY description	IMPORTANCE	Remarks
1	Seminal organization	To inform and sensitize the administrators and the community	1 seminal	Inform the authority and the civil society	For General protection	
2	Presentation of project by specialist	To clearly explain where, why and how the project will be executed	1 presentation	Done during sensitization no (1)	Clarify all the parties concern	
3	Manual preparation in the field in 5 hectares area.	Preparing plantation from demarcation to planting	5 hectare to be prepared	Clearing ,marking, digging and planting	Physical work in the field ,clearing to planting	
4	Equipment for planting	All tools used to carry out field work	Many in 1 block needed	Material that will be used in field such	Using this material to realized the activity	

				as planting spade		
5	Establishing plantation	Carrying all the necessary activities and planting	Many in 1 exercise	Planting trees in the Konene forest	To achieve results which is a plantation	
6	Replenishing planting	Completing about 5 hectare of area which was not planted around surface area	5 hectares to be replace	Complete ting the suburbs	Making shore it covers every thing and favors percentage of sucees	
7	Total for putting up this 8 hectares plantation	From seminal to creation of plantation	5000 tree needed			
8	First year maintenance	Follow-up activities for better development	8 hectares			

The choice of any sample of tree species subject to this works shall expressly be approved by the project owner

TREES TO BE PLANTED 5000 TREES INCLUDING FIRE RESILLIENT TREES.

These trees are 4000 eucalyptus specimen and 1000 massive species.

TABLE 2: SHOWING THE CHRONOGRAM OF ACTIVITIES TO REAFOREST KONENE FOREST

No	Activity	March	April	May	June
1	Sensitization				
2	Production and preparation of plants				
3	Assessment and Demarcation				
4	Site preparation				
5	Afforestation				
6	Verification				
7	Replenishing				
8	Complete work assessment				
9	Replacement				
10	Work analysis				
11	Maintenance and rehabilitation activities				
12	Fencing of the surface area				

TABLE OF MODEL DOCUMENTS

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 4: Model start-off advance bond

Annex No. 5: Model performance bond

Annex No. 6: Model authorisation from manufacture

Annex No. 7: Model attestation site visit

ANNEX No. 1: MODEL BID

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

Having taken cognisance of all the documents featured or mentioned in the Tender File including the
addenda of CONSULTATION No. 00004/RQ/MINDDEVEL/FC/FCITB/PIB/2026 OF _____
FOR THE REHABILITATION OF THE COUNCIL'S FOREST AREA IN KONENE.

Submit and commit myself to deliver the Works in accordance with the Tender File, in return for the prices
which I myself establish on the basis of the price and quantity schedule which give the amount of the bid for
lot No. _____ at _____ [in figures and words] CFA francs
exclusive of VAT

_____ CFA francs Inclusive of all taxes [In figures and words].

- I pledge to deliver the Works within a deadline ofmonths.
- In addition, I pledge to maintain my offer for 60 days from the deadline of submission of tenders.

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

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

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

Done at _____ on

Signature of _____

In the capacity as _____

Duly authorised to sign bids for and on behalf of _____

ANNEX No. 2: MODEL BID BOND

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

Whereas the Service Provider..... hereinafter referred to as the “bidder” has submitted his bid on for *[recall the subject of the invitation to tender]*, hereinafter referred to as “the bid” and to which must be attached a bid bond equivalent to *[indicate the amount]* CFA francs.

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

The conditions of this commitment are as follows:

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

Or

If the bidder, having been notified of the award of the contract by the Project Owner during the validity period:

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

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

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

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

Signed and authenticated by the bank at....., on.....

[Bank's signature]