

REPUBLIC OF CAMEROON  
Peace-Work fatherland

MINISTRY OF DECENTRALISATION  
AND LOCAL DEVELOPMENT

NORTH WEST REGION

DONGA MANTUNG DIVISION

NWA SUB DIVISION  
NWA COUNCIL

NWA COUNCIL INTERNAL TENDERS BOARD

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTERE DE LA DECENTRALISATION  
ET DU DEVELOPMENT LOCALE

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA MANTUNG

ARRONDISSEMENT DE NWA

COMMUNE DE NWA

COMMISSION INTERNE DE PASSATION DE  
MARCHES DE LA COMMUNE DE NWA

NWA COUNCIL INTERNAL TENDERS BOARD

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## TENDER FILE

### OPEN NATIONAL INVITATION TO TENDER

No. 07/ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of THE 04/02/2026 THROUGH EMERGENCY PROCEDURE FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION

PROJECT OWNER: MAYOR NWA COUNCIL  
THE CONTRACTING AUTHORITY: MAYOR NWA COUNCIL

FINANCING: MINEE PUBLIC INVESTMENT BUDGET (PIB) - 2026

BUDGET HEAD: .....

VOTE OF CHARGE: .....

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FINANCIAL YEAR 2026

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## TENDER NOTICE

### OPEN NATIONAL INVITATION TO TENDER

No. 07/ ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of 04/02/2026 THROUGH EMERGENCY PROCEDURE FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION

1) **SUBJECT OF THE INVITATION TO TENDER:** Within the framework of the execution of the 2026 state budget, the State of Cameroon represented by the Mayor for NWA Council hereby launches an open national invitation to tender For the Supply and installation of solar energy systems in Ntong and Gom Integrated Health Centers, Nwa sub Division, Nwa sub Division, Donga-Mantung Division, North West Region

2) **NATURE OF SERVICE:** Work to be done consists of

- Preparatory works
- Earth works
- Supply of sand and gravel
- Concreting
- Supply of metallic elements
- Supply and installation of cables
- Supply and installation of solar panels and accessories
- Mounting of solar panel supports
- Testing of installations

3) **DURATION OF EXECUTION:** The maximum deadline for the execution provided for by the Contracting Authority shall be **Three months (90 calendar days)** with effect from date of notification of the Service Order to start work.

**Lots:** The works is in one (1) lot as follow: **For the Supply and installation of solar energy systems in Ntong and Gom Integrated Health Centers, Nwa sub Division, Donga-Mantung Division, North West Region**

4) **Estimated cost:** The estimated cost after preliminary studies is Ten million (10,000,000) FCFA

Subject	Amount for the Project	Vote of charge N°	Expenditure authorization N°
the Supply and installation of solar energy systems in Ntong and Lus Integrated Health Centers	10,000,000 FCFA	.....	.....

5) **Participation and origin:** Participation in this invitation to tender is open to competent Cameroonian enterprises that are in compliance with the fiscal laws.

**6) FINANCING:** The said works shall be financed as per the programmed budget of the 2026 Public Investment Budget (PIB 2026) of the Republic of Cameroon under the Ministry of Water Resources and Energy assigned to the Gom village.

**7) BID BONDS:** Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and the list of which is found in document No. 12 of the Tender File, of an amount of **Two hundred thousand (200,000) francs CFA**, and valid for thirty (30) days beyond the date of validity of bids, and deposited at CDEC.

**8) CONSULTATION OF TENDER FILE:** The Tender documents may be consulted and obtained immediately after publication of this invitation to tender from the Services of the Contracting Authority (Service in charge of the award of contracts) during working hours at the NWA COUNCIL TOWN HALL and the Divisional Delegation of MINMAP and ARMP.

Subject	Locality	Bid Bond	Tender fee
For the Supply and installation of solar energy systems in Ntong and Lus Integrated Health Centers,	Ntong and Lus IHCs	200,000 FCFA	20,000 FCFA

**9) ACQUISITION OF TENDER FILE:** The file may be obtained from the NWA Council Town Hall Tel: (237) 677592398 as soon as this notice is published against payment of a non-refundable sum of **Twenty thousand (20,000) CFA francs**, payable at the NWA Council Treasury.

**10) SUBMISSION OF OFFERS (in hard and soft copies):** Each bid written in English or French shall be signed by the bidder or by a duly authorized representative and presented in Seven (7) copies, that is one (01) **original and six (06) copies** labelled as such. These shall be submitted in one sealed external envelop containing three (3) envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical file and Envelope C: Financial file. The sealed external envelop shall bear no information about the company and shall be deposited at the NWA Council Town Hall in the Service in charge of the award of contracts not later than **05/03/2026 at 10am** local time. Note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic. The sealed external envelop shall bear the following inscriptions:

**OPEN NATIONAL INVITATION TO TENDER**  
**No. 07/ ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of 04/02/2026**  
**FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM**  
**INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST**  
**REGION**  
*(To be opened only during the bids opening session)*

**11) ADMISSIBILITY OF BIDS:** Under risk of being rejected, only originals or true copies certified by the issuing service or administrative authorities issuing service 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 as at the date of submission of bids or established before 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.

**12) OPENING OF BIDS:** The bids shall be opened in a single phase, in the NWA COUNCIL TOWN HALL, on **05/03/2026 at 11:00am**. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bids opening session. Any bid which shall not comply with the requirements of the tender file shall be rejected.

**13) Evaluation criteria**

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

**A. Eliminary criteria**

1. Absence or non-conformity of a document in the administrative file, and not submitted within 48 hours on request.
2. -Duration for delivery higher than prescribed; (90 calendar days)
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond; (less than 200,000 FCFA)
5. -A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;

6. -Incomplete financial file;
7. -Enterprises suspended from Public procurement
8. -Technical score less than **80%** of the essential criteria;
9. Absence of a certificate of categorization
10. Absence of a receipt of the deposit of the Bid Bond at CDEC.

**B. Essential criteria**

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

**15) Award:** This evaluation shall be done using the binary method of either **(YES)** or **(NO)** with an acceptable minimum technical score of at least **80%** 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 a **100%** score of the eliminatory criteria and at least **80%** score in the essential criteria.

**16) DURATION OF TENDER VALIDITY:** Bidders shall remain committed to their offers for a period of Ninety (90) days from the last date of submission of tenders, that is, the tenders shall be valid for 90 (ninety) days with effect from their submission deadline.

**17) FURTHER INFORMATION:** Additional (supplementary) technical information may be obtained during working hours from the service for the award of contracts at the NWA Council Town Hall.

**18) AMENDMENT TO THE INVITATION TO TENDER:** The Delegated Contracting Authority reserves the right, if need be, to subsequently amend this invitation to tender in conformity with the public contract code.

NWA, the. 04/02/2026  
**Mayor NWA council**  
(Contracting Authority)

*Copies:*

- MINMAP
- ARMP
- President NCITB
- File/chrono
- Notice Boards

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AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT No. 07/AONO/MINDEVEL/RNO/DDM/CN/CIPMCN/2026 DU 04/02/2026 POUR LES TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG, ARRONDISSEMENT D'NWA, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST

1) **OBJET DE L'APPEL D'OFFRES:** Dans le cadre de l'exécution du Budget d'Investissement Public 2026, l'Etat de Cameroun représenté par, le **Maire de la Commune De NWA** lance un Appel d'Offres National Ouvert **POUR LES TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG, ARRONDISSEMENT D'NWA, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST**

**Consistance des travaux :**

2) **LES TRAVAUX COMPRENNENT NOTAMMENT:**

- Travaux préparatoires
- Terrassement
- Furniture de sable et gravie
- Furniture des elements metallique
- Furniture et installation de panneaux solaires
- supports métallique

3) **DELAI D'EXECUTION :** Le délai prévu pour l'achèvement des travaux du présent appel d'offre est de **Quatre-vingt dix jours** continus (03 mois) à partir du jour de la notification de l'ordre de service.

4) **Allotissement :** Les travaux sont en **un (01)** lot ci-après définis : TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG, Arrondissement De NWA, Departement de Donga-Mantung, Region du Nord-Ouest.

**Coût prévisionnel :** Le coût prévisionnel de l'opération à l'issue des études préalables est de; dix millions (10, 000,000) frs CFA.

Projet	Localité	coût prévisionnel	Achat DAO
TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG	GOM ET NTONG	10,000,000 FCFA	20,000 FCFA

5) **Participationetorigine :** La participation à cette consultation est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisées des opérations similaires.

6) **FINANCEMENT:** Les travaux, objet du présent appel d'offres sont financés par le Budget d'Investissement Public de la République du Cameroun, Budget du Ministère de MINEE au titre de l'exercice 2026 assigné au Maire de Nwa sur la ligne d'imputation budgétaire

Objet	coût prévisionnel	N° de l'imputation	N° de l'autorization de dépense
TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG,	10,000,000 FCFA	.....	.....

7) **CAUTIONNEMENT PROVISOIRE:** Chaque soumissionnaire doit pour chaque lot inclure dans ses documents administratifs, une **garantie** de soumission qui respecte le model prescrites dans le DAO établi par un établissement bancaire agréé par le Ministère en charge des Finances d'un montant égal à **200,000** (deux cents mille) francs CFA et depose a la CDEC. Les cautionnements provisoires seront libérés au plus tard trente (30) jours après le délai de validité des offres pour les soumissionnaires n'ayant pas été retenus. Pour le soumissionnaire attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. Pour éviter les rejets, tous les documents doivent être les originaux ou des copies certifiées conformes issus des autorités administratives compétentes (Préfets, Sous-préfets, Service emetteur) pour une durée n'excédant pas trois mois et présentes selon les règlements spéciaux de cet appel d'offre. Les copies certifiées qui seront certifiées pour la deuxième fois ou des copies falsifiées ne seront pas acceptées. Les chapitres seront séparés par format en couleur. Les offres qui ne seront pas en conformité avec les prescriptions de cet appel d'offre seront déclarés inadmissibles.

**NB:** Pendant l'installation de l'attributaire au site de la construction, il sera obligé de présenter les originaux des documents respectifs pour une vérification stricte de leurs authenticités

8) **CONSULTATION DU DOSSIER D'APPEL D'OFFRES :** Le dossier d'appel d'offres peut être consulté dès publication du présent avis d'appel d'offre aux services de l'Autorité Contractant Délégué (Service de passation des marchés) pendant les heures ouvrables à Mairie de Nwa.

9) **ACQUISITIONWADOSSIERD'APPELD'OFFRES:** Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (Service de passation des marchés) pendant les heures ouvrables à la Mairie de NWA, contreversementd'une somme non remboursable **vingt mille (20,000)** franc cfa, payable à la Recette de la Mairie De NWA.

10) **REMISE DES OFFRES :** Chaque offre rédigée en français ou en anglais en Sept (07) exemplaires, c.-à-d. Un original et six copies marqués comme tels sera remise au Service Départemental de Passation des Marchés, situé à la Mairie de NWA, au plus tard le **05/03/2026 à 10heures**. Il doit être dans un paquet contenant trois enveloppes marquées A : pour le dossier Administratif, B : pour le dossier technique et C : pour le dossier financier. Ce paquet devra porter la mention :

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT No. 07/AONO/MINDEVEL/RNO/DDM/CN/CIPMCN/2026 DU  
04/02/2026 POUR LES TRAVAUX D'ELECTIFICATION SOLAIRE DANS CENTRE DE SANTE DE GOM ET NTONG,  
ARRONDISSEMENT D'NWA, DEPARTEMENT DE DONGA-MANTUNG, REGION DU NORD-OUEST  
«A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»**

11) **RECEVABILITÉDES 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 agréée par le Ministère chargé des Finances.

13) **Ouverture des plis:** L'ouverture des plis se fera le **05/03/2026 à 11heures**, heure locale en une phase par la Commission interne de Passation des Marchés de la Maire de NWA, (SALLE DE CONFERENCE DE LA MAIRIE DE NWA) en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise. Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite en une phase.

- les dossiers administratifs et les offres techniques seront premièrement étudiés par les membres de la Commission Interne de Passation des Marchés. Les entreprises n'ayant pas obtenu au moins **80% des points** de la notation sur des dossiers administratifs et techniques seront éliminées.

14) **ÉVALUATION DES OFFRES:** Les offres seront évaluées selon les conditions suivantes :

**A - Critères éliminatoires**

*Il s'agit notamment:*

- 1- Absence ou non-conformité d'une pièce administrative et non soumise dans les 48 heures sur emande ;
- 2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 3- Fausses déclarations ou pièces falsifiées;
- 4- Absence ou insuffisance de la caution provisoire de soumission;(moins de 200,000FCFA)
- 5- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 6- Entreprises suspendu de la commande publiques
- 7- Absence d'un prix unité dans l'offre financière ;
- 8- Obtention des notes technique inférieure à 80% des critères essentiels ;
- 9- Absence d'un certificate de categorization
- 10- Absence d'un reçu de depot de la caution provisoire a la CDEC

**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- Attestation et rapport de visite du site ;
- 7- Moyens logistiques ;
- 8- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
- 9- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

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

**15) Attribution :** Cette évaluation sera binaire (OUI) ou négative (NON) avec un minimum acceptable d'au moins **80%** 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 **80%** des critères essentiels.

**16) DUREE DE VALIDITE DES OFFRES :** Les soumissionnaires restent tenus par leurs offres pendant quatre-vingt-dix (**90**) jours à partir de la date limite fixée pour la remise des offres.

**17) Les Renseignements Complémentaires :** Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service de Passation des Marchés situé à la Mairie de NWA

**18) Additif à l'appel D'offres:** L'Autorité Contractante se réserve le droit, en cas de nécessité, d'apporter toute autre modification ultérieure utile au présent appel d'offres.

NWA, the. 04/02/2026  
**LE Maire**  
(AUTHORITE CONTRACTANTE)

*Copies :*

- MINMAP ;
- President CIPMCN
- ARMP;
- Maître d'Ouvrage ou Maître d'Ouvrage délégué concerné ;
- Chrono
- Affichage.

**DOCUMENT No 2: General Regulations of the Invitation to Tender**  
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## 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 notice 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 or that indicated in the said 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:**

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

a) The following definitions shall be admitted:

a.1 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;

a.2 Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;

a.3 "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;

a.4 "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

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

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

### **Article 4: Candidates 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) must be from an eligible country, in accordance with the funding agreement.

b. A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:

b.1 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

b.2 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.

b.3 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:

6.1.1 Submit a power of attorney making the signatory of the bid bound by the bid; and

6.1.2 Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

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

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

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

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

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

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

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

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

7.2 The Project Owner shall authorize 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 organize 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 letter of invitation to tender (for restricted invitation to tender);

Document No. 2. The tender notice;

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

Document No. 4. The Special Regulations of the invitation to tender;

Document No. 5. The Special Administrative Conditions;

Document No. 6. The Special Technical Conditions;

Document No. 7. The schedule of unit prices;

Document No. 8. The bill of quantities and estimates;

Document No. 9. The sub details of unit prices;

Document No. 10. Model documents of the contract:

- The execution schedule;
- Model of forms presenting the equipment, personnel and references;
- Model bidding letter;
- Model bid bond;
- Model final bond;
- Model of bond of start-off advance;
- Model of guarantee in replacement of the retention fund;
- Model contract;

Document No. 11. Models to be used by bidders;

- Model contract;

Document No. 12. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document No. 13. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorized 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.

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:

a.1 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;

a.2 The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

a.3 The written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. **Volume 2: Technical bid**

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

**b.2 Methodology:** The Special Conditions of the invitation to tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organization 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 initialed copies of the administrative and technical documents relating to the contract, namely:

- The Special Administrative Conditions (SAC);
- 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:

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

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

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

#### **Article 14: Bid price:**

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

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

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

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

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

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

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

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

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

a. Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid

necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.

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

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

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

a. The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";

a. The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

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

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

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

16.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Contracting Authority, in application of article 22 of the Special Regulations. A bid valid for a shorter period shall be rejected by the Contracting Authority or Delegated 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:

b.1 Fails in his obligation to register the contract in application of article 38 of the General Regulations;

b.2 Fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

b.3 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 Secondary 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 Secondary 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 initialed by the signatory (ies) of the bid.

20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialed by the signatory (i.e.) 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 authorized 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 or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

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

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

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

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

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

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

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

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

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

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

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

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

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

27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but

no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

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

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

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

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

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

- Which substantially limits the scope, quality or realization of the works;
- which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the contract;
- Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

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

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

**Article 29: Qualification of the bidder:** The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

**Article 30: Correction of errors**

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

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

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

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

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

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

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

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

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

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

- a. By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b. By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c. By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
- d. By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
- e. By taking into consideration the various execution time-limits proposed by the bidders, if they are authorized by the Special Regulations;
- f. If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.
- g. If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

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

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

**Article 33: Preference granted national bidders:** National contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

## F. AWARD OF THE CONTRACT

### **Article 34: Award**

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

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

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

**Article 35: The right by the Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure:** The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

**Article 36: Notification of award of the contract:** Before the expiry of the validity of the bids set in the Special Regulations, the Contracting Authority shall notify the preferred bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter will indicate the amount the Project Owner will pay the contractor to execute the works and the execution time-limit.

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

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

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

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

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

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

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

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

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

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

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

39.2 The bond whose rate varies between 2 and 5 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**

Ref. of the General regulations	General
1.1	<p><b>Definition of works:</b> Supply and installation of solar energy systems in Ntong and Gom Integrated Health Centers, NWA Sub-Division, Donga-Mantung Division, North West Region</p> <p><b>Name and address of the Contracting Authority:</b> , Mayor for NWA Council, Delegated Contracting Authority</p> <p style="text-align: center;"><b>Reference of Invitation to tender: 07/ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of the 04/02/2026</b></p> <p style="text-align: center;"><b>FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVI.</b></p>
1.2	Duration of Execution: Ninety (90) days
2.1	<p><b>Source of financing:</b> Works which form the subject of this invitation to tender shall be financed by the 2026 Public Investment Budget of the Ministry of Water Resources and Energy (MINEE), budget head No. ...., .....</p>
3.1	List of pre-qualified candidates, not applicable
4.1	<b>Origin of building materials, equipment, supplies:</b> The materials will generally be from sources in Cameroon.

**6.1 Evaluation criteria**

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

**Eliminatory criteria**

1. -Absence or non-conformity of a document in the administrative file, and not submitted within 48 hours on request.
2. -Duration for delivery higher than prescribed; (90 calendar days)
3. -False declaration or falsified documents;
4. -Absence or insufficient bid bond; (less than 200,000 FCFA)
5. -A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. -Incomplete financial file;
7. -Enterprises suspended from Public procurement
8. -Technical score less than **80%** of the essential criteria;
9. Absence of a certificate of categorization
10. Absence of a receipt of the deposit of the Bid Bond at CDEC.

**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- Logistics;
- 7- Attestation of site visit and site visit report.
- 8- Special Technical Clauses initialed in all the pages;
- 9- 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 **80%** 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 **80%** of the essential criteria.

**ARTICLE 7: Language of the bids:** The offer like any correspondence and all documents concerning the tender, exchanged between the renderer 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.

**ARTICLE 8: PRESENTATION OF THE BIDS**

The bids prepared in English or French and in six (06) copies with one (01) original and five (05) copies marked thus, shall be presented in three (03) volumes as follows:

- A) Administrative FILE
- B) Technical FILE
- C) Financial FILE

1.1 **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 No. 07/ ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of 04/02/2026 FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION**

*(To be opened only during the bids opening session)*

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

**8.2 Internal envelopes**

Three (03) internal envelopes must be sealed in an external envelope.  
The first internal envelope shall be labeled;

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

**ADMINISTRATIVE DOCUMENTS.**

<b>NTONG AND LUS SUB TECHNICAL ANALYSIS SUB COMMISSION</b> <b>THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION</b>			
<b>1. PRESIDENT</b> <b>2. SECRETARY</b> <b>3. MEMBER</b>			
DOCUMENT N°	DESCRIPTION	Yes	No
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder).		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, INwastry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by public treasury <b>20,000 (Twenty thousand) FCFA</b>		
A.6	A bid bond of <b>200,000 (Two hundred thousand) FCFA</b> issued by a first rate-bank 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	A valid Certificate of imposition certified by the chief of center for taxation		
A.10	Business License (photocopy certified by the chief of center of Taxes, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.		
A.12	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.		

A13	Certificate of categorization		
A14	Receipt of deposit of Bid Bond at CDEC		

B.1	General presentation of the bids	Yes	No
	-Document spiral bound -Table of content page -Colour page separation - Presentation of documents in the order given in this tender file		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS</b>		
B.2.1	List of references of the enterprise in similar jobs (at least 8,000,000 FCFA) justified by signed contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. (minutes of final reception for up to 2022 projects) Minimum acceptable: <b>02</b> Contracts realized in the domain of building construction over the past 05 years		
	1st Reference		
	2 <sup>nd</sup> reference		
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF TECHNICAL STAFF</b>		
B.3.1	<b>01 works supervisor (at least Degree or equivalent certificate)</b>		
	Qualification of the works supervisor: ( <b>Bachelor Degree in Electrical Engineering (BAC +3)</b> )		
	Professional experience of the project engineer ≥ 05 years (signed CV) ➤ CV signed by the supervisor, ➤ A certified copy of the technical diploma ➤ An Attestation of presentation of original of the technical diploma ➤ An attestation of availability signed by the supervisor ➤ Certified copy of ID card		
B.3.2	<b>01 Site foreman(Higher National Diploma (HND))</b>		
	Qualification of the Site foreman: (HND certificate in Electrical Engineering (BAC +2 or equivalent certificate))		
	Professional experience of the Site foreman ≥ 03 years (signed CV) ➤ CV signed by the foreman, ➤ A certified copy of the technical diploma ➤ An Attestation of presentation of original of the technical diploma ➤ An attestation of availability signed by the foreman ➤ Certified copy of ID card		
B.3.3	<b>Other personnel</b>		
	➤ 02 two electricians BAC F3 in electricity, with 3 years professional experience in construction of electrical network or similar works ➤ CV signed by the foreman, ➤ A certified copy of the technical diploma ➤ An Attestation of presentation of original of the technical diploma ➤ An attestation of availability signed by the foreman ➤ Certified copy of ID card ➤ 3 Other technicians (Only CVs signed by the candidate). Qualification: (CAP in electricity)		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
B.4.2	Organigram of the project (Specify names of the personnel handling the various functions)		
B.4.3	Logical sequence for the execution of the task		
B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution with respect to the Tender file		

<b>B.5</b>	<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	Masonry Kit : Wheelbarrows, masonry clamps, masonry harmer 300g, shovel, dig axe, building level, masonry bucket , trowels, spead, etc. Electrical Kit :		
<b>B.6</b>	<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.		
<b>B.7</b>	<b>Attestation of site visit</b> signed by Director of the enterprise and Engineer		
<b>B.8</b>	Comprehensive report of site visit signed by the company engineer and justified by photos		
<b>B.9</b>	Special Technical Clauses initialed on all the pages and last page signed and stamped.		
<b>B.10</b>	Special Administrative Clauses completed and initialed on all the pages and last page signed and stamped.		

#### 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	Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC) ( <i>initialed with company stamp and last page Signed</i> )		
C4	Sub details of unit prices		

- The bidders shall use for this purpose the documents and models provided in the Tender file, 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 pages from as well in the original as well as in the copies, so as to facilitate the examination

#### Supply price

**ARTICLE 9: 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 shall be calculated inclusive of all taxes and the prices shall 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 10: 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 11: Guarantee and retention guarantee**

**11.1 Provisional guarantee:** The amount of the provisional guarantee or guarantee of tender is fixed at **200 000 FCFA** (Two hundred thousand FCFA). The time of validity of this guarantee is Ninety (90) days as from the date of depositing of the offers.

**11.2 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 12: 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 13: A number of copies of the offer which must be filled and sent:** The tender, as all the parts accompanying it shall have to be given in seven (06) copies, including one (01) original and six (05) copies. The bidder shall present his documents inside a sealed external envelop being marked:

**OPEN NATIONAL INVITATION TO TENDER No. 07/ ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of 04/02/2026 FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION**

TO BE OPENED ONLY DURING THE BIDS OPENING SESSION»

**ARTICLE 14: Date and latest time of deposit of bids:** They shall be submitted in sealed external envelope latest .....at 10:00am, by mail registered with acknowledgement of delivery or by deposit against receipt (to be presented by bidder upon opening of bids) to the following address:

**NWA COUNCIL SERVICE OF CONTRACTS AWARDS**

**TEL.: 677592398**

Beyond this time bids shall no longer be received or accepted.

**ARTICLE 15: Opening of the bids:** The opening of the bid shall be carried out in the conference room of the Nwa Council Internal Tenders Board on **05/03/2026** as from 11:00 AM, by the Divisional Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

**AWARD OF THE CONTRACT**

**ARTICLE 16: Award of the contract:** The Tenders Board shall propose to the Delegated Contracting Authority the award of the contract to the bidder who shall presented an offer with the lowest amount, and conforming with the regulations of the tender file and the public contract code, and having satisfy to 100% of all the eliminatory criteria as well as at least 80% technical score in the essentially criteria. The decision carrying award of the contract shall be published by way of press release or any other means of publication used by the Administration.

**ARTICLE 17: COMMENCEMENT OF WORK:** Before the commencement of work the contractor must be installed on the site by the commission as per the the contrats terms, in qkeeping with the public contract's code

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

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Chapter I: General

**Article 1: Subject of contract: Supply and installation of solar energy systems in the IHC of Gom and Ntong, in Nwa sub Division, Donga-Mantung Division,**

**Article 2: Contract award procedure:** This contract shall be awarded through an Open National Invitation To Tender

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

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

- The Authority in charge of public contracts is the **Divisional Delegate of Public Contracts for Donga-Mantung**
- **The Contracting Authority:** shall be the **Mayor NWA 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 Water Resources and Energy for Donga-Mantung,** hereinafter referred to as the Engineer.
- **The Project Owner/ authorizing officer:** Is the **Mayor NWA Council.** He represents the beneficiary administration of the works.
- **The Chief of service of this contract:** shall be the **Divisional Chief of Energy Donga Mantung or his representative (a duly mandated staff of the beneficiary institution),** He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- **The Contract Manager shall be the Secretary General for Nwa Council.**
- **The Project Manager** shall be the the CDO NWA Council: He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
  
- The **Control Brigade of MINMAP** shall carry out routine controls at all levels( award process and execution proper ) with regards to this jobbing order
  
- The contractor shall be .....

**3.2 Security:** This contract may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be **Mayor for NWA Council**
- The authority in charge of the clearance of expenditures shall be *the Divisional Finance controller.*
- The body or official in charge of payment shall be *the NWA Council Municipal Treasurer.*
- The official competent to furnish information within the context of execution of this contract shall be *the Mayor for NWA Council*

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

1.4 The language to be used shall be *English 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:

- 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;

- 7) The General Administrative Conditions applicable on public works contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the contract.

**Article 6: General instruments in force:** This contract shall be governed by the following general instruments in force.

1. Decree NO. 2018/336 of 20th June 2018 to institute the Public Contracts Code
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. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;;
7. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
8. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
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. Circular Letter N° 0001879/CL/MINFI of 31st December 2025 relating to the execution, Monitoring and Control of the execution of the Budgets of Regional and Local Authorities for 2026 financial year.
12. Unified Technical Documents (DTU) for building works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the contract.
15. And eventually others if any.

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

**1.1 Copies of All communications within the framework of this JOBBING ORDER shall be sent to MINMAP and shall be written and notifications sent to the following address:**

a) In the case where the contractor is the addressee: Sir/Madam THE CONTRACTOR  
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 Nwa, the chief town of the Division in which the work was done;

In the case where the Project Owner is the addressee:

Sir/Madam **Mayor NWA Council** with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.

b) In the case where the Contracting Authority is:

Sir/Madam **Mayor NWA Council** 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 engineer with a copy to the Contract Manager.

**Article 8: Administrative Orders (Article 8 of GAC):** The various Administrative Orders shall be established and notified as follows:

8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, MINMAP, Contract Engineer, the Paying Body and the Project Manager, where applicable.

8.2 Administrative Orders with an incidence on the objective, the amount and execution duration shall be signed by Contracting Authority and notified by the Contract Manager to the Contractor with a copy to MINMAP, the Contract Engineer, 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 directly by Contract Manager and notified to the contractor by the Contract Engineer or with a copy to the Contracting Authority, MINMAP and Project Manager.

8.4 Administrative Orders serving as warnings shall be signed by the Contracting Authority and notified to the contractor by the Contract Manager with a copy to MINMAP, the Contract Engineer 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 and notified by the Contract Manager to the contractor with a copy to MNMAP, Contract Engineer 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 Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

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

8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of five (5) days** from the date of transmission by the Contracting Authority to the Project Owner. Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

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

9.1 This contract shall be in one phase only. 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 by himself be 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 AIR \_\_\_\_\_ CFA F
- Total taxes..... 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)**

15.1 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.

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

**Article 18: Evaluation of works (article 23 of the GAC):** 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 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 Secondary price of the works reaches eighty (80) percent of the amount of the contract.

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

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

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

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

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

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

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

- [1-2.2 and/or – (7.5 or 15%)] paid directly into the account of the contractor;
- 2.2% or 3.3% paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR 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 the Project owner within a maximum deadline of 03 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 Decree No. 2018/336 of 20<sup>th</sup> 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.**

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)**

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

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

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

25.2 The Contract Manager has up to five (05) days to notify the corrected and approved draft to the Project Manager.

25.3 The contractor has up to five (05) days to return the signed final detailed account.

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

26.1 The Project Manager has up to five (05) 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.

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

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

**Article 28: Stamp duty and registration of contracts (article 37 of GAC):** Seven (7) original copies of the contract shall be stamped by and at the cost of the contractor, in accordance with the applicable regulations.

### Chapter III: Execution of works

**Article 29: Nature of the works (article 46 of GAC):** The works shall include especially: (*see Special Technical Conditions*)

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

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

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

**Article 31: Duration of the execution of the contract (article 38 of the GAC)**

31.1 The time-limit for the execution of the works forming the subject of this contract shall be **ninety (90) days. (Four months)**

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

**Article 32: Role and responsibilities of the contractor (article 40 of the CAG):** The detailed and general plan of progress of the works shall be communicated to the Project Manager in *five (05)* copies at the beginning of each stage.

**Article 33: Provision of documents and site (article 42 of the GAC):** A reproducible copy of the plans featuring in the Tender File shall be submitted by *the Contract Manager*. The Project Owner shall make available the site and access ways to the contractor at the appropriate time as the works progress.

**Article 34: Insurance of structures and civil liabilities (article 45 of GAC):** The following insurance policies are required within the scope of this contract in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the contract (*to be adapted*):

- *Liability insurance, business manager;*
- *Comprehensive insurance of the site;*
- *Insurance covering its ten-year obligation, where applicable.*

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

35.1 **Programme of works, Quality Assurance Plan and others.**

a) Within a minimum deadline of fifteen (15) days from the date of notification of the Administrative Order to commence execution, the contractor shall submit in six (6) copies for the approval of Contract Manager after the endorsement of the Project Engineer the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

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 Project Manager and Contract Manager then have a deadline of five (5) days each 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 Contract Manager or Project Manager 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 Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

b) The Environment Management Plan should bring out notably the choice technical conditions of the site and Secondary 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 Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract.

### 35.2 Execution draft

a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the *Contract 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 Manager* 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.

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

### Article 36: COMMENCEMENT OF WORKS.

Before the start of works, the authorizing officer shall convene an enlarge site meeting with the following in attendance:

-The authorizing officer.....	Chair person	-The project manager.....	Member
-The Contract Engineer.....	Secretary	-The control brigade MINMAP...	Observer
-The DD MINEPAT.....	Member	- Contract manager.....	Member
-The MINDDVEL .....	Member	-The Chief of Service of the contract	Member
-The DD MINMAP .....	Observer	-The contractor.....	Member

**Article 37: Implantation of structures:** The Project Manager shall notify within [five] days following the date of notification of the Administrative Order to commence work, the Secondary points and levels of the project.

**Article 38: Sub-contracting (article 54 of the GAC):** The part of the works to be sub-contracted shall be 30 % of the initial amount of the contract and its additional clauses.

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

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

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

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

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

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

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

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

**Chapter IV: Acceptance**

**Article 42: ACCEPTANCE**

42.1 PRE- ACCEPTANCE OPERATIONS: Before the acceptance of the works the contractor shall ask in writing to the control Engineer through the project owner, 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 according to *decree NO. 2018/336 of 20th June 2018*) bearing public contracts. with the following in attendance:

-The Authorizing Officer.....	Chair person	-The Contract Manager.....	member
-The Contract Engineer.....	secretary	-The Contractor.....	member
-The Project Manager.....	Member		

The minutes of this operation shall be drawn up on site and shall be valid with signatures of 2/3 of all present. During this pre-reception, the engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the acceptance. The project owner shall fix the acceptance date in collaboration with the project Engineer.

**42.2 Acceptance: PROVISIONAL ACCEPTANCE.**

The commission shall examine the report of the pre-acceptance and shall proceed either to the provisional or final acceptance as the case may be. An acceptance report (process - verbal) of the works shall be prepared by the Engineer and sign by all the commission members on the site with the following in attendance:

-The Authorizing Officer.....	Chair person	-The Project Manager.....	Member
-The Contract Engineer.....	Secretary	-The DD MINMAP.....	Observer
-Contract Manager.....	Member	--The Control Brigade MINMAP	Observer
-The stores accountant of Nwa council.....	Member	-The contractor.....	member

**Article 43: 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 44: Final acceptance (article 72 of the GAC)**

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

44.2 The commission and procedure for final acceptance shall be the same as for provisional acceptance and as per *decree NO. 2018/336 of 20th June 2018*) bearing public contracts.

44.3 Members of the reception committees shall be intitled to indemnities for each session paid by the contracting authority.

**Chapter V: Sundry provisions**

**Article 45: Termination of the contract (article 74 of the GAC)**

The contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24 September 2004 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 46: 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.*
- *Uprisings and demonstration for more than two weeks.*

**Article 47: 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.

**Article 48: Production and dissemination of this contract:** Ten (10) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

**Article 49: Entry into force of this contract:** This contract shall be final only upon its signature by the Delegated Contracting Authority. It shall enter into force as soon as it is notified to the contractor by the Delegated Contracting Authority.

**Article 50: INFORMATION TO BE POSTED:** The Contractor shall put up a visible sign board (*total height=2,80meters, width=1,20meters, board thickness=2,5centimeters at 1,20meters above the ground level with poles embedded in concrete*) at the entrance to the site at a place approved by the Project Engineer, bearing the following text:

REPUBLIC OF CAMEROON

Peace - Work - Fatherland

THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTRES IN NWA TOWN, NWA SUB DIVISION, DONGA-MANTUNG DIVISION, NORTH WEST REGION

CONTRACTING AUTHORITY: MAYOR NWA COUNCIL

AUTHORISING OFFICER: MAYOR NWA COUNCIL

CONTRACT ENGINEER: THE DIVISIONAL DELEGATE OF MINEE DONGA-MANTUNG

CONTRACT MANAGER: SECRETARY GENERAL NWA COUNCIL

EXTERNAL CONTROL : THE CONTROL BRIGADE OF MINMAP DONGA MANTUNG

CONTRACTOR:.....

FINANCING: 2026 PUBLIC INVESTMENT BUDGET (MINEE)

DURATION OF CONTRACT: THREE (03) MONTHS (90 CALENDAR DAYS)

## DOCUMENT N° 5

### SPECIAL TECHNICAL CLAUSES

#### VI-TECHNICAL SPECIFICATIONS FOR EXECUTION

##### *CHAPTER I: GENERAL DISPOSITIONS*

###### Article 1: Subject

This specification aims to define the mode of execution of work to be done following the norms and approved standards, according to the documents of the Contract.

The choice of technological options for achieving the proposed work has the sole concern to ensure a better functionality of facilities in compliance with safety rules for the protection of property and persons. It has been established as a guide to clarify and supplement the guidance of the estimate and drawings notwithstanding the terms of the Contract.

Contracting authority: TO BE Specified

Project engineer: MINEE

Contract manager: Sponsor Ministry

Contractor: To be selected.

###### Article 2: Extent of works

- The supply and installation of a solar array of 48 solar panels of 450Wp and related accessories in each locality;
- Supply of 02 MPPT 120A-150V Solar Charge Controller and related accessories in each locality
- Supply of 01 Solar Inverter 15KVA 48V and related accessories in each locality
- Supply of 10 poles of 9m height for distribution of electricity in each locality
- Supply of 525m of 3X50mm<sup>2</sup> cables for distribution
- Wiring of 15 houses with circuit breakers of 10A
- Putting in place of a solar maintenance committee and training of technicians
- Construction of wire barbed fence to protect technical unit

###### Article 3: Description of projects/works

##### CIVIL ENGINEERING WORKS

The process involves pegging and digging holes

##### INSTALLATION

This task entails the installation of major accessories such as batteries, solar panels, charge controllers, poles and other accessories.

- The supply and installation of a solar array of 48 solar panels of 250Wp and related accessories in each locality;
- Supply of 02 MPPT 120A-150V Solar Charge Controller and related accessories in each locality
- Supply of 01 Solar Inverter 15KVA 48V and related accessories in each locality
- Supply of 10 poles of 9m height for distribution of electricity in each locality
- Supply of 525m of 3X50mm<sup>2</sup> cables for distribution
- Wiring of 15 houses with circuit breakers of 10A
- Putting in place of a solar maintenance committee and training of technicians

- Construction of wire barbed fence to protect technical unit

## *CHAPTER II: ORIGIN AND QUALITY OF MATERIALS*

### Article 4: Origin of materials

All materials for this project may be imported or gotten in our Cameroon market and must meet the international norms.

### Article 5: Quality of materials:

All materials will be received by the technical commission to certify the quality.

### Article 6: Quality control

The materials and major accessories shall be systematically controlled by the MINEE and the Beneficiary Council to ensure total quality and functioning of the project.

## *CHAPTER III: EXECUTION OF WORKS*

### Article 7: Basics.

For all construction, supply and installation of solar lamps and its accessories, and security measures and environmental protection to be observed, they must conform to the requirements, laws, decrees, orders, standards, norms and publications in force in Cameroon and for management of the electricity sector. In default the texts will be applied in this order:

- The recommendations of the International Electro-technical Committee (IEC Publication);
- The European standards CEN-CENELEC (EN);
- The French AFNOR standards;
- The decision of 2 April 1991 laying down the Technical Conditions to be satisfied by the distribution of electricity, published in the Official Gazette of the French Republic on May 4, 1991;
- Circular No. 78-79 of 6<sup>th</sup> July 1978 on the implementation of the Decree of May 26, 1978
- Standards Approved French NFC;
- French UTE standards and in particular:
  - C 10-100;
  - C 10 - 101;
  - C 10 - 200;
- Any other norms recognized in the system (ISO).

The installation of solar photovoltaic of this present tender file must be in conformity to prescriptions, laws, decrees, arretes, standards, norms and publications in force in Cameroon, and relating to renewable energy and low voltage electric installation:

- UTE C 57-300 : descriptive parameters for a photovoltaic system ;
- UTE C 57-310 : direct transformation from solar energy to electrical energy;
- NF EN 61727 : photovoltaic system(PV) – Characteristics and grid connected interface;
- NF EN 61173: High voltage protection in solar photovoltaic systems and energy protection.
- CEI 61724 : surveillance of quality functioning of the solar photovoltaic system– Recommendations for data measurement, transmission and analyses
- NF EN 60904-3 (C57-323) photovoltaic Disposition – Part: Measuring the photovoltaic characteristics Current-voltage - Part 3: Principle of measuring the solar photovoltaic dispositive (PV) to be used on the ground including spectral lighting which is reference.
- NF EN 61215 Silicon mono-crystalline or poly-crystalline photovoltaic modules (PV): Qualification of the conception and homologation.

- NF EN 61730-1 (C 57-111-1) Qualification for the certainty of functioning of photovoltaic modules Part 1: Demands for the construction.
- NF EN 61730-2 (C 57-111-2) Qualification for the certainty of functioning of photovoltaic modules Part 3: Demands for Testing.

Solar street lighting which is an aspect of this tender file must be in conformity to prescriptions, laws, decrees, Orders, standards, norms and publications in force in Cameroon, and relating to the installation of street lighting. By default of these texts, the following recommendations will apply:

- NF EN 60598 on the safety of luminaries;
- UTE C 17-205 applicable to the characteristics of street lighting installations;
- NF C 17-200 Relating to installations destined for public street lighting;
- NF C 17-202 applicable to illumination installations and lighting purposes;
- NF EN 13201 concerning public lighting parts 1, 2, 3 and 4.
- NF EN 40 concerning poles of public lighting.

Article 8: Studies

Feasibility study is carried out by the external consultant and will be executed by the contractor

Article 9: Execution document:

#### CHAPTER IV TECHNICAL OFFER

The technical offer shall be made of the following documents:

**Table 13: Composition of the technical offer**

N	DOCUMENTS	DESCRIPTION	AUTHENTICATION
B1	STC	The Book of the Special Technical specifications (STC) as mentioned	initialled on each page, and at the end of the document, the date, the signature and the seal of the bidder;
B2	List of material	It will have to emphasize the average materials which will be mobilized (list of the equipment, of the materials and tools to be used)	To be included, certified copies of the Invoices, certificates of sale or purchase, lease agreement
B3	List of the personnel	The supervisory staff will have to include (minimum acceptable): <ul style="list-style-type: none"> <li>- a foreman, Higher Electrical or Rural Engineering Technician with 05 years of experience in similar work;</li> <li>- an electrician experienced in rural electrification works, and at least a senior electrical technician.</li> </ul>	To be included for each Technician, a CV signed and dated, as well as a certified copy of the diploma.
B4	Technical proposal and planning of execution	In accordance with the evaluation tables of the offer, it will include: <ul style="list-style-type: none"> <li>- a brief summary of the analysis of the project and techniques of implementation</li> <li>- Organization of work in teams or workshops</li> <li>- Quality control (Organization of the quality control interns)</li> <li>- Provisions planned for the Environmental protection</li> <li>- Measurements of hygiene and safety</li> </ul>	Date, signature and seal of the bidder at the end of the document
B5	Certificate of site	Certificate of site visit	Date, signature and seal of the

	visit		Delegated Contracting Authority and endorsement of the Contract Engineer.
<b>B6</b>	References of the company	List similar works already carried out in the last three years	Value of the works, copies of the Contracts (1 <sup>st</sup> and last pages) and Minutes of reception and/or certificates of completion of works
<b>B7</b>	Business turnover	Extract of the assessment and/or Letter of award and statement of reception of Works	Extract of the certified Assessment of a certified accountant.
<b>B8</b>	Approval of the supplier	Certificate of representation of the manufacturer of the solar generator.	Document of the manufacturer of the solar generator.

**NB:** The personnel suggested will be considered in the evaluation only if the necessary supporting documents not less than three (03) months and referring themselves to the personnel are in the file, the Administration reserves the right to come into contact with the personnel mentioned in the offer.

#### *CHAPTER V FINANCIAL OFFER*

The financial offer shall be made of the following documents:

**Table 14: Composition of the financial offer**

N	DOCUMENT NAME	DESCRIPTION	AUTHENTICATION
<b>C1</b>	Tender	The format provided to be duly supplemented with indication of the amount of the proposal	Date, signature, name and seal of the bidder - Stamped with a fiscal stamp
<b>C2</b>	Unit Price schedule	original of the price schedule format provided, duly supplemented by the prices of the bidder in words and figures	Initials on each page, signature and seal of the bidder on the last page
<b>C3</b>	Details of the estimate	original of the details of the estimate duly supplemented by the bidder	Initials on each page, signature and seal of the bidder on the last page
<b>C4</b>	Sub detail of the unit Prices	tally of the sub-detail in conformity with the model of the CAD	Initials on each page

The various sections of the tender document will have to be in order and to be separated from each other by using different colours other than white.

**Note:** The plans provided with the Tender Documents are not to turn over with the tender.

Article 10: Mobilization, site installation and implementation of projects

Before the beginning of work, the Project Manager will start with the checking of the conformity of the materials and the personnel with the specifications of the Contract (technical offers).

The Contractor will be required to replace the materials and/or the personnel which may be found to be non-conforming, and will equally face sanctions in case of the non-observance of the completion periods.

The materials to be mobilized for the project must consider the nature of the grounds in the zone

The team for the execution of the works will include at least:

(1.1) A Works Director, who must be an Electrical Engineer (electrical Engineering or equivalent) with 05 years of experience in similar works

(1.2) An Electrical Technician, experienced in rural electrification works, minimum level Senior Technician diploma in Electrical Engineering;

(1.3) A Construction Foreman, minimum level CAP in electricity or equivalent with at least three (03) years of experience in works in the rural area or similar rural electrification.

(1.4) Three (3) semi-skilled workers (electricians) with at least three (3) years of experience

Article 11: Preparatory works

After the award of the contract, the contractor is expected to provide the control engineer with all documents relevant to the project, in order to facilitate planning, work schedule and a better follow up of all activities.

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.

#### Article 12: Debris

Hole excavation has to respect ENEO norms; that is depth is 1/10 of the total length of the pole plus 0.5 meter ( $D=1/10+0.5$ )

#### Article 13: Earth and lightning discharge protection

The interconnection of masses is of a fundamental importance for the proper functioning of protection against lightning and over voltage. The metallic masses of equipment must be interconnected and linked to the earth. In order to protect the equipment against indirect lighting faults, thunder arrestors must be installed in different spots.

#### Article 14: Concrete

The concrete of the base of the transformer will respect a dosage of  $350 \text{ kg/m}^3$

#### Article 15: The electric pole

To be made of wood, it has to be sized to withstand or carry the set of the LV cables. The height should be 9m.

#### Article 16: The luminary

The luminary consists of an optical system incorporating a reflector, a refractor and a control mechanism. This setup should guarantee a high efficiency without emitting luminous flux above the horizon. The head of the luminary should hence be flat, transparent and in a horizontal posture. Convex and non-transparent heads which disperses luminous flux thereby provoking losses should be avoided.

The lamps should be of the LED type with a nominal power of 40W (DC, 12V) with an effective luminosity greater or equal to 70 lm/W and a minimal life span of 50 000 hours.

The linear luminous power should not exceed 75kilolumens/km for roads of less than 10m wide and 150kilolumens/km for roads more than 10m wide.

#### Article 17: Photovoltaic modules

The photovoltaic modules must resist the following ambient climatic conditions:

- Working Temperature range: 10° to + 85°C
- Relative Humidity: upto 100%
- Wind speed: 5 to 25 km/h
- Precipitations: continuous severe rains
- Particular conditions (tropical climate of the equatorial type, etc.)
- the photovoltaic modules must respect the standard CEI 61215 for crystalline modules.

The maximum operational voltage should be clearly specified on the datasheet and on the name plate of the module. It must be compatible with the voltage put in place for the normal functioning of the lamps.

The module should have:

- A junction box where appropriate connectors of IP54 at least are used;
- A bypass diode (diode for derivation).

All precautions must be taken in a manner to avoid every risk linked to corrosion by electrolytic coupling between the photovoltaic module and the frames or racks.

#### Article 18: Finishes and protection of embankments

Not applicable with rural electrification

#### Article 19: Charge controller

The charge controller protects the battery against overcharging from the modules and deep discharges by the load. For the purpose of this jobbing order, the following charge controllers of the series model will be used for the following criteria:

- an eventual reverse biased diode of type « schottky » ;
- quality contacts with easy access;
- a minimum internal consumption (few mA maximum) ;
- a load thermal compensation ( $T > 30^{\circ}\text{C}$  and  $T < 0^{\circ}\text{C}$ ) ;
- an output manual faulty breaker;
- full charge indicators and output cut;
- an output protection (fuses).

#### Article 20: The maintenance of projects

The Contractor will take care of the project during one year guaranty and thereafter the project will be maintained by the Council.

### CHAPTER VI: SOCIO-ENVIRONMENTAL STUDIES OF PROJECT

#### Article 21: Sensitization meetings

This meeting is the responsibility of the contractor who has the obligation to hold it before the beginning of the project and make sure that the population is aware of all the risks involved in the project.

**Table 15: Socio-environmental Management Plan**

N°	Activities	Objective	Period	Responsible authority	Follow up	Indicator	Cost
1	Sensitization of the population of the area	Raise awareness of the risk	Before extension	Contractor	MINEPDED MINEE COUNCIL	Report	200.000frs
2	Provision of PPE	Curbnoise, accident and injuries	During installation	contractor	MINEPDED COUNCIL	report	-
3	Provision of first aid, medical equipment and insurance for workers	Ensure social security	During installation	contractor	MINEPDED COUNCIL DMO	report	-

Article 22: Control of the streetlamps

A control mechanism for the streetlamps must allow the lamps to be controlled by lighting and turning them off during appropriate hours with the help of the usual devices (contactors, switches, etc.). These devices can eventually be integrated into the charge controller. A device to vary power will permit a reduction of the energy consumption at night.

Article 23: The circulation of machines on site

Machines will circulate on the site only during the day period

Article 24: Health and disease

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

The insurance will be submitted to the contracting authority for approval and will have to cover the total period of execution of the project. No payment, except for the start off payment will be made without the presentation of the insurance certificate.

Article 25: Fixtures and civil works

The solar lamps will be fixed on the ground by a four foot beam casted heavily with reinforced concrete and with the help of flat fixture. This setup must be sized following the laid down principles to withstand the weight of the solar lamps.

Article 26: Program for the execution of environmental projects

**Table 16: program for the execution of environmental projects**

N°	Activities	Objective	Period	Responsible authority	Follow up	Indicator
1	Sensitization of the population of the area	Raise awareness of the risks that may be associated with the project.	Before kick off	Contractor	MINEPDED MINEE Nwa Council	Report

2	Provision of PPE	Curb noise, accident and injuries	During installation	contractor	MINEPDED MINEE Nwa Council	report
3	Provision of first aid, medical equipment and insurance for workers	Ensure social security	During installation	contractor	MINEPDED MINEE Nwa Council	report

*CHAPTER VII: EVALUATION MODE OF PROJECTS*

Article 27: Definition of projects

The supply and installation of 2 kits of 5kVA solar electrification systems and connection of at least 30homes in localities not connected to the national electricity grid.

Article 28: Description of sensitive HIMO prices (for HIMO micro-projects)

**Table 17: description of sensitive HIMO prices guide**

Description sensitive HIMO prices					
Project Name					
N°	DESIGNATION	Unity	Qty	Unit price	Total (FCFA)
1	Pecking and digging of holes	U	68	6 000	360,000
2	setting out structures	IS	1	200 000	200 000
<b>TOTAL</b>					<b>560 000</b>

*CHAPTER VIII: EVALUATION MODE OF WORKS*

Article 29 Material prices

The bidder will provide the prices of all materials to be used, with all details.

Article 30 Definition of prices and evaluation of works

The bidder will provide prices and evaluation of works with all details which show how works will proceed.

Article 31 File for the summary of all works put together (As-Built plan)

After the execution of all works of the project, the Contractor will be expected to provide a conformity plan of work validated by MINEE

*CHAPTER IX: PROTECTION OF THE ENVIRONMENT*

Article 32 Sanctions and penalties

Failure to complete work within the deadline by the contractor will lead to the following penalties for lateness.

- 1/2000<sup>th</sup> of the amount of the contract per day from the 1<sup>st</sup> to the 30<sup>th</sup> day of lateness.
- 1/1000<sup>th</sup> of the amount of the contract per day after the 30<sup>th</sup> day of lateness.

Penalties will be applied automatically without notice and for every single day after the appointed team except to legally defined circumstances of major impediments. It is specified that no bonus is foreseen in case of anticipated delivery.

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

*CHAPTER X: LABELING*

It is a succession of characters making it possible to identify the project. The character would respect the format below:

METALLIC PROJECT NOTICE BOARD FOR.....

**Characteristics of the board:**

- Dimensions: length = 120 cm; width = 100 cm; height = 250 cm
- Background Colour: white
- Lettering colour: black
- Lettering height: between 5 and 12 cm
- The board is recto-verso

**DOCUMENT N° 06 THE UNIT PRICE SCHEDULE**

<b>THE UNIT PRICE SCHEDULE FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA-MANTUNG DIVISION, NORTH WEST REGION</b>				
<b>No</b>	<b>DESIGNATION OF WORKS</b>	<b>UNIT</b>	<b>U.P in figures</b>	<b>U.P in words</b>
<b>A</b>	<b>GOM</b>			
<b>100</b>	<b>100 PRELIMINARY WORKS AND SITE INSTALLATION</b>			
101	Preliminary studies, Preparation of working documents	LS		
102	Site clearance, mobilization and installation	LS		
103	Training of local maintenance technician	LS		
104	Environmental Impact Notice (EIN)	LS		
<b>200</b>	<b>INSTALLATION OF PV COMPONENTS</b>			
201	Lithium battery 200Ah/24V	U		
202	Solar panel 350W	LS		
203	3.5KVA pure sine wave inverter 24V	U		
204	120AH MPPT charge controller	U		
205	DC digital circuit line breaker	LS		
206	AC digital breaker 63A	LS		
207	AC surge protection	LS		
208	6MM cable	LS		
<b>B</b>	<b>NTONG</b>			

300 INSTALLATION OF PV COMPONENTS				
301	Lithium battery 200Ah/24V	U		
302	Solar panel 450W	LS		
303	3.5KVA pure sine wave inverter 24V	U		
304	120AH MPPT charge controller	U		
305	DC digital circuit line breaker	LS		
306	AC digital breaker 63A	LS		
307	AC surge protection	LS		
308	6MM cable	LS		
<b>400</b>	<b>SUNDRY EXPENSES</b>			
401	Transportation of personnel	LS		
402	Transportation of materials	LS		

**DOCUMENT N°. 07 BILL OF QUANTITIES AND COST ESTIMATES**

<b>BILL OF QUANTITIES AND COST ESTIMATES FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM INTEGRATED HEALTH CENTERS, NWA SUB-DIVISION, DONGA-MANTUNG DIVISION, NORTH WEST REGION.</b>					
<b>S/N</b>	<b>DESCRIPTION</b>	<b>Unit</b>	<b>QTY</b>	<b>U.P.</b>	<b>Amount</b>
<b>A</b>	<b>LUS</b>				
<b>100 PRELIMINARY STUDIES, AND SITE INSTALLATION</b>					
101	Preliminary studies, Preparation of working documents	LS	1		
102	Site clearance, mobilization and installation	LS	1		
103	Training of local maintenance technician	LS	1		
104	Environmental Impact Notice (EIN)	LS	1		
	<b>Sub Total 100</b>				
<b>200 INSTALLATION OF PV COMPONENTS</b>					
201	Lithium battery 200Ah/24V	U	2		
202	Solar panel 350W	LS	6		
203	3.5KVA pure sine wave inverter 24V	U	1		
204	120AH MPPT charge controller	U	1		
205	DC digital circuit line breaker	LS	1		
206	AC digital breaker 63A	LS	1		
207	AC surge protection	LS	1		
208	6MM cable	LS	1		
	<b>Sub Total 200</b>				

	<b>TOTAL LUS</b>				
<b>B</b>	<b>NTONG</b>				
<b>300 INSTALLATION OF PV COMPONENTS</b>					
301	Lithium battery 200Ah/24V	U	2		
302	Solar panel 450W	LS	6		
303	3.5KVA pure sine wave inverter 24V	U	1		
304	120AH MPPT charge controller	U	1		
305	DC digital circuit line breaker	LS	1		
306	AC digital breaker 63A	LS	1		
307	AC surge protection	LS	1		
308	6MM cable	LS	1		
	<b>Sub Total 300</b>				
<b>400 SUNDRY EXPENSES</b>					
401	Transport of personnel	LS	1		
402	Transport of materials	LS	1		
	<b>Sub Total 400</b>				
<b>TOTAL NTONG</b>					
<b>TOTAL EXCLUDING TAXES</b>					
	<b>VAT @ 19.25% (exonerated)</b>		<b>0.00%</b>		
	<b>AIT @ 5.5%</b>		<b>5.5%</b>		
<b>TOTAL INCLUDING TAXES</b>					
<b>NET AMOUNT PAYABLE</b>					

**DOCUMENT N° 8 FRAMEWORK OF SUB-DETAIL OF PRICES**

DESIGNATION :Studies and site installation					
No	Daily out put	Total quantity	Unit	Duration of activity	
<b>WORKMAN SHIP</b>	Category	No	Daily wage	Days break up	Amount
	<b>TOTAL A</b>				
<b>EQUIPMENT/MACHINES</b>	Type	No	Daily rate	Days break up	Amount
	<b>TOTAL B</b>				
<b>MATERIAL AND MISCELLANEOUS</b>	Type	Unit	Unit cost	Quantity	Amount

	TOTAL C		
D	DIRECT TOTAL COST	A+B+C	
E	GENERAL SITE EXPENSESES	Dx%	
F	GENERAL OFFICE EXPENSES	Dx%	
G	NET COST	D+E+F	
H	RISK + BENEFITS	Gx%	
P	TOTAL COST (HT)	G+H	
V	UNIT COST (HT)	P/Q'TY	

Document No. 9: Model contract

Page \_\_\_\_\_ and last page of **JOBGING ORDERS No 07/JO/ONIT/MINDEVEL/NWR/DMD//AC/ACITB/2026 OF--**

**-----AWARDED FOLLOWING INVITATION TO TENDER No. ....../**

**ONIT/MINDEVEL/NWR/DMD/NC/NCITB/2026 of 04/02/2026**

**FOR THE SUPPLY AND INSTALLATION OF SOLAR ENERGY SYSTEMS IN NTONG AND GOM  
INTEGRATED HEALTH CENTERS, NWA SUB DIVISION, DONGA MANTUNG DIVISION, NORTH WEST  
REGION**

**EXECUTION DEADLINE:** One Hundred and twenty days (04) months

**Amount of contract in CFA F:**

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

**Read and accepted by the contractor**

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

**Signature of Contracting Authority**

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

**Registration**