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REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
MINISTERE DE LA DECENTRALISATION
ET DEVELOPPEMENT LOCALE
REGION DU NORD OUEST
DEPARTEMENT DE LA MOMO

NJIKWA COUNCIL

COMMUNE DE NJIKWA

E-Mail: njikwacouncil1995@gmail.com

NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
SINGLE	FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO	25,000,000F CFA	500,000 F CFA	42,000 CFA F

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MINISTRY OF DECENTRALIZATION AND

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N° 03/ONIT/NCITB/NC/2026 OF 06/03/2026
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NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

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PART 01
TENDER NOTICE

4. Financing

The works, subject of this invitation to tender, shall be financed by the MINADERU 2026 INVESTMENT BUDGET - 2026 Year.

5. Consultation of the tender file

The tender file may be consulted at the Njikwa Council office (through the Council Development Officer) during working hours, as soon as this tender notice is published.

6. Acquisition of the tender file

The tender file may be acquired from the Njikwa Council office (through the Council Development Officer) upon presentation of a non-refundable treasury receipt of 42.000 (FOURTY TWO THOUSAND) FCFA. Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

7. Presentation of the tender file

The tender file in three (03) volumes shall be enclosed in three sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical offer (Volume 2);
- Envelope C containing the financial offer (Volume 3).

The three volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

8. Submission of the tender file

Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Conference Hall of Njikwa Council not later than 15/04/2026 at 10 a.m local time and should carry the inscription:

"OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE) "
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.
«To be opened only during the bid opening session »

The offers or the bids submitted after the stipulated deadline shall not be received.

9. Admissibility of bids

The bids not respecting the separation mode of the financial bid from the administrative and technical bids shall be rejected.

Any bid not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible. Especially the absence of a bid bond of a first rate bank approved by the Ministry of Finance and valid for a period of thirty (30) days shall be rejected.

Least they are rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. They must obligatorily not be older than THREE (03) MONTHS and must be valid during the bid opening session.

10- Opening of bids

The opening of the bids in one phase shall be done on 15/04/2026 at 11 a.m in the Conference Hall of Njikwa Council by the competent tenders board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

11- Submission of bids timeframe

- Modification of the model break down unit price attached.

Essential criteria:

The technical offer of the bidder shall be assessed along the following lines:

S/N	Designation	MARKS
01	General Presentation of the offer: Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01
02	Quality of Requested staff: Qualifications, experience of personnel affected to the project, CV, NIC and attestation of availability signed and dated.	05
03	Technical equipment/material affected to the project: The company should justify the property of the necessary material to the execution of works.	02
04	Reference of the enterprise: <ul style="list-style-type: none"> ▪ Turnover for any past two years; ▪ Experience in road/public works/rurual engineering 	02
05	Presence of the methodology of work execution	04
06	Presence of the prefinancing capacity	01

The note of the technical offer will be gotten by addition of marks for every criteria. Only the technical offer having gotten an equal or superior note to 80% of YES will be kept for the financial evaluation.

15. Award of the contract

The contract shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality. (See article 99 of the public contracts code).

16. Period of validity of bids

The bidders shall remain committed to their bids during a period of One hundred and twenty (120) days from the deadline set for the submission of bids.

17. Complementary information

Complementary technical information may be obtained every day during working hours from the Njikwa Council Office.

NJIKWA, the 06/03/2026

The Mayor Njikwa Council

Copies:

- ARMP (for publication and archives);
- Chairperson of NCTB (for information);
- Notice boards (for information).



Akhebe Angwa Emmanuel

6.- Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la COMMUNE DE NJIKWA, (Service Technique) sur présentation d'une quittance de versement d'une somme non remboursable de **42,000 (QUARANTE DEUX MILLES)** francs CFA au Trésor. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

7.- Présentation des offres

Les documents constituant chaque offre sont repartis en trois (03) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

8.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, dans la salle de la conférence de la Commune de Njikwa, au plus tard le 15/04/2026 à 10 heures, heure locale et devront porter la mention:

Appel d'Offres National Ouvert en Procédure d'urgence

No. 03/ONIT/NCITB/NC/2026 DU 06/03/2026

**POUR LES TRAVAUX DE CONSTRUCTION D'UNE CAISSE COMMUNAUTE
A BASSA, dans le Département du MOMO, Région du Nord-Ouest.**

« A n'ouvrir qu'en séance de dépouillement. »

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

9.- Recevabilité des offres

Les offres ne respectant pas le mode de séparation de l'offre financière, des offres administratives et techniques seront irrecevables.

Toute offre non conforme aux prescriptions du présent avis et 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, valable pendant 30 jours au-delà du délai de validité des offres.

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

10.- Ouverture des offres

L'ouverture des offres aura lieu en un temps le 15/04/2026 à 11 heures précises dans la salle des Conférences de la COMMUNE DE NJIKWA, par la Commission Interne de Passation des marchés Compétente en présence des soumissionnaires.

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

11.- Délai de réponse des soumissionnaires

Pour cet Appel d'Offres, le délai de réponse est fixé à VINGT UN (21) JOURS calendaires aux entreprises désireuses d'y participer à compter de la date de publication de l'Avis d'Appel d'Offres.

12.- Délai d'exécution des travaux

Le délai global d'exécution des travaux est de QUATRE (04) mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

N°	Désignation	Nombre de point
3	Moyens techniques et matériels affectés au projet : L'entreprise devra justifier la propriété du matériel nécessaire à l'exécution des travaux.	02
4	Références de l'entreprise : <ul style="list-style-type: none"> ▪ Chiffes d'affaire des deux années ; ▪ Expérience dans les travaux routire/public 	02
5	La présence de la Méthodologie d'exécution des travaux	04
06	La présence de la Capacité de préfinancement	01

La note de l'offre technique sera obtenue par addition des points pour chaque critère. Seule l'offre technique ayant obtenue une note égale ou supérieure à **80% du OUI** sera à l'évaluation financière.

15.- Attribution de la lettre commande

La lettre commande sera attribuée au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la moins-disante et techniquement qualifiée, conformément à l'article 99 du Code des Marches Publics.

16.- Délai de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période de **CENT VINGT (120) JOURS**, à compter de la date limite fixée pour la remise des offres.

17.- Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la Mairie de Njikwa.

Njikwa, le 06/03/2026
Le Maire, Commune Njikwa

Ampliations :

- ARMP (pour publication et archivage) ;
- Président CPM (pour information) ;
- Affichage.



Akhe Angwa Emmanuel

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- i. The production of certified balance sheets and a recent turnover figures.
- ii. Access to a credit line or provision of other resources;
- iii. Previous jobbing orders and ongoing contracts attributed;
- iv. On-going disputes;
- v. The availability of the necessary equipment.

4.2. The bids submitted by two or more grouped entrepreneurs (co-contracting) must meet the following conditions:

- a. The offer must include for each of the bidders in the co-contracting, all the information listed in section 4.1 above. The special regulation of the Call for Tender(SRCT) must specify the information to be provided by each Member of the Group;
- b. The nature of the group must be specified and justified by the production of a group agreement in good and due form;
- c. The Member of the Group designated to lead, shall represent all the enterprises engaged in the consortium in front of the Contracting Authority for the execution of the contract;
- d. In case of co-contracting, co-contractors share the amounts that are paid by the Contracting Authority in a single account; however, each company is paid by the Contracting Authority in a unique account, when it comes to a joint group.

4.3. Bidders must also submit detailed proposals to show that they conform to the technical specifications and the time frames specified in the special regulation of the Call for Tender.

4.4. Bidders requesting for a preferential margin, must provide all the information necessary to prove that they meet the eligibility criteria described in the special regulation of the Call for Tender.

4.5 The bidder must not have been excluded from bidding for public contracts.

Article 5: The site visit

5.1 Each bidder shall visit and inspect the site of the work and its surroundings and by himself, and under his own responsibility, gather all the information as may be necessary for the preparation of the bid and the performance of the work. An attestation of site visit shall be signed by the bidder. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.

5.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit, but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

Article 6: Building materials, materials, supplies, equipment and authorised services

6.1 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.

8.4. The Contracting Authority has five (5) days to respond. The response is transmitted to MINMAP and to the organ in charge of the regulation.

Article 9: Modification of the tender file

9.1. The Contracting Authority can, at any time before the deadline of depositing of bids and for any reason, whether on its own initiative or in response to a request for clarification by a bidder, modify the tender file by publishing the amendment.

9.2. Any amendment so published will be an integral part of the tender file as presented in Article 6.1 of the RGAO and will be communicated in writing to all bidders who purchased the Tender File.

9.3. To give bidders sufficient time to take account of the amendment in the preparation of their bids, the Contracting Authority could extend the deadline of submission of bids, as much as necessary, the deadline for offers, in conformity with the provisions of section 19 of the RGAO.

C. PREPARATION OF BIDS

Article 10: Costs of submission

The candidate will bear all the costs associated with the preparation and presentation of his bids, and the Contracting Authority and the project owner are not responsible for any of these costs, or to settle them, regardless of the conduct or outcome of the tender procedure.

Article 11: Language of bid

The bid, all correspondences and all documents exchanged between the bidder and the Contracting Authority will be written in English or French.

Article 12: Composition of bid

12.1. The bidder's bid will include documents detailed in the Special Regulations of the invitation to tender, duly completed and grouped in three volumes:

a. Volume 1: Administrative documents

It includes:

- I. All documents stating that the bidder:
 - Has complied with all declarations provided for by the laws and regulations in force;
 - Is current with his taxes, contributions, fees or levies of any kind whatsoever;
 - Is not in a State of liquidation or bankruptcy;
 - Is not caught by one of the prohibitions and disqualifications criteria provided for by the legislation in force.
- II. Bid bond(s) issued is in conformity with the provisions of article 15 of the present RGAO;
- III. A written confirmation authorizing the signatory of the bid to engage the bidder
- IV. The CCAP is duly initialed on each page and signed on the last page.
- V. Localization plan is duly signed by the authority concerned

b. Volume II: Technical File

It includes:

- I. Attestation of site visit and the site visit report;
- II. Personnel: the contractor will present the competent technical staff and workers he intends to hire before the beginning of the work (attach to each staff CV signed by the candidate, certified copy of technical diploma, attestation of presentation of original and the attestation of availability signed by the candidate);

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

Article 15: Validity of bids

- 15.1. The bids shall remain valid for **One hundred and twenty (120) days**. Any offer with validity less than this period will be rejected by the Contracting Authority.
- 15.2. In exceptional circumstances, the Contracting Authority may seek the consent of the bidder for an extension of the period of validity. The application and responses to be made will be in writing. The validity of the submission guaranty under article 15 of the RGAO will be similarly extended for a corresponding period. A bidder may refuse to extend the validity of the offer without losing its bid bond. A bidder who agrees for an extension will not be asked to modify its offer, or will be allowed to do so.
- 15.3. When there is no article in the contract for the revision of prices and the period of bid validity is extended over sixty (60) days to the date of notification of the contract award or of the service order to start work to the successful bidder, as provided in the CCAP, the effect of actualization is not taken into account for the purposes of the assessment.

Article 16: Guarantee of submission

- 16.1. In application of article 10 of the RGAO, the bidder will provide a bid bond of the amount specified in the OMPP, which will be an integral part of its bid.
- 16.2. The bid bond must be in conformity with the model presented in the Tender File.
- 16.3. Any bid not accompanied by an acceptable bid bond will be rejected by the tenders' board as non-compliant. The bid bond of a group must be established in the name of the agent mandated to submit the bid and each member of the grouping must be mentioned.
- 16.4. The bid bonds and bids of unsuccessful bidders shall be returned within a period of fifteen (15) days from the date of publication of the results.
- 16.5. The bid bond of the successful bidder shall only be released as soon as the latter has signed the contract and has provided the required performance guarantee.
- 16.6. The bid bond may be seized:
 - a. If the bidder withdraws his bid during the period of validity;
 - b. If the bidder selected:
 - Fails to fulfill its obligation to accept the contract pursuant to the results of award of the contract, or
 - Fails to provide the performance guarantee pursuant to section 30 of the RGAO.

Article 17: Form and signature of the bid

- 17.1. The bidder will prepare an original of the constituent documents of the bid described in section 11 of the RGAO, in a volume bearing clearly the indication "**ORIGINAL**". In addition, the bidder shall submit the number of copies required by the OMPP, bearing the indication "**COPY**". In case of discrepancy between the original and the copies, the original will be taken.
- 17.2. The original and all copies of the offer must be typed or written in eligible ink and will be signed by the person duly empowered to sign on behalf of the bidder. All pages of the bid including overleaf will be initialed by the person (s) mandated to sign the offer.
- 17.3. In the offer there shall be no amendment, deletion or overloading, unless such corrections are initialed by the signatories of the bid.

D. SUBMISSION OF BIDS

- 23.1. No information on the examination, evaluation, comparison of the bids, the verification of the qualification of bidders, and the recommendation of award of the contract shall be given to bidders or to any other person not concerned in this process until the award of the contract shall be made public by the Contracting Authority.
- 23.2. Any attempt by a bidder to influence the Tender's board or the Sub-Committee for analysis in the evaluation of bids or the Contracting Authority in the award decision may lead to rejection of his bid.
- 23.3. Notwithstanding the provisions of paragraph 19.2, between the opening of bids and the award of the contract, if a bidder wishes to enter in contact with the Contracting Authority for reasons related to his bid, he must do so in writing.

Article 24: Clarification on the bids and contact with the Contracting Authority

- 24.1. To facilitate the examination and comparison of bids, the Chairman of the Tender's board may, at his discretion, ask any bidder for clarification on the bidder's bid. The request for clarification and the response shall be in writing, but no change in the amount or the content of the submission is sought, offered or permitted, unless it is necessary to confirm the correction of arithmetic errors discovered by the Sub-Commission for analysis in the evaluation of bids.
- 24.2. Subject to the provisions of paragraph 1 above, bidders are not allowed to have contact with any member of the tender's board and that of the Sub-committee for analysis for issues related to their bids, between the opening of bids and the award of the contract.

Article 25: Determining the conformity of bids

- 25.1. The Sub-Commission for analysis shall carry out a detailed examination of the bids to determine if they are complete, if the required guarantees have been provided, if the documents were properly signed and bids are generally in good order.
- 25.2. The Sub-Commission shall determine if the bid is substantially responsive to the requirements of the Tender File based on its content without recourse to extrinsic evidence.

Article 26: Correction of errors

- 26.1. The Sub-Commission shall check the bids found substantially responsive with the requirements of the Tender File for any correction of arithmetic errors. The Sub-Commission for analysis will correct the errors in the following ways:
 - a. If there is a contradiction between the unit price and the total price obtained by multiplying the price by the amount, the unit price will govern and the total price will be corrected, unless, in the opinion of the Sub-Commission for analysis, the comma of the decimal digits of the unit price is obviously poorly placed, in which case the total price indicated will prevail and the unit price will be corrected.
 - b. If the total obtained by addition or subtraction of the subtotals is not correct, the subtotal as indicated will govern and total will be corrected.
 - c. If there is a contradiction between the price indicated in words and figures, the amount in words will govern, unless this amount is related to an arithmetic error confirmed by the sub-detail of the said price, in which case the amount in figures will prevail subject to paragraphs (a) and (b) above.
 - d. If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price breakdown shall govern.
- 26.2. The bid amount will be corrected by the Sub-Commission for analysis, in accordance with the procedure of correction of errors mentioned above and with the confirmation of the bidder. such amounts will be deemed to hire him.
- 26.3. If the bidder having presented the lowest evaluated bid price does not accept the corrections on his bids, his offer will be rejected and the bid bond forfeited.

Article 32: Signature of the Contract

The award of a contract shall be materialised by a decision of the Contracting Authority and notified to the successful bidder.

- 32.1. After the publication of the award decision, the draft contract subscribed by the successful bidder is transmitted to the competent tenders' board for examination and adoption.
- 32.2. The Contracting Authority has a time-limit of seven (07) days from the date of reception of the approved draft contract from the competent's tenders' board and subscribed by the successful bidder to sign the contract.
- 32.3. The contract is notified to the contractor within five (05) days of signature.

Article 33: Guarantees

- 33.1. The final bond must be constituted within twenty (20) days following the notification of the contract by the Contracting Authority guaranteeing of the complete execution of the contract.
- 33.2. The final bond may not be less than two percent (2%) and more than five percent (5%) of the initial value of the contract. It may be replaced by a bank caution issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.
- 33.3. Small and medium-sized enterprises (SME) constituted of National capital and managed by nationals may, in lieu of the final bond, provide a stator lien or a bond issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.
- 33.3. The absence of the final bond within the prescribed time-frame, the Contracting Authority may decide to cancel or terminate the contract at the fault, expense and risk of the said contractor according to the conditions provided in the General Administrative Clauses (CCAG).

The following provisions, which are specific to the works being the subject of the invitation to tender, supplement or, if necessary, modify the provisions of the RGAO.

Introduction	
1.	<p>Definition of the works: The present contract concerns THE CONSTRUCTION OF A COMMUNITY HALL IN SOH-NGWO, NJIKWA MUNICIPALITY, MOMO Division, NORTH WEST Region. The description of the detailed work consistency is found in the special technical clauses which form an integral part of this contract. Name and Address of the Contracting Authority :The MAYOR NJIKWA COUNCIL Reference of the invitation to tender : No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026</p>
2.	<p>Execution time-frame: The maximum period of execution of works, which shall commence as from the date of notification to the Contractor of the administrative service order to start work shall be FOUR (04) MONTHS.</p>
3.	<p>Funding: Works concerned being subject of this invitation to tender, will be funded by the Public Investment MINADER PUBLIC INVESTMENT BUDGET - 2026 Year.</p>
4.	<p>List of prequalified candidates : Not necessary</p>
5.	<p>Preference is given here to local materials, supplies and equipment i.e. made in Cameroon pending their conformity to technical norms.</p>
6.	<p>The principal qualification of bidders are the following</p>
6.1	<p>Eliminatory criteria Administrative documents</p> <ul style="list-style-type: none"> • Any offer not in conformity with the prescriptions of this tender file shall be declared inadmissible. Especially the lack of the provisional guarantee; • Any company having a past project, notified to commence in in the corresponding year and which has not yet been received; • False declaration or falsified documents; • Suspended by MINMAP in 2026. • Lack of tender purchase receipt. • Absence of a CDEC receipt, • Absence of certified true copy of certificate of categorisation if applicable (<i>NB: certified by MINMAP</i>). <p>Technical file or CERTIFICATE OF CATEGORISATION</p> <ul style="list-style-type: none"> • Incomplete or non compliant documents; • False declaration, forged or scanned documents; • Non existence in the technical file of the rubric "organization, methodology and planning; • Absence of the prefinancing capacity of at least TWELVE MILLION FIVE HUNDRED THOUSAND(12,500,000) FCFA. • Any company having a 2025 project, notified to commence in 2025 and which has not yet been received; • Technical assessment mark lower than 80% of "Yes". <p>Financial offer</p> <ul style="list-style-type: none"> • Incomplete financial offer; • Non compliant documents; • Omission of quantified unit price in the financial offer; • Absence of a break down unit price.

- A-Building, GCE O/L Technical in Building construction or its equivalent (CAP Maçonnerie) with **experience in the domain of civil construction and similar works.**
- B-Wood works, GCE O/L Technical in wood works or its equivalent (CAP Menuiserie) with **experience in the domain of civil construction and similar works.**
- C- Electricity works, GCE O/L Technical in electricity works or its equivalent (CAP electricité) with **experience in the domain of electricity and similar works.**
2. List of performant equipment

List of performance equipment the bidder intends to use on site using the form presented in the Tender File. The contractor shall justify the ownership or hiring and the State of the equipment necessary for the performance of the work.

- I. Legalized Registration document (pickup truck or van, manual compactor, vibrator and concrete mixer etc.).
- II. Invoices dated for safety equipment (major equipment) and a list of small construction equipment or assorted tools signed by the head of the company.

3. References

Experience of the company, in similar works in any two years. The bidder must justify its professional experience by presenting certified true copies of contracts (front and last pages) and minutes of provisional acceptance or final reception and related contracts, and jobbing orders). Technical notes on the methodology and the execution of works with photographs of site.

The bidder will produce a technical note dated and signed on the last page providing all the following informations:

- i. The mode of execution of the works,
- ii The planning of intervention, the expected output
- iii. Supply of materials/ site equipment,
- iv. Measures of safety and protection of the environment;
- v. Administrative and technical organization of the enterprise.
- vi. Measures of maintenance during the guarantee period.

5. Self-financing capacity

Self-financing capacity:

An attestation of credibility issued by the same Bank that issued the bid bond.

6. CCTP duly initialed on each page, signed by the enterprise and dated on the last page.

(c) Financial documents (in envelope-C)

It shall contain:

1. The bid letter (tender form) itself, according to the model attached, stamped at the rate in force, signed and dated.
2. The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures.
3. Detail quantities and cost estimated of work completed.
4. The sub-details of prices according to the model attached.

N.B. The different documents should be separated by coloured separators in the original as well as in the copies to facilitate their examination.

Clarification on the bids

To better understand the bids, the Divisional tender's board has flexibility to seek for clarification from the bidders. The request for clarification and the response will be done in writing. No change of the offer price will be requested, proposed or authorized.

Examination of bids

The tenders' board shall examine the bids to determine if they are complete, if the required guarantees have been provided, if the documents were produced following the Tender File requirements, whether they contain calculation errors and if the bids are generally in good order. Any calculation errors will be corrected on the following bases:

- If there is a calculation error, the total price will be corrected on the basis of the unit price.
- If there is a contradiction between the price in words and the price in figures, the price in word will govern.
- If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price break down shall govern.

Evaluation and comparison of bids

The technical subcommittee shall evaluate and compare the bids which were previously found substantially responsive to the conditions of the present invitation to tender. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission.

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Evaluation of the financial file.

Verification of the conformity of the administrative file;**Administrative documents**

- Any offer not in conformity with the prescriptions of this tender file shall be declared inadmissible. Especially the lack of the provisional guarantee;
- Any company having a past project, notified to commence in in the corresponding year and which has not yet been received;
- False declaration or falsified documents;
- Suspended by MINMAP in 2026.
- Lack of tender purchase receipt.
- Absence of a CDEC receipt,
- Absence of certified true copy of certificate of categorisation if applicable (NB: certified by MINMAP)

Technical evaluation

Eliminatory criteria will focus on the following aspects:

- Incomplete or non compliant documents;
- False declaration, forged or scanned documents;
- Non existence in the technical file of the rubric « organization, methodology and planning »

Absence of the prefinancing capacity of at least TWELVE MILLION FIVE HUNDRED THOUSAND(12.500,000) CFA F

	they are competitively priced as specified in the OMPP.
	<p>Award of contract</p> <p>Subject to the clause of article 6 of the present OMPP, the Contracting Authority will award the contract to the bidder whose bid has been recognized substantially responsive to the requirement of the Tender File and has submitted the lowest feasible evaluated bid price.</p> <p>A 10% retention guarantee of the amount of the contract all taxes inclusive will be retained. This retention guarantee may be replaced by a bank caution equal to the amount issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex.</p>
	<p>Site Visit: A site visit is recommended to participating companies in this Tender File</p>
	<p>Performance guarantee: Within fifteen (15) days from the date of notification of the contract, the contractor must provide a guarantee of three percent (3%) of the amount of the contract (all taxes inclusive), to ensure full implementation</p>

CHAPTER I: GENERALITIES

ARTICLE:

- 1- SUBJECT OF THE CONTRACT
- 2- PROCEDURE OF THE AWARD OF THE CONTRACT
- 3- DEFINITIONS AND ATTRIBUTIONS
- 4- LANGUAGE, LAW, AND REGULATION
- 5- CONSTITUENT PARTS OF THE CONTRACT
- 6- GENERAL APPLICABLE TEXTS
- 7- COMMUNICATION
- 8- SERVICE ORDER
- 9- CONTRACTOR'S EQUIPMENT AND PERSONNEL.

CHAPTER II: FINANCIAL PROVISIONS

ARTICLE:

- 10- GUARANTEES
- 11- THE AMOUNT OF THE CONTRACT
- 12- PAYMENT MODALITIES
- 13- MODE OF PAYMENT
- 14- PRICE VARIATION
- 15- PRICE REVISION
- 16- WORK USING LOCAL DIRECT LABOUR
- 17- VALORISATION OF WORKS EXECUTED
- 18- VALORISATION OF SUPPLIES
- 19- ADVANCES
- 20- PAYMENT OF WORKS EXECUTED
- 21- INTERESTS ON OVERDUE PAYMENTS
- 22- PENALTIES
- 23- FINAL DETAILED ACCOUNT
- 24- FINAL DETAILED GENERAL PAYMENT
- 25- TAX AND CUSTOMS REGULATIONS
- 26- STAMP DUTY AND REGISTRATION

CHAPTER III: EXECUTION OF WORKS

ARTICLE:

- 27- WORK CONSISTENCY
- 28- OBLIGATIONS OF THE PROJECT OWNER
- 29- EXECUTION TIME FRAME
- 30- ROLES AND RESPONSIBILITIES OF THE CONTRACTOR
- 31- PROVISION OF DOCUMENTS AND SITE
- 32- INSURANCE OF STRUCTURES AND CIVIL LIABILITY
- 33- DOCUMENTS TO BE SUBMITTED BY THE CONTRACTOR
- 34- ORGANISATION AND SECURITY OF THE CONSTRUCTION SITES

CHAPTER IV: ACCEPTANCE OF WORKS

ARTICLE:

- 35- PROVISIONAL ACCEPTANCE
- 36- DOCUMENTS TO BE SUBMITTED AFTER EXECUTION

CHAPTER I: GENERALITIES

ARTICLE 1: Subject of the Contract

The contract has as subject the FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, Njikwa Municipality Momo Division, North West Region.

ARTICLE 2: Procedure of the award of the contract

The present contract is awarded after an Open National Invitation to tender, following procedures laid down for the award of public contracts in Cameroon.

ARTICLE 3: Definitions and attributions (CCAG article 2).

1- General definitions

- The Contracting Authority is **the the Mayor of Njikwa Council**. He is responsible for the conservation of the originals of the contract and the transmission of copies to ARMP through the focal point designated to that effect.
- The Project owner is **the Mayor of Njikwa Council**, responsible for the general administrative, financial and technical assistance at the definition, preparation, execution and acceptance stages of the services forming the subject of the contract.
- The project manager is **the Council Development Officer** and is responsible to ensure the defense the interest at the definition, preparation, execution and acceptance stages of the services forming the subject of the contract
- The contract engineer is **Divisional Chief of Section for Rural Engineering and the Improvement of Life in Rural Areas, Momo** and is responsible for the follow-up of the execution of the contract.
- The beneficiary is **the company**.

2- Security

In view of the application of the law on collateral prescribed in the Decree n ° 2018/366 of 20 June 2018, the following are designated:

- The authority in charge of ordering payment shall be the **Mayor of Njikwa Council**
- The body or official in charge of payment shall be the **Municipal Treasurer of Njikwa Council**;
- The authority in charge of the clearance of expenditures shall be the **Divisional Controller of finance –Momo**;
- The official competent to furnish information within the context of execution of this contract shall be the **Project owner and contract engineer**.

ARTICLE 4: Language, law, and regulation

4.1. The language used during the submission is either English or French,

4.2. The laws and regulations are the laws and regulations in force in Cameroon;

4.3. The Contractor undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

If in Cameroon, these laws, regulations, administrative and fiscal obligations in force are changed after the signature of the contract, the eventual costs will be borne by the contracting parties.

ARTICLE 5: Constituent Parts of the Contract (CCAG article 4).

The constituent parts of this contract are in order of priority:

- The letter of undertaking;
- The letter of submission corrected eventually;
- The special administrative Clauses (CCAP);
- The special Technical Clauses (CCTP);
- The unit price schedule;
- The bill of estimates and quantities;
- The unit price break down;
- The duly approved work plans;

- was done;
- b) In the case where the Project Owner is the addressee:
Sir/Madam _____ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
 - c) In the case where the Contracting Authority is:
Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable
- 7.2. The contractor shall address all written notifications or correspondences to the Project Manger with a copy to the Contract Manager and the Contract Engineer.

ARTICLE 8: Service Order (CCAG article 8).

- 8.1. The different service orders will be established and notified. The administrative service order to start work will be signed by the Contracting Authority and notified to the contractor by the project owner with copies to the Contracting Authority, the Contract Manager, and the Contract Engineer.
- 8.2. On the proposal of the project owner, service orders having an incidence on the subject, the amount ou delay in the execution of the contract will be signed by the Contracting Authority and notified by the project owner to the contractor with copies to the contract manager and the contract engineer.
- 8.3. Technical service orders on technical issues concerning the execution of the contract will be signed by the contract manager and notified to the contractor by the contract engineer with copies to the Contracting Authority.
- 8.4. Service orders on warning notices will be signed by the project owner and notified by his services to the contractor with copies to the Contracting Authority and the Contract Engineer.
- 8.5. Service orders on suspension and restart of works because of unforeseen circumstances will be signed by the Contracting Authority and notified by his services to the contractor with copies to the Contract Manager and the Contract Engineer.
- 8.6. Service orders concerning remedial actions during the guarantee period will be signed by the Contract Manager on the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.
- 8.7. The contractor has fifteen (15) days to issue reservations on any service order received. The fact of issuing reservations does not prevent the contractor to execute the service orders received.
- 8.8. The Contracting Authority has the right to notify service orders signed by him that are to be notified by the project owner in case this is done within 30days.

ARTICLE 9: Contractor's Equipment and Personnel (CCAG article 15).

9.1. **Personnel:** In his bid the contractor engaged to mobilize human and material resources necessary for the proper execution of the works in conformity with the standards and norms in force in Cameroon, and according to the stipulations of the CCAP/CCTP. All these personnel should be effectively present on site up to the end of works. The contract was awarded on the basis of an elaborated list of equipment and personnel requested by the Contracting Authority. Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of the contract engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the contract engineer.

In case of any modification, the contractor shall replace any personnel with one having the same qualification, experience and competence or with appropriate performant equipment.

9.2. **Replacement of a senior staff:** The contractor's representative and the site foreman shall be approved by the contract manager. Their workers can be replaced or excluded from the site without a prior accord by the contract manager.

Any partial and total changes on the technical bid, shall take place only after a written approval by the contract manager. In case of any changes, the contractor shall replace any personnel with one having the same qualification, experience and competence. The list of personnel to be replaced will be transmitted to the project manager for approval.

The amount of this contract, from the detailed quantitative cost estimates here attached stands at the sum of _____ (_____) FCFA.i.e.

- Amount (EVAT): _____ (_____) francs CFA;
- Amount VAT : _____ (_____) francs CFA;
- Amount net to be paid: _____ (_____) francs CFA;

The amount of the contract is calculated using conditions stipulated in article 19 of the General Administrative Clauses (CCAG),

ARTICLE 12: Payment Modalities

The contractor may obtain periodic payments on account. This periodic payments may be spread out during the term of the contract in several periodic installments. The contractor shall be bound to submit to the project owner, before the sixth day of each month, a detailed account, accompanied by a justificatory calculations and job cost sheet establishing the total amount spent at the end of the period under consideration, sums he may be entitled approved by the contract engineer and the Contracting Authority. The bills must correspond to the amount of work done, obtained from the amount of work actually executed under the conditions of the contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.

The payment of an account to the contractor shall be determined from the corresponding provisional detailed account established simultaneously, from which is deducted the amount of the balance due. Payments on account are not considered to be the final payment. The contractor is debited with such payments until the final settlement of the contract.

Works executed by the contractor and entered into the job cost sheet give entitlement to payment on account.

At the end of the work, a final account of the work is established.

ARTICLE 13: Mode of Payment

The payment of an account to the contractor shall be effected in accordance with the conditions specified in this contract and made base on justifying documentation required to credit of account.

1. Open: _____ agency;
2. Account number: _____

ARTICLE 14: Price variation

The prices are definite (fixed) and not to be changed. The contractor before submitting his bids or signing his contract must have had perfect knowledge about the local conditions under which he has to execute the contract.

ARTICLE 15: Price revision

The prices are not to be revised. Hence there is no price revision formula.

ARTICLE 16: Work using local direct labour (CCAG article 22)

Not required or necessary.

ARTICLE 17: Valorisation of works executed (CCAG article 23)

This contract is lump sum. The contract shall be paid on the basis of approved plans by the contracting parties. Possible differences noticed, for each type of structure or each element of the structure, between the quantities effectively executed and the quantities in the cost estimates shall not lead to the modification of the said price. This applies to errors that the cost estimates may include.

ARTICLE 18: Valorisation of supplies (CCAG article 24)

If need be, each payment on account shall include a part corresponding to building materials bought for the execution of the works and are on site. The amount for these materials is obtained by taking into account the prices from the sub-details. Materials having been the subject of payment on account cannot be taken away from the site without a written authorization of the project owner or the contract engineer.

ARTICLE 19: Advances (CCAG article 28)

notification. Except by waivers provided for in the contract, the amount of penalties for time-limit overrun shall be set as follows:

- a. One two thousandth (1/2000th) of the amount ATI of the contract per calendar day overrun from the first to the thirtieth (30) day beyond the contractual time-limit provided for in the contract;
- (b). One thousandth (1/1000th) of the amount ATI of the contract, per calendar day overrun beyond the thirtieth day;
- (c). The cumulative amount of penalties is limited to ten per cent (10%) of the amount ATI of the contract under pain of termination.

B. Specific penalties.

23.1 Apart from penalties of overrun of the contractual deadlines, the contractor is liable to the following special penalties for the non-respect of the provisions of the contract, notably:

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

ARTICLE 23: Final detailed account (CCAG article 34)

23.1 After completion of the works, and within fifteen (15) days after the provisional acceptance, the contractor shall draw up the draft final detailed account from the joint sheets to which he may be entitled as a result of the integral execution of the contract.

23.2 The Contract Engineer has twenty (20) days to notify the corrected final detailed account.

23.3 The Contractor must within ten (10) days following the date of this notification, send back the final detailed account with his signature, with or without reservations, or make known the reasons for which he refuses to sign it.

ARTICLE 24: Final detailed General Payment (CCAG article 35)

24.1 Within a deadline of one (01) month after the final acceptance, the Contract Engineer shall draw up the detailed final payment.

At the end of the guarantee period leading to the final acceptance, the Contract Engineer shall draw up the detailed final payment sign by the contractor and the Contracting Authority, which includes:

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

The amount of the general payment is equal to the result of this last summary.

24.2 The general detailed account signed by the Contracting Authority must be notified to the contractor by an administrative service order. The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.

24.3 If the final detailed account is signed without reservations, this acceptance definitely binds the two (02) parties, except in the case of interests on overdue payments; if there are any. The detailed account thus becomes the final general detailed account of the contract.

24.4 If the contractor does not return the general payment within the deadline referred to above, this general detailed account shall be considered as having been accepted by him and thus become final.

The detailed account shall become final once it is signed without reservations by the contractor, except in the case provided for the preceding paragraph. The acceptance of a claim from the contractor shall be regularized by a rider to the general detailed account.

ARTICLE 25: Tax and customs regulations (CCAG article 36)

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:

The contractor shall be responsible for the implantation of the structures in relation to the original reference landmarks, lines and levels furnished by the project owner.

The contractor is responsible for the entire site, including interventions of certified subcontractors. He shall therefore:

- Put in place all the necessary conditions to enable his suppliers and sub-contractors, who are working with him to intervene in a timely manner and in accordance with the schedule of execution and under his leadership, and
- Ensure the proper execution of the service orders from competent authorities.

The contractor shall constantly keep a general and updated detailed schedule of the progress of the works and make available four (4) copies to the contract engineer at the beginning of each month.

To this end, the contractor shall take all measures and provide all necessary means, determine, choose and purchase all materials, equipment and supplies and hire any specialized staff if necessary.

ARTICLE 31: Provision of documents and site (CCAG article 42)

Within twenty (20) days after the notification of the contract, a reproducible copy of plans featuring in the tender file of the contract will be made available to the contractor by the project owner as well as the work site and its access

The contractor shall preserve in good state the site put at his disposal during the execution of the contract. He shall hand it back, at the request of the project owner in their initial state after the execution of the contract, with due consideration of its normal wear and tear.

ARTICLE 32: Insurance of structures and civil liability (CCAG article 45)

The following insurance policies are necessary for the execution of this contract within fifteen (15) days after the notification of the contract, and before the commencement of work guaranteeing against any loss or damage occurring on the structures and third parties up till the provisional acceptance:

Civil liability insurance and all construction risk.

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

- (a) By its current salarized personnels.
- (b) By the equipment in use.
- (c) As a result of the work.

Comprehensive insurance coverage

The working site must be covered for all the works by a construction site comprehensive insurance coverage issued by a company approved by the competent authority. The cost of this insurance is the responsibility of the contractor.

No settlement except the startup advance will be made without presentation of a certificate from an insurance company proving that the contractor has fully addressed the premiums or contributions for the work for this contract.

The contractor has a period of 15 (fifteen) days from the date of notification of the Service order to start the work to present a certificate of insurance proving the premiums or contributions for the work for this contract was fully settled. After that the contract may be terminated.

ARTICLE 33: Documents to be submitted by the contractor (CCAG article 49)

Within a maximum period of fifteen (15) days from the date of notification of the service order to start work, the contractor shall submit to the contract engineer, the programme of execution, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan in six (6) copies. A duly signed copy of the execution programme must be deposited at the Mayor's office latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution. This working document shall include the following:

- General site installation;
- Company localization plan;
- Execution plans, drawings, calculations, detailed studies, quality control plan and work planning,
- Exhaustive list of personnel with their certified true copies of their diplomas
- Bill of estimate and quantities;

34.2 The fencing of the construction site:

The construction site shall have a fence of 2m high.

34.3 The building site installation:

The contractor shall set up temporary constructions and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility (if it does not exist)
- Storehouse for materials
- Removal of temporary work (fences, field office, sheds, signs, etc.).

34.4 The site logbook:

A site log book shall be kept by the contractor at the construction site before site installation.

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

The following informations are recorded in it:

- Atmospheric conditions;
- The daily executed tasks, personnel and equipment used;
- The progress of the work;
- The requirements imposed;
- The detailed work quantities;
- The work carried out by subcontractors;
- The receptions of building materials;
- The incidents, accidents or events on the construction site;
- Nonconformities;
- The official visits;
- The administrative operations;

The site logbook shall be counter signed by the contract engineer and the person in charge of technical or administrative work at each site visit and systematically sign the minutes of site meetings.

Any refusal of presentation or any attempt of total or partial destruction or falsification of this log book may give rise to administrative sanctions.

34.5 The site meetings:

- Site meetings shall hold regularly at the behest of the Project Owner. The presence of the contractor or his representative in these meetings is obligatory or mandatory.
- Periodic meetings shall hold in the presence of the Contracting Authority, the Contract Engineer and the Project Owner or their representatives.
- Minutes of these meetings shall be entered in the site logbook. The contractor or his representative shall at the beginning of the meeting present the level of physical execution of the work and the difficulties faced.

34.6 Sub-contracting:

The ceiling of the percentage of the works to be sub-contracted shall be set at thirty (30) % of the total amount of the contract.

34.6 Site laboratory:

The contractor shall have his own laboratory on the site to enable him carry out all tests and studies on building materials defined in the Special Technical Clauses. The personnel and the equipment must be approved by the Contract Engineer.

34.7 Security Measures:

The contractor shall provide and maintain at his expense all lighting, protection, closing and guarding devices that will be necessary for the proper execution of the work or that will be required by the engineer.

The contractor shall be responsible for all the consequences directly or indirectly of deficiency of signaling during the work.

- Delay in the execution of work resulting to penalties above 10% of the amount of the contract;
- Default of the contractor;
- Refusal to repeat poorly executed works;
- Persistent non respect of payments on account.

ARTICLE 40: Case of force majeure (CCAG article 75)

40.1 No party to the contract shall be considered as having contravened his contractual obligations if he is prevented from doing so by a force majeure.

40.2 No claims shall be made against the contractor if he fails or delays in the execution of his contract due to cases of force majeure such as:

- Rains : 200 millimetres in 24 hours ;
- Winds : 40 metres per second ;
- Floods: frequent floods.

ARTICLE 41: Disagreements and disputes (CCAG article 75)

Disagreements and disputes during the execution of the contract shall be the subject of an attempt of amicable settlement, where need be, through mediation, in accordance with the provisions of the SAC and subject to the provisions of the Public Contracts Code.

Where the disagreements and disputes cannot be settled amicably, the matter shall be brought before the competent Cameroon jurisdiction, subject to the provisions of the SAC.

ARTICLE 42: Production and dissemination of this present contract.

Ten (10) copies of this present contract shall be produced and multiplied at the expense of the contractor.

ARTICLE 43: Putting in place environmental mitigation measures:

In accordance with provisions in *Law N° 96/12 of 5th August 1996 relating to Environmental Management and Decree N° 2013/01711/PM of 14 February 2013 laying down the modalities of the realization of studies of the social and environmental impact assessment and Decree N° 2013/0171/PM of 14 February 2013 laying down the modalities of the realization of studies of the social and environmental impact assessment as well as Arrêté No.0002/MINEPDED of February 09, 2016 outlining the model format for the terms of reference and the content of the environmental impact notice, in complement of the decree No.2013/0171/PM of February 14, 2013 that fixes the modes of realization of the environmental impact assessment and therefore those relative to the realization of the Environmental impact Notices;*

The establishment must take all necessary measures to ensure the carrying out of Environmental Impact assessment in cooperation with the divisional authority in charge of environment and subsequently be issued an Attestation of Environmental Conformity (AEC).

This must be done before the start of work.

ARTICLE 43 and last: Entry into Force of the Contract

This contract shall be valid only upon its signature by the Contracting Authority after obtaining the budgetary visa of the finance controller. It shall enter into force as soon as it is notified to the contractor by the Contracting Authority.

GENERALITIES

This descriptive notes and technical specifications are drawn up for the purpose of execution of construction projects. This document is intended mostly to help building contractors and site supervisors to maintain reliable standards in order to ensure that the final product would be of durable quality. Also these descriptive notes are for those to execute, supervise and the contractor, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favorable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility. This document has been prepared also to serve the interests of persons who would occupy the houses constructed and those financing the construction as stakeholders who must be concerned about achieving quality in the final product.

PLANNING AND SITE ORGANIZATION

Careful forethought and planning are required for sound site organization. Consideration must be given to the efficient use of available space at the site during building operations in order to ensure that all building activities move smoothly with minimal interference or delay. The proper choice of suppliers and subcontractors plays an important part in achieving desired quality and efficiency.

THE CONSTRUCTION PROCESS AND SUPERVISION

Reliable standards must be maintained throughout the whole construction process in order to ensure that the built work is durable, is functionally sound and aesthetically satisfying. Simple time-tested methods that have proved effective in ensuring quality can be employed to make sure that problems do not develop later, which can be expensive and difficult to rectify. Close supervision of craftsmen and workers employed by the main contractor on the site is essential to make certain that all the elements that make up the building conform to acceptable standards of quality. The work of sub contractors too requires planning and supervision to ensure quality is maintained in all aspects of construction, including services.

CHOOSING SUPPLIERS AND PURCHASING MATERIALS

conformity to the specifications should be the primary consideration and not the cheapest price when choosing suppliers and materials. Whenever and whatever the contractor aims to purchase, s/he should aim to buy:

- the right quality
- at the right time
- the right quantity
- from the right source
- at the right price

CONTENT OF THE STRUCTURE

<i>Lot N° 100</i>	<i>PRELIMINARY WORKS</i>
<i>Lot N° 200</i>	<i>EARTH WORKS</i>
<i>Lot N° 300</i>	<i>FOUNDATION</i>
<i>Lot N° 400</i>	<i>MASONRY/ELEVATION</i>
<i>Lot N° 500</i>	<i>CARPENTRY, ROFFING, COVER AND CEILING</i>
<i>Lot N° 600</i>	<i>METALIC WORKS</i>
<i>Lot N° 700</i>	<i>WOOD WORKS</i>
<i>Lot N° 800</i>	<i>SANITARY/PLUMBING WORKS</i>
<i>Lot N° 900</i>	<i>ELECTRICITY</i>
<i>Lot N° 1000</i>	<i>TILING/PAINTING</i>
<i>Lot N° 1200</i>	<i>ENVIRONEMENTAL MITIGATION MEASURES</i>

- Ensuring that the area for the proposed building is properly drained of surface water so as to prevent the collection of water within or very near the proposed building area during and after construction is completed.

Locating of services on site

The contractor shall locate on site – the following?

- Area for storage of cement, aggregate, sand, timber, steel, bricks, stones;
- Concrete mixer and concrete mixing platform;
- Lock-up store for equipment and tools with necessary racks, bins etc;
- Steel bending bench;
- Temporary toilet/s for workers (if no off site toilet is available);
- A place where a First Aid kit can be accessible to all workers on site;
- A site office with racks for documents and basic furniture;

Setting out the building

The building is set out in relation to the building line. No part of the building should encroach upon this line (except overhead projections such as roof eaves, hoods or cantilevered floors up to 3' – 0" width). Initially, the setting out of any projections of the building's plan form should be ignored, and only the main rectangular, square or other basic form should be set out. The projections can then be added.

- Check the site levels in relation to the access road levels and fixed the finished ground level at an elevation above the crown of the access road and at a height that will prevent entry of surface water from the road into the site;
- Establish the position of the building line from the local authority;
- Peg out the frontage of the building in relation to the building line;
- Make sure that rear walls of the building do not encroach on the required rear space as per local building regulations;
- Check the squareness of square or rectangular buildings by using the 3, 4, 5 method.
- Establish centre line of one wall as primary axis (axis 1),
- Mark off 3 feet (or 3 equal units of measure) from end of axis wall that meets adjacent side wall (axis 2);
- From marked point on axis 1 measure 5 feet (or 5 equal units of measure) to coincide with the measurement of 4 feet (or 4 equal units of measure) starting from the end of the axis 1 wall. The point of coincidence indicates the line of the perpendicular adjacent wall (axis 2).
- Repeat the above steps for the third wall (axis 3) and fourth wall (axis 4)
- Double check accuracy by ensuring that the diagonals between opposite corners of the square or rectangle are of equal length.

Positioning excavations for foundations

- Establish centre lines of principle walls and identified these with pegs and chords
- Use the centre lines to establish the side limits of excavations for wall foundations as per architectural/structural drawings

Excavation for foundations

The excavation works shall be done manually and /or mechanically while responding to the levels as indicated on the working drawings. Pits will be dug at critical points to receive pad foundation and pillars linked by ground beams. These operations will be done under the close supervision of the Project engineer.

The foundation width and depth will be done strictly as followed on the detailed structural drawings and calculation table specifically for that purpose.

- Make sure that excavated soil is not stacked too close to excavations, to prevent sides of trenches from collapsing and excavated soil reentering the trench.
- Use support work if necessary (in sandy or unstable, soil) where side walls of trenches show evidence of collapsing readily.
- The depth of the excavation is determined by a structural engineer who considers the soil, the frost line and the height of the water table (the depth in the soil at which you find water). Surface soil is removed to expose soil that is compacted enough to bear the load of the home. The excavation must be deep enough to place the top of the footing below the frost line. This prevents the concrete from cracking due to the freeze-thaw cycle of the surrounding soil. The

- b) If the ordinary form is made with fiberboard or plywood, the sides must be properly joined and be of the same level. The tolerated space between joints should be same as those between sawn timbers.
- c) Formwork for Reservations or recesses: Recesses intended for masonry fittings or other uses should be made using appropriate forms. Such forms should be put together in such a way that its parts can be removed with ease.

Pre-casting Preparations

a) Cleanness

The form must be free from hydrocarbon products such as grease, etc or by rust. The stains must be thoroughly cleaned up, if need be.

b) Cleaning

Before concreting, the concrete boxes must be carefully cleaned to remove all dust and debris. Compressed air should be used to finish the cleaning.

c) Watering

Timber forms must be sufficiently watered before concreting. It should be watered several times to make the wood as wet as possible, causing it to swell and close the joint gaps.

The wet surfaces must not, however, be dripping with water. Excess water shall be blown out using compressed air.

d) Coating with oil

The following shall be oiled before concreting:

- Worked moulds of plywood or fiberboard and all moulds for fine dressing
- Excess oil in the moulds must be drained before concreting. The oils used should be special stripping oils
- The oil used must not touch the reinforcement rods.

Maintenance

If the moulds are to be used more than once they should be properly cleaned, and if necessary, repaired before being used again.

Safety of Workers and Others

Nails, bolts or projections should immediately be removed from used forms if they are to be used again. Otherwise, the forms should be burnt immediately or stored at a distance from the building site, in a place that is not accessible to the public.

CONSTITUENT MATERIALS OF CONCRETE

• Crushed Aggregate

All crushed aggregate on the building site should be stored in the compartments intended for this purpose. The only aggregate authorized on the building site is the following:

Crushed 0/5 gravel (river sand)

Crushed 5/15 fine gravel

Crushed 15/25 coarse gravel

Natural or crushed sand 0/5 (the quantity retained on a 5 mm sieve must be less than 10 %).

Crushed aggregate to the site shall be subject to prior approval of the supervisor. The latter must approve the origin of the aggregate. The aggregate should come from rivers, quarries or crushed stable rocks, free of foreign bodies, organic material, dust, mud and clay, whether it sticks to grit or not.

With respect to particle distribution, the following shall apply:

• Sand (Fine Aggregate)

Sand shall have the characteristics specified in the tables of approved tests. Sand must be fine, clean, hard, and sharp and must not stick to the hand. It must be free of any soil or limestone, wastes, debris and wood.

It should, if need be, be sieved and washed. The sand must come from approved quarries or from rivers. It must not contain more than 5% weight of grit passing through a sieve with 900 meshes per cm² and must not contain particles, whose biggest dimensions exceed the following limits:

- For mortar 0/2 mm

- **Wood**

Wood for formwork: type white wood or equivalent

Wood for openings: type Bubinga or equivalent, dry wood (15-20% of humidity), having less than one node/meter.

Wood for roof: type hard wood, moabi, mouvingui, frake or equivalent, dry wood of identical humidity as above.

Wood for ceiling (knockings): identical qualities as above; with section 5x5cm

Plywood: 4mm in Ayous or equivalent wood, treated before use.

Rafters and Purlins: same wood type and quality of sections 5x15cm and 5x7.5cm respectively.

All wood shall be treated with xylamon or similar product.

SUMMARY ON DOSAGE PER 50KG BAG OF CEMENT

Designation	Cement	Sand	Gravel	Water	Dosage
Lean concrete	1 bag	3 wheel barrows	4 wheel barrows	Done in accordance with the directives of the	150kg/m ³
R. Concrete	1 bag	1 wheel barrows	2 wheel barrows		350kg/m ³
M. Concrete	1 bag	1.5 wheel barrows	2 wheel barrows		300kg/m ³
Mortar for plastering	1 bag	2 wheel barrows			400kg/m ³

THE CONCRETE.

Quality of Concrete.

Fifteen (15) days later after the opening of the construction site, and before any execution, the contractor shall submit to the National Laboratory "LABOGENIE" Civil Engineering or any other laboratory authorized by the control for approval, a composition of all concrete and mortars to be implemented, taking account of the materials delivered to the site.

All concrete used in the foundations (lean concrete, mass concrete, stressed and pre-stressed...) will be executed with the CPJ 35 cement. The composition of concrete implementation will be defined by

an analysis of composition of FAURY, VALLETTA, DE DREUX of BOLOMAY methods, carried out by the National Laboratory of Civil Engineering. The contractor shall bear the costs of new composition in laboratory studies. All concrete for reinforced concrete must meet the conditions of required resistance. The requirements are the following.

-Characteristic of 28 days compressive strength; 20 bars

-Resistance to traction at 28 days; 22 bars.

In case these values are not obtained, the company will produce a supporting calculation note of security works concerned in accordance with the rules BAEL. 91. Otherwise, it will request the demolition of the concerned works or their strengthening.

Manufacture of concrete and mortar.

The manufacture of concrete will be conducted by a central concrete to weight determination. Whatever the manufacturing process used, the products obtained shall be homogeneous and perfectly coated aggregates of binders. The duration of mixing to be sufficient to achieve the result intended; once this is achieved, the mixing should not be extended.

It will be executed on the site before the start of the work, a concrete witness to each "workshop" of concrete. Workshop of concrete, consider a set determined position fixed or movable one site to another and which is served by a determined team fixtures. The minimum number of tubes subjected to test is 9.

The actual manufacture of concrete for the construction can start, after agreement of the control, if the nominal resistance to traction and compression to 7 days, are at least equal to 75/100 minimum resistance required in 28 days. The typical 28 day compressive resistance must be at least equal to 270 bars. Otherwise should immediately repeat the test with a new composition.

Tests of concrete during work, test tube,

They are defined in article "Test of receipt of materials".

Failure to implement, surface condition.

For no-admissible by the Contracting Authority considered on concrete surface conditions, the contractor will have to run to exclusive costs a full patching of the corresponding works with a coating synthetic resin of the type SIKALATEX or equivalent. Implementation and measurements of this coating must conform to the manufacturer's technical background.

Security staff and third parties.

The concrete forms and structural elements, which after employment possess any nails or spikes or knobs will be immediately bald their points if they are intended to be re-used. Otherwise, they will be immediately burnt or stored out of the site, in a no-publicly accessible location.

Acceptance of materials testing.

The DTU standards specify the result of the tests required on materials and their pace. The resistors mentioned in the tables correspond to characteristic resistance. These tests must run by the Civil Engineering National Laboratory or any other laboratory approved by the MINTP, at the expense of the company.

- **Placing concrete**

The concrete should be placed before its initial setting time, and never after it has contained its water content for more than thirty minutes; storing it in containers for subsequent use after adding water is strictly prohibited. All concrete should always be thoroughly vibrated using mechanical vibrators.

All reinforcing rods should be placed in such a way that concrete can be poured from the top of the structure in question. The Contractor shall take all measures to trim and position the reinforcements to prevent them from being displaced during concreting. He should also add braces (sleeves, tubes, pipes, angle blocks, pre-frames, etc) to keep the structures set up. Concrete should be transported from the place where it is made to the place of use with concrete buckets, wheelbarrows or head pans.

Before concreting construction joints, the old concrete must be thoroughly cleaned of any rubble using compressed air, and repeated to reveal gravel and eliminate deposits of dirt; this surface should then be washed and scrubbed with an iron brush and thoroughly soaked.

If necessary, admixtures for construction joints can be used, but these must comply with producers' instructions. Concreting of construction joints should not be done on the visible parts of structures. The formwork should be removed only after the concrete has acquired enough strength.

- Mix the recommended proportions of paint and water (As specified by the manufacturer) for water-based paints such as emulsion and cement paint;
- Mix the recommended proportions of paint for thinner (As specified by the manufacturer) for oil-based Enamel paints;
- Ensure that manufacturer's instructions are followed when applying overcoats on undercoats;
- Ensure that good quality brushes have been used for applying paint;
- Ensure the stability of working platform for painters;
- Ensure that all paint drippings are cleaned off while the paint is fresh

GENERAL GUIDELINES FOR PAINTING

Preliminaries:

Working environment, working gear and protection of surroundings make sure there is plenty of air circulation while painting – good ventilation is important to prevent respiratory problems. Make sure that the area around the proposed work area for painting is clear of debris or furniture. Depending on the job to be done, wear goggles, face mask, old clothes or disposable overalls, a cap or hat for ceiling work and suitable gloves. Use masking tape, polythene dustsheets or newspaper to cover woodwork and window panes when painting walls. Place cover sheets, which do not slip, over the floor areas that are likely to be spotted by dripping paint. If paint inadvertently falls on the floor, ensure that drippings are quickly cleaned off while the paint is yet fresh.

Preparation of surfaces to be painted

Iron and steel surfaces: Remove all rust using emery cloth, wire wool or wire brush according to the extent of rust that is observed. Fill any holes with suitable filler and apply primer soon after.

Plastered wall surfaces: make sure that the wall surface is quite dry before painting begins. If damp patches are observed – establish the cause/s and rectify the problems first before painting begins. Failure to do so will allow damp patches to recur causing new paint to flake off. A possible common cause is leaking water pipes embedded in walls. When the causes of dampness are rectified and the wall surface is well dried, prime it with a damp seal to prevent watermarks from showing through. When previously painted walls are to be repainted, the surfaces have to be washed down with soapy water or mild detergent using a large sponge or lint-free cloth. Rinse thoroughly but do not soak the sponge/cloth. Ensure that streaky stains are not permitted to remain on the surface. Be careful to protect electrical fixtures from water. If a chalky coating is seen to come of the wall surface when it is washed, stabilize the surface before painting is done otherwise the new paint will not stick. To stabilize the surface, properly seal the surface with two coats of a suitable stabilizing solution recommended for porous surfaces. Surfaces for painting should be smooth for the paintwork to be successful. If there are some small, superficial cracks on an otherwise sound wall, use a fine surface preparatory filler.

Where there are small holes and cracks in the plaster, first rake out loose bits, to help the filler stick. Then fill with interior filler, pressing it in with a flexible filling knife. Leave the filling slightly above the wall surface. Let it dry and sand it with sandpaper wrapped around a wooden block. For larger holes, use deep-repair filler, or plaster filler, knocking off loose plaster first. For larger cracks, work in several layers, letting each dry before the next is laid.

N.B. Avoid painting on rainy days when there is high humidity. The best is to paint on hot, dry days. Never paint over damp or dirty surfaces. Do not use varnish on surfaces of woodwork that are expose to the sun as varnish soon burns and fades in sunlight. Always use good quality paints and brushes to obtain a quality finish. Choosing a painting tool: The use of brush or roller for painting is optional for water based paints. A good roller will usually cut the time it takes to paint a room, giving it a more finished result with less effort than a brush. The use of a roller to paint is a recommended alternative. A roller tray (metallic preferred to plastic) is needed for use with a roller, also a roller pole that can be extended for painting ceilings. Brushes of smaller sizes are needed for painting

Because of aesthetic requirements, acceptable tolerances shall be as follows:

- The flatness of the surface will be such that a 2 m ruler placed in all directions does not have a flitch or dent showing a deflection or counter deflection above 1 mm;
- Under the same conditions, a 5 m tight cord must not have a deflection, counter deflection or slope above 3 mm;
- For facing boards, the above-mentioned tolerances should be 2 mm for the 2 m rule and 3 mm for a 15 m cord;
- In all cases, the joints of the elements will be aligned in such a way that no defects should be visible to the naked eye.

State of Finishing

The contractor must deliver his structures in a perfect state of finish. To this end, he must carry out all repair work on surfaces, including replacement of defective parts and repairs on areas damaged as a result of work done by other contractors.

ELECTRICITY

Since most of the structures are located in the rural areas where there is no electricity the contractor is expected to install all the electrical fittings on the building as stated on the bill of quantities. The final connection to the main supply shall not be the responsibility of the contractor. All electrical works shall be carried out by adequately skilled and licensed supervisors and trained technicians. Primary attention shall be given to safety of the installation and conformity to prevailing regulations. Particular attention shall be given to the neatness in the appearance of the installation which is to be achieved by judicious planning of runs and cables, the locations of light fittings, fans, switches, socket outlets etc. and making good any surfaces, framework or other elements in the building in the process of execution of electrical installation.

Inspections & tests

The contractor shall arrange with relevant statutory authorities and a qualified Electrical Engineer to carry out inspections and tests and obtain required certification of approval for the electrical installation;

The following tests shall be carried out:

- Insulation Resistance Test,
- Earth Continuity test,
- Earth Resistance test,
- Polarity Test;
- Working Test;

During the final commissioning of the plant suitably qualified stand-by staff shall be provided from all trades so that all related services are available during commissioning.

CIRCUIT PLAN

The circuit plan shall have branch circuits that serve easily defined areas or purposes. Each branch circuit should not be overloaded. Some heavy voltage appliances may need dedicated circuits for themselves.

PROTECTION OF CABLES

- Cables shall be encased in conduits (PVC or metal) and shall be surface mounted or embedded in walls and floor slabs and shall be mechanically continuous and watertight so that cables are fully protected. No conduit smaller than $\frac{3}{4}$ " (19mm) shall be used;
- Cables buried in concrete shall have at least 1 $\frac{3}{8}$ " (35mm) depth of cover over its entire length;
- Conduits buried in plaster shall have at least $\frac{3}{16}$ " (5mm) depth of cover throughout its entire length;
- Below ground cables have to be laid at depths designated by the local authority and excavations for buried cables should be identified with marker tapes at require depths;

- Automatic stop of works in the event of discovering of an archaeological or historical artefact, then report immediately to the services of the Ministry of Culture;
- Prohibition to transport or drive out game, hunting and non timber forest products by the personnel of the building site;
- Put at the disposal of the working site adequate equipment for potable water and domestic use water;
- Priority recruitment for local labor, as well as the use of local materials;
- Putting of warning Signs (sign boards) at building site during and after work; putting speed limits warning signs as well in order to protect the safety and health of the resident population and of site workers;
- The wearing of appropriate equipment & attire (e.g. work clothes) by site workers.
- Restoring (*putting back to its original nature*) gradually installations at building site at the end of works;
- Organizing information and sensitizing campaigns for site workers and the beneficiary populations, on medical risks, risks of accidents, and on the impacts of poaching.

Starting of works and sensitization of stakeholders

Before the effective start of works, the company or enterprise must prepare an environmental action plan specifying the whole of environmental measures to be implemented, as well as rules of procedures mentioning in a specific way the safety requirements and in particular the wearing of appropriate equipment (work clothes) and speed limit warning signs. Furthermore, these internal rules and regulations will have to prescribe the prohibition of alcohol consumption during working hours, to transport or hunt game, to abusively use wood for fuel, as well as the sensitization of the personnel on the dangers of the STI/SIDA, the respect of the customs and habits of the populations of the area. These rules must be pasted within the company.

On the other hand, an information and sensitization campaign of the personnel and residents will have thus to be organized beforehand and their attention will have to be drawn to all these aspects, including the calendar of execution, the employment opportunities. In particular, these stakeholders should be informed on the reasons for the choice of the site for the localization of the micro-project as well as the environmental action plan. This sensitization campaign will have to be re-lunched during the execution of the work.

SETTING UP OF THE BUILDING SITE

Localization

The importance of setting up a site is determined by the volume and the nature of work to be realized, the number of workmen or laborers, the number and the type of machines. The plan of setting up a building site will have to take into account management and protection measures.

In this regard, the selected site must be at a distance from at least:

- 50 m off the road;
- 100m off a lake or river;
- 100m off habitation (dwelling);

The site will have to be selected in order to limit clearing, the pulling up of shrubs or bushes and the demolition of the trees. The valuable trees will be preserved and protected.

The site must be selected away from sensitive zones particularly the marshy zones, the wetlands, sacred zones and the hillsides. Lastly, the site should envisage an adequate Water drainage on the whole of its surface

Equipment

The office and housing area in the working site for the personnel must be equipped with sanitary facilities (latrines, septic tanks, absorbing wells, wash-hand basins and showers) according to the number of the work force. The water tanks (reservoir) will have to be installed and the quantity of water must be adequate with the needs. Adequate drainage must protect the installations.

Management of solid waste and liquids

Receptacles (*containers*) to receive waste are to be installed near the various installations. These receptacles are to be emptied periodically and the waste deposited in a garbage can for recuperation by the Council or in a dumping pit. This pit must be located at least 100m from the installations and

As regards the working site, the contractor will complete all necessary work to restore the site (bringing the site to its original state). The contractor will have to take away all his material & machines. He is not supposed to abandon any equipment nor materials on the site, or at the surroundings, without prior notice of the controller. This restoration of the site relates to all its deviations and contours (e.g. foot paths etc) set up during the works.

It is desirable that the sites should be restored in a progressive way.

Clearing of undergrowth and pruning

Clearing of undergrowth and pruning of the immediate surroundings of the work in order to improve on the exposure of sunlight and to improve on the visibility.

As regards pruning, all the branches overhanging the platform will be cut vertically passing by the clearing limit. All the trees will be cut down overhanging the immediate surroundings and threatening to fall on the work or to impede circulation after a tornado.

The question on clearing of the undergrowth consists of cutting at ground level without uprooting the vegetation.

All trees and shrubs at the entrance and exit of the works (bridges, etc.) will be uprooted so as to facilitate the running of water and to facilitate the regular inspections of the works.

Lastly, it is requested from the contractor to identify as from the starting of works, the buyers (middlemen) of the aforementioned waste among the residents (fodder for the cattle, for construction, fuel wood, etc). It is prohibited in the areas of the Extreme North and North to burn on the spot wastes vegetation that have been cut.

For other regions, if the burning of waste is authorized by the Controller, the contractor must take additional precautions by increasing for example the width of the safety belts around waste to burn, and prevent the residues from being an obstacle to the running off of water.

Management of water Resources

The contractor will have to avoid any conflict which can result from the use of water resources, in particular in the Northern regions of Cameroun.

Thus, for these water needs or requirements (watering of area around the works), the taking away, will have to be done after obtaining the necessary authorization from the competent services (Regional Delegation of Water and Energy) and in consultation with the beneficiary populations.

In any case, the company or enterprise will have to avoid taking away important items in seasonal rivers, likely to stop the water satisfaction needs of the residents or beneficiary population. In addition, he will have to avoid intervening in sensitive zones; avoid introducing various pollutants resulting from washing or draining of vehicles oil and machines. Lastly, he will not have to undertake the installation of equipment that can stop the flowing of rivers, without prior notice of the competent Services.

Compensation for the damages caused to third parties

It can happen that the company hurts an individual in a deliberate or accidental manner (destruction of crops, habitat, etc). If this wrong is not taken into account by the project owner or contracting authority, it will have to be compensated with the expenses from the company and satisfactorily to the party. On the other hand, he will have to issue a certificate of compensation to him, in order to avoid any other later complaints.

LIST OF WORKS - PRICE LIST AND ITEMS

The works to be executed may include:

<i>Lot N° 100</i>	<i>PRELIMINARY WORKS</i>
<i>Lot N° 200</i>	<i>EARTH WORKS</i>
<i>Lot N° 300</i>	<i>FOUNDATION</i>
<i>Lot N° 400</i>	<i>MASONRY/ELEVATION</i>
<i>Lot N° 500</i>	<i>CARPENTRY, ROFFING, COVER AND CEILING</i>
<i>Lot N° 600</i>	<i>METALIC WORKS</i>
<i>Lot N° 700</i>	<i>WOOD WORKS</i>
<i>Lot N° 800</i>	<i>SANITARY/PLUMBING WORKS</i>
<i>Lot N° 900</i>	<i>ELECTRICITY</i>
<i>Lot N° 1000</i>	<i>TILING/PAINTING</i>

- Make certain that workers at site are given clear and specific instructions on proper posture when lifting heavy items and methods of moving and handling materials.

TECHNICAL SPECIFICATION

- **Studies:** After this feasibility studies by the contract engineer, the contractor has to carry out his/her own studies using the plans, specifications, bill of quantities, visit the site to have a mastery of the project before he/she can prepare a bid for the project. In case of an omission or an error he should indicate to the authorities concerned.
- **Execution documents:** The following documents will be needed for the proper execution of works:
 - ✓ A request for quotation
 - ✓ A registered contract/contract
 - ✓ Service order to start work
 - ✓ The working plans
 - ✓ Work execution program
 - ✓ Site log book/minutes book
 - ✓ As-built plan (at the end of works)

1/ Bush Clearing – Earth works

1/1 Preparation of work site and excavations

The site shall be cleared of all bushes all debris carried away. The section to receive the structure and its surroundings shall be levelled and all excess soil carted away.

1/2 Installation of the work site.

The installation of the site shall be done on a section agreed between the contractor and the Control Engineer together with the areas for stockpiling materials. The site shall be fenced with local materials and signboard mounted by the contractor. Access to the site shall be prohibited to the public. The contractor shall be responsible for the total security of the site.

1/3 Sitting out

The contractor shall indicate the implantation of the structure according to the plans. This implantation shall be done in accordance with the Control Engineer. The contractor shall be responsible for errors of levels and alignments that were not signalled earlier.

1/4 Trenches

All trenches for foundation as well as holes for column footings (50x50) shall be excavated according to the plans.

The foundation trenches shall be sunk to the good soil as agreed by the Control Engineer. The trenches shall be shaped accordingly.

1/5 Backfilling

All backfilling, where necessary shall be done with well-drained lateritic soil and compacted in layers of 20 cm successively.

2/ Foundation

2/1 Blinding Concrete

A blinding concrete of 5 cm thick and a concrete mix of 200 kg of cement (CPA 325) per m³ shall be cast at the base of the trenches.

This shall be done in two phases e.g. 1st and 2nd coats of 1.5cm, 1cm and thick respectively only on block work that has been completed for at least two weeks. This entire works shall be executed by a team of masons headed by a team head under the supervision of the Site Foreman and in conformity to specifications.

4/2: **Pointing:** Shall be applied to joints of all external stone masonry walls that are visible to be aesthetic. Mortar shall be used for pointing, to give good cement finish.

5/ Roof

All roof structures shall be realised with local wood preferably eucalyptus treated with insecticides and fungicides. The roof truss shall be assembled from wood of dimension 5 x 15 minimum while the purlins shall be wood of dimension 5 x 7.5 minimum. The assembly shall be done with nails according to the standards in force.

The roof shall be covered with high-rib sheets (tôle bac), 6 m long and 5/10 mm thick.

The fascia board shall be realised with High rib (tôle bac) 25 cm large and cut according to the area.

Ceiling: construction shall be with wooden noggins 60cm x 120cm and 4mm plywood. They shall be fixed with nails and the ceiling boards will be whole sheets. All eaves shall be fixed with aluminum metal eaves' sheets. A single coating of solunium wood preservative shall be applied to noggin wood surfaces. Only skilled craftsmen should be employed for the ceiling work.

6/ Carpentry and Joinery / Metal works

All wooden doors and equipment shall receive a first coat of treatment before being sprayed with vanish. All doors shall be fitted with Vachette internal locks and cupboard/table lockers with small locks.

All metal doors shall be made of double leaf metal sheets (8/10) and should receive a coat of antirust before being painted with oil paint. All doors shall be fitted with Vachette internal locks.

All windows for the structure shall be made of louvers + frames and should receive a mosquito net covering.

All windows protectors shall be of iron rods Ø 8 or tube of not more 10cm spacing diagonally or horizontally.

7/ Electrical installations

Conduit pipes shall be built into the walls to carry the cables that supply the switches and sockets. 0.6m or 1.2m MAZDA fluorescent lamps shall be fitted in the building and veranda and round bulbs in toilets.

8/ Drainage and Landscaping (external works)

- **Gutters.** The gutters shall be realized all-round the building. There shall be dosed at 300kg/m³. The section shall be 40cm wide and 30cm deep. The base shall have an average thickness of 8cm and shall of ordinary concrete, dosed at 300kg/m³. The gutters shall have a slope of 5%.
- **Pavement.** The walls of the foundation shall be protected by concreting all-round the foundation. It shall be realized with ordinary concrete dosed at 300kg/m³ and thickness of 8cm.
- **Concrete slabs :** Shall be of 1.2m wide and positioned as instructed by the control engineer.
- **Concrete ramps :** Shall be of 1.2m wide cast in-situ with edges protected with angle bar 25mm.

(ii) CONCRETE AND MORTAR

Concrete for footing pillars, ground beams, paving, lintels and beams:
 $f_{c28} = 25 \text{ Mpa}$ at least (compressive resistances at 38th day of age)

Dosage:

Concrete for footing: 350 kg/m^3

Concrete to bind masonry with plastering: 300 kg/m^3

Lean concrete 150 kg/m^3

Mortar for screed, plastering and elevation: 400 kg/m^3

Depositing Concrete.

All concrete shall be cast such that all risks of segregation and pre-setting are avoided.

- Deposit concrete as nearly as practicable in its final position to avoid segregation due to re-handling or flowing.
- **Re-tempering:** No concrete that has partially hardened or has been re-tempered shall be used.
- **Compaction:** Concrete shall be thoroughly compacted by vibrating during emplacement.

Curing: All concrete shall be covered with a polyethylene plastic where possible, and regularly watered to maintain the required temperature to give the concrete the required strength.

Cleaning: Clean all exposed concrete surfaces and all adjoining work which has been stained by the leakage of concrete

(ii) WOOD

Wood for formwork: type white wood or equivalent

Wood for openings: type Bubinga or equivalent, dry wood (15-20% of humidity), having less than one node/meter.

Wood for roof: type hard wood, moabi, mouvingui, frake or equivalent, dry wood of identical humidity as above.

UNIT PRICE SCHEDULE FOR THE COMPLETION OF THE BAKWA IHC IN NJIKWA COUNCIL MUNICIPALITY

No	SUPPLIES / WORKS	Unit	Qty	UP (figures)	UP (words)
LOT 100 PRELIMINARY WORKS					
101	Construction of a site hut	FF	1		
102	Installation of project information board	FF	1		
103	Temporal fencing of project site	FF	1		
104	Site studies (execution plan, report etc)	FF	1		
	Terms of reference	FF	1		
105	Elaboration of the Environmental Impact Studies/Notice and attestation of environmental conformity, Environmental Impact Notice and Terms of Reference	FF	1		
LOT 200 EARTH WORKS					
201	Site leveling	m ²	200		
	Excavation of foundation trench and pit	m ³	600		
202	Backfilling	m ³	14		
SUB TOTAL 200					
LOT 300 FOUNDATIONS					
301	Blinding concrete dosed at 150kg/m ³	m ³	1.4		
302	Mass concrete for floor of thickness 8 cm	m ²	1.8		
303	Foundation block (20 x 20 x 40) work or stone works	m ²	87.2		
304	Foundation pillars and chaining	m ³	2.8		
LOT 400 MASONRY/ELEVATION					
401	Plastering	m ²	389.8		
402	Cement screed & cement paste finishing on floor	m ²	510		
403	Elevation pillars, lintels and upper chaining	m ³	3.5		
404	Block 15 x 20 x 40 work	m ²	185.6		
LOT 500 CARPENTRY ROOFING, COVER AND CEILING					
501	Wood for rafters and truss (hard wood)	m ³	6.3		
502	Roof cover with 6_10th badge Al sheets	m ²	285		
503	Edge boards	ml	65		
504	Top ridge in 6_10th Al sheet	ml	12		
505	Facial Al sheet board	ml	67		
506	Ceiling with 5mm plywood including secondary joisting	m ²	161.5		
507	Ventilation of roof (pre-fabricated) at the eaves	u	2		
LOT 600 METALLIC WORKS					
601	Angle bar	ml	33		

No	SUPPLIES / WORKS	Unit	Qty	UP (figures)	UP (words)
1201	Provisions of bin for waste disposal,	U	1		
1202	planting of environmental friendly trees	U	10		
1203	Planting carpet grass	LS	1		
1204	Provision of wheelbarrow	U	1		
1205	Provision of spade	U	1		
1206	Provision of rake	U	1		

**BILL OF QUANTITIES FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH-
NGWO IN NJIKWA COUNCIL MUNICIPALITY**

No	SUPPLIES / WORKS	Unit	Qty	UP
LOT 100 PRELIMINARY WORKS				
101	Construction of a site hut	FF	1	
102	Installation of project information board	FF	1	
103	Temporal fencing of project site	FF	1	
104	Site studies (execution plan, report etc)	FF	1	
	Terms of reference	FF	1	
105	Elaboration of the Environmental Impact Studies/Notice and attestation of environmental conformity, Environmental Impact Notice and Terms of Reference	FF	1	
SUB TOTAL 100				
LOT 200 EARTH WORKS				
201	Site leveling	m ²	200	
	Excavation of foundation trench and pit	m ³	600	
202	Backfilling	m ³	14	
SUB TOTAL 200				
LOT 300 FOUNDATIONS				
301	Blinding concrete dosed at 150kg/m ³	m ³	1.4	
302	Mass concrete for floor of thickness 8 cm	m ²	1.8	
303	Foundation block (20 x 20 x 40) work or stone works	m ²	87.2	
304	Foundation pillars and chaining	m ³	2.8	
SUB TOTAL 300				
LOT 400 MASONRY/ELEVATION				
401	Plastering	m ²	389.8	
402	Cement screed & cement paste finishing on floor	m ²	510	
403	Elevation pillars, lintels and upper chaining	m ³	3.5	
404	Block 15 x 20 x 40 work	m ²	185.6	
SUB TOTAL 400				
LOT 500 CARPENTRY ROOFING, COVER AND CEILING				
501	Wood for rafters and truss (hard wood)	m ³	6.3	
502	Roof cover with 6_10th badge Al sheets	m ²	285	
503	Edge boards	ml	65	
504	Top ridge in 6_10th Al sheet	ml	12	
505	Facial Al sheet board	ml	67	
506	Ceiling with 5mm plywood including secondary joisting	m ²	161.5	
507	Ventilation of roof (pre-fabricated) at the eaves	u	2	

No	SUPPLIES / WORKS	Unit	Qty	UP
1007	Labelling of building	LS	1	
	SUB TOTAL 1000			
LOT 1100 V.R.D.				
1101	Concrete gutters(40 x 30 cm) round the building	ml	75	
1102	Concreting the edges of the building (50cm wide)	m ²	52	
1103	Follow-up and technical support	ls	1	
	SUB TOTAL 1100			
LOT 1200 ENVIRONMENTAL MITIGATIONS / SUSTAINABILITY				
1201	Provisions of bin for waste disporsal,	U	1	
1202	planting of environmental friendly trees	U	10	
1203	Planting carpet grass	LS	1	
1204	Provision of wheelbarrow	U	1	
1205	Provision of spade	U	1	
1206	Provision of rake	U	1	
	SUB TOTAL 1200			
A	TOTAL WITHOUT TAXES			
B	TVA (19.25%)			
C	AIR (2.2%)			
D	TOTAL WITH ALL TAXES			

<i>Lot :</i>					
SUB-DETAIL OF PRICE N°:					101
DESCRIPTION OF ACTIVITY ON					
Prix N°:	Daily output		Total Quantity:	Unit:	Duration of activity (Days):
	CATEGORY	NUMBER	Daily Salary	Paid Man-day	Amount
A - PERSONNEL					
<i>TOTAL A</i>					
	TYPE	NOMBER	Daily rate	Days billed	Amount
B - EQUIPMENT					
<i>TOTAL B</i>					
	TYPE	UNIT	Unit price	Consumption	Amount
C - MATERIALS					
<i>TOTAL C</i>					
<i>D</i>	<i>TOTAL DIRECT COST</i>		A+B+C		
<i>E</i>	<i>GENERAL SITE RISK</i>		10%	D x 10%	
<i>F</i>	<i>GENERAL HEAD OFFICE EXPENSES</i>		5%	D x 5%	
<i>G</i>	<i>COST PRICE</i>		(D+E+F)		
<i>H</i>	<i>RISK + PROFIT</i>		10%	G x 10%	
<i>I</i>	<i>BID PRICE EXCLUDING TAXES</i>		(G+H)		
<i>J</i>	<i>UNIT PRICE EXCLUDING TAXES</i>		(I/Qty)		

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
MINISTERE DE LA DECENTRALISATION
ET DEVELOPPEMENT LOCALE
REGION DU NORD OUEST
DEPARTEMENT DE LA MOMO
COMMUNE DE NJIKWA

E-Mail: njikwacouncil1995@gmail.com

NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

MODEL OF UNDERTAKING

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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NJIKWA COUNCIL INTERNAL TENDERS BOARD

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No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
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NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

MODEL BID BOND

BID BOND

Reference of the guarantee: N° _____
Invitation to tender N° _____

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
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NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****
IMPUTATION: 00 00 000 00 000000 0000

MODEL PERFORMANCE GUARANTEE

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
**FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

MODEL GUARANTEE FOR ADVANCE PAYMENT

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
**FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

TENDER SPECIMEN FORM

LETTER HEAD

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

MODEL OF PLANNING OF WORK EXECUTION

PLANNING OF WORK EXECUTION

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
**FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

OTHER DOCUMENTS

GRADING SCHEME – TECHNICAL FILE

ENTERPRISE: _____

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
A WORKS DIRECTOR				
1	Certified true copy of diploma,			
2	Certified true copy of National Identity Card, C V and Attestation of availability dated and signed			
B SITE FOREMAN				
1	Certified true copy of diploma			
2	Certified true copy of National Identity Card, C V and Attestation of availability dated and signed			
C TEAM LEADER : Building				
1	CV and certified copy of diploma of builder			
D TEAM LEADER : Wood works				
1	CV and certified copy of diploma of carpenter			
E TEAM LEADER : Electricity works				
	CV and certified copy of diploma of electrician			
F TEAM LEADER : Plumbing				
1	CV and certified copy of diploma of plumber			
TOTAL			/06 YES	

I – PERSONNEL

NB: one item lacking or irregular means NO to the point in question.

II - REFERENCES

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
A 02 References in the road or public works or construction				
1	First project			
2	Second project			
TOTAL			/ 02YES	

III -EQUIPMENT

N°	DESIGNATION	EXISTENCE		OBSERVATIONS
		NO	YES	
1	Proof of ownership or rental of a vehicle (Pick up 4 x 4 or van) in good operating condition and a carte grise certified by the services of MINTRANSPORT /DO			
2	Proof of ownership of a concrete mixer and vibrator in good operating condition, and of Hand tools (building, electricity, carpentry) ¹ in good operating condition.			
TOTAL			/ 02YES	

*NB: one item lacking or irregular means NO to the point in question.
¹Poor set of hand tool will not be accepted and must reflect the nature of work to be carried out.*

VERIFICATION OF THE ADMINISTRATIVE DOCUMENTS

ENTREPRISE :		YES	NO
01	Undertaking by bidder stamped, signed and dated in conformity with the model attached		
02	Attestation of non-bankruptcy dating less than 3 months, issued by the Competent jurisdiction		
03	Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.		
04	Bank guarantee (of the same bank) on the list of banking institutions of first order approved by the Ministry in charge of finance, for an amount in francs CFA of 500,000 FCFA.		
05	Treasury Receipt of purchase of the tender file, as stipulated in the notice of call for tender.		
06	Attestation of C.N.P.S, valid and for the tender concern		
07	A non-exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP		
08	An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most 3 months.		
11	A Certified copy of taxpayer card valid, dated at most 3 months		
13	Plan and attestation of localization signed by the taxation authorities.		
	General observation		

COMPANY LETTER HEAD

ATTESTATION OF SITE VISIT

I undersigned _____ acting
as _____, of Nationality CAMEROONIAN, and resident in
_____, bearer of NIC N° _____,

After having read and taken note of all the parts of the Open National Invitation to Tender No.
03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
MUNICIPALITY, MOMO Division, NORTH WEST Region.

I visited, inspected and gathered all relevant information concerning the project site, declare to have appreciated and under my responsibility, the project site configuration, the various difficulties related to the execution of the works.

I undertake and engage to execute the works on the site indicated/inspected without any claims as concern the site configuration in conformity to contractual clauses and construction norms/techniques and further technical instructions that shall be given for the quality physical execution of the works of which I present my offer.

IN TESTIMONY WHEREOF, this present site visit attestation is established by the enterprise to serve wherever and whenever necessary.

Date

Signature

EQUIPMENT

N°	Designation	Marque	Capacity	Age	Present state	Proprietor	Localisation
1							
2							
3							
4							
5							
6							
7							
8							
9							

Annexe photocopies d'immatriculation

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
 MINISTRY OF DECENTRALIZATION AND
 LOCAL DEVELOPMENT
 NORTH WEST REGION
 MOMO DIVISION
 NJIKWA COUNCIL



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
 MINISTERE DE LA DECENTRALISATION
 ET DU DEVELOPPEMENT LOCALE
 REGION DU NORD OUEST
 DEPARTEMENT DE LA MOMO
 COMMUNE DE NJIKWA

E-Mail: njikwacouncil1995@gmail.com

CONTRACT N° /C/ONIT/MINDDEVEL/NCITB/NJIKWA COUNCIL/2024

AWARDED AFTER AN OPEN NATIONAL INVITATION TO TENDER

No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026

FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
 MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

CONTRACTOR:

BP.....

Tel.

Fax.

TAX PAYER'S N°.....

BANK ACCOUNT N°.....

SUBJECT: CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
 MUNICIPALITY, MOMO DIVISION, NORTH WEST
 REGION.

PLACE OF EXECUTION: BAKWA

EXECUTION DEADLINE: FOUR (04) MONTHS

AMOUNT:

AMOUNT FCFA	TOTAL AMOUNT
ALL TAXES INCLUSIVE	
HTVA	
VAT (19.25%)	
A.I.R (5.5% or 2.2%)	
NET TO BE PAID	

FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026 Year

SUBSCRIBED ON : _____

SIGNED ON : _____

NOTIFIED ON : _____

REGISTERED ON : _____

BETWEEN:

The Government of the Republic of Cameroon, represented by the Mayor of Njikwa Council,
 hereinafter referred to as the "The Contracting Authority"

CONTRACT No. ____/C/ONIT/MINDDEVEL/NCITB/2024
AWARDED AFTER AN OPEN NATIONAL INVITATION TO TENDER (EMERGENCY
PROCEDURE)

N° 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO, NJIKWA
MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.
SINGLE LOT

CONTRACTOR:.....
EXECUTION DEADLINE: FOUR (04) MONTHS
AMOUNT:

MONTANT FCFA	MONTANT TOTAL
TTC	
HTVA	
TVA (19,25%)	
A.I.R (5,5% or 2,2%)	
Net to be paid	

Read and approved by the contractor

Njikwa, the _____

Signed by the Mayor Njikwa Council,
Contracting Authority

Njikwa, the _____

REGISTRATION

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
MINISTRY OF DECENTRALIZATION AND
LOCAL DEVELOPMENT
NORTH WEST REGION
MOMO DIVISION
NJIKWA COUNCIL



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E-Mail: njikwacouncil1995@gmail.com

NJIKWA COUNCIL INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
No. 03/ONIT/NCITB/NC/2026 OF 06/03/2026
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN SOH - NGWO,
NJIKWA MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF NJIKWA COUNCIL

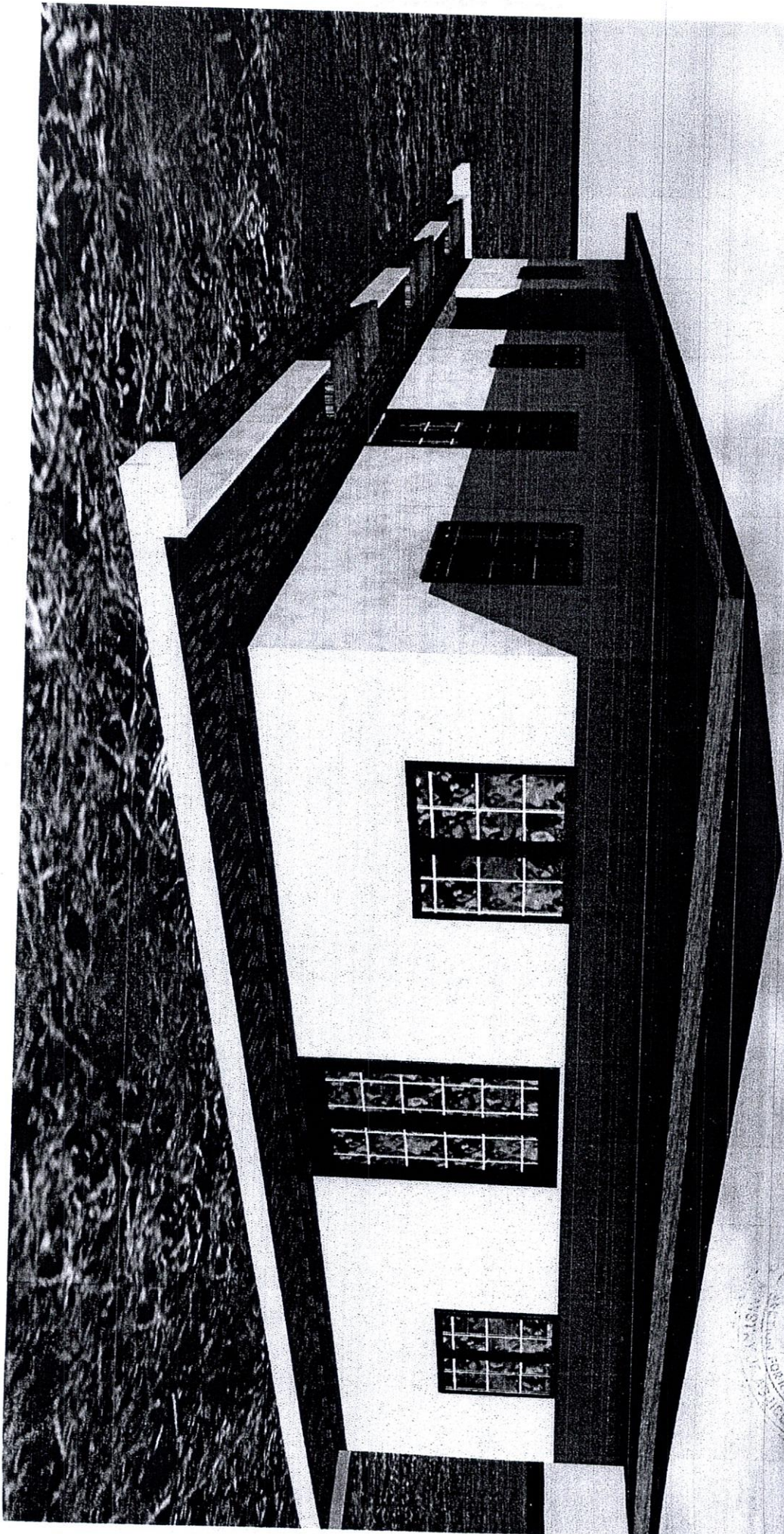
FUNDING: MINADER PUBLIC INVESTMENT BUDGET - 2026

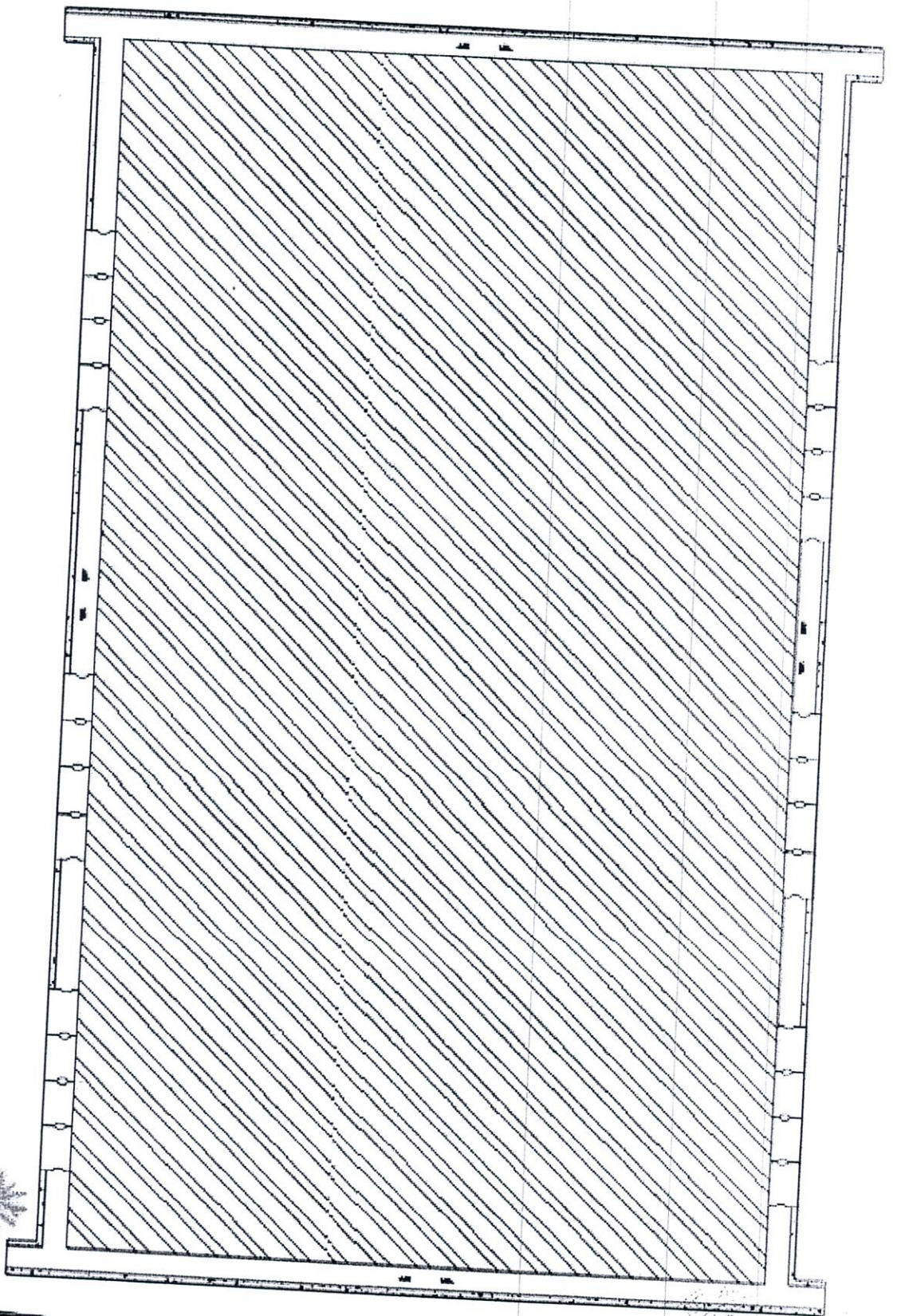
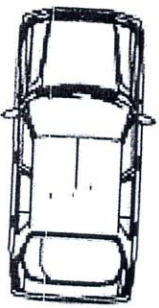
AUTHORIZATION N°: *****

IMPUTATION: 00 00 000 00 000000 0000

PART10
GRAPHIC PLANS

PLAN CASE COMMUNAUTAIRE

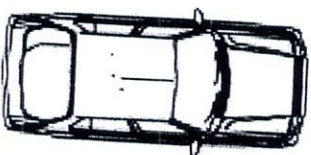


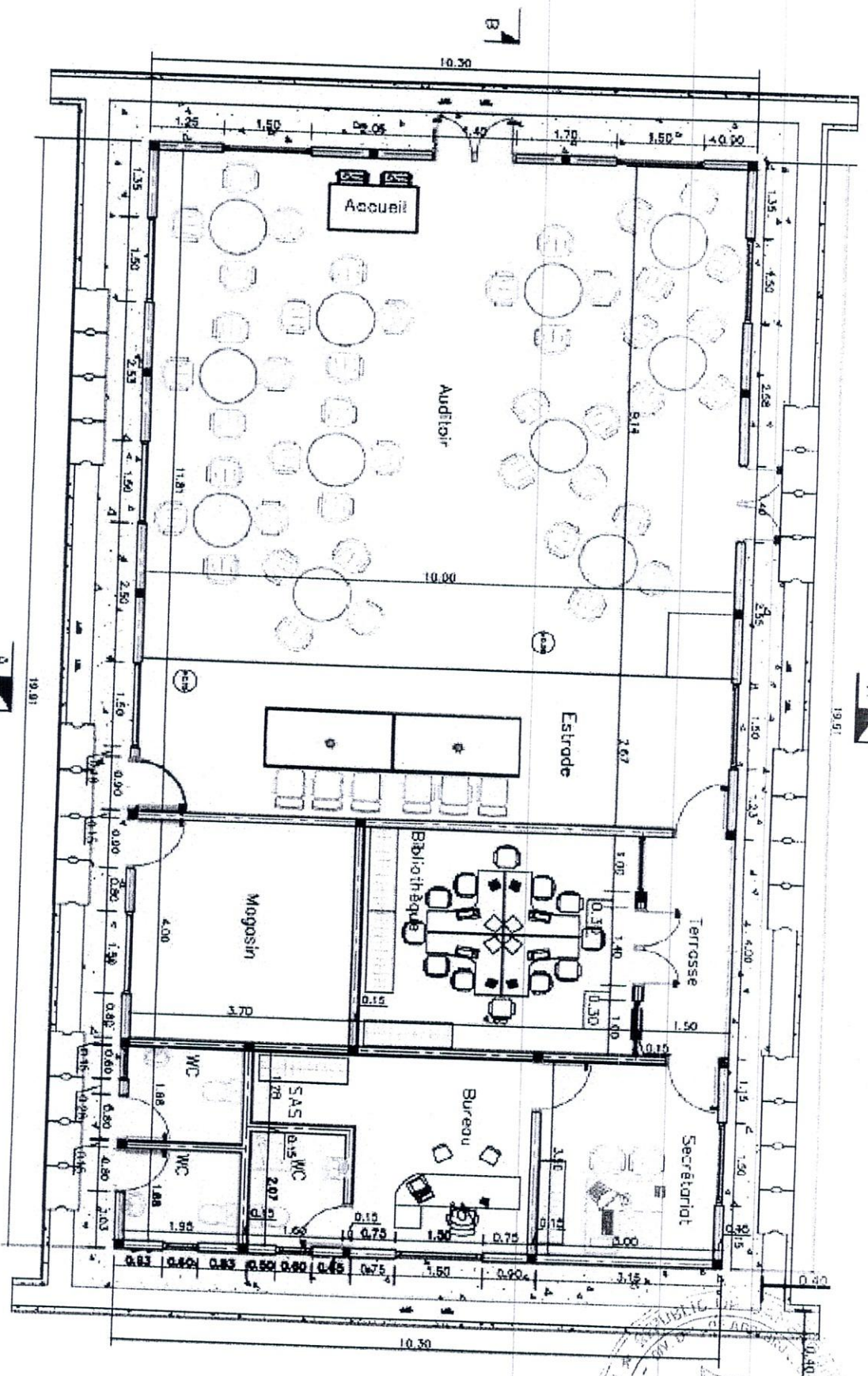


PLAN DE MASSE CASE COMMUNAUTAIRE E:1/100

MINADER/DGRCV

PLAN TYPE CASE COMMUNAUTAIRE





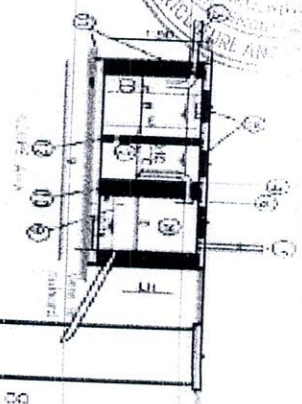
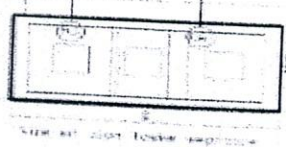
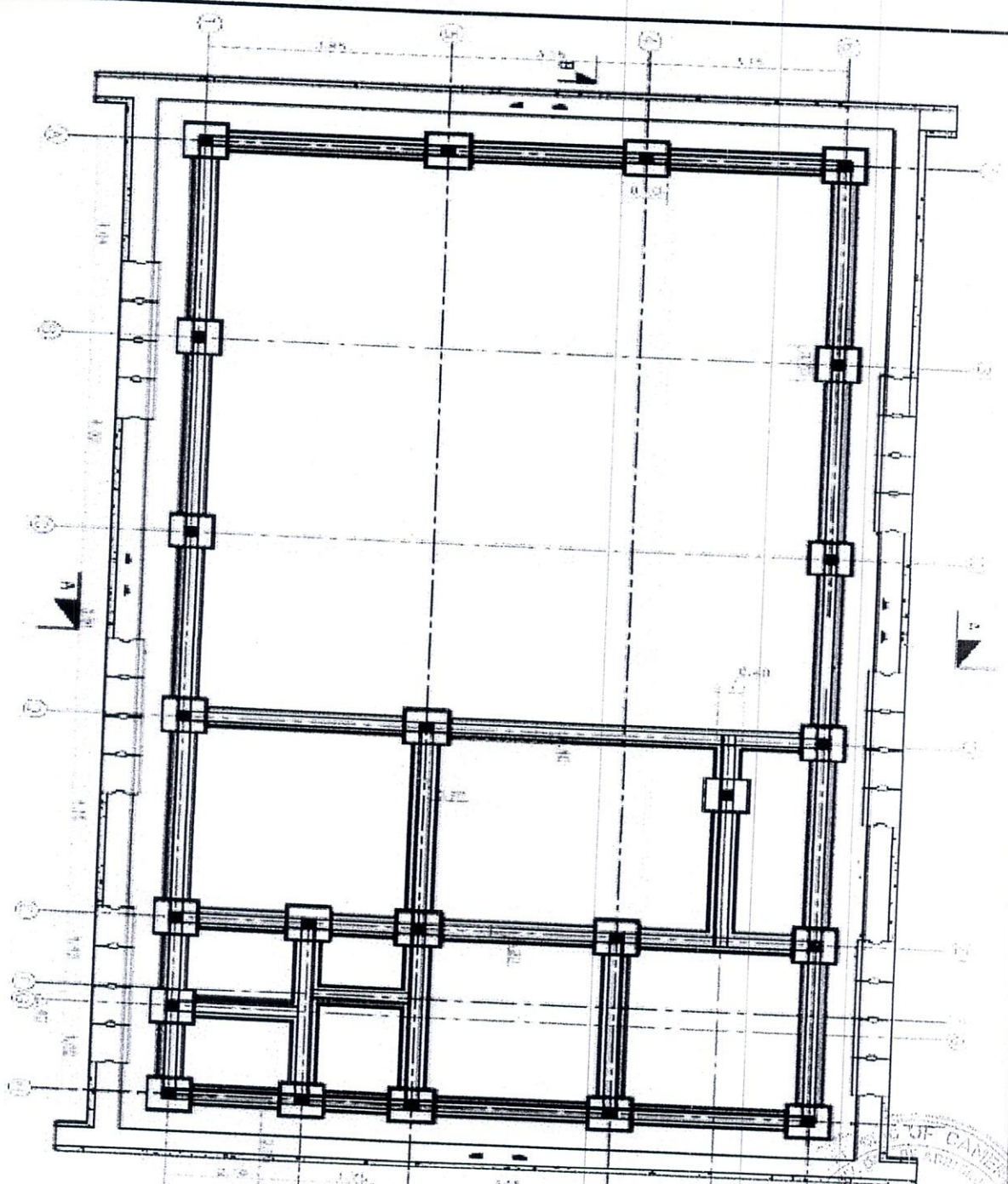
PLAN DE DISTRIBUTION CASE COMMUNAUTAIRE E:1/50

MINADER/DGRCV

PLAN TYPE CASE COMMUNAUTAIRE

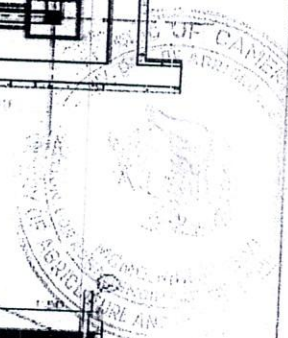


PLAN DE FONDATION CASE COMMUNAUTAIRE E1/50

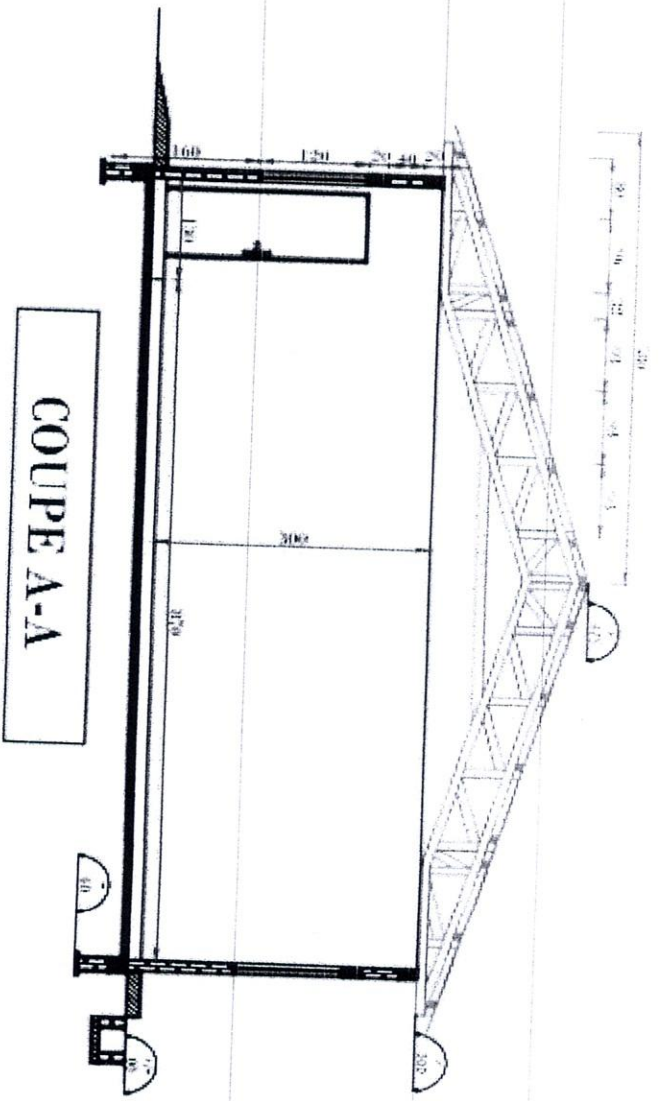
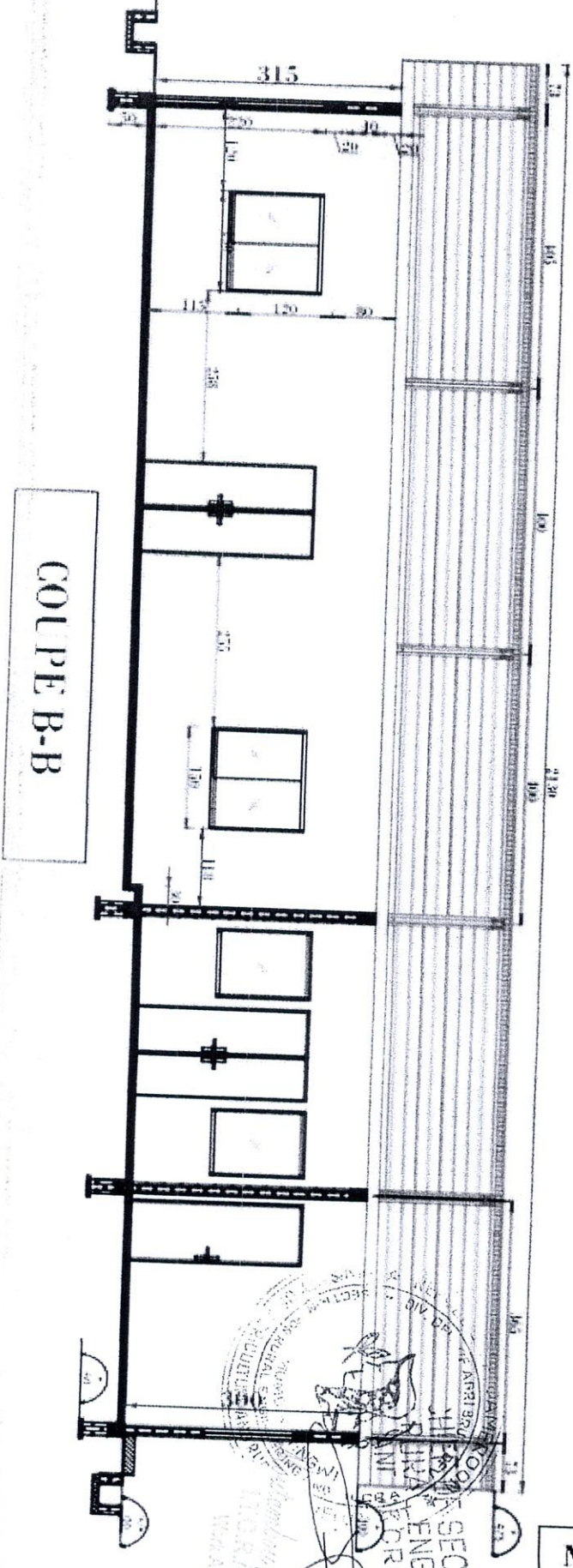


- ① Mur en béton armé
- ② Mur en béton armé de 50
- ③ Plancher
- ④ Mur en béton armé de 50
- ⑤ Plancher
- ⑥ Mur en béton armé de 50
- ⑦ Plancher
- ⑧ Mur en béton armé de 50
- ⑨ Plancher
- ⑩ Mur en béton armé de 50
- ⑪ Plancher
- ⑫ Mur en béton armé de 50
- ⑬ Plancher
- ⑭ Mur en béton armé de 50
- ⑮ Plancher
- ⑯ Mur en béton armé de 50
- ⑰ Plancher
- ⑱ Mur en béton armé de 50
- ⑲ Plancher
- ⑳ Mur en béton armé de 50
- ㉑ Plancher
- ㉒ Mur en béton armé de 50
- ㉓ Plancher
- ㉔ Mur en béton armé de 50
- ㉕ Plancher
- ㉖ Mur en béton armé de 50
- ㉗ Plancher
- ㉘ Mur en béton armé de 50
- ㉙ Plancher
- ㉚ Mur en béton armé de 50
- ㉛ Plancher
- ㉜ Mur en béton armé de 50
- ㉝ Plancher
- ㉞ Mur en béton armé de 50
- ㉟ Plancher
- ㊱ Mur en béton armé de 50
- ㊲ Plancher
- ㊳ Mur en béton armé de 50
- ㊴ Plancher
- ㊵ Mur en béton armé de 50
- ㊶ Plancher
- ㊷ Mur en béton armé de 50
- ㊸ Plancher
- ㊹ Mur en béton armé de 50
- ㊺ Plancher
- ㊻ Mur en béton armé de 50
- ㊼ Plancher
- ㊽ Mur en béton armé de 50
- ㊾ Plancher
- ㊿ Mur en béton armé de 50

NO	DESCRIPTION	QUANTITE	UNITE	REMARQUES
1	Mur en béton armé de 50	10	m	
2	Plancher	5	m ²	
3	Mur en béton armé de 50	10	m	
4	Plancher	5	m ²	
5	Mur en béton armé de 50	10	m	
6	Plancher	5	m ²	
7	Mur en béton armé de 50	10	m	
8	Plancher	5	m ²	
9	Mur en béton armé de 50	10	m	
10	Plancher	5	m ²	



MINADER/DGRGV
 PLAN TYPE CASE COMMUNAUTAIRE



COUPE B-B

COUPE A-A

ROOM SECTION FOR
ENGINEERING
MOMO
KRA
PURA
INDO

MINADER/DGRCV
PLAN TYPE CASE COMMUNAUTAIRE



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

DELEGATION REGIONALE
DU NORD OUEST

DELEGATION DEPARTEMENTAL DE LA
MOMO

SECTION DEPARTEMENTAL DU GENIE
RURAL ET DE L'AMELIORATION DU CADRE
DE VIE EN MILIEU RURALE DE LA MOMO



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

REGIONAL DELEGATION
FOR NORTH WEST

DIVISIONAL DELEGATION FOR MOMO

DIVISIONAL SECTION FOR RURAL
ENGINEERING AND THE
IMPROVEMENT OF LIFE IN RURAL

Ref. No. 1/DDARD/M/E30/Vol. 2/2026

MBENGWI, the 03 FEB 2026
THE DIVISIONAL DELEGATE

TO

THE LORD MAYOR OF
NJKWA COUNCIL

**TECHNICAL SPECIFICATION FOR THE
CONSTRUCTION OF A COMMUNITY HALL IN
NGWO (SOH - NGWO)**

DIVISIONAL DELEGATE OF AGRICULTURE AND
RURAL DEVELOPMENT
SECTION DEPARTEMENTAL DU GENIE
RURAL ET DE L'AMELIORATION DU CADRE
DE VIE EN MILIEU RURALE DE LA MOMO

Agence Theophile Andongomum
INGENIEUR DE TRAVAUX
AGRICOLES

February, 2026

No	SUPPLIES / WORKS	Units	Qty	U. Price	T. Price
LOT 100 PRELIMINARY WORKS					
101	Construction of a site hut	FF	1		
102	Installation of project information board	FF	1		
103	Temporal fencing of project site	FF	1		
104	Site studies(execution plan, report etc)	FF	1		
105	Tems of reference	FF	1		
106	Environmental impact notices	FF	1		
SUB TOTAL 100					
LOT 200 EARTH WORKS					
201	Site leveling	m ²	200		
	Excavation of foundation trench and pit	m ³	600		
202	Backfilling	m ³	14		
SUB TOTAL 200					
LOT 300 FOUNDATIONS					
301	blinding concrete dosed at 150kg/m ³	m ³	1.4		
302	Mass concrete for floor of thickness 8 cm	m ²	1.8		
303	Foundation block(20 x 20 x 40) work	m ²	87.2		
304	Foundation pillars and chaining	m ³	2.8		
SUB TOTAL 300					
LOT 400 MASONRY/ELEVATION					
401	Plastering	m ²	389.8		
402	Cement screed & cement paste finishing on floor	m ²	510		
403	Elevation pillars, lintels and upper chaining	m ³	3.5		
404	Block 15 x 20 x 40 work	m ²	185.60		
SUB TOTAL 400					
LOT 500 CARPENTRY ROOFING, COVER AND CEILING					
501	Wood for rafters and truss	m ³	6.3		
502	Roof cover with 6_10th badge Al sheets	m ²	285		
503	Edge boards	ml	65		
504	Top ridge in 6_10th Al sheet	ml	12		
505	Facial Al sheet board	ml	67		
504	Ceiling with 5mm plywood including secondary joisting	m ²	161.5		
SUB TOTAL 500					
LOT 600 METALLIC WORKS					
601	Angle bar	ml	33		
602	Wooden window frame + window cover (1.5 x 1.20m)	u	9		
603	Wooden window frame + window cover (0.6 x 0.6m)	u	1		
SUB TOTAL 600					
LOT 700 WOOD WORKS					

701	Internal wooden door with hard wood (0.9 x 2.20m)	u	2		
702	Toilet wooden door with hard wood (0.6 x 2.20m)	u	1		
	SUB TOTAL 700				
	LOT 800 SANITARY/PLUMBERING WORKS				
801	Supply of evacuation pipes including accessories	ls	1		
802	WC(English)	u	1		
803	lavabo	u	2		
804	Towel hanger and soap dish	u	2		
805	Toilet tissue hanger	u	1		
806	Septic tank	u	1		
807	Soakaway	u	1		
808	Inspection chamber	u	1		
	SUB TOTAL 800				
	LOT 900 ELECTRICITY				
901	Conduit pipes(flexible orange pipes)	roll	2		
902	T.H. 2.5mm ² cables	roll	1		
903	VGV 1.5mm ² cables	roll	1		
904	Fluorescent lamps(120cm) mark MAZDA	u	14		
905	Filament lamps enclosed with covers	u	8		
906	Embedded switches and suckets	u	16		
907	Connection to existing electricity network + fuse box + accessories	ls	1		
	SUB TOTAL 800				
	LOT 1000 TILING/PAINTING				
1001	Earthenware tile on toilet walls	m ²	10		
1002	Ceramic tile on toilet floor and rest room	m ³	3		
1003	Ceiling	m ²	187		
1004	External walls	m ²	195		
1005	Internal walls	m ²	315		
1006	Metallic and wooden members	m ³	120		
	SUB TOTAL 1000				
	LOT 1100 V.R.D.				
1101	Concrete gutters(40 x 30 cm) round the building	ml	75		
1102	Concreting the edges of the building (50cm wide)	m ²	52		
1103	Follow_up and technical support	ls	1		
	SUB TOTAL 1100				
A	TOTAL WITHOUT TAXES				
B	T.V.A. (19.25%)				
C	A.I.R. (5.5%)				
D	TOTAL WITH ALL TAXES				

THIS BILL CAN THEREFORE BE PROPOSED AT:

