REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

NDIAN DIVISIONAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

TENDER FILE

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

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REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

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OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 1
TENDER NOTICE

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON
REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026
FUNDING: PUBLIC INVESTMENT BUDGET 2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

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

Within the framework of the 2026 Public Investment Budget, the Senior Divisional Officer for Ndian on behalf of the **Ministry of Defense** hereby launches an Open National Invitation to Tender **by Emergency Procedure for THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA(L=250M)**

2. **NATURE OF WORK:**

The works comprise the outcome of the preliminary studies carried out and the detailed information provided in the technical specifications.
The works comprise the following:

- Preliminary works,
- Earth works
- Foundation and elevation
- Roofing and Electricity
- Metallic works and plumbing
- Finishing and painting

3. **LOTS:** Not applicable

4. **ESTIMATED COST:** The estimated costs after preliminary studies is Fifty-Four (**54,000,000) FCFA**

5. **PARTICIPATION AND ORIGIN:**

The tender is open to duly legalized Cameroonian enterprises that fulfill the requirements of this invitation to tender.

6. **SITE VISIT:**

It is important for all bidders to visit the site before tendering and to present a site visit report.

7. FUNDING:

The works which form the subject of this invitation to tender shall be financed by Public Investment **Budget of the 2026** financial year; Budget Head **No: 57196001-0112522117, Record Number: JB02111**

8. CONSULTATION OF THE TENDER FILE:

Interested eligible bidders may obtain further information during working hours as from the date of publication of this tender notice, at the Prefecture of Mundemba, Service of Contracts Award.

9. ACQUISITION OF TENDER FILE:

The complete tender file may be obtained from the Service of Contracts Award. Divisional Office Mundemba upon presentation of a treasury receipt attesting to the payment of a non-refundable sum of Seventy-five thousand (**75,000) FCFA**.
at the **Divisional Treasury of Mundemba.**

10. Bid bond

Each bidder must include in his/her administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of finance and recognized by COBAC (Commission Bançaire pour l'Afrique Centrale) featuring on the list in Document 12 of this tender file of an amount of One million Eighty thousand (**1,080,000) FCFA.**

***NB:* It is set at 2 % of the estimated amount, all taxes inclusive, and with a validity period of ninety (90) days from the date the bids are opened.**

11. SUBMISSION OF BIDS (Venue, Date and Time):

Each bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such, should reach the Divisional Office Mundemba: Service of Contracts Award on **18/03/2026** at **10.00am** local time and labeled.

- Envelope A : Administrative Document;
- Envelope B : Technical Document ;
- Envelope C : Financial Document.

***NB:* These three (03) envelopes shall be put in the fourth envelope and shall be the only one to have the label mentioned below.**

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA(L=250M)

. "To be opened only during the bid opening session"

NOTE: Any document poorly drawn-up, not bound as per Article 24 of the Public Contracts Code or not produced in Seven (7) copies shall be rejected.

12. ADMISSIBILITY OF OFFERS:

Under penalty of rejection, the required administrative documents must be imperatively produced as original documents or photocopies certified as authentic by the issuing authority, in accordance with the Special Regulations of the Invitation to Tender. They must obligatorily not be older than three (3) months preceding the date of submission of bids.

Any bid not in compliance with the specifications of this tender notice and file shall be declared inadmissible. Notably, the absence of the bid bond issued by a first rate bank approved by the Ministry in charge of finance or its non-compliance with the model documents of the tender file shall lead to outright rejection of the bid without any possibility of appeal.

13. OPENING OF BIDS (Venue, Date and Time):

The bids shall be opened in a single (01) phase on **18/03/2026 at 11.00am** local time by the Ndian Divisional Tenders Board in the office of the President, located at the Prefecture Building Mundemba. Only bidders may attend or their duly accredited representatives with Power of Attorney.

14. DURATION OF EXECUTION:

The maximum period provided for the execution of the works is fixed at **four (04) months**

15. EVALUATION CRITERIA

15.1: MAIN ELIMINATORY CRITERIA

Bids shall be rejected when:

1- Absence of bid bond
2- There's any fake document, False declaration or forged document
3- There's absence of quantified unit price
4- Absence of a non conform document after 48 hours
5- Antecedent on non Execution of Public Contracts

15.2:MAIN QUALIFICATION CRITERIA:

The criteria relating to the qualification of candidates will indicatively be on the following:

1- Turnover at least: **30,000,000** FCFA Yes / No
2- Attestation of Solvency from a recognized bank not less than **30,000,000** FCFA Yes / No
3- Enterprise's references Yes / No
4- Methodology Yes / No
5- Availability of material and essential equipment Yes / No
6- Experience of supervisory staff Yes / No
7- Certificate of Categorization Yes / No

NB: Non-respect of two (02) of the above criteria shall entail rejection of the bid.

<u>NB:</u> The marking scale for offers by scoring of points is banned in favor of the binary method (Yes or No).

16. AWARD CRITERIA

- The Contract shall be awarded to the lowest bidder fulfilling the best technical and financial conditions.

17. VALIDITY OF OFFERS:

Bidders shall be bound by their bids for a validity period of 90 (ninety) days with effect from the date of opening of bids.

18. COMPLEMENTARY INFORMATION:

Complementary technical information may be obtained from the Prefecture Mundemba; Service of Contracts Award from Monday to Friday between 7.3am and 3.30pm**.Tel: 675-084-896, Fax:----------**

Done at Mundemba, the **05/02/2026**

The Senior Divisional Officer for Ndian
(Delegated Contracting Authority)

Copies:

- ARMP(for Publication and Archives)
- Chairperson of TB (for Information)
- File
- Notice Board

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

(TOLERENCE ZERO A LA CORRUPTION DANS LE SYSTEME DES MARCHES PUBLICS)

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N°02/AONO/SDO-NDIAN/CDPM/BIP 2026 DU 05/02/2026

FINANCEMENT: BUDGET D'INVESTISSEMENT PUBLIC (BIP) 2026

POUR LES TRAVAUX DE CONSTRUCTION DE LA CLOTURE AVEC POSTE GARDIEN A L'HOTEL DE FINANCE DE MUNDEMBA(L=250m)

1) Dans le cadre de l'exécution du **Budget d'Investissement Public de l'exercice 2026**, le Préfet du Département du Ndian, Autorité Contractante Délégué, lance pour le compte du **Ministere de Finance** un Appel d'Offres National Ouvert

N°02/AONO/PREFET-NDIAN/CDPM/BIP 2026 DU 05/02/2026

POUR LES TRAVAUX DE CONSTRUCTION DE LA CLOTURE AVEC POSTE GARDIEN A L'HOTEL DE FINANCE DE MUNDEMBA(L=250m)

2) CONSISTANCE DES TRAVAUX:

Les travaux comprennent notamment la production des études préliminaires faites sur le site, les informations détaillées fournies dans les spécifications techniques et dans le devis quantitatif par rapport aux dessins et spécifications prévus.

- Travaux Preliminaries,
- Travaux des Terassement
- Fondation et Elevation
- Toiture et Electricite
- Travaux metallic et Plomberie
- Finition et Peinture

3) **ALLOTISSEMENT:** Les travaux ne sont pas en Lot

4) COUT PREVISIONNEL :

Les coûts prévisionnel de l'opération à l'issue des études préalables est **de Cinquante quarte (54, 000,000) FCFA**

5) PARTICIPATION:

Sont éligibles les entrepreneurs Camerounais ayant l'expérience et les capacités techniques et financières requis dans le Dossier d'Appel D'offres.

6) VISITE DU SITE: Il est important pour les soumissionnaires de faire une visite du site.

7) FINANCEMENT:

Les travaux objet du présent Appel d'Offres sont financés par le Budget d'Investissement **Public (BIP) de l'exercice 2026** sur la ligne d'imputation budgétaire **No:57196001-0112522117, Numero de l'Acte: JB02111.**

8) CONSULTATION DU DOSSIER D'APPEL D'OFFRES

Les candidats intéressés pourront obtenir des informations supplémentaires dès publication du présent avis d'appel d'offres à la Préfecture de Mundemba, service de la passation des marchés.

9) ACQUISITION DU DAO:

Le Dossier d'Appel d'Offres devra être obtenu à **Prefecture du Ndian, Services de la Passation des Marchés** sur présentation d'une quittance de versement de la somme de Soixante Quinze mille francs (**75,000) FCFA** non remboursable à **la Trésorerie de Mundemba**

10) CAUTIONNEMENT PROVISOIRE

Chaque soumissionnaire devra joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant de **1,080,000 FCFA**. et valable pendant 90 jours au-delà de la date de la validité des offres.

11) REMISE DES OFFRES

Chaque offre, rédigées en **Anglais ou en Français en sept (07) exemplaires** dont **un (01) original** et **six (06) copies** marquées comme telles, et conformément aux prescriptions du DAO, devra parvenir par envoi recommandé avec réception, ou y être déposée, au **Service de la passation des marchés** au plus tard le **18/03/2026 à 10 heure**, heure locale avec mention dans trois (03) enveloppes internes et distinctes identifiant :

- Enveloppe A : pièces administratives ;
- Enveloppe B : offre technique ;
- Enveloppe C : offre financière.

Ces trois (03) enveloppes seront contenues dans une quatrième qui devra porter impérativement la seule et unique mention suivante :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N° 02/AONO/PREFET-NDIAN/CDPM/BIP 2026 DU 05/02/2026

POUR LES TRAVAUX DE CONSTRUCTION DE LA CLOTURE AVEC POSTE GARDIEN A L'HOTEL DE FINANCE DE MUNDEMBA(L=250m)

« A N'OUVRIR QU'EN SÉANCE DE DÉPOUILLEMENT »

Toute offre dont la présentation n'est pas conforme à l'article 24 du Code des Marchés et qui n'est pas produite en sept (07) exemplaires sera simplement rejetée.

12) RECEVABILITÉ DES OFFRES

Sous peine de rejet, les autres pièces du dossier administratives requises devront être impérativement produites en originaux en copies certifiées conforme par service émetteur ou une autorité administrative conformément aux stipulations du règlement particulier d'Appel d'Offres.

Elles devront obligatoirement date de moins de trois mois ou avoir établies postérieurement à la date de signature de l'avis d'Appel d'Offres. Toute offre non conforme aux prescriptions du présent avis et dossier d'appel d'Offres sera irrecevable. Notamment l'absence de caution de soumission délivrée par une banque de premier ordre agrée par le ministre en charge des finances

13) OUVERTURE DES PLIS

Louverture des plis est publique et sera effectué dans le bureau du Président de la commission départementale de passation des marches Public de **Ndian** le **18/03/2026 a 11.00 heure, heure locale** par la commission départementale de passation des marches en présence de cheque soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou se faire représenter par une personne dûment mandate.

14) DÉLAIS D'EXÉCUTION

Le délai maximum d'exécution prévu par le Maître d'Ouvrage pour la réalisation des travaux est de **Quarte (04) mois**.

15) CRITÈRESD'ÉVALUATION

15.1 CRITERE D'ELIMINATION :

L'Offre sera jugé irrecevable si :

- Absence du Caution de Soumission OUI ou NON.
- Présence de faux document, document falsifié OUI ou NON.
- Absence d'un prix unitaire quantifié, OUI ou NON.
- Entreprise ayant un contrat abandonné, résilié ou en cours d'exécution. OUI ou NON
- Absence d'un document non conforme après 48hr . OUI ou NON

15.2 *CRITÈRES ESSENTIELS*

Les critères dits essentiels sont ceux primordiaux ou clés pour juger de la capacité technico-financière des candidats à exécuter les travaux, objet de l'appel d'offres. Ceux-ci doivent être déterminés en fonction de la nature et de la consistance des travaux à réaliser.

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

- Chiffres d'affaires d'au moins : **30, 000,000 FCFA.** OUI ou NON.
- Access au crédit ou autres sources financières d'au moins **30, 000,000F** OUI ouNON.
- Références d'entreprise. OUI ou NON.
- Note technique inférieure au seuil requis ; OUI ou NON.
- Disponibilité du matériel et équipement essentiel. OUI ou NON.
- Expérience du personnel d'encadrement. OUI ou NON.
- Présence du Certificat de Catégorisation. OUI ou NON.

Le non-respect de deux (02) critères entraînera l'élimination de l'offre.

NB : L'échelle de correction des offres par adjudication des points est basée en faveur de la méthode binaire. (OUI ou NON.)

16) ATTRIBUTION DU MARCHE

Le contrat sera attribué à l'entreprise le moins disant et qui remplira les meilleures conditions technique et financière.

17. DURÉE DE VALIDITÉ DES OFFRES

Les soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours, à compter de la date limite fixée pour leur remise.

18. RENSEIGNEMENTS COMPLÉMENTAIRES

Tout renseignement complémentaire concernant le présent dossier d'appel d'offres peut être obtenu au service de la passation des marchés publics, Préfecture de Mundemba aux heures ouvrables ; **Tel: 675-084-896**;

Fait a Mundemba Le 05/02/2026

Le Préfet du Ndian
(Autorité Contractante Délégué)

Ampliations :

- ARMP
- Président CDPM/Ndian
- Affichage

File

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

[SIO TENDER

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 2

GENERAL REGULATIONS OF THE INVITATION TO TENDER

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

GENERAL REGULATIONS OF THE INVITATION TO TENDER

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GENERAL RULES OF THE INVITATION TO TENDER

A – GENERAL

ARTICLE 1: SCOPE OF THE TENDER

1.1: The Senior Divisional Officer for Ndian (Delegated Contracting Authority Launches An Open National Invitation to Tender

N°02/**ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026**

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA(L=250M)

1.2.: The successful bidder must complete the works within the time-limit indicated in the special Regulations and which time-limit runs from the date of notification of the Service Order to commence works.

1.3: In this Tender file, the term "Delegated Contracting Authority" shall imply the **SDO for Ndian** and the term "day" shall mean a calendar day.

ARTICLE 2: FUNDING

The Works forming the subject for this invitation to tender shall be financed by the **Public Investment Budget 2026**

ARTICLE 3: FRAUD AND CORRUPTION

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

a) Defines, within the context of this clause, the following expressions in the following Manner:

i. Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of the;

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

iii. "Collusive practices" mean any form of agreement between two or among several bidders (whether the Delegated Contracting Authority is aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;

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

b) Will reject any award proposal if it determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2. The Minister Delegate, authority in charge of Public contracts may provisionally suspend a bidder for duration of two years for any of the following reasons:

a) Attempt to influence the award procedure
b) Conflict of interest
c) Initiating crime
d) Fraud
e) Corruption
f) Use of non-authentic documents.

The suspension notwithstanding, the bidder may be pursued criminally.

ARTICLE 4: CANDIDATES ALLOWED TO COMPETE.

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

4.2. Generally, the invitation to tender is addressed to all contractors, subject to the following provisions:

a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidders) must be from an eligible country, in accordance with the funding agreement.

b) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder shall be judged to be in a situation of conflict of interest if he:

i) Is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or

ii) Presents more than one offer within the context of invitation to tender, except authorized variants according to Article 15, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one offer.

iii) The Delegated Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.

c) The bidder must not be excluded from bidding for public contracts.

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

i) legally and financially autonomous

ii) managed according to commercial law

iii) Not under the direct supervisory authority of the Delegated Contracting Authority.

ARTICLE 5: BUILDING MATERIALS, MATERIALS, SUPPLIES, EQUIPMENT AND AUTHORISED SERVICES.

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

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

ARTICLE 6: QUALIFICATION OF BIDDER

6.1. As an integral part of their offer, bidders must:

a) Submit a power of attorney making the signatory of the offer bound by the offer; and

b) Update the information included in their request for pre-qualification which may have changed (or provide this information, in case of open invitation to tender).

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

i) Access to a credit line or availability of other sources of funding; considering the scope of the service, the production of recent balance sheets and turnovers may be required;

ii) Orders acquired and contracts awarded;

iii) Pending litigations and;

iv) Availability of indispensable equipment.

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

a) The offer must include all the information listed in Article 6(1) above;

b) The offer and the contract must be signed in a way that is binding on all members of the group;

c) The nature of the group (joint or several) must be specified and justified with the production of a joint venture agreement in due form;

d) The member of the group designated as the representative will represent all the Undertakings vis à vis the Delegated Contracting Authority with regard to the execution of the Contract.

e) In case of joint co-contracting, the co-Delegated Contracting Authority into a single account; or on the other hand, each undertaking is paid in its own account by the contracting Authority where it is several co-contracting.

6.3. Bidder must equally present sufficiently detailed proposals to demonstrate that they Conform to the technical specifications and delivery time-limits set in the Special Regulations of the Invitation to Tender

.

6.5. National bidders and groups of national and international bidders requesting to Benefit from the margin of preference whose percentage is set at ten percent (10%) must furnish all the necessary information to prove that they satisfy the eligibility criteria set in Article 32 of the General Regulations of the invitation to Tender.

ARTICLE 7: VISIT OF WORKS SITE.

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

7.2. The Delegated Contracting Authority shall authorize the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents absolve the Delegated Contracting Authority, his employees and agents of any responsibility that may ensure and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss of material damages, costs and fees incurred from this visit.

7.3. The Delegated Contracting Authority may organize a visit of the site of the works during the preparatory meeting to establish to offers mentioned Article 19 of the General Regulations of the Invitation to Tender.

B – TENDER FILE

ARTICLE 8: CONTENT OF TENDER FILE

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

Document No. 1.The letter of invitation to tender (for restricted invitation to tender);
Document No. 2. The tender notice;
Document No. 3. The General Regulations of the invitation to tender;
Document No. 4. The Special Regulations of the invitation to tender;
Document No. 5. The Special Administrative Conditions;
Document No. 6. The Special Technical Conditions;
Document No. 7. The schedule of unit prices;
Document No. 8. The bill of quantities and estimates;
Document No. 9. The sub details of unit prices;
Document No. 10. Model documents of the contract:

a. The execution schedule;
b. Model of forms presenting the equipment, personnel and references;
c. Model bidding letter;
d. Model bid bond;
e. Model final bond;
f. Model of bond of start-off advance;

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

Document No. 11. Models to be used by bidders;
a. Model contract;

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

Document No. 13. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for public contracts to be inserted by the Delegated Contracting Authority.

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

ARTICLE 9: CLARIFICATIONS ON THE TENDER FILE AND PETITIONS.

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

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

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

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

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

ARTICLE 10: AMENDMENT OF THE TENDER FILE.

10.1. The Delegated Contracting Authority may at any moment, prior to the deadline for the submission of offers and for any reason, be at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender file by publishing and addendum.

10.2 Any published addendum shall be an integral part of the Tender file, in accordance with article 8.1 of the General Regulation of the Invitation to Tender and must be communicated in writing or made known to all bidders who bought the tender file. The latter must acknowledge receipt of the addenda in writing to the Delegated Contracting Authority.

10.3. In order to give bidders sufficient time to take account of the addendum in the preparation of their offers, the Delegated Contracting Authority may postpone as is necessary, the deadline for the submission of offers, in accordance with provision of Article 22 of the General Regulation of the Invitation to Tender.

C – PREPARATION OF BIDS

Article 11: Cost of Tender

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

Article 12: Language of bid

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

Article 13: Constituent documents of the bid

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

a. ***Volume 1: Administrative file***

It includes:

i) all documents attesting that the bidder:

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

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

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

b. ***Volume 2: Technical bid***

B.1Information on qualifications

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

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the contract

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

1. The Special Administrative Conditions (SAC);
2. The Special Technical Conditions (STC).

b.4 Commentaries (optional)

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

c. ***Volume 3: Financial bid***

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

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

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

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

Article 14: Amount of Jobbing Order

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

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

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

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

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

Article 15: Currency of bid and payment

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

15.2 Option A: The amount of the bid shall be entirely made in the national currency.
The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

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

foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.

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

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

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

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

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

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

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

Article 16: Validity of bids

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

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

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

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

Article 17: Bid bond

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

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

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

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

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

17.6 The bid bond may be seized:

(a) if the bidder withdraws his bid during the period of validity;
(b) if the retained bidder:

i) fails in his obligation to register the contract in application of article 38 of the General Regulations;

ii) Fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

iii) Refuses to receive notification of the Administrative Order to commence execution.

Article 18: Varying proposals of bidders

18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.

18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Delegated Contracting Authority as described in the Tender File and furnish in addition all the information which the Delegated Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Delegated Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the

technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of bids

19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Delegated Contracting Authority at least one week before the meeting The Delegated Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Delegated Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

Article 20: Form and signature of bid

20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing **"COPY**". In case of discrepancy, the original shall be considered as authentic.

20.2 The original and copies of the bid must be typed or written in indelible ink (photocopies shall be accepted in the case of copies) and shall be signed by the person(s) duly empowered to sign on behalf of the bidder, in accordance with article 6(1a) or 6(2c) of the General Regulations, as the case may be. All the pages of the bid containing alterations or changes must be initialled by the signatory (ies) of the bid.

20.3 The bid shall be bearing no modification, suppression or alteration unless such corrections are initialled by the signatory (ies) of the bid.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "**ORIGINAL**" and "**COPY**", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.

21.2 The external and internal envelopes:

a) should be addressed to the Delegated Contracting Authority at the address indicated in the Special Regulations;

b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "***TO BE OPENED ONLY DURING THE BID-OPENING SESSION***" as specified in the Special Regulations.

21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Delegated Contracting Authority return the sealed bid if it is late in accordance with article 23and 24 of the General Regulations.

21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Delegated Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

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

22.1 The bids must be received by the Delegated Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

22.2 The Delegated Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Delegated Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late bids

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

Article 24: Modification, substitution and withdrawal of bids

24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Delegated Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription **"WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION".**

24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.

24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

E. Opening of envelopes and evaluation of bids

Article 25: Opening of envelopes and petitions

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

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

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

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

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

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

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

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

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

Article 26: Confidential nature of the procedure

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

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

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

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

27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

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

Article 28: Determination of compliance of bids

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

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

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

i) which substantially limits the scope, quality or realisation of the works;

ii) which substantially limits, contrary to the Tender File, the rights of the Delegated Contracting Authority or his obligations in relation to the contract;

iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

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

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

Article 29: Qualification of the bidder

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

Article 30: Correction of errors

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

(a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.

(b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.

(c) where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

Article 31: Conversion into a single currency

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

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

Article 32: Evaluation and comparison of Offer at the financial level

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

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

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

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

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

Article 33: Preference granted to national bidders

National contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

Article 34: Award of Jobbing Order

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

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

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

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

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

Article 36: Notification of award of the Jobbing Order

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

Article 37: Publication of results of award and petitions

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

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

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

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Delegated Contracting Authority and the chairperson of the Tenders Board concerned.

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

Article 38: Signing of the Jobbing Order

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

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

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

Article 39: Final Bond

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

39.2 The bond whose rate varies between 2 and 5 percent of the amount of the contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Vote Holder as beneficiary or by a joint or several guarantee.

39.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

39.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the Jobbing Order under the terms laid down in the General Administrative Conditions

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

NDIAN DIVISIONAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 3

SPECIAL REGULATIONS OF THE INVITATION TO TENDER

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

	INTRODUCTION
1	**Definition of Works:** The object of this tender is **THE CONSTRUCTION OF FENCE ROUND FINANCE WITH A WATCH NIGHT HOUSE NDIAN** Name and Address of the Delegated Contracting Authority: The SDO-Ndian Invitation to Tender Reference: **N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026**
2	**Execution Period:** … **Four(04) months**
3	**Source of financing: Public Investment Budget (PIB) 2026**
4	Origin of materials, equipment and related services should come from the local market and respect the norms applicable in Cameroon and should be approved by Control Engineer
5	**EVALUATION GRILL**
	ELIMINATORY CRITERIA
	***NB: The non respect of any of these criteria shall lead to the rejection of the bidder's bid*.**
a	Absence of any Administrative Document
b	If any fake document, False declaration or forged document
c	Absence of quantified unit price)
d	Enterprise that has any abandoned or cancelled contract, or an on-going contract
	II – Main qualification Criteria

	MAIN QUALIFICATION CRITERIA:	Evaluation	
		Yes	No
a	Turnover at least **30,000,000 FCFA**		
b	Attestation of Solvency from a recognized bank not less than **30,000,000**		
c	Enterprises references		
d	Methodology		
e	Availability of materials and essential equipment		
f	Experience of supervisory staff		

NB. The non respect of (02) two numbers of criteria shall cause the elimination of the bid

6	Power of attorney for the Representative in case of a group of enterprises.
7	Site Visit: Bidders shall be expected to visit the works site after which an Attestation of site visit shall be issued to them by the Principal of the concerned lot
8	Language of Bid: All bids shall be written in either English or French.
9	Presentation of Bids: The list of documents referred to in Article 13 of the General Regulations must be completed, grouped in three volumes as indicated and inserted in envelopes and labeled as follows:

ENVELOPE A – VOLUME I

ADMINISTRATIVE DOCUMENTS. (spiral bound)

a) Declaration of intention to tender with 1,500frs fiscal stamp affixed (see attached model);

b) The group agreement, where need be;

c) The Power of Attorney, where need be;

d) A certificate of non-bankruptcy established by the Court of the place of residence of the bidder dated not more than three (3) months preceding the date of submission of bids;

e) An attestation of Bank Account issued by a commercial Bank approved by the Ministry in charge of Finance and approved by COBAC; (not more than three (03) months old

f) Original receipt of purchase of the Tender file;

g) The Bid Bond (according to attached model) accompanied by CDEC Receipt

h) An attestation of Non-exclusion from public contracts delivered by ARMP.

i) An attestation of site visit signed by the authorizing officer (vote holder)

j) site visit report signed by the contractor (bidder)

k) An attestation for bidding purposes for this tender of not more than three (3) months old issued by the National Social Insurance Fund;

l) An attestation of Tax clearance of not more than three (3) months old issued by the Tax Department certifying that the bidder has effected all statutory declarations in issues of taxes for the current financial year; (non-indebtedness, fiscal situation and tax assessment).

m) In case of a group of companies each member of the group must present a complete administrative file, documents e, f, g, I being presented only by the representative of the group.

n) A valid Taxpayers Card certified by taxation;

o) Current business registration papers in conformity with OHADA laws

p) Proof of Nationality. (certified true copy of national identity card of the General manager)

ENVELOPE B: - VOLUME II

TECHNICAL OFFER. (Spiral bound)

B.1. - Information on qualification criteria.

a) Proof of ownership or hiring possibilities of necessary equipment (certified Copies of mode of acquisition).

b) Personnel documents (certified certificates and CVs) signed and dated not less than (03) three months old.

c) Reference in the execution of **similar works at least three (03).**

B.2 - Technical Proposals.

Bidders shall study the Technical specifications and establish a suitable methodology and work plan for the execution of the works.

B.3 – Proof of acceptance of the contract conditions.

Bidders must sign as proof of acceptance of contract conditions the following documents:

- Specimen contract – Documents Nos. 4 & 9 (each page should be initialed and last page signed and stamped)
- Technical specification (each page should be initialed and the last page signed

	and stamped). **ENVELOPE C: - VOLUME III** **FINANCIAL OFFER (SPIRAL BOUND)** C.1. The offer shall be as per the attached model Bid letter (Document No. 10, Annexture 1), with a 1,500 FCFA fiscal stamp affixed to it, dated and signed; C.2. The duly filled unit price schedule; C.3. The duly filled detailed cost estimates; C.4. The sub-details of prices C.5. Attestation of solvency from a recognized bank in Cameroon ***NB:*** ***The various parts of the same file must obligatorily be separated by color dividers both in the original and in the copies in a way as to facilitate examination.***
10	**Price and Currency of Bid** - Prices shall be inclusive of taxes and the currency shall be the national currency - Francs CFA - The prices of the contract are not revisable.
11	**Preparation and Submission of Bids** Validity of Bids: The period of validity of bids is ninety (90) days from the date of submission of bids
12	**Bid Bond** Bidders shall furnish a bid bond of **1,080,000 FCFA** Issued by a Commercial Bank recognized by the Ministry in charge of Finance and recognized by COBAC not more than Four (04) months
13	**Execution Period** Bids are called on the basis of a maximum execution period of Four(04) months - The execution period proposed by the successful bidder shall become the contractual execution period.
14	**Manner of Submission** The number of copies of the bid shall be seven (7) including one original and six (6) copies. Address of the Delegated Contracting Authority to be used for the submission of Bids: the SDO for Ndian, Service of Contracts Award should bear the following inscription: **OPEN NATIONAL INVITATION TO TENDER** **N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026 THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)** "TO BE OPENED ONLY DURING BID OPENING SESSION"
15	**Submission of Bids (Venue, date time and place)** Place, date and deadline for submission of Bids: Bids shall be submitted at the Divisional Office Mundemba: Service of Contracts Award **-- 18/03/2026 at 11.00 am** local time.
16	**Opening of Bids (Venue, date time and place)** Place, date and time of opening of Bids; Bids shall be opened in the tender's board presidents Office of the Prefecture

	Mundemba, located at the SDO's Building on 18/03/2026 at **12.00** **mid day** local time. ***The Bids shall be opened in one (01) phase.***
17	**Examination of bids** The tender's 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.
18	**Evaluation and comparison of Offers** The technical subcommittee shall evaluate and compare the bids which were previously found substantially responsive to the conditions of the present call for tenders. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission. The evaluation of bids shall be in two steps: ** The technical evaluation ** The financial evaluation.
19	**Award of the Jobbing Order.** The Jobbing Order shall be awarded to the lowest bidder fulfilling the best technical and financial conditions.
	Final Bond. The final bond shall be set at 2% of the amount of the Jobbing Order, inclusive of all taxes. The guarantee must be returned or released within one month following the date of provisional acceptance of the works, following a release order issued by the Delegated Contracting Authority upon request by the contractor.

A. **OPENING OF OFFERS**

THE OPENING OF ENVELOPE A (Administrative documents) shall be in public and the conformity of the documents verified. The administrative documents must be complete, valid and authentic. The bid bond must conform to the format submitted. Only bids with documents that meet these requirements shall have their other envelopes evaluated.

THE OPENING OF ENVELOPE B and C (Technical and Financial offers) shall be in public in the same session to determine whether the file is complete with the authenticity of documents checked and whether the documents are signed correctly and presentedin conformity to the ten

EVALUATION AND COMPARISON OF OFFERS

S/N	Qualification Criteria	Sub-Criteria	EVALUATION		
					SCORE
1	**General Presentation of the offer.**	Readable	**YES**	**NO**	
		Binding (Spiral Bound)	**YES**	**NO**	
		Arrangement with respect to the Tender (Color sheets divider)	**YES**	**NO**	
2	**Financial capacity**	Turnover of at least **30,000,000FCFA**	**YES**	**NO**	
		Attestation of Solvency from a recognized bank not less than **30,000,000 FCFA**	**YES**	**NO**	
		Certified assessment of last year	**YES**	**NO**	
3	**References of the bidder's similar jobs. (Attach justifications).**	Summary table of references (with cost of contracts within last five years	**YES**	**NO**	
		Contracts effectively executed satisfactorily with proofs (minutes of Acceptance report justified by copies certified by the Issuing Authority)	**YES**	**NO**	
		Similar projects done (three projects minimum)	**YES**	**NO**	
4	**Availability of Materials and Essential Equipment (Proof of ownership or hiring possibilities of necessary equipment, Receipt of purchase; certified copies of title deeds; attestation of hiring).**	-Has the bidder submitted a list of materials and equipment needed for the construction?	**YES**	**NO**	
		-A pick-up (4x4)	**YES**	**NO**	
		-Concrete Vibrator (01)	**YES**	**NO**	
		-Concrete Mixer (01)	**YES**	**NO**	
		-small tools (wheel barrow, buckets, spades, etc)	**YES**	**NO**	
5	**Personnel**				
	5a). List of Personnel	- Detailed list of personnel for the project	**YES**	**NO**	
	5b). Project Supervisor	Civil Engineer with three (03) year's experience with certified certificate or diploma not more than three months sign by an SDO	**YES**	**NO**	
		Signed and dated CV with availability certificate	**YES**	**NO**	
		Similar projects supervised ≥ **(03)**	**YES**	**NO**	
	5c). Project Site foreman	Civil Engineering technician (with 3 Years experience) with certified certificate or diploma not more than three months by an SDO	**YES**	**NO**	
		Signed and dated CV with availability certificate	**YES**	**NO**	
		Similar projects supervised ≥ **(03)**	**YES**	**NO**	
6	**Methodology**	-Organization of the enterprise	**YES**	**NO**	

		-Has the Bidder proposed a technical methodology for the execution of the various activities?	**YES**	**NO**	
		Has the Bidder proposed a technical work schedule for the execution cycle?	**YES**	**NO**	
		-Has the bidder proposed measures to protect and secure the environment?	**YES**	**NO**	
		-Has the bidder a site visit Report with pertinent remarks and suggestions endorsed by himself/herself and his engineer?	**YES**	**NO**	
		-Has the bidder an attestation of site visit dully signed by the Vote Holder?	**YES**	**NO**	
7.	**Proof of Acceptance of the contract conditions**	-Specimen contract Documents No.4 Each page initialed and the last page signed, dated and stamped.	**YES**	**NO**	
		Specimen contract Documents No.9. Each page initialed and the last page signed, dated and stamped.	**YES**	**NO**	
		-Technical specifications (Document No. 5) Each page initialed and the last page signed, dated and stamped.	**YES**	**NO**	
8	**Proposed execution Period**	Does the bidder's execution period less than or equal to that of the tender	**YES**	**NO**	
TOTAL		**=31**			

<u>NOTE:</u> The number of "YES" points obtained shall be converted to percentage and only bids with a technical mark of over 70% shall go through the financial analysis.

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NDIAN DIVISIONAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 4
SPECIAL ADMINISTRATIVE CLAUSES

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

SPECIAL ADMINISTRATIVE CLAUSES (SAC)

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CHAPTER 1: GENERAL PROVISIONS

ARTICLE 1: OBJECT OF THE JOBBING ORDER

The object of the present jobbing order is

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

ARTICLE 2: METHOD OF CONCLUDING THE JOBBING ORDER

The present jobbing order is concluded by open National Invitation to Tender **N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026** for duly registered Cameroonians (Small and medium size enterprises) in conformity with Decree N° 2004/275 of 24/09/2004 to institute the Public Contracts Code; Circular N° 001/CAB/PR of 19 June 2012 relating to award and control of execution of Public Contract.

ARTICLE 3: DEFINITIONS AND DUTIES

3.1 a) The Delegated Contracting Authority shall be the **Senior Divisional Officer for Ndian**; in this respect he preserves the original documents relating to the jobbing order and transmits copies to the Public Contract Regulatory Agency.

b) The authority in charge of the effective execution of the works: the Ministry in charge of Public Contracts (MINMAP).

c) The Chief of Service shall be **: The Brigade Commander of Isangele**

In this capacity, he shall ensure the respect of the administrative, technical and financial clauses of this jobbing order.

d) The Engineer shall be the **Divisional Delegate of Public Works for Ndian**

In this capacity, he ensures the overall quality of the work, visa all payments and advice the Vote Holder and the Delegated Contracting Authority on issues related to the project.

e) The Contractor shall be _____

NOTE: The Divisional Control Brigade of MINMAP Ndian, have the right to visit the site at any time without any pre-notice.

3.2 -The authority to incur expenditure shall be the: **The Divisional Treasurer Ndian**

3.3 - The authority to approve any payment shall be the: **The Divisional Treasurer Ndian**

3.3 -The official in charge of payment shall be the: **Divisional Treasurer Ndian**

3.4 -The official competent to furnish information within the context of execution of this jobbing order shall be the: **Divisional Treasurer Ndian**

-NOTE: any project modification must be submitted by the Engineer, through the Chief of Service, to the Delegated Contracting Authority, for his approval before the contractor can execute.

ARTICLE 4: LANGUAGE, APPLICABLE LAW AND REGULATIONS

4.1 The language to be used shall be either English or French

4.2 The contractor shall be bound to observe the laws, regulations and ordinances in force in Cameroon and in the execution of the jobbing order.

If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this jobbing order are amended after the signature of the jobbing order, the possible direct resulting cost shall be taken into account without gain or loss for either party.

ARTICLE 5: JOBBING ORDER DOCUMENTS

The Contractual document, which form part of this jobbing order are in order of priority.

1- The bid letter or commitment letter,

2- The bidder's tender and its annexture in all provisions not contrary to the Special Administrative Clauses (SAC) and the Special Technical Conditions (STC)referred to above;

3- The special administrative clauses (SAC);

4- The special Technical condition (STC)

5- The particular element necessary for the determination of the contract price, such as in order of priority: the unit price schedule, the detailed of lump sum prices and detailed estimates break down of the lump sum prices;

6- Plans, calculation, notes, trial document and geotechnical document;

7- The General Administrative clauses applicable to Public works, supplier and service contract and made enforceable by Order No. 033/CAB/PM of 13th February 2007

8- The General Technical conditions applicable on the services forming the object of the jobbing order.

ARTICLE 6: GENERAL APPLICABLE TEXTS

This Contract shall be governed by the following texts:

1- Texts governing the various professional bodies.

2- Law N°. 92/007 of 14 August 1992 relating to the work code,

3- Law N°. 096/12 of 05thAugust, 1996 on the management of the environment ;

4- Law N°. 2000/10 of July 13, 2000 fixing the organization and the modes of the exercise of the profession of the Civil Engineer;

5- Law N°. 2007/006 of December 26, 2007 structuring the State Financial Régime;

6- Law N°. 2017/021 of 20 December 2017. FINANCE LAW OF THE REPUBLIC OF CAMEROON FOR THE 2018 FINANCIAL YEAR

7- Decree N°. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency.

8- Decree Nº 2001/651/PM of 16th April 2003 to lay down the procedure for implementing the Tax and Customs system applicable to public contracts

9- Decree Nº. 2003/651/PM of April 16, 2003 fixing the modes of application of the fiscal and customs régime of the Public Contracts ;

10- Decree Nº. 2004/275 of 24th September 2004 to institute the public contracts code;

11- Decree N°. 2005/577 of February 23, 2005 fixing the modes of realization of environmental impact studies ;

12- Decree Nº 2012/074 of 08th March 2012 relating to the setting up, organization and functioning of Tenders Board;

13- Decree Nº 2012/075 of 08th March 2012 organizing the Ministry of Public Contracts;

14- Decree Nº 2012/076 of 08th March 2012 to amend and supplement some provisions of Decree Nº 2001/048 of February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency (ARMP);

15- the decree n°093/CAB/PM of November 05, 2002 fixing the amounts of the bid guaranty and of the cost for the purchase of the Tender files ,

16- the decree n°070/MINEP of April 20, 2005 fixing the different categories of operations whose realization is submitted to the survey of environmental impact ,

17- the decree n°033/CAB/PM of February 13, 2007 putting in force the Notebooks of the General Administrative Terms (CCAG) applicable to Publics Contracts ,

18- Circular No 004/CAB/PM of 4th November 2002 carrying public contracts regulations,

19- Order No. 033/CAB/PM of 13th February 2007 enforcing the General Administrative clauses applicable to public works, supplies and service contracts,

20- Circular n°003/CAB/PM of 18th April 2008 relative to the respect of the rules governing the award, the execution and the control of the Public Contracts ;

21- Circular n° 002/CAB/PM of 31st January 2011 relative to the improvement of the performance of the system of the Public Contracts ;

22- Circular n° 003/CAB/PM of January 31, 2011 specifying the modes of management of the changes of the economic conditions of Public Contracts ;

23- Circular Nº 001/CAB/PR of 19th June 2012 relating to the award and control of the execution of public contracts ,

24- Circular No---------- Instructions to the Execution of Finance Laws, the Monitoring and Control of Execution of the Budget of the State, Public Corporations and Public Establishments, Regional and Local Authorities and Other Subsidized Bodies, for the 2026 financial year.

25- The technical norms in force in the Republic of Cameroon,

26- Other texts specific to contracting fields.

ARTICLE 7: COMMUNICATION

7.1 All notifications and written communication within the framework of this jobbing order shall be sent to the following address:

a) In the case where the contractor is the addressee : beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Chief of Service and immediately after completion of the works, correspondences shall be validly address to his address indicated in the jobbing order, or to him personally, against a receipt.

b) In the case where the Delegated Contracting Authority is the addressee: The SDO-Ndian, with copies addressed to the Chief of Service and the Engineer.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the chief of service and Delegated Contracting Authority.

ARTICLE 8: SERVICE ORDERS

8.1 The service order to start execution shall be signed by Delegated **Delegated Contracting Authority** and notified by the **VOTE HOLDER.**

***NB:* Service Orders to Start Execution shall be considered notified to the contractor after fifteen (15) days following the signing of the contract, in case the contractor does not come to collect the contract document from the office.**

8.2 Service Orders with financial incidence likely to modify the time-limits shall be signed by the Delegated Contracting Authority and notified by the Engineer.

8.3 Service Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by the Chief of Service and notified by the Engineer.

8.4 Service Orders Serving as warnings shall be signed by the Delegated Contracting Authority.

8.5 The contractor has the time-limit of fifteen (15) days to issue reservations on any service order received. Having reservations shall not free the enterprise of executing the service orders received.

Article 9: Contractor's equipment and personnel (Article 15 of GAC supplemented)

9.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).

9.2 . In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project

owner has **Five (05) days** to notify his opinion in writing with a copy sent to the Contract Engineer. Beyond this time-limit, the staff list shall be considered as approved.

9.3. Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below, or the application of penalties as follows:

- ***Change of Enterprise Engineer 5000 Frs. / day multiplied by the duration of execution***
- ***Change of Enterprise Foreman: 3 000Frs/day multiplied by the duration of execution***

CHAPTER 2: FINANCIAL CLAUSES

ARTICLE 10: GUARANTEES AND SECURITIES.

10.1 Final bond.

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

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

10.2 Guarantee Retention

A guarantee of 10% of the amount of the Jobbing Order all taxes inclusive (ATI) shall be retained at the public treasury from every part payment.

10.3 Guarantee of start off payment

The contractor may be granted a start off amount of 20% of the Jobbing Order amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

ARTICLE 11: AMOUNT OF THE JOBBING ORDER

The amount of this jobbing order as per the attached bill of quantities and cost estimates is _____(in figures) _____(in words) CFA. Francs inclusive of all taxes; that is:

-Amount exclusive of VAT _____(in figures)_____(in words) CFA.

-Amount of VAT_____(in figures) _____(in words) CFA.

ARTICLE 12: PLACE AND METHOD OF PAYMENT

The paying station is the **Divisional Treasury Mundemba**

The contractor shall be paid by monthly installments, based on the certification by the Engineer of the various phases of work completed. The Vote Holder and the contractor shall sign these installment payments, with endorsement of last bill by the Divisional Delegate of Public Contracts **Ndian.**

All sums due to the installment payment vouchers to account No. _____opened by the contractor at _____

ARTICLE 13: PRICE VARIATION

Prices shall be firm and not subject to any price revision.

ARTICLE 14: METHOD OF EVALUATION OF WORK DONE

The work done shall be evaluated using the unit price.

ARTICLE 15: EVALUATION OF MATERIALS ON SITE

15.1 The contractor shall be paid for usable materials intended for the execution of the works mobilized on site in the event where the jobbing order is prematurely terminated as provided for by the Regulations in force especially the public contracts code.

15.2 No security shall be requested for payment on account of supplies or materials which are already on site.

ARTICLE 16: START OFF PAYMENT

On the written request of the entrepreneur and in accordance with regulation of public contract, he will be granted a start-off payment of 20% (tax inclusive) of the amount of the contract without justification. This sum should be guaranteed 100% by a banking establishment accepted by MINFI according to the COBAC conditions.

The start-off payment will be proportionately deducted from each part payment and should be totally reimbursed when the accumulated payments reaches 80% of the value of the contract. All bills .shall be verified and approved by the Contract Engineer before submission to the Controller of Finance – Ndian for financial VISA.

ARTICLE 17: PAYMENT ON ACCOUNT

17.1 The amount of payment on account shall not exceed the value of the technical execution phases carried out.

17.2 Payment on account may be spread over the duration of the execution of the jobbing order according to technical execution phases as defined in the jobbing order.

17.3 Payment on account shall take place within thirty (30) days from the date of transmission to the competent accounting officer, of the documents giving entitlement to payment.

17.4 The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5th of the month following the works executed.

17.5 The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the chief of service.

17.6 The Chief of Service has a maximum time-limit of twenty-one (21) days to sign the partial invoice and to produce the documents giving entitlement to payment on account and transmit same to the competent accounting officer.

17.7 ARTICLE 18: INTEREST ON OVERDUE PAYMENT

18.1 Where the delay in payment fixed in Article 17 above is attributed to the Delegated Contracting Authority or accounting officer, the contractor shall be dully entitled to interest on overdue payments calculated from the day of issue of the payment voucher by the accounting officer.

18.2 The interest rate on overdue payments referred to Article 18 (1) above shall be the intervention rate of the Bank of Central African States (BEAC) in invitation to tender with a surcharge of one (1) point.

18.3 The amount of the interest on overdue payments shall be calculated according to the formula: I = M x (n/360) x (i)

Where: M = Amount, all taxes inclusive, due the contractor

n= Number of calendar days of delay

i= The BEAC intervention rate concerning invitation to tender with a surcharge of one (1) point.

18.4 Interest of overdue payments shall not be applied on amounts already including compensations for delayed payments.

18.5 Interest on overdue payments shall be liable to taxes.

ARTICLE 19: PENALTIES FOR DELAY (Article 34 of GAC Supplemented)

A) PENALTIES FOR DELAY

19.1 The amount set for penalties for delays is set as follows:

a) One two thousandth (1/2000th) of the initial jobbing order amount all taxes inclusive per calendar day of delay from the first (1st) to the thirtieth (30th) day beyond the contractual time-limit.

b) One thousandth (1/1000th) of the initial amount of the jobbing order inclusive of all taxes per calendar day beyond the 30th day.

19.2 The cumulated amount of penalties for delay shall be limited to ten percent (10%) of the initial jobbing order inclusive of all taxes.

B) SPECIFIC PENALTIES WITH AMOUNTS

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

1) **Late submission of final bond and 50 000 FRS**
2) **Late submission of Insurance and 50 000 FRS**
3) **Late submission of the Execution Plan and 50 000 FRS. Payable at the Divisional Treasury Mundemba,**

ARTICLE 20: FINAL DETAILED INVOICE

20.1 After completion of the works and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final invoice for works executed and which summaries the total sums to which the contractor may be entitled as a result of the execution of the whole jobbing order.

20.2 The chief of service has 30 days to forward the corrected and approved invoice to the competent accounting officer.

ARTICLE 21: RELEASE OF GUARANTEE RETENTION

The Delegated Contracting Authority has 30 days after final acceptance to release the 10% guarantee retention.

ARTICLE 22: TAX AND CUSTOMS SCHEDULE

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

a- Taxes and dues relating to industrial and commercial projects, including the IAR which is a deduction on company taxes;
b- Registration dues in accordance with the tax code;
c- Dues and taxes attached to the execution of services provided for in the jobbing order;
d- Duties and taxes of entry in to Cameroonian territory (customs duties, VAT, computer tax);
e- Commercial taxes and dues;
f- Dues and taxes relating to the execution of building materials and water.

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

ARTICLE 23: REGISTRATION AND STAMP DUTY

Eight (08) original copies of the present Jobbing Order will be stamped and registered at the Regional Centre of Taxes Limbe, at the expense of the contractor, in accordance with the regulations in force.

CHAPTER 3: EXECUTION OF THE WORKS

ARTICLE 24: EXECUTION TIME-LIMIT OF THE JOBBING ORDER.

24.1 The time-limit for the execution of the works forming the object of this jobbing order shall be **Three (03) months.**

24.2 This time limit shall run from the date of notification of the service order to commence execution of the works.

ARTICLE 25: ROLES AND OBLIGATION OF THE CONTRACTOR

The contractor shall be responsible for the works for which he has been chosen. To this effect, his mission shall be to ensure its execution under the supervision of the Engineer in conformity with the regulation and standards in force and in respect to the work schedule. The contractor shall also be expected to carry out all the necessary calculations, chose and buy all machines, adequate materials etc. required for the work and engage suitable workers.

The contractor confirms that he has verified the volume of work to be executed and that he is reputed to have taken perfect cognizance of the scope of the works and necessarily for prompt action to request irrespective of whether he has to use his own equipment or hire equipment to execute the work. To this end, he cannot use any omission or under estimation of the works to make any claims of any nature whatsoever.

Removal of equipment, materials, installations and work site waste shall be carried out by the contractor before acceptance, failing which the Delegated Contracting Authority shall automatically proceed with it soon after the expiry date, at the contractor's expense.

ARTICLE 26: ROLES AND OBLIGATION OF THE DELEGATED CONTRACTING AUTHORITY

The Delegated Contracting Authority shall ensure that the vote holder makes site available for the works without interruption. The Delegated Contracting Authority shall authorize the contractor to install a site of the work and allocate any necessary installation for the use of the contractor.

ARTICLE 27: INSURANCE OF STRUCTURES AND CIVIL LIABILITIES

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

ARTICLE 28: DOCUMENTS TO BE FURNISHED BY THE CONTRACTOR

28.1 Program of works and Quality Assurance Plan

Within a maximum deadline of thirty (30) days from the date of notification of the service order to commence execution, the contractor shall submit in five (05) copies for the approval of the Chief of Service after the endorsement of the Engineer the execution programme of the works, his work schedule, his draft Quality Assurance Plan and environmental management plan.

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

Two (02) copies of these documents will be returned to him within a deadline of between eight and fifteen days from the date of reception with:

Either the indication "GOOD FOR EXECUTION";

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

The Contractor has eight (08) days to present a new one.

The Chief of Service then has a deadline of five (05) days to give his approval or possibly make remarks. In this case, the procedure is started all over without this affecting the contractual time-limit.

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

The Contractor will constantly update on site, a schedule that will take account of the real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Delegated Contracting Authority.

a) The Contractor shall indicate in this programme the equipment and methods which he intends to use as well as the personnel he intends to employ.

b) The approval granted by the Delegated Contracting Authority shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the jobbing order.

28.2 Execution Plan

a) The execution plan documents (calculations and drawings) necessary for the realization of all the parts of the structure must be submitted for the endorsement of the Engineer at least one month prior to the date provided for the commencement of realization of the corresponding part of the structure.

b) The Engineer has a deadline of fifteen days to examine and make known his observations. The Contractor then has a deadline of eight days to present a new file including the said observations.

ARTICLE 29: ORGANIZATION AND SAFETY ON SITE

29.1 Signs at the work site must be placed within a maximum deadline of one (01) month after the notification of the service order to commence work.

29.2 The contractor shall respect all standards safety measures during the execution, shall clear the site upon completion of the works.

ARTICLE 30: ACCESS TO PROJECT SITES

30.1 Representatives of the Delegated Contracting Authority shall, in the course of their control activities of the physical execution of Public Contracts as prescribed in Articles 34(1), 64(3) and 69 (3) of Decree No. 2012/075 of 8th March 2012 to organize the Ministry of Public Contracts, regularly be on the field in order to ascertain the effective execution of projects.

30.2 In this regard, they shall have free access to sites and all documents or information relating to the execution of the projects.

ARTICLE 31: SETTING OUT OF STRUCTURES

The Engineer shall within a maximum of fifteen (15) days following the date of notification of the service order to commence work, make himself available to the contractor for the setting out of the structures.

ARTICLE 32: SUB-CONTRACTING

This jobbing order may give rise to sub-contracts or subsidiary orders with a maximum accord of 30% of the initial jobbing order amount.

However, any recourse to sub-contractors or placing of subsidiary orders shall be subject to the prior authorization of the Delegated Contracting Authority. Notwithstanding the recourse to sub-contracting or placing of subsidiary orders, the contracting partner shall be responsible for the execution of all the obligation of the said jobbing order.

ARTICLE 33: WORKS SITE JOURNAL

32.1 The worksite journal must be systematically jointly signed by the Engineer and the Contractor's representative during site meetings and at each site visit.

32.2 A Visitors' book shall be made available for MINMAP Controllers to make their reserves, and must be jointly signed by the Controllers and the Contractors.

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

CHAPTER IV: ACCEPTANCE

ARTICLE 34. 1: TECHNICAL ACCEPTANCE

The technical reception shall be done by the Engineer and MINMAP Controller in the presence of the Contractor and representative of the Vote holder.

ARTICLE 34. 2: PROVISIONAL ACCEPTANCE

Before the provisional acceptance, the contractor shall request in writing to the Vote Holder with a copy to the Engineer the organization of a technical acceptance that shall amongst others ascertain that:

34.2-1 Tests and checks are carried out;

34.2-2 The folding up of the site installations and the restitution of the site as it was;

34.2-3 The acceptance committee shall comprise the following members:

- **The Divisional Treasurer Ndian…….....Chairperson**
- **The Divisional Delegate Public Works……...Secretary**
- **The Delegated Contracting Authority/ Representative……..Member**
- **The Divisional Delegate MINMAP/Representative……Observer**
- **The Contractor or his Representative……..Member**

The contractor shall be invited to the reception by mail at least ten (10) days prior to the acceptance He is bound to attend (or be represented).

He takes part in the acceptance as an observer. His absence is equivalent to acceptance with reservation of the conclusion of the Acceptance Commission.

After the visit of the site, the Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the works if there is need.

The visit for provisional acceptance shall be the subject of minutes of provisional reception signed on the spot by all the members of the commission.

The minutes of the provisional acceptance report shall specify or set the date of completion of the works.

34.2-4 The guarantee period commences from the date of acceptance of this provisional acceptance

ARTICLE 35: DOCUMENTS TO BE FURNISHED AFTER EXECUTION

35.1 The contractor shall furnish within one (01) month after completion of the works three (03) copies of all working documents and drawings as executed, especially those relevant to the maintenance of the works.

35.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 34.1 above.

ARTICLE 36: GUARANTEE PERIOD

The guarantee period shall be one (01) year to run from the date of the provisional acceptance of the works.

ARTICLE 37: FINAL RECEPTION

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

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

CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 38: TERMINATION OF THE JOBBING ORDER

The jobbing order may be terminated as provided for in Part III Paragraph 2 of Decree No. 2004/275 of 24 September 2004 instituting the Public Contracts Code and equally under the conditions laid down in Articles 74, 75 and 76 of the GAC especially in case of:

1- Delay of more than twenty one (21) calendar days in the registration of the contract.

2- Delay of more than fifteen (15) days in the execution of a Service Order or unjustified stoppage of more than seven (7) calendar days;

3- Delay in work resulting in penalties of more than 10% of the amount of the works;

4- Refusal to repeat poorly executed works;

5- Default by the contractor;

6- Persistent on payment for services.

ARTICLE 39: FORCE MAJEURE

If the contractor were to raise the issue of force majeure, concluded after its signature by the Delegated Contracting Authority and shall only come into force after its notification to the contractor, by the Delegated Contracting Authority the thresholds below which claims shall not be admitted are:

Rainfall: 200mm in 24hours

Wind: 40m/s

Flood: decennial flood frequency

In the event of circumstances beyond his control hindering the progress of the works, the contractor shall only be relieved of his responsibilities if he notifies the Administration in writing of his intention to invoke these circumstances of force majeure within fifteen (15) days of the occurrence of the event. However, the Administration still reserves the right to appreciate the circumstances of the force majeure.

ARTICLE 40: LITIGATION

Any dispute arising from this jobbing order shall be resolved amicably. Failure to arrive at a compromise, the matter shall be referred to the competent court in the South west Region of the Republic of Cameroon.

ARTICLE 41: DRAFTING AND DISSEMINATION OF THIS JOBBING ORDER

In application of Decree N◦ 2012/075 of 08/03/2012 to organize the Ministry of Public Contracts, Article 68 (1) paragraph 10, Fifteen (15) copies of this Jobbing Order shall be produced at the cost of the contractor and furnished to the Service of Contract Award of the Delegated Contracting Authority for Dissemination.

ARTICLE 42 AND LAST: VALIDITY OF THE JOBBING ORDER

The Jobbing Order shall be considered valid after signature by the Senior Divisional Officer for Ndian and after its Registration. Also, it shall be considered enforceable after notification to the contractor.

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

NDIAN DIVISIONAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 5
SPECIALTECHNICAL CONDITIONS

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

PART 1 – GENERAL INFORMATION

Article 1 - SUBJECT OF THIS DOCUMENT

This Book of the General Technical Clauses is the document which sets the rules **THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)**

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The denominations used in this STC are in accordance with the regulation in force:

- The Delegated Contracting Authority: the Senior Divisional Officer for Ndian
- The Project Owner: the Compagnie Commandant of Isangele
- The Contract Engineer: the Divisional Delegate of Public Works for Ndian
- The contractor: …….

Article 2 - CONSISTENCY OF WORK

The complete project comprises the following lots:

DESIGNATION
PRELIMINARY WORKS
EARTH WORKS
FOUNDATION AND ELEVATION
ROOFING AND METAL WORKS
FINISHING AND PAINTING

The contractor must visit the site to appreciate the consistency of the work under his responsibility.

Article 3 – BASES FOR CALCULATION

While carrying out the work, the legislative, administrative and technical texts in force in the Republic of Cameroon must be respected, particularly the technical specifications of the D.T.U, and the recommendations of the C.S.T.B.

- Reinforced concrete:

Technical rules of design and calculation of the reinforced concrete works within states limit Rule BAEL 91MOD 99.

- Climatic requests

Rules defining the effects of winds known as rules NV 65.

- Evaluation of permanent loads and exploitation overloads

The evaluation of permanent loads and exploitation overloads will be given from:

- Standard NF P 06 – 004 for permanent loads and the exploitation costs due to the forces of gravity.
- Standard NF P 06 – 001 for the running costs of the buildings.

Article 4 A- INSTALLATION OF THE BUILDING SITE

Since the project is unique, the enterprise shall be based within the project site.

The building site installation will be made up of:

- Storage house;
- Offices;
- Latrine

Article 4 B – BUILDING SITE SIGN BOARDS

A visible building site signboard shall be placed just at the entrance to the project site. The putting in place of the signboard will be done by the contractor and validated by the Engineer of the project. The building site signboard will carry the exhaustive indications as used in public contract. In case of doubt the sample should be presented to the contract engineer before putting in place:

Article 4 C –SITE LOGBOOK AND MEETINGS

Regularly present at the project site, the site logbook will be filled by the contractor and signed by the project manager and/or contract engineer at the project site

It will be jointly established according to a precise model and will at least have to contain the following daily information:

- Atmospheric conditions
- The works carried out within the day, the personnel and the material used
- Progress of the work
- Imposed recommendations
- Detailed quantities of works
- Administrative operations relating to the execution and regulation of the contract
- Receptions and approvals
- Incidents, accidents or events which could later have any incidents on the durability of the building or the progression of building site
- Non-conformities
- Official visits

A weekly meeting, in which the contract engineer, the project Manager and the contractor will take part obligatorily must be instituted at the beginning of works. This meeting will make it possible to discuss points relating to the execution of the project, evaluate the progress of the work and give clear instructions to the contractor pertaining to the progress of works.

The contractor will be able to modify the periodicity of the meetings to a maximum of 15 days. The weekly meetings make it possible for the contractor to have a precise idea of the evolution of the building site and to define at first sight, the actions to be undertaken to respect the operating conditions. These meetings are the subjects of an official written report signed by all participants.

Article 5 - WORK EXECUTION PROGRAMS

The program of work must specify the description of the provisions and methods, under consideration for the completion of the work:

- Materials used
- Supervisory staff of direction and of the building site
- The planning of execution
- Any information which could be useful for the contractor to organise control.

This program will be revised as many times if need be during the execution of the building.

Article 6 - POST COMPLETION DRAWINGS

The contractor will provide to the project owner 5 copies of the report of post completion drawings of the works completed on or before the Provisional Reception of Works including the Technical Reception.

PART II – SOURCE, QUALITY AND PREPARATION OF THE MATERIALS

Article 7 - MATERIALS FOR MORTAR, CONCRETE AND REINFORCED CONCRETE

7. 1 SAND

The various types will have the characteristics specified in the table relating to the acceptance tests. The sand will come from ISANGELE Subdivisions and should have a fine gravelly and crescent feel which does not stick to the hand. It should be free from any earthy or calcareous element and from remains of wood. If necessary, they will be sieved and washed. It will not have to contain more than 5% in grain weight when passing through the 900 knitted fabric count sieve not containing fines whose utmost dimensions would exceed the limit hereafter:

- For Mortar 0/2 mm
- For reinforced concrete 0/5 mm
- For non-reinforced concrete 0/5 mm

Cleanliness: sand must have a sand equivalent (ES) higher than 75.

The granularity is controlled by the fineness modulus (between 2.2 and 2.8) whose value should not be more than 0.20 in absolute value of the fineness modulus of the aggregates of the study. A measurement of sand equivalent and a “granulometry” will be envisaged at each delivery.

7.2 AGGREGATES

They will come from surrounding quarries and will be approved by the project manager. The aggregates shall consist of natural and homogeneous material or crushed stones from approved quarries. Tiny layers of fine dust shall be removed through blowing or washing. As an indication, the rocks to be crushed will be basalt, gneiss or granite. The minimum weight proportion of the aggregates intended for concrete of good quality passed through the 0.5 sieve must be lower than 1.5%.

The only aggregates authorised on the building site are as follows:

- Crushed fine gravels 5/15
- Crushed fine gravels 15/25
- Natural sand or crushing 0/5

(Proportion of elements retained on the 5mm sieve must be lower than 10%).

7.3 WATER

Water to be used for the mixture of mortar, concrete and aggregate shall be free from impurities and salts. The use of water from the marshy areas is prohibited.

It will have to be in conformity with the specifications of standard NF P 18-303.

7.4 CONCRETE CURING COMPOUND

Concrete curing compound is subject to the approval of the Contract Engineer at the time of the composition of the concrete. It is applied to the specimen concrete and the mixing result conditions the decisions of approval.

7.5 CEMENT

The cement to be used for cement mortar and concrete shall satisfy the general conditions laid down by the regulation in force. It shall be type CPJ35 Portland cement from CIMENCAM and shall not show any trace of moisture. Cement other than the one mentioned above shall receive the approval of the Engineer before use. Storage on the building site shall be done on a dry and ventilated wooden base. Any stock presenting an unsatisfactory powdery condition shall be discarded and cleared within four days.

7.6 STEEL

Steel shall be high strength smooth and rough bars in accordance with the R/C rules. The steel shall be perfectly clean without any trace of rust; non-adhesive to paint or grease. The various batches of steel will have to be definitely separate.

Article 8 – MASONRY

- **Blocks-** Foundation block walls shall be mounted with cement filled blocks of 20x20x20. Wall blocks should show an appreciable degree of resistance to violent pressure. These blocks are produced at the rate of 1 bag of cement to 4 wheelbarrows of sand producing 25 blocks and allowed to cure for at least 28 days.
- **Blocks-** load bearing walls shall be mounted with compressed blocks of 15x20x40. Blocks should show an appreciable degree of resistance to violent pressure. These blocks are produced at the rate of 1 bag of cement to 4 wheelbarrows of sand producing 35 blocks and allowed to cure for at least 28 days.
- **Plastering-** Cement mortar mix in proportion of 350kg/m3 (1 bag of cement to 2.5 wheelbarrows of sand) shall be used to plaster all areas where masonry works have been carried out, and then thinly floated with the use of sponge to remove any unevenness.
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PART III – WORK EXECUTION METHOD

CHAPTER I: PRELIMINARY WORKS

Article 9 – PRELIMINARY WORKS

9.1 – GENERAL EARTHWORKS

The earthworks will include the whole of the earthmovings (cut-and-fill) intended to modify the landscape.

WORK PRELIMINARY TO THE EARTHWORKS

- SOIL MOVEMENTS

The earthworks will be carried out according to a soil movement plan which defines in space and time the destination of each elementary volume of cut and or fill from borrow pit distinguished in the contract documents.

The contractor will draw up the project of soil movement plan and subject it to approval.

9.1.1 – Bush Clearing in Land Zones to be reorganized

Bush clearing in land zones to be reorganized will consist in the removal of the shrubs, hedges, grasses, storms of trees etc… and transportation to landfills.

9.1.2 – Bush in Land Zones not to be reorganized

After the decision of the main contractor or Engineer, it will entail the removal of wild grasses and other seedlings so as to eliminate all undesired second growth and a complete cleaning.

9.1.3 – Tree Cutting and Grubbing-up

The following tree cutting method will be exploited by the main contractor.

Work includes:

- Removal with principal roots.
- Filling of the pits in regular layers of 20cm, well compacted with of the same ground quality as for the embankment.

9.1.4 – Topsoil stripping

Stripping of topsoil until good depth, storage of materials in heap for later re-use, the quantities not re-used will be evacuated in accordance with the article 1.1.2.6 hereunder 9.2 – PLATFORM. After bush clearing and topsoil stripping, the contractor will be responsible for executing all the earthworks of the buildings. These earthworks will be carried out up to

Level – 0.60 of the level finished 0.00 of the buildings. The sub grades will be carried out such that they do not prevent the water run-off.

9.2.1 – Soil Disposal

The disposal of loose ground and its transportation will be done according to indications. The quantities not re-used will have to be removed and transported to the dumping area and this in accordance with article 9.2.6 below.

9.2.2 – Cut and fill

The partial embankments of the land will be done by successive compaction with suitable material up to 85% of the CPM. The materials to be put in fill must have good quality.

9.2.3 – Fill from borrow pit

Suitable ground supply if the materials of spoil are not usable like fill, including compaction and installation. Characteristics of installation as in article 9.2.2 earlier mentioned.

9.2.4 – Completion of the platform

The completion of surfaces concerned includes the general adjustment of the zone.

Amount of compactions in case a compactor is used: 85% of the CPM.

9.2.5 – Discharged excavations

After all the embankments are done, the grounds dumped will be removed and evacuated to the refused area approved by the engineer, all expenses with be at his charge. The disposal of the topsoil could be done only after the approval so as to guarantee the maintenance on site of the necessary quantity for the laying out when the building phase is ended.

9.3 SETUP OF BUILDING SITE

The setup works of the building site will include:

- The construction of a temporal fence out of wood;
- The cleaning and the guarding of the building site;
- Necessary measures for the respect of the legal and lawful provisions relating to hygiene (installation of the toilets at building site etc…)
- Safety on the building site which will constitute a constant concern of the contracting partner. At the start of the project, the contracting partner will have to present his safety plan with the rules and instructions written and posted where everyone within the building site can read it. These instructions will have to relate to the prevention of accidents and the attitude to adopt in the event of accident;
- The presence of a medical box on the building site comprising the minimum first aids products (Aspirin, Nivaquine, adhesive plaster, Betadine, bands, Compress, Alcohol…)
- Ensure the effectiveness on the building site of the safety measures (wearing securing helmet, waterproof boots, gloves and coats)
- The construction of a store room on the site
- The installation of offices at the building site: Throughout the work and in addition to this offices where the building site manual and the building site diary will be constantly available, which the contracting partner will have to make available for the Engineer in a place agreed with the later:
  - An office or room of at least 9 m^2 equipped with an office table and two chairs for the Engineer.
  - A room for staff meetings which can receive at least 5 people, equipped with a meeting table, two benches of 1.5 m, a plan display board and the planning displayed.
- Supply and the folding up of any material necessary for the building site.
- The disassembling and the folding up of the installation.
- Their possible displacement.

The cost of installation of this work will be at the charge of the company. The offices intended for the Engineer will have to be functional within one week as from the date of notification for the commencement of work.

This heading also includes the expenditure relating to the scheduling, piloting and coordination of activities.

9.4 – CONNECTION TO THE NETWORKS

Connections to the various networks for the building site needs are the responsibility of the contractor:

Electricity: low tension connection to ***eneo*** or to a power generator or system of solar energy powerful enough for the needs of the building site, including fuel supply, spare and all expenses.

Water: connection to the existing water network. The contractor is responsible for the protection of the town network during works.

9.5 – COMPLETION PLAN / COMPLETION PROJECT

The following are the responsibility of the contractor:

- developing the execution plans of the works, according to constraints identified on the site in accordance with the provisions of the contract.
- Establishing the work planning.
- Developing a methodology for completion of the work

These plans will be given 15 days after notification to start work.

Article 10 - ELEVATION OF BUILDING

The elevation of buildings plans will be ensured by the company and approved before work begins.

The contractor is responsible for the construction process, for the levelling, alignments and for setting the dimensions of the works carried out according to indications of the elevation and mass plans.

As of the opening of the building site, the contractor will be held to recognise in the presence of the Engineer the general reference marks of triangulation and levelling which were used as a basis for the study and to set up the principal reference mark in view of establishing the building.

The sides will be attached to a boundary marker whose conservation will have to be ensured all through the building process.

In the event of levelling or building error, the contractor will be held to carry out at his expense and whatever their importance, all work necessary for the re-commencement of works in their planned position.

The company is in charge of all the necessary statements and remains responsible for the consequences of any measurement error no matter the origin of the plan and calculations. The project owner or his representative reserve himself the right to proceed at his expense, to periodical checks of the various axes and setup elements or levelling of the works.

The contractor is known to have sufficient knowledge on the conditions and context of realisation of the project and the suggestions of completion of works. However if modifications in the nature of earthwork are necessary in the course of work, either because of the nature of the ground or because of the presence of obstacles such as drains, etc…, the project owner will define their incidence on the execution calendar and the payment of the expenditure resulting from these modifications. The contractor will only continue work with the approval of the project owner.

Article 12 - USE OF EXPLOSIVES

The use of explosives is subject to the project Engineer's approval under cover of a notice from the project owner and in conformity with the regulation in force as regard the use of the explosives.

CHAPTER II – LOT 2: THE FOUNDATION

Article 13 – REFERENCE TECHNICAL DOCUMENTS

For the completion of the work, the contractor will be subject to the following regulations and basic technical document:

- New technical rules for designing and calculating works and constructions in reinforced concrete following the method of LIMITE STATE (BAEL) – EDITION 91 MOD. 99
- French or similar standard approved in Cameroon.
- Cameroonian rules on construction
- General clauses and conditions imposed on the contractors of public works and buildings in the Republic of CAMERRON.
- Standards (AFNOR – CSTB) and unified technical documents (DTU).

Article 14 – TESTS AND ANALYSES

All materials could be subject to analyses and tests as provided for in the reference documents mentioned above and the resulting expenses shall be covered by the company. The materials whatever they are can be checked before use by the control mission. This mission has the power to carry out all the tests which it considers necessary at any time. These tests will be entrusted to an approved laboratory within the Republic of Cameroon.

In case of doubt about the quality of materials and the concrete used in the work, the control mission could request tests which it considers useful for assessment. These tests will be paid for by the company.

Article 15 – FOUNDATION EXCAVATIONS

Are considered as foundation excavations, all earth work aimed at digging the ground in which is found parts of the building leaning directly on the ground.

The excavation floor must reach the hard soil. The foundations must rest on the substratum.

If during excavation, there is a flow of water or a rise of the water table, the company will make all necessary provisions to support the excavations and remove water close to these works.

In particular, the company has to ensure:

- The stability of surrounding works,

- The stability of earth banks and the excavation floor,

- The stability of work itself at the various phases of construction.

If the excavations are flooded by water of whatever nature, the company will have to carry out its extraction which it will pay for like all expenses related to the water extraction carried out in the day as in the night, which will be necessary for a good completion of the work;

Contradictory observations

In order to declare contradictory observations of the nature and the quality of the soil, the contractor shall inform the Project Manager at least 24 hours before the date for the execution of the foundation works.

Following these observations, the Project Manager shall lay down conditions under which the operations of preparation and approval of the exaction will be carried out.

Excavation Preparation.

The contractor removes or purges all items, likely to cause disorder and fills holes in accordance with the conditions laid down in the contract or set by the Project Engineer following contradictory observations.

Approval of excavation floor.

Except as provided by contrary provisions indicated in the contract or laid down following contradictory observations, approval of an excavation floor is carried out after the preparatory operations described above.

Completion of the excavation floor is carried out after preparatory work.

It includes:

- final stripping to the dimension envisaged under conditions preventing loosening of foundation soil.

- if need be, a temporary improvement of the excavation floor shall be carried out to avoid its degradation before the safety device is put in place.

For sensitive or inflating soil, completion must be carried out immediately after earthwork and preparation of excavation floor.

Protection of excavation floor.

Excavation floor protection is carried out as soon as completion activities are finished. It can be done by:

- Using a sealing coat for excavations carried out dry.

- Using foundation concrete in the case of a foundation with rocks.

- Using concrete placed under water.

- Using any other safety device approved by the Project Engineer.

The soil coming from excavations, if it cannot be used elsewhere on the project following the assessment of the Engineer, will disposed of in the public disposal site by the Contractor.

It could be ordered that this soil be spread over the construction site without provision of any special compensation for this. Embankments around excavations could be carried out with material from the excavation on the condition that such material is approved by the Engineer. The fills around the works will be arranged in successive layers of at most

30cm in thickness, rammed, sprinkled and compacted. If extra soil has to be added, it should be approved by the Engineer before use in all cases. It is prohibited that the soil leans on recent masonry. In any case, these fills shall have to be carried out using the HIMO method so as to charge the walls evenly and to avoid any inconveniences which could result from a poorly distributed load.

FOUNDATION PITS.

Excavations shall descend right to the sub grade, ensuring perfect stability of the work. In order to ease digging, the opening of the excavations will not be less than 60cm. In any case, the depth of these excavations will not be less than 60cm in all points. The excavation walls shall be well set up and the floor perfectly levelled. The adjustment of the excavation floor at the final dimension will be carried out using a spirit level.

The execution of the excavations will be subject to approval of the location by the project Engineer.

TRENCH EXCAVATIONS

They are intended for the setting up of strip footings as well as grade beams and wall ties. On the other hand the excavations for ground pipes excluded from this article and fall under special batches.

If the contract prescribes it, the concrete is used in foundation works either in the middle of excavation, in between shoring or in between formworks. In the other cases, the concrete is placed according to provisions suggested by the contractor and approved by the project supervisor.

The methods for carrying out the concreting are submitted by the contractor to the project supervisor for approval.

ARTICLE 16 – UNFORESEEN TECHNICAL CONDITIONS

If the unforeseen nature of geotechnical or hydro geological conditions impose an important modification of the contract provisions, the contractor shall immediately notify the project supervisor and provide him with the new technical provisions he proposes for adoption; the decisions taken by the project by the project supervisor following these proposals shall be listed in a service order from the project supervisor to the contractor. If urgency does not permit the contractor to conform to the above mentioned prescriptions, he shall take the necessary measures and shall inform the project supervisor within the next 24 hours.

ARTICLE 17 – METHODS OF DESIGN AND CALCULATION

The contractor shall be in charge of all methods and calculations necessary for the execution of the project. The contractor shall furnish all calculation notes to the project Engineer for approval before commencing.

ARTICLE 18 – FILL

This concerns filling around the foundations, to level the ground for paving and filing on the construction ground.

The soils coming from the excavations depending on whether it is of good quality shall be used for the filling around the foundation. If the soil from these excavations turns out to be of bad quality, the filling shall be made with sand. The filling will be done in successive layers of 15cm, sprinkled and compacted.

The surplus soil as well as that of bad quality will be transported to public disposal sites or in places approved by the contract Engineer. In any case, the material used in the filling of the foundation shall be purged of any refuse, roots, vegetal material and rubble.

ARTICLE 19 – ACCEPTANCE OF REINFORCEMENTS

Before concreting, the company shall present to the project manager a complete reinforcements information for approval. The term "Ok for Concreting" shall be specified in the building site

Logbook by the control mission and this will give the company authorization to carry out the concreting of the areas concerned.

ARTICLE 20 – PLACEMENT the characteristics of the French standard 35.001 AFNOR.

The steel used at the building site shall be of nuance Fe E24 for smooth rounded bars and Fe E40 for high adherence steel. The bars shall be sheared.

Bending shall be done cold, either manually or mechanically. Hot bending could be allowed for steel of high adherence equal to or higher than 32mm in diameter, provided that attesting device is used to avoid overheating and following approval from the representative of the project supervisor or if necessary, the Deputy Project Supervisor.

The diameters of the mandrels used for bending shall be in conformity with rules BAEL 91 and the certification sheets. The provisions for anchoring shall be normal bends at 45˚, at right angles or double knee anchoring. Steels used shall be degreased and free from calamine. The bars presenting defects which could hamper their mechanical resistance, as blistering, slits or cracks shall be rejected.

The reinforcements shall be worked in order to present exactly the lengths and the forms represented by the company's working drawings.
The assembly of the reinforcements must be done on the workshop of the building site, but never inside a beam formwork after installation of the cheeks.
The distance from the reinforcements to the walls of a formwork shall be 2.5cm for elevated concrete. The distance from the reinforcements to the walls of a formwork shall be 3cm for foundation concrete. The distance from the reinforcements to the formwork shall be obtained using precast concrete blocks or plastic blocks (concrete biscuits) whose dimension shall be adapted to the result to be obtained.
The concrete block shall comprise starter bars for fixing to reinforcements. There shall be a sufficient number bindings and assembly bars to avoid any deformation of the assembled reinforcement, as well during handling as during the casting of the concrete.
In case there's doubt over the quality of the steel supplied on site, the control mission or the representative of the project supervisor or, if necessary, the deputy project supervisor could require at the expense of the company, resistance tests on samples taken on site. The test shall be carried out by an approved organisation.
Coverings shall be in conformity with the regulations BAEL 91. The reinforcements presenting traces of non-adherent rust shall be brushed vigorously before installation in the formwork. Reinforcements worked or not shall be stored on planks and not on bare ground.

20.2 - QUALITY OF THE CONCRETE

Composition of the various types of concrete (as an indication)
Cement proportioning (CPJ 35) of reinforced concrete works

	Proportioning in kg/m3	**Cement**	**Gravel**	**Coarse sand**	**Water**
Lean concrete	150	1 bag of 50 kg	4 wheelbarrows	3 wheelbarrows	3 buckets (30 litres)
Concrete for strip footing	350	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)
Concrete for foundation	350	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)
Concrete for tie beam	350	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)
Concrete for elevated beam	350	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)
Concrete for wall ties and lintels	350	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)
Concrete for external paving	300	1 bag of 50 kg	2 wheelbarrows	1 wheelbarrow	3 buckets (30 litres)

1. Cement proportioning (CPJ 35) for mortars

	Proportioning in kg/m3	Cement	Fine sand	Water
Mortar for masonry	250	1 bag of 50 kg	3,5 wheelbarrows	4 buckets (40 litres)
Mortar for moulding of blocks 10, 15 and 20	250	1 bag of 50 kg	4 wheelbarrows	4 buckets (40 litres)
Mortar for 1st coat of plastering (Gobetis)	500 to 600	1 bag of 50 kg	1,5 wheelbarrows	4 buckets (40 litres)
Mortar for 2nd coating	300	1 bag of 50 kg	3 wheelbarrows	4 buckets (40 litres)
Mortar final coating	300	1 bag of 50 kg	3 wheelbarrows	4 buckets (40 litres)
Smooth floor finish	400	1 bag of 50 kg	2,5 wheelbarrows	2,5 buckets (25 litres)

Elevated reinforced concrete shall be measured to 350 kilograms of cement per cubic meter (B 350) and vibrated during the placement.
The respect of water proportioning is very important. A concrete which has too much water is less resistant but on the other hand, a concrete which does not contain enough water sets up difficulty. One is likely to find areas without mortar (rock nests) and holes. It is difficult to determine the quantity of water to be added to obtain prescribed proportion because this depends on the quantity of water already contained in the aggregates (when these are wet).
The quantity of water contained in stones is negligible. That contained in sand can on the other hand be important and be shall be essential to hold account of it. For that, it would be wise to proceed as follows:
To provide at the building site:

- A scale
- A frying pan
- A box whose volume is equal to 1/100 of the volume of sand to be used

The box should be filled and its content weighed
The sand should then be placed in the frying pan and dried mixing it with gasoline and then burning it. After that, it should be weighed again. The difference in grams divided by 10 gives the number of litres to reduce from the quantity of water prescribed for a concrete mix.
The making of concrete can be carried out with the concrete-mixer or the hands. The concrete should normally be made with concrete-mixer. The aggregates are put in first, they are initially mixed dry and then water is added
The total duration of mixing lies between one and two minutes. The concrete must be quite homogeneous if it last too long, segregation could occur (separation of large and small elements) which hampers the good quality of the concrete.
When there are small quantities of concrete of lower quality (sealing coat for example), one can consider making the concrete with the hands. The mixing surface must be clean; it can be made of metal sheets or a plane concreted form.
The aggregates should be mixed with shovel; water is added gradually into a crater made in the centre of the heap, mixing should be continuous while taking care to avoid segregation until a homogeneous mixture is obtained.
The composition should not be modified when the concrete is being placed. It is therefore necessary that all the components remain inside the formwork. For that, two precautions should be taken:

- The formwork should be watertight. If it is not, the fine elements (cement + water + fine sand) can run out through the slits causing the concrete located at proximity of the wall to loose necessary components of the composition.
- Formworks that are made of wood or that are porous must be watered at length before the placement of concrete. If this precaution is not taken, these formworks will absorb mixing water. The concrete located near the wall will therefore not have the necessary level of water content. In the case of previously used formworks, it is necessary for these formworks to be cleaned carefully.

The means used to transport concrete must be sufficiently fast to ensure that it is in place before initial set. In fairly hot whether (25 to 30˚C), a maximum time limit of 20 minutes must be respected between the preparation and the end of the placement.
Trembling, and especially pouring out the concrete from a very high position should be avoided because of the risk of segregation. The concrete must be poured out without obstacles on its final location.
As concern, the compaction of the concrete, the ramming of concrete, which consist in striking it with a flat surface placed at the end of a handle (rammer), is effective only with non-reinforced concrete with a low level of thickness (0,20m).

The pricking of concrete which consist in easing its setting by inserting a stick from one place to another can be used for relatively thin or slightly reinforced parts.
The vibration of concrete is one of the simplest and best placement processes. It can be carried out either through formworks (external vibration) or using vibrating needles (internal vibration). The following precautions shall be taken while vibrating the concrete:

- It should be ensured that the vibrator does not leave holes when it is removed and if this occurs, the water content should be increased slightly. It is indeed better to end up with concrete that is a little less resistant than provided, than to end up with hollow concrete.

- The concrete should not be vibrated for too long because of risk of segregation. The presence of an excess deposit of muck on the surface (approximately more than 2mm) could indicate that the vibration lasted too long

- The needle should be inserted and withdrawn along its axis. It should not be moved horizontally. The distance between two successive positions of inserted needles should be about 30 centimetres.

- The needle should not be brought too close to the formwork (it should not come less than 10 to 15 cm of the formwork if possible).

The placement of concrete does not end when the concrete has been completely poured into place. Attentive care must still be given during the period it takes for the concrete to set (approximately 15 days). At this point, the main issue is preventing water from evaporating instead of mixing with cement.
The surface can either be coated with a curing agent or permanently maintained in a wet atmosphere. The use of curing agents has the advantage of permitting an immediate protection of the concrete as soon it is completed. However, it presents a certain risk of poor execution which could be absolutely necessary at least in very dry climate to supplement it with a water-based cure. It should be noted that industrial curing agents are mostly used for important works.
The water-based cure consists in covering the surface of the concrete with tarpaulins or mats and maintaining them continuously wet by watering. This watering can only start 24 hours after placement of the concrete because of the risk of washing out.
Consequently during the first day the water-based cure requires much attention so that mats and tarpaulins are kept wet while preventing water from streaming on the concrete.
The cure is imperative. Failing to carry it out always has negative consequences on the firmness of the building. Therefore, in short:
The use of a concrete curing compound is obligatory. It prevents the evaporation of mixing water and must last 15 days. In case the concrete id cured by watering, it is necessary to avoid any water streaming on the concrete during the first 24 hours.
Concrete of category B350 used as reinforced concrete for works of art or concrete boxes must have a minimal resistance to compression of 20MPa at 28 days.
Depending on the volume of concrete to be used, the project manager could do quality control test at his expense of the contractor or if he judges it necessary, ask an approved laboratory to carry out all the necessary test in order to check the quality of the concrete.
If it happens that required minimal resistance is not reached, this test shall be transferred to the co-contractor's bill and the project supervisor shall decide measures to be taken concerning the defective work.
The composition of B. 150 concrete used for sealing coat shall be carried out such that the volume of average and large sized aggregates doubles that of sand.

20.3 – WORK DEFAULT, SURFACE QUALITY

When surface quality of concrete shall be considered unacceptable by the control mission, the contractor shall have to carry out at his exclusive expense a complete finishing of the corresponding works using a coating containing synthetic resin of SIKALATEX type or an equivalent. The use and proportioning of this coating shall have to be in conformity with the manufacturer's specifications.

20. 4- FORMWORKS AND SHORINGS

Formworks include the mould in which the concrete shall take the desired form.
They must therefore satisfy the following conditions:

- They should not become deformed nor moved when the concrete is been poured in and when the concrete is sitting
- They should give the siding of the concrete a satisfactory look.

Conformity to the first condition is obtained by ensuring the rigidity of the formwork on the one hand and of the shoring on the other hand.
The greatest attention must thus be paid to the rigidity of the formwork and for that to occur, it is necessary to take into account the forces to which the shoring is subjected by the concrete.
The look of the siding of the shoring depends on the material with which the formwork is made up of. There are timber (wood) and metal formworks.

Formworks made of timber (wood).

Depending on the surface quality which one wishes to obtain, the surface of the formwork in contact with the concrete should be more or less neat. In a general case where one wishes to leave the rough surface after dismantling, the board shall have to be planed carefully or covered with plywood.
The formwork shall have to be made while keeping in mind the future use of the wood used. It shall thus be necessary as much as possible to use boards of regular size and to work only the elements which are to fit at the ends of the formwork.

Moreover, assembly shall have to be carried out preferably using supports, wedges, pins and clips or using bolts and if nails have to be used, these should not be completely inserted so that they can be pulled out easily.
The formworks of vertical walls can be removed after 4 to 6 days.

Shoring

Shores are provisional supports intended to support the formworks until the concrete sets. Generally, they are planks or round wood which must have sufficient dimensions enabling them to support the weight of a formwork and the concrete with which it is filled.
Shores must rest on strip footings to ensure adequate weight-sharing on the ground. As a general rule, it is appropriate to limit the load transmitted to the ground to 1 kg per square centimetre.
The greatest attention has to be paid to the rigidity of the strip footings. Where wooding strip footings are used, it would be advisable to superimpose two boards and to cross the fibres to prevent the wood from cracking.
The adjustment of shores placed high above the ground to the exact position is done using wedges.
The strip footings, wedges and generally all support material of the shores must be in hard wood. The used of coniferous timber is not advised because they have a very low resistance to transverse compression.
One can also use metal shores. Such shore are made up of sliding tubes which can be fitted one into the other, each of which is equipped with a distribution plate at one end.
The upper tube comprises a series of axial holes separated by 10cm where it is possible to insert a pin so as to block the tube at the desired length. Screwed sleeves ensuring the connection between the tubes and the distribution plates make it possible to perfect the fitting.
If the dimensions of the distribution plate are insufficient, one can make them rest on larger wooden plates.
For the calculation of the loads to be supported by the shores, it is necessary to consider that the concrete weighs 2.500 kg per cubic meter.

20.5 – PRE-CONCRETING PROCEDURES

a) Cleanliness

The formwork should not be stained by hydrocarbon materials such as grease, dirty oil etc… or by rust. The spots shall carefully be removed if need be.

b) Cleaning

Immediately before the concrete is placed, the formwork shall be cleaned carefully in order to do away with dust and dirt of any nature.
Cleaning shall be complete using compressed air.

c) Humidification

Formworks made of knee-timber shall be watered abundantly before concrete is placed.
If need be, the watering shall be done in several spread out phases so as to humidify the wood as completely as possible in a bid to tighten the joints by the wood's swelling.
Wet surfaces should however not be dripping with water. Excess water shall be drained off with compressed air.

d) Oil Coating

The following items shall be coated with oil before the concrete is placed:

- All metal formworks
- Clean formworks composed panels made of plywood or agglomerated wood fibre and all formworks for smooth sidings.
- Excess oil at the bottom of the moulds shall be sponged up before concreting. The oils used shall be special oils referred to as form oils.

e) Before concreting operation is started, inspections following their class must also concern:

- The geometry of the formworks
- The stability of formworks, shores and their bases
- The water tightness of the formworks and their components
- The treatment of the sidings of the construction joints
- The extraction of water at the bottom of formworks, except where a special underwater concreting process or a drainage process that extracts water without mixing it with the paste is implemented
- Openings and apertures.

INSPECTION OF REINFORCEMENTS IN REINFORCED CONCRETE

Before the start of concreting operations, the inspections following their class must confirm that:

- The reinforcements and their specified spacing are in conformity with the plans.
- Coating respects specifications
- The reinforcements are not soiled by oil, grease, paint or any other harmful substance

- The reinforcements are suitably assembled and fixed in such a manner as to avoid any displacement during concreting
- Spacing between reinforcing bars is sufficient to enable the placement of the concrete.

After this, cold joints must be checked in order to ensure that starter bars are in the correct position.

INSPECTION AFTER CONCRETING

- The concrete resistance must be considered to be compatible with the mounting of formworks and shores
- The structure must be controlled in order to check that there remain no provisional insert

20.6 – DISASSEMBLING OF FORMWORKS AND SHORINGS

Formworks and shoring should not be dismounted before the concrete has reached an adequate level of resistance enabling it to:

- Resist surface deterioration due to dismantling
- Support the activities which are being carried out on it at this stage
- Avoid deflections which exceed specified tolerance levels and are due to the concrete's elastic or non-elastic behaviour (creep).

The dismantling of formworks must be carried out in such a way as to avoid any shock, overload or deterioration of the structure.

The strain in shoring must be relaxed following a sequence ensuring that the other components of the shoring are not subjected to excessive load. The stability of shoring and formworks must be maintained during relaxation of the strain and during disassembly.

The procedure of shoring or re-shoring aimed at reducing the effect of the initial load and later loads or to avoid excessive deflections must be the object of a note on the method of implementation.

20.7- SAFETY OF STAFF ANDTHIRD PARTIES

Formworks and structural members that carry nails or projections after use shall be ridden of if the formworks and structural members are to be used again.

If this is not the case, they shall be immediately burned or stored away from the building site, in a site not accessible to the public.

20.8 – LEAN CONCRETE

A sealing coat dosed to 150 kg of CPJ 35 cement and an average thickness 10 cm shall be poured under the strip footings and pillar bases.

20.9- REINFORCED CONCRETE FOR STRIP FOOTINGS – TIE BEAMS

The foundations shall be laid using reinforced concrete measured to 350 kg/3 of CPJ 35 cement. If the company considers the use of an additive, it shall have to give the characteristics of the additive and the manufacturer's instructions for application. Only additives subjected to technical approval can be employed.

The coating over steel shall be 3cm thick at the level of strip footings and 2.5cm for the other works.

20.10 – CONCRETE FLOORING

The foundation wall shall be erected using chocked 20cm thick concrete blocks and shall be completed with a 20cm X 20cm wall tie. After the foundation has been filled, independent 8cm thick flooring shall be cast on a Polyane film.

CHAPTER III – LOT 3: REINFORCED CONCRETE

Article 21 – ELEVATED REINFORCED CONCRETE

All the technical specifications detailed in the preceding chapter also apply to this chapter.

The formwork shall be with material of good quality whose flatness remains normal after successive humidification and desiccation due to concreting. The water-tightness of formworks shall be sufficient to avoid the losses of muck during ramming or during vibration. The sidings of concrete used in formworks shall, depending on their intended use be in conformity with the various classes as defined by DTU 23-1.

- Class 1: Elementary, for the buried foundations
- Class 2: Ordinary, for the whole of the structure

If the result is not satisfactory, the company shall at its own expense have to carry out waterproofing coating using a water-proof additive after a complete re-do of the finishing touches, to release the aggregates. In any case, defects at the level of flatness, squaring etc… shall be corrected in the same manner and under the same conditions as above.
The constructions joints shall be ridden of all the elements of formwork which could hamper their operation and non-flammable materials shall be used obligatorily.
The pillars and shall have to be absolutely vertical. No construction defect shall be allowed between superimposed beams or pillars. The allowed tolerance levels are those defined by the DTU 23-1.
Whatever the case, the tolerance levels should not exceed the following:

- The maximum tolerance at 3metres height shall not exceed 15mm whatever the part and the location (angle, centre, etc…) in which it is measured. The variation in height between any two angles of a part shall be lower than 10mm.

- The casting of the concrete shall under no pretext present defects of homogeneity. The observation of defects of this kind could result in the demolition or rebuilding of the defective part.

- Cutting edges and in general, everything that falls under architectural design should be perfect without defects or irregularities when formwork is dismantled.

All elevated structures in reinforced concrete shall be constructed using Portland cement (CPJ 35), measured to 350 kg/m3 of concrete. The coating of steel shall be 2.5cm. The structures to be erected are broken down as follows:

21.1 – REINFORCED CONCRETE FOR BEAMS.
This article covers all beams, wall ties, lintels and window sills.
They shall form a continuous mechanical system.
All masonry shall be stiffened by wall ties in reinforced concrete connected to each other. Horizontal wall ties shall form a continuous mechanical system with the vertical wall ties (aperture walls, beams). The dismantling of the formwork of the beams and walls ties shall be carried out within a minimum of 3days for cheeks and a minimum of 16days for excavation floors
The length of the end bearings of lintels shall be prolonged by at least 2.20m on both sides of the opening. These lintels shall be repeated in continuity with the vertical aperture walls. The window sills shall have to present a drip cap shall be covered on the upper part by a finely smoothed coating, constituting the glacis, with a 10% slope toward the exterior.

21.2 - REINFORCED CONCRETE FOR BEAMS.
The formwork of the beams shall perfectly be horizontal and shall be fixed in such a manner as to prevent it from moving when the concrete is being pouring in. They shall be cast in only one operation. The use of the vibrator is obligatory. The dismantling of the beam's formwork can be done 48 hours after the placement of the concrete.

CHAPTER IV – LOT 4: MASONRY

REMINDER.
All masonries entering works defined below will have to respect the regulations of the general technical documents as well as corresponding documents of approved French standards:
- DTU n° 20-1 and 20-12
- NFP Standard 13.304 and 14.301

ARTILE 22 – FULL HOLLOW BLOCKS
Manufacturing conditions to be respected strictly:
- The sieving of the grains (sand) for the separation of vegetable matters, very fine sand and clay
– Manufacture under a shelter made with mats or straws. The manufacturing surface must be kept clean and perfectly plane.
– The mortar will be mixed on a clean and sufficient broad surface.
– The compaction of the mortar in the mould shall be by staking and jolts.
– The watering of the blocks during (15 days) and the first five days of storage. Watering will be carried out at least two (02) times per day before use so as to avoid desiccation.
– The protection of the block against the effect of the sun will be by storage under shelter.
– The desiccated mortar or one which is in the course of desiccation shall not be use for the manufacturing of blocks.
The blocks shall be use at least fifteen (15) days after manufacture. If otherwise, the project owner will have the right to demolish the work and rebuild it at the expenses of the contractor.

They will have to present a plane surface whose maximum tolerance is more or less than 2 mm on the small surface and more than 4 mm on the large surface.
The surface will be more or less rough to ensure the adherence of the coatings.
Dimensions used: 0.20 X 0.40m in thickness 10, 15 and 20cm.
During the drying period fixed at fifteen days at least, the blocks will be protected from the effect of the sun by temporal shading and by sprinkling twice daily within the 1st week and once per day in the 2nd week.
Bricks of local production or stones could be used instead of concrete blocks for the building on the condition that they are approved by the Project Engineer and that their mechanical characteristics correspond to NFP 13.301 and 13.304. The mechanical resistance of the breeze block (hollow blocks) must have a breaking stress at least equal to 60 bar (breaking stress brought back to the minimal rough section of the block).
The blocks will be posed in quincunx so as to avoid the superposition of 2 vertical joints. In addition, the horizontal and vertical joints of mortar shall not be more than 2cm thickness.
All masonries will be rough cast with the composition measured to 250 kg of cement. The reinforced concrete posts and stiffeners will be cast after the mounting of bricks in order to ensure an effective adherence.
The joints will have to be stuffed perfectly. The contractor must, according to the rules of construction and the climatic conditions, sprinkle water on the blocks for at least two week. The load-bearing walls will be in hollow cement blocks 15 x 20 x 40cm following the indication on the plans.
These blocks will have to offer a sufficient collapsing resistance.
The base wall will be mounted with 20cm thick choked blocks.

ARTICLE 23– TRELLIS.
Trellis will be made with composition measured to 400kg/m^3.
The mould used shall be of 40cm X 40cm square form, the air vents are also 13.5cm X 13.5cm square. The thickness of the form and the separation of these holes shall be 4cm.

ARTICLE 24- RESISTANCE TESTS.
The test for the hollow blocks must be carried out accordance with standard 14.301.
The frequency of these tests shall include a test for suitability at the beginning of the building site and a monthly test in the course of building using these materials.

ARTICLE 25– WALL DIMENSIONS 0.20m.
Internal or partition walls with soundproof inside the building with 20 cm rough thickness hollow blocks, shall be placed with composition proportionate to 350 kg of CPJ cement.
Limit of services:
- The tight cover of the levelling course.
- Limitations for holes of sealing for works of other trades or for the passage of piping.

ARTICLE 26 – WALL DIMENTIONING 0.15m
Interior or external walls shall be built with 15cm rough thickness hollow blocks, with mortar proportionate to 350 kg/m^3.
Limit of service: same subjection as the preceding article.

ARTICLE 27 – PARTITION DIMENSIONS 0.10m
Interior walls are built with 10cm rough thickness hollow blocks and mounted with CPJ composition proportionate to 350kg/m^3.
Limit of service: sealing holes of work by other trades.

ARTICLE 28 – HOLES – SEALINGS - CONNECTIONS

28.1 – RESERVATION AND BORINGS IN BUILDING WORKS
1) Borings.
Boring of any nature in the walls and partitions of the construction work will be carried out by the company.
These boring have to be carried out very carefully. Their dimensions will have to be those necessary.
Precaution will have to be taken during the execution so as not to destroy the works. In the case of borings in elements subjected to important constraints, the Contractor will have to obtain the agreement of the Project Owner before carrying out these borings.

28.2– SEALINGS.
Sealing of all works is the responsibility of the Contractor. Sealing must have a depth determined by the pressure they will have to support, taking into account the thickness of the work where the sealing is to be done.
Generally, sealing will be made with compatible of fine sand; wood in sealing will prohibited. Cement used for sealing has to correspond with that used for the work in question. Sealing will always have to be levelled approximately at 2cm from the naked finished walls, in order to maintain the thickness for connection or coating (floor and walls).

28.4- PASSAGES.
Passages will be provided, posed and controlled by the Contractor. These passages will be to envisage for all the drains crossing the elements of carcass work (concrete – masonries – etc…). They will be of a diameter a step higher than that of the pipes for which they are planned, except particular cases or for reasons of dilation, a more important strategy must be used.

28.5– CONNECTIONS – STOPPINGS
28.5.1. – General Regulations.
The connections will always be made out of material which is strictly comparable with that of the work in which they are to be used. The completion of the connections and their levelling will have to be perfect. And there should be no visible lift plane. In particular, the levelling of passages, drains, sheaths, etc… will have to be drawn up perfectly.
28.5.2- Connections and stopping on vertical elements.
These will be levelled with naked finished concrete walls or coatings on walls and partitions. The finished aspect will have to correspond to that of the facing. These connections and stopping are the responsibility of the Contractor.
28.5.3- Painting.
If boring, sealing, connections, etc… will be carried out after the completion of painting, the connections will be obligatorily carried out by the Contractor. In the case of work normally carried out, after completion of paintings, the Contractor will have to deal with the buildings concerned and will be required to ensure protection. Damages caused shall be handled under the same conditions stated above.
28.5.4- Various Fixings.
Fixings in concrete and masonries: Small plugging and other fixings are the responsibility of the Contractor. Fixings by spit are prohibited in concrete and masonry works. Self- furring metal laths must be used.
28.5.5. – Supports.
The Contractor will have to envisage all the supports necessary for the perfect fixing of their materials and in particular for all piping and drains of any nature in piles or isolated. These supports must be placed carefully, and carried out according to iron work working methods, and chosen from materials which are stainless or protected from corrosion by the treating their surfaces in the factory.
Each time a support carries several close piping's; it will have to be studied according to the generality of the problem. In this field, no improvisation will be allowed on the building site. The important supports will be prepared in the workshop. Those which will be carried out on the building site have to be done according to plans approved by the Project Engineer. The support carried out by the Contractor will obligatorily receive two coats of antirust paint, before installation.

CHAPTER VI: LOT 6: PLASTERING AND VARIOUS CARCASS WORKS.

PAYMENT REMINDER.

- The coatings will be carried out in accordance with the DTU 26- 1.
- The covers and forms will be carried out in accordance with the DTU 26- 2.
- The window sills will be done according to DTU 36- 1 and 37- 1.

ARTICLE 32 – PLASTERING.

The external and internal plastering of the walls will be done with sand 0/5, tiny sections within the limits of 10%. The mortar can receive an additive approved by the Project Engineer. Plastering will be carried out in 3 layers and will be average thickness of 15mm for internal plastering and from 20 to 25mm for the external plastering.

- 1st coat tack measured to 500kg of cement.
- 2nd transition course or body of plastering measure to 400kg of cement.
- 3rd top coat measured to 300kg of cement for the internal plastering and 350kg of cement for the external plastering.

These measurements shall take 1000 L of dry sand. The plastering will cover at least 15mm of the most projected parts of the support.
Surfaces which have to be plastered shall be cleaned and sprinkled with water before plastering is done. The four phases of plastering will be as follows.

The rough coat
The thickness of the "gobetis" (first undercoat) will vary from 3 to 5mm. It shall help to make the support rough for a better application of the mortar. Beating will be done with rich mortar and liquid containing coarse grains (500kg/m^3). It is during this operation that the bricklayer will fill all the joints and holes which were left on the structure.
The installation of guidance rules.
Guidance ruler or vertical stringcourses shall first be done in order to obtain a perfectly vertical and plane coating. This 1.5cm thick stringcourse will be done with mortar and will be spaced at 2m approximately. These shall be placed at each end of the walls and if necessary with some intermediate stringcourses.
Trimming.
This operation will be carried out after drying of the rough coat and the stringcourses. Trimming will consist of applying cement mortar dosed at 400kg/m^3 on the walls until the right thickness is obtained. With a wooden ruler, the bricklayer will level the surface of the wall by removing all the parts which overflow. After this, the stringcourses will be broken and replaced with trimmed mortar.
The completion phase.
This will be done before the drying of the trimmed area. Mortar of the finer nature will be used for walls that have to be painted (300kg/m^3). It will be enough to use a hawk and to fill all the small holes and stripes left after trimming.
Each coat of plastering will be applied only after the proceeding one is completely dry. The support of the coatings will have to be wet before execution and before the application of the new layer.

ARTICLE 33 – FITTING AND SEALING OF JOINERY FRAMEWORK.
Before every implementation, the company will have to check that the tack coat will indeed have been carried out on the frameworks. The use of insecure framework will be refused and dismounted all at the expenses of the Contractor. All the pre-framework will be provided with sealing paste, a mild steel paste, needed for that activity, used for every 0.80m length. In each particular case, the length of the sealing paste will request. Sealing will be done with the composition measured to 500kg/m^3, as well as the garnishing.

CHAPTER VII: LOT 7: JOINERY.
INTERIOR WOOD FINISHING.
CONTRACTUAL TECHNICAL DOCUMENTS.
Regulations to observe
In the construction of the structures referred to in the specifications, the contractor shall conform to the Laws, and norms in force at the moment of execution of work, notably:

- DTU No 30: framework and stairs in word.
- DTU No 40.42: Roofing large steel sheets and bands.
- Norm NF P 21.202: design and assembling.
- Rules CB 71: designs and design of wood framework.

ARTICLE 34 – DETAILED WORKING DRAWINGS.
For all the works (wall robes, tables, chairs, beds, bar….), the contractor must establish, in conformity with the parts of the contract, the overall drawings and of necessary details to the execution of the works and with their installations, in connection with the other trades. Before the start of any manufacture or execution, the contractor will have to subject these diagrams for the approval of the Project Engineer which will be able to make some modifications without necessarily altering the price in the contract.

ARTICLE 35- QUALITY OF WOOD.
The use of tropical plants is obligatory for works of joinery. Hard tropical wood will be treated and used in accordance with AFNOR standards.

NFX 40650 – safeguarding of wood in the construction industry.
NFX 406501 – construction for protection against termites.

ARTICLE 36– QUALITY OF PLYWOOD AND PARTICLE BOARDS.
Particle plywood and boards be of high density type. The treatment will be in conformity with standards AFNORNFX 40-50 L.

ARTICLE 37– SAFEGUARDING OF WOOD.
All wood meant for this project must be treated with fungicidal and insecticidal (termites, mushrooms, etc…). The treatment must be carried out at the manufacturing factory of the joineries, after passing through the machines, so that all the faces are impregnated, appearing or hidden after placing. The preservative products must obligatorily be

selected in the list of wood preservative products in the construction industry, chapter V, Class B, of the booklet "wood Preservative".
When other materials are used for construction or the setup of joineries, they must respond to the specifications of the standards related to them.
Failure to do this, they must be approved by the Project Engineer upon the presentation of their characteristics, sanctioned if necessary by specific tests.

ARTICLE 38- PROTECTION OF WOOD AGAINST MOISTURE REGAINS.
In addition to the treatment of wood being covered by the proceeding article, wood should receive obligatorily some protection against the re-absorption of moisture before their use. This damp-proof treatment will equally have an insecticidal and fungicidal function. The products used will have to be compatible with the required completions and wood preservatives. The company must present the manufacturers data of products used.
38.1- WOOD MOISTURE.
Wood shall be posed only if their moisture lies between:

Hydrometrical State of the building	Wood moisture
60 to 80%	12 to 15%
40 to 60%	9 to 12%
20 to 40%	5 to 9%

(With hydrometrical state obtained and maintained)
38.2- STORAGE AT BUILDIND SITE.
All joineries must be stored in a ventilated room, protected from bad weather.
38.3- FACINGS.
Except exemption, the apparent facing of joineries must be levelled and sandpapered. It should remain on these facings, no trace of sawing, wane or spalls.
38.4- ASSEMBLIES.
The terms of execution of the assemblies are specified in article 3.13 of the D.T.U.

ARTICLE 39- WORKING PLANS.
For any work, the contractor must establish, in conformity with the market parts, the overall drawings and of details essential to the work and their installation. The drawings must more and more specify the location and dimensions of joineries, the axes and sizes of sealing holes, dimensions of the fillisters to be reserved for the frames.
The Company shall provide the Project Owner or her/his Representative, or as the case may be, to the assigned owner execution plans for approval. Before beginning any manufacture or execution, the contractor shall have to subject his diagrams to the approval of the Project Engineer who shall make any modification without additional charges on the basic prices.

ARTICLE 40- GUARANTEE.
The Contractor shall ensure the maintenance of his works during the period of guarantee until final acceptance. In the case where during the period of guarantee, some imperfections such as door warping appear, the contractor will have to solve, at his expenses, the identified problems. The contractor shall also take charge of all work required by reviewing, maintenance, repairing or replacement of faulty joineries.

ARTICLE 41- WOOD DOORS.

1- Door complying with specific designs with two panels of 2.10m high.

CHAPTER VIII: LOT 8: ALUMINIUM & METAL WORKS.

GENERAL INDICATIONS.
Works include the putting in place trade services and works pertaining to be profession, fitting and supply, including any subjection to obtain "complete" construction works.
The contractor shall have to execute works subjected to the market by observing the regulations defined by the D.T.U.

- DTU N° 32.1 specification applicable to the metal building work published by C.S.T.B, delivery 68, book 575 of June 1964.
- DTU N° 32.2 specification applicable to the metal building work and aluminium alloy works published by C.S.T.B, delivery 85, book 741 of June 1967, and additive No 2 delivery 141, book 1201 of September 1973.

METAL JOINERY.

GENERAL INDICATIONS.
This chapter regulates the requirements for the execution of metal joinery works and metal works. It also defines the description of works to be executed and their location.
Work size and limits.
Works include:
- Metal door.
- Metal protectors (antivol).

References
- DTU 37.1 – Metal fitting works.
- C.S.T.B.91 – Iron works.
- Rule CM 56.

ARTICLE 42- REGULATIONS APPLICABLE TO METALS.
42.1- STEEL.
The shaped bars and sheets will be made of steel, in conformity with the French standards or equivalent.
They will be free from defects, such as staws, splits, or punctures. The tubular sections will be completely from free from calamine. They will be selected in the range of the shaped tubes formed hot and welded, either thick or thin, depending on the requirements of resistance.
42.2- STAINLESS STEELS.
Welding will be carried out according to the supplier's recommendations and will be systematically passivized with suitable products. The screws used will be out of stainless steel.
42.3- ANTI-RUST PROTECTION.
The steel elements will receive a protection by application of quality primary "glycerophthalic" paint; will be decarbonized beforehand by effective brushing or sanding if necessary and degreased with gasoline or paint remover. The application of anti-rust will be done with a brush, on all the developments of profiles including the parts difficult to reach.
42.4 SILLS.
The edge of verandas shall be produced with angle bars of 30cm with fishtails every 100cm.
42.5- WINDOW BARS.
Wrought iron as specified in the design shall be used for the window bars.
- External framing in angle bar 35.
- Internal separation in square tube 30 of spacing comprise between 10cm and 12cm.

CHAPTER X – LOT 9 – ELECTRICITY.

GENERAL INFORMATION.
This part is all about high and low current electrical works, necessary for the execution of this project.
The contractor will have as responsibility, the execution of this entire task which is shown on the plan.
The electrical installation standard to be respected are as follows.
NFC 15 – 100 (December 2002). Electric installations with low tension and practical guidelines.
NFC 14 – 100 Installations of a category 1 connection comprising between the public distribution network and the origin of the internal installations.
NFC 13 – 100 HTA/BT delivery stations attached to a category 2 distribution network.

ARTICLE 43 – CONSISTENCY OF ELECTRICAL WORKS.
In accordance with the plans and standard, the work includes the overall the supply and installation of:
- All switch gears, switch control.
- All principal and secondary electric raceways, sheath-way of cable, wires and cables, including the connections to the existing network.
- All the lighting equipment and luminaries.
- Distribution and connection boxes.
- All the materials for low current.

Article 44- PRINCIPAL DRAINS.
U 1000RO2V cables will be used for the principal drains, in an embedded box on standby, equipped with gauged terminals.

ARTICLE 45- SECONDARY DRAINS.

The final (or secondary) drains will be made of TH cables or wires, passed under grey ICD sheaths in the false ceilings, and under orange ICD sheaths embedded in the walls.
For these drains, the minimal section is 1.5mm^2 for the light.

ARTICLE 46- QUALITY OF ELECTRICAL MATERIALS.
All the switchgears will be of tropicalized type. The switches will be of the "standardized" type with a 10
A gauge. All these hardware will be embedded in a box of embedding out of plastic with screw fixing, and will be provided with ornamental pads which will have to largely cover the embedded boxes. The distribution boxes will preferably be embedded with entries that can be opened and lids that can be tightened. The cables in these boxes will obligatorily be linked by connection blocks.

ARTICLE 47- NEUTRAL MODE.
The neutral mode selected in the ground neutral mode (T.T)

- The neutral is connected directly to the ground.
- The use masses are inter-connected and linked at a point to the ground.
- The used masses are put to the ground by EP conductor, which is distinct from the neutral conductor.

ARTICLE 48- EARTHING.
The resistance of the installation earth electrode must be lower or equal to 4ohms. The metal masses of the building are connected to the ground by brazing or CADWELL welding at the level of the pillars. The main supply cables comprise the green-yellow protection cable.

ARTICLE 49: MAIN POWER SUPPLY AND DRAINS.

49.1- GENERAL INFORMATION.
Given the generator power supply is available; the electrical supply origin will be in meter located in an arranged room at the entry to the site. Electrical connection is at the charge of the Contractor.
49.2- LOW TENSION CONNECTION.
Connection to Community network includes:

- Undertakings with the Community.
- Connection fees.
- Subscription fees.

49.3- CONNECTION LINK TO THE SUPPLY SOURCE.
The connections between the converter and the Electric Command Unit of, U1000 RO2V 3 x 4mm^2 cables should either be set underground or on a suitable support.

ARTICLE 50- SECONDARY DRAINS.
The final drains will be passed under sheaths.
50.1 -SHEATHS.

- SHEATH ICD 13 – 16 (ORANGE) ENBEDDED IN MASONRY.
- SHEATH ICD 16 (ORANGE) ENBEDDED IN MASONRY.
- SHEATH ICD 21 (ORANGE).
- SHEATH ICD 16 (GRAY) IN the SUSPENDED CEILING.

50.2 – CABLES.
For these final drains, the minimal section of the cable will be:
50.2.1 TDH Wire – HO7 1 x 1.5mm^2.

ARTICLE 51 – NETWORK OF EARTH ELECTRODES IN TRENCH BOTTOMS.
Making an earth electrode in trench bottoms, which include:

- Banding and mounting with copper cable of 29mm^2 of section.
- Flat edge barrettes of LEGRAND type.
- Conductors of TH 1 x 16mm2 green-yellow.
- Tubes of 21.

ARTICLE 52- MAIN ELECTRIC COMMAND UNIT OR DIVISIONAL COMMAND UNIT.
The classrooms will be equipped with a main command unit connected to the power supply source. The command unit will include:

- 1 electric box with an antiglare door and locks.

- 1 differential circuit breaker at the head.
- Modular divisional circuit breaker.
- Installation and connection accessories.

ARTICLE 53 – LIGHTING.
GENERAL INDICATION.

All the references should be understood as "identical or equivalent". The lighting of the classrooms is ensured by luminous points on the local other switch for simple lighting or a to and fro switches or a dual ignition switches.
The lighting of the classrooms will ensured by a luminous point on a local order switch for simple lighting or a to and fro switches or a dual ignition switches.
53.1 – LIGHTING.
The lighting of the classrooms is ensured by a luminous point on a local order switch for simple lighting or a to and fro switches or a dual ignition switches.
53.2 ELECTRICAL FIXTURES.

Fluorescent lamp 1 x 36W of 120cm long.

ARTICLE 54 – ELECTRICAL EQUIPMENT.

GENERAL INDICATIONS.

All equipment will be fixed with screws, thus the embedding boxes must be consequently selected. The LEGRAND brand is proposed unless other equivalent solutions could be proposed by the Contractor.

CHAPTER X – LOT 10: PAINTING.

GENERAL INDICATIONS.
All the products used for painting, paint coating; will be brand approved by the Project Engineer. They will be delivered at the building site in their containers of origin labelled by the manufacturer. Man-made products or those composed on-site are formally prohibited, thus, the Project Engineer reserves himself the right, no matter the degree of progress of the work, to check the quality of the products by a laboratory of his choice at the expense of the contractor. This verification will be made, either by analysis on samples taken, or by tests on the work carried out.

Pigments.

All coloured pigments necessary for painting will be of brand approved by the Project Engineer. The painting colours will be decided on the spot by the Project Engineer.

Primary painting on metals.
Before the application of the first paint layer on the metal works, the contractor will have to check the compatibility of the anti-rust coating. In the event of a fault, the contractor must carry out the necessary repairs. It should be noted that the use of anti-rust of secondary quantity such as the "iron minium" the "zinc chrome" is strictly prohibited.

The application of the first anti-rust coating must be done with a brush to obtain maximum adherence and a total covering of surfaces. It will be preceded by all the necessary operations to take off all traces from various rust or oxidation and grease.

Painting.
Water-resistant paint.
Made of pliolite, copolymers acrylic in solution, water-resistant paint can be diluted in Celrex 033.0091 or White Spirit for the first layer only.
This will be applied to all wall surfaces.
Oil-based paint applied with a brush.
Glycerophthalic enamel paint applied with a brush and should not be diluted.
This will be applied at the bottom of the wall surface.
Varnish
Universal colourless varnish, to dilute at 15% for the priming coat.

- Oil plombium 0844.0025 applied with a brush and without dilution.
- Fast plombium 084.0015: can be airbrushed with 10% (Celrex 033.0091) dilution.

Painting and varnish Guarantee.

Experience has shown that, the characteristic defects (blisters, chippings, foliage, cracks, modifications of the brilliance, separation, chalking, etc.) appear after several years on the paintings and varnishes when they are of bad quality or poorly executed.
Consequently, the minimum guarantee period during which the contractor will remain responsible for his work is fixed at one year as from the provisional reception of his work.

Of course, this guarantee only concerns defects and ascribable deteriorations to the quality of the products and their mode of application. It dosed not concern the damage caused by the users of the classrooms. On the other hand, it is understood that the quality of the product used must make it possible to completely satisfy, within this time, with the normal requirements corresponding to the destination, in particular for the products applied outside which must resist atmospheric agents.

ARTICLE 56 – EXTENT AND LIMIT OF PAINTING WORKS.
The works in this chapter includes:
- Painting of the external walls.
- Painting of the internal walls.
- Painting of the false ceiling.
- Painting of the metallic door walls.

REFERENCE DOCUMENTS.
D.T.U 59 – Book of General Technical Specifications application to works of painting, cleaning of startup Book N° 136 of C.S.T.B.
D.T.U 81.2 - Schedule of conditions applicable to work of rough-coating, painting Book No 336 of C.S.T.B.
French standards, particularly standard T. 30.001 and T. 30.003.
Performance tests of painted surfaces (Book No 695 of C.S.T.B.)

ARTICLE 57 – SUBSRATES.
Depending on each case, the substrate could be:
- A concrete facing.
- A composition coating.
- Wood works for joineries, etc. having received a priming coat.
- Metal works for joineries having received a first layer of anti-rust protection.

57.1 – RECEPTION OF THE SUBSTRATES.
Before any execution, the contractor must receive the substrates in the presence of the Project Engineer.
- Surface quality of the concrete facings.
- Quality of the coatings.
- Choice of the primary anti-rust paint.

If they present defects requiring additional works, the contractor will carry out this work at his expense.

ARTICLE 58 – APPLICATION OF THE PAINTING PRODUCTS.
58.1 – CONDITIONS FOR APPLICATION.
Ambiante Conditions.
The coating and paintings will be carried out under the necessary ambient conditions (technical notes of the manufacturers).
Dryness Control.
On all the concrete works and the coatings out of mortar, paintings must be applied only when the substrate has a pH lower than 8, which requires a systematic inspection. In the event of moisture, if the respect of planning imposes it, the contractor will be held to apply a special waterproof impression to isolate the concerned substrates.
Protection.
The contractor is responsible for the necessary protection of the works during the execution of his work.
Cleaning during the works.
The contractor is in charge of maintaining the project site that dust is avoided (watering sweeping the ground). As the works progresses, he will carry out the cleaning of the building to clean off the stains from coating or painting on all the works.
58.2- SAMPLING AND TINTING.
The contractor will have to apply all necessary tests to determine the tints and nuances of completion and to develop the corresponding methods of application.

No work will be undertaken before corresponding pilot surface is approved by the Project Engineer.
The contractor must include in his prices, the incidence of fine and sharp colour, mixed or pure, which will be required.
58.3- WORK EXECUTION.
The work will be carried out in accordance with the regulations of the present Book, in case of doubt on the terminology of certain operations, see D.T.U. 59. It is advisable to respect the nature and the percentages of thinners, hardiness and dyes recommended y he manufacturers for each product nature, depending on its future use.

The contractor will carry out all preliminary works such as: brushing, shelling, sandpapering, filling, etc. Which are necessary to obtain suitable completions and in connection with the nature of the building.

All additional operations such as sandpapering, filling, adhesive bands, cutting-in, etc are implicitly included in the provisions of the contract and cannot be subject to any appreciation. The brush application is obligatory for the traditional impressions on all the works and for all the layers of paint on metals. The contractor will also have to make the Project Engineer notice the good running of an operation before undertaken the the following operation: in theory, two successes layers of painting will be of different tins or nuances (at lease), in order to enable control, with regards to the pilot surface. The non-respect of this regulation will, in case of doubt, leads to the application of an additional layer, at the expenses of the Contractor.

The contractor will make all provision to respect the regulations of work, on safety and health, notable during the airbrush application of paint or at the time of use of product carrying the labels of conventional colours.

ARTICLE 58- REQUIREMENTS TO MAKE A RECEPTION ORDER.
The reception can take place when the checks carried out make it possible to notice:
- That the sheets of paint are in good condition (absence of cracks, blisters of chipping, chalking, etc.
- That the brilliance of paint-enamel surfaces is of the same as that of the corresponding samples.

When the conditions are not satisfactory, the contractor must at his expenses, proceed to the necessary repairs. The reception can only be announced after cleaning.
58.1 – REPAIRS.
Repairs must be carried out in order to avoid any repeat.
58.2 – CLEANINGS.
Cleaning includes sweeping and evacuation of waste and debris around the classrooms. Cleaning must enable the complete wiping of stains from paint or the products used. The products used (solvents, paint removers, etc.) the processes applied (scraping, sandpapering) must be suitable in order not to cause the deterioration of the work itself, or the quality of their surface (polish shining, etc.), as soon as work resumes.

CHAPTER X- LOT 10: ENVIRONMENTAL PROTECTION.

These model clauses constitute the Environmental guidelines concerning public contracts involving construction works. These are to be systematically included in the call for tender documents for enterprise with the PNDP Phase 2.
Therefore, every enterprise that acquires a public contract involving construction works will be held responsible to take appropriate measures not only to mitigate the social-environmental impacts of the micro project but also the provisional outlined in these environmental and social guidelines. It is important to emphasize that the present guidelines apply to all types of micro projects, enterprises or sub-contractors involved in the works.
In a nutshell, these measures include;
- Limiting the blowing up of dust to protect the health of the resident population and workers on the construction site. This should be done through regular watering or the adoption of an appropriate watering schedule.
- Limiting noise pollution from the movement of equipment and machines on the construction site.
- Non obstruction of existing water courses through construction activities or the inappropriate dumping of unpleasant materials.
- The putting in place of a management plan for engine oils, petrol/gas fuel, lubricants and other potentially dangerous products. This plan has to include the recollection of such products and their transfer to the enterprises specialized in treating such products.
- The immediate halt to all construction work in case of the discovery of archaeological or historical artefacts. In which case a report should immediately be sent to the Ministry of Culture.
- The prohibition of any systematic transportation, hunting of game or illegal exploitation of no timber forest products by works personnel.

- Equipment of all construction site camps with adequate portable water and water for domestic use.
- The recruitment of local labour as a matter of priority as well as the use of local materials.
- The systematic implantation of sign board indicate the presence of the construction site during and after the works, as well as the limitation of the speed of circulating traffic to ensure the security and health of the local population and project personnel.
- The systematic use of equipment and wearing of the various appropriate working outfits.
- The systematic and progressive restoration of the installation site to its original state at the end of the construction works.
- The organization of information and sensitization campaigns to inform project personnel and the resident population of the health risks, risks of accidents and the impact of poaching.

The following dispositions must be taken or put in place before works commence of during the execution.

1. Start of construction work and information of parties concerned.

Before construction work effectively begins, the entrepreneur shall prepare a plan of action on management of the environment, precisely outlining all the measures to be put in place for better protection of the environment. This shall also outline the internal regulations stating specific security measures especially the wearing of proper working outfits and traffic speed limits. Amongst other things, this internal regulation have to prohibit; the consumption of alcohol during working hours, the transportation or hunting of game, abusive use of firewood as well as sensitizing the personnel on the dangers of STDs/STIs. The regulations should also outline respect for costumes and traditions of the populations of the region concerned. These rules have to be posted at the premises of the enterprise.

Meanwhile, an information and sensitization campaign shall be organized for project personnel and the resident populations. This shall highlight all these aspect to them including amongst other things; the project execution calendar and available employment opportunities. Particularly, these parties concerned need to be informed on the reasons for the choice of the installation of the construction site as well as the plan of action for management of the environment. This campaign shall be repeated during the execution period of the construction works.

2. Installation of the construction site;

a. Implantation.

The importance of the installation process is determined by the volume and nature of construction works to be carried out, the number of workers and the number and type of engineers to be used. The installation plan must take into consideration the arrangements and protection of persons concerned and the environment.

To this effect, the chosen site should be at a distance of at least:

- 50m from the road.
- 100m from any lake or water course.
- 100m from any residential area.

The site should be chosen in such a way as to limit: clearing of shrubs, destruction of crops, and felling of trees. Valuable trees are to be preserved and protected.

The site has to be chosen out of sensitive/protected zones especially marshy areas, humid zones, shrines and secret grounds and sloppy hill sides. Finally, an adequate drainage system for water has to be previewed for the entire surface area of the site.

b. Equipment.

All offices and residential location at the construction base/camp for workers must be equipped with appropriate sanitary facilities (latrines, septic tanks, garbage pits, wash-hand basins, showers) proportionate to the number of workers. Water reservoirs with the capacity to meet the water needs on the site have to be installed. Adequate drainage should surround the water installations.

c. Management of solid and liquid water.

Trashcans are to be installed near various locations for dumping of waste. These trashcans are to be emptied in waste collection containers setup for disposal of waste by the council or dumped in a garbage pit. This pit should be situated at least 100m from the installations. Should there be a watercourse or water installation around; the pit should be at least 150m from the latter. At the end of the construction works, the pit shall be filled with soil to level with the natural surrounding ground level. Location set aside for the maintenance and washing of engines have to be concreted and equipped with oil and grease recollection facilities. Used engine oil or other waste, has to be stocked in storage tanks in a safe locations awaiting their transmission to the enterprises specialized on the treatment of such waste. The same holds for oil filters, batteries and other toxic waste.

3. Recruitment of construction workers, health and security.

The entrepreneur is bound to employ as much labour as possible in the zone where the construction works are being carried out. In case there are no qualified personnel on the spot, he is authorized to employ labour from out of the zone where the construction work is being carried out.

Besides the training and information of personnel on the aspect mentioned above (point 1), the entrepreneur has to provide necessary and adequate security equipment to his workers, boots, gloves, glasses, etc.
During the construction works, fixed and mobile sign posts shall be put in place to ensure the security of workers and resident population.
The enterprise shall systematically water the tracks used during the construction works to limit the spread of dust. The enterprise shall also ensure that speed limits are put in place and respected by different vehicles and engines (less than 40km/h. Besides, the enterprise in collaboration with the resident population has to ensure that temporary deviation are identified and do not affect sensitive/protected areas.

4. Opening and exploitation of quarries and excavation sites.

a. Opening and exploitation.

The opening and use of quarry sites is regulated by:

- Law no. 64/LF/3 of Qpril6, 1964:
- Decree no. 64/LF-163 of May 26, 1964
- Ordinance no. 74/2 of July 6,1974
- Law no. 76/14 of July 8,1976 modified and completed by no.90/021 of August 10, 1990
- Decree no. 88/772 of May 16, 1988 modified by decree no. 89/674 of 13 April1989
- Decree no. 90/1477 of November 9, 190

Quarries exploited from state-owned territory require a formal authorization to do so. Those exploited from private owned territory need a formal declaration to do same.
The entrepreneur shall apply for the authorizations previewed by the laws and regulations in force and shall take care of all related charges including eventual compensation to the owners.
The entrepreneur shall present a program for the exploitation of the quarry depending on the volume to be extracted for the construction works and reserve.
Where the exploitation of the quarry obliges the use of dynamites (explosives), the resident population must be consulted to establish the period when the exercise should be carried out and the general noise level reaching the resident population shall not exceed 90decibels.
The areas where the quarries are to be deposited are to be selected such that they do not disturb the free flow of water and they should be protected from erosion. The entrepreneur has to get permission for those deposit locations from the controller of that location.

b. Restoration of site and closing of the construction site.

At the end of the construction works, the site is supposed to be restored to its initial state. To this effect, the following necessary clean-up arrangements need to be made:

- ✓ The cleaning up of deposited materials followed by the restoration of fertile land to facilitate the sinking of water, the growth of grass and crops in prescribed.
- ✓ The re-establishment of original natural drainage routes,
- ✓ The suppression/elimination of dilapidated aspects/structures off the site,
- ✓ The refilling of drainage dishes to prevent the erosion of loses soil.
- ✓ The refilling of runoff water drainage pits and the conservation of footpaths. This is important if the quarry site or excavation can serve other purposes especially for livestock or playgrounds for the resident population.

For the construction cap site, the entrepreneur shall carryout all works necessary to restore the site to its original state. The entrepreneur must evacuate all his materials, engines and working instrument. He shall not abandon any equipment or working instrument on the site or neighbouring environment without the seeking the opinion of the controller. This restoration to its original state also concerns all road deviations and road twist/turns put in place during the construction works.
It is desirable that the site be restored to its original state progressively.

5. Brushing/clearing and enlargement.

Brushing cleaning and enlargement concern the immediate surroundings of the construction work to ameliorate the exposure of earth roads to sunlight and enhance visibility.
As far as pruning is concern, all branches hanging above the structure will be cut vertically along the limits of the bush clearing. All trees hanging above the immediate vicinity and threatening to fall on the construction work or obstructing circulation after a storm shall be cut down.
As regards to brushing/clearing, it consists of clearing all vegetation at ground level without uprooting the vegetation.
All trees and shrubs at the entrance and exit of the construction work sites (bridges, culverts, etc.) shall be uprooted so as to facilitate the flow of water and permit regular inspection of the construction works.
Finally, it shall be required of the entrepreneur from the start of the construction works to identify waste collectors from amongst the resident population (Feed for livestock, for construction, firewood, etc.). It is forbidden to burn wood rejects cut in the North and Extreme North Regions on the spot.

For the other regions, if the controller authorizes the burning of wood rejects, the entrepreneur must take additional safety precautions. For instance, he can increase the size of the safety belt around the rejects to burn and ensure that the residue dose not form or obstruct the free flow of surface runoff of water.

6. Management of water resources.

The entrepreneur shall avoid all conflicts that can result from the use of water sources.

Thus, for the water needs (watering of road tracks, construction work itself), the carrying shall be done only after receiving the necessary authorization from the competent services (Regional Delegation of Water and Energy), and after consultations with the resident populations.

At all stages of the process, the entrepreneur has to avoid carrying important volumes of water form seasonal water sources susceptible to interrupt the satisfaction of urgent water needs of the resident populations.

On the other hand, the entrepreneur shall avoid; intervening in protected areas, introducing various forms of pollution possibly spills resulting from washing or drainage of vehicles and engines. Finally, the entrepreneur shall not undertake the installation of equipment like a dam along the water course without the consent of the competent administrative services.

7. Compensation for damages to third party.

It could happen that the enterprise wrongs someone deliberately or accidentally (Destruction of crop, destruction of houses, etc.). If this wrong has not been taken into consideration by the contracting body, it shall be compensated by the enterprise and in a manner satisfactory to the third party concerned. The latter on his part shall issue an attestation of compensation to the entrepreneur to prevent any other claims later.

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DOCUMENT N° 6

SCHEDULE OF UNIT PRICES

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

UNIT PRICE SCHEDULE

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

N0	DESCRIPTION	UNITS	UP FIGURES	UP IN WORDS
	LOT 100: PRELIMINARY WORKS			
101	Site installation	ls		
102	Clearing of site	M2		
103	Studies and execution program	ls		
104	Setting out of the structure	ls		
	LOT 200: EARTH WORKS			
201	Excavation of foundation trenches	M3		
202	Digging of isolated foundation	M3		
203	Backfilling of the foundation	M3		
	LOT 300: FOUNDATION WORKS			
301	Learn concrete dosed at 150kg\m3	m^3		
302	Blocks of 20x20x40cm	M2		
303	RC for footing, pillars dosed at 350kg\m3	M3		
304	Mass concrete floor dosed at 350kg/m3	M2		
	LOT 400 : MANSONRY WORKS			
401	Blocks of 15 x20 x 40cm	m2		
402	Plastering with mortar	m2		
403	R.C dosed at 350kg/m3 for pillars, pillar caps and copping	m^2		
404	Smooth floor (trowel) finish 5cm thick	m^2		
	LOT 500 : REINFORCED CONCRET ROOF			
501	R.C slap dosed at 400kg/m3 of 15cm thick	m2		
	LOT 600 METAL/ WOOD WORK			
601	Supply and complete fitting of double mettallic door 4.0 x 2.1m + vachette lock	U		
602	Single meallic door 1.0 x 2.1m	U		

603	Treated hard wood door frames and shutters 90 x 210cm + vachette	U		
604	Treated hard wood window frames, louvers frames and blades	m2		
605	Metallic window protectors	m2		
606	Protective irons on copine round the fence	m2		
	Lot 700 :ELECTRICITY			
701	Flexible orange tube	Roll		
702	Cable TH2.5mm2	Roll		
703	Hublots round bulbs complete + permeable covers	U		
704	Fork lights	U		
705	Switches	U		
706	Sockets	U		
707	Installation of other accessories (junction boxes, donos,fuses etc)	Ls		
	LOT 800 : DECORATION AND PAINTING			
801	Application of diluted pantex 800 on walls	m2		
802	Pantex 800 on the roof	M2		
803	Pantex 800 on internal walls	M2		
804	Paint on walls with pantex 1300	M2		
805	oil paint on the wood and meter elements	m2		
	LOT 900 : DRAINAGE			
901	PVC pipe ø100 for drainage for the reinfored concrete roof	U		
902	Mass concrete dosed at 350kg/m3 round the bulding of 50cm wide and at the main entrance of the fence	Ls		

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DOCUMENT N° 7
BILL OF QUANTITIES AND COST ESTIMATES

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

BILL OF QUANTITIES AND COST ESTIMATES

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

N° PRIX	DESIGNATION	UNIT	Qty	UNIT PRICE	TOTAL
	LOT 100: PRELIMINARY WORKS AND STUDIES				
101	Site Installation	ls	1		
102	Clearing of site	m^2	260		
103	Studies and Execution program	ls	1		
104	Setting out of the structure	ls	1		
	Sub Total 100				
	Lot 200: EARTH WORK				
201	Excavation of Foundation trenches	m^3	72		
202	Digging of isolated pad foundation	m^3	41		
203	Backfilling of the foundation	m^3	75		
	Sub Total 200				
	Lot 300: FOUNDATION WORKS				
301	Lean (blinding) concrete dosed at 150kg/m3	m^2	26,45		
302	Blocks of 20 x 20 x 40cm filled with concrete	m^2	20		
303	R.C. for footings, pillars, and DPC beams dosed at 350kg/m3	m^3	18		
304	Mass concrete floor of cm thickness dosed at 350kg/m3	m^2	16		
	Sub Total 300				
	Lot 400 : MASONARY WORK				
401	Blocks of 15 x20 x 40cm	m2	472		
402	Plastering with mortar	m2	971		
403	R.C dosed at 350kg/m3 for pillars, pillar caps and copping	m^2	20,15		
404	Smooth floor (trowel) finish 5cm thick	m^2	16		

	Sub Total 400				
	Lot500 : REINFORCED CONCRET ROOF				
501	R.C slap dosed at 400kg/m3 of 15cm thick	m3	2		
	LOT 600 : METAL/ WOOD WORK				
601	Supply and complete fitting of double mettallic door 4.0 x 2.1m + vachette lock	U	1		
602	Single meallic door 1.0 x 2.1m	U	2		
603	Treated hard wood door frames and shutters 90 x 210cm + vachette	U	1		
604	Treated hard wood window frames, louvers frames and blades	m2	1		
605	Metallic window protectors	m2	1		
606	Protective irons on copine round the fence	m2	100		
	Sub Total 600				
	Lot 700 :ELECTRICITY				
701	Flexible orange tube	Roll	3		
702	Cable TH2.5mm2	Roll	3		
703	Hublots round bulbs complete + permeable covers	U	4		
704	Fork lights	U	6		
705	Switches	U	4		
706	Sockets	U	2		
707	Installation of other accessories (junction boxes, donos,fuses etc)	Ls	1		
	Sub Total 700				
	Lot 800 : DECORATION AND PAINTING				
801	Application of diluted pantex 800 on walls	m2	1205,2		
802	Pantex 800 on the roof	M2	16		
803	Pantex 800 on internal walls	M2	44,2		
804	Paint on walls with pantex 1300	M2	1205,2		

805	oil paint on the wood and meter elements	m2	11,13		
	Sub Total 800				
	Lot 900 : DRAINAGE				
901	PVC pipe ø100 for drainage for the reinfored concrete roof	U	3		
902	Mass concrete dosed at 350kg/m3 round the bulding of 50cm wide and at the main	Ls	1		
	Sub Total 900				

SUMMARY	
LOT 100: PRELIMINARY WORKS AND STUDIES	
Lot 200: EARTH WORK	
Lot 300: FOUNDATION WORKS	
Lot 400 : MASONARY WORK	
Lot 500 : REINFORCED CONCRET ROOF	
LOT 600 : METAL/ WOOD WORK	
Lot 700 :ELECTRICITY	
Lot 800 : DECORATION AND PAINTING	
Lot 900 : DRAINAGE	
TOTAL WITHOUT TAXES	
T.V.A(19.25%)	
AIR(2.2% or 5.5%)	
TOTAL TAX INCLUSIVE	
NET PAYMENT	

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DOCUMENT N°8

FRAMEWORK OF SUB DETAIL OF PRICES

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTORS)

1. A sub-detail presents all the stages involved in the establishment of a sales price. It is also an important element for the evaluation of the quality of the price proposed by a bidder.

It is not necessary to impose a model of presentation of on all bidders, taking into account the great diversity of software for the determination of sub-details of prices. On the other hand, they must include the following elements:

a) Detail of the sales coefficient according to the model presented after this note;
b) Cost in dry price of the materials provided for the site;
   Cost in dry price of the supplies necessary for the site;
c) Cost of local and expatriate labour;
d) For each price on the schedule of prices, a form resulting from points 1,2, 3 and 4 above indicating the outputs leading to the unit prices;
e) The precise sub-detail of lump sums for the installation of the site camp, the carting in and out of equipment, laboratory and its equipment, development of a quarry (where need be) etc;
f) The precise sub-detail of lump sums for the building, maintenance of premises and supply of means put at the disposal of the Delegated Contracting Authority;
g) The sub-detail of dues and taxes.

2. Presentation framework of the sales coefficient, also called the coefficient of overheads

A. Overheads of the site studies

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---	---
Total	C1

B. Overheads

- Head office overheads	---
- Financial overheads	---
- Risks and profits	---
Total	C2

Sales coefficient k = 100/ (100-C)
With C=C1+C2

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DOCUMENT N° 9
MODEL JOBBING ORDER

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

JOBBING ORDER N°_____/JO/SDO-NDIAN/NDTB/PIB 2026

Awarded after an Open National Invitation to Tender

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

BENEFICIARY: …… (Contractor and complete address)

B.P…….. at …….. Tel: …… Fax …….

Business Registry No: …….. at …….

Tax Payers' Card No: ……..

SUBJECT: …….

EXECUTION DEADLINE: …….

AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25) if applicable	
A.I.R. (2.2 %) or (5.5%)	
Net Payable	

FUNDING: ……

BUDGET HEAD: …….

LOCATION: …….

SUBSCRIBED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

BETWEEN:

The Government of the Republic of Cameroon, represented by the Senior Divisional Officer for Ndian, hereinafter referred to as the "The Delegated Contracting Authority"

ON THE ONE PART,

AND

Enterprise ……..

Whose head office is at …….

Hereinafter referred to as the "Contractor"

Represented by its Director, Mr ……..

Address: P.O. Box ……. Tel …… Fax ……

Reg. No …….

Tax Payers' Card No …….

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special technical Conditions (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimates

Page …… and last of Jobbing Order **N°_____/JO/SDO-NDIAN/NDTB/PIB 2026** awarded after an Open National Invitation to Tender

N°02/ONIT/SDO-NDIAN/NDTB/PIB 2026 OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

With …….

For the …….

EXECUTION DEADLINE …….. (……..) Months

AMOUNT OF JOBBING ORDER IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25) if applicable	
A.I.R. (2.2%) or (5.5%)	
Net Payable	

Read and Approved by the Contractor At Mundemba,the ……. …
Signed by the Senior Divisional Officer for Ndian **(Delegated Contracting Authority)** At Mundemba, the ……
Registration

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DOCUMENT N° 10

FORMS AND MODELS TO BE USED

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

FORMS ANDMODELSTO BE USED

Annex No. 1: Model declaration of intent to Tender

Annex No. 2: Model Bid Letter

Annex No. 3: Model Bid Bond

Annex No. 4: Model Final Bond

Annex No. 5: Model of start-off advance Bond

Annex No. 6: Model Retention fund (Retention Guarantee)

Annex No. 7: Model Attestation of Site visit

ANNEX N°1: MODEL DECLARATION OF INTENT TO TENDER

I the undersigned, …….. (Indicate the name and capacity of signatory)

Representing the …….. Company or enterprise with head office at ……..….. registered in the trade register of ……. Under No ……

Having taken cognizance of all the documents featured or mentioned in the Tender file N°**:02/ONIT/SDO-NDIAN/NDTB/2026 of 05/02/2026**

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

After having personally taking account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;

1- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;

2- I pledge to execute the works within a deadline of three (03) months.

3- I pledge to maintain my offer for a duration of **ninety (90)** days from the deadline of submission of tenders;

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

Done at ……..

Signature of …….

In the capacity of ……

Duly authorized to sign the tenders on behalf of ……

ANNEX N°2: MODEL BID LETTER

I the undersigned, …… (Indicate the name and capacity of signatory)

Representing the …….. Company or enterprise with head office at ……..….. registered in the trade register of ……Under No ……

Having taken cognizance of all the documents featured or mentioned in the Tender file:

Tender **No:02/ONIT/SDO-NDIAN/NDTB/2026 of 05/02/2026 FOR THE THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)**

After having personally taking account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;

4- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;

5- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself established for each type of structure which prices reveal the amount of the tender at ……. (in figures and words) FCFA exclusive of VAT and at …….. (in figures and in words) FCFA inclusive of all taxes.

6- I pledge to execute the works within a deadline of three (03) months.

7- I pledge to maintain my offer for a duration of **ninety (90)** days from the deadline of submission of tenders;

The **Delegated Contracting Authority** shall pay the sums due for this contract by crediting account No:……. Opened in ……. Bank …… branch.

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

Done at ……..

Signature of …….

In the capacity of …… Duly authorized to sign the tenders on behalf of ……..

ANNEX NO. 3: MODEL BID BOND

Addressed to the SDO Ndian

Whereas the undertaking ……. hereinafter referred to as the "bidder" has submitted his tender on …….. for the ……, hereinafter referred to as "the tender" and to which must be attached a bid bond equivalent to ……FCFA.

We …….. (name and address of the bank), represented by ……. (names of signatories), hereinafter referred to as "the Bank" hereby declare to guarantee payment to the Delegated Contracting Authority of the maximum sum of …….., that the bank pledges to pay in full to the Delegated Contracting Authority, bidding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the Bidder withdraws his offer during the validity period specified by the Bidder in the tender;
Or
If the Bidder, having been notified of the award of the contract by the Delegated Contracting Authority during the period of Bid validity:

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

We undertake to pay the Delegated Contracting Authority an amount up to the maximum of the sum referred to above upon receipt of his first written demand, without the Delegated Contracting Authority having to substantiate his demand, provided that in its demand the Delegated Contracting Authority shall note that the amount claimed by him is due, because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

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

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

(Bank's signature)

ANNEX NO 4: MODEL FINAL BOND

Bank:…….

Reference of the Bond No…….

Addressed to The SDO Ndian

Hereinafter referred to as “The Delegated Contracting Authority”

Whereas …… (name and address of contractor) hereinafter referred to “the Contractor”, pledge, in execution of the contract, to carry out the works of …….. …….

Whereas it is stipulated in the contract that the contractor shall furnish the Delegated Contracting Authority a final bond of two percent (2%) of the amount of the contract as security for compliance with the contractor’s performance obligations in accordance with the Contract.

Whereas we have agreed to provide the Contractor with this guarantee;
We,…….. (name and address of bank)
Represented by …….. (name of signatories)

Hereinafter referred to as “the Bank”, and we pledge to play the Delegated Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations, without being able to defer the payment nor raise any contest for whatever reason, the sum of ……..
……. (in letters and in words)

We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent onus by virtue of this bond and we hereby derogate by the present to the notification of any amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the provisional acceptance of the works.

After this date the caution shall no longer be valid and shall be returned to us without any request on our part.

Any request for payment formulated by the Delegated Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

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

Signed and authenticated by the bank at ……on……

(Signature of the bank)

ANNEX NO 5: MODEL OF START-OFF ADVANCE BOND

Bank reference:…….
Address: ……

We, the undersigned,……(bank, address) hereby declare by the present to guarantee on behalf of …….. (The Holder) to the benefit of the Delegated Contracting Authority, The Senior Divisional Officer for Ndian
The payment without contest and upon receipt of the first written request by the beneficiary, declaring that ……. (the holder) has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract **No:…….../JO/SDO-NDIAN/NDTB/2026** of……../-----/2026 Relating to the Construction of ……. ……at…….. of the total sum corresponding to the advance of twenty percent (20%) of the amount inclusive of all taxes of contract **No:…….../JO/SDO-NDIAN/NDTB/2026**, payable upon notification of the corresponding Service Order to start work that is, ……..F CFA.

This bond shall enter into force and shall take effect upon acceptance of the respective parts of this advance into the accounts of …….. (The holder) opened in the…… bank under No ……

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the guarantee shall be proportionately reduced on the progressive reimbursement of the advance.

The applicable law and jurisdiction shall be those of the republic of Cameroon.

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

Signature of the bank

ANNEX N°6: MODEL OF PERFORMANCE BOND (RETENTION GUARANTEE)

Bank: ……..
Reference of the Bond No: ……..
Addressed to the Senior Divisional Officer for Ndian
Hereinafter referred to as “The Delegated Contracting Authority”

Whereas ……. (Name and address of contractor) hereinafter referred to “the Contractor”, pledge, in execution of the contract, to carry out the works of construction of…… ……at……..

Whereas it is stipulated in the contract that the guarantee retention fixed at ten percent (10%) of the amount of the contract may be replaced by a joint guarantee;

Whereas we have agreed to provide the Contractor with this guarantee;
We, …….. (Name and address of bank),
Represented by …… (Name of signatories) and hereinafter referred to as “the Bank”;

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the Delegated Contracting Authority for a maximum amount of ……. (in figures and in letters) corresponding to ten percent (10%) of the contract amount.

And we pledge to pay to the Delegated Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Delegated Contracting Authority within the meaning of the contract, amended where need be, by its additional clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s) within the limits of the amount equal to ten percent (10%) of the total amount of the works featuring in the final detailed account, without the Delegated Contracting Authority having to prove or give the reasons nor the motive for the amount of the sum indicated above.
We hereby agree that no change or addendum or any other amendment shall release us of any obligation incumbent onus by virtue of this bond and we hereby derogate by the present to the notification of any amendment, addendum or change.
This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final reception of the works and upon released issued by the Delegated Contracting Authority.
Any request for payment formulated by the Delegated Contracting Authority by virtue of this bond should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.
This bond shall, for purposes of its interpretation and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this pledge and its consequences.

Signed and authenticated by the bank at …… on ……

Signature of the bank

ATTESTATION OF SITE VISIT

I the undersigned ……

……

Function ……

Sub-Division……

Division……
South West Region.

Attest to the visit of the
Enterprise……

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

In witness whereof this attestation is issued to serve as and when necessary.

Done at …….. on……

Signature of the DIVISIONAL TREASURER NDIAN

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

REGION DU SUD-OUEST

DEPARTEMENT DU NDIAN

PREFECTURE DE MUNDEMBA

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

SOUTH WEST REGION

NDIAN DIVISION

DIVISIONAL OFFICE MUNDEMBA

NDIAN DIVISIONAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

N° 02/ONIT/SDO-NDIAN/NDTB/PIB 2026

OF 05/02/2026

THE CONSTRUCTION OF A FENCE AND WATCH NIGHT HOUSE ROUND THE FINANCE OFFICE MUNDEMBA (L=250M)

FUNDING: PUBLIC INVESTMENT BUDGET 2026

DOCUMENT N° 11

LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS

(ZERO TOLERANCE TO CORRUPTION IN PUBLIC CONTRACTS)

LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS

1-Banks

1. BICEC
2. Union Bank of Cameroon Plc.
3. ECOBANK
4. United Bank of Africa
5. Afriland first Bank
6. SCB
7. SGBC
8. Standard Chartered Bank
9. National Financial Credit
10. CBC
11. CITI Bank
12. Banque Atlantique
13. Banque Gabonaise pour le financement international (BGFI BANK)

11- **Insurance companies**

Chanas assurances

Active Assurances

Zenithe Assurances